

Guide to the Field Trip Group Registration Process

Howdy! This guide will take you step-by-step through the process of registering for an academic field trip. This guide will show a general Field Trip Registration, but please be sure to use the group registration for your College if available.



REMINDERS – read these first:


- The group registration should ideally be completed by a *field trip leader*, but can be completed by a staff assistant if needed
- If there are multiple leaders, *only one* field trip leader should complete this registration
- Additional resources and information can be found on our website: <https://abroad.tamu.edu/I-Am/Faculty-Program-Leader>

Step 1: Begin the Registration

The registration page will have some general information (including this guide) about the next steps in the process. For College-specific registrations, the Education Abroad Advisor who works with your College should be listed as the Primary Contact (indicated in green below).

Click the button that says “Register Now”

AGLS Field Trip Registration (Risk Management Program)  

Program Terms: Augustmester, Fall, Maymester, Spring Break, Summer 1, Summer 2, Winter Break 

Restrictions: TAMU applicants only

Register Now

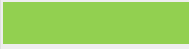
Dates / Deadlines:

Term	Year	Decision Date	Start Date	End Date
Fall	2019	Rolling Admission	TBA	TBA
Winter Break	2020	Rolling Admission	TBA	TBA
Spring Break	2020	Rolling Admission	TBA	TBA
Maymester	2020	Rolling Admission	TBA	TBA

** Indicates rolling admission application process. Students will be immediately notified of acceptance into this program and be able to complete post-decision materials prior to the term's application deadline.

*Indicates that deadline has passed

Fact Sheet:

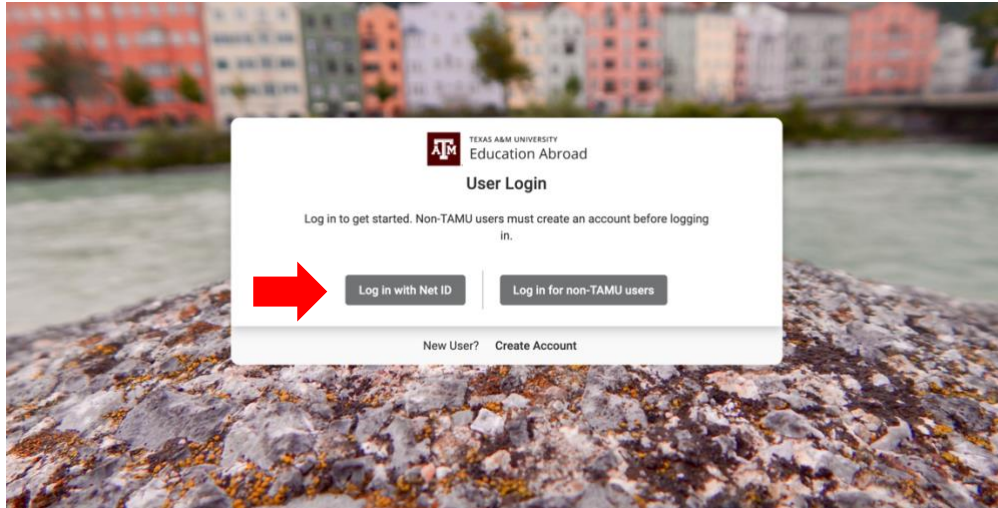
Academic College:	College of Agriculture and Life Sciences	Primary Contact:	
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Program Description:

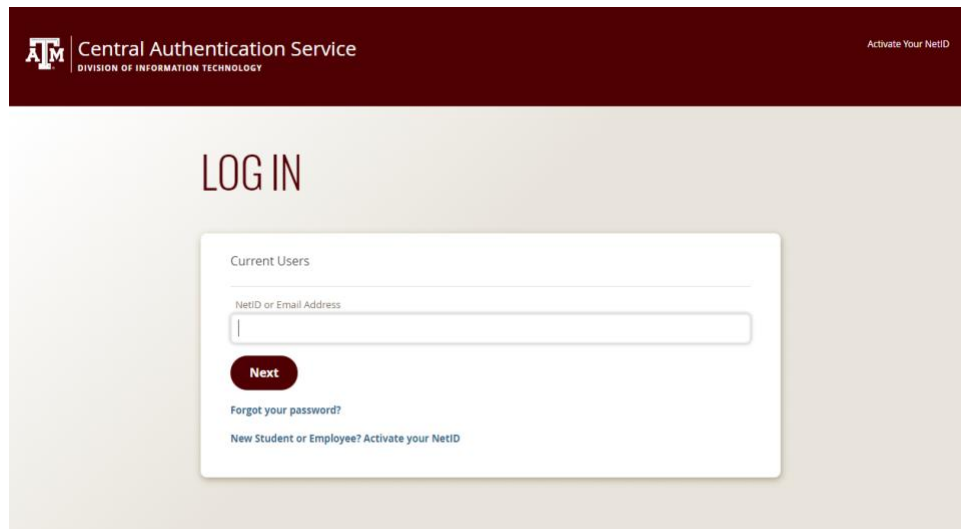
This registration is for College of Agriculture and Life Sciences field trip leaders.

Step 2: Log-in with your NetID

After confirming that you want to start an application, log-in with your TAMU NetID and password (the same one you use for all other TAMU systems).



After clicking Submit, you will go to the CAS log in. Input your NetID & password here.



Step 3: Select the term & Input the program itinerary

Select the term of your field trip in the 'Available Terms' section. Then, input the itinerary.

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Education Abroad

Program Options

Please select program options before continuing.

Select Term *

Location	Arrival date	Departure date	Actions
Add location to Itinerary	Arrival date	Departure date	+

Cancel Continue

Please put in every location where the group will be travelling to based on your most current itinerary. If there are changes later on, an Education Advisor can update the itinerary.

To create the itinerary, enter the Travel Start and End Dates for each location.

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Program Options

Please select program options before continuing.

Select Term *
Fall 2021

Location	Arrival date	Departure date	Actions
Add location to Itinerary	Arrival date	Departure date	+
Paris	Arrival date	Departure date	






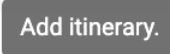
Paris, France (Euro...)

Cancel Continue

Start typing in the name of the city you are looking for here.

NOTE: Be sure to include the departure date from and the arrival dates into the U.S. In the example above, students are *departing the U.S.* on December 29 (likely arriving in France on December 30) and *arriving back into the U.S.* on January 6.

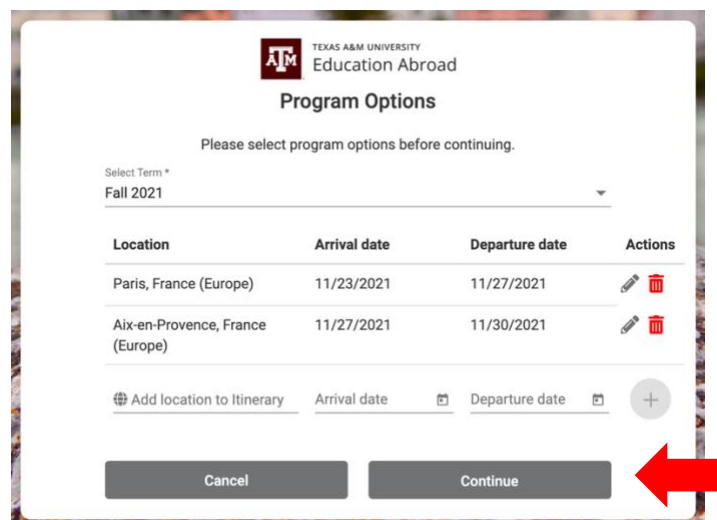
Click “Add to Itinerary” to add each city to the itinerary.

Location	Arrival date	Departure date	Actions
 Add location to Itinerary	Arrival date	Departure date	
Paris, France (Europe)	11/23/2021 	11/27/2021 	  

Add each location that is part of the field trip. If you need to edit a location, click the pencil symbol next to that line. To delete a location, click the trash can symbol.

If a location you need is not listed, please contact abroad@tamu.edu.

Once all locations have been added, click the ‘Continue’ button.









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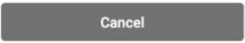


Program Options

Please select program options before continuing.

Select Term *
Fall 2021

Location	Arrival date	Departure date	Actions
Paris, France (Europe)	11/23/2021	11/27/2021	 
Aix-en-Provence, France (Europe)	11/27/2021	11/30/2021	 

 Add location to Itinerary Arrival date Departure date 

Step 4: Begin working on the registration.

The screenshot shows the Texas A&M University Education Abroad Portal. The header includes the AT&M logo and the text 'TEXAS A&M UNIVERSITY Education Abroad Portal'. The main navigation bar displays 'CEHD Field Trip Registration - Fall, 2021' and the user name 'Corinne Beverly'. Below the navigation bar, there are three tabs: 'Requirements' (with a red notification badge), 'Program info', and 'Itinerary'. The 'Requirements' tab is active, showing a modal window titled 'Instructions'. The instructions state: 'Congratulations! You have now started the group registration required for your group traveling abroad. Here are the next steps: 1. An Education Abroad Advisor will create your program page and send you the link to share with your students. 2. Read and fill out the documents on this page. All items must be completed at least one month prior to departure. 3. Once all complete, click on 'Submit Application'. 4. Contact the assigned Education Abroad Advisor or our office if you have questions or issues.' A 'Get Started!' button is located at the bottom right of the instructions modal. On the left sidebar, there is an 'Application deadline: 03/01/2021' with a calendar icon, 'Start date: 11/23/2021' with a calendar icon, and 'End date: 11/30/2021' with a calendar icon. Below this is a 'View program' button and an 'Announcements' section titled 'Summer 2021 Scholarships: The deadline to submit your Education Abroad Scholarship Application for a Summer 2021 program is February 1, 2021!'. At the bottom of the sidebar, it says 'Please visit <https://wide.tamu.edu>'.








You may not be able to complete all application items at this time. However, the application should be complete at least 30 days prior to departure.

The items that should take priority are:

1. **International Field Trip Registration Form** - must be fully completed, signed, and returned to Education Abroad by the deadlines indicated.
2. **Group Trip Fee Approval Form** – if your department will be charging students a fee, you must receive fee approval from the provost. There is a deadline to complete the fee approval request process. This application item provides the link and instructions.

Online Application Items are application items that you can complete on your own, completely through the EA Portal. These may include resources & materials for you to review, or questionnaires for you to fill out and submit.

Online application

-  Acknowledgment of EA Administrative Fee
-  CISI Enrollment Information - Field Trip Leaders
-  Course Requirement?
-  Funding Information for Leaders to Provide Students
-  Group Program Information Form *PRIORITY* (RM)
-  Group Trip Fee Approval Form
-  Health & Safety Orientations for Field Trips & Student Groups

Offline Application Items are items that EA will mark off once we have receive a document or an action has been completed.

Offline requirements

International Field Trip Registration Form

The Texas A&M University Request for Approval of Field Trip Form is required of all field trips as noted in <http://rules-saps.tamu.edu/PDFs/21.01.03.M0.02.pdf>

Education Abroad must receive the fully signed Field Trip Registration Form with the proposed trip itinerary prior to the following deadlines:

- Summer: February 1
- Fall: February 1
- Spring: October 1

International Field Trip Registration Form PDF: [International Field Trip Registration Form](#)

IMPORTANT NOTE: To download the document -- Left click to open in Explorer or right click and save link as in Chrome or Firefox. Then open from desktop by right clicking and choosing open with adobe reader. Forms must be opened in adobe reader or acrobat. They will not open in a browser.

Upon receipt of this form, you will be eligible to apply for fee approval through the Provost portal, if your program will collect funds from students.

Additional items to complete may appear your trip 45-30 days prior to departure.