

Central Virginia Community College Policies
II - General Administrative Policies
CVCC Calendar



Policy #:	CVCC0012
Effective:	__/__/__
Last Reviewed/Revised:	10/14/2022
Responsible Dept.:	Academic and Student Affairs
Other Policy References:	NA

CVCC Calendar

As an institution of higher education there are many important dates throughout each calendar, fiscal and academic year. The goal of the CVCC Calendar is to present important dates to the college community, everyone with a @centralvirginia.edu email address, in a convenient format.

To ensure the calendar entries are germane to the majority of the college community, the calendar entries will be limited to the categories listed in the table below. Requests to add a category to the CVCC Calendar must be approved by the President's Cabinet.

CVCC Calendar Categories

- Academic Calendar e.g. Classes Begin
- College-wide Campus Events e.g. Picnic, History Day
- College Holidays
- Committee Meetings
- Pay Days
 - Full-time
 - Part-time
 - Adjunct Faculty
- Professional Development Events

The ability to manage CVCC calendar entries will be limited to the faculty and staff members that have access to send to the everyone@centralvirginia.edu email distribution list.

CVCC's default personal information management tool is Microsoft Outlook; hence CVCC's calendar will be available via Outlook. This included the Outlook desktop application, Outlook Web Access (OWA) and the Outlook mobile app.