

## 2012 Application Process Checklist

- \_\_\_ Each Travel Course Leader will receive 25 copies of the two part applications after the Travel Fair. You will also receive this checklist as well as the forms to be submitted to the Dean of Student's office and Registrar's office with your roster.
  
- \_\_\_ How the applications are handed out to prospective students is up to the Travel Course Leader. Meeting with each student requesting applications is recommended.
  
- \_\_\_ Deadline for students to submit completed travel course applications to the May Term Office is November 1. The applications will be processed and sent back to the first and second choice Travel Course Leaders by November 3.
  - Part I of the Application:** May Term Office will retain the white copy. The Travel Course Leader will receive the yellow copy of Part I with Part II attached. If second choice is indicated on the application, that Travel Course Leader will receive the pink copy of Part I. Travel Course Leaders will need to make copies of the yellow sheets for their records of the students they admit into their course.
  
  - Part II of the Application:** The Travel Course Leader will retain the yellow copy along with student responses. The white copy will be submitted to the Dean of Students Office as outlined below in the registration process.
  
- \_\_\_ Upon receiving Parts I and II of the applications, develop your class roster. Decisions must be based on objective criteria. No travel course may exceed 28 students without prior approval. No course will travel if there are less than 6 students registered without permission from the Associate Dean of Curriculum and the Provost.
  
- \_\_\_ Registration Process:
  - Part I of the Application:** HAND DELIVER one copy to the Registrar, along with the orange ½ page cover sheet, of the individual students you wish to have registered for your course, by noon on November 7th.
  
  - Part II of the Application:** HAND DELIVER the white copy to the Dean of Students, along with the blue ½ page cover sheet, by noon on November 7th. The Dean of Students Office will notify you of the requested information by the morning of November 9th, as possible and appropriate. If you do not hear back from the Dean of Students office by noon on November 9<sup>th</sup>, it is assumed the students have all been cleared to travel.
  
- \_\_\_ As a result of any information you receive from the Dean of Students, contact the Registrar's Office **to make changes** to your roster **or to confirm** your roster by 4pm on November 9<sup>th</sup>.
  
- \_\_\_ Students will be registered by the Registrar's Office. They can learn of their acceptance into your travel course online after 1pm on November 10th.