North Carolina Agricultural and Technical State University
Division of Student Affairs

Student Travel Checklist

Please check off as you complete each item:

☑ Obtain list of students who will travel
☑ Review SHATERM in Banner for the current term
☑ Create Academic Standing chart of students reflecting name, Banner ID, Hours Enrolled for Current Semester, Attempted Hours, Earned Hours, Percentage of Completed Hours, Cumulative GPA
☑ Obtain Travel Authorization Form from Business and Finance website
☑ Complete Travel Authorization Form in customary fashion
☑ Attach Academic Standing chart
☑ Attach completed Student Travel Activity Waiver forms for each student traveling
☑ Attach Student Code of Conduct forms for each student traveling
☑ Submit packet to Student Affairs 21 days before travel dates

ON DAY OF TRAVEL

☑ Complete Student Departure Manifest before departing
☑ Verify continued enrollment of students
☑ Submit Departure Manifest for Student Travel to VCSA Office (between 8:00 a.m. and 5:00 p.m.) or UPD (outside of normal business hours).