Master Calendar Entries
Choosing a Calendar Topic

Calendar Topics

- **Student Success**: All events with topics under the “Student Success” heading should include only events and deadlines that can be considered vital to students’ experience or success in their programs.
  - Graduate & Professional Student Success
  - Undergraduate Student Success
  - Student Life
- **Special Events**: All events with topics under the “Special Events” heading should be events of broad interest to the university as a whole, and can also include events of interest to the surrounding community. Smaller events and events that are closed to people who are not Pacific University members should be listed with a topic under the “General Information” heading.
  - Alumni & Friends – Events for alumni and friends of the university.
  - Athletics – Athletic matches and related events.
  - Health & Health Science – Special clinic events, lectures, forums, and workshops on health, health science, and related topics.
  - Humanities, Civics, & Education – Lectures, forums, and workshops on humanities, politics and government, business, education, and related topics.
  - International & Cultural Events – Events focused on culture and diversity.
  - Performing & Visual Arts – Performances and exhibits: art, dance, music, theatre.
  - Science & the Environment – Lectures, forums, and workshops on natural sciences, sustainability, and related topics.
- **General Information**: Events with topics under the “General Information” heading are typically smaller events, and events that are intended exclusively for Pacific University members.
  - Faculty & Staff – Faculty and staff calendar.
  - University Only Events – Smaller events open only to students, staff, and faculty; or private events held on campus by external groups (and posted for university community information only).

General Considerations

- Each event should be posted to only one calendar topic.
  - Legitimate exceptions would be in the case of major university events that are considered required (or highly recommended) for multiple constituencies. For example, Fall convocation (which would be appropriate for both Undergraduate Student Success and Faculty & Staff).
- For events that might be of interest to more than one constituency, consider the subject or content of the event. If it’s a large event or event open to the public, it may fit well on one of the Special Events topics, which will then be viewable by all students, faculty, and staff (as well as by the general public).