

## UIS Business Calendar Request <sup>[1]</sup>

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. <sup>[2]</sup>

**Title of event \***

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**Location**

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**Start date of event \***

Month <input type="text"/>	▼	Day <input type="text"/>	▼	Year <input type="text"/>	▼
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**End date of event \***

Month <input type="text"/>	▼	Day <input type="text"/>	▼	Year <input type="text"/>	▼
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**Start time of event \***

Hour <input type="text"/>	▼	:	Minute <input type="text"/>	▼	<input checked="" type="radio"/> am	<input type="radio"/> pm
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**End time of event \***

Hour <input type="text"/>	▼	:	Minute <input type="text"/>	▼	<input checked="" type="radio"/> am	<input type="radio"/> pm
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**All day event?**

☐ Yes this is an all day event.

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

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**Add an attachment**

Choose

a file	Upload
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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 \***

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**Contact person \***

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**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:**

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Submit

University Information Services

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**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>