

Calendar Managers

The WebCalendar is maintained by WebCalendar Managers from various areas/divisions of the University. If you have an event that needs to be posted to the WebCalendar:

1. Contact a WebCalendar Manager within your area/division.
2. Request an Event Submission Form or print one from the web site.
3. Complete the information including securing all required signatures.
4. Forward the completed form to the Calendar Manager in your area/division.

WebCalendars

1. **Academics** – Semester dates, breaks, registration, schedule change, deadlines, final exams, commencement, etc.
2. **Alumni** – Events for family, friends and alumni, fundraising campaigns, award dinners, phone-a-thons, etc.
3. **Arts & Entertainment** – Music, films, theater, arts exhibitions, dances, festivals and fairs, recitals.
4. **Athletics** – Men’s and women’s sports schedules.
5. **Internal Affairs & Events Management** – Groundbreakings, dedications, special receptions both on-and off-campus, community events, etc.
6. **Master** – Includes listings of all campus events.
7. **Student Affairs** -- Student organizations, meetings, events, job/career fairs.
8. **Training and Professional Development** – Personnel and professional development and training workshops, programs and support groups for faculty and staff

List of WebCalendar Managers and the Areas Served

(* indicates calendar managers with sign-on authorization)

(** indicates calendar administrator)

	CALENDAR	AREA	NAME	LAST	EMAIL	PHONE
1.	*Academics	Arts & Sciences	Victor	Sorell	vsorell@csu.edu	(773) 995-2438
2.	Academics	Business	Beth	Ellis	bellis@csu.edu	(773) 995-3949
3.	Academics	Continuing Education	Aleshia	Terry	aterry@csu.edu	(773) 995-2547
4.	*Academics	Education	Trena	Hawkins	t-hawkins@csu.edu	(773) 995-2012
5.	Academics	Graduate School	Nicole	Ford	nford@csu.edu	(773) 995-2404
6.	*Academics	Health Sciences	Rukiya	Akua	rakua@csu.edu	(773) 995-3989
7.	Academics	Honors College	Celiah	Francies	c-francies@csu.edu	(773) 995-4446
8.	Academics	Library	Kathleen	Fleming	Kflemi20@csu.edu	(773) 995-4414
9.	*Academics	Office of the Provost	Reba	Dunner	rdunner@csu.edu	(773) 995-4469
10.	*Alumni	Alumni Affairs	Kelli	Simmons	ksimmons@csu.edu	(773) 995-2050
11.	*Athletics	Athletics	Rubin	Perez	rperez21@csu.edu	(773) 995-2217
12.	Internal Affairs	Community Affairs	Shannon	VanSlyke	svanslyke@csu.edu	(773) 995-2079
13.	**Internal Affairs	Special Events	Linda	Simpson	ll-simpson1@csu.edu	(773) 995-3552
14.	Master Calendar	Campus-wide	Felicia	Horton	f-horton@csu.edu	(773) 8214976
15.	Master Calendar	CSU Board of Trustees	Felicia	Horton	f-horton@csu.edu	(773) 8214976

16.	Master Calendar	Office of the President	Linda	Simpson	ll-simpson1@csu.edu	(773) 995-3552
17.	*Student Affairs	Student Affairs	Diane	Gregory	dgregory@csu.edu	(773) 995-2061
18.	*Training & Professional Dev.	Human Resources	Barb	Trybula	btrybula@csu.edu	(773) 821-2881
19.	Training & Professional Dev.	Labor & Legal Affairs	Barb	Trybula	btrybula@csu.edu	(773) 821-2881
20.	Training & Professional Dev.	University Police	Barb	Trybula	btrybula@csu.edu	(773) 821-2881

For more information, contact the Office of Internal Affairs & Events Management at (773) 995-4488 or send an email to iaffairs@csu.edu.