International Programs Center Units

Dr. Lynette Lawrance, Associate Provost

Dr. Penelope Pynes, Director, Study Abroad and Exchange Programs

Mr. Michael Elliott, Director, Student and Scholar Services

Ms. Pamela Harrod, Director, International Admissions

Ms. Madge Hubbard, Director, UNC-EP

Dr. David Parsons, Director, INTERLINK Language Center

Ms. Cindy Harden, Office Manager

Associate Provost, International Programs Center

The International Programs Center is responsible for developing and coordinating the University’s international activities. The Center bears primary responsibility for ensuring that the University fulfills its international mission as stated in the University plan. Specific Center activities include: developing and conducting UNCG study abroad programs and exchange programs for students and faculty members; providing immigration (visa) services for international visiting scholars and students on exchange (J-1 visa) programs; recruitment, admission and support of degree-seeking international students (F-1 visa); assisting faculty, academic units, and the institution as a whole to secure external funding for international projects; support of INTERLINK English Language Center; developing and maintaining outreach programs to local schools, businesses and cultural groups in the community. The Center reports to the Office of the Provost. It plays a dynamic role in ensuring that the University achieves its international goals.

The Center staff promotes departmental study abroad programs and presently manages over 40 bilateral student and faculty exchange agreements. Through the Center’s efforts UNCG regularly sends over 300 students to over 35 countries around the world and hosts over 500 international students and scholars per year. The international degree-seeking students apply for admission through the International Programs Center and international admission credentials are evaluated by the Director of International Admissions.

The International Programs Center serves as a major public relations arm of the institution and helps to shape a positive image of the University through its interaction with prospective students, high school and college advisors, alumni and other international agencies.

In addition to its services to UNCG, the IPC provides leadership for the UNC system as a whole in the area on international programs. As the central administrative unit for the official system-wide student exchange program of The University of North Carolina (UNC-EP), the UNCG International Programs Center administers the program on behalf of the UNC system and its participating constituent campuses.

Associate Provost:

• Coordinate the internationalization efforts/activities at UNCG.
• Manage the University’s expanding program of international linkages.
• Coordinate international visitor programs.
• Assist in the integration of study abroad into the curriculum.
• Develop reports for GA requests and UNCG administration.
• Oversee the International Student & Scholar Services, Study Abroad & Exchanges, International Admissions, Global Leadership Program, UNC-EP, and INTERLINK.
• Ensure that the University achieves its international goals.
• Manage exchange programs for faculty.
• Oversee outreach to local schools, businesses, community and cultural groups.
• Assist in developing plans and programs to increase diversity of UNCG’s faculty and student bodies.
• Heighten awareness on campus of global issues.

Office Manager:
• Coordinate and implement budget planning and administer all financial documentation.
• Prepare and reconcile budget funds and create monthly financial reports.
• Maintain all records and files, monitor retention deadlines and purge files.
• Monitor and track available International Travel Fund (ITF) and Kohler funds for faculty.
• Administer all ITF and Kohler reimbursements, as well as staff reimbursements.
• Facilitate and distribute all travel grants for students studying abroad.
• Facilitate and administer all insurance coverage for incoming international students and outgoing study abroad students.
• Monitor and facilitate all office purchases of supplies and services.
• Coordinate the production of the office newsletter, brochures, and routine reports.
• Train office staff and student workers in the use of new programs and equipment.
• Train and oversee Program Coordinator and five work study students.
• Implement and maintain office website.

Program Coordinator:
• First point of contact and serve as office liaison for faculty, staff, current and prospective students, and various other constituents.
• Coordinate and facilitate the flow of information among all staff personnel.
• Schedule appointments and coordinate activities for all IPC staff and advisors.
• Manage incoming and outgoing local and express mail, maintain office supplies and oversee the monthly distribution of the Newsworthy publication.
• Oversee the arrival of visitors and maintain visitor packets.
• Collect and organize materials for incoming international orientations.
• Secure arrangements for special events.
• Coordinate routine responses to requests for information and correspond with students on a daily basis.
• Create and maintain RSVP lists for Committee Meetings.
• Create and maintain office calendars.

Study Abroad and Exchange Programs

Develop, maintain and manage our student exchange programs with over 50 bilateral partners abroad (including making site visits and hosting international visitors). Exchange approximately 310 students on semester and year-long programs. Admit incoming undergraduate students and arrange housing, registration and arrival for students. Recruit and select outgoing exchange students. Design and coordinate all pre-departure and re-entry orientation activities and publications. Administer approximately $160,000 per annum for student travel. Oversee all aspects of transfer credit (including credential evaluation). Serve as AROs for J-1 program.

Liaise with International Student Exchange Program (ISEP) and the University of North Carolina Exchange Program (UNC-EP).

In collaboration with the Bryan School, develop and manage the UNCG Disney College Program for international students (ca. 160 students academic year 2007/08).
Coordinate and direct short-term faculty-led programs including developing policies and procedures and training faculty, collecting fees and registering students (ca. 15 programs with about 250 students).

Director: Teach one course per academic year (most recent courses related to preparing students for work, study and life in a global society [HSS 198, INS 233B, and HSS 208]). Serve on International and Global Studies Committee and the Lloyd International Honors Council. Contribute to UNCG’s internationalization plan by facilitating intercultural workshops and administering IDI in different contexts. Serve as Chair of the North Carolina/Baden-Wuerttemberg (NC/BW) Committee. Help administer the new Global Leadership Program.

Student and Scholar Services

Before student and scholar arrival:
After admission, review financial documentation for visa processing, issue I-20 and DS-2019 forms, send admissions packets, communicate with students regarding housing, orientation, and University services. Plan international orientation for incoming students and scholars.

Arrival:
Confirm student and scholars’ arrival to U.S. government, conduct a week-long international orientation program, assist with housing transition, payment procedures, health insurance, and cultural adjustment issues.

Throughout stay:
Provide advising on visa related matters, assist with academic, financial and cultural issues, liaise with U.S. government agencies pertaining to visa matters, and administer scholarship programs for international students. Coordinate cultural programming activities, awards ceremonies, and fieldtrips, advise and guide the International Student Association, and support other international student groups on campus. Plan outreach initiatives to connect international students and scholars with the greater Greensboro community. Generate statistical reporting for U.S. government agencies and the University. Conduct workshops on employment-related matters pertaining to visa regulations, provide visa-related information regarding overseas travel.

Completion of program:
Report completion of program to U.S. government, inform students on visa departure requirements, and provide support to students who are authorized for U.S. employment.

International Admissions

In 2006, the University created the new position of Director of International Admissions, which is located in the International Programs Center. The international admissions effort involves determining and setting admissions standards for each country/province, reviewing all documents for authenticity, reviewing applications for admission, keeping a library of sample documents from each country, keeping a database on each applicant, and compiling a database on continuing students’ GPA. Additional work includes advising INTERLINK students on appropriate UNCG courses they may take, meeting with prospective students, parents, and agency personnel, and visiting embassies in Washington, DC. The Director teaches the UNS 101 international section each semester.

Daily operations include: create and maintain a database of applications, create and maintain paper files for each applicant, enter application data into Banner, scan documents into Nolijweb, review incomplete applications for outstanding documents, email applicants on a regular basis on application status, produce admission decision letters, enter data and admit INTERLINK students.
In 2007, responsibilities were added to the International Admissions unit that included determining transfer credit from foreign institutions and writing detailed credit evaluation reports for each transfer student. Graduate School applications received at IPC are monitored by the Director, who corresponds and meets with prospective Graduate School applicants.

From 2006 to 2007, the number of international undergraduate students admitted to UNCG increased by 36 percent. The number of international applications received continues to increase each semester.

**UNC Exchange Program**

UNC-Exchange Program was authorized by the Board of Governors of The University of North Carolina (UNC) in 1997 as the official system-wide student exchange program of the 16-campuses of UNC. Its purpose is to establish and facilitate the regular exchange of students between UNC institutions and overseas institutions which have entered into agreement with UNC-EP for the same purpose. These exchanges are multi-institutional in nature and intent, and are meant to be complementary to bilateral exchange agreements made by the individual campuses.

In achieving this purpose, UNC-EP offers affordable, high-quality, semester or year-long study abroad programs to students of UNC, as well as to students of participating university systems abroad. Exchange opportunities are now available in over 40 countries worldwide in all academic disciplines.

The main activities of the UNC EP Office are 1) to process student applications twice yearly; 2) to provide pre-departure orientation for students; 3) to convene faculty advisory committees for each program 4) to provide support and outreach to UNC campuses regarding UNC EP exchanges; and 5) to coordinate visiting delegations from partner institutions.

The office staff consists of a Director, Assistant Director, and Office Manager. The Assistant Director and Office Manager report to the Director. The Director reports to the Associate Provost for International Programs (UNCG) and the Senior VP of Academic Affairs at UNC General Administration.