

ADMINISTRATIVE CALENDAR

2010 - 2011

2010-11 Academic Year Calendars at a Glance.....	2
Awards for Faculty (Policy Statement 08-14).....	3
Class Schedule Building Access	3
Curriculum Development Deadlines	4
Faculty Workload Reporting Process (FAD) Deadlines	4
Faculty Assigned Time Deadlines – Fall 2010.....	5
Faculty Assigned Time Deadlines – Spring 2011	6
Faculty Difference-In-Pay Leave Deadlines	7
Faculty Sabbatical Leave Deadlines.....	7
Periodic Evaluation of Probationary Faculty.....	8
Periodic Evaluation of Tenured Faculty, including FERP	8
Range Elevation for Lecturers.....	9
Reappointment, Tenure, and Promotion Deadlines (RTP) – Fall 2010.....	9
Reappointment, Tenure, and Promotion Deadlines (RTP) – Spring 2011	10
Testing Timetable – Fall 2010.....	10
Testing Timetable – Spring 2011	11
University Bookstore Requisition Deadlines	11
Administrative Calendar 2010-2011	12
July 2010	12
August 2010	13
September 2010.....	15
October 2010	17
November 2010.....	19
December 2010.....	20
January 2011.....	22
February 2011.....	23
March 2011.....	25
April 2011.....	27
May 2011.....	28
June 2011.....	30
July 2011	31
August 2011	32
December 2011.....	33

2010-11 Academic Year Calendars at a Glance

*Holiday
 **Red Date: Faculty & Staff Payday at 4PM
 Academic Day

July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	30	31

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	30	31				

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	30		

October 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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	30
31	1					

November 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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	30	1			

December 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				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	30	31	

January 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						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
30	31					

February 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		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	1				

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	30	31		

April 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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	30

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	30	31				

June 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			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	30		

*2010 Holidays (Campus Closed): July 5, Sept. 6, Nov. 11, 25 & 26, Dec. 24-31, 2010

*2011 Holidays (Campus Closed): Jan. 17, March 31, May 30, 2011

**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

10/15/10	Call for Awards and Nomination /Selection Procedures announced by Academic Senate Chair
11/15/10	Nominations for All Faculty Awards due in Academic Senate office by November 15 th
02/14/10	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.
03/07/11	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
04/15/11	Chair of Academic Senate announces all Faculty Awards recipients by April 15th

Class Schedule Building Access

All Class Schedule Building Access Dates Are Subject to Change

06/21/10	Winter 2011 Schedule Building On-Line Access Begins Through CCPE
07/12/10	Spring 2011 Phase I Schedule Building Access for Departments/Colleges Ends
08/02/10	Spring 2011 Phase II Schedule Building Access Begins
09/16/10	Winter 2011 Schedule Building On-Line Access Ends (CCPE)
10/01/10	Spring 2011 Phase II Schedule Building Access for Departments/Colleges Ends
10/11/10	Schedule of Classes, Spring 2011, Available Online
10/22/10	Summer 2011 Schedule Building Access Begins
12/03/10	Fall 2011 Phase I Schedule Building Access Begins
01/21/11	Fall 2011 Phase I Schedule Building Access for Departments/Colleges Ends
01/31/11	Fall 2011 Phase II Schedule Building Access Begins
02/18/11	Summer 2011 Schedule Building Access Ends
02/28/11	Schedule of Classes, Summer 2011, Available Online
03/04/11	Fall 2011 Phase II Schedule Building Access for Departments/Colleges Ends
03/14/11	Schedule of Classes, Fall 2011, Available Online
05/06/11	Spring 2012 Phase I Schedule Building Access Begins

Curriculum Development Deadlines

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

Faculty Workload Reporting Process (FAD) Deadlines

<u>Fall 2010</u>	
09/27/10	Academic Affairs Forwards Assigned Time Summary Lists to Institutional Research
10/15/10	Faculty Assignments by Department Report (FAD) and Faculty Appointment Report Distributed to Colleges for Correction
10/28/10	Faculty Assignments by Department Report and Faculty Appointment Report Returned From Colleges to Institutional Research
11/10/10	Faculty Assignments by Department Report Distributed to Colleges
11/10/10	AA requests following Files from IR (once FAD report is sent to Chancellor’s Office): Atsinpc-Txxx.Txt, Audetailxxx.Txt, Audwtuxxxx.Txt, PDF copy of FAD

<u>Spring 2011</u>	
02/18/11	Academic Affairs Forwards Assigned Time Summary Lists to Institutional Research
03/11/11	Faculty Assignments by Department Report (FAD) and Faculty Appointment Report Distributed to Colleges for Correction
03/24/11	Faculty Assignments by Department Report and Faculty Appointment Report Returned From Colleges to Institutional Research
04/05/11	Faculty Assignments by Department Report Distributed to Colleges
04/05/11	AA requests following Files from IR (once FAD report is sent to Chancellor’s Office): Atsinpc-Txxx.Txt, Audetailxxx.Txt, Audwtuxxxx.Txt, PDF copy of FAD

Faculty Assigned Time Deadlines – Fall 2010

08/02/10	Academic Affairs (AA) Distributes Non-College Funded Assigned Time List to College Deans
09/13/10	First Submission of Faculty Assigned Time. Colleges Forward to AA: <ol style="list-style-type: none">1. Assigned Time Summary Sheet2. 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
09/15/10	AA Notifies Colleges of any Assigned Time Requests from First Submission which were Disapproved
09/20/10	Second Submission of Faculty Assigned Time. Colleges forward to AA: <ol style="list-style-type: none">1. Revised Assigned Time Summary Sheet2. 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
09/22/10	AA Notifies Colleges of any Assigned Time Requests from the Second Submission which Were disapproved
09/27/10	AA Forwards Assigned Time Summary Lists to Institutional Research
09/27/10	AA Request Census Spreadsheet from Faculty Affairs – File Name AAFO_R03_XXX_CENSUS
10/01/10	AA Distributes Preliminary Assigned Time Accounting Reports (Department & Fund Source) Generated by Institutional Research to Colleges for Verification
10/11/10	College Deans return Verified Preliminary Assigned Time Accounting Reports (By Department) to AA if there are any Assigned Time Changes /Corrections
10/11/10	If Changes/Corrections, Colleges forward the following to AA: <ol style="list-style-type: none">1. Revised Assigned Time Summary Sheet2. Assigned Time Change Requests and Assigned Time Request Forms3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet) for Assigned Time Funded By CSULB Foundation Projects
10/14/10	AA Forwards Assigned Time Corrections to Institutional Research
12/10/10	Faculty Reports on Work Accomplished With Assigned Time due in College Deans' Offices

Faculty Assigned Time Deadlines – Spring 2011

01/14/11	Academic Affairs (AA) Distributes Non-College Funded Assigned Time List to College Deans
02/04/11	First Submission of Faculty Assigned Time. Colleges Forward to AA: <ol style="list-style-type: none">1. Assigned Time Summary Sheet2. 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
02/09/11	AA notifies Colleges of any Assigned Time Requests from first submission which were Disapproved
02/14/11	Second Submission of Faculty Assigned Time. Colleges forward to AA: <ol style="list-style-type: none">1. Revised Assigned Time Summary Sheet2. 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
02/16/11	AA notifies Colleges of Any Assigned Time Requests from Second Submission which were Disapproved
02/18/11	AA Forwards Assigned Time Summary Lists to Institutional Research
02/18/11	AA Request Census Spreadsheet from Faculty Affairs – File Name AAFO_R03_XXX_CENSUS
02/25/11	AA Distributes Preliminary Assigned Time Accounting Reports (Department & Fund Source) Generated by Institutional Research to Colleges for Verification
03/04/11	College Deans return Verified Preliminary Assigned Time Accounting Reports (By Department) to AA if there are any Assigned Time Changes /Corrections
03/04/11	If Changes/Corrections, Colleges forward the following to AA <ol style="list-style-type: none">1. Revised Assigned Time Summary Sheet2. Assigned Time Change Requests and Assigned Time Request Forms3. CSULB Foundation Faculty Reimbursed Payroll (Blue Sheet) for Assigned Time Funded by CSULB Foundation Projects
03/08/11	AA Forwards Assigned Time Corrections to Institutional Research
05/13/11	Faculty Reports on Work Accomplished with Assigned Time due in College Deans' Offices

Faculty Difference-In-Pay Leave Deadlines

10/01/10	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
02/14/11	Deadline for Eligible Faculty to Submit 2011-12 Difference-In-Pay Leave Applications to the Departmental Leave Committee
03/07/11	Deadline for Departmental Leave Committee to Make Recommendations to Deans for 2011-12 Difference-In-Pay Leaves
03/14/11	Deadline for Deans/Directors to Submit Recommendations for 2011-12 Difference- In- Pay Leave to Faculty Affairs
04/01/11	Deadline for Faculty to Submit Fall 2010 Difference-In-Pay Leave Reports to Faculty Affairs
04/01/11	Final Decisions for 2011-12 Difference-in-Pay Leave to be Announced by Academic Affairs

Faculty Sabbatical Leave Deadlines

10/01/10	Deadline for Faculty to submit Spring 2010 Sabbatical Leave Activity Reports to Faculty Affairs for Leaves.
10/18/10	2011-12 Sabbatical Leave Eligibility Information to be Distributed to Colleges by Academic Affairs
11/15/10	Deadline for Eligible Faculty to Submit 2011-12 Sabbatical Leave Applications to the College Professional Leave Committee
12/13/10	Deadline for College Professional Leave Committee to Make Recommendations to Deans/Directors for 2011-12 Sabbatical Leaves
12/20/10	Deadline for Deans to Submit Recommendations to Academic Affairs for 2011-12 Sabbatical Leaves
03/01/11	Final Decisions to be Announced by Academic Affairs for 2011-12 Sabbatical Leaves
04/01/11	Deadline for Faculty to Submit Fall 2010 Sabbatical Leave Reports to Faculty Affairs

Periodic Evaluation of Probationary Faculty

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

Periodic Evaluation of Tenured Faculty, including FERP

09/15/10	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)
10/04/10	Deadline for candidates active fall semester only (e.g. Fall FERP , Spring Sabbatical) to submit materials to Department/Library Peer Committee
12/01/10	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)
12/20/10	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
02/07/11	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
05/16/11	Suggested Deadline for Department/Library Peer Committees to Submit Periodic Evaluations of Tenured Faculty (ETF) to Deans
12/19/11	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

(Revised 10/12/10)

Range Elevation for Lecturers

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

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

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

Reappointment, Tenure, and Promotion Deadlines (RTP) – Spring 2011

02/28/11	Deadline for College RTP Committee's Review for all Tenure Decisions
02/28/11	Deadline for College RTP Committee's Review for all Reappointment of Faculty in Their 4th or 5th Probationary Year Decisions
03/14/11	Deadline for College RTP Committee's Review for Promotion Only
03/14/11	Deadline for Dean's Review for Reappointment of Faculty in Their 3rd Probationary Year if Dean's Recommendation is Negative
04/15/11	Deadline for Dean's Review for all Tenure Decisions
04/25/11	Deadline for Dean's Review of Reappointment of Faculty in Their 4th or 5th Probationary Year, if Dean's Recommendation is Negative
05/04/11	Deadline for Dean's Review of Promotion Only
06/01/11	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)
06/01/11	Deadline for Final Decision from Provost on all Tenure Decisions
06/15/11	Deadline for Final Decision from Provost on Promotion Only Decisions

Testing Timetable – Fall 2010

10/23/10	American College Test (ACT)
08/13/10	CHEM IIIA Test
09/01/10	CHEM IIIA Test
11/05/10	CHEM IIIA Test
08/28/10	English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)
12/04/10	English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)
11/06/10	SAT I and SAT II
07/17/10	Writing Proficiency Examination (WPE)
09/25/10	Writing Proficiency Examination (WPE)
11/13/10	Writing Proficiency Examination (WPE)
TBA	Writing Proficiency Examination Make-Up Test
10/09/10	Writing Proficiency Examination Essay Readings
12/04/10	Writing Proficiency Examination Essay Readings

Testing Timetable – Spring 2011

02/12/11	American College Test (ACT)
04/09/11	American College Test (ACT)
06/11/11	American College Test (ACT)
01/07/11	CHEM IIIA Test
01/26/11	CHEM IIIA Test
04/22/11	CHEM IIIA Test
01/15/11	English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)
03/19/11	English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)
04/02/11	English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)
5/07/11	English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)
06/18/11	English Placement Test (EPT) and Entry Level Mathematics Examination (ELM)
01/22/11	SAT I and SAT II
06/04/11	SAT I and SAT II
02/19/11	Writing Proficiency Examination (WPE)
04/16/11	Writing Proficiency Examination (WPE)
07/16/11	Writing Proficiency Examination (WPE)
TBA	Writing Proficiency Examination Make-Up Test
03/05/11	Writing Proficiency Examination Essay Readings
04/30/11	Writing Proficiency Examination Essay Readings
07/30/11	Writing Proficiency Examination Essay Readings

University Bookstore Requisition Deadlines

10/29/10	Textbook Requisition Due Date for Winter/Spring 2011
03/25/11	Textbook Requisition Due Date for Summer/Fall 2011

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

December 2010 (continued)

- 10 Last Day of Instruction, Fall 2010
- 10 Deadline to Drop a Course for Fall 2010 (With the Dean's Approval)
- 10 Faculty Reports on Work Accomplished with Assigned Time due in College Dean's Offices
- 10 Challenge Period II Begins for Curriculum Proposals Submitted by December 3, 2010
(Ends January 14, 2011)
- 10 American Language Institute (ALI) Intensive English Program Certificate Ceremony / Fall 2010
- 11 Colleges/Departments Receive Spring Enrollment Comparison Report (Priority Registration)
- 13 Fall Faculty Evaluation Completed Instructor-Course Evaluation Forms Due to Institutional Research
- 13 Deadline for College Professional Leave Committee to Make Recommendations to Deans/Directors for
2011-12 Sabbatical Leaves
- 13-18 Final Exams
- 14 Deadline for Department RTP Committee's Review of Promotion Only (Including Chair's Review, if any)
- 14 Deadline for College RTP Committee's Review for Reappointment of Faculty in their 3rd Probationary
Year
- 15 Payday: Student Assistants, Work-Study Assistants, and Temporary Help
- 15 Time Entry System Opens
- 17 American Language Institute (ALI) Fall Certificate Ceremonies for University Study at The Beach
- 20 Deadline for Deans to Submit Fall FERP Faculty Periodic Evaluations to Faculty Affairs
- 20 Deadline for Deans to Submit Recommendations to Academic Affairs for 2011-12 Sabbatical Leaves
- 23 Fall 2010 Grading Deadline
- 23 Last Day of Fall 2010 Semester
- 23 Deadline to File Request for Fall 2010 Educational Leave with \$10 Missed Deadline Fee
- 23 Deadline to Request Spring 2011 Educational Leave without Penalty
- 24-1/21 Winter Recess
- 24 University is closed Friday – (Christmas Holiday observed)
- 27 University is closed Monday – (Columbus Day is rescheduled and officially observed)
- 28 University is closed Tuesday – (Lincoln's Birthday rescheduled and officially observed)
- 29 University is closed Wednesday – (President's Day rescheduled and officially observed)
- 30 University is closed Thursday – (Employees may use Vacation, CTO, Additional Day-Off (ADO) or
Personal Holiday)
- 31 University is closed Friday – (New Year's Holiday is observed)

- TBA Writing Proficiency Examinations (Make-Up Test)

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 IIIA 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 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