

THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, CA 90802-4210  
(562) 951-4411

**Date:** January 9, 2004

**Code:** HR 2004-01

**To:** CSU Presidents

**From:** Jackie R. McClain  
Vice Chancellor  
Human Resources

Dr. David S. Spence  
Executive Vice Chancellor and  
Chief Academic Officer

**Subject:** **ACADEMIC CALENDARS - DATABASE TRAINING WORKSHOP**

We are pleased to announce that an automated, web-based Academic Calendar reporting process will be available for campus use for 2004/05 academic calendar reporting requirements. A workshop will be held at the Chancellor's Office on **Tuesday, February 17, 2004**, to provide database training to individuals responsible for submitting academic calendar information for Academic Events, Enrollment Planning, and Pay Period Certification to the Chancellor's Office.

At the workshop, Chancellor's Office representatives from Information Technology Services (CITS), Academic Affairs/Student Academic Support and Human Resources departments will discuss the new academic calendar database features and provide guidelines on how campuses will enter data into their respective calendars for submission to the Chancellor's Office for 2004/05.

It is important that each campus determine employee(s) who will be responsible primarily for entering and maintaining the electronic database information. Campus individuals responsible for reviewing calendar information may not be the most appropriate individuals to attend the workshop. Those responsible for maintaining academic calendar database information are the appropriate workshop attendees.

Campus attendees should review the Academic Calendar Database manual located at: [http://www.calstate.edu/cim/Academic\\_Calendar/acal\\_manual.pdf](http://www.calstate.edu/cim/Academic_Calendar/acal_manual.pdf) and establish a campus user name and password prior to attending the workshop. Also, please note that CITS has loaded enrollment planning, academic events, and pay period certification information into

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**Distribution:** Vice Presidents, Academic Affairs  
Associate Vice Presidents/Deans, Faculty Affairs  
Vice Presidents, Administration  
Vice Presidents, Student Services  
Business Managers  
Human Resources Directors  
Payroll Managers  
Employee Relations Designees

the academic calendar database based upon campus information received for the 2003/04 academic year. This information will be used to help establish campus calendars for 2004/05.

Please complete and return the enclosed registration form to Rachel Caracoza, Human Resources Administration, by **January 23, 2004** via e-mail [rcaracoza@calstate.edu](mailto:rcaracoza@calstate.edu) or fax (562) 951-4954.

Please direct any questions you may have concerning information contained in this letter as follows:

**Academic Calendar Database Manual, Campus User Names and Passwords**  
Sokha Such, CITS (via e-mail only) [ssuch@calstate.edu](mailto:ssuch@calstate.edu)

**Academic Calendar Events and Enrollment Planning**  
Judy Osman, Student Academic Support (562) 951-4729

**Academic Calendar Pay Period Certification**  
Cordelia Ontiveros, Academic Human Resources (562) 951-4503  
Theresa Hines, Human Resources Administration (562) 951-4412

This letter is also available via Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>. Thank you.

JRMcC/DSS/dth

# Academic Calendar Workshop

February 17, 2004

CSU Office of the Chancellor  
401 Golden Shore  
Long Beach, CA 90802

## Registration Form

**RESPONSE DUE BY JANUARY 23, 2004**

Register the following individuals in the workshop:

**Campus Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Registration must be received by January 23, 2004.**  
**Please return registration form to Rachel Caracoza via Fax or E-Mail:**  
**Fax (562) 951-4954 • rcaracoza@calstate.edu**

Please indicate the individual(s) responsible for maintaining academic calendar database information below:

AC Database:	<u>Pay Period Certification</u>	<u>Enrollment Planning</u>	<u>Academic Events</u>
<b>Name:</b>	_____	_____	_____
<b>Title:</b>	_____	_____	_____
<b>Phone:</b>	_____	_____	_____
<b>Fax:</b>	_____	_____	_____
<b>E-mail:</b>	_____	_____	_____