

Block Abroad Pre-Departure Procedures

The following procedures apply to all blocks abroad courses offered during the regular academic year, whether taught entirely or partially outside the United States. Faculty teaching courses that include an off-campus component within the US should consult with the Dean of Students office for further guidance.

1. For blocks abroad during the academic year, please contact the Office of International Programs for support and advice. We can help with support, health and safety information, pre-departure student meetings, including distributing all the required paperwork. Please contact our office (x8282) if you wish to arrange a pre-departure orientation meeting for your students. We are available to facilitate or attend the meeting.
2. All three student forms (health form, release and waiver, and proof of insurance) can be accessed and printed through our website www.coloradocollege.edu/international. If you intend to use PROWL for your block course abroad, we can upload all student forms to your dedicated PROWL site. This is also an effective way to distribute health and safety information and forms to the students. Students can not participate in the block abroad if they have not turned in all their forms prior to departure.
3. Please visit our website at www.coloradocollege.edu/international to obtain a copy of the *Faculty Guide to Short-Term Programs Abroad*. Among other things, this guide provides a detailed list of Off-Campus emergency procedures. Please don't leave the country without Section B of this guide!
4. Contact Communications (x6719) if you need to reserve a CC international mobile phone for your block abroad.
5. If any of your students need reimbursement for their pre-paid meal plan through Bon Appetit during their block abroad, you may contact Randy Kruse, Director of Dining Operations at 389-6166 or Randy.Kruse@ColoradoCollege.edu.
6. Please submit a list of enrolled students and your program travel itinerary as soon as they are available to Donna.Beziou@ColoradoCollege.edu. This list helps us request student background checks from Student Life *and* is our means to ensure that all your students submitted the required paperwork before departure.
7. Students must submit their completed forms (Health form, Release and Waiver and Proof of Insurance) to Donna Beziou in Gill House by October 15 for Spring programs and April 15 for Fall programs. We will email students who have not submitted their forms on time.
8. The Office of International Programs will provide the names of your students to the Dean of Student's office for a disciplinary status check. You will be contacted by the Office of Student Life if there are any concerns with students going on your program.
9. You will receive copies of all health forms for your review. It is imperative to review these forms carefully and discuss any concerns you may have with your student and/or Boettcher Health Center.

10. Each person on your program will need to carry an SOS card. Please contact Donna Beziou (x8282) to arrange for distribution of your cards.
11. An Emergency Contact Information form must be left with Office of International Programs one week prior to departure. This form may be found on our website.
12. Any student who intends to stay in-country after the program end date must complete an End-of-Program waiver form and turn in to our office prior to their departure. This form may be found on our website.

Forms student **must** submit to the Office of International Programs:

- Health form
- Release and Waiver
- Proof of Insurance form
- End-of-Program waiver form (if necessary)

All students **must** receive a SOS card from the Office of International Programs.

Faculty **must** receive:

- SOS card and overview
- Faculty Handbook (Section B)

Faculty **must** submit to the Office of International Programs:

- Class roster
- Travel Itinerary
- Emergency Contact Information form