

# *Timeline*

Below is a checklist of items to be completed before, during, and after an exchange. Please note that many items on this timeline are flexible; however, there are other set deadlines (such as application deadlines) that must be met. If you are exchanging for a semester only, months may need to be adjusted--make sure you read through the entire checklist.

## **BEFORE EXCHANGE:**

### **September-December**

- ☐ Pick up an *NSE Directory* from Student Affairs, located at 208 Sheridan Hall. Pay attention to pages 6-10.
- ☐ Attend an NSE Information Session or make an appointment with the NSE Coordinator. Ask questions and receive more details about the NSE program.
- ☐ Begin selecting campuses that interest you.

### **October - January**

- ☐ Pick up an FHSU NSE Application. They are available in Student Affairs, 208 Sheridan Hall.
- ☐ Request letters of recommendation from your academic advisor and a faculty member (forms are available with the NSE application).
- ☐ Request that your parents write a letter of support for your application.
- ☐ Consult with your academic advisor, family, and financial aid office. If requesting financial aid, complete your FAFSA.

### **February**

- ☐ Complete FHSU NSE Application. Return it to Student Affairs, Sheridan Hall 208, with your application fee, by Feb. 1st!
- ☐ Late applications will be accepted through the second week of February on a space available basis.

### **March**

- ☐ The NSE Placement Conference occurs in Mid-March. Your NSE Coordinator will attend the conference with your application materials to determine your exchange placement. You will be advised via Email about your placement status.
- ☐ A placement information meeting will be scheduled with those applicants who have been placed. During this meeting we will discuss information provided by your host campus, the next steps, and complete forms to finalize the process.
- ☐ Complete your FHSU Advising Agreement. This form will ensure transfer of credit from the host institution to FHSU. It must be signed by you, your academic

advisor, the degree analyst in the Registrar's Office, and the FHSU NSE Coordinator.

## **April**

- ☐ Host campuses will send information to you. Make sure to thoroughly read the information. There may be additional applications and fees that need to be made to your host campus, such as parking, lab fees, etc. Make sure to ask your host coordinator. Complete the information they request. Your FHSU NSE Coordinator can assist, if needed.
- ☐ Schedule your classes directly with your host campus (after receiving confirmation of transferability to FHSU from your degree analyst). Your host campus will inform you how to pre-enroll.

## **May**

- ☐ Prepare for your exchange!
- ☐ Begin making travel arrangements (tickets, driving directions, etc).
- ☐ Find housing in your new city! On-campus housing often fills up fast at other campuses; if you are living on campus, make sure to read all information provided to you from your host campus.
- ☐ Make sure your health insurance coverage will be in effect while you are on exchange.

## **June - August**

- ☐ Finalize your personal preparation: earn cash at a summer job for your travels; pack your belongings; say goodbye to friends and family.

## **DURING EXCHANGE:**

### **August**

- ☐ Depart to your new host campus!
- ☐ Many campuses host NSE orientations, socials, and informational meetings the first month of classes. Make sure to connect with your host campus NSE Coordinator!
- ☐ Don't forget to pay tuition! Payment can be made online through your TigerTracks account.

### **September**

- ☐ As soon as you are settled, send us your information regarding email, address, mailing addresses, number of credits taking and a postcard. We enjoy hearing about your experience!
- ☐ Update TigerTracks with your new contact information.

## **September-December**

- ☐ Work hard & have a great semester!
- ☐ Should you need to make any changes to your schedule (like dropping or adding a class), process those changes according to guidelines at your host institution. You should also inform the FHSU Coordinator.
- ☐ Follow campus guidelines to get registered for spring (or quarterly) classes. Make sure your classes have been approved for transferability back to FHSU!

## **February**

- ☐ If requesting financial aid, complete your FAFSA.

## **April - May**

- ☐ Prepare to say goodbye and come back to FHSU!
- ☐ Request your transcripts be sent to the FHSU Registrar's Office from your host campus.
- ☐ Begin making travel arrangements (tickets, driving directions, etc).
- ☐ Schedule your classes through Tiger Tracks for FHSU. Your FHSU NSE coordinator can send you any enrollment materials, if needed.
- ☐ Begin searching for housing in Hays, if needed.

## **AFTER EXCHANGE:**

## **June - August**

- ☐ Finalize your personal preparation: pack your belongings; say goodbye to friends on your host campus.

## **August**

- ☐ Connect with the FHSU NSE Coordinator to report your experiences and recommendations.
- ☐ Classes begin again at FHSU. Welcome home!

## **Fall / Spring Semester**

- ☐ All courses taken on exchange will appear on your official FHSU transcript with the original title & grade received.
- ☐ Help to publicize NSE opportunities to other FHSU students!