

## Program Director's Consultation Checklist for Student Programs

**Program Title** \_\_\_\_\_

**Program Director** \_\_\_\_\_  
(Signature confirms consultation with GSU offices listed below. Insert "n/a" where applicable.)

**Dean of College / International Representative:** \_\_\_\_\_  
(Please print name)

### College Units

- Program Support       Academic Advising       Credit Hour Conversion/Equivalence
- GSTEP (Georgia State Test of English Proficiency)       Graduate Student Assistantships
- Graduate Admissions (issues under "Undergrad. Admissions" apply)
- Credit-related Issues:
- Credit type (Institutional or Transfer credit)
  - Scheduling (Establishment of GSU course & number etc, if applicable):
  - Course level placement
  - Academic / Course Calendar issues

### Enrollment Management

#### Financial Aid – Louis Scott:

- Intent-to-Study-Off-Campus Form
- Applicable Financial Aid Forms
- Consortium Agreements (Transient Students only)

#### Undergrad. Admissions – Scott Burke:

- Fee-rate Code in Banner
- Application Fee
- Credential Evaluation

#### Registrar – Cherise Peters

- Tuition/Fees Waivers
- Out-of-State Tuition Waivers

#### Student Accounts – Sherrille McIntosh:

- Waiver Input into Banner (Outgoing Students)
- Third-Party Billing

### Housing – Sharon German:

- Incoming Students (Housing Application forms/deadlines and deposits)
- (Outgoing Students – faculty should negotiate with institution abroad)

### Office of Int'l Affairs - Study

#### Abroad Programs – Farrah Bernardino:

(Outgoing Students)

- Study Abroad Medical Insurance
- Crisis Policy
- Transfer Credit Pre-Approval
- Program Brochures
- GSU Re-entry (admission)
- GSU and other Study Abroad Scholarships
- Annual Study Abroad Activity Notice Form

### International Student &

#### Scholar Services- Heather Housley:

(Incoming Students)

- Int'l Student Medical Insurance
- F or J Visa Status
- Immigration Documents
- Waiver Input into Banner
- International Course Registration
- Employment: On and Off Campus
- New Student Orientation