## 2.7 Events – Schedule of Significant Dates

### Purpose

*Security Services Personnel are to be aware of important dates of the University Academic Year as detailed in the University Calendar.*

### Guideline

At the commencement of each year and at regular or necessary times during the year, the Security Operations Co-Ordinator will identify the significant dates during the University year and enter them in the appropriate records i.e. diaries, wall charts, etc.

The dates can be obtained from the University Handbook or the University Web Site.

Such information should include but not be limited to:

- Welcome and Pre-enrolment Advising Sessions for Undergraduate Students
- Enrolment and Re-enrolment Period for New and Continuing Undergraduate Students
- Enrolment and Re-enrolment Period for New and Continuing Postgraduate Students
- Classes
- Examinations
- Graduations
- Recess
- Committees

<table>
<thead>
<tr>
<th>Contact Officer</th>
<th>Campus Security Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved</td>
<td>1 July 2012</td>
</tr>
<tr>
<td>Approval Authority</td>
<td>Director, Property</td>
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<tr>
<td>Related Policies, Procedures, Guidelines, Forms or Templates</td>
<td>Security Services – Standard Operating Procedures</td>
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<td>1 July 2013</td>
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