June
- Freshman Orientation
- Annual Reports due

July
- Work on assessment plans for fall semester

August
- Update LC web directory information for fall as needed
- Peer mentor training mid-month
- Submit fall funding transfer needs

September
- Submit Spring course request form to Office of the Registrar
- Perform student evaluation of peer mentors
- Fall budget transfer made after enrollment counts are confirmed

October
- RFP forms are released
- Give student evaluations feedback to peer mentors

November
- Work on RFP form
- Submit peer mentor award nominations

December
- Submit current fall spending summary and spring funding transfer needs
- Submit English link request form to the English LC Liaison

January
- Submit fall course request form to Office of the Registrar
- Review LC web information for updates

- Publicize mentor position openings for next fall
- Spring budget transfers made

February
- RFP due
- Begin interviewing/hiring process for next year’s mentors
- Develop end of the year planning retreat

March
- Register for the LC Institute
- Central administration sends return of funds memo
- Hire mentors for next year
- Submit fall mentor information to LC central office
- Central administration indicates funding of next year’s RFPs

April
- Attend peer mentor award ceremony
- Return end of year money
- Annual report memos sent out
- Invitations for August mentor training sent out

May
- Attend the Learning Communities Institute
- Submit promotional materials for Freshmen Orientation to 3024 Morrill Hall