HLIN 8900 Application and Registration Flowchart for International Students

Step 1 Preparation

- The semester prior to taking HLIN 8900, check with your advisor for HLIN 8900 eligibility for the next semester.
- Attend Orientation
- Review
 HLIN 8900
 Field
 Experiencce
 Guide and
 HLIN 8900
 process
 flowchart
 at
 www.govst
 .edu/mshi

Step 2¹ Submit CPT Part I

• If eligible for HLIN 8900 submit CPT (Part 1) in MyGSU Self-Service for advisor's approval

Step 3² Search for Placement

- After receiving CPT (Part I) approval, start searching for Field Experience Placement with a healthcare organization or an organization associated with or supports healthcare services.
- Conduct background check
- Purchase liability insurance

Step 4 Obtain Placement Approval

- When securing a placement:
- Request an acceptance letter from the placement
- Submit acceptance letter that contains the organization 's name, starting and ending date, preceptor's information , and signature for HLIN 8900 instructor's

approval

Step 5³ Submit CPT Part II for Approal

 After receiving placment approval, submit CPT Part II in MyGSU Self-Service for approval

Step 6⁴ Register for HLIN 8900

- Upon receiving CPT Part II approval, register for HLIN 8900
- Ready to conduct Field Experience staring the first day of the semester you regisered for the HLIN 8900

Any delays in completing each step may jeopardize the timely start of your field experience and could affect your planned graduation.

¹ Must be completed by the third week of the semester

^{2.} Must make concerted efforts to search for a placement. Report your search result every two weeks to GA and reach out to the HLIN 8900 instructor for assistance.

^{3.} Must be completed by the last week of the semester

^{4.} Must be registered by the last week of the semester