

Timeline

- SEPT 7 Preliminary Mini-Term 2008 information and Course/Project Survey distributed to potential sponsors
- OCT 8 Deadline for faculty/staff to return Survey Forms to Academic Programs Office
- OCT 19 Update of Mini-Term website completed and Mini-Term 2008 Proposed Courses Catalog—with designated course numbers—published (online and print)
- OCT 22 Mini-Term 2008 Investigation and Planning
to NOV 9 Students contact instructors (and obtain signature) for three different proposed courses. Then meet with Advisor to discuss and complete Mini-Term 2008 Preregistration Form (and, if applicable, Project Brief)
- NOV 5 Mini-Term 2008 Course / Project Investigation Fair
- NOV 9 **DEADLINE** for students to submit Mini-Term 2008 Preregistration and any applicable Project Brief on-line in Uni-Center (Advisor notified by e-mail)
- NOV 9 Students proposing a project meet with Sponsor to complete Project Proposal (see
to NOV 30 Mini-Term website for Independent Project Guidelines, Criteria, and Proposal Format)
- NOV 30 **DEADLINE** for students proposing an Independent Project to submit proposal on-line in Uni-Center, along with **SIGNED** hardcopy to Registrar
- DEC 10 Course preliminary interest numbers distributed to Lead Instructors
- DEC 14 Mini-Term Project Review Committee returns Project Proposals that need additional work prior to approval
- JAN 4 Confirmed Mini-Term 2008 Course Offerings posted
- JAN 7 Students who wish to make changes to their Mini-Term 2008 Preregistration
to JAN 11 requests meet with Advisors to complete Revised Preregistration Form
- JAN 11 **DEADLINE** for students to submit corrected Project Proposals on-line in Uni-Center, along with **SIGNED** hardcopy to Registrar

- JAN 11 Deadline for students wishing to change Preregistration requests to submit form to Registrar (must have Advisor's approval)
- JAN 24 Mini-Term Project Review Committee notifies students of Independent Project approval and forwards information to Registrar
- JAN 28 Deadline for students to decide not to pursue an approved project
- FEB 1 Registrar distributes confirmed Mini-Term 2008 Schedules to students and class lists to Lead Instructors/Sponsors
- FEB 4 to FEB 15 Mini-Term 2008 "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 2008 REGISTRATION AFTER FEB 15TH
- FEB 4 Financial and Resource Request Forms distributed to Lead Instructors/Sponsors (requests for funds, transportation, food, rooms, and equipment). Overnight travel forms distributed for courses and projects with trips.
- FEB 20 Updated class lists distributed to Lead Instructors/Sponsors
- MAR 3 Deadline to return Resource Request Forms to Academic Programs Office
- MAR 17 Transportation, room, and equipment arrangements confirmed
- MAR 20 Final class lists and attendance instructions distributed to Lead Instructors/Sponsors
- MAR 21 to MAR 30 Spring Break (some trips and/or projects depart prior to end of holiday period)
- MAR 31 to APR 8 **MINI-TERM 2008**
Students meet daily with their course instructor or project sponsor
- APR 8 Sharing Day—Organized sharing by course/project scheduled across campus
- APR 11 Completed Student Mini-Term 2008 Evaluation Forms due from students to Course Instructors or Project Sponsors
- APR 18 Completed Mini-Term 2008 Grade Rolls and Evaluation Forms due from Course Instructors or Project Sponsors to Registrar's Office.
- APR 21 Copy of completed Mini-Term 2008 Evaluation Forms returned to students by Course Instructors or Project Sponsors