



Timeline

for NSE Campus Coordinators

This is a suggested timeline for administering NSE on the campus. You may need to adapt the timeline to fit your own responsibilities as well as the calendar of your own campus.

This publication should be used in conjunction with the *NSE Handbook (for Coordinators)* which details exchange procedures relative to outgoing, incoming and returning students. The *NSE Handbook* is available at nse.org, Coordinators, Documents, Exchange Procedures.

Templates for application and promotional materials are available at:

nse.org • Coordinators • Application • Promotion

JUNE and JULY

Campus Implementation and Program Promotion

- Review processes and student eligibility requirements by reading the *NSE Handbook* Sections on outgoing, incoming, and returning students. Develop a marketing plan for the year. Refer to Promotion and Publicity (nse.org, Coordinators, Promotion) for ways to promote your program.
- Review and revise NSE promotional materials. WORD templates for book marks, fliers, posters, table tents, brochures, maps, membership rosters, Power Point presentation, and letters to students and faculty are available at nse.org, Coordinators, Promotion.
- Plan NSE orientation and activities for your incoming students.
- Review and revise NSE application materials. WORD templates for all forms related to application processing are available at nse.org, Coordinators, Application.
- Review and revise your own NSE web sites for incoming and outgoing students.
- Review and revise your on-line social community web sites (e.g., Facebook).
- Verify that NSE information is included in new student materials and your campus web site.
- Review and revise materials used to inform the academic community (faculty, advisors, and deans) about NSE. See Academic Partnerships at nse.org, Coordinators, Promotion. Also see nse.org, Faculty and Advisors.
- Review and revise, if necessary, written policies and procedures for working with key campus implementation offices (e.g., admissions, registration, financial aid, comptroller, and residence life). If you do not have procedures, contact NSE staff and/or see nse.org, Coordinators, Documents, Exchange Procedures, Implementation Guidelines.
- Conduct NSE information sessions at summer orientation for students and parents.

Students

Incoming Students

- Send welcome letter, enrollment forms, and registration materials to students when PAF is received.
- Receive residence life, admissions, health, and other completed enrollment forms and forward to appropriate campus offices.
- Develop and utilize an e-mail distribution list for communicating with students.
- Verify that incoming students have met deadlines for submission of forms and payment of fees.
- Finalize arrangements relative to enrollment, housing, registration, etc.
- Provide campus arrival and NSE orientation details.
- Send memo with incoming students' names, ID numbers, and tuition payment plan to admissions, records, registration, financial aid, comptroller, residence life, and health services.

Outgoing Students

- Make sure that outgoing students do not have any outstanding financial obligations to your campus. If so, cancel the exchange and notify the host campus coordinator.
- Verify NSE eligibility at the completion of the term (academic, social, behavioral). Notify the student and host campus coordinator of cancellations of students not maintaining NSE eligibility.
- Assist outgoing Plan B students with place-holder course registration and payment of tuition and fees.
- Develop and utilize an e-mail distribution list for communicating with students.
- Verify that all students have completed a written advising agreement. Keep a copy for your records and distribute copies to the student, the student's advisor, and the records office.

Returning Students

- Verify that transcripts have been received and that course work has been entered on the permanent record.

To the NSE Central Office

- Pay annual membership fees. NOTE: NSE bills for membership fees the first week of April.
- Pay student application fees. NOTE: NSE bills for student application fees the second week of May.

On-Line

- Update all *Submissions* forms at nse.org, Coordinators, Submissions.
- Enter post-conference placement requests at nse.org, Coordinators, Placement Resources, Enter a New Student to be Placed. The suggested deadline for requesting a fall placement is June 15.

AUGUST

Students

Incoming Students

- Verify that incoming students have met deadlines for submission of forms and payment of fees.
- Make arrangements to pick up students arriving by plane, train, or bus.
- Finalize arrangements relative to housing, registration, etc.
- Conduct orientation and welcoming activities.
 - Meet with students to determine if there are any problems or needs.
 - Secure current contact information (address, phone, cell phone) for each student.
 - Update e-mail distribution list for communicating with students.
 - Secure current emergency contact information for each student.
 - Provide students with your home phone or cell number or other means to contact you in an emergency.
 - Advise students of procedures for dealing with campus emergencies (e.g., weather, strikes, fire, etc.).
 - Inform students of campus rules and regulations (e.g., academic regulations, fee payment, social/behavioral).

On-Line

- Update placement availability for spring semester, winter quarter, and spring quarter exchanges at nse.org, Coordinators, Placement Resources, Placement Availability.

Looking for short cuts to promote NSE?

NSE has templates for table tents, book marks, fliers, posters, brochures, letters to students and faculty, and more. There's also a Power Point presentation to use in student information sessions.

nse.org • Coordinators • Promotion



Looking for ideas on how to promote NSE?

For a comprehensive list of ways to promote NSE to and through the various segments and populations of your campus, read *Promotion and Publicity* available at:

nse.org • Coordinators • Documents

SEPTEMBER

Campus Implementation and Program Promotion

- Familiarize yourself with the NSE *Student Handbook: Exchange Policies and Procedures*.
- Implement your NSE marketing plan.
- Inform faculty and staff about NSE and request assistance in promoting the program and identifying students who could benefit from exchange.
- Inform faculty and staff of the benefits of using NSE to form informal and formal academic partnerships with other member institutions. See Academic Partnerships at nse.org, Coordinators, Promotion. Also see the *Faculty and Advisors* section of nse.org.
- Distribute promotional materials (fliers, posters, table tents, book marks, etc.).
- Develop a schedule for classroom and residence hall presentations.
- Prepare NSE promotional letter to be sent to all eligible students. A sample letter is available at nse.org, Coordinators, Promotion.
- Determine how to post on-line promotion to all eligible students (e.g., Facebook, Twitter).
- Schedule NSE information sessions. Take a look at the NSE Power Point Presentation (nse.org, Coordinators, Promotion) to assist in developing talking points for your information session.

STUDENTS

Incoming Students

- Make arrangements to pick up students arriving by plane, train, or bus.
- Finalize arrangements relative to housing, registration, etc.
- Conduct orientation and welcoming activities.
- Meet with students to determine if there are any problems or needs.
 - Secure current contact information (address, phone, cell phone) for each student.
 - Update e-mail distribution list for communicating with students.
 - Secure current emergency contact information for each student.
 - Provide students with your home phone or cell number or other means to contact you in an emergency.
 - Advise students of procedures for dealing with campus emergencies (e.g., weather, strikes, fire, etc.).
 - Inform students of campus rules and regulations (e.g., academic regulations, fee payment, social/behavioral).

Returning Students

- Meet with returning exchange students to evaluate the exchange experience.
- Verify that transcripts have been received and that course work has been entered on the permanent record.

Your Students on Exchange

- Receive *Verification of Enrollment* from host campuses, file and send a copy to your financial aid office.
- Update e-mail distribution list for communicating with students.

On-Line

- Complete on-line *Verification of Enrollment*, by the third week of the term, for incoming students at nse.org, Coordinators, Placement Resources, Verify. (SEMESTER CALENDAR)
- Update placement availability at nse.org, Coordinators, Placement Resources, Placement Availability.
- Enter post-conference placement requests at nse.org, Coordinators, Placement Resources, Enter a New Student to be Placed.

NOTE; The last day to enter a post-conference placement (exchanges which begin the subsequent spring semester or winter and/or spring quarter) is November 30. The suggested deadline for requesting a spring semester/winter quarter placement is October 15.

Student Application Fees: How Much? When to Assess? How Do I Pay?

nse.org • Coordinators • Placements • Placement Resources • Student Application Fees



OCTOBER

Campus Implementation and Program Promotion

- Make classroom and residence hall presentations.
- Promote resident assistant exchange option with residence life staff.
- Display NSE posters.
- Distribute bookmarks and fliers in high student traffic areas.
- Jointly promote NSE with honors, study abroad, career services, and multicultural programs.
- Mail or e-mail NSE promotional letter to eligible students.
- Hold NSE information sessions.

Students

Incoming Students

- Meet with students to determine if there are any problems or needs.

Your Students on Exchange

- Ask students about the status of their exchange at the host campus (e.g., doing well, problems).
- Provide registration and housing information to those who will return for the winter/spring term.

To Other NSE Campuses

- Send *Placement Acceptance Forms* to the host campuses for post-conference placements.

On-Line

- Complete on-line *Verification of Enrollment*, by the third week of the term, for incoming students at nse.org, Coordinators, Placement Resources, Verify. (QUARTER CALENDAR)
- Update placement availability at nse.org, Coordinators, Placement Resources, Placement Availability.
- Enter post-conference placement requests at nse.org, Coordinators, Placement Resources, Enter a New Student to be Placed.

The last time to enter a post-conference placement (exchanges which begin the subsequent spring semester or winter and/or spring quarter) is 11:59 p.m. (Eastern) November 30. The suggested deadline for requesting a spring semester/winter quarter placement is October 15.



Need NSE Application Materials?

Microsoft Word templates are available for the following:

- | | |
|------------------------------|------------------------------|
| Application for Exchange | Resident Assistant Applic |
| Budget Resource Worksheet | Interview Report |
| Language Proficiency Report | Program of Study Statement |
| Reference - Academic Advisor | Advising Agreement |
| Reference - Faculty/Staff | Returning Student Evaluation |
| Reference - Other | |

These forms are available at: nse.org • Coordinators • Application

NOVEMBER

Campus Implementation and Program Promotion

- Make classroom and residence hall presentations.
- Promote resident assistant exchange option with residence life staff.
- Display NSE posters.
- Distribute bookmarks and fliers in high student traffic areas.
- Jointly promote NSE with honors, study abroad, career services, and multicultural programs.
- Mail or e-mail NSE promotional letter to eligible students.
- Hold NSE information sessions.

Students

Outgoing Students

- Meet with interested students and distribute application materials.
- Receive and process applications for participation in the Resident Assistant exchange option.
- By the end of November, forward RA applications to the NSE Central Office.
- Receive and process applications along with the student application fee. Fee assessment guidelines are available at nse.org, Coordinators, Placement Resources.

Incoming Students

- Send welcome letter, enrollment forms, and registration materials to new incoming students when PAF is received.
- Receive residence life, admissions, health, and other completed enrollment forms from new incoming students and forward to appropriate campus offices
- Correspond with new and remaining incoming students regarding enrollment, registration, and housing for the winter/spring term.
- Develop and utilize an e-mail distribution list for communicating with students.

To Other NSE Campuses

- Send *Placement Acceptance Forms* to the host campuses for mid-year placements.

On-Line

- If you have not already done so, complete on-line *Verification of Enrollment* for incoming students at nse.org, Coordinators, Placement Resources, Verify. (SEMESTER/ QUARTER CALENDARS)
- Enter post-conference placement requests at nse.org, Coordinators, Placement Resources, Enter a New Student to be Placed.

The last time to enter a post-conference placement (exchanges which begin the subsequent spring semester or winter and/or spring quarter) is 11:59 p.m. (Eastern) November 30

Check Your Mail – Registration Materials for the Annual Placement Conference (March) are mailed the first week of November.

Attendance at the conference is a requirement of NSE Membership.

DECEMBER

Campus Implementation and Program Promotion

- Make classroom and residence hall presentations.
- Display NSE posters.
- Distribute bookmarks and fliers in high student traffic areas.
- Jointly promote NSE with honors, study abroad, career services, and multicultural programs.
- Mail or e-mail NSE promotional letter to eligible students.
- Hold NSE information sessions.

Students

Departing Students

- Conduct exit interviews or evaluations.
- Inform students of the process for requesting transcripts.
- Determine if the student owes money; if so, block release of transcripts until debt is paid, and inform the home coordinator.

Returning Incoming Students

- Verify that the student continues to meet eligibility requirements; if not, notify the home coordinator and terminate the exchange.
- Determine if the student owes money; if so, block re-enrollment and release of transcripts until debt is paid, and notify the home coordinator.

Incoming Students

- Verify that incoming students have met deadlines for submission of forms and payment of fees.
- Finalize arrangements relative to enrollment, housing, registration, etc.
- Provide campus arrival and NSE orientation details.
- Send memo with incoming students' names, ID numbers, and tuition payment plan to admissions, records, registration, financial aid, comptroller, residence life, and health services.

Outgoing Students: Winter/Spring

- Secure signatures on *Placement Acceptance Forms*.
- Secure signatures on campus waiver and/or responsibility/obligations forms.
- Distribute written procedures for leaving and returning to campus.
- Ensure that students meet with the financial aid officer to discuss aid awards and disbursement.
- Verify that students have completed an advising agreement. Keep a copy for your records and distribute copies to the student, the student's advisor, and the records office.
- Make sure that outgoing students do not have any outstanding financial obligations to your campus. If so, cancel the exchange and notify the host campus coordinator.
- Verify NSE eligibility at the completion of the term (academic, social, behavioral). Notify the student and host campus coordinator of cancellations of students not maintaining NSE eligibility.
- Assist outgoing Plan B students with registration and fee payment.

Outgoing Students: Subsequent Year

- Meet with interested students and distribute application materials.
- Receive and process applications and student application fees.

Annual Placement Conference

- Register for the NSE Conference.
- Contact the hotel to make your room reservations.

On-Line

- Enter conference placement requests at nse.org, Coordinators, Placement Resources, Enter a New Student to be Placed.

The last time to enter a conference placement is 11:59 p.m. (Eastern) the Monday of the week of the March Annual Placement Conference.

JANUARY

Campus Implementation and Program Promotion

- Display NSE posters.
- Distribute bookmarks and fliers in high student traffic areas.
- Jointly promote NSE with honors, study abroad, career services, and multicultural programs.
- Send e-mail invitation to eligible students.
- Hold NSE information sessions. Take a look at the NSE Power Point Presentation (nse.org, Coordinators, Promotion) to assist in developing talking points for your information session.

Students

Incoming Students

- Make arrangements to pick up students arriving by plane, train, or bus.
- Conduct orientation and welcoming activities.
- Meet with students to determine if there are any problems or needs.
 - Secure current contact information (address, phone, cell phone) for each student.
 - Update e-mail distribution list for communicating with students.
 - Secure current emergency contact information for each student.
 - Provide students with your home phone or cell number or other means to contact you in an emergency.
 - Advise students of procedures for dealing with campus emergencies (e.g., weather, strikes, fire, etc.).
 - Inform students of campus rules and regulations (e.g., academic regulations, fee payment, social/behavioral).

Outgoing Students

- Continue meeting with students.
- Contact students who have inquired, but not filed an application.
- Continue processing applications.
- Collect application fees.
- Ensure that students meet with their academic advisor and financial aid officer.

Returning Students

- Meet with students to evaluate the exchange experience.
- Verify that transcripts have been received and that course work has been entered on the permanent record.

Preparing for Placements

Read the following documents available at nse.org, Coordinators, Placements - Learning Links and Placement Resources.

- Language Proficiency
- Completing the E-Placement Form
- E-Placement Tutorials
- Student Application Fees
- Advising Summary for March Placements

**Don't forget to register
for the NSE conference.**

Annual Placement Conference

- Register for the NSE Conference.
- Contact the hotel to make your room reservation.

On-Line

- Complete on-line *Verification of Enrollment*, by the third week of the term, for incoming students at nse.org, Coordinators, Placement Resources, Verify. (SEMESTER /QUARTER CALENDARS)
- Enter conference placement requests at nse.org, Coordinators, Placement Resources, Enter a New Student to be Placed.

The last time to enter a conference placement is 11:59 p.m. (Eastern) the Monday of the week of the March Annual Placement Conference.

FEBRUARY

Campus Implementation and Program Promotion

- Display NSE posters with notation – “last date to apply”.
- Distribute bookmarks and fliers in high student traffic areas.
- Jointly promote NSE with honors, study abroad, career services, and multicultural programs.
- Hold NSE information sessions.

ON-CAMPUS ACTIVITIES

Outgoing Students

- Contact students who have inquired, but not filed an application.
- Interview applicants.
- Verify eligibility (academic, social/behavioral, financial).
- Collect student application fees.
- Review, accept, and rank applicants.
- Establish priorities for student placements at first choice campuses.

Your Students on Exchange

- Receive *Verification of Enrollment* from host campuses, file and send a copy to your financial aid office.
- Update e-mail distribution list for communicating with students.

Annual Placement Conference

- Register for the NSE Conference.
- Contact the hotel to make your room reservations.

On-Line

- Complete on-line *Verification of Enrollment*, by the third week of the term, for incoming students at nse.org, Coordinators, Placement Resources, Verify. (SEMESTER /QUARTER CALENDARS)
- Enter conference placement requests at nse.org, Coordinators, Placement Resources, Enter a New Student to be Placed.

The last time to enter a conference placement is 11:59 p.m. (Eastern) the Monday of the week of the March Annual Placement Conference.

REVIEW THE ON-LINE PLACEMENT TUTORIAL.

nse.org • Coordinators • Placements • Learning Links

MARCH

Campus Implementation and Program Promotion

- Continue to promote the program for post-conference placement opportunities.
- Advise financial aid office of incoming and outgoing Plan A and Plan B students.
- Advise housing office of the number of incoming students requesting housing.

Students

Outgoing Students: Before the Conference

- Meet with all applicants. Confirm intent to exchange; discuss placement priorities; and advise of schedule for follow-up meeting after the conference.

Outgoing Students: After the Conference

- Meet with applicants to advise of placements.
- Secure signatures on *Placement Acceptance Forms*.
- Secure signatures on campus waiver and/or responsibility/obligations forms.
- Explain procedures for leaving and returning to campus.
- Ensure that students have met with the financial aid officer to discuss aid awards and disbursement.
- Verify that students have completed an advising agreement. Keep a copy for your records and distribute copies to the student, the student's advisor, and the records office.

Students Not Placed at the Conference

- Contact students not placed and identify campuses still open.
- Process post-conference placement requests.

Incoming Students

- Send welcome letter, enrollment forms, and registration materials to students when PAF is received.
- Receive residence life, admissions, health, and other completed enrollment forms and forward to appropriate campus offices.

Returning Students

- Send information regarding registration and housing.

Annual Placement Conference

- Attend the NSE Conference.

On-Line

- Enter conference placement requests at nse.org, Coordinators, Placement Resources, Enter a New Student to be Placed.

The last time to enter a conference placement is 11:59 p.m. (Eastern) the Monday of the week of the March Annual Placement Conference

- Enter post-conference placement requests at nse.org, Coordinators, Placement Resources, Enter a New Student to be Placed.
- After the conference, update placement availability at nse.org, Coordinators, Placement Resources, Placement Availability.

APRIL

Campus Implementation and Program Promotion

- Continue to promote the program for post-conference placement opportunities.

Students

Departing Students

- Conduct exit interviews or evaluations.
- Inform students of the process for requesting transcripts.
- Determine if the student owes money; if so, block release of transcripts until debt is paid, and inform the home coordinator.

Outgoing Students

- Receive and process late applications.

Incoming Students

- Send welcome letter, enrollment forms, and registration materials to students when PAF is received.
- Receive residence life, admissions, health, and other completed enrollment forms and forward to appropriate campus offices.

To the NSE Central Office

- Process payment for membership fees. Fees are due July 1.

On-Line

- Complete on-line *Verification of Enrollment*, by the third week of the term, for incoming students at nse.org, Coordinators, Placement Resources, Verify. (QUARTER CALENDAR)
- Enter post-conference placement requests at nse.org, Coordinators, Placement Resources, Enter a New Student to be Placed.

MAY

Campus Implementation and Program Promotion

Continue to promote the program for post-conference placement opportunities.

Students

Incoming Students

- Contact incoming students who have returned *Placement Acceptance Forms*, but have not filed required university forms.
- Secure summer contact information.

Outgoing Students

- Assist outgoing Plan B students with place-holder course registration and payment of tuition and fees.
- Secure summer contact information.
- Develop and utilize an e-mail distribution list for communicating with students.
- Verify that all students have completed a written advising agreement. Keep a copy for your records and distribute copies to the student, the student's advisor, and the records office.
- Verify NSE eligibility at the completion of the term. Notify the student and host campus coordinator of cancellations for students not maintaining NSE eligibility.
- Make sure that outgoing students do not have any outstanding financial obligations to your campus. If so, cancel the exchange and notify the host campus coordinator.
- Advise host coordinators of any other cancellations.

To the NSE CENTRAL OFFICE

- Process payment for student application fees. Fees are due July 1.
- Process payment for membership fees. Fees are due July 1.
- Notify the Central Office if you will be on leave during the summer months and identify contact information for the individual who can act in your absence.

On-Line

Enter post-conference placement requests at nse.org, Coordinators, Placement Resources, Enter a New Student to be Placed. The suggested deadline for requesting a fall term placement is June 15. The suggested deadline for requesting a spring/winter term placements is October 15.

- Update placement availability at nse.org, Coordinators, Placement Resources.



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