

10/26/2004

**Academic Success Center
Critical Dates Calendar**

Date	Department	Event
September 15th- November 1st	CAAAL	Outreach to caseloads (i.e. undeclared, adults, probation, 60+, etc.)
November 2nd-17th	CAAAL	Registration for current students and new students
November 1st - 5th	CAAAL	Walk-In Registration Advising
November 18th - December 23rd	CAAAL	On-going registration for continuing and new students
January 3rd - January 17th	CAAAL	On-going registration for continuing and new students
January 18th - January 25th	CAAAL	Change of program for registration
November 10th	CAAAL	Advising Information Session
November 17th	CAAAL	Adult Student Orientation
November 18th	CAAAL	Advising Information Session
December 2nd	CAAAL	Advising Information Session
December 11th	CAAAL	Advising Information Session
December 15th	CAAAL	Adult Student Orientation
December 20th	CAAAL	Advising Information Session
January 3rd - January 17th	CAAAL	Review Academic Action
January 8th	CAAAL	Advising Information Session
January 12th	CAAAL	Adult Student Orientation
January 13th	CAAAL	Advising Information Session
January 18th - January 21st	CAAAL	Walk-In Registration Advising
January 18th- April 10th	CAAAL	Outreach to caseloads (i.e. undeclared, adults, probation, 60+, etc.)
January 2005- Second Week (Tentatively)	CAAAL	Spring OLA Registration
March 2005	CAAAL	Adult Student Reception
March 24th	CAAAL	Adult Student Orientation
April 11th (Tentatively)	CAAAL	Registration for current and new students begins
April 2005- Second Week (Tentatively)	CAAAL	Walk-In Registration Advising
April 2005- Fourth Week (Tentatively)	CAAAL	Summer OLA Registration
May 5th	CAAAL	Adult Student Orientation
May 17th-August 2005	CAAAL	Review Academic Action
May 25th	CAAAL	MSU Transfer Day
June 21st	CAAAL	MSU Transfer Day
July 7th	CAAAL	Adult Student Orientation
July 26th or July 27th	CAAAL	MSU Transfer Day

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August 18th	CAAAL	Adult Student Orientation
August 27th	CAAAL	MSU Transfer Day
August 2005-Fourth Week (Tentatively)	CAAAL	Fall OLA Registration
September 19, 2004	EOF	EOF Summer 2004 Expenditure Report
October 31st	EOF	EOF Annual Report 2004 - Summer Assessment 2004
December 3rd	EOF	EOF Recruitment Day
January 15th, 2004	EOF	EOF Interim Expenditure Report
March 15th	EOF	EOF Interim Expenditure Report
June 10th EOF	EOF	EOF Budget Request B-3 (AY 2006) And Summer 2005 B-1
June 25 - August 4th	EOF	EOF Freshman Orientation/Summer Program
August 31st	EOF	Final Expenditure Report AY 2005
January/February	CADA	Retest, Math Readiness Test
February/April	CADA	Prepare to test incoming freshman
April /August	CADA	Weekly Placement Test, Retest, Math Readiness Test
July/August	CADA	Orientations, Retest, Placement Test
September/October	CADA	Retest, Math Readiness Test, Credit Evals. For Transfer Students
November/December	CADA	Retest, Testing Spring Admits., Scheduling Dates and Rooms for the Next Year of Testing
July/August/September	CADA	Recruitment and Interview of Peer Tutors, Master Tutors and Graduate Assistants, One Day Tutor Training Session (includes faculty from the English, Mathematics and Sciences Departments.) Develop and distribute final tutoring schedules by subject and by tutor.
September	CADA	Develop and Schedule Academic Development Sessions for: EOF, CAL, Students w/ Learning Disabilities, Student Clubs and Organizations and Other MSU Groups as Required. Plan, in Collaboration with Faculty Members, Tutorial Groups Sessions in Mathematics and Chemistry. Visit These Classes to Talk w/ Students about Tutorial Group Sessions. Initiate Compilation of Data on Services for the Year. Administer the Satisfaction Survey and Compile Data.
January	CADA	Tutor Training (Spring), Develop and Distribute Final Spring Tutoring Schedules by Subject and by Tutor, Develop and Schedule Academic Development Workshops for: EOF Groups, CAL Groups, Students w/ Learning Disabilities Group, Student Groups and Organizations, Other MSU Groups. Plan, in collaboration with Faculty Members, Tutorial Groups in Mathematics and Chemistry. Visit Classes to Talk with Students about Tutorial Group Sessions.
June	CADA	Annual Report
January	NSE-Student Outreach	1st-15th: Contact Freshmen on Academic Probation
		1st-15th: Contact Provisional students on Probation
		1st-15th: Contact Freshmen who failed/didn't register for PSYC104

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		15th-30th: Contact Freshmen achieving a 3/5 or higher-Honors Society
	NSE-Advising	1st-15th :Open Advising for New Students
	NSE-Staffing	31st: Peer Leader Applications Due
		15th-30th: Interview NODA Intern Applicants
		30th: Select NODA Interns
	NSE-Projects	1st-5th: Confirm Spring Admission Participation in Orientation
		25th-30th: Spring Orientation for Freshmen and Transfer Student
		25th-30th: Convene Welcome Week Committee
February	NSE-Student Outreach	1st-15th: Continue to meet with probation Students
	NSE-Staffing	1st-15th: Peer Leader Group and Individual Interviews
		15th-20th: Peer Leader Selection
		10th: Begin Peer Leader Spring Training Workshops
	NSE-Participation in Univ. Events/Conferences	4th -8th: Attend Annual Conference on the First Year
	NSE-Projects	1st-29th: Coordinate Learning Communities
March	NSE-Advising	1st-15th: Contact all freshmen regarding Fall registration
	NSE-Staffing	1st-31st: Peer Leader Training Continues
	NSE-Participation in Univ. Events/ Conferences	15th: Campus Engagement Conference
		5th-10th/25th: NASPA/ACPA
		10th-20th: Participate in Presidential Leaders Interview Process
		25th: Participate in Admissions Open House
	NSE-Projects	1st-31st: Block Courses for Learning Communities
April	NSE-Advising	1 st – 22 nd : Open Advising Sessions for New Students
		15 th – 30 th : Provide Workshops in Freshmen Seminar Courses
	NSE-Staffing	
		1 st – 30 th : Peer Leader Spring Training Workshops Conclude
		20 th – 30 th : Plan Peer Leader and NODA Intern Summer Training
	NSE-Participation in Univ. Events/ Conferences	1 st – 7 th : Participate in Freshmen Welcome
		24 th – 30 th : Learning Communities Conference
	NSE-Projects	15 th : Send Orientation Brochure to Print
		1 st : Send Learning Communities Brochure to Print
		1 st : Announce University Community the Orientation Dates
		15 th : Last Meeting of Academic Term for Advisory Team
May	NSE-Student Outreach	5 th – 10 th : Transition freshmen to Academic Advising
		15 th – 30th: Contact Freshmen on academic probation
		15 th – 30th: Contact Provisional Students on probation

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		15 th – 30 th : Contact Freshmen who failed/didn't register for PSYC104
		15 th – 30 th : Contact Freshmen achieving a 3.5 or higher-Honors Society
	NSE-Advising	10 th – 15 th : Contact students not registered
	NSE-Staffing	1 st – 5 th : Prepare for Housing Needs of Summer Staff
		27 th – 31 st : Begin Summer Intern Training Program
	NSE-Participation in Univ. Events/ Conferences	10 th – 15 th : Participate in Graduation
	NSE-Projects	1 st – 15 th : Complete Orientation Logistics
		5 th – 20 th : Instructor Training Workshops
		1 st – 15 th : Complete Learning Community Logistics
		1st - 31st Pre-Orientation
		1 st – 5 th : Mail out Orientation and Learning Community Info
June	NSE-Student Outreach	
		5 th – 10 th : Honors Orientation
		5 th – 10 th : Confirm New Freshmen Database
		5 th – 10 th : Confirm New Transfer Database
		5 th – 30 th : Confirm Orientation Participants
	NSE-Advising	5 th – 20 th : Offer Faculty Advising Workshops for Summer Advisors
	NSE-Staffing	
		1 st – 10 th : Summer Intern Training
		15 th – 30 th : Peer Leader Training
	NSE-Projects	25 th : Execute Transfer Orientation Program
		30 th : Finalize Welcome Week Schedule
		1st - 31st Pre-Orientation
July		
	NSE-Student Outreach	5 th – 25 th : Confirm Orientation Participants
	NSE-Advising	5 th – 25 th : Offer Faculty Advising Workshops for Summer Advisors
	NSE-Staffing	30 th : Plan Appreciation Banquet for Staff
		30 th : Develop Orientation Evaluation
	NSE-Projects	30 th : Complete Welcome Week Logistics
		5 th – 30 th : Transfer, Freshmen and Family Orientation
		30 th : Plan Peer Leader Fall Training

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		30 th : Plan Honor Society Induction Ceremony
		5 th : Goal Quest Edit Lesson 1 - 5
August	NSE-Student Outreach	5 th – 10 th : Follow-up with Freshmen not attending July Orientation
		25 th – Set up Advisor Trac Database
	NSE-Advising	20 th – 30 th – Open Advising
		27 th – 30 th – International Student Advising
	NSE-Staffing	27 th – 30 th : Peer Leader Fall Training
	NSE-Participation in Univ. Events/ Conferences	30 th – Residence Life Move-In Day
	NSE-Projects	10 th – 25 th : Freshmen Experience Instructor Workshops
		15 th : Learning Community Lab Schedule
		25 th – 30 th : Freshmen and Transfer Orientation
		1 st – Goal Quest Data Download
		5 th – Goal Quest Edit Lesson 6 – 10
September	NSE-Student Outreach	15 th – Follow up on Students not engaging in Goal Quest
		30 th – First Caseload outreach
	NSE-Advising	5 th – 30 th – Open Advising Hours
	NSE-Participation in Univ. Events/ Conferences	6th: Opening Day Activities
	NSE-Projects	1 st – 23rd – Execute Fall Frenzy
		29 th – Honors Induction Ceremony
		15 th – First Meeting of the New Student Experience Advisory Team
		5 th – 20 th – Instructor Training Workshops
October	NSE-Student Outreach	15 th – Second Caseload Outreach
	NSE-Advising	10 th – 25 th – Open Advising for Spring Registration
	NSE-Participation in Univ. Events/Conferences	5 th – 30 th – Participate in Open Houses and Instant Decision Days
November	NSE-Student Outreach	20 th : 3 rd Caseload Outreach
	NSE-Advising	20 th : Follow-up with students not registered for the Spring
	NSE-Staffing	15 th : Staff Strategic Planning Retreat
		15 th : Advertising Campaign for Peer Leaders
		20 th : Submit NODA Graduate Intern Information
	NSE-Participation in Univ. Events/ Conferences	5 th - 20 th : Participate in Admissions Open House and Instant Decision Days
	NSE-Projects	10 th : Recruit for Spring Freshmen Experience Instructors
		30 th : Send out Spring Orientation Brochures to Transfers/Freshmen

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December	NSE- Student Outreach	10 th – Continue to follow-up with students who are not registered in Spring
	NSE- Participation in Univ. Events/Conferences	5 th – Admissions Open House
	NSE- Projects	10 th – Complete Spring Orientation Logistics
September	Associate Dean for EM/RS	Tuesday Before Semester Begins: Attend VP of SD&CL Opening Day Forum & President's Meeting w/ University Community
		Fall '05 Classes Begin on Wednesday After Labor Day
October		
		5th: Unit Professional Staff w/More Than Two Years of Service Recommendation for Reappointment
		7th: Unit Professional Staff Eligible for First 3 year Multi-Year Reappointment
November		Thanksgiving Holiday: 25-28th: No classes
		Unit Professional Staff One or Two Years of Service Recommendation for Reappointment
December		Classes End on the 13th, Examination Period: 14-20th, End of Semester: 20th
January		28th- (Last Friday in January) Retreat for ASC Managers Team
		Mid-Yearly Staff Recommendation for Reappointment
		Multi-Year Staff Recommendation for Reappointment
		18th: Spring '05 Classes begin
February		Next Fiscal Year Budget Proposal due to Louis Anderson by April 4th, 2005
February-March		SD & CL Division Managerial Evaluations due to Dr. Pennington
March		23th: Dr. Cole's Spring Campus Meeting
March-April		Dr. Ross' Evaluation due to Dr. Pennington
May		3th: Classes End
		May 5-11th: Spring '05 semester examination period
		12th: End of Semester
		20th: Commencement
		Year End Reports from Each ASC Department Due to Associate Dean
June		ASC's Year End Report due to Dr. Pennington
July		New Budget Year Begins-July 1st
August		SD & CL Vice President's Retreat the Week Before School Fall Semester Begins
		For all SD & CL Staff: No Vacation Days to be Taken Last Week of August