

All-University Calendar

In an effort to have a centralized location for events of interest to the students and community, Northeastern State University hosts an All-University Calendar on its website. The Office of Student Affairs is capable of submitting events sponsored by Recognized Student Organizations to the NSU Web calendar. By request, RSO's that are sponsoring events that are of interest and open to the entire university community can have their event posted on the web calendar.

In order to minimize scheduling conflicts, dates for events that target an all campus/community audience and/or require the use of significant building space should be discussed with the Coordinator of Student Activities and Organizations or her designee. The Student Affairs Office will maintain an up-to-date calendar of all campus events and will act as an information center for student activities being planned on or near the NSU campus.

While every effort will be made to list all events submitted, the Office of Student Affairs reserves the right to edit and determine what student events will be placed on the web calendar. The NSU Web Development office will have final authority.

Calendar Guidelines

In light of the fact that there is an increasing demand for calendar listings, items for the web calendar must be submitted in accordance with the following guidelines.

- Only items received from Recognized Student Organizations and submitted no later than 7 working days prior to an event will be accepted.
- Requests will be posted on the web calendar within 48 hours of their submission, when possible.
- Requests **must** be submitted on an Activity Registration Form or by filling out a calendar of Events Submission Form in writing to the Student Affairs Office, 204 Administration Building. Students can email or fax forms to the attention of Student Affairs at sao@nsuok.edu or 918-458-2340. Items received in any other form(s) will not be accepted.
- Submission of this information implies permission for the Office of Student Affairs to distribute any of the contact data to other publications requesting the information.
- Only open meetings & events will be permitted on the web calendar.
- Events that occur for two or more consecutive days must be submitted on **ONE** Activity Registration Form.

Questions regarding the submission of events for the web calendar should be directed to the Coordinator of Student Activities and Organizations, 458-2120 or extension 2120.