

### Short-term processing dates and deadlines for Summer 2012

May to August	Individual meeting with OIP	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.
August 15	Promotional Data Request form <b>DUE</b>	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 (tba)	Fall Directors' Meeting	OIP staff review procedures with all faculty directors, followed by lunch and advisory panel discussion.
September 27	Study Abroad Fair	Major "kick-off " event for recruiting
October 1	Academic Description form <b>DUE</b>	Course approval and draft syllabus required for new courses. OIP starts working with departments to have courses entered in summer schedule.
November 1	Student application deadline	Standard OIP application form, presented to OIP, JMAC6, Suite 22, by 5 p.m.
November 9-18	Director review phase	Enrollment Coordinator will schedule appointments with directors to review applications and select students for admission.
November 23	Notification of admissions	Students are emailed admissions instructions and charged \$500 non-refundable deposits.
December 1	Draft of Budget Projection <b>DUE</b> Proposed Short Term Course Worksheet <b>DUE</b>	Tentative program fee will be posted after draft budget is approved. Confirmation of department/college funding should be attached (email/memo from chair/dean). From this form, courses are then able to be added to the Student Administration system for registration via eCampus for the summer.
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 9	Freshmen notification	Freshman are emailed admissions instructions and charged \$500 non-refundable deposits.
January (tba)	Study Abroad Expo	"Last Call" for summer program applications.
February 1	Travel authorizations issued	OIP issues travel authorizations for all program directors. Official start and end dates established and distributed to students.
March 1	Application phase ends	No applications will be processed after March 1.
March (tba)	General Study Abroad Orientation	Mandatory meeting for all students. Handbooks and other materials distributed.
March 15	Final deposits due (students)	Applications received after November 1 will be processed for admission until March 1. 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 16 - April 1	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.
April 1	Final Budget Projection <b>DUE</b> Program Contact Info <b>DUE</b>	Signed budgets routed through OIP, Provost, and AVP for Finance for approvals. Budget changes after April 1 handled by International Accounting. OIP will be collecting the most up-to-date information regarding director contact details, accommodations, airport pick up procedures, etc.