



Office of Field Placements
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SCHOOL/UNIVERSITY PARTNERSHIP TEAM CALENDAR—FALL SEMESTER, 2008

Tuesday, September 16

First Paycheck (Fall Part-time Coordinators)

Tuesday, September 2

Classes Begin (8:00 AM); Tuition and Fees Due

Friday, September 8

Drop/Add Closes; Last Day for 100% Tuition Refund

Thursday, September 10

Last day drops Recorded as 'W' on Record

Friday, September 11

Last Day for 90% Refund for Complete Withdrawal

Friday, September 15

Last Day for 50% Refund for Complete Withdrawal

Monday, November 3

Initial Contact made by WMU Coordinators to apprise interns of placement process

December 10-14: Final Exam Week

Final and Self-Reflective Evaluations should be completed; submit originals to OFP no later than December 22

Tuesday, December 9 (9:00 AM-1:00 PM)
 SUPT Meeting, 209-210 Bernhard Center

Tuesday, December 11

Mentor coach payday

Tuesday, December 23

Last Paycheck (Fall Part-time Coordinators and Mentor coach pay)

Thursday, December 11

Interns last day

Saturday, December 13

Semester Ends/Commencement

Tuesday, December 16

Grades Due Online — 12:00 NOON

Tuesday, September 23 (9:00 AM-1:00 PM)
 SUPT Meeting, 209-210 Bernhard Center

Tuesday, September 23

2009 Spring Semester Placement Information Sheets Due

Monday, October 20

Eight-week Placement Change/Start Date

Week of October 27

Mid-Term and Self-Reflective Evaluations should be completed; submit to OFP no later than November 1

Tuesday, October 28

2009 Spring Semester Placement Files to University Coordinators at SUPT meeting

Tuesday October 22

Last Day for 25% Refund for Complete Withdrawal

Tuesday, October 28 (9:00 AM-1:00 PM)
 SUPT Meeting, 209-210 Bernhard Center

Monday, November 3

Last Day to Drop Classes