

***Tentative Fall 2009 University Calendar
Prepared for the Department of Counseling only**

August 17-21, 2009	Open Registration
Monday, August 24, 2009	Academic Semester Begins Late Advising, 3-4 p.m., faculty offices Faculty Development/Department Meetings
Tuesday, August 25, 2009	First Day of Instruction
August 25-September 8, 2009	Add period by permit number only
Monday, September 7, 2009	Labor Day; NO CLASSES. CAMPUS CLOSED.
Tuesday, September 8, 2009	Last day to add
September 9-22, 2009	Late add period. Need late add permit code.
Friday, September 11, 2009	Drop Deadline. Last day to drop without a "W"
Monday, September 14, 2009	First day to withdraw for serious reasons only; documentation required by CHHS; instructor and chair signatures required.
Monday, September 21, 2009	Deadline to file graduation application to the Department of Counseling office for January 2010 award of degree. Students must submit application to department office by this date to ensure timely processing of graduation application. Deadline to submit completed application with department chair signature to Graduate Studies office is Friday, September 25. Specific instructions to follow on coun-1 listserv.
Wednesday, September 31, 2009	Last day to file GAP w/advisor (for May 2010 graduation).
Friday, October 2, 2009	Last day to file GAP with department chair after obtaining advisor signature (for May 2010 graduation).
Wednesday November 11, 2009	Veterans Day: NO CLASSES. CAMPUS CLOSED.
Thursday, November 19, 2009	Last day to withdraw <u>by exception only</u> . Students will receive a "W." Instructor, chair and dean signatures required.
November 23 – 28, 2009	NO CLASSES – Thanksgiving break. CAMPUS CLOSED.
November 20 – December 14, 2009	Withdraw only with documentation for serious and compelling reasons only. Instructor, chair and dean signatures required.
Monday, December 14, 2009	Last day of instruction
Tuesday, December 15–21, 2009	Final examinations
Thursday, December 24, 2009 through Friday, January 1, 2009	Holiday Break. CAMPUS CLOSED.
Tuesday, January 5, 2009	Grades due
Monday, January 11, 2010	Grades available to students

Please note: reduced funding from the California legislature and governor has necessitated a furlough program (time and pay cut) for SF State. As a result, we are required to restrict our email response hours to Monday through Friday at 10 a.m., 1 p.m., and 4 p.m. If you send an email to counsel@sfsu.edu after 4 p.m., we will not respond until 10 a.m. the next business day. Regular hours of operation for the Counseling Dept office are M-F, 10-4:30, closed over the lunch hour from 12-1 p.m.

Due to the same furlough program, the University will be closed on the following days: August 14 and 17, September 4th to the 8th, October 23rd and 26th, November 23rd to the 27th, December 23rd to the 31st, January 15th to the 19th, March 29th to April 2nd, May 27th to May 31st, and June 1st. Any messages left during that timeframe will be returned the following business day after 10 a.m.

There will be additional floating furlough days carried out by the office staff. Each date will be announced on the coun-1 listserv closer to the front office closure date.