May Term (MT) – 2016
Travel Course Leader (TCL) Deadline & Workshop Calendar
All Workshops are Mandatory

Fall Semester 2015:

Wednesday, September 23: TCLs Application Process Workshop, 12:00-1:00, lunch will be provided; Davidson Room, Memorial Center.

Tuesday, October 6: Travel Course Information Fair, 5:00-7:00 p.m.; Young Main Lounge, Memorial Center.

Wednesday, October 7: Applications will be available online at https://www.iwu.edu/melloncenter/mayterm/student-resources.html for students to complete and return to Mellon Center (MC).

Mid-October to December: Providers request first deposits (actual date dependent on individual provider – check the course contract).

Wednesday, October 28: Completed Travel Course applications are due to the MC from students.

Friday, October 30: MC sends student applications to TCLs by email. TCLs read/review and decide which students to accept into their courses.

Sunday, November 1: Deadline for Study Abroad Scholarship Applications for MT; due to the International Office, CLA 3rd floor. https://www.iwu.edu/studyabroad/applying/Scholarships.html#IWUSA

Tuesday, November 3 (by noon): TCLs email Part I of the travel course applications (for those students placed on your roster) to the Registrar’s Office; TCLs email Part II of the applications to Dean of Students’ Office.

Tuesday, November 10 (by noon): Dean of Students’ Office will notify TCLs regarding relevant student information. If TCLs do not hear back from this office, it can be assumed that all students have been cleared to travel.

Friday, November 13 (by noon): TCLs must contact Registrar’s Office to change or confirm rosters (as a result of any information received from Dean of Students’ Office).

Friday, November 13: Travel Course enrollment information is posted online by 1:00 p.m. If student has not been accepted into a course he/she may apply to another course.

Friday, November 13: Under-enrolled courses are cancelled.
**Monday, November 16:** TCLs remind students of relevant passport applications and visa application needs (particularly for international students, who may have different and/or additional requirements).

**Monday, November 16:** MT registration for on-campus courses.

**Tuesday, November 17:** MC sends invoices for initial $500 deposit, due Friday, December 4.

**Friday, December 4:** $500 deposit due from students to Business Office; deadline for students to request PLUS Loan or Private Education Loan for May Term with Financial Aid Office.

**Friday, December 11:** Students who have not paid deposits are removed from class rosters. Under-enrolled courses are cancelled.

**Friday, December 18:** MC sends invoices for full payment, due Thursday, January 21, 2016.

**Spring Semester, 2016:**

**Thursday, January 21, 2016:**
- Full payment due from students to Business Office.
- Last day for students to drop MT Travel Course for refund of $500 deposit.
- Items listed below are due to the MC from students:
  - Two passport copies, for international travel courses
  - Two driver license copies, for domestic travel courses
  - Medical Report Form
  - Release Agreement
  - Emergency Contact Form
  - Travel Agreement
  - Alcohol & Drug Abuse Policy
- TCLs inform students of April 20th mandatory pre-departure meeting

**Friday, February 26:** MT Reception for on-campus instructors and TCLs (optional), 4:00-5:00 p.m.; Evelyn Chapel; light refreshments will be provided.

**Wednesday, March 23:** TCLs Risk Management Workshop, 12:00-1:00 p.m.; lunch will be provided; MC Conference Room, CLA 303.

**Wednesday, March 30:** TCLs Budget Workshop, 12:00-1:00 p.m.; lunch will be provided; MC Conference Room, CLA 303.

**Wednesday, April 13:** Emergency Response Workshop with Stacey Shimizu, Director of International Office, 12:00 – 1:00 p.m.; lunch will be provided; MC Conference Room, CLA 303.

**April 11 – 15:** Individual meetings with TCLs and Julie and Associate Dean. If you would like to schedule something now, let us know; otherwise we will be in contact in March.
**Wednesday, April 20:** 5:00 - 6:00 p.m.; mandatory pre-departure meeting for **all students and TCLs**, Main Court, Hansen Center. *Please remind your students of this mandatory meeting.*

TCLs are required to meet with Julie in early June to reconcile travel expenditures. These individual meetings will be scheduled before your travel in MT. We must have these meetings early in June so Julie has time to process all of the needed paperwork and reconcile accounts before the end of the fiscal year. Please take this deadline into account when making your travel plans.

**Thursday, June 30th:** Final grades due to the Registrar’s Office.