

# Student Travel Process Flowchart

## Travel Approval

- The responsible party\* obtains approval for the trip through the appropriate academic, athletic, co-curricular, Continuing Professional Development, extracurricular, or student organization travel process.
- Once the trip is approved, the responsible party informs all participants they must complete **mandatory Student Travel Training** if they have not already done so during the current academic calendar year (i.e., beginning of the Fall semester through the end of the Summer III term).

## Student

- Every student participating in a Collin College-sponsored trip must complete **mandatory Student Travel Training only one (1) time** during the current academic calendar year (i.e., beginning of the Fall semester through the end of the Summer III term). To complete this training, go to [www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html](http://www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html) and follow the instructions.
- Upon completion of mandatory Student Travel Training, every student must submit the appropriate **Student Travel Training Liability Waiver and Acknowledgment Form only one (1) time** during the current academic calendar year (i.e., beginning of the Fall semester through the end of the Summer III term). This form is submitted to the District Dean of Students Office.

## Responsible Party

- Every responsible party participating in a Collin College-sponsored trip must complete **mandatory Student Travel Training only one (1) time** during the current academic calendar year (i.e., beginning of the Fall semester through the end of the Summer III term). To complete this training, go to [www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html](http://www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html) and follow the instructions.
- Upon completion of mandatory Student Travel Training, every responsible party must submit the appropriate **Student Travel Training Liability Waiver and Acknowledgment Form only one (1) time** during the current academic calendar year (i.e., beginning of the Fall semester through the end of the Summer III term). This form is submitted to the District Dean of Students Office.
- The responsible party completes the **Trip and Participants' Information Form** available on the Student Travel Training webpage at [www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html](http://www.collin.edu/studentresources/deanofstudents/studenttraveltraining.html). The responsible party ensures each participant provides **current information for an emergency contact** on this form.
- The responsible party makes one (1) copy of the completed **Trip and Participants' Information Form**. The responsible party retains the copy of this form and keeps it on-hand throughout the trip.
- Prior to departure, the responsible party submits to the appropriate custodian of records\*\* the **original Trip and Participants' Information Form**.

## Custodian of Records

- The custodian of records\*\* retains the **original** of the **Trip and Participants' Information Form** for three (3) years from the end of the current academic calendar year in which the trip occurs, in accordance with Collin College's records retention procedures.

## District Dean of Students Office

- A District Dean of Students Office staff member reviews the information from each participant's **Student Travel Training Liability Waiver and Acknowledgment Form** in Guardian.
- Once a week, on Friday afternoons, a District Dean of Students Office staff member uploads the PDF report of all participants who have completed the **Student Travel Training Liability Waiver and Acknowledgment Form** to the Student Travel Training folder on OneDrive.
- The District Dean of Students Office retains the completed **Student Travel Training Liability Waiver and Acknowledgment Forms** for three (3) years from the end of the current academic calendar year, in accordance with Collin College's records retention procedures.

\*Every athletic coach, co-curricular advisor, extracurricular advisor, faculty member, instructor, staff member, student organization advisor, travel advisor, or travel advisor of record overseeing approved student travel will be identified as the "responsible party." The responsible party will be required to monitor and ensure compliance with the student travel procedures and Collin College policies.

\*\*The appropriate academic/workforce dean, associate academic/workforce dean, program director, or designee is the custodian of records for all academic/workforce travel. The appropriate Continuing Professional Development program director or designee is the custodian of records for all Continuing Professional Development travel. The director of athletics or designee is the custodian of records for all athletic travel. The appropriate dean of student and enrollment services or designee is the custodian of records for all co-curricular, extracurricular, and student organization travel.