

## CCID STUDY ABROAD TIMELINES

	<b>8/15</b>	<b>New Program Cycle begins</b> Begin identifying lead and shadow faculty
	<b>9/1</b>	Begin organizing workshop for faculty & IED
Letter to CC Presidents re: scholarship commitments	<b>9/5</b>	
	<b>9/15</b>	Dates of programs determined
MOUs w/ in-country partners drafted and mailed	<b>9/20</b>	
	<b>9/25</b>	Pricing of the programs done (air, in-country, faculty)
	<b>10/1-5</b>	CCID Web updated
Marketing materials printed	<b>10/10</b>	
	<b>10/15</b>	Faculty/IED workshop Brochures mailed to colleges
Student Recruitment begins at CCs	<b>10/20</b>	
Student apps begin to come - database entry	<b>10/31</b>	
Deposit payments (through 2/1)	<b>11/15</b>	Application updates to faculty (12/15, 1/10)
	<b>12/15</b>	Airline deposits paid
Scholarship awards made to students	<b>1/15</b>	
<b>Deadline for Applications</b>	<b>2/1</b>	Recruitment ends!
Invoice sent to students for what remains	<b>2/5</b>	Faculty: check on student enrollment for SA course (Repeat: 2/28; 3/2)
	<b>2/15</b>	Welcome letter (#1, #2)
Course and WebCT finalized	<b>3/10</b>	
	<b>3/15</b>	Final proposal of apps to faculty
Passenger lists to Airlines/Travel Agent	<b>3/30</b>	
Pre-departure Orientation #1	<b>4/1</b>	Process Airlines/Travel Agency final payment Faculty send courses/WebCT info to students
	<b>4/1</b>	Airline itineraries and students seats to Lead Check passport info - names, copies
Pre-departure Orientation #2	<b>4/1</b>	
	<b>4/15</b>	<b>Payments to in-country partners</b> Airline pymt due
Emergency contacts - CCs and in-country	<b>4/20</b>	
	<b>4/25</b>	Pre-departure orientation #3 Letter #2 - study abr. tips; benefits; -emergency contacts -health insurance ID card -airline itinerary & pre-departure checklist Mail airtickets to faculty
Student emergency contacts to: - faculty, - in-country - CC emerg. contacts	<b>4/30</b>	
	<b>5/5-10</b>	Pre-departure orientation #4 (optional)

**During and Post-trip = evaluations: disseminate & summarize**  
**= post-program report to colleges and CCID Board; = thank you to in-country partners**