

September 2009



ADMINISTRATIVE CALENDAR: This calendar is designed for campus faculty and staff and should not be distributed to the public. A separate calendar of events is available at: http://www.auconnection.net/chicago/Campus_events/campus_events.asp

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Library Semester Break Hours: 9-6pm on weekdays; closed weekends, except as noted on individual weekend day.		1 Semester Break Faculty Development Day	2 Semester Break Fall 2009 Convocation Stress Management Workshop 5:30-7	3 Semester Break	4 Semester Break Time Sheet Approval Due by 5 pm Managers Approve Time Sheets by 5 pm	5 Semester Break Campus Closed Holiday Weekend NO CLASSES HELD
6 Semester Break Campus Closed Holiday Weekend NO CLASSES HELD	7 Labor Day Holiday Campus Closed	8 Faculty Council FALL SEMESTER BEGINS	9 9/8 – 9/18: Fall I & Fall III Class Attendance Due within 24-hours of each class meeting	10 Common Hour	11 PAY DAY Counselor Ed Meet & Greet – 6-8 p.m.	12
13 9/8 – 9/18: Fall I & Fall III Class Attendance Due within 24-hours of each class meeting	14 Add/drop Refund deadline for Session 1-7 1/2 week courses	15 Clinical Psych Fall Kickoff : 3:30-5:30 p.m.	16	17 Common Hour Career Services: Job Search Skills Workshop 5– 6 pm	18 Fall I Census Due Time Sheet Approval Due by 5 pm Add/drop Refund deadline for Full Session (individual course drops)	19
20	21 Managers Approve Time Sheets by 10 am Monthly Supply Orders are due to Receptionist	22 Common Hour Administrative Council	23	24 Common Hour	25 PAY DAY	26
27	28 DBA and Ed.D comp exams start	29 Common Hour	30 All Expenses should be submitted to Accounting by 1 st of the month.	Library Regular Hours: 8:30 a.m. - 9:00 p.m., M-Th 8:30 a.m. - 5:00 p.m. Friday 11:00 a.m. - 6:00 p.m. Sat Closed Sun		

October 2009



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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Library Regular Hours: 8:30 a.m. - 9:00 p.m., M-Th 8:30 a.m. - 5:00 p.m. Friday 11:00 a.m. - 6:00 p.m. Sat Closed Sun				1 Common Hour	2 Time Sheet Approval Due by 5 pm	3
4 DBA and Ed.D comp exams end	5 Managers Approve Time Sheets by 10 am	6 Common Hour	7	8 Common Hour	9 PAY DAY	10
11 "W" Grade Deadline for Fall Session 1-7 1/2 week courses	12	13 Faculty Council Common Hour	14	15 Common Hour Volunteer Fair 4-6 p.m.	16 Time Sheet Approval Due by 5 pm	17
18	19 Managers Approve Time Sheets by 10 am Monthly Supply Orders are due to Receptionist	20 Administrative Council Common Hour	21	22 Common Hour	23 PAY DAY	24
25	26	27 Common Hour	28 END OF FALL I SEMESTER	29 START OF FALL II SEMESTER Common Hour	30 Time Sheet Approval Due by 5 pm All Expenses should be submitted to Accounting by 1st of the month.	31
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: auto;"> 10/29-11/6: Fall II Class Attendance Due within 24-hours of each class meeting </div>						

November 2009



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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 10/29-11/6: Fall II Class Attendance Due within 24 hours of each class meeting	2 Managers Approve Time Sheets by 10 am	3 Common Hour	4 Fall Session I Grades Due	5 Common Hour Add/drop Refund deadline for Session II- 7 1/2 week courses (individual course drops)	6 PAY DAY Fall II Census Due	7
	CACREP SITE VISIT-NOV 1-4					
8 Commencement Ceremony Hyatt Regency Hotel - 10:00 a.m.	9	10 Faculty Council Common Hour	11	12 Common Hour	13 Time Sheet Approval Due by 5 pm Submit the Practicum Intent to apply form to Clinical Training Dept.	14 "W" Grade Deadline for Fall Session III-15 week courses
15 Scholarship Deadline for Spring Consideration	16 DBA and Ed.D comp exams start Managers Approve Time Sheets by 10 am Monthly Supply Orders are due to	17 Administrative Council Clinical Psych Interview Day Common Hour	18	19 Common Hour	20 PAY DAY	21
22 DBA and Ed.D comp exams end	23	24 Common Hour	25 Time Sheet Approval Due by 5 pm Managers Approve Time Sheets by 5 pm	26 Thanksgiving Holiday Campus Closed No Classes	27 Thanksgiving Holiday Weekend, Campus Closed, No Classes	28 HOLIDAY WEEKEND CAMPUS CLOSED NO CLASSES HELD
29 HOLIDAY WEEKEND CAMPUS CLOSED NO CLASSES HELD LIBRARY OPEN 11-6	30 All Expenses should be submitted to Accounting by 1st of the month.		Library Regular Hours: 8:30 a.m. - 9:00 p.m., M-Th 8:30 a.m. - 5:00 p.m. Friday 11:00 a.m. - 6:00 p.m. Sat Closed Sun			

December 2009



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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Library Regular Hours: 8:30 a.m. - 9:00 p.m., M-Th 8:30 a.m. - 5:00 p.m. Friday 11:00 a.m. - 6:00 p.m. Sat Closed Sun		1 Common Hour	2 "W" Grade Deadline for Fall Session 11-7 1/2 week courses	3 Common Hour OPEN HOUSE 6 PM	4 PAY DAY	5
6	7	8 Common Hour Faculty Council	9	10 Common Hour Spring Syllabi & Course Packet are due to DA	11 Time Sheet Approval Due by 5 pm	12
13	14 Managers Approve Time Sheets by 10 am	15 Common Hour Administrative Council SPRING Tuition Payments Due Employee Tuition Vouchers Due for Fall	16	17 Common Hour	18 PAY DAY	19 END OF FALL SEMESTER
20 Semester Break	21 Semester Break Monthly Supply Orders are due to Receptionist	22 Semester Break	23 Semester Break Time Sheet Approval Due by 5 pm Managers Approve Time Sheets by 5pm	24 Christmas Holiday Campus Closed Semester Break	25 Christmas Holiday Campus Closed Semester Break	26 Holiday Weekend Campus Closed NO CLASSES HELD Fall Grades Due Semester Break
27 Holiday Weekend Campus Closed NO CLASSES HELD Semester Break	28 Semester Break Fall SAP Report Due	29 Semester Break	30 Semester Break All Expenses should be submitted to Accounting by 1 st of the month.	31 PAY DAY New Years Eve Holiday Campus Closed Semester Break		
Library Semester Break Hours : 9-6 pm on weekdays; closed weekends, except as noted on individual weekend day.						

January 2010



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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Library Semester Break Hours : 9-6 pm on weekdays; closed weekends, except as noted on individual weekend day.						1 PAY DAY New Year Day Campus Closed Semester Break	2 Holiday Weekend Campus Closed NO CLASSES HELD
3 Holiday Weekend Campus Closed NO CLASSES	4 Semester Break MACL Comp Exam 1/5-1/19/2009	5 Semester Break	6 Semester Break	7 Semester Break	8 Semester Break Time Sheet Approval due by 5 pm	9 Semester Break Library Open 11-6 p.m.	
10 Semester Break Library Open 11-6 p.m.	11 SPRING SEMESTER Managers Approve Time Sheets by 10 am	12 Faculty Council Common Hour 1/11 - 1/22: Spring Class Attendance Due within 24-hours of each class meeting	13	14 Common Hour	15 PAY DAY Counselor Ed Meet & Greet- 6 to 8 p.m. Monthly Supply Orders are due to Receptionist	16 CAMPUS OPEN CLASSES HELD	
17 CAMPUS OPEN-CLASSES HELD 1/11-1/22: Fall II Class Attendance Due within 24-hours of each class	18 Martin Luther King Holiday - Campus Closed	19 Common Hour Administrative Council Add/drop Refund deadline for Spring I (individual course drops)	20 MACL Comp Exam 1/5-1/19/2009	21 Common Hour IER, 9-11:30	22 Time Sheet Approval due by 5 pm Census Due Add/drop Refund deadline for Spring 15 week courses (individual course drops)	23	
24	25 Managers Approve Time Sheets by 10 am DBA and Ed.D comp exams start	26 Clinical Psych Interview Day Common Hour	27	28 Common Hour	29 PAY DAY All Expenses should be submitted to Accounting by 1st of the month.	30	
31 DBA and Ed.D comp exams end	Library Regular Hours: 8:30 a.m. - 9:00 p.m., M-Th 8:30 a.m. - 5:00 p.m. Friday 11:00 a.m. - 6:00 p.m. Sat Closed Sun						

February 2010



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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 Common Hour	3	4 Common Hour	5 Time Sheet Approval due by 5 pm	6
7	8 Managers Approve Time Sheets by 10 am	9 Faculty Council Common Hour	10 Grades Due Spring I	11 Common Hour	12 PAY DAY President's Day Holiday - Campus Closed	13 HOLIDAY WEEKEND CAMPUS CLOSED NO CLASSES
14 CAMPUS CLOSED "W" Grade Deadline for Spring Session I-7 1/2 week courses	15 Monthly Supply Orders are due to Receptionist	16 Administrative Council Clinical Psych Interview Day Common Hour	17	18 Common Hour	19 Time Sheet Approval due by 5 pm APPIC Internship Match Notification Day	20
21	22 Managers Approve Time Sheets by 10 Match Day- Internship Applicants	23 Common Hour	24	25 Common Hour	26 PAY DAY All Expenses should be submitted to Accounting by 1 st of the month.	27
28			Library Regular Hours: 8:30 a.m. - 9:00 p.m., M-Th 8:30 a.m. - 5:00 p.m. Friday 11:00 a.m. - 6:00 p.m. Sat Closed Sun			

March 2010



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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 2010/11 FAFSA RENEWAL DUE	2 Common Hour	3 END OF SPRING I	4 START OF SPRING II Common Hour	5 Time Sheet Approval due by 5 pm	6
7	8 Managers Approve Time Sheets by 10 am Mar 4-12: Spring Class Attendance Due within 24-hours of each class meeting	9 Faculty Council Common Hour	10	11 Common Hour Add/drop Refund deadline for Session II- 7 1/2 week courses (individual course drops)	12 PAY DAY Spring II Census Due	13
14	15 Monthly Supply Orders are due to Receptionist Scholarship Deadline for Summer Consideration	16 Administrative Council Clin Psych Interview Day Common Hour	17	18 Common Hour	19 Time Sheet Approval due by 5 pm	20 "W" Grade Deadline for Spring Session III-15 week courses
DBA and Ed.D comp exams start Monday, 3/22	21 22 Managers Approve Time Sheets by 10 am Practicum- Match Notification Day	23 Common Hour	24	25 Common Hour	26 PAY DAY	27
28 DBA and Ed.D comp exams end	29	30 Common Hour	31 All Expenses should be submitted to Accounting by 1 st of the month.	Library Regular Hours: 8:30 a.m. - 9:00 p.m., M-Th 8:30 a.m. - 5:00 p.m. Friday 11:00 a.m. - 6:00 p.m. Sat Closed Sun		

April 2010



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SUNDAY		TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<p>Library Regular Hours: 8:30 a.m. - 9:00 p.m., M-Th 8:30 a.m. - 5:00 p.m. Friday 11:00 a.m. - 6:00 p.m. Sat Closed Sun</p>				<p>1 Common Hour</p> <p>Time Sheet Approval due by 5 pm</p>	<p>2 SPRING DAY Holiday - Campus Closed</p>	<p>3 CAMPUS CLOSED NO CLASSES LIBRARY CLOSED</p>
<p>4 CAMPUS CLOSED NO CLASSES LIBRARY CLOSED</p>	<p>5 Managers Approve Time Sheets by 10 am</p>	<p>6 Common Hour</p>	<p>7 14 "W" Grade Deadline for Spring Session II-7 ½ week course</p>	<p>8 Common Hour</p> <p>Strategic Plan, 9-11:30</p>	<p>9 PAY DAY</p>	<p>10 OPEN HOUSE 10 AM</p> <p>Summer Syllabi & Course Packet are due to DA</p>
11	12	<p>13 Faculty Council Common Hour</p>	14	<p>15 SUMMER TUITION PAYMENTS DUE</p> <p>Employee Tuition Vouchers Due for Summer</p>	<p>16 Time Sheet Approval due by 5 pm</p>	17
18	<p>19 Managers Approve Time Sheets by 10 am Monthly Supply Orders are due to</p>	<p>20 Administrative Council Common Hour</p>	21	<p>22 Common Hour</p>	<p>23 PAY DAY</p>	<p>24 END OF SPRING SEMESTER</p>
25	<p>26 SEMESTER BREAK</p>	<p>27 SEMESTER BREAK</p>	<p>28 SEMESTER BREAK</p>	<p>29 SEMESTER BREAK</p>	<p>30 Time Sheet Approval due by 5 pm SEMESTER BREAK</p>	<p>All Expenses should be submitted to Accounting by 1st of the month.</p>

Library Semester Break Hours: 9-6 pm on weekdays; closed weekends, except as noted on individual weekend day.

May 2010



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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	
Library Semester Break Hours : 9-6 pm on weekdays; closed weekends, except as noted on individual weekend day.						1 SEMESTER BREAK	
2 SEMESTER BREAK	3 SEMESTER BREAK Managers Approve Time Sheets by 10 am "W" Grade Deadline for Spring Session	4 Semester Break MACL Comp Exam 5/4-5/18/2009	5 SEMESTER BREAK	6 SEMESTER BREAK	7 PAY DAY SEMESTER BREAK	8 SEMESTER BREAK	
9 SEMESTER BREAK	10 START OF SUMMER SEMESTER	11 Faculty Council Common Hour	12	13 Common Hour	14 Time Sheet Approval due by 5 pm	15	
16 Add/drop Refund deadline for Summer Session I-71/2 week courses (individual course drops)		17 Managers Approve Time Sheets by 10 am Monthly Supply Orders are due to Receptionist	18 Administrative Council Common Hour	19 MACL Comp Exam 1/5-1/19/2009	20 Common Hour	21 PAY DAY Summer Census Due	22
		May 10-21: Spring Class Attendance Due within 24-hours of each class meeting				Add/drop Refund deadline for Summer Session -15 week courses (individual course drops)	
23	24 DBA and Ed.D comp exams start	25 Common Hour	26	27 Common Hour OPM, 9-11:30	28 Time Sheet Approval due by 5 pm Managers Approve Time Sheets by 5pm	29 All Expenses should be submitted to Accounting by 1 st of the month. CAMPUS & LIBRARY OPEN	
30 DBA and Ed.D comp exams end CAMPUS & LIBRARY OPEN	31 Memorial Day Holiday - Campus Closed				Library Regular Hours: 8:30 a.m. - 9:00 p.m., M-Th 8:30 a.m. - 5:00 p.m. Friday 11:00 a.m. - 6:00 p.m. Sat Closed Sun		

June 2010



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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
<div style="border: 1px solid black; padding: 5px; background-color: #e0e0e0;"> Internship Applicants: Submit Internship Intent to Apply Form via email only </div>		1 Common Hour	2	3 Common Hour	4 PAY DAY	5
6	7	8 Faculty Council Common Hour	9	10 Common Hour	11 Time Sheet Approval due by 5 pm	12
13 "W" Grade Deadline for Summer Session I-7 ½ week courses	14 Managers Approve Time Sheets by 10 am	15 Administrative Council Common Hour	16	17 Common Hour	18 PAY DAY	19
20	21 Monthly Supply Orders are due to Receptionist	22 Common Hour	23	24 Common Hour	25 Time Sheet Approval due by 5 pm	26
27	28 Managers Approve Time Sheets by 10 am	29 Common Hour	30 END OF SUMMER I SEMESTER	All Expenses should be submitted to Accounting by 1st of the month.	<div style="border: 1px solid black; padding: 5px;"> Library Regular Hours: 8:30 a.m. - 9:00 p.m., M-Th 8:30 a.m. - 5:00 p.m. Friday 11:00 a.m. - 6:00 p.m. Sat Closed Sun </div>	

July 2010



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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	Library Regular Hours: 8:30 a.m. - 9:00 p.m., M-Th 8:30 a.m. - 5:00 p.m. Friday 11:00 a.m. - 6:00 p.m. Sat Closed Sun			1 START OF FY11	2	3
4 July 4 th Holiday	5 July 4 th Holiday CAMPUS CLOSED	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Administrative Council OPEN HOUSE 6 PM	21	22 OPM, 9-11:30	23	24
25	26	27	28	29	30	31