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To: International Programs (IP) Coordinators at CSU Campuses **Date:** November 27, 2017
Subject: Coordinating Campuses Processes for Calendar Year Participants

Dear IP Coordinator,

We congratulate your students on their selection to participate in the CSU IP. This memo serves as a friendly reminder to coordinate campus processes for newly accepted CSU IP participants.

Students should be enrolled at their home CSU campus as full time students for the terms that they will be studying abroad during the 2018 calendar year (February to November). Campus enrollment will ensure that:

- 1) Students maintain their enrollment status while abroad, and
- 2) Financial aid payments are continued for financial aid recipients.

Please use the timeline below to assist with coordinating campus registration for newly accepted CSU IP participants.

Timeline of Actions for Calendar Year (Australia and South Africa) Programs

November-December: Using Terra Dotta Software (TDS), [IP Coordinator](#) provide a list of all participants to their registrar/records office with a request that IP participants are concurrently enrolled in full time studies for the calendar year. For instructions on how to generate a participant list, click [here](#).

To generate a participant list, refer to the CSU IP website under “Study Abroad”, “About CSUIP”, “CSU Faculty and Staff”, “Resources for IP Coordinators”, “Additional Resources” or click [here](#).

Regarding student withdrawals: When students advise the CSU IP Office of their withdrawal, CSU IP will notify [IP Coordinators](#) via email. [IP Coordinators](#) are responsible for notifying their campus registrar/records office regarding changes in CSU IP enrollment status.

Please share this email with the relevant staff and offices at your campus.

For questions, please contact us at 562-951-4790 or email IPacademics@calstate.edu or IPstudentaffairs@calstate.edu.