

Faculty Course Proposals*

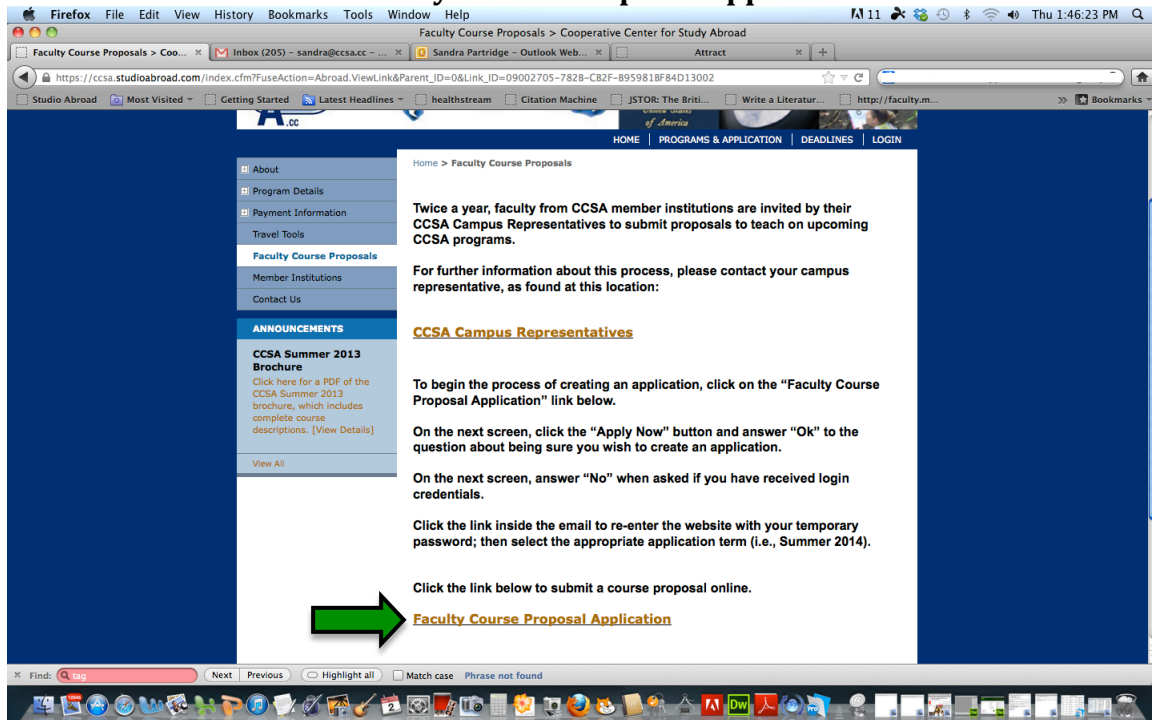
* Faculty members serving as “Second faculty,” please see the last page of this document.

1. To begin a course proposal, go to <http://www.ccsa.cc> and click “Faculty Course Proposals” on the left menu:

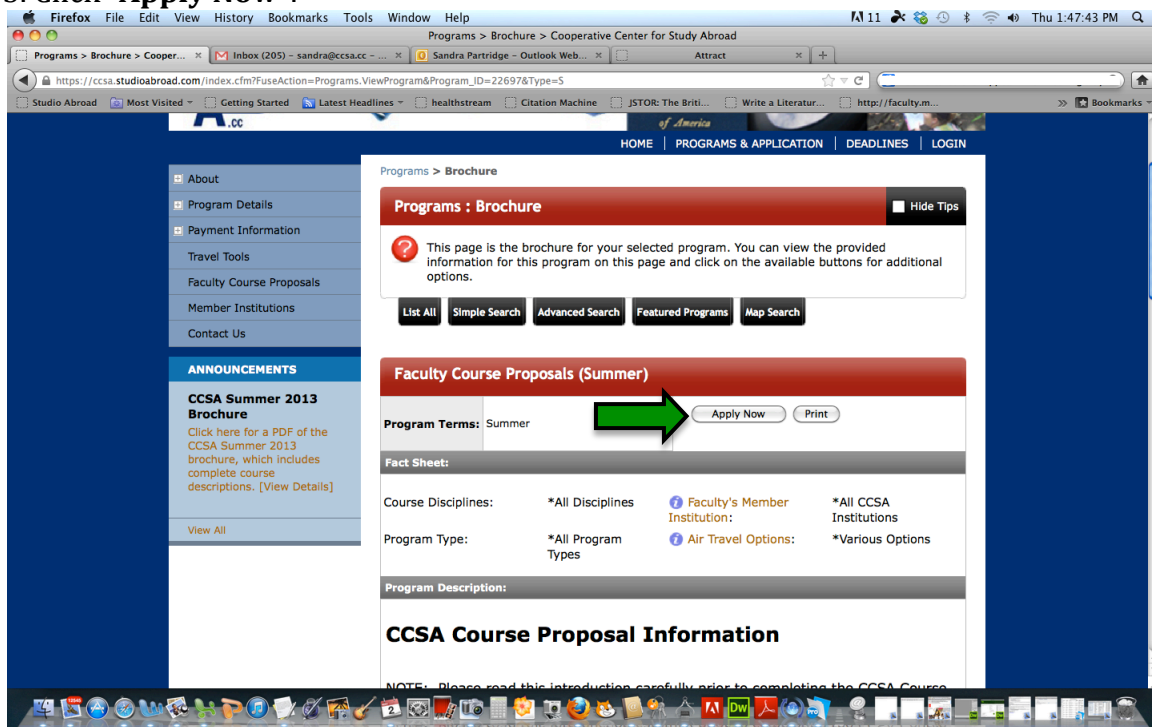


Note – after initiating your account, you will not use the *Faculty Course Proposals* link again. You will thereafter enter your account by logging into it from the Login screen.

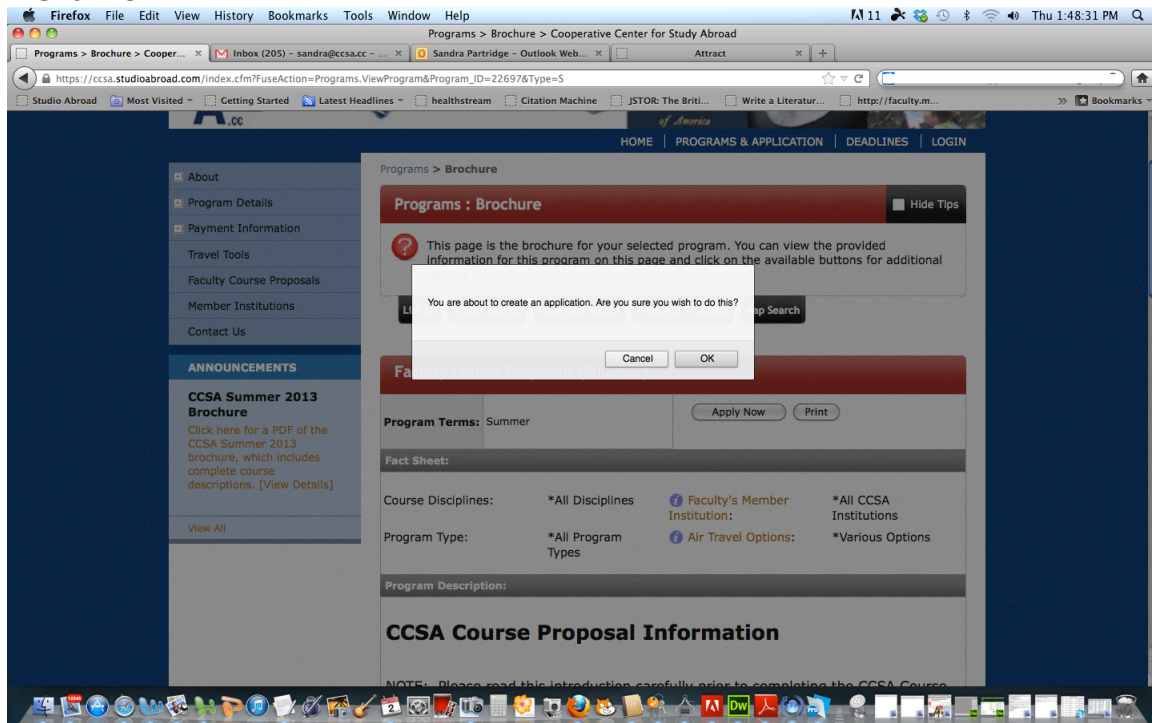
2. Scroll down and click “Faculty Course Proposal Application”:



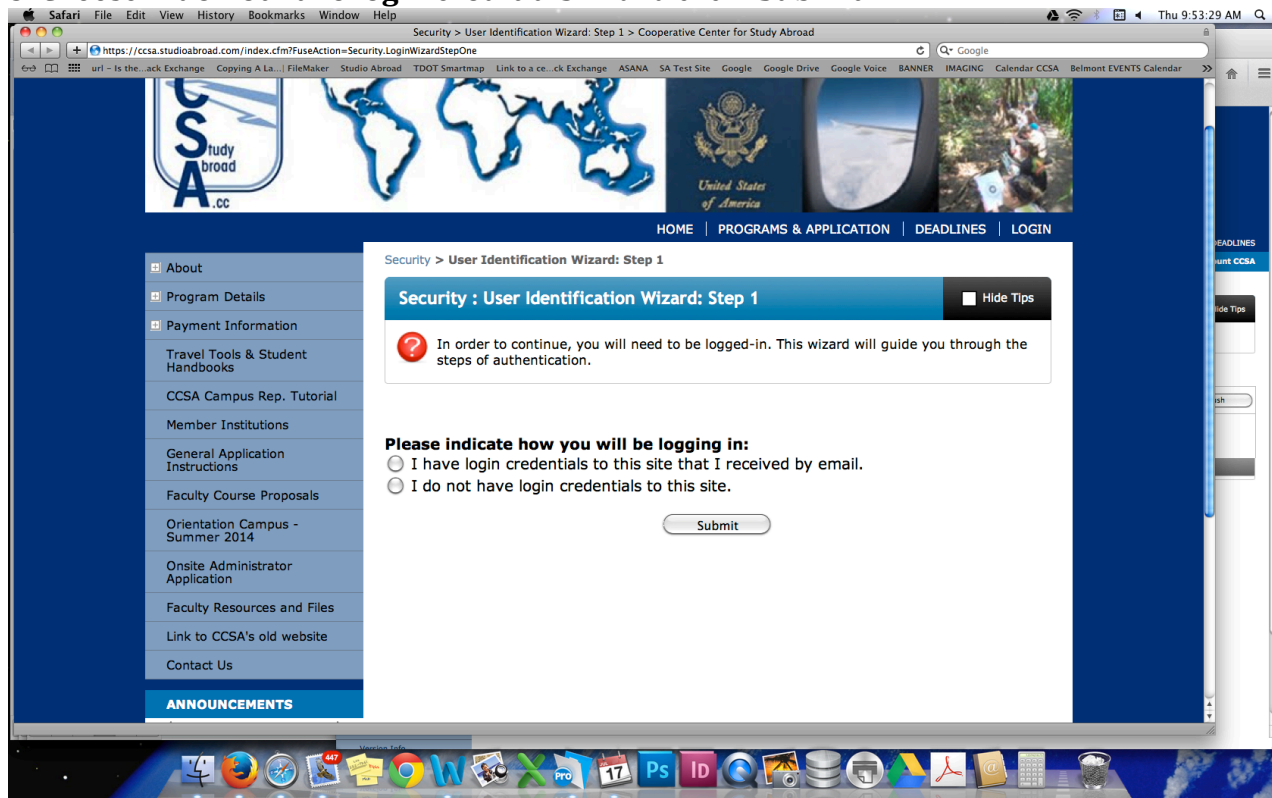
3. Click “Apply Now”:



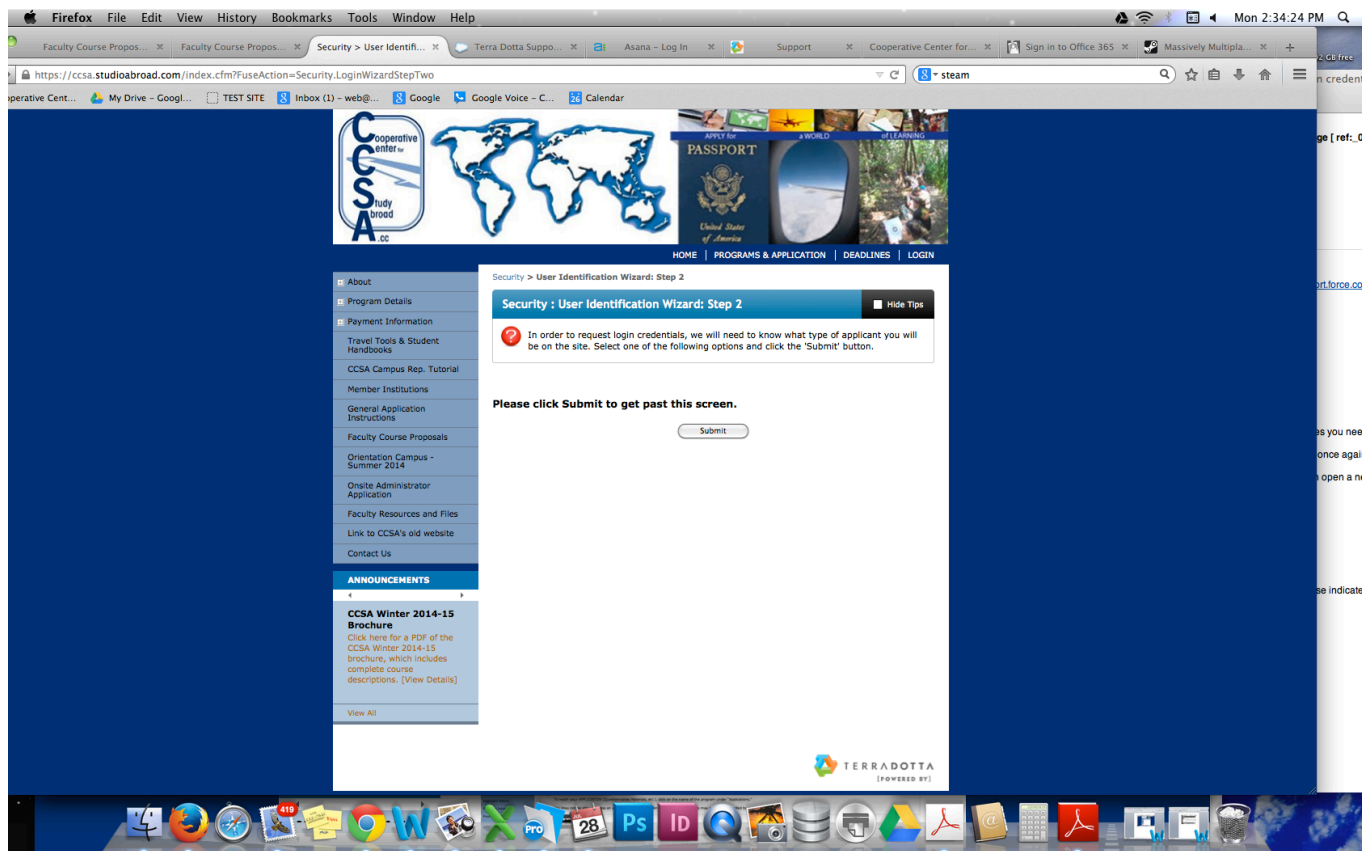
4. Click “OK”:



5. Choose “I do not have login credentials...” and click “Submit”:



6. Click Submit to get past the next page.

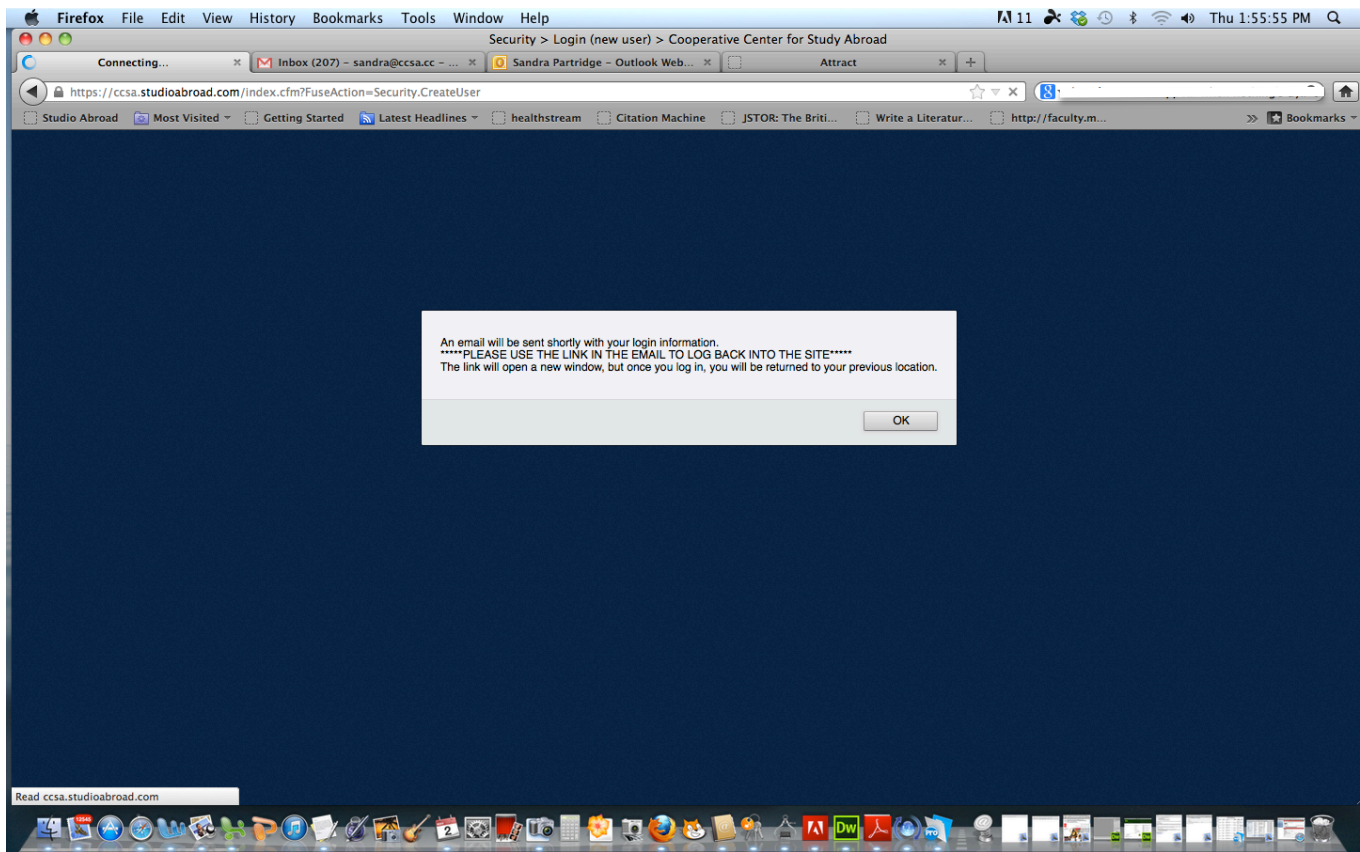


7. Type your Name, Email that you check most often, Date of Birth, Gender, and Institution. Note – if you are also a campus representative with a school login/email address that was given to you by CCSA, do NOT use this email address. Use a personal email or separate campus email. This email address will then be your Username for your proposal:

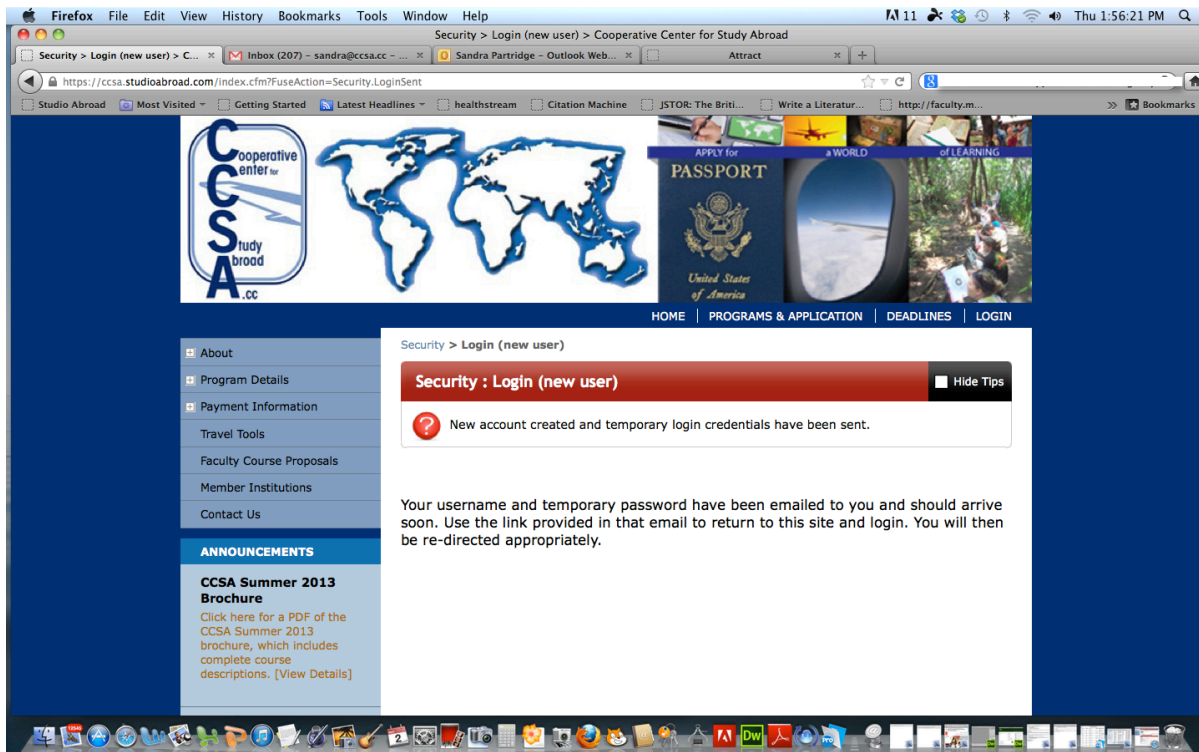
To choose the Institution:

- Click the double arrows of the **State/Territory** drop-down menu, then click once on the state of your school. You do not have to click the country.
- The screen will reset, with schools from that state appearing. You will probably have to scroll down a little after it resets.
- Find your school in the list, and click once on the school to highlight it.
- Nothing will happen until you click “**Create Account.**”

8. Click “OK” when you see the message:



You will then see a confirmation page that you have initiated the account process:

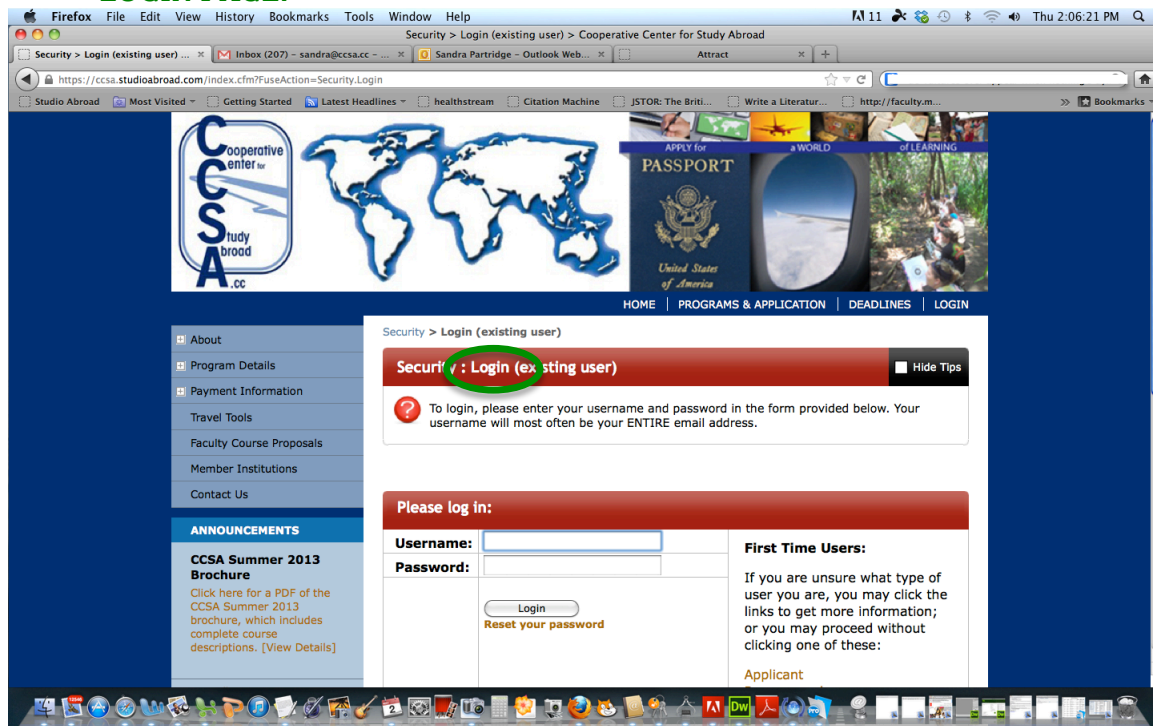


9. Check your email:

<p>a. If you have never initiated an online account, you will receive the following email:</p>	<p>b. If you have previously initiated an online account for a course proposal or for teaching in a program, and you are using the same email address that you used previously, you will receive an email telling you that you already have an account:</p>
<p>Cooperative Center for Study Abroad - Account Created</p> <p>Welcome to Cooperative Center for Study Abroad Cooperative Center for Study Abroad!</p> <p>Following is your temporary login information that will enable you to apply to programs:</p> <div data-bbox="159 674 651 724" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>User ID: fcptestagain@ccsa.cc Temp Password: sEerver2708caR</p> </div> <p>PLEASE USE THE LINK IN THIS EMAIL TO LOG BACK INTO THE SITE. The link will open a new window, but once you log in, you will be returned to your previous location.</p> <p>To login, use the following link: https://ccsa.studioabroad.com/index.cfm?FuseAction=Security.Login&urc=20327&sig=FC744640BB33A993C76FBA8876B43824B76AFE12E4C83258EF43D223B6D60619</p> <p>Temporary login information is valid only for 2 day(s). If you do not login within 1 day(s) of receiving this message, you will be asked to request a new temporary password.</p> <p>Thank you, Cooperative Center for Study Abroad User Support</p>	<p>Cooperative Center for Study Abroad - Account Already Exists</p> <p>The account you attempted to create already exists.</p> <p>If you have lost your login information, please visit the "Forgot your password?" link on the following login page: To login, use the following link: https://ccsa.studioabroad.com/index.cfm?FuseAction=Security.Login</p> <p>Thank you, Cooperative Center for Study Abroad User Support</p>
<p>10. Copy the Temp Password (highlight the password, and then type Control-C on your keyboard). Click the link in the email*, which will take you to the Login page.</p> <p><i>*If you do not click the link in the email but instead just go back to the Login page from which you came, you will be directed incorrectly and see a screen that reads "No Applications on File." If this happens, click Log Out on the top right of the screen, go back to the email, and click the link to reach the login page correctly.</i></p>	<p>10. Click the link in the email, which will take you back to the Login page.</p>

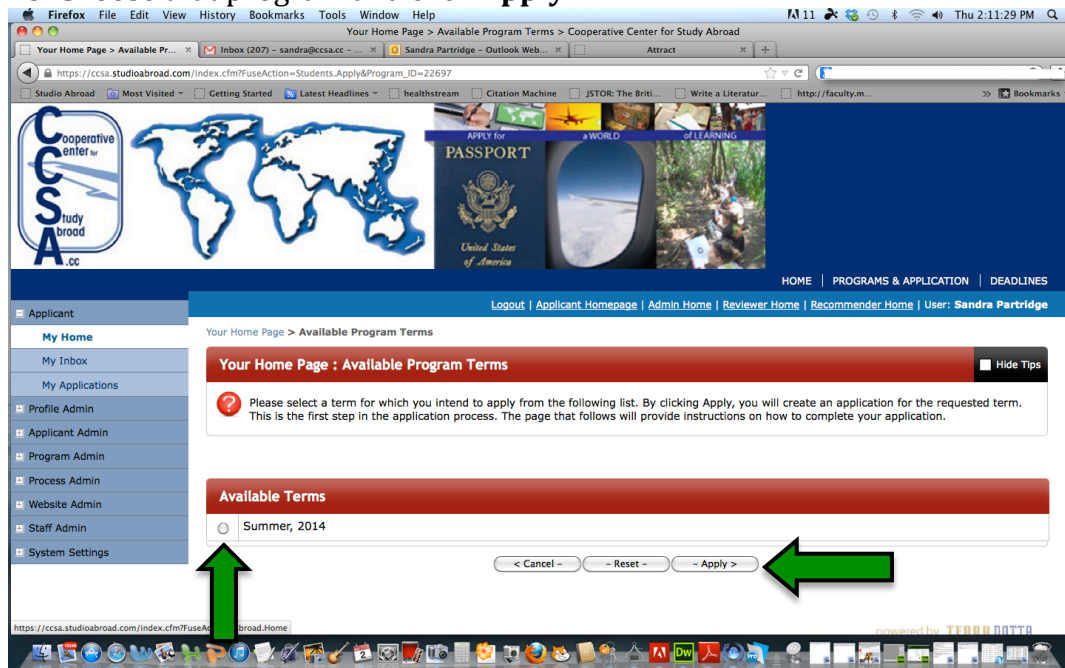
11. Type your email address for your **Username** (the same email address that you used when you initiated the course proposal account).
12. Paste (Control-V) the temporary password from the email (or as referenced in 8.b. above, if you had created a previous account and password, type this password) into the Password box.

LOGIN PAGE:



Then you will come to the screen below. There will most likely be only one cycle available in the system for course proposals.

13. Choose that program and click **Apply**:



14. Then you will choose your school (once again). Click the double arrows and choose your school from the drop-down menu of consortium schools. Then choose Classification, "4) Program Faculty":

The screenshot shows the 'Applications : Required Applicant Information' page. A red banner at the top says 'Please use the form provided below to fill in the required information.' Below this is a red box with a warning icon and the text: 'Before proceeding to your application page, certain required information must be provided.' The 'Applicant Parameters' section is highlighted in red. It contains two required parameters: 'Home School' and 'Classification'. Each has a 'Choose One' dropdown menu. Two green arrows point to these dropdown menus. The 'Home School' dropdown is currently empty. The 'Classification' dropdown is currently empty. The 'Home School' description says: 'Select the school you currently attend or by which you are employed or affiliated. Choose "Non-Consortium" if your school is not listed.' The 'Classification' description says: 'You are student of a member institution if you attend one of the 24 schools that make up the consortium of CCSA. Please see the list of member intuitions if you are not sure.'

15. Scroll down and type your address and phones (campus).
16. Click **Save**:

The screenshot shows the 'Required Addresses' section of the application form. It includes a red banner with the text 'Required Addresses:'. Below this is a section titled 'Current Mailing Address'. It contains several input fields: 'Address' (a multi-line text area), 'City', 'State', 'Zip Code (or Postal Code)', 'Phone', and 'Mobile'. At the bottom of the form are three buttons: '< Cancel', 'Reset', and 'Save >'. A green arrow points to the 'Save >' button. The 'Address' field is currently empty. The 'City' field is currently empty. The 'State' field is currently empty. The 'Zip Code (or Postal Code)' field is currently empty. The 'Phone' field is currently empty. The 'Mobile' field is currently empty.

Then you will see the **Program Application Page**.

17. To see and complete the main application, under the banner, “**Application Questionnaires**,” click “**Faculty Course Proposal Application**.”

PROGRAM APPLICATION PAGE:

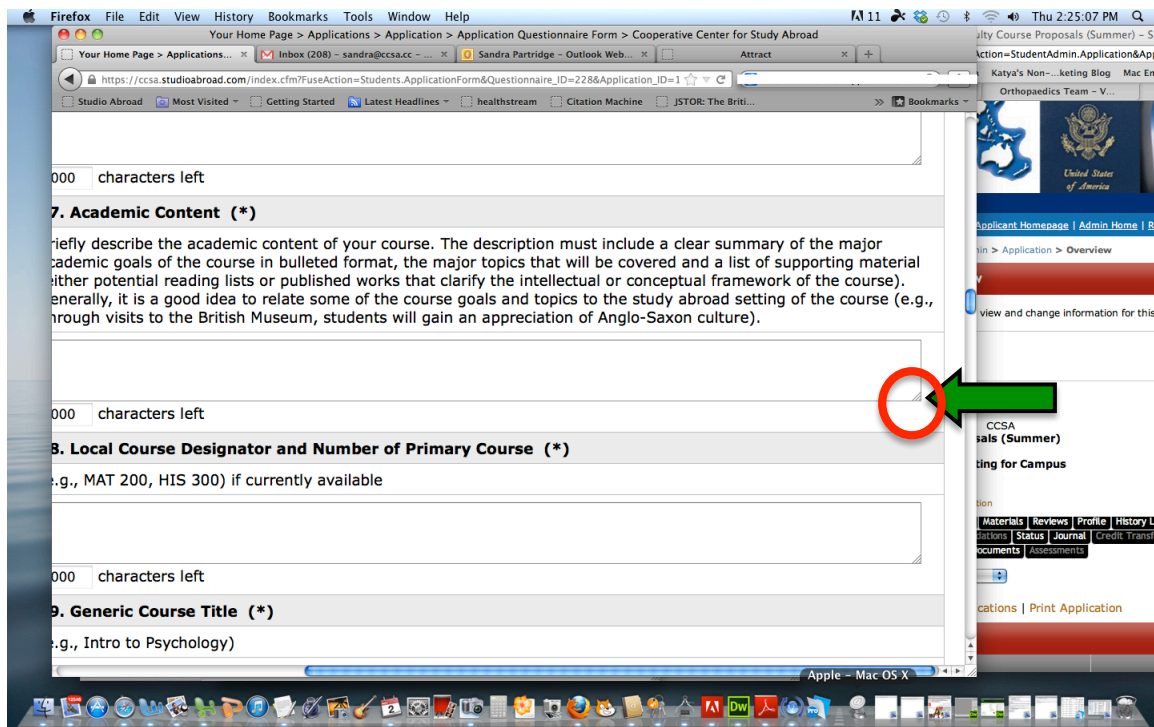
The screenshot shows the 'Program Application Page (Pre-Decision)' in a Firefox browser. The top navigation bar includes links like 'Your Home Page', 'Applications', and 'Program Application Page (Pre-Decision)'. The main content area is divided into several sections: 'Sandra Partridge' (Program: Faculty Course Proposals (Summer), Term/Year: Summer, 2014, Deadline: 05/24/2013, Dates: 05/12/2014 - 08/11/2014), 'Material Submissions', 'Signature Documents', 'Application Questionnaire(s)', and 'Learning Content'. The 'Application Questionnaire(s)' section is highlighted with a green circle and a green arrow pointing to it. The sidebar on the left contains links for 'My Home', 'My Inbox', 'My Applications', and various administrative links.

18. In the next screen you will complete the main course proposal (questionnaire):

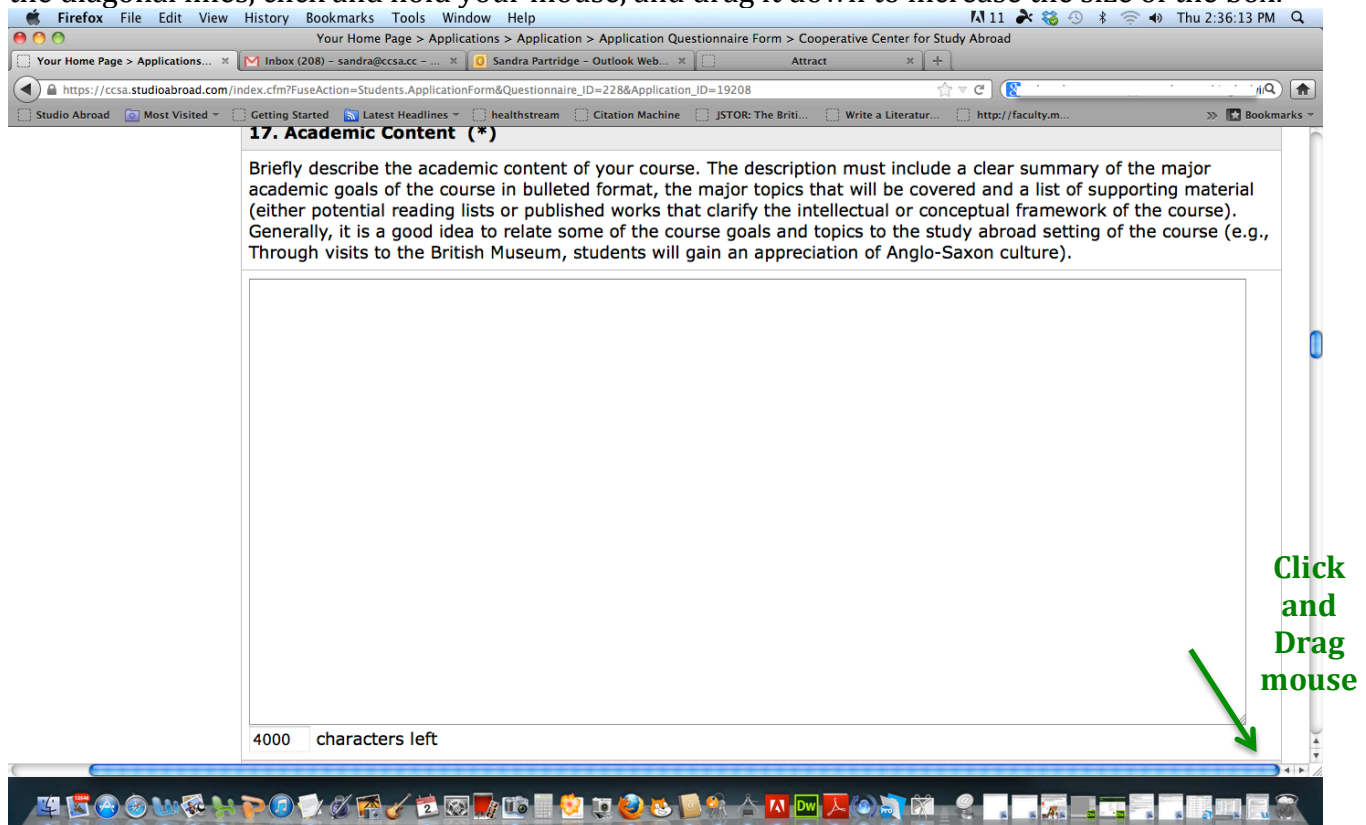
The screenshot shows the 'Application Questionnaire Form' in a Firefox browser. The top navigation bar includes links like 'Your Home Page', 'Applications', and 'Application Questionnaire Form'. The main content area contains a form with the following fields: 'Applicant Name: Sandra Partridge', 'Program: Faculty Course Proposals (Summer)', and 'Term of Study: Summer, 2014'. Below the form is a warning message: 'WARNING: Please remember to save your responses frequently by scrolling down and clicking the SAVE button at the bottom of your screen. The session will time out after 59 minutes.' The sidebar on the left contains links for 'My Applications', 'My Home', 'My Inbox', and various administrative links.

As you scroll down, you will see most of the questions that were included on the paper course proposal previously used by CCSA.

Note the diagonal lines in the lower right corner of each text window:



You will need to expand some windows to type more into them. Place your cursor directly over the diagonal lines, click and hold your mouse, and drag it down to increase the size of the box:



If you want to save your progress and return later (and remember to save often, so as not to lose any work), click **Save** at the bottom of the screen. Click **Submit** when you are finished and your proposal is in its final form. If you accidentally click Submit before you are done, or if you need to return later to make suggested changes, email Robin at robin@ccsa.cc, and she can open it up again.

19. After Saving or Submitting, you will be taken back to your **Program Application Page**.

PROGRAM APPLICATION PAGE:

The screenshot shows the 'Program Application Page (Pre-Decision)' in a Safari browser. The page has a red header with the title 'Program Application Page (Pre-Decision)' circled in green. Below the header, there are several sections:

- fcp2 testing**: Program: Faculty Course Proposals (Summer), Term/Year: Summer, 2014, Deadline: 05/24/2013, Dates: 05/12/2014 - 08/11/2014.
- Material Submissions**: Click the following to view instructions and/or printable forms which require the physical submission of materials. Table with columns: Title, Received. Item: Campus Approval Signature Page (Blank Copy to Download and Print) with a green arrow pointing to it.
- Signature Documents**: Click the following to view and digitally sign important documents to indicate your agreement and understanding. Table with columns: Title, Received. Item: Faculty Proposal: Declaration and Agreement with a green arrow pointing to it.
- Application Questionnaire(s)**: Click the following to view and complete the following online questionnaire(s). You may begin a questionnaire and save it for later completion, but note that you must click Submit in order for each questionnaire to be logged as complete and ready for review. Table with columns: Title, Received. Items: 1. Faculty Course Proposal Application, 2. Campus Approval Signature Page (Upload the Signed Copy) with green arrows pointing to them.
- Learning Content**: Click the following to view, read, and mark these learning content pages as having been read. Table with columns: Title, Received. Item: Faculty Responsibilities with a green arrow pointing to it.

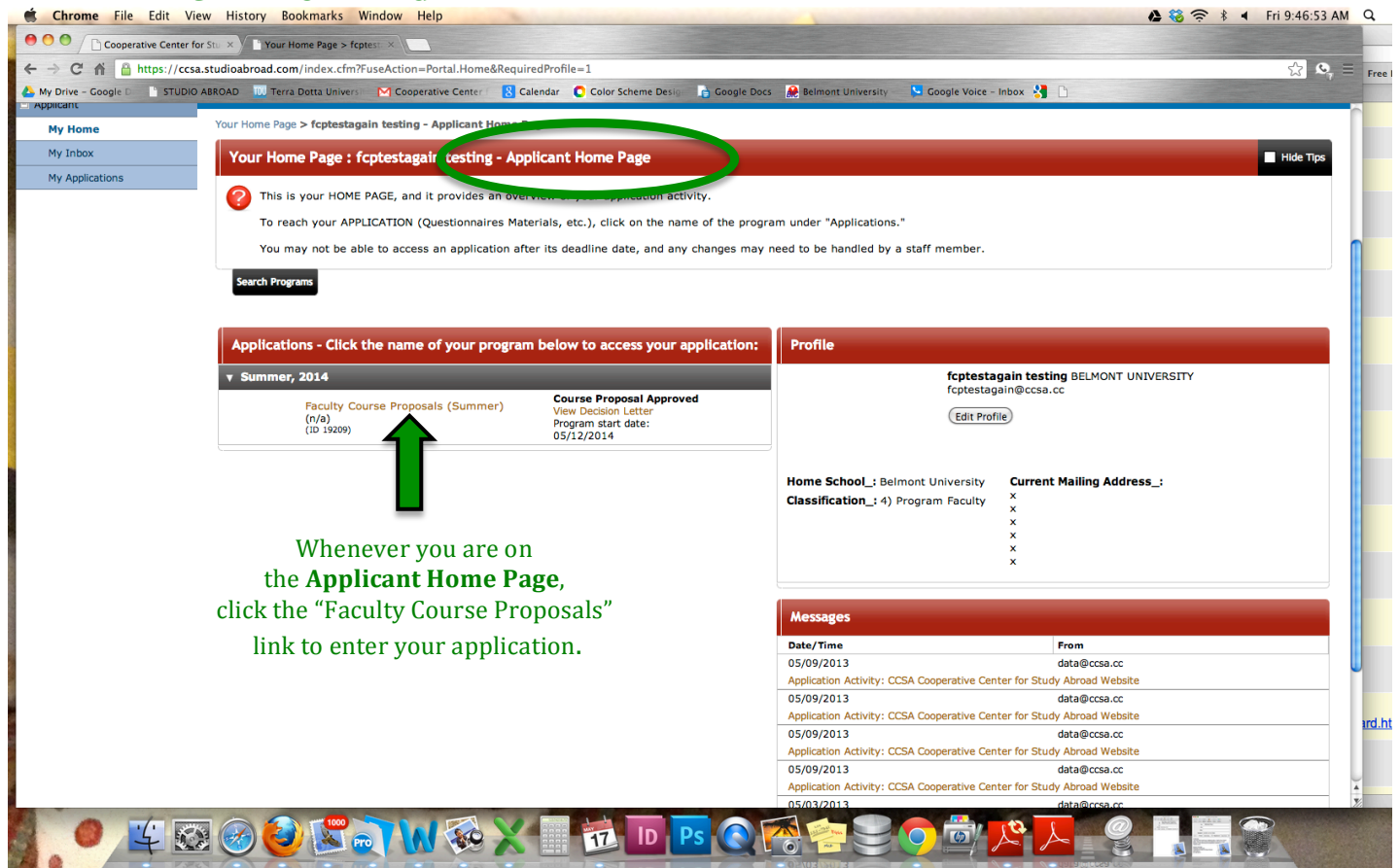
You may complete other items as necessary. A check will appear in the box when you have completed each item. Some checks may not be automatic or immediate, and they will be completed by the CCSA central office.

- **Campus Approval Signature Page (Blank Copy to Download and Print)** – this will be given to your dean or whoever will be approving your course on your campus
- **Faculty Proposal: Declaration and Agreement** – an electronic only signature document
- **Faculty Responsibilities** – an electronic informational document that you will read. It is a precursor to the Faculty Responsibilities Agreement you will sign and upload *after* your course is approved by the Curriculum Committee.
- **Campus Approval Signature Page (Upload the Signed Copy)** – after your dean, etc. signs the blank signature page, you will upload a scan of it here

IMPORTANT:

Whenever you log in to your account, the first page you will likely see is the **Applicant Home Page**.

APPLICANT HOME PAGE:



Whenever you are on
the **Applicant Home Page**,
click the “Faculty Course Proposals”
link to enter your application.

This is an overview page only. To complete any items, you will need to click back into your actual application (the **Program Application Page**) to complete the elements. Under the red banner “**Applications**,” click the name of your program, “**Faculty Course Proposals**.”

Course Proposal Statuses:

Stage	Status/es	When it happens	Faculty applicant sees
Pre-Decision	“Pending (Waiting for Campus Rep Approval)”	As soon as faculty creates an account and a username login	<ul style="list-style-type: none">• Fac Course Proposal Application• Campus Approval Signature Page (Blank Copy to Download and Print)• Campus Approval Signature Page (Upload the Signed Copy)• Faculty Proposal: Declaration and Agreement
	“Faculty Proposal Pending Curr. Committee Review”	After campus rep approves	No new items – you will receive an automated email, but no new action needs to be taken. Your application will still show simply as “Pre-Decision”
Post-Decision	“Course Proposal Approved “	Curriculum Committee and CCSA director have approved	Faculty Responsibilities Agreement

PRE-DECISION STAGE:

The screenshot shows the CCSA Studio Abroad website interface. The top navigation bar includes links for HOME, PROGRAMS & APPLICATION, and DEADLINES. The user is logged in as 'fcp2 testing'. The main content area is titled 'Program Application Page (Pre-Decision)' and contains a message: 'This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete'. Below this, there are two columns: 'fcp2 testing' on the left and 'Material Submissions' on the right. The 'fcp2 testing' column displays the program details: 'Program: Faculty Course Proposals (Summer)', 'Term/Year: Summer, 2014', and 'Deadline: 05/24/2013'. The 'Material Submissions' column provides instructions and a table with columns 'Title' and 'Received'. The table lists 'Campus Approval Signature Page (Blank Copy to Download and Print)' with an empty checkbox in the 'Received' column.

Cooperative Center for Study Abroad

APPLY for a WORLD of LEARNING

United States of America

HOME | PROGRAMS & APPLICATION | DEADLINES

Logout | Applicant Homepage | User: fcp2 testing

Your Home Page > Applications > Application > Program Application Page (Pre-Decision)

Program Application Page (Pre-Decision) [Hide Tips]

? This page shows current and required elements of your application in the pre-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents, recommendations and questionnaires) are required for your application to be considered complete

fcp2 testing

Program: Faculty Course Proposals (Summer)
Term/Year: Summer, 2014
Deadline: 05/24/2013

Material Submissions

Click the following to view instructions and/or printable forms which require the physical submission of materials.

Title	Received
Campus Approval Signature Page (Blank Copy to Download and Print)	<input type="checkbox"/>

POST-DECISION STAGE (Course Proposal Approved):

The screenshot shows the CCSA Studio Abroad website interface, now in the Post-Decision stage. The top navigation bar and user information remain the same. The main content area is titled 'Program Application Page (Post-Decision)' and contains a message: 'This page shows the current and required elements of your application in the post-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents and questionnaires) are required for you to participate in the program'. Below this, there are two columns: 'fcp2 testing' on the left and 'Commitment to Participate' on the right. The 'fcp2 testing' column displays the same program details as the Pre-Decision stage. The 'Commitment to Participate' column shows the user's status: 'Your status: Course Proposal Approved'.

Cooperative Center for Study Abroad

APPLY for a WORLD of LEARNING

United States of America

HOME | PROGRAMS & APPLICATION | DEADLINES

Logout | Applicant Homepage | User: fcp2 testing

Your Home Page > Applications > Application > Program Application Page (Post-Decision)

Program Application Page (Post-Decision) [Hide Tips]

? This page shows the current and required elements of your application in the post-decision phase. Unless otherwise indicated, you should assume that all elements of the right-hand column (material submissions, signature documents and questionnaires) are required for you to participate in the program.

fcp2 testing

Program: Faculty Course Proposals (Summer)
Term/Year: Summer, 2014
Deadline: 05/24/2013

Commitment to Participate

Your status: **Course Proposal Approved**

Each time your status changes, you will receive an email stating that your application status has changed. The first status change will not warrant any action from you. Your status will still say **Pending**. But when your proposal is approved by the curriculum committee and the CCSA director, you will gain access to another electronic Signature Document, the **"Faculty Responsibilities Agreement."** Your status will read **Course Proposal Approved**.

After logging in to complete the Faculty Responsibilities Agreement, you will first see a screen that is referred to in the system as the **"Decision Letter."** Click **"Continue,"** after reading the "What's Next" info. You may access this information at any time through the "Decision Letter" link in your application:

Chrome File Edit View History Bookmarks Window Help

https://ccsa.studioabroad.com/index.cfm?fuseAction=Students.DecisionView&Application_ID=19213

STUDIO ABROAD Terra Dotta University Cooperative Center Calendar Color Scheme Design Google Docs Belmont University Google Voice - Inbox

My Home My Drive - Google My Applications

Applications: Decision Letter

Following is information regarding your application decision.

To: fcp2 testing

05/10/2013

Your Proposal has been Accepted:
What's Next?

1. **Electronically sign the Faculty Responsibilities Agreement:** as soon as you receive the notice from the CCSA Studio Abroad saying that your status has been changed, go into your account and electronically sign the Faculty Responsibilities Agreement which will have been redeployed as a signature document in your CCSA Studio Abroad account—you should already have read this document while preparing your course proposal. For those of you who have taught with CCSA in the past, please be aware that this document has recently been updated to include a fuller description of CCSA faculty responsibilities before, during, and after the program. If you have any questions about this document, feel free to contact me or your campus representative. **One important note:** Those faculty who have recruited a sufficient number of students for their classes to be approved will be provided the same items as given to program participants, i.e., air transportation, accommodation, daily breakfasts, ground transportation, etc. In addition, each approved faculty member will receive a small per diem for the entirety of the program toward the cost of those items not provided, e.g. extra transportation, meals, etc. Anything beyond this (credit toward teaching load, salary for teaching a CCSA class, etc.) is a local campus option. Please contact your CCSA campus representative for campus-specific information.
2. **Help CCSA prepare copy related to your course for the brochure and website:** over the summer I will be working with Joe Woolley and Robin Byerly to prepare copy for the CCSA Summer 2014 Brochure and website, material which generally goes to press in late August. In connection with this process, at various times one or the other of us will be contacting you to confirm or request changes to information pulled from the proposal. For example, if the Curriculum Committee raised a question about course requirements or something was unclear about the disciplines selected for the course, either Joe Woolley or I will contact you. Brochures will be shipped to your CCSA campus representative; you will need to contact your CCSA campus representative in order to get copies of the brochures which will assist you in your recruiting efforts.
3. **Be prepared to respond to course or program specific emails between now and mid-August:** in working on program pricing and arrangements, Robin Byerly and I often contact program faculty with questions about specific arrangements for your program or class, especially if these have the potential to affect pricing or group arrangements. To help with this process, in early June, Joe Woolley will be putting together email groups for each program. This will also give you a place to communicate with each other in preparation for recruiting and teaching.
4. **Prepare to begin recruiting for your course:** while some of you may already have started a contact/interest list or perhaps even a facebook group (and indeed, I encourage you to do so), we strongly request that no final flyers or posters be developed or distributed at this time, since specific information about application deadlines, program prices, and application procedures and policies will not be available until closer to the end of August AND until the CCSA website is updated with program details for next summer; students cannot apply for your course/program. **Important note on course flyer/poster:** CCSA policy is that all course flyers, even those designed to be used on your home campus, must be submitted to CCSA (at jwool@ccsa.cc) for approval. We will be providing you with detailed information regarding prices and dates as they become available, with the actual program pricing in all likelihood being given to you in late August, when the brochure goes to press. If you wish to begin to work on general techniques for drumming up interest, please contact Joe; CCSA is also in the process of developing a recruiting webinar for faculty.
5. **Watch for an email with the date of a Recruiting Webinar for all summer faculty:** probably in late August or early September, timed to coincide with the start of recruiting season and the issuance of the summer brochure, we will email you the date for and further information about this important activity of value to new and experienced faculty alike. One very important question you should begin to think about immediately is: what requirements on your campus can your course be used to MP? As soon as you begin serious recruiting, you will need to have an answer ready to give students who express an interest in your course. We will discuss this in more detail in our webinar, but you should think about this well before then, not least of all in case special permissions need to be obtained.
6. **Mark your calendar for the Mandatory CCSA Faculty Orientation in Nashville, TN on Friday, April 11th.** Attendance at this event is required for all faculty whose courses recruit sufficient participants to be included in the program. Please check with your CCSA campus representative concerning transportation and accommodation costs, should you need to remain overnight. Accommodations, if not covered by your institution, will be provided by CCSA. Please notify the central office immediately if you now have a prior commitment on this date, as liability issues and other matters make an orientation a mandatory event.

You will still have access to this document through the "Decision Letter" link after you click "Continue."

Program: Faculty Course Proposals (Summer), Summer, 2014,
Status: Course Proposal Approved
Margaret Monteverde

Continue >

Click "Continue"

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When you are taken to the next page, sign the electronic Signature Document, the “**Faculty Responsibilities Agreement**”:

The screenshot shows a web browser window displaying the CCSA Studio Broad application page. The page is titled "Program Application Page (Post-Decision)". It contains several sections: "fcp2 testing" with program details, "Announcements" with a link to the CCSA Summer 2013 Brochure, "Manage Your Journal", "Commitment to Participate" showing a status of "Course Proposal Approved", "Material Submissions" with a link to the Campus Approval Signature Page, "Signature Documents" with a link to the Faculty Responsibilities Agreement Summer 2014 (highlighted by a green arrow), and "Application Questionnaire(s)" with a link to the Campus Approval Signature Page. The browser's address bar shows the URL: https://ccsa.studiobroad.com/index.cfm?FuseAction=Students.Application&Application_ID=19213.

Informational documents may also be uploaded to your application for your reference, by CCSA staff. They will appear as links in the “**Attached Documents**” section. (If there are no attached documents, the section will not appear on your page).

The screenshot shows the same web browser window, but now the "Attached Documents" section is visible. It contains a link to the "Course Proposal Approval Process.pdf" document, which is highlighted by a green circle and a green arrow. The "Signature Documents" section also shows the "Faculty Responsibilities Agreement Summer 2014" document. The browser's address bar shows the URL: https://ccsa.studiobroad.com/index.cfm?FuseAction=Students.Application&Application_ID=19213.

Pre-travel data

Closer to program departure date, after your course is confirmed, your online account information (email, phone, address, etc.) will be transferred to the “Outgoing” programs section of the database. You will access this with the same Username and Password as your proposal, but your Applicant Home Page will now show the name of the outgoing program.

(Your Home Page will also show more than one application if you have previously submitted a course proposal or attended a past CCSA program).

To enter your pre-program “application” thereafter, you will click the link of the outgoing program, to access it. It will be the name of the program in which you are teaching:

Soon after your course is confirmed, your program name will be changed to the outgoing program for which you will be teaching.

Applications - Click the name of your program below to access your application:

Program Name	Status
CCSA: Summer 2013- Ireland Late (Dublin, Galway) (ID 19377)	Withdrawn: Pre-decision
CCSA: Winter 2013/14- London & Dublin (Dublin, London) (ID 19378)	Deadline: 10/15/2013 (Withdraw)
CCSA: Winter 2013/14- Australia (Cairns, Melbourne) (ID 19213)	Withdrawn: By Staff (Reinstate)

Profile

fcp2 testing BELMONT UNIVERSITY
fcp2@ccsa.cc
[Edit Profile](#)

Home School: Belmont University
Classification: 5) Program Administrator/Program Staff

Current Mailing Address:
ZZZ
ZZZ
ZZZ
ZZZ
Z
Z

Messages

Date/Time	From
10:54 AM	data@ccsa.cc
Application Activity: CCSA Cooperative Center for Study Abroad Website	
08/14/2013	data@ccsa.cc
Application Activity: CCSA Cooperative Center for Study Abroad Website	

Some of you may see again the system-generated “**Decision Letter**” when you first go into your “new” program.

Just click **Continue** to move past this page again.

It functions only as a signal from the system that your status has been changed to allow you to receive the same pre-travel elements as students (Passport, Photo, etc)

Chrome File Edit View History Bookmarks Window Help

https://ccsa.studioabroad.com/index.cfm?FuseAction=Students.DecisionView&Application_ID=19863

My Home
My Inbox
My Applications

Applications - Click the name of your program below to access your application: : Decision Letter

Following is information regarding your application decision.

10/08/2013

Dear fcp2 testing,

Greetings from the Cooperative Center for Study Abroad (CCSA). You are receiving this notice because the status of your application has changed. Please refer to the Applicant Homepage to see the current status of your application, and consult the Learning Content document for further Application Status information.

Whenever your application status changes, you will receive an email from data@ccsa.cc. **You must check your email regularly (and update that address if it changes).** When you receive the email, log into your account to see updates to your application. Any box without a Checkmark needs your attention!

Feel free to contact us at any time at data@ccsa.cc, or by calling 615-460-6575. We look forward to working with you as you prepare for your study abroad program.

If you are receiving this because your status has changed to "Alumni" and your program is complete, we hope you had a wonderful study abroad experience! Please take a moment to click the Alumni link on your homepage and designate your alumni preferences.

Program: CCSA: Winter 2013/14- London & Dublin, Winter, 2013-2014,
Status: Course Confirmed (Applicant Accepted)

Sincerely,
Cooperative Center for Study Abroad

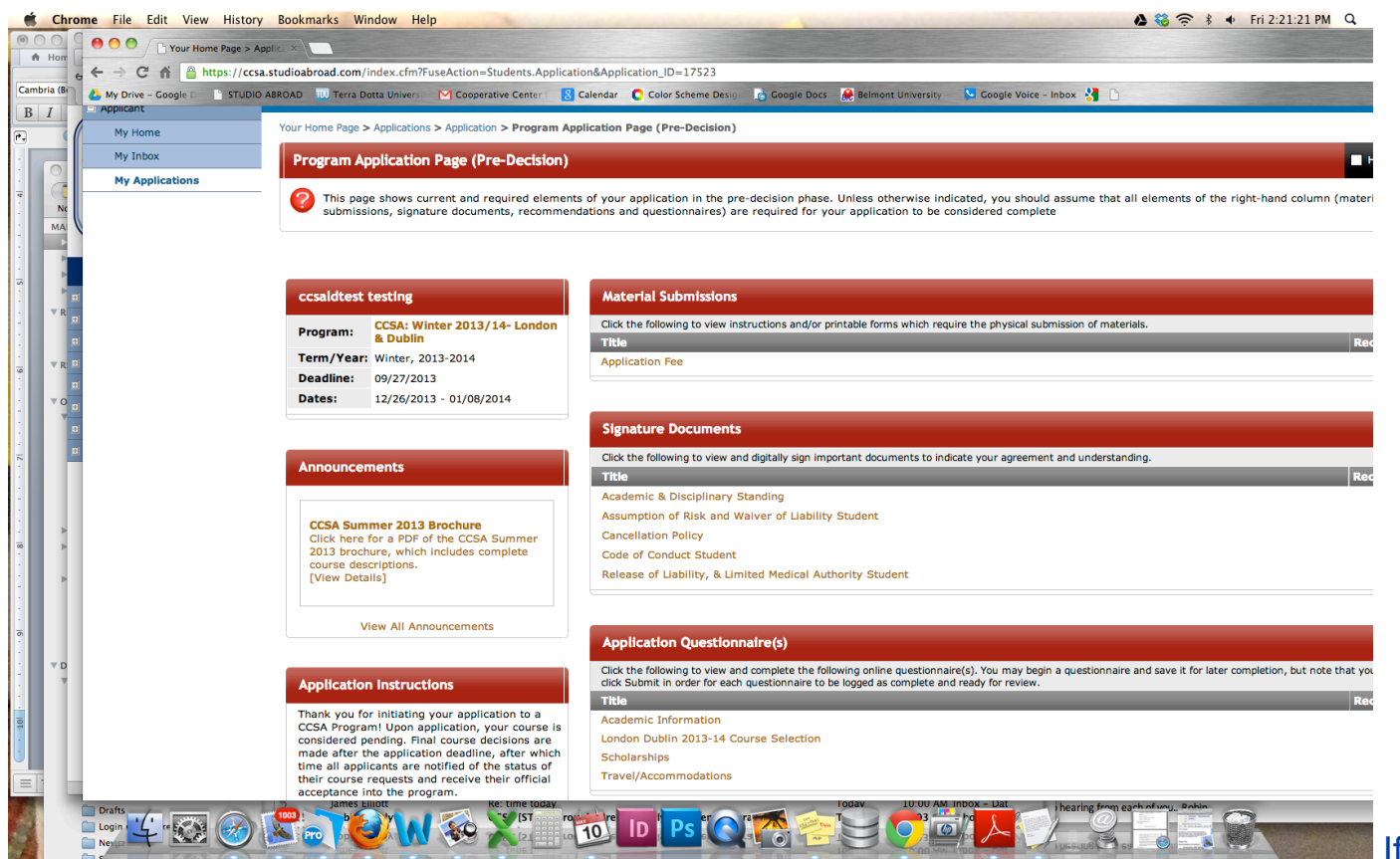
“Decision Letter” is not functional for faculty or visitors.

Click Continue to get beyond this page.

Continue >

You will be taken to your Program Application Page, which will then have a different set of elements to complete.

This is where you will submit all pre-travel information (photo, passport, health info, etc.).



After your course is confirmed, and you receive approval from the CCSA Director, please contact any companions and visitors that may be accompanying you.

Please email or have them email data@ccsa.cc the following info:

1. **Email Address**

A different email address from what you use (i.e. if for a child, create a separate email account that you can delete after the program is over). The system requires a separate email for every user.

2. **Full name**

3. **Birthdate**

They will then be set up in StudioAbroad (www.ccsa.cc) to complete the same pre-travel elements as all other participants.

“Second Faculty” Members:

At the point where you learn your course has made and you have received approval from the CCSA Director, you and any companions or visitors accompanying you will need also to be set up in the system.

Please email data@ccsa.cc the following info:

1. Email Address

A different email address must be provided for each person (i.e. if for a child, create a separate email account that you can delete after the program is over). The system requires a separate email for every user.

2. Full name

3. Birthdate

They will then be set up in StudioAbroad (www.ccsa.cc) to complete the same pre-travel elements as all other participants.

Revised July 28, 2014