

## PROGRAM RENEWAL PROCESS TIMELINE

### PROCESS OVERVIEW

## RENEWAL APPLICATION 8 BUDGETING

RECRUITMENT & ADMISSIONS

PRE-DEPARTURE PREPARATIONS

**FINALIZE LOGISTICS** 

#### 12-9 MONTHS PRIOR TO PROGRAM

- Determine changes needed to on-site experience
- Request itemized quote(s) from on-site provider
- Have required third party contracts/master service agreements signed
- Complete renewal application pre-decision requirements
- Meet with OGE fiscal team to create preliminary budget and determine program fee
- Evaluation of preliminary budget by college

#### 9-6 MONTHS PRIOR TO PROGRAM

- Market and promote student applications opening
- Verify eligibility of applicants
- Complete faculty reviews for applicants
- Participate in Study Abroad Fair and recruit students

### **6-3 MONTHS**PRIOR TO PROGRAM

- Finalize student enrollment numbers to determine program viability
- Confirmation of on-site expenses and approval of final budget
- Begin post-decision requirements
- Submit Travel
   Authorization Request in Concur

### **3-0 MONTHS**PRIOR TO PROGRAM

- Book personal travel logistics
- Participate in required PHCEA trainings
- Host program-specific, pre-departure meetings for students
- Complete renewal postdecision requirements and program leader travel registration
- Ensure students complete their predeparture requirements



## PROGRAM RENEWAL PROCESS TIMELINE

### SPRING BREAK | SUMMER PROGRAMS

RENEWAL APPLICATION

8 BUDGETING

BUDGETING & RECRUITMENT

FINALIZE ON-SITE LOGISTICS

PRE-DEPARTURE PREPARATIONS

**12-9 MONTHS**PRIOR TO PROGRAM

- 1) Determine changes needed to on-site experience
- 2) Request itemized quote(s) from on-site provider
- 3) Have required third party contracts/master service agreements signed
- 4) Complete renewal application pre-decision requirements

Opens: May 15th Priority Deadline: August 15th General Deadline: September 1st

- 5) Meet with OGE fiscal team to create preliminary budget and determine program fee
- 6) Evaluation of preliminary budget by college
- 7) College Global Education Committee Approval Deadline: September 15th

9-6 MONTHS PRIOR TO PROGRAM

- 1) Market and promote student applications opening
- 2) Verify eligibility of applicants
- 3) Meet with OGE Fiscal Team to create preliminary budget
- 4) Evaluation of preliminary budget
- 5) Participate in Study Abroad

**Fair and recruit students** Fairs: September & February

Recruitment Ideas: classroom visits, emails, info sessions, social media, non-Clemson student recruitment **6-3 MONTHS** PRIOR TO PROGRAM

- Finalize student
   enrollment numbers to
   determine program viability
- 2) Confirmation of on-site expenses and approval of final budget
- 3) Complete full proposal post-decision requirements
- 4) Submit Travel Authorization Request in Concur

Must be signed by all parties before booking travel

**3-0 MONTHS**PRIOR TO PROGRAM

- 1) Book personal travel logistics
- 2) Participate in required PHCEA trainings
  Various sessions offered in-person and online
- 3) Host program-specific, pre-departure meetings for students

At least one, but ideally multiple sessions leading up to program departure

- 4) Complete renewal postdecision requirements and program leader travel registration
- 5) Ensure students complete their pre-departure requirements



## PROGRAM RENEWAL PROCESS TIMELINE

### FALL | FALL BREAK | WINTER

# RENEWAL APPLICATION 8 BUDGETING

# BUDGETING & RECRUITMENT

# FINALIZE ON-SITE LOGISTICS

# PRE-DEPARTURE PREPARATIONS

#### **12-9 MONTHS** <u>Prio</u>r to Program

### 1) Determine changes needed to on-site experience

- 2) Request itemized quote(s) from on-site provider
- 3) Have required third party contracts/master service agreements signed
- 4) Complete renewal application pre-decision requirements

Opens: May 15th Closes: September 1st

- 5) Meet with OGE fiscal team to create preliminary budget and determine program fee
- 6) Evaluation of preliminary budget by college
- 7) College Global Education Committee Approval Deadline: September 15th

9-6 MONTHS PRIOR TO PROGRAM

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## PROGRAM PROPOSAL PROCESS TIMELINE

### SPRING SEMESTER

# RENEWAL APPLICATION 8 BUDGETING

# BUDGETING & RECRUITMENT

# FINALIZE ON-SITE LOGISTICS

# PRE-DEPARTURE PREPARATIONS

#### **12-9 MONTHS** <u>Prio</u>r to Program

### 1) Determine changes needed to on-site experience

- 2) Request itemized quote(s) from on-site provider
- 3) Have required third party contracts/master service agreements signed
- 4) Complete renewal application pre-decision requirements

Opens: December 15th Closes: February 15th

- 5) Meet with OGE fiscal team to create preliminary budget and determine program fee
- 6) Evaluation of preliminary budget by college
- 7) College Global Education Committee Approval Deadline: March 15th

9-6 MONTHS PRIOR TO PROGRAM

- 1) Market and promote student applications opening
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- 5) Ensure students complete their pre-departure requirements