

4 International Programs
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To: CSU International Programs (IP) Coordinators at CSU Campuses **Date:** June 4, 2018

Subject: Coordinating Campus Registration for Academic 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 academic year that they will be studying abroad. 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 Action Items for Academic Year Program Participants

End May/June: **IP Coordinator** provides a participant list to the registrar/records office with a request that CSU IP participants are **concurrently enrolled for the summer session for the programs listed below**. Below is a list of programs that have summer courses. Units shown below are semester units.

- France (Aix-en-Provence): 4 units
- France (Paris): 4 units
- Germany: 6 units for Learn German Program; 4 units for Advanced and Direct Enrollment Programs
- Italy: 5 units for non-Architecture students; 6 units for Architecture students

Note that students who are studying at a study center for a second year are exempt from the summer course and therefore, should not be concurrently enrolled at the campus for summer.

Regarding summer enrollment at your campus: Your campus retains State University Fees collected from students who have enrolled in state-supported summer courses at your campus. In cases when students have paid your campus for part-time enrollment, and the total number of units exceeds part-time enrollment due to their participation in IP, our office will collect the difference between part-time and full-time enrollment directly from the student. If students have not enrolled in summer session courses at your campus, then students should not be charged any summer session fees directly by your campus. These students pay their State University Fee through CSU IP at the CSU Chancellor's Office and all local or campus-based fees are waived per Executive Order 799. For terms abroad during the regular academic year, students should not be billed by your campus. Please notify your Bursar's Office and/or other appropriate offices and staff.

June: **IP Coordinator:**

- Using Terra Dotta Software (TDS), provides a list of **all** participants to their registrar/records office with a request that CSI IP participants are **concurrently enrolled in full time studies for the academic year**.

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.