



COLLEGE INTERNSHIP PROGRAM

Berkshire Center

2008-2009 CALENDAR

SEPTEMBER	
1 st (Monday)	Labor Day – CIP Offices closed No BCC classes or C-STEP classes
2 nd (Tuesday)	BCC and C-STEP Classes Begin
25 th (Thursday)	Parent Day – Evening Reception
26 th (Friday)	Parent Day – Luncheon and Speaker
OCTOBER	
1 st (Wednesday)	Second Half of Tuition Due
13 th (Monday)	Columbus Day – CIP Offices Closed No BCC or C-STEP classes <i>– Suggested Home Visitation Weekend –</i>
NOVEMBER	
11 th (Tuesday)	Veteran’s Day No BCC or C-Step classes
19 th (Wednesday)	BCC Pre-Registration Advising Day – No BCC classes
26 th (Wednesday)	TRAVEL DAY – CIP office closes at 5 p.m. Departing Service for Bradley International Airport, Hartford, CT (See Travel Policy Below)
27 th – 30 th (Thursday – Sunday)	THANKSGIVING RECESS – CIP Offices Closed (No BCC or C-Step classes 11/27 – 11/30)
30 th (Sunday)	TRAVEL DAY – Programming Resumes – Returning Service for Bradley International Airport, Hartford, CT (See Travel Policy Below)

DECEMBER	
1 st (Monday)	CIP and BCC classes resume
5 th (Friday)	Staff/Student Holiday Party
13 th (Saturday)	BCC Classes End
15 th - 18 th (Monday - Thursday)	BCC Exam Week
13 th (Saturday)	Optional CIP Travel Day for students who have completed their fall program. Students and parents must check with Student Advisor before they make arrangements for the early travel day.
Dec. 18th - Jan. 14th (Thurs. 5pm - Wed.)	WINTER RECESS - CIP Offices will close at 5pm No BCC classes - December 19, 2008 - January 18, 2009
19 th (Friday)	TRAVEL DAY for remaining students - Departing Service for Bradley International Airport, Hartford, CT (See Travel Policy Below)
JANUARY	
15 th (Thursday)	TRAVEL DAY - Programming Resumes Returning service for Bradley International Airport, Hartford, CT (See Travel Policy Below) New Student Arrival and Registration BCC Orientation Day
16 th (Friday)	Winter Convocation and CIP Orientation
19 th (Monday)	Martin Luther King, Jr. Day - Administrative Offices Closed
20 th (Tuesday)	BCC Classes begin
FEBRUARY	
16 th (Monday)	President's Day - No BCC classes Administrative Offices Closed <i>- Suggested Home Visitation Weekend</i>
24 th (Tuesday)	No BCC classes

MARCH	
14 th – 22 nd (Saturday - Sunday)	CIP Offices Closed Optional Student Educational/Cultural/Environmental Experience BCC Spring Recess – 16 th – 21 st
13 th (Friday)	Programming ends at 5 p.m.
14 th (Saturday)	TRAVEL DAY – Departing Service for Bradley International Airport, Hartford, CT (See Travel Policy Below)
22 nd (Sunday)	TRAVEL DAY – Programming Resumes – Returning Service for Bradley International Airport, Hartford, CT (See Travel Policy Below)
23 rd (Monday)	BCC Classes resume
APRIL	
20 th (Monday)	Patriot’s Day No BCC Classes
23 rd (Thursday)	BCC Pre-Registration Advising Day – No classes
MAY	
May 5 th , 6 th & 7 th (Tuesday, Wednesday & Thursday)	Progress Review Meetings
7 th (Thursday)	Bcc Spring Semester classes end
12 th – 16 th (Tuesday - Saturday)	BCC Final Exams
15 th (Friday)	*Graduation and Awards Convocation* - 12:00 p.m. – 3:00 p.m. <i>(Students are required to attend the Convocation before leaving)</i>
16 th (Saturday)	TRAVEL DAY – Departing Service for Bradley International Airport, Hartford, CT (For students leaving for the optional break) (See Travel Policy Below)

*A suggested visitation schedule for parent/student home or campus visits has been provided, so that student schedules are not disrupted. **PLEASE CONTACT YOUR STUDENT ADVISOR TO WORK OUT ANY VISIT/VACATION PLANS.***

****Parent Visits:** Parents are strongly encouraged to attend two main events: Parents Day and the Awards Convocation.

TRAVEL DAY POLICY

In order to have CIP provide airport transportation, families should schedule flights on Travel Days during the times shown below.

	Bradley Airport (Hartford/Springfield) (due to security clearance, students are typically dropped off <u>2 hours before flight</u>)
Departing Flights	<u>Drop off times:</u> 8am-5pm
Arriving Flights	<u>Pick-up times:</u> 8am-5pm

If a student chooses to fly on a Non-Travel Day or outside of the designated times on a CIP Travel Day, a shuttle or taxi will need to be arranged and paid for by the student.