



DATES TO REMEMBER

JANUARY 2017 – JANUARY 2018 – JANUARY 2019

FACULTY DIRECTOR COPY

2017 JANUARY

UMAIE 2017 Courses depart/return

JANUARY 2	Monday	No later than this date the 2017 UMAIE Faculty Directors signed contract letters submitted back to Kathy@semint.com
FEBRUARY 2	Thursday	<i>UMAIE 2017 grades and Faculty Director's travel arrangements evaluation due to Kathy at UMAIE Secretariat office</i> Preliminary 2018 course descriptions and summary sheets, without price ranges, will be available via PDF document and sent to each campus
FEBRUARY 6-24		Seminars International staff, along with UMAIE Board Members meet with <i>2017 Faculty Directors to debrief</i> 2018 Faculty Directors to finalize 2017 course arrangements for pricing <i>Future Faculty Directors to encourage new courses</i>
FEBRUARY 6	Monday	St. Catherine Study Abroad Fair
FEBRUARY 13	Monday	UMAIE website with preliminary course descriptions will be on-line and listed without pricing for 2018 courses <i>UMAIE 2017 financial reports due to Kathy at UMAIE Secretariat office</i>
FEBRUARY 14	Tuesday	Elmhurst Study Abroad Fair
FEBRUARY 15	Wednesday	Augustana Study Abroad Fair
FEBRUARY 20	Monday	2018 Faculty Directors must notify Seminars International of any spouse/partner, or family member traveling with the group if they want to be included in the course arrangements
MARCH 15	Tuesday	Augustana 2 nd Study Abroad Fair
MARCH 16	Wednesday	St. Thomas Open House
MARCH 28	Tuesday	2018 Course Descriptions emailed to UMAIE Board Member with finalized price ranges and UMAIE website updated
APRIL 1 - 18		<u>Priority enrollment period for 2018 courses</u>
APRIL 19	Wednesday	Campus UMAIE Board Member electronically transmits applications to Kathy Faculty Directors Travel Grant applications due in UMAIE Board Member's office <i>2019 Statement of Intent forms or note stating intent due to Kathy at UMAIE Secretariat office</i>
APRIL 20	Thursday	Faculty Directors are sent priority enrollment applications electronically to review
May 5	Friday	Faculty Directors deadline to review priority enrollment applications and notify Kathy at the UMAIE Secretariat office of the status of each student
MAY 8	Monday	Priority enrollment students are notified of their status
MAY (date to be determined)		New Faculty Directors training session for webinar
MAY – JULY		Applications taken weekly and sent to faculty –faculty have one week to review applications and notify Kathy, the UMAIE Secretariat of each student's status
AUGUST 29	Tuesday	Faculty Directors deadline to choose webinar date
SEPTEMBER 4-22		Seminars International staff, joins with UMAIE Board Members and 2018 Faculty Directors to promote open courses and <i>meet with 2019 prospective Faculty Directors on each campus</i>
SEPTEMBER 12	Tuesday	Elmhurst Study Abroad Fair
SEPTEMBER 15	Friday	Through this date, NO CANCELLATION FEE - full deposit refunded Courses with enrollment of LESS THAN 10 WILL BE CANCELLED – Kathy will send update to campuses
SEPTEMBER 16	Saturday	Beginning this date the CANCELLATION FEE is \$500 through October 1.
OCTOBER 1 – 10		<i>Course Proposals for 2019 due in campus UMAIE Board Member's office.</i> <i>Specific due dates vary from campus to campus</i>
OCTOBER 1	Sunday	ENROLLMENT DEADLINE
OCTOBER 2	Monday	RECOVERABLE COSTS ONLY TO THOSE WHO CANCEL AFTER THIS DATE AND <u>RECOVERABLE</u>



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COSTS WILL NOT BE CALCULATED UNTIL THE COURSE RETURNS IN FEBRUARY.
NO FLIGHT DEVIATIONS ACCEPTED

Faculty Directors must notify Seminars International if extending their stay beyond normal course date
 Course Travel Packets will be available on the UMAIE website with preliminary itineraries added by mid October.

OCTOBER 20 – NOVEMBER 15		Students will complete a mandatory on-line study abroad exam and attend on-line webinar
NOVEMBER 10	Friday	2018 Rooming lists are due from Faculty Directors to their Seminars International Operations Coordinator
NOVEMBER 24	Friday	No refund to those who cancel after this date
NOVEMBER 30/ DECEMBER 1	Thursday/UMAIE Friday	Board of Director's Meeting Elmhurst 2019 Courses approved
DECEMBER 7	Thursday	Final itineraries will be added to course packets on UMAIE website
<u>2018 JANUARY</u>		Courses depart/return
JANUARY 2	Tuesday	No later than this date the 2019 UMAIE Faculty Directors signed contract letters submitted back to Kathy@semint.com
FEBRUARY 2	Friday	2018 UMAIE grades and Faculty Director's travel arrangements evaluation due to Kathy in UMAIE Secretariat office
FEBRUARY 6 - 17		Seminars International staff, along with UMAIE Board Members meet with 2018 Faculty Directors to debrief. 2019 Faculty Directors to finalize 2019 course arrangements for pricing Future Faculty Directors to encourage new courses
FEBRUARY 12	Monday	2018 UMAIE financial reports due in UMAIE Office
MARCH 28	Wednesday	2019 Course Descriptions emailed to UMAIE Board Member with finalized price ranges and UMAIE website updated
APRIL 1 - 15		<u>Priority enrollment period for 2019 courses</u>
APRIL 7 - 18		Seminars International staff, joins with UMAIE Board Members and Faculty Directors to promote 2019 courses on each campus
APRIL 13	Friday	2019 Faculty Directors Travel Grant applications due in UMAIE Board Member's office 2020 Statement of Intent forms or note stating intent due to Kathy at UMAIE Secretariat office
APRIL 18	Wednesday	Campus UMAIE Board Member electronically transmits 2019 applications to Kathy in the UMAIE Secretariat office
APRIL1???	Thursday/UMAIE Friday	Board of Director's Meeting - St. Thomas
APRIL 20	Friday	Faculty Directors are sent priority enrollment applications electronically to review
May 2	Wednesday	Faculty Directors deadline to review priority enrollment applications and notify Kathy at the UMAIE secretariat office of the status of each student

***Study Abroad Fair dates to be advised for 2018**