

Operational Calendar

Staff

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Table of Contents

	TABLE OF CONTENTS.....	1
1	INTRODUCTION.....	2
2	SEARCH FOR EVENTS.....	3
2.1	List Everything.....	4
2.2	Date Range.....	4
2.3	Specific Fields.....	5
2.4	Date Range & Specific Fields.....	6
3	VIEW CALENDAR OF EVENTS	9

1 Introduction

The Operational Calendar is a tool developed by the Registrar’s Office to provide important dates used by functional offices on campus. It gives users a look at the dependencies between offices and the timelines important to each functional unit, including preparatory tasks needed for upcoming terms and academic year cycles. This was developed to aid functional users in the consolidation of important functional dates within one location. Campus activities, such as academic conferences, sports events, cultural events, etc. will not be included.

Access to the Operational Calendar is through the MyUCSC Portal; <https://my.ucsc.edu>. Proper security is required to access the calendar link. Users are assigned the appropriate level of access based on business need. Please e-mail inquiries or issues regarding the Operational Calendar to regsys@ucsc.edu.

1. Once you log into the portal click on the [AIS Tools](#) link in the menu.
2. Click on the [Operational Calendar](#) link.
3. The Operational Calendar home page below appears.



2 Search for events

As staff you have view-only access to view all public events for all functional offices. You do not have access to create or maintain events.

1. Click on the [Search for events](#) link on the main page or the [Search](#) link from the menu bar.
2. You must select search criteria before performing a search. The screen shot below shows the four types of searches available. You may only select one search type at a time. If you select “Date Range,” “Specific Fields,” or “Date Range & Specific Fields” you must complete the bottom portion of the page with some search parameters before clicking the submit button.

[Home](#) [Search](#) [Calendar](#)

***Search**

List Everything
 Date Range
 Specific Fields
 Date Range & Specific Fields

Date Range

Start Date: (MM/DD/YYYY)
 End Date: (MM/DD/YYYY)

Specific Fields

Event:
 Description:
 Functional Owner:
 Frequency:
 Academic Year: (YYYY)
 Quarter:
 Term: (ie. 2078)
 Start Date: (MM/DD/YYYY)
 End Date: (MM/DD/YYYY)
 Dependency 1:
 Dependency 2:
 Dependency 3:

2.1 List Everything

The “List Everything” search retrieves all of the events in the Operational Calendar that you have access to view.

1. Select the “List Everything” search criteria
2. Click Submit

2.2 Date Range

The “Date Range” search retrieves events that actively take place within the start and end dates specified. This includes any event that starts during the date range, ends during the date range, or starts and ends during the date range.

For example, if you would like to see all of the events that take place during the month of January 2008:

1. Select the “Date Range” search criteria
2. Enter Start Date: **01/01/2008**
3. Enter End Date: **01/31/2008**
4. Click Submit

2.3 Specific Fields

The “Specific Fields” search allows the user to search on one or more of the event attributes indicated in the table below.

Field	Usage
Event	Name of the event. (Search will return all events that contain the text you enter as criteria.)
Description	Description of the event. (Search will return all events that contain the text you enter as criteria.)
Functional Owner	The functional unit or office responsible for the event. Sample values: Registrar’s Office, Financial Aid, AIS, etc.
Frequency	How often the event takes place. Values: weekly, monthly, quarterly, yearly
Academic Year	The academic year with the event. Enter in this format: 07/08 (YY/YY)
Quarter	The quarter associated with the event. Values: Fall, Winter, Spring, Summer
Term	The AIS term code (quarter and year) associated with the event. Enter the AIS term code, for example '2078' for Fall 2007, '2080' for Winter 2008, '2082' for Spring 2008, and '2084' for Summer 2008.
Start Date	Date the event begins (Search returns events with the exact date entered as criteria.)
End Date	Date the event ends (Search returns events with the exact date entered as criteria.)
Dependency 1	Other event or activity that is dependent on or connected to the event you are searching for.
Dependency 2	Other event or activity that is dependent on or connected to the event you are searching for. (An event may have up to three dependencies.)
Dependency 3	Other event or activity that is dependent on or connected to the event you are searching for. (An event may have up to three dependencies.)

For example, if you would like to see all of the events that happen every Fall quarter:

1. Select the “Specific Fields” search criteria
2. Select “Fall” under the drop down list for Quarter
3. Click Submit

2.4 Date Range & Specific Fields

The “Date Range & Specific Fields” search allows the user to search by Date Range in combination with Specific Fields.

For example, if you would like to see all of the Registrar’s Office April events for the 2007/2008 Academic Year (see screen shots below for a sample of this event search):

1. Select the “Date Range & Specific Fields” search criteria
2. Under Date Range enter Start Date: **04/01/2008**
3. Under Date Range enter End Date: **04/30/2008**
4. Under Specific Fields select “Registrar’s Office” from the Functional Owner drop down list
5. Under Specific Fields enter Academic Year: **07/08**
6. Click Submit

Sample 1: Enter Search Criteria.

***Search**

List Everything
 Date Range
 Specific Fields
 Date Range & Specific Fields

Date Range

Start Date: (MM/DD/YYYY)
End Date: (MM/DD/YYYY)

Specific Fields

Event:

Description:

Functional Owner:

Frequency:

Academic Year: (YYYY)

Quarter:

Term: (ie. 2078)

Start Date: (MM/DD/YYYY)
End Date: (MM/DD/YYYY)

Dependency 1:
Dependency 2:
Dependency 3:

Sample 2: Search results for search criteria above.

Home Search Calendar				
Event:	Evaluations Due			
Description:	By 4:00 PM			
Functional Owner:	Registrar's Office			
Academic Year:	07/08	Quarter:	Winter	Term: 2080
Start Date:	04/04/2008			
Update Remove				
Event:	Acad Standing Process "Frozen" in AIS			
Description:	Academic standing frozen until bar appeal period ends.			
Functional Owner:	Registrar's Office			
Academic Year:	07/08	Quarter:	Winter	Term: 2080
Start Date:	04/01/2008	End Date:	04/15/2008	
Update Remove				
Event:	Academic Standing Letters Sent to Students			
Description:	AP, STD, STD First Quarter			
Functional Owner:	Registrar's Office			
Academic Year:	07/08	Quarter:	Winter	Term: 2080
Start Date:	04/04/2008			
Update Remove				
Event:	Academic Standing Process Re-Run			
Description:	Run standing for current quarter			
Functional Owner:	Registrar's Office			
Academic Year:	07/08	Quarter:	Winter	Term: 2080
Start Date:	04/15/2008			
Update Remove				
Event:	College Academic Review (recommended)			
Description:	Recommended - To be determined by college			
Functional Owner:	Registrar's Office			
Academic Year:	07/08	Quarter:	Winter	Term: 2080
Start Date:	04/04/2008			
Update Remove				
Event:	Colleges Notify Students of Bar/Disqualification			
Description:	College notifies student by certified mail.			
Functional Owner:	Registrar's Office			


3 View Calendar of Events

The Calendar View provides a weekly, monthly, or 3-month calendar of events. It allows the user to specify the date for the calendar view the user would like to see.

1. Click on the [View the calendar of events](#) link on the main page or [Calendar](#) link from the menu bar
2. Select a Calendar View criteria (week, month, or 3 months)
3. Enter a date for the calendar time frame you would like to view
4. Click Submit

Home [Search](#) [Calendar](#)

Week
 Month
 3 Months

Date:  (MM/DD/YYYY)

Displaying 03/30/2008 to 04/05/2008

[<<Today>>](#)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3	4	5
Open Enrollment View All	Final Academic Stand... Add/Drop/Swap Classe... Instructor Name Chan... TA Turnaround Sent t... Apply for Graduation... Add/Drop/Swap Classe... View All	Acad Standing Proces... Apply for Graduation... Academic Action Data... View All	Acad Standing Proces... Undergraduate Enroll... Apply for Graduation... View All	Acad Standing Proces... Apply for Graduation... View All	Evaluations Due Acad Standing Proces... Academic Standing Le... College Academic Rev... Colleges Notify Stud... Apply for Graduation... View All	Acad Standing Proces... Apply for Graduation... Class Permission Num... View All

One Week View

Calendar Features

“Today” link: When you click the “Today” link, the current date defaults into the Date field.

Events listed within the calendar are links. When you click on an event, the details of that event are displayed.

“View All” link: Click the “View All” link for a particular date to see a list of all events for that day. In the example below “View All” for March 31, 2008 was selected.

Home Search Calendar					
Event:	Final Academic Standing Run				
Description:	Final academic standing for academic action				
Functional Owner:	Registrar's Office				
Academic Year:	07/08	Quarter:	Winter	Term:	2080
Start Date:	03/31/2008				
Update Remove					
Event:	Add/Drop/Swap Classes Begins				
Functional Owner:	Registrar's Office				
Academic Year:	07/08	Quarter:	Spring	Term:	2082
Start Date:	03/31/2008	End Date:	03/31/2008		
Update Remove					
Event:	Instructor Name Changes Sent				
Description:	Request to course sponsoring agencies to review primary instructors attached to classes in quarter.				
Functional Owner:	Registrar's Office				
Academic Year:	07/08	Quarter:	Spring	Term:	2082
Start Date:	03/31/2008				
Update Remove					
Event:	TA Turnaround Sent to Departments				
Description:	Request from Reg Office for information on teaching assistants for quarter.				
Functional Owner:	Registrar's Office				
Academic Year:	07/08	Quarter:	Spring	Term:	2082
Start Date:	03/31/2008				
Update Remove					
Event:	Apply for Graduation no Fee - Undergrad				
Description:	Deadline to apply for graduation for bachelor's degree.				
Functional Owner:	Registrar's Office				
Academic Year:	07/08	Quarter:	Spring	Term:	2082
Start Date:	03/31/2008	End Date:	04/25/2008		
Update Remove					
Event:	Add/Drop/Swap Classes Ends				
Description:	Deadline to process enrollment transactions				
Functional Owner:	Registrar's Office				
Academic Year:	07/08	Quarter:	Winter	Term:	2082

Sample: One Month Calendar View

Week
 Month
 3 Months

Date: (MM/DD/YYYY)

Displaying 03/30/2008 to 05/03/2008
 <<Today>>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30 Open Enrollment View All	31 Final Academic Stand... Add/Drop/Swap Classe... Instructor Name Chan... TA Turnaround Sent... Apply for Graduation... Add/Drop/Swap Classe... View All	1 Acad Standing Proces... Apply for Graduation... Academic Action Data... View All	2 Acad Standing Proces... Undergraduate Enroll... Apply for Graduation... View All	3 Acad Standing Proces... Apply for Graduation... View All	4 Evaluations Due Acad Standing Proces... Academic Standing Le... College Academic Rev... Colleges Notify Stud... Apply for Graduation... View All	5 Acad Standing Proces... Apply for Graduation... Class Permission Num... View All
6 Acad Standing Proces... Apply for Graduation... View All	7 Faculty Listings-Cat... Acad Standing Proces... Minimum Units Enforc... Instr Name Changes D... Under-Enrolled Email Emergency Contact Em... View All	8 Acad Standing Proces... Apply for Graduation... View All	9 Acad Standing Proces... Apply for Graduation... View All	10 Acad Standing Proces... Student Bar/Disqual... Undeclared Email Apply for Graduation... View All	11 Acad Standing Proces... Apply for Graduation... View All	12 Acad Standing Proces... Apply for Graduation... View All
13 Acad Standing Proces... Apply for Graduation... View All	14 Acad Standing Proces... TA Turnaround Due to... Apply for Graduation... Bar/Disqualification... Pre-millennial Stand... View All	15 Acad Standing Proces... Academic Standing Pr... Apply for Graduation... View All	16 Apply for Graduation... View All	17 Apply for Graduation... View All	18 Apply to Graduate Em... Apply for Graduation... Change Grade Option ... Part-time Program De... View All	19 Apply for Graduation... View All
20 Apply for Graduation... View All	21 Apply for Graduation... Add By Petition Beqi... Withdraw from a Clas... View All	22 Apply for Graduation... Add By Petition Beqi... Withdraw from a Clas... Graduation/Honors Co... View All	23 Apply for Graduation... Add By Petition Beqi... Withdraw from a Clas... View All	24 Apply for Graduation... Add By Petition Beqi... Withdraw from a Clas... Declaration/Change o... View All	25 Apply for Graduation... Add By Petition Beqi... Withdraw from a Clas... Preliminary Graduati... View All	26 Add By Petition Beqi... Withdraw from a Clas... Apply for Graduation... Preliminary Graduati... View All
27 Add By Petition Beqi... Withdraw from a Clas... Apply for Graduation... Preliminary Graduati... View All	28 Add By Petition Beqi... Withdraw from a Clas... Apply for Graduation... Preliminary Graduati... View All	29 Add By Petition Beqi... Withdraw from a Clas... Apply for Graduation... Preliminary Graduati... View All	30 Add By Petition Beqi... Withdraw from a Clas... Apply for Graduation... Preliminary Graduati... View All	1 Add By Petition Beqi... Withdraw from a Clas... Apply for Graduation... Preliminary Graduati... View All	2 UCOP End of Term Sub... Winter Degrees Repor... Add By Petition Beqi... Withdraw from a Clas... Apply for Graduation... View All	3 Add By Petition Beqi... Withdraw from a Clas... Apply for Graduation... Preliminary Graduati... View All