

Marian University Common Calendar

Purpose

The Marian University Common Calendar combines and promotes Marian University events from one, central location. It includes events that are sponsored or endorsed by the University and its constituencies: faculty, staff, alumni, students, and friends. It also includes academic dates and deadlines, University-hosted and -sponsored events, University information sessions, admissions events, athletics events, and official holidays and periods of observance. The Office of University Relations (OUR) and category managers determine what listings appear online.

1. Who Can Submit Event Information to the Calendar?

Event requests are considered on a case-by-case basis. The decision to approve/deny a listing request is the responsibility of the Office of University Relations and its designees/category managers. Approved listings will be published in the Calendar. This approval process can take two to three business days. Call 920) 923-7602 or e-mail universityrelations@marianuniversity.edu for questions regarding content on the calendar.

2. Required Information

Certain information is required in all listings. Failure to include appropriate event information is grounds for event request removal or denial. All event listings must include: title, date/time, location, contact information.

3. Proofreading

Event information may be edited by OUR staff or category managers for style and consistency. Proofreading should be performed on all listings prior to submission.

4. Where and How Events May Be Published

Any constituent can request to have an event added to the calendar. This is done by selecting the "Suggest Event" button/link located under the mini calendar or on the full calendar page. The event will be referred to the appropriate category manager for approval. OUR has approval/denial authority over all categories.

The Calendar only publishes submissions via authenticated log-in by designated administrators and category managers. Once a Category Manager logs into the Calendar system, the list of submitted events and editing forms are accessible.

Administrators/Category Managers are also able to import mass events through either iCal or .csv files. A .csv template can be obtained from OUR.

Marian University Common Calendar

Requests to have calendar listings reconsidered, changed, or removed from the Calendar are submitted to OUR by e-mailing universityrelations@marianuniversity.edu .

5. University Regulation and Authority over Events

Event information submitted for inclusion on the Calendar is assumed to have been approved by appropriate controlling bodies at the University prior to submission. Those who submit events without the appropriate approvals are subject to denial and may be forbidden to submit future event listings.

The University reserves the right to delete and/or edit event listings if they do not meet appropriate criteria, violate local, state or federal law, or University regulations.

6. Event Sponsors and Supporting Organizations

Event requests submitted to the Calendar should be sponsored or sanctioned by an official University group, college, division, office or area. These details should be included in the event details.

7. Event Updates and Cancellations

Cancellation or edit requests will be considered and dealt with in a timely manner (within 24 hours) whenever possible (exceptions include holidays and weekends.)

The nature of the calendar technology, however, which "pushes" data to various outlets, takes minutes to deliver and falls outside of the direct control of calendar managers. Event edits may take a period of time to be reflected in various front-end views.

That said, all efforts will be made to address edit and cancellation requests at the earliest possible opportunity.