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UIS Business Calendar Request [1]

If you'd like to add to the UIS Business Calendar, fill out the below form. If you'd like to make a change to an existing item, fill out the same form but link to the existing item in the notes section.

Let us know if you have any questions. [2]

Title of event *

Location

Start date of event *

Month ▼ Day ▼ Year ▼

End date of event *

Month ▼ Day ▼ Year ▼

Start time of event *

Hour ▼ : Minute ▼ ◉ am ○ pm

End time of event *

Hour ▼ : Minute ▼ ◉ am ○ pm

All day event?

○ Yes this is an all day event.

Recurrence: is this a reoccurring event? If so, how often? When does it end?

Add an attachment

Choose a file Upload

If you would like to add a series of events to the UIS Business Calendar, please attach a document with the above details for each calendar item.
Files must be less than **2 MB**.
Allowed file types: **txt rtf pdf doc docx ppt pptx xls xlsx**.

Description of the event *

Contact person *

Category (reference legend on Business Calendar on left side) *

- ○ Campus Deadlines
- ○ CS
- ○ CU Events
- ○ eRA
- ○ FIN
- ○ High Priority (e.g. Maintenance Windows)
- ○ HCM
- ○ Testing
- ○ Enterprise Project Go Live
- ○ Security
- ○ System Admin/1800 Grant St
- ○ UIS Weekly Release
- ○ I don't know

Notes:

Submit

Source URL:https://www.cu.edu/uis/forms/uis-business-calendar-request

Links
[1] https://www.cu.edu/uis/forms/uis-business-calendar-request
[2] mailto:es.communications@cu.edu?subject=UIS%20Business%20Calendar