

Timeline

- AUG 28 Initial meeting of NCSSM Travel Committee to approve proposed international Mini-Term trips (see Guidelines for Overnight Trips for details)
- SEPT 4 Preliminary Mini-Term 2010 information and Course/Project Survey distributed to potential sponsors
- SEPT 25 Final meeting of NCSSM Travel Committee to approve proposed international Mini-Term trips (see Guidelines for Overnight Trips for details)
- SEPT 28 Deadline for faculty/staff to submit Course/Project Survey information on-line through Uni-Center account
- OCT 12 Update of Mini-Term website completed and Mini-Term 2010 Proposed Courses Catalog—with designated course numbers—published (online and print)
- OCT 20 to OCT 30 Mini-Term 2010 Investigation and Planning
Students contact instructors (and obtain signature) for three different proposed courses, then meet with Advisor to discuss and complete Mini-Term 2010 Preregistration Form (and, if applicable, Project Brief)
- OCT 26 Mini-Term 2010 Course / Project Investigation Fair
- OCT 30 **DEADLINE** for students to submit Mini-Term 2010 Preregistration and any applicable Project Brief on-line in Uni-Center (Advisor notified by e-mail)
- OCT 30 to NOV 20 Students planning an independent project meet with Sponsor to complete Project Proposal (see Mini-Term website for Independent Project Guidelines, Criteria, and Proposal Format)
- NOV 20 **DEADLINE** for students proposing an Independent Project to submit proposal on-line in Uni-Center, along with **SIGNED** hardcopy to Registrar
- NOV 30 Mini-Term Funding and Overnight Trip Information distributed to designated Sponsors/Instructors
- DEC 4 Course preliminary interest numbers along with distributed to Lead Instructors
- DEC 11 Mini-Term Project Review Committee returns Project Proposals that need additional work prior to approval
- DEC 14 Confirmed Mini-Term 2010 Course Offerings posted

- JAN 8 **DEADLINE** for students to submit corrected Project Proposals on-line in Uni-Center, along with **SIGNED** hardcopy to Registrar
- JAN 18 Mini-Term Project Review Committee notifies students of Independent Project approval and forwards information to Registrar
- JAN 22 Deadline for students to decide not to pursue an approved project
Deadline for students wishing to change Preregistration requests to submit form to Registrar (must have Advisor's approval)
- JAN 25 Registrar distributes confirmed Mini-Term 2010 Schedules to students and class lists to Lead Instructors/Sponsors along with Resource Request Forms (for transportation, food, rooms, and equipment)
- JAN 26
to JAN 28 Mini-Term 2010 "Change" Days (Open only to students who were assigned to their third choice or students who have not yet been registered for a course)
NO CHANGES TO MINI-TERM 2010 REGISTRATION AFTER FEB 16TH
- JAN 27 Deadline to collect student funds and submit mandatory budget to SCSSI and Academic Programs for all overnight trips (see Guidelines for Overnight Trips)
- FEB 1 Updated class lists distributed to Lead Instructors/Sponsors
- FEB 8 Deadline to return Resource Request Forms to Academic Programs Office
- FEB 15 Final class lists and attendance instructions distributed to Lead Instructors/Sponsors
- FEB 19 Transportation, room, and equipment arrangements confirmed
- FEB 20
to FEB 24 Trimester Break (some trips and/or projects depart prior to end of holiday period)
- FEB 25
to MAR 5 **MINI-TERM 2010**
Students meet daily with their course instructor or project sponsor
- MAR 5 Sharing Day—Organized sharing by course/project scheduled across campus
- MAR 8 Completed Student Mini-Term 2010 Evaluation Forms due from students to Course Instructors or Project Sponsors
- MAR 12 Completed Mini-Term 2010 Grade Rolls and Evaluation Forms due from Course Instructors or Project Sponsors to Registrar's Office.
- MAR 15 Copy of completed Mini-Term 2010 Evaluation Forms returned to students by Course Instructors or Project Sponsors
- MAR 26 Deadline for all overnight trip sponsors to submit updated final budget (reflecting actual costs and money spent) to SCSSI and Academic Programs