# ADMINISTRATIVE CALENDAR

## 2010 - 2011

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<tbody>
<tr>
<td>July 2010</td>
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2010-11 Academic Year Calendars at a Glance

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<tr>
<th><strong>January 2011</strong></th>
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<td>29 30 31</td>
<td>29 30 31</td>
<td>26 27 28 29 30</td>
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</tbody>
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*2010 Holidays (Campus Closed): July 5, Sept. 6, Nov. 11, 25 & 26, Dec. 24-31, 2010


**2010 Faculty & Staff Payday at 4PM: July 30, Aug. 31, Sept. 30, Nov. 1 (for Oct.), Dec. 1, (for Nov.) 2010

**2011 Faculty & Staff Payday at 4PM: Jan. 3 (for Dec.), Jan. 31, March 1 (for Feb.), March 30, April 29, May 31, and June 30, 2011
Awards for Faculty (Policy Statement 08-14)

Including:

- Distinguished Faculty Advising Award
- Distinguished Faculty Scholarly and Creative Achievement Award
- Distinguished Faculty Teaching Award
- Early Academic Career Excellence Award
- Nicholas Perkins Hardeman Academic Leadership Award (NPH)
- Outstanding Professor Award

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/15/10</td>
<td>Call for Awards and Nomination /Selection Procedures announced by Academic Senate Chair</td>
</tr>
<tr>
<td>11/15/10</td>
<td>Nominations for All Faculty Awards due in Academic Senate office by November 15th</td>
</tr>
<tr>
<td>02/14/10</td>
<td>Faculty Awards nominees shall turn in supporting materials by the second Monday in February. The Outstanding Professor Award and NPH Award materials are submitted to Academic Senate Office; All others (Distinguished Faculty and Early Academic Career) due to college offices.</td>
</tr>
<tr>
<td>03/07/11</td>
<td>Outstanding Professor and NPH Awards to be determined by the first Monday in March and College Awards Committees’ recommendations and rankings are due to the Academic Senate</td>
</tr>
<tr>
<td>04/15/11</td>
<td>Chair of Academic Senate announces all Faculty Awards recipients by April 15th</td>
</tr>
</tbody>
</table>

Class Schedule Building Access

All Class Schedule Building Access Dates Are Subject to Change

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>06/21/10</td>
<td>Winter 2011 Schedule Building On-Line Access Begins Through CCPE</td>
</tr>
<tr>
<td>07/12/10</td>
<td>Spring 2011 Phase I Schedule Building Access for Departments/Colleges Ends</td>
</tr>
<tr>
<td>08/02/10</td>
<td>Spring 2011 Phase II Schedule Building Access Begins</td>
</tr>
<tr>
<td>09/16/10</td>
<td>Winter 2011 Schedule Building On-Line Access Ends (CCPE)</td>
</tr>
<tr>
<td>10/01/10</td>
<td>Spring 2011 Phase II Schedule Building Access for Departments/Colleges Ends</td>
</tr>
<tr>
<td>10/11/10</td>
<td>Schedule of Classes, Spring 2011, Available Online</td>
</tr>
<tr>
<td>10/22/10</td>
<td>Summer 2011 Schedule Building Access Begins</td>
</tr>
<tr>
<td>12/03/10</td>
<td>Fall 2011 Phase I Schedule Building Access Begins</td>
</tr>
<tr>
<td>01/21/11</td>
<td>Fall 2011 Phase I Schedule Building Access for Departments/Colleges Ends</td>
</tr>
<tr>
<td>01/31/11</td>
<td>Fall 2011 Phase II Schedule Building Access Begins</td>
</tr>
<tr>
<td>02/18/11</td>
<td>Summer 2011 Schedule Building Access Ends</td>
</tr>
<tr>
<td>02/28/11</td>
<td>Schedule of Classes, Summer 2011, Available Online</td>
</tr>
<tr>
<td>03/04/11</td>
<td>Fall 2011 Phase II Schedule Building Access for Departments/Colleges Ends</td>
</tr>
<tr>
<td>03/14/11</td>
<td>Schedule of Classes, Fall 2011, Available Online</td>
</tr>
<tr>
<td>05/06/11</td>
<td>Spring 2012 Phase I Schedule Building Access Begins</td>
</tr>
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## Curriculum Development Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>07/09/10</td>
<td>Deadline for All Types of Curriculum Proposals due From Colleges to Curriculum Office</td>
</tr>
<tr>
<td></td>
<td>Proposals Effective: Courses - Spring 2011</td>
</tr>
<tr>
<td></td>
<td>Proposals Effective: Degree and Other Program Requirements - Fall 2011</td>
</tr>
<tr>
<td>09/03/10</td>
<td>Proposed Inactive Course Report – Phase II Distributed to Associate Deans/Department Chairs</td>
</tr>
<tr>
<td>09/13-10/1</td>
<td>Challenge Period I for Curriculum Proposals submitted by July 9th</td>
</tr>
<tr>
<td>10/01/10</td>
<td>Proposed Inactive Course Report – Phase III Distributed to Associate Deans/Department Chairs</td>
</tr>
<tr>
<td>11/05/10</td>
<td>Inactive Course Formal Certification</td>
</tr>
<tr>
<td>12/03/10</td>
<td>Deadline for All Types Of Curriculum Proposals Due From Colleges to Curriculum Office</td>
</tr>
<tr>
<td></td>
<td>Proposals Effective: Upper-Division &amp; Graduate Courses - Summer 2011 or Fall 2011</td>
</tr>
<tr>
<td></td>
<td>Proposals Effective: Lower-Div. Courses, Degree/Other Program Requirements - Fall 2011</td>
</tr>
<tr>
<td>12/10-01/14</td>
<td>Challenge Period II for Curriculum Proposals submitted by December 3rd</td>
</tr>
<tr>
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<td>December 10, 2010 - January 14, 2011</td>
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<tr>
<td>03/11/11</td>
<td>Deadline for New Courses Being Reviewed for GE Status to Curriculum Office</td>
</tr>
<tr>
<td>04/08/11</td>
<td>Proposed Inactive Course Report – Phase I Distribution to Associate Deans/Department Chairs</td>
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## Faculty Workload Reporting Process (FAD) Deadlines

### Fall 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>09/27/10</td>
<td>Academic Affairs Forwards Assigned Time Summary Lists to Institutional Research</td>
</tr>
<tr>
<td>10/15/10</td>
<td>Faculty Assignments by Department Report (FAD) and Faculty Appointment Report</td>
</tr>
<tr>
<td></td>
<td>Distributed to Colleges for Correction</td>
</tr>
<tr>
<td>10/28/10</td>
<td>Faculty Assignments by Department Report and Faculty Appointment Report Returned</td>
</tr>
<tr>
<td></td>
<td>From Colleges to Institutional Research</td>
</tr>
<tr>
<td>11/10/10</td>
<td>Faculty Assignments by Department Report Distributed to Colleges</td>
</tr>
<tr>
<td>11/10/10</td>
<td>AA requests following Files from IR (once FAD report is sent to Chancellor’s Office): Atsinpc-Txxx.Txt, Audetailxxx.Txt, Audwtuxxx.Txt, PDF copy of FAD</td>
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### Spring 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>02/18/11</td>
<td>Academic Affairs Forwards Assigned Time Summary Lists to Institutional Research</td>
</tr>
<tr>
<td>03/11/11</td>
<td>Faculty Assignments by Department Report (FAD) and Faculty Appointment Report</td>
</tr>
<tr>
<td></td>
<td>Distributed to Colleges for Correction</td>
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<tr>
<td>03/24/11</td>
<td>Faculty Assignments by Department Report and Faculty Appointment Report Returned</td>
</tr>
<tr>
<td></td>
<td>From Colleges to Institutional Research</td>
</tr>
<tr>
<td>04/05/11</td>
<td>Faculty Assignments by Department Report Distributed to Colleges</td>
</tr>
<tr>
<td>04/05/11</td>
<td>AA requests following Files from IR (once FAD report is sent to Chancellor’s Office): Atsinpc-Txxx.Txt, Audetailxxx.Txt, Audwtuxxx.Txt, PDF copy of FAD</td>
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Faculty Assigned Time Deadlines – Fall 2010

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>08/02/10</td>
<td>Academic Affairs (AA) Distributes Non-College Funded Assigned Time List to College Deans</td>
</tr>
<tr>
<td>09/13/10</td>
<td>First Submission of Faculty Assigned Time. Colleges Forward to AA:</td>
</tr>
<tr>
<td></td>
<td>1. Assigned Time Summary Sheet</td>
</tr>
<tr>
<td></td>
<td>2. Assigned Time Request Forms for Assignments totaling 7 or more WTUS (Excluding Codes: 11, 18, 21A, 21C, 31 &amp; 32)</td>
</tr>
<tr>
<td></td>
<td>3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet) for Assigned Time Funded by CSULB Foundation Projects</td>
</tr>
<tr>
<td>09/15/10</td>
<td>AA Notifies Colleges of any Assigned Time Requests from First Submission which were Disapproved</td>
</tr>
<tr>
<td>09/20/10</td>
<td>Second Submission of Faculty Assigned Time. Colleges forward to AA:</td>
</tr>
<tr>
<td></td>
<td>1. Revised Assigned Time Summary Sheet</td>
</tr>
<tr>
<td></td>
<td>2. Assigned Time Request Forms for Assignments totaling 7 or more WTUS (Excluding Codes: 11, 18, 21A, 21C, 31 &amp; 32)</td>
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<tr>
<td></td>
<td>3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet) for Assigned Time Funded by CSULB Foundation Projects</td>
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<tr>
<td>09/22/10</td>
<td>AA Notifies Colleges of any Assigned Time Requests from the Second Submission which Were disapproved</td>
</tr>
<tr>
<td>09/27/10</td>
<td>AA Forwards Assigned Time Summary Lists to Institutional Research</td>
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<tr>
<td>09/27/10</td>
<td>AA Request Census Spreadsheet from Faculty Affairs – File Name AAFO_R03_XXX_CENSUS</td>
</tr>
<tr>
<td>10/01/10</td>
<td>AA Distributes Preliminary Assigned Time Accounting Reports (Department &amp; Fund Source) Generated by Institutional Research to Colleges for Verification</td>
</tr>
<tr>
<td>10/11/10</td>
<td>College Deans return Verified Preliminary Assigned Time Accounting Reports (By Department) to AA if there are any Assigned Time Changes /Corrections</td>
</tr>
<tr>
<td>10/11/10</td>
<td>If Changes/Corrections, Colleges forward the following to AA:</td>
</tr>
<tr>
<td></td>
<td>1. Revised Assigned Time Summary Sheet</td>
</tr>
<tr>
<td></td>
<td>2. Assigned Time Change Requests and Assigned Time Request Forms</td>
</tr>
<tr>
<td></td>
<td>3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet) for Assigned Time Funded by CSULB Foundation Projects</td>
</tr>
<tr>
<td>10/14/10</td>
<td>AA Forwards Assigned Time Corrections to Institutional Research</td>
</tr>
<tr>
<td>12/10/10</td>
<td>Faculty Reports on Work Accomplished With Assigned Time due in College Deans’ Offices</td>
</tr>
<tr>
<td>Date</td>
<td>Description</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>01/14/11</td>
<td>Academic Affairs (AA) Distributes Non-College Funded Assigned Time List to College Deans</td>
</tr>
<tr>
<td>02/04/11</td>
<td>First Submission of Faculty Assigned Time. Colleges Forward to AA:</td>
</tr>
<tr>
<td></td>
<td>1. Assigned Time Summary Sheet</td>
</tr>
<tr>
<td></td>
<td>2. Assigned Time Request Forms for Assignments totaling 7 or more WTUS (Excluding Codes: 11, 18, 21A, 21C, 31 &amp; 32)</td>
</tr>
<tr>
<td></td>
<td>3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet) for Assigned Time funded by CSULB Foundation Projects</td>
</tr>
<tr>
<td>02/09/11</td>
<td>AA notifies Colleges of any Assigned Time Requests from first submission which were Disapproved</td>
</tr>
<tr>
<td>02/14/11</td>
<td>Second Submission of Faculty Assigned Time. Colleges forward to AA:</td>
</tr>
<tr>
<td></td>
<td>1. Revised Assigned Time Summary Sheet</td>
</tr>
<tr>
<td></td>
<td>2. Assigned Time Request Forms for Assignments totaling 7 or more WTUS (Excluding Codes: 11, 18, 21A, 21C, 31 &amp; 32)</td>
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<tr>
<td></td>
<td>3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet) for Assigned Time funded by CSULB Foundation Projects</td>
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<tr>
<td>02/16/11</td>
<td>AA notifies Colleges of Any Assigned Time Requests from Second Submission which were Disapproved</td>
</tr>
<tr>
<td>02/18/11</td>
<td>AA Forwards Assigned Time Summary Lists to Institutional Research</td>
</tr>
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<td>02/18/11</td>
<td>AA Request Census Spreadsheet from Faculty Affairs – File Name AAFO_R03_XXX_CENSUS</td>
</tr>
<tr>
<td>02/25/11</td>
<td>AA Distributes Preliminary Assigned Time Accounting Reports (Department &amp; Fund Source) Generated by Institutional Research to Colleges for Verification</td>
</tr>
<tr>
<td>03/04/11</td>
<td>College Deans return Verified Preliminary Assigned Time Accounting Reports (By Department) to AA if there are any Assigned Time Changes /Corrections</td>
</tr>
<tr>
<td>03/04/11</td>
<td>If Changes/Corrections, Colleges forward the following to AA</td>
</tr>
<tr>
<td></td>
<td>1. Revised Assigned Time Summary Sheet</td>
</tr>
<tr>
<td></td>
<td>2. Assigned Time Change Requests and Assigned Time Request Forms</td>
</tr>
<tr>
<td></td>
<td>3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet) for Assigned Time funded by CSULB Foundation Projects</td>
</tr>
<tr>
<td>03/08/11</td>
<td>AA Forwards Assigned Time Corrections to Institutional Research</td>
</tr>
<tr>
<td>05/13/11</td>
<td>Faculty Reports on Work Accomplished with Assigned Time due in College Deans’ Offices</td>
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**Faculty Difference-In-Pay Leave Deadlines**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>10/01/10</td>
<td>Deadline for Faculty to Submit Difference-In-Pay Leave Activity Reports to Faculty Affairs for Leaves Taken in Spring 2010 or Over the 2009-10 Academic Year</td>
</tr>
<tr>
<td>02/14/11</td>
<td>Deadline for Eligible Faculty to Submit 2011-12 Difference-In-Pay Leave Applications to the Departmental Leave Committee</td>
</tr>
<tr>
<td>03/07/11</td>
<td>Deadline for Departmental Leave Committee to Make Recommendations to Deans for 2011-12 Difference-In-Pay Leaves</td>
</tr>
<tr>
<td>03/14/11</td>
<td>Deadline for Deans/Directors to Submit Recommendations for 2011-12 Difference-In-Pay Leave to Faculty Affairs</td>
</tr>
<tr>
<td>04/01/11</td>
<td>Deadline for Faculty to Submit Fall 2010 Difference-In-Pay Leave Reports to Faculty Affairs</td>
</tr>
<tr>
<td>04/01/11</td>
<td>Final Decisions for 2011-12 Difference-in-Pay Leave to be Announced by Academic Affairs</td>
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**Faculty Sabbatical Leave Deadlines**

<table>
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<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>10/01/10</td>
<td>Deadline for Faculty to submit Spring 2010 Sabbatical Leave Activity Reports to Faculty Affairs for Leaves.</td>
</tr>
<tr>
<td>10/18/10</td>
<td>2011-12 Sabbatical Leave Eligibility Information to be Distributed to Colleges by Academic Affairs</td>
</tr>
<tr>
<td>11/15/10</td>
<td>Deadline for Eligible Faculty to Submit 2011-12 Sabbatical Leave Applications to the College Professional Leave Committee</td>
</tr>
<tr>
<td>12/13/10</td>
<td>Deadline for College Professional Leave Committee to Make Recommendations to Deans/Directors for 2011-12 Sabbatical Leaves</td>
</tr>
<tr>
<td>12/20/10</td>
<td>Deadline for Deans to Submit Recommendations to Academic Affairs for 2011-12 Sabbatical Leaves</td>
</tr>
<tr>
<td>03/01/11</td>
<td>Final Decisions to be Announced by Academic Affairs for 2011-12 Sabbatical Leaves</td>
</tr>
<tr>
<td>04/01/11</td>
<td>Deadline for Faculty to Submit Fall 2010 Sabbatical Leave Reports to Faculty Affairs</td>
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### Periodic Evaluation of Probationary Faculty

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>11/08/10</td>
<td>Faculty Affairs Conducts Periodic Evaluation (Mini Review &amp; PDP) Workshops in the Faculty Center for Professional Development 12-1:30 P.M.</td>
</tr>
<tr>
<td>11/16/10</td>
<td>Faculty Affairs Conducts Periodic Evaluation (Mini Review &amp; PDP) Workshops in the Faculty Center for Professional Development 12-1:30 P.M.</td>
</tr>
<tr>
<td>12/01/10</td>
<td>Open Period Begins for Periodic Evaluations of Probationary Faculty (Mini Review) Closes 2/07/11</td>
</tr>
<tr>
<td>02/07/11</td>
<td>Deadline for Probationary Faculty Scheduled for Periodic Evaluation (Mini Review) to Submit Materials to Department Peer Committee</td>
</tr>
<tr>
<td>TBA</td>
<td>Deans Shall Establish Their Own Deadlines for Submission of Periodic Evaluations of Probationary Faculty (Mini Review) From Department to College</td>
</tr>
<tr>
<td>05/16/11</td>
<td>Deadline for Deans to Submit Periodic Evaluations (Mini Reviews) and Professional Development Plans (PDP) of Probationary Faculty to Faculty Affairs</td>
</tr>
</tbody>
</table>

### Periodic Evaluation of Tenured Faculty, including FERP

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/15/10</td>
<td>Open Period Begins for Evaluation of Tenured Faculty (ETF), for Academic Year FERP candidates, and for candidates active fall semester only (e.g. Fall FERP, Spring Sabbatical) (Closes 10/04/10 for Fall Only and 2/07/11 for Academic Year FERP)</td>
</tr>
<tr>
<td>10/04/10</td>
<td>Deadline for candidates active fall semester only (e.g. Fall FERP, Spring Sabbatical) to submit materials to Department/Library Peer Committee</td>
</tr>
<tr>
<td>12/01/10</td>
<td>Open Period Begins for Evaluation of Tenured Faculty (ETF) for Academic Year candidates, and for candidates active spring semester only (e.g. Spring FERP, Fall Sabbatical) (Closes 2/07/11 for both)</td>
</tr>
<tr>
<td>12/20/10</td>
<td>Deadline for Deans to Submit Periodic Evaluations of Tenured Faculty (ETF) for candidates active fall semester only (e.g. Fall FERP, Spring Sabbatical) to Faculty Affairs</td>
</tr>
<tr>
<td>02/07/11</td>
<td>Deadline for Academic Year candidates, for Academic Year FERP candidates, and for candidates active spring semester only (e.g. Spring FERP, Fall Sabbatical) to submit materials to Department/Library Peer Committee</td>
</tr>
<tr>
<td>05/16/11</td>
<td>Suggested Deadline for Department/Library Peer Committees to Submit Periodic Evaluations of Tenured Faculty (ETF) to Deans</td>
</tr>
<tr>
<td>12/19/11</td>
<td>Deadline For Deans to Submit Periodic Evaluations of Tenured Faculty (ETF) for Academic Year candidates, Academic Year FERP candidates, and for candidates active spring semester only (e.g. Spring FERP, Fall Sabbatical) to Faculty Affairs</td>
</tr>
</tbody>
</table>

(Revised 10/12/10)
Range Elevation for Lecturers

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/01/10</td>
<td>Eligible Lecturers will be Notified of Range Elevation Eligibility. The List will be provided by Faculty Affairs to the College Offices for Distribution</td>
</tr>
<tr>
<td>03/01/11</td>
<td>Suggested Deadline for Submission of Range Elevation Materials by Eligible Lecturers</td>
</tr>
<tr>
<td>04/18/11</td>
<td>Suggested Deadline for Department to Submit Written Recommendation on Range Elevation to Dean</td>
</tr>
<tr>
<td>05/02/11</td>
<td>Suggested Deadline for Dean’s Final Decision on Range Elevation Forwarded to Lecturer, Department, and Faculty Affairs</td>
</tr>
</tbody>
</table>

Reappointment, Tenure, and Promotion Deadlines (RTP) – Fall 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/15/10</td>
<td>Faculty Affairs Announces and Distributes Eligibility List for RTP</td>
</tr>
<tr>
<td>09/15/10</td>
<td>Deadline for Candidates to Submit Requests to Faculty Affairs for Consideration for Early Tenure or Early Promotion</td>
</tr>
<tr>
<td>09/15/10</td>
<td>Deadline for faculty to notify Faculty Affairs, Department Chair, and Dean of Not Applying for Promotion Consideration</td>
</tr>
<tr>
<td>09/15/10</td>
<td>Open Period for Reappointment, Tenure, and/or Promotion Candidates (9/15/10-10/04/10)</td>
</tr>
<tr>
<td>09/21/10</td>
<td>Faculty Affairs Conducts Reappointment, Tenure and Promotion (RTP) Workshop in the Anatol Center, 10:30 A.M.–12:00 P.M.</td>
</tr>
<tr>
<td>09/22/10</td>
<td>Faculty Affairs Conducts Reappointment, Tenure and Promotion (RTP) Workshop in Anatol Center, 3:00 P.M. – 4:30 P.M.</td>
</tr>
<tr>
<td>09/28/10</td>
<td>Faculty Affairs Conducts Reappointment, Tenure and Promotion (RTP) Workshop in Anatol Center, 12 Noon – 1:30 P.M.</td>
</tr>
<tr>
<td>10/04/10</td>
<td>Deadline for all Candidates for Reappointment or Tenure to Submit RTP File to Department RTP Committee</td>
</tr>
<tr>
<td>10/18/10</td>
<td>Deadline for Candidates for Promotion Only to Submit RTP File to Department RTP Committee</td>
</tr>
<tr>
<td>11/08/10</td>
<td>Deadline for Department RTP Committee's Review (Including Chair’s Review, if any) for Reappointment of Faculty in their 3rd Probationary Year</td>
</tr>
<tr>
<td>11/23/10</td>
<td>Deadline for Department RTP Committee's Review (Including Chair’s Review, if any) for Reappointment of Faculty in their 4th or 5th Probationary Year</td>
</tr>
<tr>
<td>11/23/10</td>
<td>Deadline for Department RTP Committee's Review (Including Chair’s Review, if any) for Tenure</td>
</tr>
<tr>
<td>12/14/10</td>
<td>Deadline for Department RTP Committee's Review of Promotion Only (Including Chair’s Review, if any)</td>
</tr>
<tr>
<td>12/14/10</td>
<td>Deadline for College RTP Committee's Review for Reappointment of Faculty in their 3rd Probationary Year</td>
</tr>
</tbody>
</table>
Reappointment, Tenure, and Promotion Deadlines (RTP) – Spring 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/28/11</td>
<td>Deadline for College RTP Committee’s Review for all Tenure Decisions</td>
</tr>
<tr>
<td>02/28/11</td>
<td>Deadline for College RTP Committee’s Review for all Reappointment of Faculty in Their 4th or 5th Probationary Year Decisions</td>
</tr>
<tr>
<td>03/14/11</td>
<td>Deadline for College RTP Committee's Review for Promotion Only</td>
</tr>
<tr>
<td>03/14/11</td>
<td>Deadline for Dean's Review for Reappointment of Faculty in Their 3rd Probationary Year if Dean’s Recommendation is Negative</td>
</tr>
<tr>
<td>04/15/11</td>
<td>Deadline for Dean’s Review for all Tenure Decisions</td>
</tr>
<tr>
<td>04/25/11</td>
<td>Deadline for Dean’s Review of Reappointment of Faculty in Their 4th or 5th Probationary Year, if Dean’s Recommendation is Negative</td>
</tr>
<tr>
<td>05/04/11</td>
<td>Deadline for Dean’s Review of Promotion Only</td>
</tr>
<tr>
<td>06/01/11</td>
<td>Deadline for Final Decision from Provost on Reappointment of Faculty in Their 3rd, 4th, or 5th Probationary Year (Final Decision Delegated to Deans When Dean’s Decision is Positive)</td>
</tr>
<tr>
<td>06/01/11</td>
<td>Deadline for Final Decision from Provost on all Tenure Decisions</td>
</tr>
<tr>
<td>06/15/11</td>
<td>Deadline for Final Decision from Provost on Promotion Only Decisions</td>
</tr>
</tbody>
</table>

Testing Timetable – Fall 2010

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/23/10</td>
<td>American College Test (ACT)</td>
</tr>
<tr>
<td>08/13/10</td>
<td>CHEM IIIA Test</td>
</tr>
<tr>
<td>09/01/10</td>
<td>CHEM IIIA Test</td>
</tr>
<tr>
<td>11/05/10</td>
<td>CHEM IIIA Test</td>
</tr>
<tr>
<td>08/28/10</td>
<td>English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)</td>
</tr>
<tr>
<td>12/04/10</td>
<td>English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)</td>
</tr>
<tr>
<td>11/06/10</td>
<td>SAT I and SAT II</td>
</tr>
<tr>
<td>07/17/10</td>
<td>Writing Proficiency Examination (WPE)</td>
</tr>
<tr>
<td>09/25/10</td>
<td>Writing Proficiency Examination (WPE)</td>
</tr>
<tr>
<td>11/13/10</td>
<td>Writing Proficiency Examination (WPE)</td>
</tr>
<tr>
<td>TBA</td>
<td>Writing Proficiency Examination Make-Up Test</td>
</tr>
<tr>
<td>10/09/10</td>
<td>Writing Proficiency Examination Essay Readings</td>
</tr>
<tr>
<td>12/04/10</td>
<td>Writing Proficiency Examination Essay Readings</td>
</tr>
</tbody>
</table>
## Testing Timetable – Spring 2011

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/12/11</td>
<td>American College Test (ACT)</td>
</tr>
<tr>
<td>04/09/11</td>
<td>American College Test (ACT)</td>
</tr>
<tr>
<td>06/11/11</td>
<td>American College Test (ACT)</td>
</tr>
<tr>
<td>01/07/11</td>
<td>CHEM IIIA Test</td>
</tr>
<tr>
<td>01/26/11</td>
<td>CHEM IIIA Test</td>
</tr>
<tr>
<td>04/22/11</td>
<td>CHEM IIIA Test</td>
</tr>
<tr>
<td>01/15/11</td>
<td>English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)</td>
</tr>
<tr>
<td>03/19/11</td>
<td>English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)</td>
</tr>
<tr>
<td>04/02/11</td>
<td>English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)</td>
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<td>SAT I and SAT II</td>
</tr>
<tr>
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<td>SAT I and SAT II</td>
</tr>
<tr>
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<td>Writing Proficiency Examination Make-Up Test</td>
</tr>
<tr>
<td>03/05/11</td>
<td>Writing Proficiency Examination Essay Readings</td>
</tr>
<tr>
<td>04/30/11</td>
<td>Writing Proficiency Examination Essay Readings</td>
</tr>
<tr>
<td>07/30/11</td>
<td>Writing Proficiency Examination Essay Readings</td>
</tr>
</tbody>
</table>

## University Bookstore Requisition Deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/29/10</td>
<td>Textbook Requisition Due Date for Winter/Spring 2011</td>
</tr>
<tr>
<td>03/25/11</td>
<td>Textbook Requisition Due Date for Summer/Fall 2011</td>
</tr>
</tbody>
</table>
**Administrative Calendar 2010-2011**

**July 2010**

* Asterisk Items are Subject to Date Change

1. Direct Deposit Posting (June Payroll)
1. Student Time Entry Closes at 5:00 P.M.
1. SOAR Freshman Overnight Program – Day 2 (All Majors)
1. Parent Orientation Program (POP)
3. Hourly Time Entry Closes at 5:00 P.M.
5. Independence Day Holiday Observance, Monday (University Is Closed)
5. Salaried Time Entry Closes at 5:00 P.M.
6. Upward Bound Summer Program Ends
6-9. SOAR Freshman Workshops (All Majors)
7. Parent Orientation Program (POP)
9. Parent Orientation Program (POP)
9. End of Summer Session I 2010
9. Deadline for all Types of Curriculum Proposals due from Colleges to Curriculum Office
12-8/20. Summer Session III 2010
12. *Spring 2011 Phase I Schedule Building Access for Departments/Colleges Ends
12. American Language Institute (ALI) Summer Prep/July Practical English Start
12. SOAR Freshman Workshop (All Majors)
12. Last Day for a 100% Refund on Summer Session 3 (6-Week) Parking Permit
13. SOAR Freshman Workshop (CNSM Majors)
13. Parent Orientation Program (POP)
14. SOAR Freshman Workshop (COE Majors)
14. Parent Orientation Program (POP)
15-16. SOAR Freshman Workshops (All Majors)
15. Time Entry System Opens
15. Payday: Student Assistants, Work-Study Assistants, and Temporary Help
15. Deadline to Submit Grade Rosters for Summer Session I 2010
17. Writing Proficiency Examination (WPE)
19. SOAR Transfer Workshop (CNSM)
20. SOAR Transfer Workshop (COTA)
21. SOAR Transfer Workshop (COLA)
21. Last Day For 33% Refund on Full Summer Session (12 Week) Parking Permit
21-22. McNair Scholars 2010 Summer Research Presentations
22. Last Day for 66% Refund on Summer Session 3 (6-Week) Parking Permit
July 2010 (continued)

22    SOAR Transfer Workshop (CBA)
23    SOAR Freshman Workshop (All Majors)
23    Parent Orientation Program (POP)
23    McNair Scholars 2010 Summer Research Internship Program Ends
23    Census Date Summer Session III 2010
26    Educational Opportunity Program Summer Bridge Begins
26    SOAR Transfer Workshop (CHHS)
27    SOAR Transfer Workshop (COE)
28    SOAR Freshman Workshop (All Majors)
29    SOAR Freshman Workshop (All Majors, Camp & Summer Bridge)
29    Parent Orientation Program (POP)
30    Payday after 4:00 P.M. (July)
30    Last Day for a 33% Refund on Summer Session 3 (6-Week) Parking Permit

TBA    Writing Proficiency Examination (Make-Up Test)

August 2010

* Asterisk Items are Subject to Date Change

1    Student Time Entry Closes at 5:00 P.M.
1    Deadline to File for Reinstatement for Fall 2010 Semester
1-31    Initial Filing Period for Spring 2011 Undergraduate Admission for Transfer Degree Students
2    Direct Deposit Posting (July Payroll)
2*    Spring 2011 Phase II Schedule Building Access Begins
2    Academic Affairs (AA) Distributes Non-College Funded Assigned Time List to College Deans
2    American Language Institute (ALI) August Practical English/Yokkaichi Nursing Start
2-5    SOAR Transfer Workshop (All Majors)
3    Hourly Time Entry Closes at 5:00 P.M.
5    Salaried Time Entry Closes at 5:00 P.M.
5    Upward Bound Math/Science Summer Program Ends
6    Upward Bound Summer Program Ends
6    Parent Orientation Program (POP)
6    SOAR Freshman Workshop (All Majors)
6-8    Educational Opportunity Program Weekend Orientation Program
9    Parent Orientation Program (POP)
9-13    SOAR Freshman Workshops (All Majors)
August 2010 (continued)

13 CHEM IIIA Test
14 Deadline for Special Topics/Offerings copy from Departments to CCPE for Winter 2011 CCPE Update
15 Time Entry Opens
15 Faculty Affairs Announces and Distributes Eligibility List for RTP
16 Payday: Student Assistants, Work-Study Assistants, and Temporary Help
16 SOAR Transfer Workshop (All Majors)
17 SOAR Freshman Workshop (All Majors and International Students)
18 SOAR Workshop (Unpublished)
18 Deadline to Pay Student Fees Prior to the First Day of Instruction
20 Examination in English as a Second Language (EESL)
20 Educational Opportunity Program Summer Bridge Program Ends
20 End of Summer Session III 2010
20 Educational Opportunity Program Transfer Day
20 American Language Institute (ALI) Intensive English Program Certificate Ceremony /Summer 2010
23 Financial Aid First Major Disbursement Refunds Released via Direct Deposit Fall 2010
23 First Day of Fall 2010 Semester
23-27 Departmental Advising
24 Am. Language Institute (ALI) Fall Intensive English Prog./University Study at the Beach Orientation
24-25 New Faculty Orientation (Tenure-Track Faculty) Scheduled in the Anatol Center
25 New International Student Orientation Fall 2010
25-26 Summer Institute for Teaching and Learning (SITL)
26 Educational Opportunity Program Transfer Day
26 Deadline to Submit Grade Rosters for Summer Session III 2010
26-27 Registration Unavailable for Fall 2010
27 Summer Institute for Advisors
27 Convocation of the University Community and College Meetings
28 Move-In Begins in Campus Residence Halls
28 English Placement Test (EPT) and Entry Level Mathematics Exam (ELM)
29 Last Day to File for Complete Withdrawal or Cancellation of Classes for 100% Refund of Non-Resident Tuition or State University Fees
29 Last Day for Registration and Adjustments Prior to First Day of Instruction
30 First Day of Classes Fall 2010
30 First Day of Fall Classes for American Language Institute (ALI) Fall Intensive English Program/University Study at The Beach
30 Open University Enrollment Begins for Fall 2010 Through CCPE
30 Registration Payments Must Include a $25 Late Registration Fee
30 Last Day for a 100% Refund on Fall Semester Parking Permits
August 2010 (continued)

30  Prorated Refunds for Complete Withdrawals from University Begin (State University Fees and Non-Resident Tuition)
31  Last Day to Apply for Spring 2011 Admission as an Undergraduate Transfer
31  Payday after 4:00 P.M. (August)

September 2010

1  Student Time Entry Closes at 5:00 P.M.
1  Direct Deposit Posting Date (August Payroll)
1  Financial Aid First Major Disbursement Checks Mailed For Fall 2010
1  CHEM IIIA Test
3  Hourly Time Entry Closes at 5:00 P.M.
3  Proposed Inactive Course Report – Phase II Distributed to Associate Deans/ Department Chairs
5  Salaried Time closes at 5:00 P.M.
6  Labor Day Holiday, Monday (University is Closed)
10 Deadline for Colleges to Return Final Proofs for Winter 2011 Schedule of Classes to CCPE Update
13 Deadline to Reduce Units to Part-Time and Still Receive 100% Refund of Adjusted State University Fees and Non-Resident Tuition
13 Deadline to use MyCSULB to Add a Course
13 Last Day to Drop a Course or Withdraw (By MyCSULB) without Signatures of Instructor and Chair and Without receiving a “W” on Permanent Record, Fall 2010
13 Challenge Period I Begins for General Curriculum Proposals Submitted by 7/9/10 (Ends 10/1/10)
13 First Submission of Faculty Assigned Time. Colleges Forward the Following to AA:
   1. Assigned Time Summary Sheet
   2. Assigned Time Request Forms for Assignments Totaling 7 or More WTUS
      (Excluding Codes: 11, 18, 21A 21C, 31 & 32)
   3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet) for Assigned Time
      Funded by CSULB Foundation Projects
15 Payday: Student Assistants, Work-Study Assistants, and Temporary Help
15 Time Entry System Opens
15 Open Period Begins for Evaluation of Tenured Faculty (ETF), Including Academic Year and Fall FERP Faculty (Closes 10/04/10 for Fall FERP Faculty and 2/07/11 for Academic Year Faculty and Spring FERP Faculty)
15 Deadline for Candidates to Submit Requests to Faculty Affairs for Consideration for Early Tenure or Early Promotion
15 Deadline for Faculty to Notify Faculty Affairs, Department Chair, and Dean of not applying for Promotion Consideration
15 Open Period for Reappointment, Tenure, and/or Promotion Candidates (9/15/10-10/04/10)
**September 2010** (continued)

* Asterisk Items are Subject to Date Change

15 Academic Affairs Notifies Colleges of Any Assigned Time Requests from the First Submission, which were disapproved

16 *Winter 2011 Scheduling On-Line Ends

17 Constitution Day Observance in CBA140, 10AM – 10:50AM Co-hosted by the Center for 1st Amendment Studies and the Political Science Department

20 Last Day to Add a Course or Request CR/NC or Audit Options, Fall 2010

20 Deadline for Credit by Examination

20 Second Submission of Faculty Assigned Time. Colleges Forward the Following to AA:
   1. Revised Assigned Time Summary Sheet
   2. Assigned Time Request Forms for Assignments Totaling 7 or more WTUS
      (Excluding Codes: 11, 18, 21a, 21c, 31 & 32)
   3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet) for Assigned Time Funded by CSULB Foundation Projects

21 Graduate and Professional Schools Day 10am-2pm, Sponsored by EOP (Educational Opportunity Program)

21 Faculty Affairs Conducts Reappointment, Tenure, and Promotion (RTP) Workshop in the Anatol Center 10:30 A.M.-12:00 P.M.

22 Faculty Affairs Conducts Reappointment, Tenure, and Promotion (RTP) Workshop in the Anatol Center 3:00 P.M.-4:30 P.M.

22 Academic Affairs Notifies Colleges of Any Assigned Time Requests from the Second Submission which were disapproved

25 Writing Proficiency Examination (WPE)

27 Last Day for Open University Enrollment Fall 2010 through CCPE

27 Census Date Fall 2010

27 Academic Affairs Forwards Assigned Time Summary Lists to Institutional Research

27 Academic Affairs Request Census Spreadsheet from Faculty Affairs – File Name AAFO_R03_XXX_CENSUS

27 On-Campus Interview Program for Career and Internships Begins (Career Development Center) Continues through 11/18/10

28 Faculty Affairs Conducts Reappointment, Tenure, and Promotion (RTP) Workshop in the Anatol Center 12 Noon.-1:30 P.M.

30 Payday after 4:00 P.M. (September)

TBA Faculty Affairs Conducts a Tenure-Track Recruitment Workshop in the Anatol Center 2:00 P.M.-3:30 P.M.

TBA Writing Proficiency Reading Pre-Test Readings
October 2010

* Asterisk Items are Subject to Date Change

1-11/30 Initial Filing Period for Fall 2011 Undergraduate Admission
1 Initial Filing Period Opens for Fall 2011 Graduate Admission
1 Residence Reclassification Filing Process Begins for Next Spring
1 Student Time Entry Closes at 5:00 P.M.
1 Direct Deposit Posting Date (September Payroll)
1 Direct Exchange Application for Spring due in Center for International Education
1 Deadline for Faculty to Inform Deans of Intention to Return from Leave without Pay Effective Spring 2011
1 Deadline for Faculty to Submit Spring 2010 Sabbatical Leave Activity Reports to Faculty Affairs for Leaves
1 Deadline for Faculty to Submit Difference-In-Pay Activity Reports to Faculty Affairs for Leaves Taken in Spring 2010 or over the 2009-10 Academic Year
1 *Spring 2011 Phase II Schedule Building Access for Departments/ Colleges Ends
1 Curriculum Challenge Period 1 Ends: Formal Certification
1 Proposed Inactive Course Report – Phase III Distributed to Associate Deans / Department Chairs
1 Academic Affairs Distributes Preliminary Assigned Time Accounting Reports (By Department & Fund Source) Generated By Institutional Research to Colleges for Verification
1 Fall Faculty Evaluation Pre-Printed Class Identification Sheets Distributed to the Departments
3 Hourly Time Entry Closes at 5:00 P.M.
4 Deadline for Fall FERP Faculty Scheduled for Periodic Evaluations to Submit Materials to Department Peer Committee
4 Deadline for all Candidates for Reappointment or Tenure to Submit RTP File to Department RTP Committee
5 Salaried Time Entry Closes at 5:00 P.M.
8 Last Day to Receive a Partial Refund for an Open University Course
8 Financial Aid Second Major Disbursement Refunds Released via Direct Deposit for Federal Perkins Smart & ACG Awards for Fall 2010
9 Writing Proficiency Examination Essay Reading
11 College Deans Return Verified Preliminary Assigned Time Accounting Reports (By Department) to Academic Affairs. If there are any Assigned Time Changes/ Corrections, Colleges Forward the Following to Academic Affairs:
   1. Revised Assigned Time Summary Sheet
   2. Assigned Time Change Requests and Assigned Time Request Forms
   3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet) for Assigned Time Funded by CSULB Foundation Projects
11 *Schedule of Classes, Spring 2011, Available Online
11 Student Services Fair
October 2010 (continued)
* Asterisk Items are Subject to Date Change

11 Columbus Day, University is Open (Columbus Day is Re-Scheduled and will be Officially Observed on Monday, December 27, 2010 When the University Will be Closed)
13 Financial Aid Second Major Disbursement Checks Mailed for Federal Perkins, Smart & ACG Awards for Fall 2010
13 Study Abroad Fair, 10:00 A.M. – 3:00 P.M., Friendship Walk
14 Academic Affairs Forwards Assigned Time Corrections to Institutional Research
14 Fall Job Fair, Sponsored by Career Development Center
15 Deadline to File Request to Graduate for Spring 2011 or Summer 2011 Graduation
15 Payday: Student Assistants, Work-Study Assistants, and Temporary Help
15 Time Entry System Opens
15 Fall Faculty Assignments by Department Report and Faculty Appointment Report Distributed to Colleges for Correction
15 Call for Awards and Nomination/Selection Procedures announced by Academic Senate Chair for Faculty Awards Including: Outstanding Professor, Nicholas Perkins Hardeman Academic Leadership Award, Distinguished Faculty Advising Award, Distinguished Faculty Scholarly and Creative Achievement Award, Distinguished Faculty Teaching Award and Early Academic Career Excellence Award
15 Departments Return Completed Class Identification Sheets for Fall Faculty Evaluations to Institutional Research
16 Annual CSU South New Chairs Workshop in the Pointe
18 Deadline for Candidates for Promotion Only to Submit RTP File to Department RTP Committee
18 2011-12 Sabbatical Leave Eligibility Information to be distributed to Colleges by Academic Affairs
20 Deadline to Apply for Next Spring London Semester
21 Fall Faculty Evaluation Non Compliance List Provided to Academic Affairs
21 Campus Wide Emergency Evacuation and Notification System Drill in Conjunction with California Great Shake out Drill 10:21 A.M.
22 Graduate & Professional Schools Day (Educational Equity Services & Educational Opportunity Program)
22 *Summer 2011 Schedule Building Access Begins
23 American College Test (ACT)
25-29 Fall Internship week, Sponsored by Career Development Center
25 Deadline for Faculty Evaluation Course Section Additions or Deletions, or Changes of Instructor Names
25 *Winter Session 2011 Registration Begins
25 American Language Institute (ALI) Fall Prep Starts
27 Fall Job and Internship Fair, Sponsored by the Career Development Center
28 Fall Faculty Assignments by Department Reports and Faculty Appointment Report Returned from Colleges to Institutional Research
29 Textbook Requisition Due Date for Winter/Spring 2011

TBA Writing Proficiency Examination (Make-Up Test)
November 2010

* Asterisk Items are Subject to Date Change

1  Payday after 4:00 P.M. (October)
1  Student Time Entry Closes at 5:00 P.M.
1  Deans, Directors receive Minor Capital Outlay Request from the Office of Physical Planning and Facilities Management via the Division Vice Presidents
1  *Spring 2011 Registration and Adjustments begin on-line
1  *Fee Payment for Spring 2011 Registration begins on-line
2  Direct Deposit Posting Date (October Payroll)
2  Late on-line filing for Residence Reclassification for Next Spring. $10 Late Fee
3  Hourly Time Entry closes at 5:00 P.M.
3  *Faculty Supper Club
4  Last Day to Receive Prorated Refunds for Complete Withdrawals from University (Both SUF and NRT)
5  Salaried Time Entry closes at 5:00 P.M.
5  CHEM IIIA Test
5  Inactive Course Formal Certification
6  SAT I and SAT II
8  Deadline for Department RTP Committee's Review (Including Chair's Review, if any) for Reappointment of Faculty in their 3rd probationary year
8&16 Faculty Affairs conducts Mini Evaluations and Professional Development Plan (PDP) Workshops in the Faculty Center for Professional Development, Noon – 1:30pm
9  All Thursday, November 11 classes taught on Tuesday, 11/9. All Tuesday, 11/9/10, classes cancelled
10 Fall Faculty Evaluation Pre-Printed Instructor-Course Evaluation Forms distributed to Departments
10 Fall Faculty Assignments by Department Report distributed to Colleges
10 Academic Affairs Requests the Following Files from IR (Once FAD Report is sent to Chancellor’s Office): Atsinpc-Txxx.Txt, Audetailxxx.Txt, Audwtuxxxx.Txt, PDF copy of FAD
11 University is closed Thursday. Veterans Day observed
13 Writing Proficiency Examination (WPE)
15 Time Entry System Opens
15 Payday: Student Assistants, Work-Study Assistants, and Temporary Help
15 Nominations for All Faculty Awards due in Academic Senate (Including Outstanding Professor Award, Nicholas Perkins Hardeman Academic Leadership Award, Distinguished Faculty Advising Award, Distinguished Faculty Scholarly and Creative Achievement Award, Distinguished Faculty Teaching Award, and Early Academic Career Excellence Award)
15 Deadline for Eligible Faculty to Submit 2011-12 Sabbatical Leave Applications to the College Professional Leave Committee
16 Faculty Affairs Conducts Mini Evaluations and Professional Development Plan (PDP) Workshops in the Faculty Center for Professional Development, Noon – 1:30pm
16 Lecturer Evaluation Workshop 4-5:30 P.M., Anatol Center (Also offered on 17th)
November 2010 (continued)

16-20  International Education Week (Sponsored by Center for International Education)
17    Lecturer Evaluation Workshop 4-5:30 P.M., Anatol Center
18    Last Day of Fall On-Campus Interview Program for Career and Internships (Career Development Center)
19    Deadline to Drop a Course without College Dean’s Signature, Fall 2010
23    Deadline for Department RTP Committee’s Review (Including Chair’s Review, if any) for Reappointment of Faculty in Their 4th or 5th Probationary Year
23    Deadline for Department RTP Committee’s Review (Including Chair’s Review, if any) for Tenure
24    Fall break – no classes but campus is open
25    Thanksgiving Day, Thursday - University is closed
26    University is closed Friday (Admission Day Rescheduled and Officially Observed)
30    Reminder for Part-Time Faculty, TA’s And GA’s That Are Not Returning to Complete Clearance Certificate
30    Last Day of Initial Filing Period for Fall 2010 Admission for Undergraduates

TBA    Writing Proficiency Examinations (Make-Up Test)

December 2010

* Asterisk Items are Subject to Date Change

1    Student Time Entry Closes at 5:00 P.M.
1    Payday after 4:00 P.M. (November)
1    First Day to File Request to Graduate for Fall 2011 or Winter 2012 Graduation
1    Deadline to File for Reinstatement for Spring 2011
1    Deadline to Apply for Admission to Spring 2011 for Returning Students, Returning, Disqualified Students, Certificate, and Graduate Students
1    Open Period Begins for Periodic Evaluations of Probationary Faculty (Mini Review) (Closes 2/07/11)
1    Open Period Begins for Candidates for Periodic Evaluation for Spring Semester FERPS (Closes 2/07/11)
1    Eligible Lecturers will be Notified of Range Elevation Eligibility. The List will be provided by Faculty Affairs to the College Offices for Distribution.
2    Direct Deposit Posting Date (November Payroll)
3    Hourly Time Entry Closes at 5:00 P.M.
3    *Fall 2011 Phase 1 Schedule Building Access Begins
3    Deadline for all Types of Curriculum Proposals due from Colleges to Curriculum Office
4    English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)
4    Writing Proficiency Examination Essay Reading
5    Salaried Time Entry Closes at 5:00 P.M.
5    Last Day for Refunds for Fall 2010 Parking Permits
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>10</td>
<td>Last Day of Instruction, Fall 2010</td>
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<td>10</td>
<td>Deadline to Drop a Course for Fall 2010 (With the Dean’s Approval)</td>
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<td>10</td>
<td>Faculty Reports on Work Accomplished with Assigned Time due in College Dean’s Offices</td>
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<td>10</td>
<td>Challenge Period II Begins for Curriculum Proposals Submitted by December 3, 2010 (Ends January 14, 2011)</td>
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<td>10</td>
<td>American Language Institute (ALI) Intensive English Program Certificate Ceremony / Fall 2010</td>
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<td>11</td>
<td>Colleges/Departments Receive Spring Enrollment Comparison Report (Priority Registration)</td>
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<td>13</td>
<td>Fall Faculty Evaluation Completed Instructor-Course Evaluation Forms Due to Institutional Research</td>
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<td>13</td>
<td>Deadline for College Professional Leave Committee to Make Recommendations to Deans/Directors for 2011-12 Sabbatical Leaves</td>
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<tr>
<td>13-18</td>
<td>Final Exams</td>
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<td>14</td>
<td>Deadline for Department RTP Committee's Review of Promotion Only (Including Chair’s Review, if any)</td>
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<td>14</td>
<td>Deadline for College RTP Committee's Review for Reappointment of Faculty in their 3rd Probationary Year</td>
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<td>15</td>
<td>Payday: Student Assistants, Work-Study Assistants, and Temporary Help</td>
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<td>15</td>
<td>Time Entry System Opens</td>
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<td>17</td>
<td>American Language Institute (ALI) Fall Certificate Ceremonies for University Study at The Beach</td>
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<td>20</td>
<td>Deadline for Deans to Submit Fall FERP Faculty Periodic Evaluations to Faculty Affairs</td>
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<td>20</td>
<td>Deadline for Deans to Submit Recommendations to Academic Affairs for 2011-12 Sabbatical Leaves</td>
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<td>23</td>
<td>Fall 2010 Grading Deadline</td>
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<td>23</td>
<td>Last Day of Fall 2010 Semester</td>
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<td>23</td>
<td>Deadline to File Request for Fall 2010 Educational Leave with $10 Missed Deadline Fee</td>
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<td>23</td>
<td>Deadline to Request Spring 2011 Educational Leave without Penalty</td>
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<td>24-1/21</td>
<td>Winter Recess</td>
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<td>24</td>
<td>University is closed Friday – (Christmas Holiday observed)</td>
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<td>27</td>
<td>University is closed Monday – (Columbus Day is rescheduled and officially observed)</td>
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<td>28</td>
<td>University is closed Tuesday – (Lincoln’s Birthday rescheduled and officially observed)</td>
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<td>29</td>
<td>University is closed Wednesday – (President’s Day rescheduled and officially observed)</td>
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<td>30</td>
<td>University is closed Thursday – (Employees may use Vacation, CTO, Additional Day-Off (ADO) or Personal Holiday)</td>
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<tr>
<td>31</td>
<td>University is closed Friday – (New Year’s Holiday is observed)</td>
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<tr>
<td>TBA</td>
<td>Writing Proficiency Examinations (Make-Up Test)</td>
</tr>
</tbody>
</table>
January 2011

* Asterisk Items are Subject to Date Change

1  Student Time Entry Closes at 5:00 P.M.
2  2011-2012 FAFSA Available On-Line for Cal Grants, State and Federal Financial Aid Programs
3  Hourly Time Entry Closes at 5:00 P.M.
3  Payday (December 2010)
3  Last Day for a 100% Refund on the Winter Session 2011 Student Auto Parking Permit
3  Direct Deposit Posting Date (December Payroll)
3  Instruction Begins: Winter Session 2011
3-21  Winter Session 2011
5  Salaried Time Entry Closes at 5:00 P.M.
7  CHEM IIIA Test
10  SOAR Advisor Training
11-14  SOAR Transfer Workshops for Spring 2011
14  Academic Affairs Distributes Non-College Funded Assigned Time List to College Deans
14  Examination in English as a Second Language (EESL)
14  Financial Aid Disqualification Letters for Fall PBAC Students mailed
14  Payday: Student Assistants, Work-Study Assistants, and Temporary Help
14  Curriculum Challenge Period II Ends; Formal Certification
15  Time Entry System Opens
15  English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)
15  Financial Aid first major disbursement Refunds released via Direct Deposit for Spring 2011
17  Martin Luther King, Jr. Holiday, Monday - (University is closed)
18  American Language Institute (ALI) Spring Intensive English Program/University Study at The Beach
18-19  SoAR Transfer Workshops for Spring 2011
19  International Student Orientation Spring 2010
20-21  *Spring 2011 Registration Unavailable
21  *Fall 2011 Phase I Schedule Building Access For Departments/Colleges Ends
21  Last Day of Class, Winter Session 2011
21  Fall Faculty Evaluation Results distributed to Academic Affairs, Colleges, and Departments
22  Departmental Advising
22  SAT I and SAT II
23  Deadline to Register for Spring 2011 without Payment of Late Registration $25 Fee
23  Last Day to withdraw from Classes for 100% Refund of Non-Resident Tuition or State University Fees
24  First Day of Spring 2011 Semester
24  First Day of Classes Spring 2011
24  Spring 2011 Registration Includes a $25 Late Registration Fee
January 2011 (continued)
* Asterisk Items are Subject to Date Change

24  Spring 2011 Open University Enrollment Begins Through CCPE.
24  First Day of Spring Classes for American Language Institute (ALI) Spring Intensive English Program/University Study at The Beach
24  Prorated Refunds for Complete Withdrawals from University Begin (State University Fees and Non-Resident Tuition)
24  Last Day to Apply for a 100% Refund of Spring Semester 2011 Student Parking Permit Fee
25  Residency Determination Date for Spring 2011
26  CHEM IIIA Test
26  Financial Aid First Major Disbursement Checks mailed for Spring 2011
27  Deadline to Submit Grade Rosters for Winter Session 2011
31  Payday after 4:00 P.M. (January)
31  *Fall 2011 Phase II Schedule Building Access Begins

TBA  Educational Opportunity Program Transfer Day

February 2011
* Asterisk Items are Subject to Date Change

1  Direct Deposit Posting Date (January Payroll)
1  Student Time Entry Closes at 5:00 P.M.
1  Application Deadline for CSU International Programs (IP) for Most Countries (Exception = Southern Hemisphere Countries and London due May 1)
2  Deadline to File Residency Reclassification for Spring 2011
3  Hourly Time Entry Closes at 5:00 P.M.
4  First Submission of Faculty Assigned Time. Colleges forward the following to AA:
   1. Assigned Time Summary Sheet
   2. Assigned Time Request Forms for Assignments Totaling 7 or More WTUS (Excluding Codes: 11, 18, 21A, 21C, 31 & 32)
   3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet)
      For Assigned Time Funded By CSULB Foundation Projects
4  *Student Research Competition Submissions Due
5  Salaried Time Entry Closes at 5:00 P.M.
6  Last Day to use MyCSULB to Add a Course, Spring 2011
6  Deadline to Drop or Withdraw without Signatures of Instructor and Chair
6  Deadline to Drop or Withdraw without "W" Grade, Spring 2011
February 2011 (continued)
* Asterisk Items are Subject to Date Change

6  Deadline to Reduce Units to Part-Time and still Receive 100% Refund of Adjusted State University Fees and Non-Resident Tuition

7  Deadline for Probationary Faculty scheduled for Periodic Evaluation (Mini Review) to Submit Materials to Department Peer Committee

7  Deadline for Tenured Faculty Scheduled for Periodic Evaluation to Submit Materials to Department Peer Committee (Including Academic Year FERP and Spring FERP Faculty)

9  Academic Affairs (AA) Notifies Colleges of Any Assigned Time Requests from The First Submission, which were disapproved

9  Campus-Wide Emergency Evacuation and Notification System Drill 1:30 P.M.

11  Last Day to Add a Course, Spring 2011; Deadline to Request Credit/No Credit or Audit Grade Options

11  Deadline for Credit By Examination, Spring 2011

12  American College Test (ACT)

14  Faculty Awards nominees shall turn in supporting materials by the second Monday in February, 2/14/10. The Outstanding Professor Award and Nicholas Perkins Hardeman Academic Leadership Award materials are submitted to the Academic Senate Office. All others are due to College Offices.

14  Second Submission of Faculty Assigned Time. Colleges forward the following to AA:
   1. Revised Assigned Time Summary Sheet
   2. Assigned Time Request Forms for Assignments Totaling 7 or more WTUS (Excluding Codes: 11, 18, 21A, 21C, 31, & 32)
   3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet)
      For Assigned Time Funded By CSULB Foundation Projects

14  Deadline for Eligible Faculty to Submit 2011-12 Difference-In-Pay Applications
   To The Departmental Leave Committee

15  Time Entry System Opens

15  Payday: Student Assistants, Work-Study Assistants, and Temporary Help

16  Academic Affairs notifies Colleges of any Assigned Time Requests from the Second Submission which were disapproved

18  Last Day to register for Open University, Spring 2011

18  Census Date, Spring 2011

18  *Summer 2011 Schedule Building Access Ends

18  Departments Return Minor Capital Outlay Request to the Office of Physical Planning and Facilities Management via the Division Vice Presidents

18  Academic Affairs Requests Census Spreadsheet from Faculty Affairs – File Name AAFO_R03_XXX_CENSUS
February 2011 (continued)

* Asterisk Items are Subject to Date Change

18 Academic Affairs forwards Spring Assigned Time Lists to Institutional Research
19 Writing Proficiency Examination (WPE)
21 President’s Day, Monday. University is Open, (Observed Wednesday, December 29, 2010)
21 Spring On-Campus Interview Program Begins For Career and Internships (Career Development Center) Continues through 5/12/11
24 Engineering, Science, and Technology Job Fair, Sponsored by the Career Development Center
25 Student Research Competition
25 Academic Affairs Distributes Preliminary Assigned Time Accounting Reports (Department and Fund Source) Generated By Institutional Research to Colleges for Verification
25 Spring Faculty Evaluation Class Identification Sheets Distributed To Departments
28 Deadline for College RTP Committee’s Review for All Tenure Decisions
28 Deadline for College RTP Committee’s Review for All Reappointment of Faculty in Their 4th or 5th Probationary Year Decisions
28 *Schedule of Classes, Summer 2011, Available Online

TBA Writing Proficiency Examination (Make-Up Test)

March 2011

1 Payday after 4:00 P.M. (February)
1 Student Time Entry Closes at 5:00 P.M.
1 Last Day to Receive a Partial Refund for an Open University Course
1 Deadline to File Request to Graduate for Fall 2011 or Winter 2012 Graduation
1 Residence Reclassification Process Begins For Fall 2011 Early Registration
1 Final Decisions to Be Announced By Academic Affairs for 2011-12 Sabbatical Leaves
1 Suggested Deadline for Submission of Range Elevation Materials by Eligible Lecturers
2 Direct Deposit Posting Date (February Payroll)
2 Financial Aid Priority Application Deadline and Cal Grant Deadline for 2011-12
3 Hourly Time Entry Closes at 5:00 P.M.
4 College Deans Return Verified Preliminary Assigned Time Accounting Reports (By Department) to Academic Affairs. If There Are Any Assigned Time Changes/Corrections, Colleges Forward The Following to Academic Affairs:
   1. Revised Assigned Time Summary Sheet
   2. Assigned Time Change Requests and Assigned Time Request Forms
   3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet) for Assigned Time Funded by CSULB Foundation Projects
March 2011 (continued)

* Asterisk Items are Subject to Date Change

4 Deadline to Submit Kaleidoscope Participant Application
4 *Fall 2011 Phase II Schedule Building Access For Departments/Colleges Ends
5 Salaried Time Entry Closes at 5:00 P.M.
5 Writing Proficiency Examination Essay Reading
7 Financial Aid Second Major Disbursement Refunds Released Via Direct Deposit for Federal Perkins, Smart & ACG Awards for Spring 2011
7 College Awards Committees’ Recommendations and Rankings for Distinguished Faculty Awards and Early Academic Career Excellence Award due in Academic Senate Office by first Monday in March
7 Outstanding Professor Award and NPH Award determined by first Monday in March/Announced 4/15/10
7 Deadline for Departmental Leave Committee to Make Recommendations to Deans for 2011-12 Difference-In-Pay Leaves
8 Academic Affairs Forwards Assigned Time Corrections to Institutional Research
9 Departments Return Completed Class Identification Sheets for Spring Faculty Evaluation to Institution Research
9 *Faculty Supper Club
10 Spring Job Fair Sponsored by the Career Development Center, 12:00–4:00 P.M.
11 Women and Careers Conference
11 Deadline for New Courses Being Reviewed For GE Status to Curriculum Office
11 Spring Faculty Assignments by Department Report (FAD) and Faculty Appointment Report Distributed To Colleges for Correction
14 *Schedule Of Classes, Fall 2011, Available On-Line
14 Financial Aid Second Major Disbursement Checks Mailed For Federal Perkins, Smart & ACG Awards for Spring 2011
14 Deadline for Deans/Directors to Submit Recommendations for 2011-2012 Difference-In-Pay Leaves to Faculty Affairs
14 Deadline for College RTP Committee's Review for Promotion Only
14 Deadline for Deans’ Review for Reappointment of Faculty in their 3rd Probationary Year, if Dean’s Recommendation is negative
15 Time Entry System Opens
15 Payday: Student Assistants, Work-Study Assistants, and Temporary Help
16 Spring Study Abroad Expo, 10:00 A.M. – 3:00 P.M., Maxson Plaza
16 Spring 2011 Faculty Evaluation Non-Compliance List Provided to Academic Affairs
16&17 Kaleidoscope Information Meeting Held in University Student Union, Rm. 205, 3:00-4:00 P.M.
17 Kaleidoscope Information Meeting Held in University Student Union, Rm. 205, 3:00-4:00 P.M.
18 Deadline for Faculty Evaluation Course Section Additions, Deletions, or Changes of Instructor Names
19 English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)
March 2011 (continued)

* Asterisk Items are Subject to Date Change

21 *Summer 2011 Registration Begins
24 Colleges Return Corrected Spring Faculty Assignments by Department (FAD) Report and Faculty Appointment Corrections to Institutional Research
25 Textbook Requisition Due Date for Summer/Fall 2011
28 Alternative Spring Break Trip Begins (Student Life and Development)
28-4/1 Spring Recess (No Classes. Campus open)
30 Payday after 4:00 P.M. (March)
31 Cesar Chavez Holiday, Thursday (University is closed)

TBA Internship Essay Contest, Sponsored by the Career Development Center
TBA Faculty Affairs Conducts Retirement and FERP Workshop
TBA Writing Proficiency Examination (Make-Up Test)

April 2011

1 Direct Deposit Posting Date (March Payroll)
1 Student Time Entry Closes at 5:00 P.M.
1 Deadline for Direct Exchange Application for Fall
1 Deadline to File for Residency Reclassification for Summer / Fall 2011, without Late Fee
1 Deadline for Faculty to submit Fall 2010 Sabbatical Leave Reports to Faculty Affairs
1 Deadline for Faculty to submit Fall 2010 Difference-In-Pay Leave Reports to Faculty Affairs
1 Final Decisions to Be Announced By Academic Affairs Regarding Difference-In-Pay Leaves for 2011-12
1 Late Filing for Residency Reclassification for Fall $10 Missed Deadline Fee applies
2 English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)
3 Deadline to submit Kaleidoscope Participant Alteration Forms
3 Hourly Time Entry Closes at 5:00 P.M.
3 Alternative Spring Break Trip Ends (Student Life and Development)
4 American Language Institute (ALI) Spring Prep Program & Orientation starts
4 Non-Matriculated Enrollment begins for Summer 2011 through CCPE
5 *Registration and Adjustments for Fall 2011 begins
5 Salaried Time Entry closes at 5:00 P.M.
5 Spring Faculty Assignments by Department Report Distributed to Colleges
5 Academic Affairs Requests the following files from IR (Once FAD Report is sent to CO):
   Atsinpc-Txxx.Txt, Audetailxxx.Txt, Audwtuxxxx.Txt, PDF copy of FAD
7 Engineering Job Fair, sponsored by the Career Development Center
8 Last Day to receive Prorated Refunds for Complete Withdrawals from University (Both SUF and NRT)
April 2011 (continued)
* Asterisk Items are Subject to Date Change

8 Proposed Inactive Course Report – Phase I Distributed to Associate Deans/ Department Chairs
9 American College Test (ACT)
15 Payday: Student Assistants, Work-Study Assistants, and Temporary Help
15 Time Entry System opens
15 Chair of Academic Senate announces all Faculty Awards recipients by April 15th
15 Spring Instructor-Course Evaluation Forms Distributed to the Departments
15 Deadline for Dean's Review for All Tenure Decisions
16 Writing Proficiency Examination (WPE)
18 Suggested Deadline for Department to Submit Written Recommendation on Range Elevation to Dean
20&21 Kaleidoscope Participant Meeting held in University Student Union, Room 205, 3:00-4:00 P.M.
21 Kaleidoscope Participant Meeting Held in University Student Union, Room 205, 3:00-4:00 P.M.
22 SOAR Advisor Pre-Training
22 Deadline to Drop a Course (Without Dean's Signature) Spring 2011
22 CHEM IIA Test
24 *Alumni Awards Banquet
25 Deadline for Dean's Review of Reappointment of Faculty in their 4th or 5th Probationary Year, if Dean’s Recommendation is Negative
26 Kaleidoscope Volunteer Meeting Held in University Student Union, Room 205, 3:00-4:00 P.M.
27 Kaleidoscope Volunteer Meeting Held in University Student Union, Room 205, 3:00-4:00 P.M.
29 SOAR Advisor Pre-Training
29 Payday after 4:00 P.M. (April)
30 Kaleidoscope Festival
30 Reminder for Part-Time Faculty, Teaching Assistants, and Graduate Assistants who are not returning to complete Clearance Certificate
30 Writing Proficiency Examination Essay Readings

TBA Annual International Dinner and Culture Show (April or May)
TBA Deans shall establish their own deadlines for submission of Periodic Evaluation of Probationary Faculty (Mini Review) from Department to College (Due from College to Faculty Affairs by May 16)

May 2011

1 Student Time Entry Closes at 5:00 P.M.
1 Enrollment Deposit Deadline for Freshmen Fall 2011
1 International Program (IP) Deadline for South Africa
1 Deadline to Apply For Fall London Semester
May 2011 (continued)

* Asterisk Items are Subject to Date Change

1 Deadline for students to accept and submit Direct Stafford Loan Applications for 2010-11 Academic year to Financial Aid
1 Last Day for Refunds for Spring 2011 Semester Parking Permits
2 Direct Deposit Posting Date (April Payroll)
2 Suggested Deadline for Dean’s Final Decision on Range Elevation forwarded to Lecturer, Department and Faculty Affairs
3 Educational Opportunity Program Graduate Recognition Day
3 Hourly Time Entry Closes at 5:00 P.M.
3 First Day to File Request to Graduate for Spring 2012 or Summer 2012 Graduation
4 Deadline for Dean’s Review of Promotion only
4 *Faculty Supper Club
5 Salaried Time Entry closes at 5:00 P.M.
5 International Student Graduation Reception
6 *Spring 2012 Phase I Schedule Building Access begins
6 Soar Advisor Pre-Training
7 English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)
10-14 *Student Information System Unavailable for Updates due to Major System Upgrade
12 Last Day of Spring On-Campus Interview Program for Career and Internships (Career Development Center)
13 Last Day of Classes, Spring 2011
13 Deadline to drop a course (With Dean's Approval) Spring 2011
13 Faculty Reports on Work Accomplished with Assigned Time due in College Deans’ Offices
13 American Language Institute (ALI) Intensive English Program Certificate Ceremony Spring 2011
15 Time Entry System Opens
16-21 Final Examinations, Spring 2011
16 Payday: Student Assistants, Work-Study Assistants, and Temporary Help
16 Spring Faculty Evaluation Completed Instructor-Course Evaluation Forms due to Institutional Research
16 Deadline for Deans to submit Periodic Evaluations (Mini-Reviews) and Professional Development Plans (PDP) of Probationary Faculty to Faculty Affairs
16 Suggested deadline for Department/Library Peer Committees to submit Periodic Evaluations of Tenured Faculty (ETF) to Deans
18 *Faculty Retirement Luncheon
18 Last Day to pay for Summer 2011 Registration Fees
18-19 Full-Time Employee Parking Permit Renewal Dates for 3 Year Payroll Deducted Permits that were valid from 5/31/08 through 5/30/2011
19 *Last Day for College Work-Study Students to work on 2010-11 Awards
May 2011 (continued)

20  Deadline for Residence Hall Students to Move out
20  American Language Institute (ALI) Certificate Ceremonies for University Study at The Beach
22  Film & Electronic Arts (FEA) Career Day
23-6/10 May Intersession (3 weeks)
24  American Language Institute (ALI) Intensive English Program Summer Orientation
25-27  Commencement Ceremonies
26  Deadline to Submit Grades for Spring 2011
27  Last Day of Spring 2011 Semester
27  Deadline to File Request for Spring 2011 Educational Leave with $10 Missed Deadline Penalty Fee or for Fall 2011 Educational Leave without Penalty
30  Memorial Day Holiday, Monday (University is closed)
30  Session I Summer 2011 Deadline for a Full Refund
31  Payday after 4:00 P.M. (May)
31  American Language Institute (ALI) Intensive English Program Summer Classes Start
31-8/19 Summer Sessions – 2011 (12 week session)
31-7/8  Summer Session I (6 weeks)

TBA  SOAR, Peer Academic Advising Training Sessions
TBA  South Asia Day
TBA  University Achievement Awards Celebration
TBA  Writing Proficiency Exam (Make-Up Test)

June 2011

1  Direct Deposit Posting Date (May Payroll)
1  Student Time Entry closes at 5:00 P.M.
1  Enrollment Deposit Deadline for Transfers Fall 2011
1  Last Day to Apply for Fall 2011 for Certificate and Credential Students
1  Residency Determination Date for Summer 2011
1  PTF for Reassignments, Continued Appointments, Separations, etc. that occur any time in June and before the end of July Must be Submitted to assure processing by Faculty Affairs, Budget, and Payroll Departments
1  Deadline for Final Decision from Provost on Reappointment of Faculty in their 3rd, 4th, or 5th Probationary Year (Final Decision Delegated to Deans when Dean’s decision is positive)
1  Deadline for Final Decision from Provost on all Tenure Decisions
2-20  SOAR Advisor Training
2  Spring Faculty Evaluation Results distributed to Academic Affairs, Colleges and Departments
**June 2011** (continued)

* Asterisk Items are Subject to Date Change

3  Hourly Time Entry closes at 5:00 P.M.
4  SAT I and SAT II
5  Salaried Time Entry closes at 5:00 P.M.
11 American College Test (ACT)
13 Last Day to add a class for Summer Session I
13 McNair Scholars 2011 Summer Research Internship Program begins
15 Time Entry Opens
15 Payday: Student Assistants, Work-Study Assistants, and Temporary Help
15 Deadline for Final Decision from Provost on Promotion Only Decisions
18 English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)
19 *Last Day to Schedule Invoices for Payment to State Controllers
19 Session II Summer 2011 Deadline for Full Refund
20-7/29 Summer Session II – 2011
21 Financial Aid Disqualification Letters for 2011-12 academic year
21 SOAR Freshman Workshop (President’s Scholars)
22-24 SOAR Freshman Workshops (All Majors)
23 Winter 2012 Schedule Building On-Line Access begins
26 Upward Bound Summer Program begins
27 Upward Bound Math/Science Summer Program begins
27-30 SOAR Freshman Workshops (All Majors)
30 Payday after 4:00 P.M. (June)

**July 2011**

1  Last day to apply for Fall 2011 for Graduate Students
1  Direct Deposit Posting Date (June Payroll)
1  Student Time Entry closes at 5:00 P.M.
3  Hourly Time Entry Closes at 5:00 P.M.
4  Independence Day Holiday observed, (University is closed)
5  Salaried Time Entry closes at 5:00 P.M.
6-8 SOAR Freshman Workshops (All Majors)
7  Winter 2011 Phase I Scheduling On-Line Access begins and continues through August 14
8  End of Summer Session I 2011
8  Deadline for all types of Curriculum Proposals, Electronic Files, and Paper
Forms due from Colleges to Curriculum
July 2011 (continued)

9    Spring 2012 Phase I Schedule Building Access for Departments/Colleges Ends
10   Writing Proficiency Examination (WPE)
10   Session III Summer 2011 Deadline for a Full Refund
11   American Language Institute (ALI) Summer Prep/July Practical English Starts
11-15 SOAR Freshman Workshops (All Majors)
11-8/19 Summer Session III 2011 (6 weeks)
15   Time Entry System Opens
15   Payday: Student Assistants, Work-Study Assistants, and Temporary Help
15   Deadline to Submit Grade Rosters for Summer Session I, 2010
16   Writing Proficiency Examination (WPE)
18-22 SOAR Transfer workshop
20-21 McNair Scholars 2011 Summer Research Presentations
22   Census Date Summer Session III 2011
25-29 SOAR Transfer Workshops
25   Educational Opportunity Program Summer Bridge Begins
29   End of Summer Session II 2011
30   Writing Proficiency Examination Essay Reading

TBA Writing Proficiency Examination (Make-Up Test)

August 2011

1    Initial Filing Period Begins for Spring 2012 Undergraduate Admission
1    American Language Institute (ALI) Practical English Program starts
1-5  SOAR Freshman Workshops (All Majors)
1-31 Initial Filing period begins for Spring 2012 Admission for Transfer
2    Deadline to File for Reinstatement for Fall 2011 Semester
4    Upward Bound Math/Science Summer Program Ends
5    Upward Bound Summer Program Ends
8-12 SOAR Freshman Workshops (All Majors)
15   SOAR Freshman Workshop (All Majors)
16   Soar International Students Workshop (All Majors)
17-28 Winter 2012 Phase II Scheduling On-Line
19   Educational Opportunity Program Summer Bridge Ends
19   End of Summer Session III 2011
19   American Language Institute (ALI) Certificate Ceremonies for Practical English Program/Prep/Intensive English Program
August 2011 (continued)

25  Educational Opportunity Program Transfer Day
27  Move-in begins in Campus Residence Halls
28  Winter 2012 Schedule Building On-Line Access ends
31  Last day to apply for Spring 2012 Admission as an Undergraduate Transfer

December 2011

19  Fall Deadline for Deans to Submit Final 2010-11 Periodic Evaluations of Tenured Faculty (ETF) to Faculty Affairs