

Short-term processing dates and deadlines for SUMMER 2014

May to August	Individual meeting with OIP –and– Proposal Submission DUE	Faculty who are proposing programs for the first time and those who have not led programs in the last two years meet with Felix Wang. Directors will be asked to submit a short proposal detailing program logistics.
August 1	Promotional Data Request form DUE	Flyers and web sites are prepared by the OIP: location, focus and program description on flyer; tentative dates, courses, and costs to be posted on OIP website.
September 16	Draft of Budget Projection (1) DUE Academic Description form DUE	Directors will be asked to submit a basic budget to begin establishing program costs before the Study Abroad Fair. Course approvals are due to OIP with departmental signatures. Syllabi are required to be sent electronically.
September 20	Fall Directors' Meeting	OIP staff review procedures with all faculty directors, followed by lunch and advisory discussion with the Directors, International Accounting, and Study Abroad Team.
September 26	Study Abroad Fair	Major "kick-off " event for recruiting
November 1	Student Application Deadline	Standard OIP application form must be received by OIP, JMAC6, Suite 22, by 5 p.m.
November 8-20	Director Review Phase	Enrollment Coordinator will schedule appointments with directors to review applications and select students for admission.
November 26	Notification of Admissions	Students are emailed admissions instructions and charged \$500 non-refundable deposits.
December 1	Draft of Budget Projection (2) DUE	Tentative program fee will be posted after draft budget is approved. Confirmation of department/college funding should be attached (email/memo from chair/dean).
December 9	Intent Form and Deposit Deadline	Once notified of admission, students are billed \$500 deposit online and should return signed intent to participate form to reserve their space in the program.
January 8	Freshmen Notification	Freshman are emailed admissions instructions and charged \$500 non-refundable deposits.
February 1	Travel Authorizations Issued	OIP issues travel authorizations for all program directors. Official start and end dates established and distributed to students.
February (tba)	General Study Abroad Orientation	Mandatory meeting for all students. Handbooks and other materials distributed.
March 3	Application Phase Ends	No applications will be processed after March 3.
March 14	Final Deposits Due (students)	Applications received after November 1 will be processed for admission until March 3. Enrollment Coordinator will coordinate application review. <i>The term "rolling basis" is <u>not to be broadcast</u> to students so as to encourage timely applications.</i>
March 17 -21	Program confirmation period	Directors confirm of costs for activities and proposed itinerary for prepayment and, in conjunction with the OIP, make budget changes, determine faculty salary amounts, etc. Meetings with International Accounting staff will be scheduled.
March 24	Final Budget Projection DUE Program Contact Info DUE	Signed budgets routed through OIP, Provost, and AVP for Finance for approvals. Budget changes after March 22 are handled by International Accounting. OIP will be collecting the most up-to-date information regarding director contact details, accommodations, airport pick up procedures, etc.