**Fall 2018 – Student Link Timeline – La Crosse**

**CP - Clinical Partner**

**EP - Educational Partner**

January CP and EP:

 Review and identify changes

 Communicate changes to group and administrator

 EP: Edit rollover data and enter new requests

January 26 EP: Summer deadline – send spreadsheets to Joanne to upload

February 16 EP: Fall deadline for requests

February 19 Frozen time begins for EP

February 19-23 Admin: Quality control review

 Upload fall 2018 data to Student Link

February 26 CP: Deadline for summer approvals

CP: Download fall 2018 requests – (sort by unit, send to units for review, approve/deny requests )

March 1-2 Western – no classes

March 6 Western summer registration begins

March 5-9 WSU semester break

March 12-16 Viterbo semester break

April 2 CP: Deadline for fall approvals

April Admin: Send an e-mail when frozen time ends

 EP: Download responses, Review for accuracy, Revise/e-mail as necessary

April 9 Wrap up meeting – 3:30 – 4:30 pm (HSC 2014)

April 10 Western fall registration begins

 Viterbo fall registration begins

April 16 WSU fall registration begins

April 20 Western last day of class

May 7 Western summer classes begin

Note: For schools using sites in MN – you must follow their region’s timeline!

12/14/17