



Timeline for Summer Departmentally Managed Faculty-led Programs

Month	Tasks
August	<ul style="list-style-type: none">▶ Obtain dean and department head approval▶ Finalize courses▶ Identify site▶ Liaise with academic unit business office to develop budget and related financial timelines▶ Develop application and applicable policies▶ Complete program lead application form with Study Abroad
September	<ul style="list-style-type: none">▶ Open application▶ Start promotion of program<ul style="list-style-type: none">○ develop print materials○ student advising○ info sessions/ classroom visits
October	<ul style="list-style-type: none">▶ Solidify logistics<ul style="list-style-type: none">○ site, vendors, cost, dates
November	<ul style="list-style-type: none">▶ Continually assess viability of program based on budget and number to date▶ Heavy recruitment effort prior to Thanksgiving
December	<ul style="list-style-type: none">▶ More recruiting efforts prior to winter break
January	<ul style="list-style-type: none">▶ More recruiting efforts; refine itinerary and program details
February	<ul style="list-style-type: none">▶ Close applications▶ Confirm students with Study Abroad; Study Abroad sends faculty lead a student registration link to share with students
March	<ul style="list-style-type: none">▶ March 10 – all students' information should be entered into system▶ Submit final budget to Study Abroad for student billing▶ DRC notified if any students need accommodations▶ Department business manager pays vendors as needed
April	<ul style="list-style-type: none">▶ Pre departure Orientation▶ Health and Safety Orientation (SASE)



	<ul style="list-style-type: none"> ▶ Study Abroad enrolls students in International emergency medical insurance ▶ Study Abroad bills students for health insurance and logistical program budget ▶ Global office does internal billing with academic unit for \$250/student service fee ▶ Students enroll themselves in classes through main campus registration (deadlines and dates apply as on main campus) ▶ Obtain flight itineraries from students ▶ Academic unit business office processes travel paperwork for faculty/staff
May	▶ Potential program departure
June	▶ Potential program departure/return
July	▶ Potential program departure/return
August	▶ Final audit submitted to Global office

