IMPORTANT DATES
FOR J-TERM 2014 STUDY/TRAVEL INSTRUCTORS

Dates	Spring 2013
Friday, February 22	OIE holds J-term Faculty Meeting
Wednesday, March 13	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.
Friday, April 5	OIE holds a J-term Study/Travel Fair 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 non-refundable deposit and signed add-form to Registrar's Office in order to be added to the course. $100 is applied to the 50% deposit (due August 1st).
Friday, May 10	Deadline for returning students to submit FAFSA results and J-term scholarship applications to Financial Aid (FA) Office
Wednesday, June 12	Instructors submit final estimated costs to OIE
Instructors provide information to students such as: o Early deadline prior to Oct. 1st and payment/refund policy (if applicable) o Passport & visa information o 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 registered students to pay 50% deposit. Non-refundable after October 1st (unless an earlier deadline was established by the instructor).

IMPORTANT DATES
FOR J-TERM 2014 STUDY/TRAVEL INSTRUCTORS

Dates	Fall 2013
End of spring through fall	OIE distributes Judicial Affairs Form to registered J-term study/travel students
Early September*	OIE holds a Study Abroad Fair as part of R-MC's Activities Carnival
Friday, September 20	Deadline for new students to submit J-term scholarship applications to FA Office
Late September*	OIE holds J-term Faculty Meeting. Instructors receive information on mandatory student/parent forms, medical insurance, logistical details, risk management, etc.
Tuesday, October 1	• 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 a 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
Late October*	OIE holds general pre-departure orientation sessions for students - strongly recommended. Instructors hold course specific orientation sessions at their convenience.
Mid November*	Required online forms for students and parents are due to OIE
End of November*	Instructors submit the following materials to OIE: • Final Student List • Information on Participation of Friends and Family • Contact information in country • Final itinerary (including daily activities in country) • 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 2014 Study/Travel Courses take place	

*Specific dates to be announced.