



Magellan



COORDINATOR GUIDEBOOK

a resource for Magellan partners

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OUTGOING STUDENTS

If you have students interested in participating in the Magellan Exchange, please refer them to the online application. Students will indicate their choice of three preferred host institutions on the application. Since specific placements cannot be guaranteed in advance, advising students to seriously consider multiple locations prior to the application process is appreciated. Every effort will be made to confirm a placement at a preferred institution; in the rare event that space is unavailable at any of their choices, you will be advised of alternate possibilities so that you can discuss options with the student.

Accessing Applications

Please log in and then select "Outgoing Students." Select your desired year/semester criteria, and then click "search." Click the student's name to open his/her application. This allows you to masquerade as the student (i.e., see the application exactly as if you were the student).

When you finish the application, click the "stop masquerading" arrow icon in the lower left corner of your screen. Do not use the browser's back button. It is also advisable not to have multiple applications open in multiple windows; this may cause issues when you attempt to stop masquerading.

Confirming if Students Have Paid

Students do not have to submit their payment at the same time as their application; however, it does need to be received before their application will be processed. To confirm if your students have paid, please log in, select "Outgoing Students," select your desired year/semester criteria, and then click "search." If there is a green check in the "Paid?" column, payment has been received.

Reviewing Applications

Before a student can be placed, his/her application must be reviewed by the designated coordinator at the home institution. If this is your responsibility, please check the following:

- Is the application data correct?
- Has the student selected appropriate host institution preferences for their field of study and goals?
- Has the student correctly noted what kind of courses they plan to enroll in for each of their host school selections?
- Has the student correctly selected whether they need to enroll in bachelor- or master-level courses?
- If the student is applying for the courses + internship option, have they correctly noted whether it is an optional or required internship?
- Has the student uploaded a transcript? Is it in English (or have a translation attached)?

Incorrect information can have an adverse impact on the placement. Some examples of potential problems are:

- The student indicated they will enroll in master-level courses, but some of their host school preferences do not accept master-level students. Those school choices will be ignored.

- The student indicated they want an internship and that it is required, but some of their host school preferences do not offer internships. Those school choices will be ignored.
- The student indicated they plan to enroll in social work classes at a particular host school that only offers business classes. That school choice will be ignored.

Approving Applications

A student's participation in the Magellan Exchange must be approved by the designated person at their home school. Therefore, your students' applications will not be processed until you or a colleague approve them. To do so, please log in and then select "Outgoing Students." Select your desired year/semester criteria, and then click "search."

Click the student's name to open his/her application. Review the application and then click the "Coordinator Approval" section from the left menu. You have three options for the first question:

Are you approving this application?

1. Yes – you approve the application and the student's participation.
2. No – you are returning the application to the student for edits. You can note the problems on the application (e.g., inappropriate host selections, information errors) and the student will receive an auto-email which includes your comments and a request to correct/resubmit the application. (The application will return to "Pending" status to allow for edits, the student will correct and resubmit the application, and then you can proceed with the Coordinator Approval process again.)
3. No – you are rejecting the application entirely and not approving participation. The student will receive an auto-email notifying them that you are not approving their participation in the program.

Your approval of the student's application indicates that the student:

- has sufficient language competency
- is a full-time student in good academic standing at your institution, and
- has met all requirements set forth by your institution.

Once you have successfully approved the application, the status will change to "Approved" (this is visible in the upper right-hand corner of the application home page as well as on your main "Outgoing Students" page).

Viewing Your Students' Placements

Coordinators may access the placements of their students by logging in, clicking "Outgoing Students", and then setting the search criteria to the appropriate semester/year. If a placement has been confirmed for them, their status will be "Placed" and you will see the host school noted.

Once students are placed, all subsequent information (e.g., course registration, housing, visa/residence permit documentation) is handled directly between the host institution and the incoming student.

Printing a List of Applicants

Please log in, select "Outgoing Students" and select the appropriate search criteria (semester, year and status). When your desired list appears, click the "CSV" button.

INCOMING STUDENTS

Accessing Incoming Student Applications

Please log in and click "Incoming Students." Select the appropriate semester/year and click the "search" button. Any students placed with you for the selected term will be visible. To view the application, click the student's name.

Communicating with Incoming Students

It is helpful to communicate with incoming students as soon as possible after the placement is confirmed to provide them with instructions for the next steps (e.g., course enrollment, housing reservation). Whenever possible, please copy the home school coordinator on your email guidance so that they can assist their students with completing the next steps for admission at your institution.

To view both the student and coordinator's email addresses, log in and click "Incoming Students." Select the appropriate semester/year and click the "search" button. Contact information will be displayed on the screen.

If you are not the person responsible for processing incoming students and issuing the necessary admission letter and other documentation, please ensure that the appropriate person receives the Magellan application.

Exporting/Printing a List of Applicants

Please log in and click "Incoming Students." Select the appropriate semester/year, click the "search" button, and then click the "CSV" button. This will download the summary table visible on the screen.

Exporting Application Data

Please log in and click "Incoming Students." Select the appropriate semester/year, click the "search" button, and then click the "Incoming Students CSV" button. This will automatically export the application data (excluding the essay and uploaded documents) of all incoming students for the selected semester/year of your filter.

General Information

Application Statuses

You may see several application statuses.

"Pending"	Incomplete application
"Submitted"	Completed application which is ready for your review
"Approved"	Application which you have already approved
"Placed"	Application which has been assigned to a host school by the Magellan Exchange

In addition, there are two other possible statuses:

"Cancelled"	Student has cancelled participation
"Rejected"	An application which you have deemed unacceptable (e.g., failure to meet your requirements, not a student in good standing)

Application Process

The following represents the typical application process.

- The student considers their options and meets with you to discuss their plans and goals.
- The student completes the online application process (including payment).
- You review the student's application and approve/reject it in the system (preferably prior to the application deadline).
- The Magellan director will review all student applications and assign placements (usually within 2 weeks of the application deadline).
- The Magellan director will communicate with all partners to confirm the incoming and outgoing student placements. (Coordinators can also see this information any time within the system.)
- The Magellan director sends a confirmation email to all students after placements are complete (students can also check the status of their placement at any time by logging in). The email will advise students that their host school will reach out to them directly regarding the next steps - and advise them to contact Magellan by a specific date if they have not received host school communication.
- The host school will reach out to the incoming students directly (ideally copying you) to provide students with additional information and instructions (e.g., how to register for classes, how to reserve housing, what date to arrive). Students will need to respond in a timely manner! Please follow up with your students to ensure they are complying with host school deadlines/requirements.

Program Deadlines

Applications for the fall semester and academic year are due by March 15. Applications for the spring semester and calendar year are due by October 15. Short-term programs have varying deadlines.

Late applications can be accepted as long as time and space allow.

Payments

An application processing fee is required to complete the application. The fee, which is non-refundable, can be securely paid online via their application. Alternatively, they can mail a check, payable to “Cenet”, to the address below.

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Cape Girardeau, Missouri 63701

Placement Policies

The decision to approve a student's participation is made by the student's home institution and designated Magellan coordinator. After the student's application is approved, the Magellan Exchange assigns placements, making every effort to place students in their preferred locations.

A student will not be placed until the application processing fee has been paid. All students who apply and make payment by the stated deadlines will receive equal consideration. Placements are not made prior to the stated deadlines (except in the case of short-term programs when placements are made on a first come, first served basis). Students who apply or make payment after the deadline will be given lower priority and only placed as time and space allow. Except under unusual circumstances, the application processing fee is non-refundable.

When demand exceeds available spaces at a host institution, placement decisions are made on the following basis:

- overall academic performance
- strength of host language fluency
- location relevancy to career goals
- other criteria, as appropriate