# 1 Introduction

The Operational Calendar is a tool developed by the Registrar's Office to provide important dates of 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 for functional users to have one consolidated location to find dates for all campus activity.

Access to the Operational Calendar is through the AIS login page, https://ais-cs.ucsc.edu. The proper security is required to access the calendar link. Users have different levels of access depending on business need.

1. Once you log in to AIS click on the "Operational Calendar" link in the menu.

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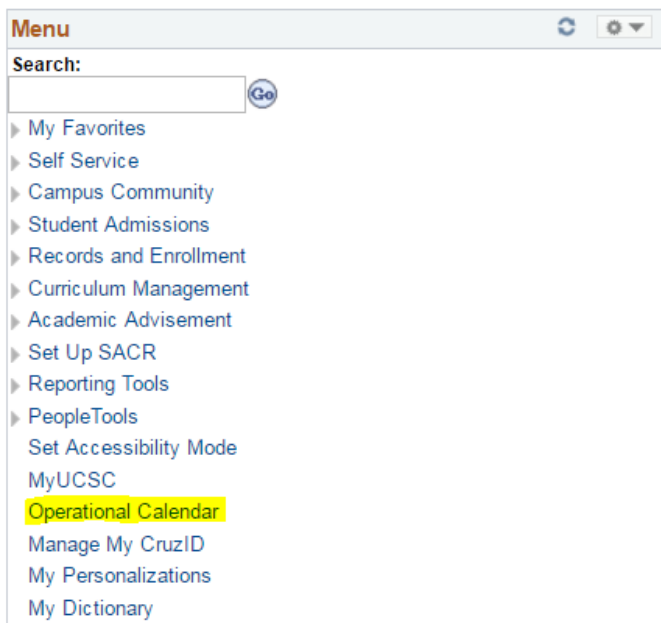
2 Search for events

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

> 1. Click on "Search for events" on the main page or "Search" from the menu bar.

> 2. You must select a search type before performing a search. The screen shot below shows the four types of searches you can choose from. You may only select one 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

[Submit]

Date Range

Start Date:	[ ] 📅	(MM/DD/YYYY)
End Date:	[ ] 📅	(MM/DD/YYYY)

Specific Fields

Event:	[ ]	
Description:	[ ]	
Functional Owner:	[▼]	
Frequency:	[▼]	
Academic Year:	[ ]	(YY/YY)
Quarter:	[▼]	
Term:	[ ]	(ie. 2078)
Start Date:	[ ] 📅	(MM/DD/YYYY)
End Date:	[ ] 📅	(MM/DD/YYYY)
Dependency 1:	[ ]	

2.1 List Everything

The "List Everything" search retrieves all of the events in the Operational Calendar that you have access to view. This search is not recommended as it will display hundreds of past and future events.

1. Select the "List Everything" search criteria
2. Click submit

2.2 Date Range

The "Date Range" search retrieves events that take place within the start and end dates specified.

For example, if you would like to see all of the events that take place during the month of January 2016:

1. Select the "Date Range" search criteria

2. Enter Start Date: 01/01/2016

3. Enter End Date: 01/31/2016

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 include part of the text you enter as the criteria.)
Description	Description of the event. (Search will return all events that include part of the text you enter as the criteria.)
Functinal Owner	The functional unit or office responsible for the event. Sample values: Registrar's Office, Financial Aid, AIS,
Frequency	How often the event takes place. Values: weekly, monthly, quarterly, yearly
Academic Year	The academic year the event is associated with. Enter in this format: 15/16 (YY/YY)
Quarter	The quarter the event is associated with. Values: Fall, Winter, Spring, Summer
Term	The AIS term code (quarter and year) associated with the event. Enter the AIS term code, for example '2168' (Fall 2016)
Start Date	Date the event begins
End Date	Date the event ends
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 Funcional 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

Submit

Date Range

Start Date:	04/01/2008	(MM/DD/YYYY)
End Date:	04/30/2008	(MM/DD/YYYY)

Specific Fields

Event:		
Description:		
Functional Owner:	Registrar's Office ▼	
Frequency:	▼	
Academic Year:	07/08	(YY/YY)
Quarter:	▼	
Term:		(ie. 2078)
Start Date:		(MM/DD/YYYY)
End Date:		(MM/DD/YYYY)
Dependency 1:		
Dependency 2:		
Dependency 2:		

Submit

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 "View the calendar of events" on the main page or "Calendar" 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

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: 04/02/2008 📅 (MM/DD/YYYY)

[Submit]

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

<<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_
6	**7**	**8**	**9**	**10**	**11**	**12**
Acad Standing Proces... Apply for Graduation... _View All_	Faculty Listings-Cat... Acad Standing Proces... Minimum Units Enforc... Instr Name Changes D... Under-Enrolled Email Emergency Contact Em... _View All_	Acad Standing Proces... Apply for Graduation... _View All_	Acad Standing Proces... Apply for Graduation... _View All_	Acad Standing Proces... Student Bar/Disqual ... Undeclared Email Apply for Graduation... _View All_	Acad Standing Proces... Apply for Graduation... _View All_	Acad Standing Proces... Apply for Graduation... _View All_
13	**14**	**15**	**16**	**17**	**18**	**19**
Acad Standing Proces... Apply for Graduation... _View All_	Acad Standing Proces... TA Turnaround Due to... Apply for Graduation... Bar/Disqualification... Pre-millennial Stand... _View All_	Acad Standing Proces... Academic Standing Pr... Apply for Graduation... _View All_	Apply for Graduation... _View All_	Apply for Graduation... _View All_	Apply to Graduate Em... Apply for Graduation... Change Grade Option ... Part-time Program De... _View All_	Apply for Graduation... _View All_
20	**21**	**22**	**23**	**24**	**25**	**26**
Apply for Graduation... _View All_	Apply for Graduation... Add By Petition Begi... Withdraw from a Clas... _View All_	Apply for Graduation... Add By Petition Begi... Withdraw from a Clas... Graduation/Honors Co... _View All_	Apply for Graduation... Add By Petition Begi... Withdraw from a Clas... _View All_	Apply for Graduation... Add By Petition Begi... Withdraw from a Clas... Declaration/Change o... _View All_	Apply for Graduation... Add By Petition Begi... Withdraw from a Clas... Preliminary Graduati... _View All_	Add By Petition Begi... Withdraw from a Clas... Apply for Graduation... Preliminary Graduati... _View All_
27	**28**	**29**	**30**	**1**	**2**	**3**
Add By Petition Begi... Withdraw from a Clas... Apply for Graduation... Preliminary Graduati... _View All_	Add By Petition Begi... Withdraw from a Clas... Apply for Graduation... Preliminary Graduati... _View All_	Add By Petition Begi... Withdraw from a Clas... Apply for Graduation... Preliminary Graduati... _View All_	Add By Petition Begi... Withdraw from a Clas... Apply for Graduation... Preliminary Graduati... _View All_	Add By Petition Begi... Withdraw from a Clas... Apply for Graduation... Preliminary Graduati... _View All_	UCOP End of Term Sub... Winter Degrees Repor... Add By Petition Begi... Withdraw from a Clas... Apply for Graduation...	Add By Petition Begi... Withdraw from a Clas... Apply for Graduation... Preliminary Graduati... _View All_