

The Academic Affairs calendar is an internal administrative planning tool (for chairs, deans, and other leadership roles) with key academic and administrative dates and deadlines, shared governance and admin meetings, recurring academic traditions, major religious holidays, and other items of special interest to Chairs/Deans (e.g., advancement, admission) as they plan for the year. The AA calendar does not replace the campus events calendar run by Event Services.

- Each item is color-coded for easy reference.
- Some items contain links and other resource information.
- By using the live calendar, you always have the most up-to-date information.
- Notes and reminders for both **undergraduate** and **graduate** items
- The calendar “key” is in pink on the first day of each month, for quick reference.

To gain access and view the calendar in Outlook:

1. Open your calendar in Outlook.
2. In the folder pane (the column to the left of your calendar), right click on “My Calendars,” scroll to “add calendar,” scroll to “open shared calendar.”
3. A box pops up. Type in ACADAFFAIRS. Click OK.

To gain access and view the calendar in the Outlook Web App (from Inside Loyola):

1. Once on your mail page, click on the calendar icon on the bottom left side of the page.
2. In the folder pane (the column to the left of your calendar), right click on “My Calendars” and scroll down to “add calendar.”
3. A box pops up. In the area labeled, “Calendar from your organization,” type in ACADAFFAIRS. Click OK.

**Mac users**, please reach out to Technology Services if you have difficulty accessing the calendar.

Please feel free to send Joshua Gembicki ([jfgembicki@loyola.edu](mailto:jfgembicki@loyola.edu)) any new items or more updated/corrected information for existing items. You can find a PDF version of the calendar on the [Information for Directors/Administrators](#) and [Information for Chairs](#) pages. Be advised that on days with multiple items, not all will be visible in the PDF format, so be sure to access the live version via Outlook.

*Please note that the pdf version of the calendar is static, and the live calendar should be used to view most current information.*