

PROGRAM INFORMATION

- Work through the tabs along the top to submit the different categories of information for your program to the Learning Abroad Center (LAC).
- Track progress made on information you have submitted in the “Overview” tab under the “To-dos” section.
 - = Not submitted to the LAC
 - ◐ = Submitted to the LAC
 - = Reviewed by the LAC
 - = Waived by the LAC
- Pay attention to the “What else” section for useful information and additional action items.
- Remember to save the program information you enter when going through the tabs.
- Within each tab, to add an additional line, click the “Add” button under the “Action” column.

For example, if the program has multiple locations or multiple leaders.
- Click the “submit to the Learning Abroad Center” button at the bottom of the page when a tab is complete.
- Once your information has been submitted to the Learning Abroad Center, you cannot edit it until it has been reviewed by your Learning Abroad Center contact.
- If any program information changes or is accidentally submitted prior to completion, notify your LAC contact so they can enable you to edit again.
- Communicate with the LAC through Concourse via the “Notes” section. Select the recipient of each message at the bottom of the page.

STUDENT APPLICATION REVIEW

- Monitor, review, and track student applications in the Applications tab.
 - Notify the LAC of your acceptance decisions by clicking “Accept,” “Wait List,” or “Deny.”
- Understand student application statuses:
 - **Applied - Checklist Incomplete:** Student has started but not completed their LAC application.
 - **Applied - Under Review:** Student has completed their LAC application and will remain in this status until you make an acceptance decision.
 - **Accepted - Accepted:** Student has been accepted by you and now must submit confirmation forms to the LAC.
 - **Conditional Accepted - Wait Listed:** Student will remain in this status until a space on the program opens up.
 - **Confirmed - Confirmed:** Student has submitted their confirmation paperwork and is now financially committed to the program.
- Confirmed students will show up in the Overview tab.
- In addition to the application information you see for each student on the page, some students provide additional information such as language fluency, past history abroad, and disciplinary history. For any student who has disclosed this information, a symbol will appear next to their name. Hover over the symbol to see the student’s information. Note the key at the bottom of the “Application” and “Overview” tabs.

LEARNING ABROAD CENTER

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