General Timeline for J-Term Cross-Cultural Trip Planning  
For Courses Delivered in the 2017-2018 Academic Year  
Intercultural Office  
Messiah College  
(All dates are approximate.)

**2016** 

**New Courses:**

- **Sept**  
  Training workshop for new and prospective cross-cultural leaders

- **Oct 1**  
  Cross-Cultural Pre-Approval Form due.

- **Nov 1**  
  Due to the Gen Ed Committee: all new trip proposals for the following academic year. As part of the approval process, materials should include tentative plans for both the proposed curriculum and budget.

**Repeating Courses:**

- **Dec 1**  
  Due to Gen Ed Committee: all repeat cross-culturals for the following academic year. As part of the approval process, it is adequate to submit a copy of the previous syllabus with comments about any possible modifications and a tentative budget.

- **Dec**  
  New and repeat course proposals are reviewed and approved by the Gen. Ed. Committee.

  Faculty notified of proposals approved.

  - Memos of approval are sent by the Gen. Ed. Committee to faculty leaders and copied to the Intercultural Office;
  - The Intercultural Office informs the Business Office of newly-approved courses;
  - Business Office assigns budget account numbers.

**2017**

- **Feb 1**  
  Official student recruitment advertising begins for following academic year.

  - New programs should wait to begin advertising until they have been officially approved.
  - All courses use standardized Cross-Cultural Applications.

- **Feb**  
  All cross-cultural course budget requests for the following academic year are due to Intercultural Office in electronic form.

  Faculty are notified of insurance rates for next year as part of their budget planning.

- **Mar - Apr**  
  Applications and $200 non-refundable deposits are received from students for the following academic year. Students receive standardized Acceptance Notification Letters from faculty leaders as soon as admitted to course.
Mar  Cross-cultural grant applications (internal grants for course development) are distributed.

Apr  Cross-cultural grant applications are due to the Academic Office.

May  Cross-cultural grant awards are announced. For more details concerning internal grants, please contact the Academic Office.

Sept Due to the Intercultural Office:
- Requests for Visa purchasing cards;
- Requests for ATM/cash withdrawal authorization on Visa purchasing cards during trips, including total amount of cash withdrawals anticipated;
- Requests for international cell phones;
- Travel dates for course.

Oct  List of names of students recruited to date due to the Intercultural Office.

Cross-Cultural Faculty Dinner Meeting in PDR.

Submit dollar amount of final course fee for second semester billing purposes to International Programs.

First Pre-Departure Orientation for students in J-term cross-cultural courses: Cross-Cultural Adjustment & Communication.

Nov  Course registration materials go out to students from the Registrar’s Office.

Deadline for all new cross-cultural proposals for the following academic year to be submitted to the General Education Committee. Materials should include tentative plans for both the proposed curriculum and budget.

Second semester registration for J-term and May-term courses begins. Faculty leaders submit registration overrides for their students in the Banner system. (Contact Faith Minnich Kjesbo in the Intercultural Office for assistance.)

Final roster of student names (for international insurance carrier) due to the Intercultural Office. (The Intercultural Office will send a copy of roster to Student Affairs to be sure no students are on disciplinary or academic probation and will notify the faculty leader if there are students on probation.)


Dec Intercultural Office will email list of student names to the Post Office so they can mark their mailboxes accordingly.
Insurance cards and course evaluation information are distributed to cross-cultural leaders to be given to students en-route.

Approximate date of requests to the Business Office for cash advances. Please take note that cash requests over $2,000 require a 48-hour notice to the Business Office.

Faculty leader to verify course roster with student roster in Banner (confirming students have indeed registered for the course prior to leaving for Christmas break).

Prior to departure, faculty leader will confirm in Terra Dotta the following information:
- Daily program itinerary
- In-country emergency contact information
- In-country
- Flight itinerary
- Health care access (including name, address, phone numbers of in-country healthcare provider in each location where traveling

Prior to departure, faculty leader will confirm that students have completed all questionnaires, references, and material submissions in Terra Dotta including:
- Alcohol Agreement
- Study abroad Contract
- Release of Information
- F-1 Advising (when applicable)
- Passport information as well as an uploaded copy of passport
- Medical Authorization and Release
- Health Information Certification
- Two emergency contact names and telephone numbers
- Professional reference
- Faculty reference
- Attendance at both pre-departure orientation sessions

**2018**

**Jan**

Cross-cultural courses are delivered:
- Courses are from 19-22 days long, as per Gen Ed. Committee guidelines.
- Course evaluations completed online after course concludes.

**Feb**

Due from returning leaders:
- Final revised syllabi to the Intercultural Office (electronic copy).
- Grades due to registrar within two weeks of returning from trip.

**Mar**

The following is due to the Intercultural Office:
- At the conclusion of a cross-cultural course, the faculty leader will complete a final financial accounting for the course budget to assure that any and all outstanding bills have been paid and to determine whether a course fee adjustment is necessary to either assess an additional fee to cover unexpected expenses or refund unused funds to students once all financial commitments for the course have been satisfied. The following parameters will guide cross-cultural course fee adjustments:
  - **Budget Closure.** It is the responsibility of the faculty leader to reconcile their budget within 30 days of their return. Faculty leaders should not communicate anything about a possible refund or fee increase to students until they consult with the Intercultural Office.
  - **Refunds.** If the remaining budget revenue is greater than $50 per student, participants will receive a course fee adjustment, crediting the specified amount to their Messiah account. Faculty leaders will complete a Cross-Cultural Course Fee Adjustment Request (available online) within 30 days of course completion and submit it to International Programs (Suite 3050) for processing.
  - **Fee Increases.** If budget expenses exceed collected revenue for a course, participants may receive a course fee adjustment assessing an additional fee to their Messiah account to cover the unexpected expenses. Faculty leaders should consult with the International Programs (x7373) to determine if an additional fee increase is appropriate.

May 31 Self-assessments are due to the Academic Office from Internal Grant recipients.

(Updated as of May 2016)