

## SPRING 2024 ROME ORIENTATION DEADLINE SCHEDULE

SUN	MON	TUES	WED	THURS	FRI	SAT
August 20	21	22	23 <i>Classes Begin</i>	24	25	26
August 27	28	29	30	31	September 1 <i>Add/Drop Ends</i>	2
September 3	4 <i>Labor Day</i>	5	6	7	8	9
September 10	11 <b>Rome Meeting 6:30pm</b>	12	13	14	15	16
September 17	18	19 <b>Rome Deadline Day</b>	20	21	22	23
September 24	25	26 <b>Rome Deadline Day</b>	27	28	29	30
October 1	2	3	4	5	6 <i>Fall Reading Day</i>	7 <i>DFW Italian Festival</i>
October 8 <i>DFW Italian Festival</i>	9 <i>Midterms</i>	10 <i>Midterms</i>	11 <i>Midterms</i>	12 <i>Midterms</i>	13 <i>Midterms</i>	14
October 15	16 <i>Charity Week</i>	17 <i>Charity Week</i>	18 <i>Charity Week</i>	19 <i>Charity Week</i>	20 <i>Charity Week</i>	21
October 22	23 <b>Flight Deadline</b>	24	25	26	27	28
October 29	30	31	November 1	2 <b>Rome Meeting 6:00pm</b>	3	4
November 5	6 <i>Last Day to Withdraw</i>	7	8	9	10	11
November 12	13	14 <b>Rome Deadline Day</b>	15	16	17	18
November 19	20 <i>Thanksgiving Break</i>	21 <i>Thanksgiving Break</i>	22 <i>Thanksgiving Break</i>	23 <i>Thanksgiving Break</i>	24 <i>Thanksgiving Break</i>	25 <i>Thanksgiving Break</i>
November 26 <i>Thanksgiving Break</i>	27	28	29	30	December 1	2
December 3	4 <b>Flight Deadline</b>	5 <b>Rome Meeting 5pm</b>	6 <i>Classes end</i>	7	8 <i>Exams</i>	9 <i>Exams</i>
December 10 <i>Exams</i>	11 <i>Exams</i>	12 <i>Exams</i>	13 <i>Exams</i>	14	15	16
December 17	18 <i>Fall Grades Due</i>	19	20	21	22	23
December 24	25	26	27	28	29	30
December 31	January 1	2	3	4	5 <b>Rome Deadline Day</b>	6
January 7	8	9	10	11	12	13
January 14	15	16	17	18	19 <b>Group Flight Departs</b>	20 <b>Group Flight Arrives</b>

**Rome Meetings**

**Rome Deadline Dates**

**Health Meetings**

**Flight Deadlines**

**Monday, September 11** **Rome Meeting – 6:30 p.m. in Gorman A**

Topics to be discussed: Flight Arrangements, Due Dates for Semester, SA Position

**Tuesday, September 19** **Rome Deadline Day**

- Student Assistant application and RA Recommendation form**
- Health Form**
- Agreement, Release and Authorization signature form**
- FERPA Release**
- Financial Aid Consent Form**
- Flight Form** – Submit the group flight form or answer “No” to the conditional question on the group flight form to be granted access to the Travel Plans Request form where you can request to waive the group flight.

**Tuesday, September 26** **Rome Deadline Day**

- Visa Application**
- Actual Passport**
- Passport sized photograph** – You may have this photo taken at UD’s Post Office.
- Address Form** – This form lets us know where to mail your passport. It also provides us with detailed contact information for you over the break. Note: we will not be able to mail packets to a P.O. Box.
- Travel Plans Request Form** – If you have requested to waive the group flight you must submit your waiver request attaching your tentative flight plans for approval.

**Mid/Late October** **Health Concerns Discussions**

Students with the requirement “Health Preparation Conversation” in their application profile must arrange a meeting with Mrs. Davies to plan for managing their health abroad, [udallas.edu/rome-office-appointment](http://udallas.edu/rome-office-appointment).

**Monday, October 23** **Rome Flight Deadline Day**

- Students who withdraw after October 23 may be responsible for the \$100 group flight deposit.
- Own arrangements purchased flight itineraries must be emailed to [udrome@udallas.edu](mailto:udrome@udallas.edu).

**Thursday, November 2** **Rome Meeting – 6:00 p.m. in Gorman A**

Topics to be discussed: Class Pre-Registration and Academics in Rome

**Tuesday, November 14** **Rome Deadline Day**

- Rome Course Planning Sheet and Fall 2024 Future Term Plans** – **Students accepted and waitlisted for Rome** will need to complete this form which has been shared with you and your advisor on Google Drive. You will list the 5 Rome classes you wish to take in the top section of the form and in the bottom section you will provide an outline of the types of courses you plan to take the semester you return from Rome. Advisors and students will digitally sign this document. Students seeking to take a smaller course load in Rome must also have Dr. Andrews approve and digitally sign this form.
- Register for Classes** – Accepted students register for Rome; Waitlisted students register for Irving classes.
- Roommate Form** – All students must submit this form. **Assignments will be given in Rome.**

**Monday, December 4** **Rome Flight Deadline Day**

Group flight airfare charge becomes non-refundable

**Tuesday, December 5** **Rome Meeting – 5:00 p.m. in Gorman A**

Topics to be discussed: How to make the most of your Rome experience and Mental Health awareness

**Friday, January 5** **Rome Deadline Day**

- Rome Office Clearance** – All forms must be completed on the student’s application portal including preparation learning content and supplemental health documentation.
- Student Account Services** - Rome bill must be paid in full or a payment plan must be set up. Students must also register for the [BankMobile Disbursements](http://BankMobile Disbursements) program. Questions about these items should be directed to [bursar@udallas.edu](mailto:bursar@udallas.edu) not the Rome Office.
- Library Clearance** – All library books must be returned and fines must be taken care of with the library. Questions can be directed to [circulation@udallas.edu](mailto:circulation@udallas.edu).