



ONLINE CALENDAR

The Online Calendar is for University sponsored events which are of general interest to broad categories of UD constituents (faculty/staff, students or both).

Guidelines:

1. Events must be sponsored by a University of Dayton department, program, school or an officially recognized student organization. Student organizations are considered recognized if they are registered with Student Life and Kennedy Union.
2. All event submissions must be congruent with the University of Dayton's mission as a Catholic, Marianist university (<http://president.udayton.edu/Faith+and+Identity/>).
3. The event posting must include all pertinent information, including event title, date, time, location, contact person, admission fee, etc.
4. The accuracy of information submitted is the responsibility of the individual, department, or organization submitting the event.
5. Regular class meetings are not considered events and will not be listed on the online calendar.
6. Most schools, departments, and other University groups have a designated calendar administrator(s) who have been trained in the use of the calendar and have privileges to publish events for their group in the calendar.
7. Any UD faculty, staff or students with an LDAP account may submit event information for posting. The calendar administrator will review all submissions regularly and publish events as appropriate.
8. Off-campus events are generally considered acceptable for inclusion in the calendar if they are sponsored by a University department, program, organization, or faculty member, and are consistent with the University's mission.
9. All posted events are expected to be conducted in accordance with University policies and state and federal laws and regulations.
10. Users may not submit or publish any obscene, vulgar, rude, abusive, threatening, or harassing messages.
11. University of Dayton reserves the right to decline an event submission as it sees fit.
12. University of Dayton reserves the right to edit event information for reasons such as length, spelling, language and clarity.