Welcome!

We appreciate your commitment!
Title IX Presentation and Training

[Break]

Resources Clemson Abroad Provides

Campus Resources Introductions

Q & A
BREAK
RESOURCES CLEMSON ABROAD PROVIDES
EMERGENCY CARD & CONTACT INFORMATION

**EMERGENCY CONTACT CARD**
*Contact local police first in case of emergency*

- Local Police: 999
- Local Ambulance: 995
- Local Fire: 995
- U.S. Consulate: (+65)-6476-9100
- Group Cell Number (faculty)

**Personal Information**

Name: _________________________
Phone: _________________________

US Address: ________________________________

Local Friend: ____________________
Call Collect Insurance #: (+1)-(312) 935-1703
Policy: GLM N0498366A

Allergies: _________________________
Medications: _________________________

**Study Abroad Office (8-4:30 EST/M-F)**
(+1)-864-656-2457
abroad-L@clemson.edu

**Office of Global Engagement**
(+1)-864-656-1455

**CU Police Dept. (24 hrs/7 days)**
(+1)-864-656-2222
STEP REGISTRATION & PROCESS

What is STEP?
The Smart Traveler Enrollment Program (STEP) is a free service to allow U.S. citizens and nationals traveling abroad to enroll their trip with the nearest U.S. Embassy or Consulate.

Benefits of Enrolling in STEP
- Receive important information from the Embassy about safety conditions in your destination country, helping you make informed decisions about your travel plans.
- Help the U.S. Embassy contact you in an emergency, whether natural disaster, civil unrest, or family emergency.
- Help family and friends get in touch with you in an emergency.

Stay Informed, Stay Connected, Stay Safe!

https://step.state.gov/step/
STEP REGISTRATION & PROCESS

Commitment to Participate

Your status: Committed

Thank you for giving your commitment to participate. If you must change your decision, please contact Clemson Abroad at abroad@clemson.edu.

Application Questionnaire(s)

Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for the questionnaire to be logged as complete and ready for review.

Title | Received
--- | ---
Applicant General Information | √
Authorization for Release of Information | 
Community Standards | 
Emergency Contact Information | 
Language | 
Transcript | 
Flight Itinerary | 
Health Information | 
Passport Information | 
STEP Registration | 
Visa Information | 

STEP Registration:

Instructions:

As part of the mandatory pre-departure process, the study abroad office requires you to register yourself in the US Department of State’s Smart Traveler Enrollment Program (STEP). The STEP program is a free online service provided through the US Department of State and will enroll your study abroad program with the nearest U.S. Embassy or Consulate and will help provide you with pertinent risk management information in the case of an emergency. Please see the link below and follow the instructions to register.

STEP Registration

Once registered, you are required to upload a copy of the screen shot or pdf of the enrolled page as part of the documents required to complete your study abroad application.

(*) Indicates the question is required.

1. Upload proof of STEP registration. (*)

Upload File

You may enter information on this form and use the Save button to keep your information until you are ready to submit it. Please note that your application questionnaire is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.

https://step.state.gov/step/
“IN CASE OF EMERGENCY” PROCESS

• Contact the Clemson University Police
  • You can reach them at 864-656-2222
COUNTRY SPECIFIC INFORMATION
Incident Report Form

This form is to be used to document all incidents (including near misses, non-evacuated and evacuated injuries), illnesses/ailments, and disciplinary actions that occur during a program. Complete as close to the time of the incident as possible and submit (via email) to Clemson Study Abroad (abroad-id@clemson.edu). Student names and ID will be kept confidential. Use additional space as needed.

1. Today's date
2. Student name
3. Student Clemson ID
4. Date of incident
5. Time of incident
6. Location of incident

7. Others involved in incident:
8. Clemson staff/faculty completing form:
9. Contact information for staff/faculty completing the form:
10. Program name:
11. Check or highlight the appropriate description to indicate the nature of the incident:
   - Alcohol/drugs
   - Injury/illness
   - Theft
   - Student Arrest
   - Assault
   - Other (please specify): ________________________________

Describe the incident. Be as specific as possible (attach additional sheets as needed).
CAMPUS RESOURCES AVAILABLE

• Dean of Student Affairs
• General Counsel’s Office
• Office of Community and Ethical Standards
• CARE
• Student Health Services
• CAPS
• Healthy Campus
• Risk Management
• Clemson University Police Department
REMINDER: FINANCES

• **BE AWARE OF YOUR FINAL BUDGET**
  • Your final budget is **THE** budget while abroad
  • Make sure to follow your location specific Foreign Per Diem Rates
• **NO ALCOHOL FOR REIMBURSEMENT**
• Keep track of your finances **daily** while abroad in the Faculty International Travel Logs (your expenses) and the Group Student International Travel Logs (student expenses)
• Your travel reimbursements and budget reconciliations will be due **no later than 2 weeks after your return**
  • All expenses **must be** converted back in USD
  • All receipts must be categorized and organized on 8.5X11 sheets when turned in

Remember...

Link to PowerPoint for more info: [http://www.clemson.edu/studyabroad/documents/Financial-Admin.pdf](http://www.clemson.edu/studyabroad/documents/Financial-Admin.pdf)
CAMPUS RESOURCES
DEAN OF STUDENT AFFAIRS

SHANNON FINNING
Dean of Students & Associate VP for Student Affairs
finning@clemson.edu
OFFICE OF COMMUNITY & ETHICAL STANDARDS (OCES)

ALESIA SMITH
Student Services Manager
alesias@clemson.edu
KATHY CAUTHEN
CARE Case Manager
kcauthe@clemson.edu
COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

RAQUEL CONTRERAS
Counseling Center
rcontre@clemson.edu
HEALTHY CAMPUS

JENNIFER GOREE
Student Services Manager
goree@clemson.edu
RISK MANAGEMENT

LINDA RICE
Program Manager
busynone@clemson.edu
FIRE & EMERGENCY MEDICAL SERVICES

LYNN FISHER
Emergency Preparedness Coordinator
lynnf@clemson.edu
SPECIAL THANKS TO:
THANK YOU!

Need more info? Contact: www.clemson.edu/studyabroad

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Sallie Turnbull BBS: sbromby@clemson.edu

Nancy Parra CES: nparra@clemson.edu

Jessica Mussro (Program Assistant): jlmussr@clemson.edu

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Uttiyo Raychaudhuri (Director of Clemson Abroad): uttiyo@clemson.edu