

The following tables provide General timeline dates. To avoid constant updates, please contact the Center for Global Education for the EXACT deadline dates per term.

INTERTERM TRAVEL COURSES

Date	Function	Department	Notes
March	Course & Syllabi due for a NEW Travel Course	Faculty, Academic Council	NEW TC Course & Syllabi due to Academic Council <u>for complete review and approval before this deadline</u>
August	Preliminary Budgets due	Faculty, CGE	Must be Fully signed off through AFO; All Travel Courses Go Live
October	Participants' Deposit due, and All Pre-Decision Global Gateway requirements	CGE	Participant's Global Gateway application in the CGE online portal
October	Travel Course Cancellation	CGE, SBS	If 10 participants have not deposited, a TC is canceled; participant deposits are refunded
November	Final Budgets due	Faculty, CGE	A single per-participant cost is finalized and sent to the Student Business Services office
November	Registration	CGE, Registrar	CGE processes student registration for the Travel Course
November	SBS generates billing	SBS	Student accounts are billed
December	Final Payment and Post-Decision Global Gateway requirements	CGE	All application requirements in Global Gateway must be completed including the final payment receipt

SUMMER TRAVEL COURSES

Date	Function	Department	Notes
October	Course & Syllabi due for a NEW Travel Course	Faculty, Academic Council	NEW TC Course & Syllabi due to Academic Council <u>for complete review and approval before this deadline</u>
January	Preliminary Budgets due	Faculty, CGE	Must be fully signed off through AFO; All Travel Courses Go Live
March	Participants' Deposits due and All Pre-Decision Global Gateway requirements	CGE	Participant's Global Gateway application in the CGE online portal
March	Travel Course Cancellation	CGE, SBS	If 10 participants have not deposited, a TC is canceled; participant deposits are refunded
April	Final Budgets due	Faculty, CGE	A single per-student price is finalized and sent to the Student Business Services office
April	Registration	CGE, Registrar	CGE processes student registration for the Travel Course
April	SBS generates billing	SBS	Student accounts are billed
May	Final Payment Due and Post-Decision Global Gateway requirements	CGE	All application requirements in Global Gateway must be completed, including the final payment receipt