UNIVERSITY OF SAINT FRANCIS INDIANA

ADVISING INTERNATIONAL UNDERGRADUATE STUDENTS

A quick-reference general guide for academic advisors

Core Advising Rules and Policies *(as of September 2026)*

Rule	Requirement and Details
Full-Time Status	Must maintain full-time enrollment unless explicitly approved by a Designated Staff Official (DSO).
Online Course Limits	Only **1 online course** counts toward the 12-credit full-time threshold. • *12 credits: Maximum 1 online course* • *15 credits: Maximum 2 online courses*
Prohibited Majors	Cannot enroll in **online-only majors** or **workforce development majors** as their sole program of study.
Transfers and New Programs	Free to transfer to another institution at any point during their studies or begin a new program immediately after completion.

Employment and Legal Verifications

- **Work Authorization (CPT & OPT):** International students have strict limits on employment during college (Curricular Practical Training) and post-graduation (Optional Practical Training). Students must consult the International Student Experience Coordinator well in advance to plan any work experiences.
- **Degree Verification (Apostille Process):** Students requiring degree verification for their home country must initiate the Apostille process **before leaving the U.S.** Documentation and guidelines are managed via the Indiana Secretary of State Apostille Portal at in.gov/sos/business/apostilleauthentication.

Advisor Insight

"Advisor insights can help students choose course instructors who are helpful, open-minded and curious about cultural diversity. Instructors who are patient with language challenges, provide good lecture notes and set strong, yet permeable, boundaries help international students succeed."

—Susanne Stürzl-Forrest
NACADA: The Global Community for Academic Advising

Campus DSOs and Key Contacts

- **Pre-Arrival Students**

  Madison Wharton
  Coordinator of International Student Admissions
  Focus: Pre-admission, admission, I-20 issuance
  mwharton@sf.edu | San Damiano Hall 127

- **Current Students**

  Jay Segal
  Coordinator of Current International Students
  Focus: Health insurance, tax info, SSN, driver's licenses, CPT, OPT
  jsegal@sf.edu | Trinity Hall 129

- **Transfers, Records and Apostille**

  Alison Rynearson
  Coordinator of International Student Reporting
  Focus: Transfer credit analysis, registration, enrollment verification, apostille requests
  arynearson@sf.edu | Pope John Paul II Center 302

- **Billing and General Support**

  Jamy Hess
  International Student Services Specialist
  Focus: Tuition payments, billing/general support
  jhess@sf.edu | San Damiano Hall 112