



UMAIE MASTER SCHEDULE

JANUARY 2018 – JANUARY 2019 – JANUARY 2020

JANUARY 2	Deadline: Faculty Directors sign and submit 2019 contract letters to Kathy at UMAIE Secretariat Office
FEBRUARY 2	Deadline: Faculty Directors submit 2018 grade reports and travel arrangements evaluation to Kathy at UMAIE Secretariat office
FEBRUARY 6-24	Seminars International staff, along with UMAIE Board Members, meet with: 2018 Faculty Directors to debrief 2019 Faculty Directors to confirm course arrangements and review UMAIE procedures Future Faculty Directors to encourage new courses
FEBRUARY 12	UMAIE website and StudioAbroad updated with 2019 preliminary course descriptions and summary sheets (without pricing) and PDF of each sent to campuses Deadline: Faculty Directors submit 2018 UMAIE financial reports to Kathy at UMAIE Secretariat Office SCU Study Abroad Fair
FEBRUARY 14	Augustana Study Abroad Fair
FEBRUARY 20	Deadline: 2019 Faculty Directors notify Seminars International of any spouse/partner, or family member traveling with the group to be included in course arrangements
MARCH 22	UST Study Abroad Fair
MARCH 28	2019 Course Descriptions on StudioAbroad updated with finalized price ranges 2 ND Augustana Study Abroad Fair
APRIL 1 - 15	<u>Priority application period for 2019 courses</u>
APRIL 19	UMAIE Board Members electronically transmit applications to Kathy at UMAIE Secretariat Office Faculty Directors Travel Grant applications due in UMAIE Board Members' offices 2020 Statement of Intent forms due to Kathy at UMAIE Secretariat office UMAIE Secretariat emails priority applications to Faculty Directors to review
APRIL 19	9:00 AM – 8:00 PM – UMAIE BOARD OF DIRECTORS MEETING – St. Thomas
APRIL 20	9:00 AM – 1:00 PM – UMAIE BOARD OF DIRECTORS MEETING – St. Thomas
MAY 4	Deadline: Faculty Directors notify Kathy at the UMAIE Secretariat Office of priority applications status Kathy at UMAIE Secretariat Office notifies UMAIE Board members of priority applications status
MAY TBD	1st Webinar training session for New Faculty Directors
MAY – JULY	Applications collected and sent weekly to faculty. Faculty review applications and notify Kathy at UMAIE Secretariat Office of applicants' status within one week of receiving applications
AUGUST 29	Deadline: Faculty Directors choose webinar date
SEPTEMBER (TBD)	2nd Webinar training session for Faculty Directors
SEPTEMBER 4-22	Seminars International staff, with UMAIE Board Members, meet with: 2019 Faculty Directors to confirm final arrangements and review UMAIE process 2020 prospective Faculty Directors on each campus Future faculty to encourage new courses
TBD	STUDY ABROAD FAIRS (UMAIE Secretariat to attend and assist Faculty Directors with UMAIE promotion)
SEPTEMBER 14	Through this date, NO CANCELLATION FEE. Full deposit refunded Deadline: Courses with enrollment of FEWER THAN 10 WILL BE CANCELLED. UMAIE Secretariat sends list of missing passports to campus Board Members
SEPTEMBER 15	Beginning this date, CANCELLATION FEE is \$500 through October 1
SEPTEMBER 17	UMAIE Secretariat sends list of waitlist students to campus Board Members. Board Members will inform waitlist students of open courses before October 1 final application deadline.
OCTOBER 1-10	Course Proposals for 2020 due to each UMAIE Board Member Specific due dates vary from campus to campus.
OCTOBER 1	FINAL APPLICATION DEADLINE RECOVERABLE COSTS ONLY TO THOSE WHO CANCEL AFTER THIS DATE AND RECOVERABLE COSTS WILL NOT BE CALCULATED UNTIL THE COURSE RETURNS IN FEBRUARY.

DEADLINE FOR FLIGHT DEVIATION REQUESTS

Deadline for Faculty Directors to notify Seminars International if extending their stay beyond course end date UMAIE Secretariat sends letter with e-travel packet link to campus Board Members Preliminary itineraries added to e-travel packet by mid October

OCTOBER 2	Deadline: One READABLE copy of each student's passport and medical form submitted to Kathy at UMAIE Secretariat office. After this date \$100 late fee will apply and possible cancellation from course.
OCTOBER 20	Students review UMAIE Student Handbook, complete on-line exam, and attend Faculty Director webinar
OCTOBER 20 – NOVEMBER 15	Final Payment Invoices sent to campus Board Members
OCTOBER 22	2020 Course Proposals due to Kathy at UMAIE Secretariat Office. Proposals available in Dropbox along with course tally sheet and evaluation rubric.
NOVEMBER 5	<u>DEADLINE: STUDENT FINAL PAYMENTS DUE IN CHICAGO OFFICE OF SEMINARS INTERNATIONAL</u> <u>DEADLINE: VISA APPLICATIONS DUE TO UMAIE SECRETARIAT OFFICE</u>
NOVEMBER 9	Deadline: Faculty Directors send 2019 rooming lists to Seminars International
NOVEMBER 12	NO REFUND FOR CANCELLATIONS AFTER THIS DATE
NOVEMBER 23	2020 UMAIE Course Proposal Tally Sheets due to Kathy at UMAIE Secretariat Office <u>BY NOON</u>
NOVEMBER 26	UMAIE BOARD OF DIRECTORS MEETING -- Elmhurst College 2020 Course Proposal review and final selection
DECEMBER 6/7	Final itineraries added to e-travel packets on UMAIE website Campus Board Members and Faculty Directors inform students
DECEMBER 7	Deadline: Faculty Directors sign and submit UMAIE contract letters Kathy at UMAIE Secretariat Office
JANUARY 2	Deadline: Faculty Directors submit grade reports and travel arrangements evaluation to Kathy in UMAIE Secretariat Office 2019 Preliminary course descriptions and summary sheets (without price ranges) sent to each campus as PDFs UMAIE Secretariat sends membership dues invoice
FEBRUARY 4	Seminars International staff, with UMAIE Board Members, meet with 2019 Faculty Directors to debrief 2020 Faculty Directors to confirm course arrangements and review UMAIE process Future Faculty Directors to encourage new courses
FEBRUARY 6 - 17	Deadline: Faculty Directors submit UMAIE financial reports to Kathy in UMAIE Secretariat Office
FEBRUARY 12	UMAIE website and StudioAbroad updated with 2020 preliminary course descriptions and summary sheets (without pricing) and PDF of each sent to campuses
MARCH 28	<u>Priority application period for 2020 courses</u>
APRIL 1 - 15	Seminars International staff, with UMAIE Board Members and Faculty Directors to promote 2020 courses on each campus
APRIL 7 - 18	STUDY ABROAD FAIRS
APRIL TBD	2020 Faculty Directors Travel Grant applications due in UMAIE Board Member's office 2021 Statement of Intent forms due to Kathy at UMAIE Secretariat Office Campus UMAIE Board Member electronically transmits 2020 applications to Kathy at UMAIE Secretariat Office
APRIL 15	UMAIE BOARD OF DIRECTORS Meeting - St. Thomas
APRIL 17	UMAIE Secretariat emails priority applications to Faculty Directors to review
APRIL 19	Deadline: Faculty Directors notify Kathy at the UMAIE Secretariat Office of priority applications status