

PURPOSE: TO DESCRIBE RESPONSIBILITIES FOR THE VARIOUS CALENDARS THAT ARE USED TO DISSEMINATE INFORMATION CONCERNING BRENAU UNIVERSITY EVENTS.

## TYPES OF CALENDARS

Brenau University maintains several calendars, each of which records a specific type of activity or event.

### 1. BRENAU UNIVERSITY MASTER CALENDAR

A web based University Master Calendar was activated on Sept. 1, 2006 for use by the Brenau community as well as visitors to the web site. The purpose of the calendar is to identify and display all events that impact or would be of interest to members of the Brenau community. There are 10 separate calendars that come together to create the University Master Calendar and each of the 10 calendars is maintained by the calendar owner. Everyone is invited to add events to the master calendar by clicking on the “add event” button found in the upper right side of the calendar. The owner of that calendar will approve or not approve a request for posting. Once approved, the event will appear on the calendar.

The calendar link may be found at <http://intranet.brenau.edu>. Click on the Calendar box.

You may contact the calendar owners for additional information and questions:

CALENDAR	CALENDAR OWNER
Academic & official dates	Assistant for Provost & Vice President for Academic Affairs
Administrative, HR & Employees	Director of Human Resources
Admissions	Dean of Graduate Admissions
Alumni, Development & Fundraising	Asst. for Institutional Advancement/External Relations
Arts, Culture & Entertainment	Dean's Assistant, Fine Arts & Humanities
Athletics	Secretary, Fitness Center
Community	Dir. of Campus Traditions/Greek Life
Lectures, Meetings & Conferences	Director of Special Events
Student Services	Director of Student Life and Leadership
Academy	Adm. Asst. for the Academy

2. ACADEMIC CALENDAR: The academic calendar of Brenau University is the responsibility of the Registrar/Director of Student Records and is published each year in the Brenau University Catalog and its supplement. Such publication occurs in consultation with the other administrative personnel and faculty in order to secure a general consensus on the listing of events. Brenau University adopted the semester academic calendar in the fall of 1995.
3. CALENDAR OF THE ARTS: A brochure format that includes a yearlong, comprehensive listing of fine arts and lectures events held at Brenau. The Performing Arts Department assembles the information and the Office of Communications & Publications manages the production.