

STUDY ABROAD CONSULTATION APPOINTMENT PROCEDURE:

1. **Call or visit** the International Office to schedule an appointment with Ms. Haysbert.
2. Leave at least **4 appointment availabilities** with Mrs. Shroyer. (Preferably 2 times on 2 different days. Example: X am and Y am on Monday; A pm and B pm on Tuesday)
3. Ms. Haysbert will send you an **appointment invitation via email**. This can take up to **5 business days**.

When you send in your student inquiry form, attach a “read-receipt” to ensure that your email has reached the International Office Staff. We process many student emails every day. For emails that do not require a response, a “read receipt” helps you feel more secure that your information was received.