

Step by Step Instructions on How to Start a May Term Travel Course Application:

1. Access the correct application:
 - International May Term Travel Course Application:
<https://studyabroad.redlands.edu/index.cfm?FuseAction=Programs.ViewProgramAngular&id=48118>
 - Domestic May Term Travel Course application -
<https://studyabroad.redlands.edu/index.cfm?FuseAction=Programs.ViewProgramAngular&id=48126>
2. Read the Instructions and click apply now:

Program Description

Faculty must submit a proposal each year to teach a May Term travel course. This process begins during the academic year *prior* to the planned May Term because of curricular development timelines and the needs to establish and review relationships with partners overseas. Applications are due March 31st the year prior to the May Term travel course.

A PDF version of the Developing a May Term Travel Course Workshop can be found [here](#).

Please note the application process and timeline to teach a May Term travel course in Salzburg is a different. The application to teach a May Term travel course in Salzburg can be found [here](#).

To submit an application, click the apply now button. You will need to select U of R Student Login (even though you are not a student). Use your UofR credentials to log into the application. Once logged in you will be prompted to select a term; select May Term from the drop down menu. You will then be prompted to add an itinerary to submit this form, click on the + icon. In the add location to itinerary, add the city and state/country of your proposed May Term travel course. In the arrival date and departure date sections add your tentative program dates. Once your location and dates have been entered, click continue. This will bring you to the May Term travel course proposal and the required application items.

You do not need to complete the application in one attempt. Answers should auto-save frequently. You can always access your application at <https://studyabroad.redlands.edu/>.

Apply Now

International Travel Policies and Procedures

3. Click on U of R Student Login (even though you're not a student click that tab).

R
CAS Study Away
User Login
Log in to get started.
U of R Student Login | Non U of R Student Login
New User? Create Account

4. Log in using your U of R credentials

5. Click the arrow next to select term and choose the appropriate May Term year

R
CAS Study Away
Program Options

Please select program options before continuing.

Select Term *



You must add at least one itinerary in order to submit this form.



Cancel

Continue

R
CAS Study Away
Program Options

Please select program options before continuing.

Select Term *
May Term Travel 2025

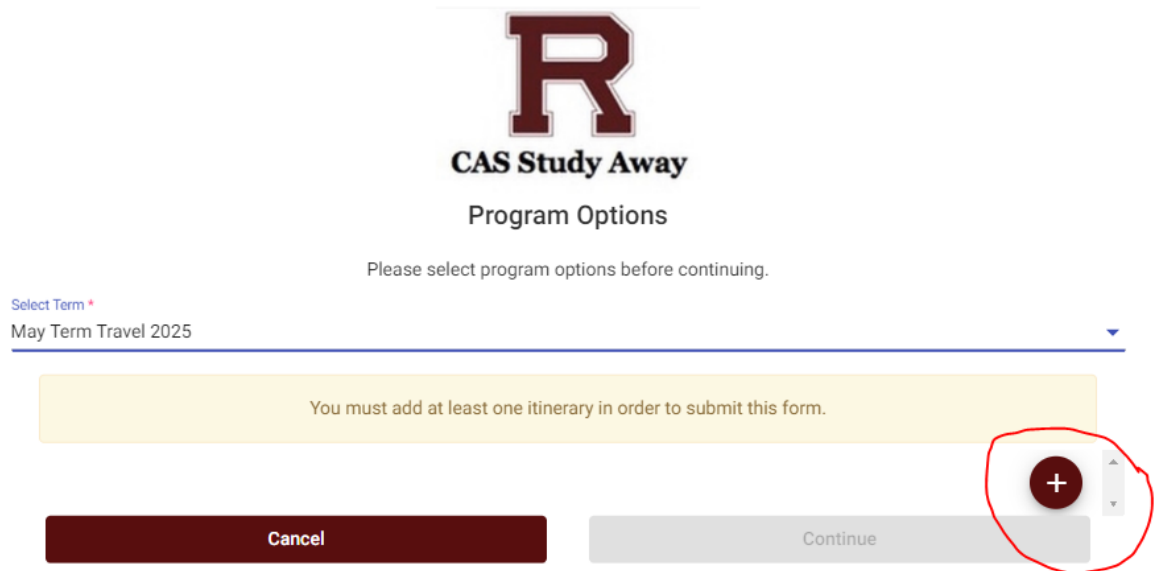
You must add at least one itinerary in order to submit this form.



Cancel

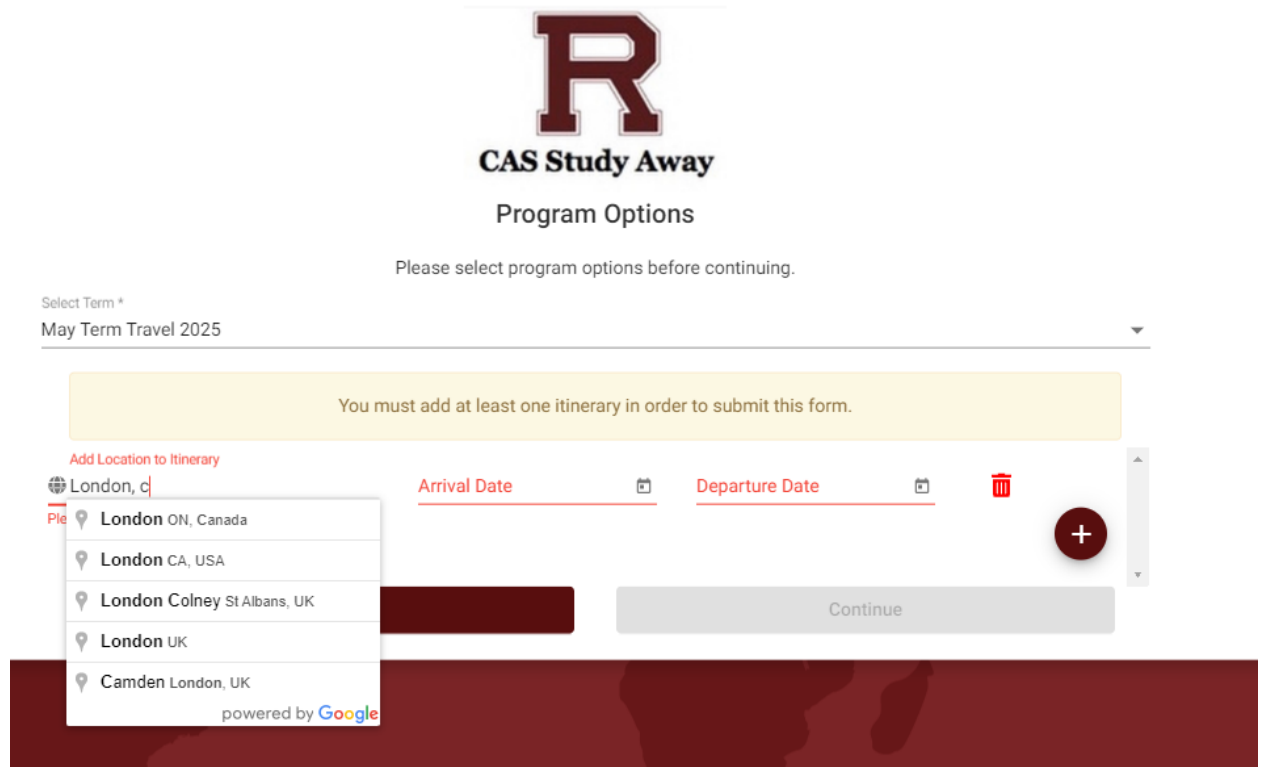
Continue

6. You must add an itinerary to start your application. Click the plus button:



7. Enter your course location(s), estimated arrival date (start date of your course) and departure date (end date of your course).

Add location to Itinerary: Enter city first and then state or country



Arrival and departure dates: Click on the calendar next to arrival or departure date. When calendar opens up, down arrow next to numerical date to select

the correct year for your May Term class and select the appropriate month and dates of course

Select Term *
May Term Travel 2025

You must form.

02/22/2024

S M T W T F S

FEB

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29

Add Location to Itinerary

Arrival Date

Departure Date

Cancel

Continue

8. Click Continue

R
CAS Study Away
Program Options

Please select program options before continuing.

Select Term *
May Term Travel 2025

Add Location to Itinerary

London, United Kingdom (Europe)

Arrival Date

05/08/2025

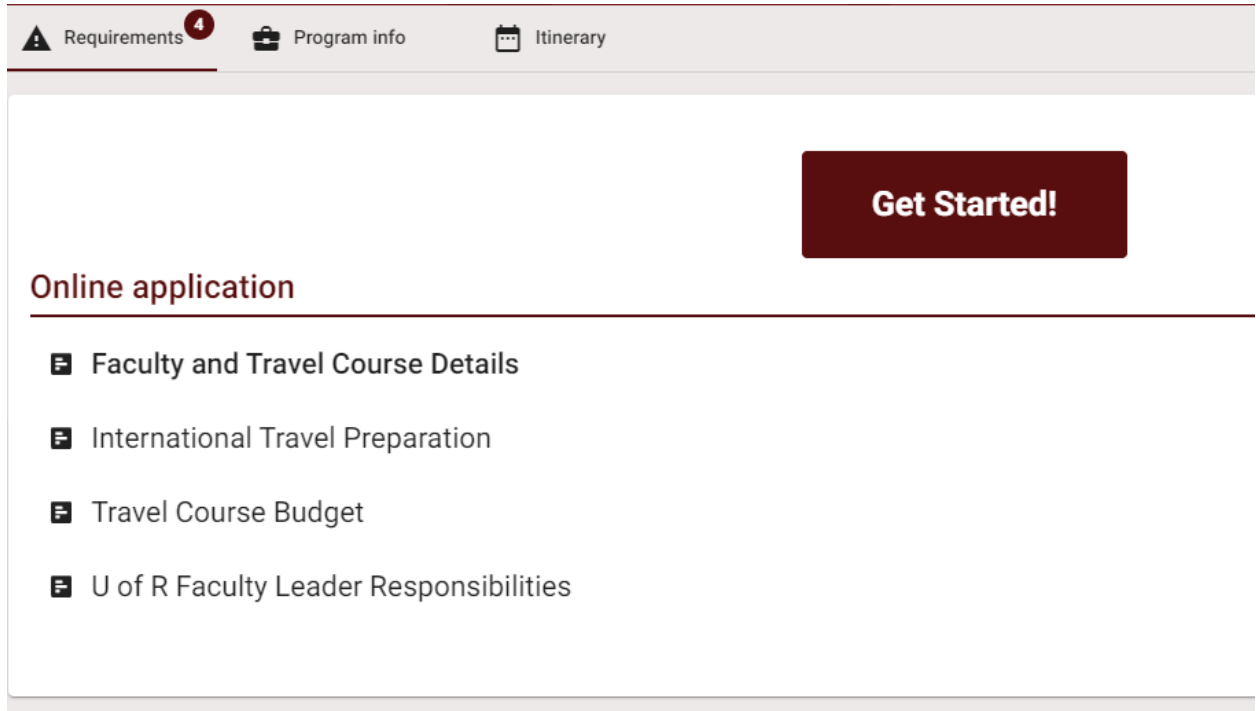
Departure Date

05/22/2025

Cancel

Continue

9. This will then bring you to the application and the requirements you need to complete. Sample international May Term application requirements:



Requirements **4** Program info Itinerary

Get Started!

Online application

- Faculty and Travel Course Details
- International Travel Preparation
- Travel Course Budget
- U of R Faculty Leader Responsibilities

10. Click on the application section you would like to start working on. You do not need to complete the entire application in one attempt. The application does autosave every few minutes but if left dormant for several minutes it will time you out.

11. To log back in you go to:

<https://studyabroad.redlands.edu/index.cfm?FuseAction=Security.AngLogin> and click the U of R Student Login in tab again and it should bring you back to your started application.

May Term Travel, 2025



International May Term Travel Course Proposal Application

Deadline: 03/31/2024

Location(s): London, United Kingdom

Program dates: 05/08/2025 - 05/22/2025

0 of 4

Withdraw application

12. Click on the program and it brings you back to the application.

If you encounter any issues with the application, please contact Andrea Muilenburg at (andrea_muilenburg@redlands.edu) or 909.748.8717.