

Access the Campus Calendar:

On-campus: www.lcsc.edu/calendar (This URL defaults to the calendar on the Intranet)

Off-campus Access: MyLCSC - Intranet – Click on **Calendar**

<https://ezproxy.lcsc.edu/login?url=http://intranet.lcsc.edu>

(Use username only, **do not** use @lcsc.edu for login)

Filter for Faculty Senate/Assoc:

Use the Filter for “Faculty Senate/Assoc” on the calendar to retrieve meetings coded as Faculty Senate or Association meetings. (The Filters are located in the navigation section, right side of the page.)

The goal is to have all of the Faculty Senate/Assoc meetings listed on the campus calendar so that the Filter for “Faculty Senate/Assoc” search results are accurate.

Calendar Maintenance:

If you are a chair of a Faculty Senate committee, and your committee meetings don't appear on the campus calendar using the Filter “Faculty Senate/Assoc,” please send an email to Julie Crea and copy Lynne Bidwell. Julie will add the information to the calendar, and Lynne will update your committee web page.

Julie Crea, jcrea@lcsc.edu, x2333, SUB 216 (*Events & Campus Card Services*)

Lynne Bidwell, lbidwell@lcsc.edu, x2438, LIB 118 (*Faculty Senate/Assoc Webmaster*)

Julie needs the following information in order to add your meetings to the campus calendar:

Event Name:

Start Date & Time:

End Date & Time:

Meeting Room:

Please see the following directions for creating a room reservation on the campus calendar.

http://www.lcsc.edu/faculty/campus_calendar_instructions_9-21-09.pdf