INTERNATIONAL PROGRAMS AND SERVICES (IPS)

**Provost**
*Kyle Carter*

**Director of IPS**
*Lois Petrovich-Mwaniki*
- Administer the office’s various components, including international outreach;
- Represent the office at the university, state and international levels;
- Guide and support the internationalization efforts of the university’s colleges and departments;
- Oversee international student recruitment; study abroad and faculty recruitment for int’l exchange;
- Contribute to university risk management efforts; negotiate exchange contracts; petition for H-1B & Perm visas.

**Budget/Office Manager (Admin. Support Assoc.)**
*Kay Moore*
- Assist Director in various components of the office;
- Create and provide budget information – all phases;
- Provide technical support (Banner, equipment, forms, shipping, purchasing, etc.)
- Provide backup for study abroad, international student services, faculty-led short-term trips, K-12 Outreach
- Supervise student workers

**Assistant Director of IPS**
*Claudia Bryant*
- Recruit and assist WCU faculty to plan and execute domestic and int’l travel courses, provide pre-departure orientation for out-bound students;
- Recruit and assist WCU faculty members to travel overseas to teach and conduct research at partner institutions;
- Assist incoming international instructors to get acclimated to WCU and the surrounding area;
- Conduct visual compliance for inbound visitors and outbound faculty;
- Participate in the N.C. University Council of International Programs meetings.

**Director of Intensive English Program**
*Connie Hanna*
- Develop curriculum
- Teach English to non-native speakers
- Administer Intensive English Program
- Market IEP and recruit students
- Mentor TESOL master’s practicum students

**International Student Advisor**
*Christopher Pedo*
- Recruit, assist with admittance, and orient international degree-seeking and exchange students;
- Advise, support and advocate for int’l students;
- Organize int’l campus events and outreach programs; coordinate host family assignments & programs;
- Issue and inform students about int’l student visa documents; meet visual compliance regulations;
- Supervise International Student Services Specialist.

**Study Abroad Advisor**
*John F. Schweikart*
- Recruit, advise and develop administrative processes and orientations for students wanting to study abroad;
- Supervise study abroad student services specialist;
- Build relationships with WCU faculty and staff as well as overseas partners to facilitate study abroad options for students;
- Collaborate with IPS staff, WCU departments and offices on international campus events and international outreach activities.

**International Student Services Specialist**
*Kevin Childers*
- Assist international student advisor with general management of all int’l students;
- Serve as DSO and ARO, issuing visa documents for incoming international students;
- Oversee office website, design IPS promotional materials, write articles as needed;
- Assist with risk management initiatives.

**Up to 5 Student Workers**

**Study Abroad Student Services Specialist**
*Josie Bewsey*
- Assist and advise WCU students with study abroad information and application forms & supporting documents;
- Prepare, monitor & process files and databases for each student studying abroad;
- Organize study abroad orientations and advertise study abroad programs at various campus functions;
- Communicate with students, parents, study abroad partners, WCU departments/faculty regarding study abroad students.
VITA

LOIS PETROVICH-MWANIKI

345 Cowan Valley Estates
Sylva, NC 28779
828.586.0048 (home) 828.227.3433 (office)
Lmwanike@email.wcu.edu

EDUCATION

1987, Ph.D. in Art Education, Purdue University
  Dissertation: An Analysis of Kunstunterricht in the Writings of West German Art Educators: Reinhard Pfennig and Gunter Otto.

1980, M.Ed. in Art Education, Indiana University of Pennsylvania, Indiana, PA

1971, BFA in Painting, Carnegie-Mellon University, Pittsburgh, PA

ACADEMIC APPOINTMENTS

2001 to present, Director, International Programs and Services, Western Carolina University
1998-2000, Acting Director, International Programs and Services, Western Carolina University
1995-present, Associate Professor, Art Department, Western Carolina University
1990-1995, Assistant Professor, Art Department, Western Carolina University
1988-1990, Assistant Professor, Department of Art Education, The Ohio State University
Jan.1985-1988, Assistant Professor, University Laboratory School, Indiana University of Pennsylvania
1983, Summer Instructor, College of St. Francis, IL
1979-1980, Instructor, Department of Art & Art Education, Indiana University of Pennsylvania
1978-1979, Assistant Professor, University Laboratory School, Indiana University of Pennsylvania
1973-1976, Art Teacher, Ratsgymnasium Ehingen, Federal Republic of Germany

ADMINISTRATIVE APPOINTMENTS

January 2001- present
  Director, International Programs and Services (IPS), Western Carolina University
January 1999- September 2000
  Acting Director, International Programs and Services (IPS), Western Carolina University
1988-1990
  Coordinator of Student Teaching, Department of Art Education, The Ohio State University
1982-1983
  Coordinator, Super Saturday Gifted Program in the Visual Arts, Purdue University
1978-1980
  Director, Visual Imagery Art Program, Indiana University of Pennsylvania
CONFERENCES PLANNED
Sept. 8-11, 1994  United States Society for Education through Art, Indigenous People, Art and Place: Interactions of Culture and Environment in Contemporary Life, Asheville, NC
Sept. 10-12, 1992  North Carolina Art Education Association, Higher Education Conference, Western Carolina University, Cullowhee, NC

PROFESSIONAL DEVELOPMENT (Selected Workshops and training)
Nov., 2009  8-hour workshop on J-1 Advanced Visa, NAFSA Regional Conference, Knoxville, TN
Summer, 2007  2-week intensive Spanish training, Forrester Institutio, San Jose, Costa Rica
May, 2007  12-hour workshop on ESL Program Administration, NAFSA Conference, Minneapolis, MN
Fall, 2006  8-hour workshop on PERM regulations, NAFSA Regional Conference, Charlotte, NC
Spring, 2006  3-hour workshop on H-1B Regulations, Cullowhee, NC
Fall, 2005  5-hour workshop on H-1B Regulations, Raleigh, NC
June, 2004  4-week intensive Spanish training, Centro de Lenguas Modernas, University of Granada, Spain with the Instituto de Linguisticos y Culturelles
Fall, 2003  Selected member of delegation to visit the Øresund partner institutions as part of the UNCEP Exchange Program.
Fall, 2002  5-hour workshop on F-1 visa regulations, Winston-Salem, NC
May, 2001  5-hour workshops on F-1 visa regulations, J-1 visa regulations, and How to Set up and administer an international student mentorship program, NAFSA Conference, San Diego, CA.
Fall, 2000  Selected member of the Baden-Wuerttemberg Seminar sponsored by NAFSA and the Kultusministerium, Baden-Wuerttemberg, Germany.
May, 1999  8-hour workshops on how to set up an international programs office and how to best serve international students, NAFSA Conference, Denver, CO.

AWARDS
2004  Outstanding Chapter in the SE Region, Phi Beta Delta Honor Society for International Scholars Award
2003  North Carolina Art Education Association, Esther Page Hill Award for Multicultural Activities
2000  United States Society for Education Through Art (USSEA) National Edwin Ziegfeld Award for the promotion of Multicultural Education Internationally
1999  Outstanding New Chapter in the SE Region, Phi Beta Delta Honor Society for International Scholars Award
1997  North Carolina Art Education Association, Committee on Multicultural Concerns Esther Page Hill Award
1995  National Art Education Association, Student Chapter Sponsor Award
1994  North Carolina Art Education Association, Student Chapter Sponsor Award

SELECTED GRANTS
2007-2009  Japanese Outreach Initiative, Laurasian Foundation. Received a Japanese Outreach Coordinator for two years for the eight most western counties in North Carolina.
2003-2006  Department of Education Grant, Evaluation of International Programs, to evaluate K-12 International Outreach programs in 6 states.

2002 & 2004  Z Smith Reynolds Foundation and the US Department of Education to fund the K-12 International Outreach Program in the state of North Carolina

2003  With Dr. Will Peebles, received a WCU Visiting Scholar Grant to fund Dr. Mark Klempner, Phi Beta Delta speaker

1999 & 2000  WCU Visiting Scholar Grant to fund Xee Yang, Hmong Artist, International Festival

1994  $2,462 STAR/CIML Grant, Western Carolina University, to travel to Kenya and research the extent to which traditional arts and crafts have been taught in the Kenyan school curriculum.

1990  $13,000 Seed Grant, The Ohio State University, to investigate the Kunstunterricht movement in West German art education.

EDITORIAL BOARDS


1990-1992 Editor  United States Society for Education through Art (USSEA) Newsletter

1989-1990 Co-editor  United States Society for Education through Art (USSEA) Newsletter

PRESENTATIONS and ARTICLES  (List available on request)

1980 to present  Over 40 papers presented at the North Carolina Association of International Educators, Phi Beta Delta Annual Conference, National Art Education Association annual conferences; state art education association conferences in Pennsylvania, Ohio, and North Carolina; one international conference; and conferences sponsored by the international and national societies for education through art. 25 articles, book chapters and book reviews published in art education journals.

PROFESSIONAL ASSOCIATIONS MEMBERSHIPS

Association of International Education Administrators (AIEA)
European Association of International Educators (EAIE)
International Society for Education through Art (INSEA)
NAFSA, the National Organization of International Educators (NAFSA)
North Carolina Association of International Educators (NCAIE)
Phi Beta Delta Honor Society for International Scholars
Phi Delta Kappa
Phi Kappa Phi Honor Society
United States Society for Education through Art (USSEA)
OFFICES HELD
Board Member (elected), UNC Exchange Program 2008-present UNC-EP
Regional Vice-President, Phi Beta Delta Honor Society for International Scholars 2005-2006 PBD
Chapter Coordinator, Phi Beta Delta Honor Society for International Scholars, WCU chapter 2001-present PBD
Interim President, Phi Beta Delta Honor Society for International Scholars, WCU chapter 1998-1999 PBD
Student Chapter Advisor 1995-1997 NCAEA
Executive Secretary 1995-1997 USSEA
Acting President 1995-1996 USSEA
North American Representative President 1993-1994 InSEA
Higher Education Division Chair 1993-1995 USSEA
President-Elect 1992-1993 USSEA

COMMUNITY ORGANIZATIONS
World Affairs Council, Asheville, NC 2006-2008 Board Member
Cullowhee Rotary Club, Cullowhee, NC 2006-present Board Member

LANGUAGES: German, fluent; Spanish, reading and a little speaking

TRAVEL:
1971-1976 lived and worked in north and south Germany;
1971-1976 traveled around Europe to Spain, Italy, Greece, France, Netherlands, Denmark, Sweden, Finland, Norway, Austria, Switzerland, Yugoslavia;
1990 7-week research trip to Germany as part of a grant to investigate the Kunstunnterricht movement;
2000-present professional travel to Canada, France, Germany, Finland, Sweden, Denmark, Ireland, Wales, England, Scotland, Monaco, Japan, Taiwan, Korea, China, Mexico, Costa Rica, Kenya, and South Africa;
1981-present Personal travel to Kenya and Germany.

REFERENCES: Provided upon request
EMPLOYMENT

Assistant Director, International Programs and Services, Western Carolina University, Cullowhee, North Carolina. 2008-present

Assistant Professor, Department of Political Science and Public Affairs, Western Carolina University, Cullowhee, North Carolina. 2003-present

Visiting Lecturer, Department of Political Science and Public Affairs, Western Carolina University, Cullowhee, North Carolina. 2002-2003

Adjunct Instructor, Department of Social and Behavioral Sciences, Asheville-Buncombe Technical Community College, Asheville, North Carolina. 2002-2003

EDUCATION


Department of Political Science/Criminal Justice (American Government and Comparative Politics), Appalachian State University, Boone, North Carolina. M.A. August 1994-May 1996.


SUMMARY OF QUALIFICATIONS AND EXPERIENCE

- Eight years of experience in a university setting with an emphasis on international studies in the classroom and collaboration with the Office of International Programs and Services in efforts to recruit students for international experiences
- One and a half years experience serving as Assistant Director of International Programs and Services with responsibilities for:
  - Recruiting and assisting WCU faculty members in planning and executing domestic and international travel courses with Western Carolina University students
    - Also responsible for providing pre-departure orientation session for all out-bound WCU students
  - Recruiting and assisting WCU faculty members in traveling overseas to teach and conduct research at partner institutions
  - Assisting incoming international instructors to get acclimated to WCU and the surrounding area.
SUMMARY OF QUALIFICATIONS AND EXPERIENCE (continued)

- Responsible for conducting appropriate government security screenings for inbound visitors to WCU and for outbound faculty members traveling to international destinations
- Regularly participate in University Council of International Programs meetings/teleconferences
- Participated in North Carolina Association of International Educators training session and conference at UNC-Greensboro in March, 2009
- Participated in WISE training (Workshop on Intercultural Skills Enhancement) at Wake Forest University in February, 2009
- Talent for learning foreign languages—conversant in French, with basic knowledge of Korean, Czech, Spanish, Italian, and German, as well as limited knowledge of Greek, Slovak, and Polish

OVERSEAS EXPERIENCES

Traveled to Korean and Japan, Summer 2009
- Chaperoned six Western Carolina University students to Daejeon, South Korea and participated with them in Hannam University’s Korean Studies Summer Program.
- Traveled independently to sites of significance in Japan upon conclusion of the summer program

Traveled to Middelburg, Netherlands; Cardiff, Wales; and London, England, Fall 2008
- Along with colleagues from Western Carolina University’s Office of International Programs and Services, College of Arts and Sciences Deans Office, and the Honors College, attended the Middelburg Center for Transatlantic Studies Annual Board Meeting and met with colleagues of Glamorgan University to further efforts with both institutions to increase student and faculty exchanges

Rotary International Group Study Exchange (GSE) Team Member, Summer 2006
- Traveled throughout the Czech Republic and Slovakia for one month as a part of the GSE team
- Interacted with a variety of university officials, business leaders, former and current political leaders, community leaders, and the U.S. Ambassador to the Czech Republic
- Gained a unique perspective of cultural differences that exist among citizens of other countries by living with host families and getting to know natives on a personal level
- At the conclusion of the Rotary exchange, traveled independently through seven other countries (Poland, Austria, France, Italy, Greece, Germany, and Switzerland) visiting sites such as the Auschwitz and Birkenau concentration camps, art museums in France and Italy, and historic ruins in Italy and Greece

Traveled to France and Switzerland, Summer 2005
- Visited sites of historical significance in terms of the development of modern art, the Luxembourg Gardens, Notre Dame
OVERSEAS EXPERIENCES (continued)

Traveled to France, Switzerland, and Germany, Summer 2000

- Toured historic sites including Munich and the Dachau concentration camp, the D-Day beaches of Normandy, and Mont St. Michel

Overseas experience in France, Winter 1986

- Gained new perspective on how the French celebrate particular holidays

PROFESSIONAL MEMBERSHIPS

Phi Beta Delta honor society for the study of international education.

North Carolina Association of International Educators (NCAIE)

TEACHING INTERESTS AND EXPERTISE

**Teaching Interests:** Latin American Politics, Global Issues, Comparative Political Systems, Public Administration, American Government and Citizenship, The American Presidency, Gender and Politics, Political Behavior.

**International Courses Taught:** Comparative Governments, Latin American Political Systems, and Global Issues (honors)

**Additional Courses Taught:** Introduction to Political Science, Introduction to American Government, Gender in Politics, Introduction to Public Administration, Budgetary Processes (graduate), Public Affairs Administration (graduate)

RELEVANT PUBLICATIONS AND CONFERENCE PRESENTATIONS


Also delivered at the Global American South Conference, Chapel Hill, North Carolina, March 3-4, 2005.
CURRICULUM VITAE
for
Mr. JOHN F. SCHWEIKART

HOME ADDRESS:
326 Misty Point
Culowhee, North Carolina 28723
(828) 293-0181

CURRENT EMPLOYMENT:
Study Abroad Advisor
Western Carolina University
International Programs and Services
Cordelia Camp Building Room 109
69 E. University Way
Cullowhee, North Carolina 28723
Tel. (828) 227-2567
Fax: (828) 227-7080
E-mail: jschweikart@wcu.edu

ACADEMIC BACKGROUND:
ABD in Anthropology, The Ohio State University, 1993.
M.A. in Anthropology, The Ohio State University, 1990.

EMPLOYMENT HISTORY:
2006-Present Study Abroad Advisor, Office of International Programs & Services, Western Carolina University.
1998-2006 ODOT, Office of Environmental Services, Staff Archaeologist
1994-2003 Columbus State Community College, Dept. of Social & Behavioral Sciences, Adjunct Professor.
1994-1995 Ohio State University, Dept. of Anthropology, Field Supervisor.
1994 Pike County Sheriff's Office, Principal Investigator for Forensic Investigation.
1991-1996 The Ohio State University, Dept. of Anthropology, Graduate Instructor.
1989 The Ohio Historical Society, Graduate Instructor, for the first year of the “Discover Archaeology” Program.

TEACHING AND STUDENT MENTORING/ADVISING EXPERIENCE:
1989 The Ohio Historical Society, Graduate Instructor for the first year of the “Discover Archaeology Program”. Training course for Middle School Sciences Classes in the State of Ohio teaching methods and approaches of modern archaeology.

1991-1996 The Ohio State University, Dept. Of Anthropology, Graduate Instructor. Instruction Experience in Introductory classes in Physical Anthropology, Archaeology, Cultural Anthropology. At the main campus in Columbus, Ohio, and the Lima, Ohio branch campus.
TEACHING AND STUDENT MENTORING/ADVISING EXPERIENCE (continued)

1994-2003  Columbus State Community College, Dept. of Social & Behavioral Sciences, Adjunct Professor. Instruction of courses in Introduction to Physical Anthropology, Archaeology, Forensic Anthropology as well as independent “Capstone Courses” for graduating seniors. Participation in Dept. of Social & Behavioral Sciences curriculum planning & department development.

1996-1998  Archaeological Services Consultants, Inc. (ASC Group, Inc.) Principal Investigator in archaeology in charge of training and supervision of undergraduate field and laboratory technicians.

1998-2006  Staff Archaeologist, Ohio Department of Transportation (ODOT), Office of Environmental Services, Training and supervision of undergraduate and graduate student field and laboratory interns.

2000-2003  Office Coordinator for Cultural Resources Staff at ODOT for College Intern Planning Meetings.

2004-2006  Membership Committee: The Ohio Archaeological Council- Recruitment and evaluation of potential associated members (i.e. students) and professional archaeologists with interests/involvement in Ohio Archaeology in both Cultural Resources Management (CRM) and academic research projects.

2006-Present  Chapter Advisor to the Lambda Chi Alpha (XA) Beta Zeta Chapter, Western Carolina University.

2006-Present  Organizing bi-weekly study abroad advising sessions open to all students at WCU, advising and preparing WCU study abroad students, participation in information events such as WCU Open Houses, student orientations, Valley Ballyhoo, classroom presentations on study abroad to any class on campus, participation in all International and Study Abroad student Orientations, Planning and participation in Hispanic Heritage Month, International Education Week, Study Abroad Fair, and the International Festival. WCU Instructor of Record for USI-400, USI-420, USI-421, USI-600, and USI 620 courses for undergraduate and graduate study abroad students.

2008-Present  Instructor for Western PEAKS Freshman living/learning community course titled “International Partners” Western Carolina University.

FOREIGN LANGUAGE STUDY:

Spanish  6 Years


Turkish  1 Year

Attendance of Kad köy Anadolu Lisesi, (Istanbul, Turkey)[1982-1983]. 1 quarter of Turkish taken during graduate studies at The Ohio State University (1989).

Italian  1 Semester

University of Arizona (Spring 1987)

INTERNATIONAL STUDIES, MEMBERSHIPS, & STUDENT EXCHANGE PROGRAMS:

INTERNATIONAL STUDIES, MEMBERSHIPS, & STUDENT EXCHANGE PROGRAMS (cont.)

Host Brother to Anne Hurmelinen [Finland] (1976-1977) & Rafael Pous Andrés [Spain], (1981-1982)

National Association of Foreign Student Advisors (NAFSA: Association of International Educators)
Member of the Southeastern Region (Region VII) (2006-Present)

Phi Beta Delta Honor Society for International Scholars
Member of Delta Zeta Chapter (at WCU) 2006-Present

University Council of International Programs
Member of UNC-System Council (2006-Present)

International Student Exchange Program (ISEP)
Program Coordinator for WCU (2006-Present)

Southern Atlantic States Association for Asian and African Studies (SASAAAS)
Member (2006-Present)

Hispanic Heritage Month Planning Committee (Haywood, Jackson, Macon & Swain Counties, NC)
Member (2006-Present)

Bridging Jackson Communities of Jackson County, North Carolina
Committee Member (2008-Present)

INTERNATIONAL TRAVEL EXPERIENCE

1982-1983 American Exchange Student Abroad, American Field Service (AFS) Istanbul, Turkey
1984-1987 University of Arizona (Class trips/vacations) Nogales & Guymas, Mexico
1987 (June-Oct.) Eur-Rail Travel: Spain, France, U.K., Ireland, Greece, Turkey, West Germany, Austria, Hungary, Netherlands, Norway, Sweden, Finland, and Belgium.
1991 (July-Aug.) The Ohio State University, Dept of Anthropology: Athienou, Cyprus
Graduate Field Assistant for the Athienou Archaeological Project with Davidson College, supplemental travel to Athens and Isthmia, Greece, and Istanbul, Turkey.
2000-2002 (July) York Regional Police New Market, Ontario, Canada
Instructor for annual week-long Short Course in Forensic Anthropology.
2007 (Oct.) Site Visits to study abroad partners in Western Europe:
2008 (March) WCU Delegation to visit the Japan Consortium Partners:
Hiroshima U.; Osaka Kiyoku U.; and Naruto School of Education.
2008 (May) University of North Carolina Exchange Program (UNC-EP) Delegate Finland:
Helsinki; U. of Oulu; U. of Kuopio; U. of Jyvaskyla; U. of Vaasa; and U. of Tampere.
INTERNATIONAL TRAVEL EXPERIENCE (cont.)

2008 (May)
Assistant to Prof. Masafumi Takeda for WCU Summer Course ASI 393 Japan
Accompanied 26 WCU students from Asheville to: Osaka, Hiroshima, Naruto, Kyoto, Nara, and Tokyo.

2009 (March)
Participant in the Israeli University Consortium Study Tour (IUST) with visits to Tel Aviv University, Haifa University, Ben Gourian of the Negev University, and Hebrew University.

2009 (October)
Site Visits to study abroad partners in Western Europe
CERAM Business School, Sophia Antipolis, France; The University of Nice, France, Avans Hogeschool, Breda, The Netherlands; The Middelburg Center for Transatlantic Studies, Middelburg, The Netherlands, and Free University Amsterdam, The Netherlands.

PAPERS & PRESENTATIONS IN INTERNATIONAL EDUCATION

2009 (October)
Recruitment presentations to undergraduate students at CERAM Business School, in Sophia Antipolis France, and to undergraduate students at the Avans Hogeschool of Applied Sciences, Breda, The Netherlands.

2009 (November)
Josie R. Bewsey  
229 Appleton Drive  
Sylva, NC  28779  
(828) 586-0956 (Home) or (828) 227-2569 (Work)  
E-mail: jbewsey@wcu.edu

PROFILE
Professional with over twenty years of progressive experience in small business counseling, conference and event planning, procurement, fiscal management, and program development. Developed major conferences from idea to implementation. Self-starter who can work independently or as part of a team. Strong communication skills with attention to detail. Proactive planner and organizer.

EDUCATION
Purdue University, West Lafayette, IN  
Bachelor of Science, Consumer & Family Sciences  
Major: Retail and Merchandising  
1977

Universidad de Granada/Centro de Lenguas Modernas/ILYC  
Three week intensive Spanish language class  
June 2009

PROFESSIONAL EXPERIENCE
Western Carolina University, Cullowhee, NC  
June 1990 – present

International Programs and Services  
January 2006 - present

Study Abroad Student Services Specialist

- Provide assistance to the Study Abroad Coordinator
- Conduct study abroad advising sessions for students
- Assist students in completing appropriate study abroad application documents and forms
- Prepare, monitor & process files for each student studying abroad
- Advise students regarding passports, visas and travel arrangements
- Organize Study Abroad Orientations each semester (arranging location, materials, agenda, speakers, etc.)
- Maintain database of study abroad data and required documentation
- Preparation of letters and communications with students, parents and study abroad partners
- Prepare budgets for study abroad programs
- Communicate with WCU departments/faculty regarding exchange students
- Represent International Programs & Services and the study abroad program at various campus functions (including but not limited to Open Houses, freshman and transfer orientations, etc.)

Research and Graduate Studies  
Assistant to the Dean  
June 2001 – December 2005

- Manage graduate assistantships and tuition waivers budget.
- Serve as contact person for coordination of financial support for students (e.g., assistantships, tuition waivers, Chancellor’s Fellowships, and Study Grants).
- Determine eligibility of students for assistantships and residency status.
- Process and implement course/curriculum and graduate policies.
- Serve as the Graduate School representative on Teacher Education Council, Legal Residency Committee, and as WCU’s Liaison for the UNC General Administration’s Academic Common Market, as well as on other committees that require a representative from the Graduate School.
- Member of Western Carolina University’s SACS Compliance Committee
- Coordinate all Graduate Council activities including sub-committees.
- Edit the Graduate Catalog, graduate brochures and application materials.
- Assist in organizing and coordinating New Student Orientation, Graduate School Awards Banquet, GRE Workshops, and various other meetings.
- Travel to colleges/universities in Southeast to recruit students for WCU Graduate School.
Local Government Training Program / Mountain Resource Center

Community Development Specialist

- Assisted the director of the LGTP in identifying and addressing the training needs of Western North Carolina (WNC) public officials and personnel.
- Worked with service area local governments to provide region-specific training, conferences, and video teleconferences from the Institute of Government (IOG), state government agencies, universities, and other organizations, as appropriate.
- Conference event planner and project manager for large conferences: define meeting requirements, prepare meeting specifications, determine site and reserve space, negotiate facility contracts, execute meeting logistics and serve as site monitor.
- Responsible for organizational support for the WNC Managers Association (e.g., fiscal management, publicity, and meeting coordination).
- Provided fiscal support for LGTP events (e.g., prepares budgets, issue receipts, make deposits, prepare cash reports, and financial summaries).
- Facilitated meetings for public and non-profit groups
- Collaborated with IOG and WCU faculty, municipal and county managers, and representatives from regional and state agencies. Represented the LGTP at local, regional, and state meetings.

Western International Business Center / Mountain Resource Center

Business Development Specialist
April 1996 - June 1998

- Met with small businesses and industries to demonstrate microcomputer software that would enable them to compete in emerging global markets.
- Supervised and trained WCU student interns and graduate assistants in the development and maintenance of a comprehensive export resource database and in conducting international market research and analysis for regional industries.
- Facilitated mentor relationships between student employees of the Center and faculty members in the WCU College of Business.
- Maintained and enhanced working relationship between the Appalachian State University International Business Center and the WIBC.
- Managed logistics for meetings of the Western Chapter of the North Carolina World Trade Association; also served as Chapter Secretary/Treasurer.

North Carolina Small Business and Technology Development Center

Government Procurement Specialist
June 1990 - April 1996

- Provided one-on-one business counseling.
- Identified large businesses and prime contractors to provide potential subcontracting opportunities for small businesses.
- Conducted seminars and workshops throughout the service region.
- Performed networking activities to inform federal and state agencies, local and civic organizations, community college small business centers, legislative offices, and the general public about the Procurement Technical Assistance Program.
- Planned and coordinated regional procurement conferences for the purpose of providing networking and business opportunities (attracting, on average, over 500 attendees from small businesses, prime contractors, and federal agencies).

Bioanalytical Systems, West Lafayette, IN

Customer Relations/Sales and Marketing Support
April 1980 - March 1987

- Planned marketing campaigns and administered advertising budgets and schedules.
- Prepared sales, marketing/advertising reports, and surveys for presentation to top-level management.
- Interacted with customers on various customer-service issues (e.g., sales leads, product and pricing inquiries, information and literature requests).
- Prepared and submitted all bids, quotations, and requests for proposals.
- Organized company-sponsored international symposia, short courses, and seminars.
Allis-Chalmers Corporation, Milwaukee, WI
Management Trainee  
June 1977 - May 1979

Product Representative  
Allis-Chalmers, Inc., Harvey, IL  
January 1979 - May 1979  
Performed various pricing and marketing studies.

Industrial Buyer  
Siemens-Allis, Inc., Norwood, OH  
April 1978 - December 1978  
Worked in the medium motor division and negotiated the purchase of air deflectors, office and printing supplies, data processing forms, various hardware.

Industrial Buyer/Quality Assurance Auditor  
Allis-Chalmers, Inc. LaPorte, IN  
June 1977 - March 1978  
Performed various purchasing duties and completed quality audit reports for the Implement Division.

PROFESSIONAL TRAINING AND CERTIFICATION

National NAFSA Conference  
2008  
Have attended NAFSA regional conferences and NCAIE Conferences  
2006-2008

Notary Public Certification  
2005

North Carolina Rural Economic Development Center, Inc., Raleigh, NC  
North Carolina Rural Economic Development Institute  
1999

Institute of Government, UNC-CH, Chapel Hill, NC  
1998  
Skilled Facilitator Certification

Institute of Government, UNC-CH, Chapel Hill, NC  
1997  
Effective Management Program Certification

Effective Teacher Training  
1989

PROFESSIONAL AFFILIATIONS

NAFSA, the National Organization of International Educators (NAFSA)  
North Carolina Association of International Educators (NCAIE)  
Phi Beta Delta Honor Society for International Scholars  
NC Teach Advisory Board (2003 to 2005)  
Western Carolina University Teacher Education Council (2001 to 2005)  
Western Carolina University Graduate Council (2001 to 2005)  
Society of Government Meeting Professionals (2000-2001)  
Western North Carolina City and County Managers Association (1998-2001)  
Region A Planners Organization (1998-2001)  
North Carolina World Trade Association; Secretary/Treasurer (1996-1998)  
National Contract Management Association (1990-1996)  
Association of Government Marketing Assistance Specialists (1990-1996)  
Department of Defense – Small Business Council (1990-1996)

COMMUNITY ACTIVITIES

North Carolina State Employees Credit Union – Advisory Board (2004 to present); President (2009)
OBJECTIVE
To utilize my experience and education as International Student Advisor for the purpose of internationalizing Western Carolina University.

Profile
Possess competence with various computer programs, e.g. Microsoft Windows, Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, Statistical Package for the Social Sciences (SPSS), Internet Explorer, Mozilla Firefox, and Adobe Acrobat Reader. Language proficiency in English, Swahili, Luo, and Luhyia. Have lived and worked overseas. Excellent organizational and planning skills. Working knowledge of federal regulations, applications, and procedures for J-1 and F-1 visas.

WORK EXPERIENCE
International Student Advisor, Western Carolina University Cullowhee. Jan 09 Present
- Conducted week long international student orientation program
- Performed airport pickups for incoming and returning international students
- Advised international students on application and visa documentations
- Organized annual International Festival and International Education Week
- Listened to and counseled international students
- Performed visual compliance on all incoming new international students

Resident help and advisor to international students. Daystar University, Jan00 July’ 02
- Planned educational trips and tours for foreign students within Eastern Africa region.
- Organized airport pickups for incoming international students
- Planned volunteer trips with nonprofit organizations for foreign students.

- Planned international trips for relief and mission volunteers
- Facilitated visa processing and work permits for volunteers
- Conducted cross-cultural seminars between different ethnic groups
- Acted as a liaison officer between ethnic groups and international donor communities
- Facilitated English-Luo(ethnic language) translations and audio narrations
- Arranged great African safari tours for international donors and volunteers
- Performed needs analysis for income generating programs and projects and provided feedback
EDUCATION

- Master’s Degree in College student Personnel, Western Carolina University, Cullowhee, NC  
  August ’09-Present

- Master’s Degree in Public Administration, Southern Illinois University-Edwardsville, Illinois  
  August ’06

- Bachelor’s degree in Community Development, Daystar University-Nairobi, Kenya  
  August ’02

Professional Development

- NAFSA workshop on F-1 student visa for beginners March ’09
- NCAIE Conference on F-1 student visa regulations July ’09
- NAFSA conference on F-1 intermediate, Recruiting, and Retention Nov ’09

International Travels

- Tanzania, leading relief food distribution and literacy program 1997
- Uganda, leading relief food distribution and literacy program 1995-1997
- United Arab Emirates and Egypt, Kenyan students tour 2001
- Netherlands, Kenya tourism marketing and promotion 2003
- England, Kenya tourism marketing and promotion 2004
- Born and raised in Kenya,

Languages Spoken

- Swahili, teaching Swahili to visiting international volunteers, translated Swahili to English
- Luo and luhyia, translated Luo to English for international travelers
- Kalenjin Facilitated workshops for non Kalenjin speakers

Awards

- Outstanding performance as president, African Student’s Association, Student Affairs, Southern Illinois University
- Making a difference in international students life as resident assistant, Residential Living, Southern Illinois University

Professional Associations Membership

- National Organization for International Educators (NAFSA)
- Phi Beta Delta Honor Society for International Scholars (PBD)
SUMMARY
Over ten years of international education experience with seven years specializing in international student support services. Capable of managing multiple duties amid deadlines. Energetic, organized, and solution-focused self-starter with excellent analytical, organizational and creative skills. Experience includes:

• Cross-Cultural Understanding
• Study Abroad
• Faculty/Staff Relations
• Information-Communication
• Student/Scholar Relations
• Professional Development

EDUCATION

Western Carolina University
Graduate Studies: History – Concentration: Modern Europe
2006-2009

Graduate Research Symposia – Western Carolina University
(1) Bildungsroman: A Reassessment of the German Character on the Eve of WWI 2009

(2) The Descent from the Mountain: Germans’ Struggle for Self Expression in a Gilded Age 2008

Western Carolina University
B.A. German – Drama | Sturm und Drang Literature 1999
B.S. Communications – Public Relations concentration

Ruprecht-Karls-Universität – Heidelberg, Germany

Universität Mannheim – Mannheim, Germany
Month-long orientation prior to Exchange [awarded participant certification] 1997

Current Employment

International Student Services Specialist 2003-Present
Western Carolina University – Cullowhee, NC

Co-ordinate the IPS sub-unit -- International Student and Scholar Services – Serves as a Designated School Official (DSO) and Alternate Responsible Officer (ARO) in carrying out F-1 and J-1 immigration responsibilities on behalf of WCU, including all new student orientations, managing BANNER pages and SEVIS database, as regards to reporting and compliance; recommends changes in practice and policy related to SEVIS data and record-keeping when appropriate; advise all international students on academic and post academic training; assist International Student Advisor with duties related cross-cultural adjustment issues; responsible for assessing new international student applications and supporting documents for completeness and communicating with international students in person/mail/email about any missing documents; promote and organize on-campus international events at WCU. Collaborate with WCU faculty and staff/administrative offices to facilitate overall services to international students. Participate in ongoing professional training to keep up to date with international student admissions requirements, basic understanding of education systems around the world, international student credentials and evaluations, and non-immigration training. Represent the IPS Office and WCU at national, regional and state conferences for work-related and professional development.
Communication / Information Specialist  
Western Carolina University – Cullowhee, NC  
2000-Present

Primary public relations source and designer of promotional materials -- through creativity, initiative, good judgment and decision-making, problem-solving, sound research skills, and openness to new ideas – to promote all aspects related to the IPS office, including study abroad opportunities, international student services, international events on the WCU campus, e.g. festivals and weekend celebrations, international socials and PBD brown bag luncheons; have co-organized out-going study abroad orientations, made in-class presentations regarding study abroad, directed K-12 International Outreach Program, and represented IPS at various functions, conferences and events. Continue to maintain major portion of IPS office website.

OTHER WORK EXPERIENCE

Journalist | Photographer – Mitchell News Journal – Spruce Pine, NC  
River Rafting Guide – Nantahala Outdoor Center – Bryson City, NC  
Wholesale Distributor – R.E. Michel Co. – Merrifield, VA  
1999-2000  
1992-1997  
1994/1996

Accomplishments:

Cross Cultural Understanding  
Learned individual with the essential ability to recognize, interpret and properly react to people, incidences and/or situations, which are open to misunderstanding due to cultural differences; seek to improve this ability through continued training and/or experiences within the workplace and are related to the appreciation for cultural knowledge, awareness, sensitivity and competence.

Study Abroad  
One of Western Carolina University’s initial participants on the University of North Carolina Exchange Program (UNCEP). Studied in Germany for one year at the Institut für Deutsch als Fremdsprache an der Ruprecht-Karls-Universität Heidelberg (1997-1998). German language studies included research and critical interpretation of late eighteenth century Sturm und Drang, as well as Weimar Classicism and Kafka. Rigorous theatrical stage performer to improve German conversation skills and overall understanding of the language; traveled through Central and Eastern Europe in December 1997; spent two weeks on the northern coast of Portugal in April 1998; earned approximately 24 hours of transferable credit to complete B.A. degree in German.

Information-Communication  
Completed B.S. in August 1999 and undertook first professional job as a community newspaper reporter until November 2000. First day at IPS: November 15, 2000; facilitated and promoted expansion of study abroad programs offered through WCU; planned and designed the majority of publications and other promo-materials to support those programs and on campus events; directed the K-12 International Outreach Program (2001-2002) and facilitated multiple K-12 school presentations, including personally volunteering for two months at Swain Middle School as a German language tutor; Webmaster for IPS office website: international.wcu.edu

Faculty/Staff Relations  
Collaborated with various academic and student affairs’ departments and faculty at WCU to maintain the development and commitment to internationalization on campus; coordinated after-work socials with IPS Director in order to heighten campus-wide interest in cross-cultural understanding; maintained and updated working knowledge of Dept. of Homeland Security regulations to keep faculty/staff abreast of international student non-immigration and admission requirements.
**Student/Scholar Relations**

Consulted and monitored approximately 65-125 international students per semester since 2002; cooperated with foreign exchange offices, including representatives of ISEP and UNCEP as relates to the issuance of F and J visa documentation; co-organized weeklong international student orientations and subsequent events and workshops regarding curricular and academic training; co-directed international student buddy system, entitled *I-Pals*.

**Professional Development**

Continue to develop overall knowledge of DHS regulations; former or current member of NAFSA, NCAIE and Phi Beta Delta Honor Society of International Scholars (inducted in 2003); attended National NAFSA conferences (2003-2004) and a majority of all NAFSA regional conferences and NCAIE conferences since 2002; received certifications for F-1, J-1 and International Student Advising at national NAFSA conferences in Utah and Baltimore; accumulated (15) professional development credits toward WCU training certification, including assistant management, special topics on university technology, e.g. BANNER, and human resources; enrolled as a degree-seeking graduate student in the WCU Department of History with concentration in Modern Europe in 2006.

**Graduate Studies -- Conferences attended:**

1. American Historical Association – New York City, NY 2009

**Languages**

Fluency in German; novice understanding of Spanish; have studied Italian, French and Polish (*currently express a profound interest in philology and philosophical post-modernism*)

**Travel**

Visited and/or resided in the following countries: Germany, France, Spain, Portugal, Netherlands, Belgium, Poland, Czech Republic, Austria, Switzerland, Liechtenstein, Monaco, Mexico, United Kingdom, and Canada
CONNIE FOWLER HANNA
15 Crow’s Rest
Cullowhee, NC  28723
828.293.9250
Hanna@wcu.edu

EDUCATION

2007  Master of Arts in Teaching English to Speakers of Other Languages (TESOL)
Western Carolina University, Cullowhee, NC

1974  Master of Public Health
University of Texas School of Public Health, Houston, TX
Major areas of study: health agency administration and health education

1971  Bachelor of Science in Sociology, University of Houston, Houston, TX

WORK EXPERIENCE

2008 to Present
Western Carolina University, Cullowhee, NC
Position: Director, Intensive English Program
• establish new Intensive English Program
• identify recruiting targets; develop recruiting materials including print and electronic media and web page
• develop curriculum including choice of texts, materials, and proficiency exams; prepare syllabi, lesson plans, and assessments
• teach
• develop and manage budget
• communicate with prospective and current students and manage their necessary application and admittance documents
• collaborate with MA TESOL program and supervise internships of MA TESOL students

2006 to 2008
Southwestern Community College, Sylva, NC
Position: English as Second Language Instructor in Adult Literacy program

1987 to 2008
North Carolina Center for the Advancement of Teaching (NCCAT), Cullowhee, NC
Position: Program Associate
• design and conduct professional development and renewal seminars in arts, humanities, sciences, health and wellness and technology for pre-K-12 public school teachers
• specialized in leading seminars on Hispanic culture and immigration
1979 - 1981
Muscular Dystrophy Association, Tyler, TX
Position: Program Coordinator
- training, marketing and public health education

1978
Women’s Shelter of Corpus Christi Area, Corpus Christi, TX
Position: Consultant
- administered and managed shelter

1976 - 1978
Corpus Christi Rape Crisis Center, Corpus Christi, TX
Position: Executive Director
- developed, organized and administered new social service agency in Corpus Christi
- recruited, trained and supervised volunteer counselors
- public education
- counseled with rape victims and their families
- acted as liaison for components in local service delivery system for rape victims (law enforcement, hospitals, courts, mental health agencies)

LANGUAGES STUDIED
Spanish Elementar through college
French Private lessons, 1974, Paris
Cherokee Beginning course; one semester Fall 2009, Western Carolina University

INTERNATIONAL TRAVEL FOR STUDY
1973 Lived for summer with family in Atzompa, Oaxaca, Mexico documenting Mexican health care system for graduate studies in public health
1974 Traveled to Switzerland to research family history; lived in Paris suburbs with family member
1977 Visited Espinaso, Mexico with class at University of Texas at Corpus Christi to study local customs associated with faith healer, El Nino Fidencio
1978 Traveled to Guatemala and El Salvador under auspices of Smithsonian Institute to study Maya history and culture

PROFESSIONAL ORGANIZATIONS
NAFSA Association of International Educators
TESOL Teachers of English to Speakers of Other Languages
International Programs and Services Recruiting Plan for 2009-2014
Adopted July 2009

Goal: Prepare students to live in “global community” by increasing number of international students at WCU

Objective: Increase number of international students at WCU to 239 by Spring 2014

Priority # 1: Promote WCU/IEP to high schools and universities in selected cities

Phase 1: Identify schools to target
Connie and Chris will make list of names of international students and other persons with whom they have established relationships; this list to include:
- Current international students and faculty
- Past international students and faculty from S2004-S2009
- Named representatives of partner institutions
- Named representatives of Advising Centers and other organizations that have responded to Connie’s recent emails
Email above persons asking for names and contact information for high schools and universities in their area;
REPORT: by end of Fall, 2009, 54 emails sent with 7 responses

Phase 2: Market to targeted high schools and universities
- Emails to be sent immediately upon receiving name of school and contact information; 69 emails sent with 1 request for materials; 27 emails and personal letters faxed to schools in Korea, no response; 20 emails and faxes to high schools in India with 1 response for materials; 10 emails and faxes to Kenya with 3 requests for materials; 5 emails to Iran, no response; 5 emails to schools in Ghana with 1 request for materials
- Follow up by mailing requested materials immediately upon receiving response from school
- Prepare hard copy version of e-brochure in Chinese to mail to partners (including ISEP) and Chinese Advising Centers – in progress

Priority # 2: Set up a process to routinely provide faculty traveling abroad with WCU promotional materials --
REPORT: in progress

Priority # 3: Develop form to use each semester at International Student Orientation to gather information on how international students found out about WCU
REPORT: Results from survey conducted in Fall semester:
15 out of 39 new students found us through our partner institutions
7 through WCU sports department recruiting
5 through friends who know about WCU
2 Found WCU online, through Google

Priority # 4: Develop recruiting packet to give departing international students and faculty at end of each semester –
REPORT: in progress
Priority # 5: Develop recruiting packet to give each semester to WCU students studying abroad –

REPORT: completed

Priority # 6: Produce video for promotional DVDs and for linking to IPS and IEP websites

REPORT: Met with Jack Sholder in Communications Department to discuss possibility of getting a communications student assigned to work on this project; project did not materialize

Priority # 7: Email Education Advising Centers –

REPORT: in progress

Priority # 8: Email students leads received from SRMedia online inquiries –

REPORT: in progress

Priority # 9: Develop/establish process to use social networking to recruit and communicate with international Students

REPORT:
- Chris and Kevin to Create Facebook link on IPS webpage where international students can connect w/ current and prospective international students and alums – complete
- Connie to set up Facebook fan page for IEP – in progress

Spring Semester 2010

Priority # 1: Chris and Connie will continue to add names to their list of direct contacts, ask for area high school/university contact information, email those schools, and follow up w/ requested materials. Evaluate effectiveness of Priority # 1 in April

Priority # 2: Continue to routinely provide faculty traveling abroad with WCU promotional materials

Priority # 3: Survey new international students each semester at International Student Orientation to gather information on how international students found out about WCU

Priority # 4 & 5: John/Josie/Connie will mail recruiting packet to WCU Study Abroad students early in Spring 2010 semester. Evaluate effectiveness of Spring 2010 Study Abroad recruiters in May. Chris will give recruiting packet to departing international students at end of Spring 2010 semester.

Priority # 6: If possible, videotape new international student from Spring 2010 semester and update video. To be completed by March 31, 2010

Priority # 7 & 8: Chris to oversee student workers to continue to email Education Advising Centers and student inquiries from SRMedia – in progress

Priority #9: Continue to use social networking to recruit and communicate with international students.
Summer 2010

Evaluate effectiveness of above tasks relative to projected increase in international student numbers for FY 2009-2010.

IPS Recruiting Plan Revised 02/02/2010
## Flow Chart for Graduate International Student Applications (DEGREE-SEEKING)

<table>
<thead>
<tr>
<th>Action</th>
<th>Office</th>
<th>Practice/Protocol</th>
<th>Person completing Task</th>
<th>Deadline for Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Web Inquiry and Response</td>
<td>GSRA</td>
<td>Student requests application materials from Graduate School via WEB request (online request for more information- student receives an automated email from Graduate School Dean and Program Director)</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Student Email Inquiry and Response</td>
<td>GSRA</td>
<td>Student requests information about Program: Michelle Lamb or Phil Cauley refers student to program director. Student requests information about Application Process: Michelle or Phil refers the student to the web site or answers question(s).</td>
<td>Student and Michelle Lamb or Phil Cauley</td>
<td></td>
</tr>
<tr>
<td>Response to Student</td>
<td>GSRA</td>
<td>Graduate School Office refers student to the WCU website for the graduate application, conviction statement, certificate of finances, WES form, GRE/GMAT, TOEFL information.</td>
<td>Phil</td>
<td>Upon receipt of request</td>
</tr>
<tr>
<td>Student Applies</td>
<td>Student</td>
<td>Student submits application, education experience form, statement of finances, transcripts, letters of recommendation (if required by program), test scores (TOEFL, GRE/GMAT), transcript evaluation by WES, &amp; fees to Graduate School by May 15 for Fall semester and September 15 for Spring unless student is transferring from another U.S. institution. Acceptable TOEFL scores: 550 paper, 213 computer, 79-80 web. Acceptable GRE and GMAT – varies by program.</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Transcript Evaluation</td>
<td>Student</td>
<td>WES, or other evaluation service, sends a transcript evaluation of courses student has taken in home country to Graduate School Office.</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Banner entry</td>
<td>GSRA</td>
<td>Graduate School enters all data into Banner (except for GOAINST and GOASEVS info)</td>
<td>Misty and Kristie</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>*SPAIDEN: Assign 92#, Enter Address, Telephone Number, Email Address, Citizenship, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAAADMS: Enter application term, program code, “GI” for admission type and “G” for student type</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOATEST: Enter “TOEFL” and “GMAT” or “GRE” test scores</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SOAPCOL: Enter “FOINST” for foreign college, use WES (or equivalent) evaluation for equivalent degree and GPA</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAAADMS checklist tab (SAAACKL): checklist automatically populated for imported online applications, manual entry for hand-written applications. When checklist is complete, student can be designated “P2” (pending program review) on SAADCRV. Application goes to Departments for review.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Many of the items on SPAIDEN are uploaded from Apply Yourself (AY) to Banner using</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Responsible Party(s)</td>
<td>Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>----------------------</td>
<td>----------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visa Questions</td>
<td>GSRA</td>
<td>If there is a question about visa status, Graduate School will fax the application form to IPS for evaluation. If student has not submitted conviction statement, Graduate School will put a registration hold on student. Misty and Christie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Answer to Visa Question</td>
<td>IPS</td>
<td>IPS will evaluate the answers on the international student application and respond to the Graduate School official requesting an answer. Chris or Kevin Upon arrival in office</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Review Application</td>
<td>GSRA</td>
<td>Departments are notified to review international student application materials and recommend admissions decision. Graduate School accepts or denies student. Misty and Kristie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Denial</td>
<td>GSRA</td>
<td>If program director denies application, Graduate School sends denial letter to student. Misty and Kristie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accept</td>
<td>GSRA</td>
<td>If accepted, a. Graduate School scans the file as a PDF to IPS. b. Graduate School sends original acceptance letter to IPS ONLY. Misty and Kristie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Download PDF form</td>
<td>IPS</td>
<td>Print off all PDF documents needed by IPS for student file. Kevin Upon receipt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual Compliance</td>
<td>IPS</td>
<td>Visual compliance will be done on student name and report saved in file on desktop Kevin/Chris 1 day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Make Folder</td>
<td>IPS</td>
<td>Make Label for folder that includes student last name/first name, G, F-1, major, semester/year Kevin 1-day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Information</td>
<td>IPS</td>
<td>Before an I-20 can be issued, IPS needs to verify finances. If Certificate of Finance does not accompany initial documents received from Admissions, the ISSA works on obtaining financial information from the student. Kevin Same day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create I-20</td>
<td>IPS</td>
<td>Once all documents have been received, the ISSA enters information into SEVIS to create the I-20 document. Kevin Same day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banner Entry</td>
<td>IPS</td>
<td>IPS enters visa data on GOAINTL and GOASEVS screen in Banner Kevin &amp; Chris Same day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communicate with student about important information</td>
<td>IPS</td>
<td>ISA and ISSA inform student about (a) the general WCU information website for international students, (b) current semester costs, (c) WCU Health Center website on immunization information, and (d) Health insurance information. Kevin &amp; Chris Ongoing Basis as needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Graduate Admissions Packet</td>
<td>IPS</td>
<td>IPS sends International student his/her acceptance letter, tuition prepayment form, international student information sheet, Residential Living application, health insurance application, conviction statement, student immunization form, and envelope addressed to IPS for return of forms, to student via DHL. Kevin 3-4 days</td>
<td></td>
<td></td>
</tr>
<tr>
<td>International Student Report</td>
<td>ADM</td>
<td>Aaron will generate an international student report as an EXCEL file from Banner and send it via email to Kevin and Chris. Report will include undergraduate and graduate international students. Aaron</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appendix C - IPS Admissions Flow Charts</td>
<td>updated February 2010</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-----------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Update the Incoming International Student List</strong></td>
<td>IPS</td>
<td>Update Incoming International Student List and send to the ISA.</td>
<td>Kevin</td>
<td>-Every Friday and upon request</td>
</tr>
<tr>
<td><strong>Send List to WCU offices</strong></td>
<td>IPS</td>
<td>Send List of International Students to the offices requiring it: Housing, Health Services, Advising Center, IPS Staff, AJ Grube, Alan Socha (Leila Tvedt will need the list once it is finalized.)</td>
<td>Chris</td>
<td>As needed</td>
</tr>
<tr>
<td><strong>Return of Forms by student</strong></td>
<td>IPS</td>
<td>Student returns all completed forms to IPS for distribution. IPS copies the form for student file and sends the Residential living application to the One-Stop Office, the Immunization form to Health Services.</td>
<td>Chris or Kevin</td>
<td>Upon receipt</td>
</tr>
<tr>
<td><strong>MY CAT</strong></td>
<td>IPS</td>
<td>ISA communicates with student about how to use MyCAT. Student can make housing prepayment, tuition pre-payments, register for classes on MyCAT</td>
<td>Chris</td>
<td>As needed</td>
</tr>
<tr>
<td><strong>Community Contact</strong></td>
<td>IPS</td>
<td>ISA informs current international students and Globe Cats about incoming students.</td>
<td>Chris</td>
<td>As appropriate</td>
</tr>
<tr>
<td><strong>Housing</strong></td>
<td>Res Life</td>
<td>Residential Living sends out confirmation of residential living assignment to student via email.</td>
<td>Res Life</td>
<td></td>
</tr>
<tr>
<td><strong>Visa Application</strong></td>
<td>Student</td>
<td>Student seeks visa at American Embassy using I-20 or DS2019 and other documents.</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td><strong>Visa Granted</strong></td>
<td>Student</td>
<td>If visa is granted, student arranges travel and contacts International Student Advisor for pickup at the Asheville airport, bus station, or youth hostel.</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td><strong>Student Arrival Information</strong></td>
<td>IPS</td>
<td>If anyone in IPS Office receives student arrival information, forward it to Chris</td>
<td>All of IPS</td>
<td>Immediately</td>
</tr>
<tr>
<td><strong>Entry to U.S.</strong></td>
<td>Customs</td>
<td>Student enters U.S. I-20 is stamped at port of entry.</td>
<td>Customs</td>
<td></td>
</tr>
<tr>
<td><strong>Arrival in NC</strong></td>
<td>IPS</td>
<td>Student arrives in Asheville and is picked up by Globe Cat or ISA (IPS arranges for vans)</td>
<td>IPS</td>
<td>According to Schedule</td>
</tr>
<tr>
<td><strong>Arrival at WCU</strong></td>
<td>IPS</td>
<td>Student Arrives on campus and is met by ISA and Globe Cat who assists student in getting acclimated to WCU.</td>
<td>IPS</td>
<td>According to Schedule</td>
</tr>
<tr>
<td><strong>International Student Orientation</strong></td>
<td>Student &amp; IPS</td>
<td>Student enrolls in mandatory International Student Orientation on WCU campus The Orientation is MANDATORY and includes sessions about Culture Shock, the U.S. university system, health services, U.S. laws and WCU rules and regulations, Course Selection, Library, Student organizations, etc.</td>
<td>Chris, IPS &amp; WCU offices</td>
<td>Week-long event</td>
</tr>
<tr>
<td><strong>ACTIVATE IN SEVIS</strong></td>
<td>IPS</td>
<td>Student fills out information form, meets DSO face to face and DSO enters new data into SEVIS system and activates student. DSO makes copies of student passport, I-94 card front and back, US visa stamp, and I-20 with customs stamp.</td>
<td>Chris and Kevin</td>
<td>1 day</td>
</tr>
<tr>
<td><strong>Registration in Classes</strong></td>
<td>Student &amp; IPS</td>
<td>Student enrolls in classes (given evidence of required immunization, conviction statement and health insurance) and maintains full-time status to meet visa regulations.</td>
<td>Chris, Advising Center, Faculty</td>
<td></td>
</tr>
</tbody>
</table>
# Flow Chart for Undergraduate International Student Applications (EXCHANGE)

<table>
<thead>
<tr>
<th>Action</th>
<th>Office</th>
<th>Practice/Protocol</th>
<th>Person completing Task</th>
<th>Deadline for Task</th>
</tr>
</thead>
</table>
| Application arrives at IPS from partner | IPS    | - Partners include WCU bilateral, UNCEP and ISEP partners.  
- Applicants could be interns on either the J-1 student or the new J-INTERN visa.  
- Application includes a WCU, UNCEP or ISEP application form, conviction statement.  
TOEFL scores (only needed for EAIT) official transcripts, certificate of finances and for EAIT students, copy of high school diploma. May also include immunization, Residential living form, etc. | Kevin                  | 1 day              |
| Visual Compliance                    | IPS    | Visual compliance will be done and report saved in file on desktop                                                                                                                                                   | Kevin/Chris            | 1 day             |
| Make Folder                          | IPS    | - Put Exchange student sticker on application  
- Make Label for folder that includes student last name/first name, Partner institution, UG/G, J-1, F-1, J-1 (intern), J-INTERN, major, semester/year | Kevin                  | Same day          |
<p>| Email Partner                        | IPS    | Email Partner institution that applications have arrived and approximate determination date and confirm program.                                                                                                     | Kevin                  | Same day          |
| Add name to International Student List| IPS    | Add student name to list of incoming students (list of parameters described elsewhere)                                                                                                                              | Kevin                  | Same day          |
| Review applications                  | IPS    | Review application to make sure all documents are there (application, official transcripts, conviction statement, and copy of High School diploma). If not, email partner and let partner know which documents are needed. | Kevin                  | Same day          |
| App sent to Admissions               | IPS    | Application is sent to Admissions for processing.                                                                                                                                                                    | Kevin                  | 1-2 days          |
| Visa Questions                       | ADM    | If there is a question about visa status, Admissions will fax (or transmit through work flow) the application form to IPS for evaluation.                                                                          | Processors             |                   |
| Answer to Visa Questions             | IPS    | IPS will evaluate the answers provided on the international student application and respond to Admissions official requesting an answer.                                                                          | Kevin or Chris         | Upon arrival in office |
| Banner entry                         | ADM    | Application Fee is WAIVED for exchange students. Admissions enters all data into Banner (except for GOAINTL and GOASEVS info)                                                                                       | Processors             | Within 24 hours. Takes 15 min. per application |</p>
<table>
<thead>
<tr>
<th>Process</th>
<th>Owner</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assign 920#</td>
<td>ADM</td>
<td>Admissions assigns student a 920 I.D. # on SPAIDEN</td>
</tr>
<tr>
<td>Review applications</td>
<td>ADM</td>
<td>Admissions accept or denies student based on review of transcript and supporting documents.</td>
</tr>
<tr>
<td>Accept/Not Accept</td>
<td>ADM</td>
<td>Admissions sends acceptance or non-acceptance letter ONLY to International Student Advisor at IPS. Exchange are A-1 and S-1 automatically.</td>
</tr>
<tr>
<td>Banner Entry</td>
<td>IPS</td>
<td>IPS enters visa status on GOAINTL and GOASEVS screens in Banner</td>
</tr>
<tr>
<td>Inform Partners, UNCEP and ISEP about student Admissions</td>
<td>IPS</td>
<td>Email WCU Partners about student Admissions and Fax Host Institution Placement Form (HIPC) to UNCEP or ISEP for each student after admitted to WCU</td>
</tr>
<tr>
<td>Create I-20</td>
<td>IPS</td>
<td>Go into SEVIS – create I-20 for exchange student. (EAIT)</td>
</tr>
<tr>
<td>Create DS-2019</td>
<td>IPS</td>
<td>Go into SEVIS – create DS-2019 for degree-seeking or non-degree seeking exchange student</td>
</tr>
<tr>
<td>Create Admissions Packet (Partners)</td>
<td>IPS</td>
<td>Packet includes: - Admission Letter, DS2019 or I-20 depending on the exchange program, Letter from ISA, Instructions on obtaining visa at consulate, IPS International Student Brochure, Dept. of State Brochure, Studying in U.S. Brochure, Housing Application, Immunization and Health Insurance Verification Form, Course Selection Form, Return Envelope, and tuition prepayment form ONLY for Direct Enrollment and Special Programs. Create and Mail Admissions Packet: -- All exchange student applications from one partner institution can be sent via DHL to the partner when classes are still in session, or individually, via DHL, to students after their semester has ended. -- ISEP Admissions packets are sent to the student via DHL. (DS2019s are issued by ISEP). -- UNCEP applications are sent to the advisor at the Host Institution via DHL. NOTE: Any application to a developing nation MUST BE sent DHL.</td>
</tr>
<tr>
<td>Report of International</td>
<td>OIRP</td>
<td>Alan Socha will generate an international student report as an EXCEL file from Banner and send it via email to Kevin and Chris. Report will include undergraduate and graduate</td>
</tr>
<tr>
<td>Students</td>
<td>IPS</td>
<td>international students. Update Incoming International Student List with information needed by IPS. Send it to Chris Kevin -Every Friday &amp; upon request</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Send List to WCU offices</td>
<td>IPS</td>
<td>Send List of incoming International Students to the offices requiring it: Housing, Health Services, Advising Center, IPS Staff, AJ Grube, Socha Alan Chris As needed</td>
</tr>
<tr>
<td>Confirmation of new Internat’l Students for housing &amp; fees</td>
<td>IPS</td>
<td>International Student Advisor confirms list of all incoming exchange students for upcoming semester to Controller’s Office, Health Services, IPS Staff, and Residential Living. (Exchange students do not pay tuition or fees except books. Some exchange students, and those on ISEP, do not pay for room and board.) Note. Health Services has agreed to drop hold on student files Chris As needed</td>
</tr>
<tr>
<td>Return of Forms by student</td>
<td>IPS</td>
<td>Student returns all completed forms to IPS for distribution. IPS copies the form for student file and the sends the Residential living application to the One-Stop Office, the Immunization form to Health Services. Chris Upon receipt</td>
</tr>
<tr>
<td>MY CAT</td>
<td>IPS</td>
<td>ISA communicates with student about how to use MyCAT. Student can make housing prepayment and register for classes on MyCAT. Chris As needed</td>
</tr>
<tr>
<td>Community Contact</td>
<td>IPS</td>
<td>Inform current international students and Globe Cats about incoming exchange student. Chris As appropriate</td>
</tr>
<tr>
<td>Housing</td>
<td>Res Life</td>
<td>Residential Living sends out confirmation of residential living assignment to student via email. For ISEP students, Residential Living (Lisa Surber) confirms a room for them after receiving the list of international students Res Life</td>
</tr>
<tr>
<td>Visa Application</td>
<td>Student</td>
<td>Student seeks visa at American Embassy using I-20 or DS2019 and other documents. Student 1-9 weeks</td>
</tr>
<tr>
<td>Visa Granted</td>
<td>Student</td>
<td>If visa is granted, student arranges travel and contacts International Student Advisor for pickup at the Asheville airport, bus station, or youth hostel. Student</td>
</tr>
<tr>
<td>Student Arrival Information</td>
<td>IPS</td>
<td>If anyone in office receives student arrival information, forward it to Chris All of IPS immediately</td>
</tr>
<tr>
<td>Entry to U.S.</td>
<td>Customs</td>
<td>Student enters U.S. I-20 or DS2019 is stamped at port of entry. Customs</td>
</tr>
<tr>
<td>Arrival in NC</td>
<td>IPS</td>
<td>Student arrives in Asheville and is picked up by Globe Cat or ISA (IPS arranges for vans) IPS According to Schedule</td>
</tr>
<tr>
<td>Arrival at WCU</td>
<td>IPS</td>
<td>Student Arrives on campus and is met by ISA and Globe Cat who assists student in getting acclimated to WCU. IPS According to Schedule</td>
</tr>
<tr>
<td>International Student Orientation</td>
<td>Student &amp; IPS</td>
<td>Student enrolls in mandatory International Student Orientation on WCU campus The Orientation is MANDATORY and includes sessions about Culture Shock, the U.S. university system, health services, U.S. laws and WCU rules and regulations, Course Selection, Library, Student organizations, etc. Chris, IPS &amp; WCU offices Week-long event</td>
</tr>
</tbody>
</table>
### ACTIVATE in SEVIS

**IPS**  
Student fills out information form, meets DSO face to face and DSO enters new data into system and activates student. DSO makes copies of student passport, I-94 card front and back, US visa stamp, and I-20 with customs stamp.  

<table>
<thead>
<tr>
<th>Person completing Task</th>
<th>Deadline for Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris and Kevin</td>
<td>1 day</td>
</tr>
</tbody>
</table>

### Registration in Classes

**Student & IPS**  
Student enrolls in classes (given evidence of required immunization, conviction statement and health insurance) and maintains full-time status to meet visa regulations.  

<table>
<thead>
<tr>
<th>Person completing Task</th>
<th>Deadline for Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chris, Advising Center, Faculty</td>
<td></td>
</tr>
</tbody>
</table>

---

### Flow Chart for JAMAICAN Undergraduate International Student Applications  
**(DEGREE-SEEKING)**

<table>
<thead>
<tr>
<th>Action</th>
<th>Office</th>
<th>Practice/Protocol</th>
<th>Person completing Task</th>
<th>Deadline for Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Inquiry</td>
<td>IRC</td>
<td>Student requests application materials from Iva Bailey in Kingston and receives paper application</td>
<td>Iva Bailey</td>
<td></td>
</tr>
<tr>
<td>Student Fills out Form</td>
<td>Student</td>
<td>Student fills out forms. Student submits application, original transcript, copy of diploma or certificate, immunization form, conviction statement.</td>
<td>Student</td>
<td></td>
</tr>
<tr>
<td>Applications Sent</td>
<td>IRC</td>
<td>Iva sends, in bulk mailing, all applications, original transcripts, conviction statements, immunization forms, and copies of diploma or certificate to the office of Educational Outreach at Western Carolina University.</td>
<td>Iva Bailey</td>
<td></td>
</tr>
<tr>
<td>Applications Received</td>
<td>EO</td>
<td>Sue Deitz receives applications and either stamps or puts Jamaican student sticker on application that provides information about student program and visa status.</td>
<td>Sue Deitz</td>
<td></td>
</tr>
<tr>
<td>Review of application</td>
<td>EO</td>
<td>Dean of EO reviews the applications, evaluates student credentials and admits students.</td>
<td>Pat Brown</td>
<td></td>
</tr>
<tr>
<td>Applications sent to Admissions</td>
<td>EO</td>
<td>Sue Deitz sends applications to WCU Admissions Office</td>
<td>Sue Deitz</td>
<td></td>
</tr>
</tbody>
</table>
| Banner entry | ADM | Admit Code – JA  
Student Code -4  
Program Code – EABSED MGRJ2  
MCR Code -10  
Ethnicity – X  
XCEP Code C | Processors |                  |
| Assign 920# | ADM | Admissions assigns student a 920# | Front Desk |                  |
| Accept | ADM | If accepted, Admissions sends original Admissions letter to Sue Deitz (EO). | Processors |                  |
| Admissions Letter sent to student | EO | Sue Deitz sends all letters together to Iva Bailey in Kingston via FED EX | Sue Deitz |                  |
## SUMMER PROGRAM

<table>
<thead>
<tr>
<th>Event</th>
<th>Responsible Party</th>
<th>Description</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students enroll in classes</td>
<td>EO and IRC</td>
<td>Iva Bailey and Sue Deitz work together to get students enrolled in classes that are taken in Jamaica at either Kingston, Mandeville or Montego Bay.</td>
<td></td>
</tr>
<tr>
<td>Students apply for summer program</td>
<td>IRC</td>
<td>Iva collects, from each student wanting and/or ready to study in Cullowhee on the summer program, a USCIS form with required visa information and a certificate of finances form that is specific to the Jamaican program.</td>
<td>Iva Bailey</td>
</tr>
<tr>
<td>Notice sent to WCU</td>
<td>IRC</td>
<td>Iva sends all of the USCIS forms AND certificate of finance form for participating students (can be as many as 160) to Sue Deitz in Educational Outreach</td>
<td>Iva Bailey</td>
</tr>
<tr>
<td>Copy USCIS form</td>
<td>EO</td>
<td>Sue makes a copy of the USCIS form</td>
<td>Sue Deitz</td>
</tr>
<tr>
<td>Student File is Made</td>
<td>EO</td>
<td>Make Label for folder that includes student last name/first name, UG, F-1, major, semester/year</td>
<td>Sue Deitz</td>
</tr>
<tr>
<td>Send USCIS form &amp; Certificate of Finance Form</td>
<td>EO</td>
<td>Sue Deitz sends a copy of the USCIS form and the original, signed, Certificate of Finance Form to Kevin Childers in International Programs and Services (IPS)</td>
<td>Sue Deitz</td>
</tr>
<tr>
<td>Visual Compliance</td>
<td>IPS</td>
<td>Visual Compliance will be done and report saved in file on desktop</td>
<td>Kevin/Chris 1 day</td>
</tr>
<tr>
<td>Prepare I-20s</td>
<td>IPS</td>
<td>Kevin Childers (DSO) enters the necessary data into SEVIS and gives completed stack of I-20s to Sue Dietz to mail to Jamaica.</td>
<td>Kevin Childers 2-4 days</td>
</tr>
<tr>
<td>Student File</td>
<td>IPS</td>
<td>IPS places certificate of finance form in each student’s file.</td>
<td>Kevin Childers Same day</td>
</tr>
<tr>
<td>Banner Entry</td>
<td>IPS</td>
<td>IPS enters visa data on GOASEVS screen in Banner</td>
<td>Kevin Childers 1-2 days</td>
</tr>
<tr>
<td>Complete Visa</td>
<td>EO</td>
<td>Sue Deitz (DSO) checks rafts of I-20s, prints them and signs them.</td>
<td>Sue Deitz</td>
</tr>
<tr>
<td>I-20s are sent</td>
<td>EO</td>
<td>Sue Deitz sends all I-20s in batches via FED EX to Iva Bailey in Kingston.</td>
<td>Sue Deitz</td>
</tr>
<tr>
<td>List of Students</td>
<td>EO</td>
<td>Sue Deitz makes list of all Jamaican students with name, gender, major, current address, email address, tel. number</td>
<td>Sue Deitz</td>
</tr>
<tr>
<td>Program Fee is collected</td>
<td>IRC</td>
<td>Iva Bailey collects the program fee, signs the certificate of finance, and only then provides the student with their I-20.</td>
<td>Iva Bailey</td>
</tr>
<tr>
<td>Housing</td>
<td>IRC</td>
<td>Iva Bailey sends Sue Deitz a list of preferred roommates and the signed certificate of finance forms.</td>
<td>Iva Bailey</td>
</tr>
<tr>
<td>Housing assigned</td>
<td>EO</td>
<td>Sue Deitz treats this event as a conference and assigns rooms. Residential Living gives EO a block of rooms for this program</td>
<td>Sue Deitz</td>
</tr>
<tr>
<td>Register for Classes</td>
<td>EO</td>
<td>Sue Deitz schedules all students in classes</td>
<td>Sue Deitz</td>
</tr>
<tr>
<td>Apply for Visa</td>
<td>IRC and Student</td>
<td>Jamaican Students go as a group with Iva Bailey sometimes, to the Embassy to get the visa. (The timing on this can change. In 2007 the students were permitted to seek visas 10 days before the program began.)</td>
<td>Iva Bailey and student</td>
</tr>
<tr>
<td>Purchase Ticket</td>
<td>Student</td>
<td>Student is responsible for purchasing the airline ticket.</td>
<td>Student</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------</td>
<td>------------------------------------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Arrival in U.S.</td>
<td>Student</td>
<td>Student(s) arrive in Atlanta</td>
<td>Student</td>
</tr>
<tr>
<td>Arrival in Cullowhee</td>
<td>EO</td>
<td>All students are picked up in Atlanta by bus arranged by EO.</td>
<td>Student &amp; Airlines</td>
</tr>
<tr>
<td>Orientation to WCU</td>
<td>EO</td>
<td>Educational Outreach provides an orientation to WCU housing, meals, health services, computer services, telephone, SEVIS information and each student is provided a telephone card to use for calling home.</td>
<td>EO, health services, IPS staff</td>
</tr>
<tr>
<td>Photocopies Documents</td>
<td>EO</td>
<td>Sue Deitz and staff copy each student’s passport page, visa page, I-94 card (front and back), and I-20 stamped by customs official.</td>
<td>Sue Deitz</td>
</tr>
<tr>
<td>Students are activated</td>
<td>EO</td>
<td>Sue Deitz activates each student in SEVIS.</td>
<td>Sue Deitz</td>
</tr>
<tr>
<td>??? Photocopies sent to IPS</td>
<td>EO</td>
<td>Sue Deitz sends copied passport and visa documents to Kevin Childers in IPS.</td>
<td>Sue Deitz</td>
</tr>
<tr>
<td>Student File???</td>
<td>IPS??</td>
<td>IPS puts passport and visa document copies in student file???</td>
<td>Kevin Childers</td>
</tr>
<tr>
<td>Begin Studies</td>
<td>Student</td>
<td>Students begin to take classes for 2nd summer term</td>
<td>Student</td>
</tr>
<tr>
<td>Extracurricular Activities</td>
<td>EO and other offices</td>
<td>Students participate in extracurricular activities sponsored by the Women’s Center, Educational Outreach, and the College of Education. These include the annual picnic, Chancellor’s dinner, trips, etc.</td>
<td>Student</td>
</tr>
</tbody>
</table>
Appendix D

WCU Study Abroad Student Summary Data
Fall 2004-Spring 2009

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Abroad Info Sessions Attendees</td>
<td>176</td>
<td>181</td>
<td>193</td>
<td>147</td>
<td>187</td>
</tr>
<tr>
<td>IPS Programs</td>
<td>56</td>
<td>59</td>
<td>57</td>
<td>65</td>
<td>66</td>
</tr>
<tr>
<td>Faculty-Led Programs</td>
<td>44</td>
<td>154</td>
<td>99</td>
<td>141</td>
<td>93</td>
</tr>
<tr>
<td>Total Semester/Terms Abroad</td>
<td>100</td>
<td>213</td>
<td>156</td>
<td>206</td>
<td>159</td>
</tr>
</tbody>
</table>

** Year-long data = Fall, Spring, & Summer semesters/terms
International Student statistics for the last 4 academic years

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jamaican Summer program</td>
<td>138</td>
<td>121</td>
<td>126</td>
<td>92</td>
<td>95</td>
</tr>
<tr>
<td>Degree-Seeking &amp; Exchange Students</td>
<td>73</td>
<td>79</td>
<td>68</td>
<td>76</td>
<td>65</td>
</tr>
<tr>
<td>Total International Students</td>
<td>211</td>
<td>200</td>
<td>194</td>
<td>168</td>
<td>170</td>
</tr>
</tbody>
</table>

Countries Represented by International students during the 2008-2009 academic year

Australia
Benin
Canada
China
Denmark
France
Germany
Ghana

India
Ireland
Ivory Cost
Jamaica
Kenya
Mexico
Montenegro
Netherlands

Poland
South Africa
South Korea
Spain
Sweden
UK
Wales
## Comparison Chart of Student Statistics and other Activities Housed in the International Offices
At Peer Institutions and some selected NC institutions, 2010

<table>
<thead>
<tr>
<th>Institution</th>
<th>Staff</th>
<th>Study Abroad</th>
<th>Summer Study Abroad</th>
<th>International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Div</td>
<td>Office</td>
<td>Enrolled Students</td>
<td>Total</td>
</tr>
<tr>
<td>East Carolina University</td>
<td>Acad</td>
<td>Affrs 8</td>
<td>Begin 1</td>
<td>28,000</td>
</tr>
<tr>
<td>UNC-Greensboro</td>
<td>Acad</td>
<td>Affrs 8.5</td>
<td>Interlink</td>
<td>17,000</td>
</tr>
<tr>
<td>UNC-Wilmington</td>
<td>Acad</td>
<td>Affrs 8</td>
<td>1 full-time &amp; 4-5 part-time</td>
<td>13,000</td>
</tr>
<tr>
<td>Appalachian State University</td>
<td>Acad</td>
<td>Affrs 13</td>
<td>n/a</td>
<td>17,000</td>
</tr>
<tr>
<td>Murray State University</td>
<td>Acad</td>
<td>Affrs 11</td>
<td>17 (8 full-time)</td>
<td>10,000</td>
</tr>
<tr>
<td>Radford University</td>
<td>Acad</td>
<td>Affrs 3</td>
<td>no</td>
<td>8,900</td>
</tr>
<tr>
<td>Western Kentucky University</td>
<td>Acad</td>
<td>Affrs 10</td>
<td>none</td>
<td>21,000</td>
</tr>
<tr>
<td>Western Carolina University</td>
<td>Acad</td>
<td>Affrs 6.5</td>
<td>1</td>
<td>8,900</td>
</tr>
</tbody>
</table>

*This number includes 300 students participating in the Disney Program in Orlando, FL
**This number includes 184 students participating in the Jamaican Program for 5 weeks in the summer.
***This number includes 85 students are on Optional Practical Training (OPT)
<table>
<thead>
<tr>
<th>Institution</th>
<th>Study Abroad Fair</th>
<th>H-1B PERM</th>
<th>J Scholars (Faculty)</th>
<th>Host Family</th>
<th>I-Fest</th>
<th>IEW</th>
<th>Phi Beta Delta</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Carolina University</td>
<td>No SA Fair, but do Summer Fair</td>
<td></td>
<td>Yes 3-4 @ yr</td>
<td>Yes</td>
<td>Yes w/ city</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>UNC-Greensboro</td>
<td>Yes, in August but it is in-house, no 3rd party providers</td>
<td>No</td>
<td>Yes #38 @ yr</td>
<td>Not through international office but community org</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>UNC-Wilmington</td>
<td>Yes in Fall; includes 3rd party providers</td>
<td>Yes 10-12 @ yr</td>
<td>Yes 6-7 @ yr</td>
<td>Yes</td>
<td>Yes in Feb, week-long festival</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Appalachian State University</td>
<td>Fall Faculty-led Fair; Spring- Study Abroad Fair that includes 3rd party providers</td>
<td>2-29 @ yr</td>
<td>10-40 @ yr</td>
<td>Yes</td>
<td>Intl Café in Nov; Intl Ball in Spring;</td>
<td>YES – act as Hub; encourage people across campus to have events; direct traffic and do advertising</td>
<td>No; inactive</td>
</tr>
<tr>
<td>Murray State University</td>
<td>No</td>
<td></td>
<td>Yes 5-8 @ yr</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes – handled by a faculty member and assist ISA</td>
</tr>
<tr>
<td>Radford University</td>
<td>Yes in Fall; summer included with 3rd party providers</td>
<td>No</td>
<td>2 @ yr</td>
<td>The ISSS in student affairs handles this program</td>
<td>Spring with Int'l Banquet &amp; dance</td>
<td>Partners with ISS in student affairs</td>
<td>No</td>
</tr>
<tr>
<td>Western Kentucky University</td>
<td>Yes. Fall with faculty-led and providers</td>
<td>31 H-18</td>
<td>Yes, 15-18 @ yr</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Western Carolina University</td>
<td>Acad Affrs</td>
<td>6.5</td>
<td>1</td>
<td>8,900</td>
<td>45-48</td>
<td>12-15</td>
<td>57-63</td>
</tr>
</tbody>
</table>
### Comparison Chart of Student Statistics and other Activities Housed in the International Offices

At Peer Institutions and some selected NC institutions, 2010

<table>
<thead>
<tr>
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<td>East Carolina University</td>
<td>Yes - Goes to fairs</td>
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<td></td>
<td>$1 mil endowment;</td>
<td>no</td>
<td>IEP is being started by prof in English ½ time. 70 awards to SA in summer; 40 to 50 on sem/year. Also have FIPSE grant to send music students to Brazil for a few years; Harry Adams fund for med students to do 3-4 week medical int’l rotations with doctor.</td>
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<td>UNC-Greensboro</td>
<td>No, someone in office occasionally goes to fairs</td>
<td>Yes</td>
<td>Yes, thru ISA</td>
<td>$3 mil endowment; $71,500 outside scholarships from grants</td>
<td>Yes, about $10,000</td>
<td>$187,000 available for study abroad and at least $600 for each student; UNC-G does not support 3rd party providers; Int’l admissions goes to fairs when budget available; Interlink reports to Director; 8.5 staff on state funds; 2.5 staff on soft money;</td>
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<td>UNC-Wilmington</td>
<td>Trying to put this in Admissions as full-time position</td>
<td>No, but one person is responsible for int’l student applications</td>
<td>Not really</td>
<td>Minimal, use some non-state funds; may get revenues from some offices</td>
<td>Minimal, some are $1000 and some lower; usually a continuing scholarship</td>
<td>Have had 17 annual I-Fests; Intensive English director; int’l recruitment needs to be more focused;</td>
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<td>Appalachian State University</td>
<td>Not in office; No, but one person in Admissions dedicated to Int’l admissions</td>
<td>Director of Int’l Outreach to public schools; work with College of Ed on presentations;</td>
<td>Have 2 modest scholarships for SA and Intl students up to $2500; Have $15,000 available; one small one at $500</td>
<td>See column to left</td>
<td>Have a number of short-term scholars – 5-10 with partners; Support other ethnic clubs; support Chinese New Year; Have Int’l Appalachians (INTAPP) org that helps with int’l programming; Int’l Friendship Assoc for exchange students; staff are faculty advisor for these clubs;</td>
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<td>Murray State University</td>
<td>Yes 1 staff</td>
<td>Yes 3 staff</td>
<td>No</td>
<td>Yes, some from Int’l office on soft money (SA fee); have app forms; colleges have $1000 grants for students; other grants too</td>
<td>No</td>
<td>Most positions are state funded; IEP has 9 part-time staff; Have int’l application fee that office gets;</td>
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<td>Radford University</td>
<td>No – there has been some fair attendance; new director may change that</td>
<td>No – 2 work with int’l students &amp; 1 in Grad College</td>
<td>No</td>
<td>Have 10 small $500-$1000 that are in house; thru a foundation</td>
<td>There is and Academic Dean scholarship; can apply for scholarships through foundation office</td>
<td>ISS is in student affairs &amp; they handle orientation; SA &amp; PDSO handle visas for int’l students &amp; exchange students &amp; scholars; accepts institutional TOEFL from Virginia Tech; ISS is housed in Center for Diversity &amp; Inclusion; Office has been in existence for 11 years; no Study Abroad fee.</td>
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<td>Western Kentucky University</td>
<td>Yes, part of Admissions under enrollment management</td>
<td>1.5 person in Admissions process int’l student apps</td>
<td>No</td>
<td>World Topper ranges from $350-$1000; Honors college offers travel grant.</td>
<td>Yes, for grad and undergrad and it is about $9000/year for qualified students</td>
<td>ISSS and Study Abroad (SAGL) offices are under Office of International Programs (OIP) which is housed in Academic Affairs. ESLI runs the IEP (ESL) program. IEP students counted when they matriculate to WKU. All matriculate; No study abroad fee;</td>
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<tr>
<td>Western Carolina University</td>
<td>No</td>
<td>No but one person in Admissions responsible for int’l students</td>
<td>Yes – handled by intern or GA;</td>
<td>$500 scholarship for MCTS;</td>
<td>Have $1500 in one fund; Kendall King for int’l students after 1 sem on campus $300-$500</td>
<td>Intern’l student recruitment is now armchair recruitment; $100 Study Abroad Admin Fee charged to all but ISEP students studying abroad;</td>
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## WCU student mobility compared with some NC Universities on UNCEP & ISEP Programs, 2004-2009

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**Legend:**

- **ISEP**: International Student Exchange Program
- **ISEP2**: ISEP Direct
- **BRZ**: UNC-EP Exchange to Brazil
- **B-W**: UNC-EP Exchange to Baden-Württemberg
- **CAN**: UNC-EP Exchange to Quebec
- **ORSD**: UNC-EP Exchange to Sweden & Denmark
- **FIN**: UNC-EP Exchange to Finland
- **ITESM**: UNC-EP Exchange to Mexico
- **NSW**: UNC-EP Exchange to New South Wales, Australia
- **Bi**: UNC-EP Exchange to South Africa
- **WC**: UNC-EP Exchange to Uruguay
- **ISRL**: UNC-EP Exchange to Israel
- **VIC**: UNC-EP Exchange to Victoria, Australia
### Appendix H
Budget Spreadsheet - State Budgeted Amounts

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**TOTAL AMOUNT**  
266,313 253,096 248,369

* Salaries do not include IPS or IEP Director salaries, which are paid from Provost Office funds.

Note: 2009-2010 Operating Support Budget - $41,994.
### Appendix H (Continued)
**Budget Spreadsheet - Expenditures - All Accounts**

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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>State (actual spent)</td>
<td>281,712</td>
<td>312,435</td>
<td>282,325</td>
</tr>
<tr>
<td>Study Abroad Fees</td>
<td>6,607</td>
<td>6,112</td>
<td>8,256</td>
</tr>
<tr>
<td>Misc. Income (Bus. Act.)</td>
<td>204</td>
<td>3,865</td>
<td>1,275</td>
</tr>
<tr>
<td>WCU Foundation (1)</td>
<td>2,800</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>K-12 Outreach Grant</td>
<td>9,155</td>
<td>1,345</td>
<td>0</td>
</tr>
<tr>
<td>Dir. Discretionary Act.</td>
<td>1,068</td>
<td>1,936</td>
<td>3,122</td>
</tr>
<tr>
<td>Fac-Led Summer Groups</td>
<td>0</td>
<td>0</td>
<td>143,379</td>
</tr>
<tr>
<td>Other (Please specify)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL REVENUES (2)</strong></td>
<td><strong>301,546</strong></td>
<td><strong>325,693</strong></td>
<td><strong>438,357</strong></td>
</tr>
</tbody>
</table>

(1) Funds moved from Foundation Funds for faculty/student travel grants
(2) Revenues for 2008-09 include holdover to 2009-10 for completion of faculty-led summer groups in the amount of $29,141.