

## OFF-CAMPUS PROGRAMS

### How to Apply for Jan Term 2010 Programs

Students will apply on-line using the Whitworth intranet. Each student will log onto [www.whitworth.edu/academic/department/offcampusstudies/forms/ProgramApplication/index.aspx](http://www.whitworth.edu/academic/department/offcampusstudies/forms/ProgramApplication/index.aspx), and enter his or her network password before being allowed access to the application screen. **ONLY** validated Whitworth University students can apply. Students can select three programs and will rank them as 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices. Once the form is completed it will be electronically dropped into each 1<sup>st</sup> choice program leader's administration site. Students will then submit two electronic reference/recommendation forms. Confirmation e-mails will be sent to each applicant when applications are complete and proper forms have been submitted. Students must note that program **deposits are due within 48 HOURS of acceptance to a program.**

### **Jan Term 2010 Applications may be submitted from: Feb. 17-March 1 ONLY.**

**Tuesday, Feb. 17, 11-1 PM:** Jan Term Fair in the HUB Multipurpose Room

**Tuesday, Feb. 17:** electronic applications available on-line by going to the above-listed site

**Sunday, March 1:** electronic applications close.

**Tuesday Feb. 17-Wednesday March 4:** Professors make first choice selections

**Friday March 6:** end of last 48-hour period for first-round students to make their payments. Students failing to pay the non-refundable deposit on or before this will be dropped from the program.

**Wednesday, March 11-Monday, March 16:** Professors make second round selections.

The names of students who were not accepted to their first choice programs will automatically be available for selection for their second choice. Leaders will make these choices by Monday, March 16.

**Wednesday, March 18:** last 48-hour period for second-round students to make their payments. Students failing to pay the non-refundable deposit on or before this date will be dropped from the program.

**Monday, March 30 – Thursday April 2:** Professors make third round selections.

The names of students who were not accepted to their first or second choice programs will automatically be available for selection for their third choice. Leaders will make these choices by Monday, April 6.

**Wednesday, April 8:** last 48-hour period for third-round students to make their payments. Students failing to pay the non-refundable deposit on or before this date will be dropped from the program.

**Sept. 17:** Deadline to apply for Off-Campus Programs Scholarship

**Nov. 5:** Early Bird Special deadline

(ALL payments made on time and ALL paperwork turned in on time).