



INTERTERM TRAVEL COURSES

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

SUMMER TRAVEL COURSES

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