Short-Term Program Planning Calendar
Academic Year 2015-2016
INTERSESSION

*Faculty should adhere to the following defined Intersession term to schedule their short-term program dates, as it impacts One Stop processes for add/drop, refund and census dates. The program does not need to run for the whole term, but it must start within the session dates.

Interession 2016
January 4 – 22, 2016

February 2015
- Start planning Short-Term Intersession 2016 Programs
- Secure approval from Department Chair and Dean to offer program

September 21-25, 2015
- Discuss schedule of activities and preliminary budget with the Vice Provost
- Any changes to the previous year’s activities should be highlighted
- Any changes to the activities after the initial approval must be re-approved

March-October 2015
- Promote program and recruit students
- Undergraduate students must complete a Disciplinary Clearance Form prior to beginning the application process. The Office of Student Conduct, Rights and Responsibilities (OSCRR) will grant disciplinary clearance enabling students to advance in the application process.
- Request for and receive training for Purchasing Card if needed
- Complete Direct Deposit Authorization form for travel advance and out-of-pocket reimbursements
- Set accurate program fee

October 7, 2015
- Submit budget and detailed program of activities for approval by the Vice Provost
- Expenditure requests including hotel deposits and program-related contracts must be approved by the Vice Provost and processed through the Manager of Operations

October 9, 2015
- Preliminary list of students due to the Center for Global Education (CGE)

October 23, 2015
- Deposit due for confirmed student participants. CGE will post the fee prior to registration.

October 26, 2015
- Submit final budget to the Manager of Operations

November 9–13, 2015
- Student registration for Intersession

November 13, 2015
- Submit final list of students to CGE

November 16 – 20, 2015
- Request and obtain approval of travel advance through Concur if needed
- Meet with the Vice Provost for Faculty/Staff Orientation
- Schedule Pre-Departure Orientation for students

November 23, 2015
- All student compliance forms due to CGE

December 7, 2015
- Final itinerary/detailed schedule and Emergency Response Plan (ERP)/Emergency Communication Plan (ECP) due

December 18, 2015
- Intersession tuition due for all students participating in program

Upon Arrival
- Faculty or staff must communicate the safe arrival of all participants by email
- Hold on-site Orientation

Upon Return
- Post-Trip Evaluation submitted to the Vice Provost
- All expenditures with receipts must be reported through Concur