CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS
ADMINISTRATIVE POLICY MANUAL

Policy on the University Events Calendar

PURPOSE:
The purpose of this policy is to connect CI's campus community by providing a CI Events Calendar that publishes accurate, up-to-date information on events and activities related to the University.

BACKGROUND:
The campus Events Calendar is located on the Internet at http://ciapps.csuci.edu/Events?hpbt for the purpose of disseminating public information concerning CSU Channel Islands' activities and events.

POLICY:
Accountability:
The calendar editor (Academic Affairs Events Coordinator or designee) and web administrator from Information Technology.

Applicability:
All divisions, departments, and programs within the University structure.

Definition(s):
N/A

Text:
A. Intent of the Calendar
The CI Events Calendar reflects regular or routine events. It is not a bulletin board for the sale or purchase of goods and services. Items must directly relate to University events and activities. Types of events displayed on the calendar include academic events, lectures and presentations, admissions events, co-curricular events and activities for students, intramural and recreational sports, alumni events, art and film exhibits, concerts and performances, and Advancement or Foundation events.

B. Calendar Usage
Faculty and staff at CSU Channel Islands may submit events for inclusion on the CI Events Calendar. The division of Student Affairs designee will submit all calendar requests on behalf of students and/or student organizations, in order to ensure that events have been sanctioned by the University.

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Academic Affairs
Approved By: Richard R. Rush
President

Policy Number: AA.01.003
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Page 2 of 2

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C. Submission Deadlines and Process

In order to allow ample time to promote events, all requests should be submitted through the CI Events Calendar request form, http://ciapps.csuci.edu/Events?hpbt, a minimum of fourteen (14) business days prior to the event date. Requests not submitted by the indicated deadline are not guaranteed to appear on the calendar in advance of the event or activity.

Faculty and staff submitting events for the CI Events Calendar are responsible for immediately notifying the calendar editor of updates or modifications if the original information has changed (i.e. cancellations, time changes, etc.).