

Faculty Led Programs Planning Process

	Winter Break	May	Summer
<i>Begin Course, Budget, Itinerary Development, and Marketing *</i>	18-24 months prior	18-24 months prior	18-24 Months prior
<i>Submit for Approval by Dean with at least 10 Student names</i>	11 months prior	12 months prior	12 months prior
<i>POI Course Registration and Student Deposit #1</i>	9 months prior	6 months prior	6 months prior
<i>ARTV Preparation and Approval</i>	9 months prior	6 months prior	6 months prior
<i>Air/Hotel/Ground Contracts Signed</i>	9 months prior	6 months prior	6 months prior
<i>Faculty & Student OGE Trip Registration and Student Deposit #2</i>	7 months prior	6 months prior	6 months prior
<i>Student Deposit #3</i>	4 months prior	4 months prior	4 months prior
<i>Orientation</i>	1 month prior	1 month prior	1 month prior
<i>Trip Occurs</i>	Dec/Jan	May/June	July/Aug

*Planning includes mapped itinerary with named hotel accommodations, travel agents, certificates of insurance, list of local attorneys and hospitals, local embassy/consulate. The Office of Global Engagement can assist as needed with this initial planning process.