**Spring 2019 – Student Link Timeline – La Crosse**

**CP - Clinical Partner**

**EP - Educational Partner**

August CP and EP:

* + - * Review and identify changes
			* Communicate changes to group
			* Joanne rollovers previous data

August 29 Kick off Meeting –Health Science Center – Room 2015 – 3:30 pm

September EP:

* Edit rollover data and enter new requests

September 7 EP and CP:

* Forward Joanne any updated documents for the repository
* Joanne updates resources to Student Link website

September 14 EP:

* Deadline for spring requests

**September 17 FROZEN TIME** **BEGINS**

September 17-21 Joanne:

* Upload spring data from EPs
* Quality control review

September 24 CP:

* + - * Download spring requests
			* Approve/deny requests

October 15 CP

* Deadline for spring approvals

November EP:

* Review for accuracy
* Revise and resubmit as needed

November 5 Viterbo, Western & WSU registration begins

November 19 Wrap Up Meeting – Health Science Center – Room 2015 – 3:30 pm

December EP and CP

* Continue to update clinical activity data as instructors are confirmed
 and student numbers are finalize

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

5-4-18