13 October 2008

1. From the Vice President for Finances and Planning
   - Part time faculty contracts are ready for distribution through the office of the Vice Chancellor (Mrs. Gloria Handal). Please pick up your contract and return signed copies to Sr. Corazon Hinlo as soon as possible, but no later than Friday 17 October 2008 to ensure inclusion in the October payroll cycle. Please note that the four monthly payments for the part time faculty are with the payroll of October 2008, November 2008, December 2008 and January 2009 through a bank transfer. If you have not already submitted your bank transfer information, please do so immediately.
   - Please make sure to pick up your new health insurance cards immediately. We are in the process of working with the insurance company in expanding the network of service providers in Bethlehem to include many of the ones covered under the old insurance. In the meantime, please make sure to use the already approved service providers listed on the website to avoid any difficulties with payment.
   - The full time faculty contracts were distributed starting Monday 29 September 2008. If you have not picked up your contract from the Office of the Vice Chancellor, please do so immediately. Signed contracts should be returned to Sr. Corazon Hinlo in the finance office no later than Friday 17 October 2008. Only contracts returned by the deadline will be included in the October payroll. We hope for your understanding for this necessary step.

2. From the 35th Anniversary Committee
   35TH ANNIVERSARY NEWS
   Monday, 13th October 2008
   A PHOTO EXHIBIT of 35 years of history at Bethlehem University will open at 10:00 AM Monday in Sansour Hall. The Photo Exhibit will be open all week.
   Tuesday, 14th October 2008
   Over 1,000 students and staff will enjoy a Jubilee Picnic from 9:00 AM to 3:00 PM on Tuesday. A Picnic Ticket is REQUIRED for admission to campus through the Main Gate. No guests or children are allowed on campus on Tuesday, 14th October.
   Thursday, 16th October 2008
   ALL students and staff are invited to the Amphitheatre at 11:00 AM for the performances by the Lamar Musical Band and the Baladi Folklore Center.
   Saturday, 18th October 2008
   Faculty & Staff are reminded of the 7:00 PM 35th Anniversary Thanksgiving Mass in the University Chapel 8:00 PM Food & Refreshments in Sansour Hall. Deadline for reservation slips to be turned in at the Switchboard is Monday, 13th October.

3. From the Arabic Department

4. Mark Your Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event / Activity</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>15-17 October</td>
<td>Second International Conference on Christian Muslim Relations</td>
<td></td>
<td>Furno Hall</td>
</tr>
<tr>
<td>15 November</td>
<td>Palestinian Independence Day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-11 December</td>
<td>Eid Al Adha: University Closed, No Classes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15-22 December</td>
<td>Final Exams for Fall 2008 Semester</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24-26 December</td>
<td>Latin Christmas Holiday: University Offices Closed, No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
December
29 December  Al-Hijra: University Closed, No Classes

2009

1 January  Latin New Year: University Closed, No Classes
6-8 January  Orthodox Christmas Holiday: University Offices Closed, No Classes
14 January  Orthodox Christmas: University Offices Closed, No Classes
21 January  Faculty Meeting for Spring 2009 Semester
22 January  First Day of Class for Spring 2009 Semester
6-7 March  Science Fair – The Faculty of Science
9-13 April  Al-Mawlid An-Nabawi (9 April), Latin Easter Holiday: University Offices Closed, No Classes
16-20 April  Orthodox Easter Holiday: University Offices Closed, No Classes
1 May  Labor Day: University Offices Closed, No Classes
14 May  Last Day of Classes for Spring 2009 Semester  All Day  Campus-wide
15 May  De La Salle Day and Staff Recognition sponsored by the Office of Personnel Management: No Classes, Offices Closed  TBA  TBA
18-23 May  Final Exams for Spring 2009 Semester organized by the Registrars’ Office
     Final date and Time for Faculty to submit grades for Spring 2009 Semester  8:00am  Registrar
     On-Line Grades for Spring 2009 Semester Available for Students
8 June  Summer 2009 Semester Classes Begin  TBA  Campus-wide
12 June  Graduation
20 July  Last Day of Classes for Summer 2009 Semester
21-22 July  Final Exams for Summer 2009 Semester organized by the Registrars’ Office  All Day  TBA
     Entrance Exams for Fall 2009 Semester organized by the Office for Academic Affairs
     Admissions Committee for Fall 2009 Semester
     Accepted Students for Fall 2009 Semester Published in Newspapers
     4th Year Student Registration for Fall 2009 Semester
     3rd Year Student Registration for Fall 2009 Semester
     2nd Year Student Registration for Fall 2009 Semester
     First Day of Class for Fall 2009 Semester
     Final Exams for Fall 2009 Semester

Visitors

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Group</th>
<th>Country</th>
<th>#</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed.</td>
<td>Oct. 15</td>
<td>Prof. John Kelly</td>
<td>Ireland</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Tue.</td>
<td>Oct. 21</td>
<td>Health and Human Rights Project</td>
<td>USA</td>
<td>12</td>
<td>10:30</td>
</tr>
<tr>
<td>Thu.</td>
<td>Oct. 23</td>
<td>Pax Christi International</td>
<td>Germany</td>
<td>20</td>
<td>8:30</td>
</tr>
<tr>
<td>Thu.</td>
<td>Oct. 30</td>
<td>Knights of the Holy Sepulcher-Western Lieutenancy, Bishop Ted Brown</td>
<td>USA</td>
<td>49</td>
<td></td>
</tr>
<tr>
<td>Tue.</td>
<td>Nov. 04</td>
<td>International Committee Against Home Demolition, Linda Ramsden</td>
<td>UK</td>
<td>26</td>
<td>11:30</td>
</tr>
<tr>
<td>Fri.</td>
<td>Nov. 07</td>
<td>Knights of the Holy Sepulcher, Lieutenant Brian Mallon</td>
<td>Scotland</td>
<td>32</td>
<td>12:00</td>
</tr>
<tr>
<td>Fri.</td>
<td>Dec. 12</td>
<td>Mundelein Seminary</td>
<td>USA</td>
<td>32</td>
<td>10:00</td>
</tr>
<tr>
<td>Mon.</td>
<td>Jan. 12, 2009</td>
<td>Clergy Pilgrimage to the Holy Land</td>
<td>USA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>