IMPORTANT DATES
FOR J-TERM 2013 STUDY/TRAVEL INSTRUCTORS

Dates	Fall 2012
End of August through September	OIE distributes Judicial Affairs Form to enrolled students.
September 10	OIE holds a Study Abroad Fair as part of Activities Carnival.
September 21	OIE holds J-term Faculty Meeting. Instructors receive information on mandatory student/parent forms, medical insurance, logistical details, risk management, etc.
<u>October 1</u> 	• Last day for students to add or drop. • Students' J-term study /travel program fee due in full. Students who have not paid in full will be withdrawn. Instructor will provide full refund unless an earlier deadline was established. • Funds become available to instructors, including J-term need-based scholarship funds of those students who have paid in full
Wednesday, October 24 & Friday, October 26	OIE holds general pre-departure orientation sessions for students –strongly recommended. Instructors hold course specific orientation sessions at their convenience.
November 14	Required online forms for students and parents are due to OIE.
November 28	Instructors submit the following materials to OIE: • Final Student List • Information on Participation of Friends and Family • Contact information in country • Final itinerary • Instructor Emergency Contact Information form
Mid December	OIE completes the following: • Provide instructors with medical insurance cards and emergency contact & medical information submitted by students and parents. • Contact Chartwells and Business Office re on-campus meal credits for enrolled students. • Provide Campus Safety with course emergency contact information.
J-term 2013 Study/Travel Courses take place. 	

IMPORTANT DATES
FOR J-TERM 2014 STUDY/TRAVEL INSTRUCTORS

Dates	Spring 2013
Late February	OIE holds J-term Faculty Meeting.
Mid March	Instructors submit the following materials: *I.* *Course Prospectus Form (electronic form available at http://www.rmc.edu/Academics/study-abroad/jterm/Faculty.aspx)* *II.* *Budget Worksheet (Template available at the above website)* *III.* *Preliminary Itinerary.* • *Estimated length of time in each location abroad* • *Tentative activities/excursions (i.e. day trips, sites & organizations you will visit, etc.)* Early submissions are encouraged in order to ensure prompt feedback and sufficient time to prepare Spring Study Abroad Fair promotional materials.
Late March	OIE holds Study Abroad Fairs. J-term instructors are invited to attend the fair to promote their J-term study/travel courses.
Thursday, April 25	• Pre-registration begins. • Students submit $100 check and signed add-form to Registrar's Office in order to be added to the course. $100 is applied to 50% deposit (deposit due early August).
Early May	Deadline for students to submit FAFSA results and J-term scholarship applications to Financial Aid (FA) Office.
Mid June	Instructors submit final estimated costs to OIE.
Instructors provide information to students such as: ○ Early deadline prior to Oct. 1st and payment/refund policy (if applicable) ○ Passport & visa information ○ Vaccination information	
Early July	OIE sends invoices to all enrolled students at their home addresses. J-term scholarship recipients will be announced by FA Office.
Thursday, August 1	Deadline for enrolled students to pay 50% deposit. Non-refundable after October 1st (unless an earlier deadline was established by the instructor).

*Specific dates to be announced.