



The Interstate Passport® Network Institution Implementation Checklist

The following tasks are necessary to implement the Interstate Passport at your institution. You will find more detailed information about many of these tasks in the attached resource list. Please contact Kate Springsteen, the Interstate Passport's member services coordinator at kspringsteen@wiche.edu or 303.541.0261 with questions.

- Provide a copy of your institution's Passport Block to your registrar so he/she can flag or otherwise indicate in your Student Information System the lower-division general education courses/combination of courses required to earn the **Passport Lower-Division General Education** at your institution. If your faculty makes changes to your institution's Block over time, provide those changes to your registrar and to your institution's profile on the Passport website: interstatepassport.wiche.edu.
- Establish processes for identifying students in the SIS who have earned the Passport-LDGE, recording it on their transcripts, and notifying them that they have earned a Passport at your institution. (*sample scripts for Colleague and Banner are available here:* <http://interstatepassport.wiche.edu/resources-registrars>)
- Ensure that your academic advisors understand how the Passport works and how to advise your current students about earning it. Also, ensure that your advisors know how to advise incoming students with a Passport.
- Ensure that your admissions and transfer and articulation offices understand how the Passport works, especially for incoming transfer students who have earned a **Passport Lower-Division General Education**.
- Feature the Member of the Interstate Passport Network logo on your website, in your catalog and other materials that describe your institution's participation in the Interstate Passport. A *jpeg, png,* or *eps* version of the logo can be forwarded to you.



- Develop and post language in your catalog and on your website describing your institution's participation in the Interstate Passport Network, your institution's Passport Block, and how your students can earn the Passport Lower-Division General Education at your institution, and share this with Interstate Passport staff for accuracy review.
- Create a process for informing newly hired faculty for lower-division general education courses included in your institution's Passport Block about how the Interstate Passport works and their role in providing learning experiences that enable the student to achieve the relevant Passport Learning Outcomes in their courses.
- Make preparations for data submissions to the National Student Clearinghouse (NSC) for the following: Passport Completion, Passport-Verify, and Academic Progress Tracking. The data elements to be compiled and submitted can be viewed here: <http://interstatepassport.wiche.edu/institute-research>.