

ACADEMIC CLASS MEETING CALENDAR WIZARD

A tool for constructing academic and class meeting calendars

PALM BEACH STATE COLLEGE

Office of the Vice President of Academic Affairs

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ACADEMIC CLASS MEETING CALENDAR WIZARD

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Academic Class Meeting Calendar Wizard

INTRODUCTION

Class Meeting Calendars and *Academic Calendars* are developed 3 years in advance for the purpose of advanced planning (e.g., Calendars for 2016-2017 are created in 2013). This process begins in October of each year. Once the calendar activities (Development Day, Commencement, 7.5- & 12-week terms, etc.) have been established on the Class Meeting Calendars, the dates of those activities are transferred to a 1-page Academic Calendar, the format of which is mandated by the State.

The Class Meeting Calendars and the Academic Calendar are uploaded to the college web site in DRAFT (.pdf) form for review and comment by all college employees. The VPAA office initiates this process by sending an email to all college employees requesting that they review the calendars and respond with any comments. In December, after the review, the calendars are placed on the January DBOT agenda for approval. If approved, the date of the Board approval is entered on the calendars, "DRAFT" is removed, and they are re-posted to the web page. The calendars are now available to be referenced by those who need these dates for advanced planning.

In December of the year prior to when a calendar is to go into effect (e.g., December 2013 for the 2014-15 calendar), the State requests submission of the Academic Calendar for the following academic year. The State reviews the calendar in the Spring and the college president receives a letter at the end of March or beginning of April indicating approval of the calendar. When the letter is received, the date from that letter is entered on the Academic and Class Meeting Calendars as the date approved by the State and the calendars are updated and uploaded for the final time on the college web page as the "official" calendars for that academic year.

**BEFORE YOU BEGIN TO USE THE WIZARD,
IT IS STRONGLY RECOMMENDED THAT YOU READ THIS DOCUMENT
IN ITS ENTIRETY WHILE REFERENCING THE WORKSHEETS ON YOUR SCREEN.**

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BEFORE YOU START

1. **12-MONTH CALENDARS:** You will need some reference documents in order to input the correct date information into the Wizard to build the calendars. Download and print the 12-month calendars for the two years in which you will be working. Below are a suggested calendar web site with American holidays and another web site with interfaith holiday dates. Care should be taken when creating the calendars to be aware of any major religious events that may be affected.

<http://www.timeanddate.com/>
<http://www.interfaithcalendar.org/>

2. **TERMS YOU SHOULD KNOW:** You should become familiar with the terms used in these instructions and in the Wizard by reviewing Appendix D: Terms and Definitions. A term that you will see many times in this document is **Activity**. This term refers to any item that is placed on a Class Meeting Calendar such as Academic Development Day, a holiday, Commencement, Faculty Return day, etc.

The areas in the calendars where Activities are placed are referred to as **Activity Cells**.

A character called a **Tilde (~)** is an essential part of the Class Meeting Calendars. When a Tilde (~) is placed as the first character in an Activity Cell, either preceding the text of an Activity or by itself, that day on the calendar is not counted as a **Class Meeting Day**. **Class Meeting Days** are days when students are in attendance; faculty may or may not be in attendance on days where a tilde (~) is entered (e.g., ~ Convocation [no students, but faculty are in attendance])

To physically see where Activities and Activity Cells are located on a Class Meeting Calendar, and examples of the use of the Tilde (~), see Appendix C: Class Meeting Calendar Graphic with Markup.

3. **DOWNLOAD THE WIZARD:** Download the Academic Class Meeting Calendar Wizard (Excel file) from <http://www.palmbeachstate.edu/academicaffairs/class-meeting-calendar-wizard.aspx>
 - o Save this file under the file name: **Class-Mtgs-20y1-20y2**, where **y1** is the fall academic year and **y2** is the spring/summer academic year (e.g., Class-Mtgs-2013-2014).
4. **SCHEDULING RULES:** Refer to the rules for **Saturday, Sunday, and Holiday Class Scheduling** posted on the Academic Class Meeting Calendar Wizard web page in #2. above. Special attention should be paid to these rules regarding January 2.
5. **START DATE GUIDELINES:** When possible start classes on a Monday and avoid starting on a Friday. Try not to have classes end on a Friday.
6. **SUMMER START DATE:** Allow one week (4-5 workdays) after the end of Spring Term for grades to be processed, also Summer B's start date must fall on or before June 30 / for financial aid, adjust start date here as needed. When possible start classes on a Monday and avoid starting on a Friday. Try not to have classes end on a Friday.
7. In the Fall Term, Faculty, including Department Chairs, may not start back prior to August 16 due to payroll dates.

WHAT TO EXPECT

The Academic Class Meeting Calendar Wizard is an **Excel workbook** with several worksheet tabs (see Appendix A: Excel Workbook Tabs). A summary of the process, from constructing a complete set of calendars for an academic year, to final approval of the calendars, is below:

This list is simply an outline of the process. Detailed instructions are on subsequent pages of this document.

STEP 1. Input the foundational 7 pieces of date information to start the construction of the calendars

STEP 2. Copy and paste the remaining Activities into the calendars

STEP 3. Clean up the workbook

STEP 4. Generate the Academic Calendar

STEP 5. Review and approval of the calendars

Academic Class Meeting Calendar Wizard

GET STARTED (Step by Step Instructions)

1. Enter the USER INPUT SHEET Information

As instructed below, you will enter the date information on the USER INPUT SHEET tab, which will initiate the creation of the 3 calendars for Fall, Spring, and Summer. About 50% of the Activities on each calendar will be automatically populated when this information is provided (see Appendix B: Automatic vs. Manual Activity Placement). The calendars are not useable until this information is properly entered.

After the *INITIAL ENTRY* of the dates into the USER INPUT SHEET, the formulas within the cells of the worksheets for FALL, SPRING, and SUMMER will use those dates to begin building the calendars. While you may adjust any entry on the USER INPUT SHEET as needed, the *INITIAL ENTRIES* requested on this worksheet will give you a good starting point based on the earliest *Common Entry Period* as mandated by the State for each calendar term.

EXCEPTIONS and COMMON ENTRY PERIOD: If you need to change the date for the start of a term, you should try to keep it within the parameters (Common Entry Period) set by the State (see Appendix D: Terms and Definitions). **You may enter a date that is outside of those parameters.** But when the calendar is submitted to the State, you will be required request an Exception, tell them how many days before or after the Common Entry Period it is, and give a brief reason why the Exception is necessary.

INSTRUCTIONS FOR USER INPUT SHEET ENTRIES and MAPing:

Using the printouts of the two 12-month calendars you downloaded in a previous section of these instructions, enter the data as requested on the USER INPUT SHEET. The date for the start of the Summer term should be left blank initially until the Spring term dates and Activities have been set. The start of Summer term is dependent on when the Spring term ends. All other dates on the USER INPUT SHEET can be entered at this time.

- a) Following the MAPing rules, instructions, and class meeting counting help described in #2. through #5. below, you will manually enter the remainder of the Activities into the Fall and Spring calendars. Any adjustments to the start of classes for a major term **must** be made only via date entries on the USER INPUT SHEET, not directly on the calendars. Keep in mind, each time an adjustment is made on the USER INPUT SHEET, any Activities that have been manually placed (MAPped) on the calendar will have to be deleted (do not "cut") and re-placed in the proper Activity Cell.
- b) Once the Spring calendar has been completed, you can enter the date for the start of Summer classes on the USER INPUT SHEET. This is usually the first workday after Spring Commencement.

2. Manual Activity Placement (MAPing) - General Rules

The text of the Activities you will manually place into each calendar worksheet are located on the MAP tab. The text is pre-formatted (in the WHITE CELLS on this worksheet) and ready to be copied and pasted "as is" into the calendars. Each Activity on this worksheet tab should be placed individually, in order from left to right, into each calendar following the instructions on the subsequent pages.

General Rules:

- Faculty (including Dept Chairs) cannot return prior to August 16 due to payroll periods.
- Always place Academic Development Day first on the Fall and Spring Calendars.
- Place all Activities on one calendar before continuing with the next calendar.
- A "Class Meeting Day" is defined as a Monday to Friday for Fall and Spring, and Monday to Thursday for Summer.
- A tilde (~) as the 1st character in any Activity Cell of a calendar indicates that this day "is not a Class MeetingDay."
- There must be exactly 75 Class Meeting Days in the 15-week Fall and Spring terms.
- The 7.5-week terms within Fall and Spring are somewhat flexible, but ideally should contain at least 37 Class Meeting Days. One or two Class Meeting Days more or less in 7.5-week term is acceptable.
- The 12-week term of Fall and Spring ideally should contain 60 Class Meeting Days. However, usually there is up to

² Use the Class Meeting Count Aid Table in the columns to the right of each calendar.

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4 additional days because the start of this term is always on the Monday of the week containing the 60th Class Meeting Day.

- There should be 60 Class Meeting Days in the 12-week Summer term. However, there may be some cases where this may have to be 59 or 61 days because the college is closed on Fridays in the Summer term.

3. Using the Class Meeting Count Aid Table

The Activities that you will place manually need to be inserted after a specific number of Class Meeting Days from a given date and/or Activity. To help you count these Class Meeting Days, there is a table in the 3 columns to the right of each calendar that displays the number of class meetings in each adjacent week. Do not use this table for Fall and Spring until AFTER Academic Development Day has been placed on the calendars.

Class Meeting Calendar							CLASS MTG COUNT AID		
SUN	MON	TUE	WED	THU	FRI	SAT	# Mtgs/Wk as of Fri	# Mtgs Fwd. as of Fri	# Mtgs Bwd as of Mon
	~	~	~	~		adjacent week ←	Count Mon to Fri ↓ 1	Count Mon to Fri ↓ 1	15
						adjacent week ←	5	6	14
						adjacent week ←	5	11	9
			~			adjacent week ←	4	15	Count Fri to Mon ↑ □ 4

↑
1st Column
↑
2nd Column
↑
3rd Column

- The **1st column** of the table gives the number of class meetings for the adjacent week (counted from left to right, Mon to Fri).
- The **2nd column** of the table gives the cumulative count of class meetings as of Friday of the adjacent week counted from the top to the bottom of the column (counted from left to right, Mon to Fri, then down on each row).
- The **3rd column** of the table gives the cumulative count of class meetings as of Monday of the adjacent week counted from the bottom to the top of the column (counted from right to left, Fri to Mon, then up on each row).

4. Begin FALL / SPRING MAPing

PROCESS:

Using the table below to locate where an Activity should be placed, on the MAP tab, copy each of the Fall/Spring Activities, one at a time from left to right, from the WHITE cells into the FALL calendar, and then repeat the process for the SPRING calendar.

- Click on the MAP tab and then click in the WHITE cell containing the next Activity to be placed on the calendar. Copy that Activity (CTRL-c).
- Click the calendar tab (FALL or SPRING). Locate the approximate date where the Activity should be placed or use the Count Aid Table to the right of the calendar to count class meeting days forward or backward if indicated for the Activity you are copying. Then click on the Activity Cell where the Activity should be placed.
- Paste (CTRL-v) the Activity you just copied from the MAP tab into the Activity Cell of the calendar.
- Repeat steps 1 to 3, placing the remaining Activities on the MAP tab into the FALL calendar and then repeat the entire process for the SPRING calendar.

LOCATION ON CALENDAR FOR EACH ACTIVITY:

FALL / SPRING Activities on the MAP Tab	Where to place the Activity	Approximate Date of Activity
Academic Development Day	Insert on a Tuesday, Wednesday, or Thursday in the Activity Cell indicated in the next column for Fall and Spring. →→→ This Activity can be moved as needed at any time.	FALL: Between the 2 nd and last week of October SPRING: Last week of March

² Use the Class Meeting Count Aid Table in the columns to the right of each calendar.

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Commencement	Count forward ¹ 76 Class Meeting Days from, and including, the 1 st day of the 15-week term. Insert Commencement on that day. Not mandatory, but preferable ... If Commencement falls after December 20 (Fall) or May 15 (Spring), adjust the 1 st class meeting of the 15-week term backward on the USER INPUT SHEET. If necessary, delete (do not "cut") the "Commencement" Activity from the calendar and re-do the forward count of 76 Class Meeting Days before placing it back into the calendar again.	FALL: 3 rd week of December, but not a Monday or later than December 20. SPRING: 2 nd week of May, but not a Monday.
STOP HERE	At this point the total number of class meetings must be 75 (see "# Class Meetings" on the last row of the calendar). If it is not, adjust as needed to the 1 st class meeting of the term on the USER INPUT SHEET. Delete and replace the Commencement text, if necessary. Once you have arrived at 75 class meetings, the remainder of the Activities that follow can be inserted.	
End 15-week Term End 12-Week Term End 2 nd 7.5-week Term Makeup Exams Only Last Class Meeting Grades Due	Insert on the Class Meeting Day immediately preceding <u>Commencement</u> .	FALL: 3 rd week of December SPRING: <u>2nd week of May</u>
12-week Term Begins	Count backwards ¹ 60 Class Meeting Days from, and including, the last day (end) of the 15-week term. Place the start of the 12-week term on the Monday of that week.	FALL: <u>3rd Monday of September</u> SPRING: 1 st Monday of February

FALL / SPRING Activities on the MAP Tab	Where to place the Activity	Approximate Date of Activity
End 1 st 7.5-week Term Make-up Exams Only Grades Due	Count forward ¹ at least 37 Class Meeting Days from, and including, the 1 st class meeting of the 15-week term. Place the end of the 1 st 7.5-week term on that day. If necessary, you can adjust Academic Development Day and/or move the end of the 1 st 7.5-week term forward or backward by 1 or 2 days.	FALL: 3 rd week of October; usually a Friday SPRING: 1 st week of March
Last class meeting of 1 st 7.5-week term	Insert at 1 Class Meeting Day before the end of the 1 st 7.5-week term.	FALL: 1 Class Meeting Day before 1 st 7.5-week term ends SPRING: 1 Class Meeting Day before 1 st 7.5-week term ends
2 nd 7.5-week Term Begins	Count backwards ² at least 37 Class Meeting Days from, and including, the last day (end) of the 15-week term. If necessary, you can adjust Academic Development Day and/or move the start of the 2 nd 7.5-week term forward or backward 1 or 2 days.	FALL: 3 rd week of October SPRING: 2 nd -3 rd week of March
Final Exams (Mon-Fri)	Final Exams are held on the last 5 Class Meeting Days AND the Saturday immediately preceding the end of the 15-week term. Place Final Exams in each of these 6 days.	FALL: Last 6 days before 15-week term ends (excluding Sunday only)

² Use the Class Meeting Count Aid Table in the columns to the right of each calendar.

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Final Exams
(Saturday)

The Final Exam Activity for Saturday is formatted to match the outside border of the calendar.

SPRING: Last 6 days before 15-week term ends (excluding Sunday only)

Note: Final Exam Week was eliminated with the change to a 15-week calendar.

Re-Distribute # of Class Meetings per Day of the Week

The ideal number of class meetings for each day of the week, Monday through Friday, covering the entire 15-week term for Fall and Spring is 15. If there is a count of 14 class meetings on a Tuesday, Wednesday, or Thursday, and another count of 16 on a Tuesday, Wednesday, or Thursday, consider moving Academic Development Day to the Tuesday, Wednesday, or Thursday with the count of 16. This may require adjusting the end and start of the two 7.5-week terms if they border Academic Development Day.

² Use the Class Meeting Count Aid Table in the columns to the right of each calendar.

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5. Begin SUMMER MAPing

NOTE REGARDING FRIDAYS IN THE SUMMER: The college is closed on Fridays during the Summer term, but its Monday through Thursday work hours are extended during that time to cover the at least 37-hour work week. Nevertheless, Fridays are included in the count of Class Meeting Days in the Class Meeting Count Aid Table for uniformity and simplicity. However, DO NOT manually place any Activity on a Friday in the Summer term. If an Activity falls on a Friday, move it to the previous or next workday.

PROCESS:

Using the table below to locate where an Activity should be placed, copy each of the Summer Activities from the WHITE cells on the MAP tab (in order from left to right) into the SUMMER calendar.

1. Click on the MAP tab and then click in the cell of the next Activity to be placed on the calendar. Copy that Activity (CTRL-c).
2. Click the calendar tab for SUMMER. Locate the approximate date where the Activity should be placed or use the Count Aid Table to the right of the calendar to count class meeting days forward or backward if indicated for the Activity you are copying. Then click on the Activity Cell where the Activity should be placed.
3. Paste (CTRL-v) the Activity you just copied from the MAP tab into the Activity Cell of the calendar.
4. Repeat steps 1 to 3, placing the remaining Activities on the MAP tab into the SUMMER calendar.

LOCATION ON CALENDAR FOR EACH ACTIVITY:

DO NOT PLACE ANY ACTIVITY ON A FRIDAY IN SUMMER TERM, EVEN THOUGH FRIDAYS ARE INCLUDED IN THE CLASS MEETING COUNT.

SUMMER Activities on the MAP Tab	Where to place the Activity	Approximate Date of Activity
1 st Class Meeting of Summer A & C	On the USER INPUT SHEET, insert the <i>Day of the Month</i> in May that is the first workday after May Commencement. If this day is a Friday, move it to the next Monday on the USER INPUT SHEET.	1 st workday after Spring Commencement in May
End Summer B & C Makeup Exams Grades Due	Count forward ³ 60 Class Meeting Days from, and including, the 1 st class meeting in May. If it is necessary to re-place this Activity, delete it from the calendar first, then re-do the forward count of 60 Class Meeting Days.	1 st week of August
STOP HERE	At this point the total number of class meetings for Summer C should be 60 (see "# Class Meetings" on the last row of the calendar). Because the college is closed on Fridays, it may have to be adjusted to 59 or 61 days. <div style="text-align: center;"> </div>	
	When the count is where you need it, proceed with placing the remaining Activities from the MAP tab.	
Last day of class Summer B & C	Insert one Class Meeting Day <u>before</u> Summer B & C ends.	1 st week of August
End Summer A Makeup Exams Grades Due	Count forward ³ 30 Class Meeting Days from, and including, the 1 st class meeting in May. Insert the end of Summer A on that day.	4 th week of June
Last day of class Summer A	Insert one Class Meeting Day <u>before</u> Summer A ends.	4 th week of June
Summer B Begins (2 nd 6 weeks)	Insert one Class Meeting Day <u>after</u> Summer A ends.	4 th week of June

SAVE THE FILE BEFORE PROCEEDING TO THE FINAL TOUCHES PHASE !

³ Use the Class Meeting Count Aid Table in the columns to the right of each calendar.

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FINAL TOUCHES

When all activities have been placed on the 3 calendars, you can put the "final touches" on the calendars. When completed, only the tabs for FALL, SPRING, and SUMMER will remain and the calendars will be ready to be posted onto the web page.

1. Backup the Original File

Save a backup of the file before continuing, preserving the formulas in the original file in case changes are needed later (suggested file name: **Class-Mtgs-20y1-20y2-Backup**). Then close the backup file and re-open the original file before continuing with the remaining steps below.

2. Repeat steps a. thru e. below for each calendar, completing one calendar at a time:

a. **Insert Exceptions Text**

If the 1st class meeting of the Fall, Spring, or Summer term is outside of the *Common Entry Period* for that term, enter at the top of the calendar in red⁴, the number of days before or after that period an *Exception* will be requested. (e.g., *Exception: Start term 1 day before the Common Entry Period.*)

b. **Remove Redundant Rows and Columns**

- i. Remove any rows⁵ (weeks) within the calendar where all the numbered days in the week (Sunday thru Saturday) are 2 dashes (--).
- ii. Remove the columns⁵ to the right of the calendar containing the Class Meeting Count Aid table.

c. **AutoFit Row Height to Accommodate Text in the Activity Cells**

Sometimes the Activity Cells containing text entered by formulas do not automatically expand vertically to accommodate all of the text. To remedy this situation ...

- i. Select the entire worksheet.⁶
- ii. On the Home tab of the Ribbon, under the Cells group, click on Format, then click AutoFit RowHeight.
- iii. Click on cell A1 to clear the selected cells.

d. **Complete the Activity Summary at the Bottom of the Calendar**

Print the calendar and use the hard copy as a reference to insert the dates of Activities into the *Activity Summary*⁴ at the bottom of each calendar, according to the format shown (e.g., mmm dd, yyyy = Apr 6, 2013). The footnote at the bottom of the calendars for "*Grades Due" also requires that a [date] be inserted within that text.

Within the Activity Summary area of the calendar, the actual text displaying the format of the dates to be inserted is located in columns E, J, and P for Fall and Spring; columns G and P for Summer. The *Grades Due [date] text is located in column A.

e. **Convert Formulas in the Activity Cells to Values**

There are formulas throughout most of the cells of the calendars. In order to "seal in" the dates and the automatically populated Activities, these formulas need to be replaced with the actual values they produced.

On each calendar:

- i. Select the entire worksheet.⁶
- ii. Perform a COPY (Ctrl-c).
- iii. Click on cell A1.
- iv. In the Clipboard group on the Home tab on the Ribbon, click the drop-down menu for PASTE and select Paste Values & Source Formatting (E). Then press [ESC] and click in cell A1.

3. Delete Non-Calendar Worksheets

When the above steps (a. thru e.) have been completed for all calendars:

- a) Delete the following worksheet tabs: USER INPUT SHEET, MAP, INPUT DATA: Right click on the tab, choose Delete.
- b) Click on the FALL tab and then SAVE the file (no change in file name).

4. **Save the File as a PDF**

⁴ See the Class Meeting Calendar Graphic with Markup.

⁵ Right click on a cell in the row or column to be removed. Choose Delete; then choose Entire Row or Entire Column.

⁶ Select the entire worksheet by clicking the small arrow in the upper left corner of the worksheet (to the left of Column A and above Row 1).

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- a) Click SAVE AS
- b) Under Save As Type, choose PDF
- c) Click the OPTIONS button below Save As Type
- d) Choose to save the ENTIRE WORKBOOK
- e) Click SAVE
- f) Print the 3 calendars and close all Excel files that are open.

The 3 calendars will be saved in one PDF file as 3 separate pages. This is the file that should be uploaded to the Academic Affairs Class Meeting Calendar web page at <http://www.palmbeachstate.edu/academicaffairs/class-mtg-calendars.aspx>.

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ACADEMIC CALENDAR

The dates of the Activities placed on the Class Meeting Calendars must be inserted into a 1-page Academic Calendar. Do not make changes to this template as it is in the format mandated by the state.

Download the **Academic Calendar Template** (a Word form document) from the Academic Class Meeting Calendar Wizard web page and type in the requested information using the printout you made of the Class Meeting Calendars at the end of the Final Touches section of this document. When you click on the shaded fields of the template, a description of that field is displayed at the bottom of your screen in the Status Bar.

When the template has been completed, save it, and then save it as a PDF file with the file name **Acad-Cal-20y1-20y2**, where **y1** is the year of the Fall term and **y2** is the year of the Spring and Summer terms. Then upload it to the Academic Affairs Academic Calendars web site at <http://www.palmbeachstate.edu/academicaffairs/academic-calendars.aspx>.

Academic Calendar Template:

DBOT approval: Pending			State approval: Pending		
Palm Beach State College					
0000 - 0000					
ACADEMIC CALENDAR					
TRADITIONAL TERMS					
0000			TERM 1		COMMENTS
Aug	0	(X)	Faculty Return: Convocation/Meetings/Planning		
Aug	0	(X)	General Registration		
Aug	0	(X)	Meetings / Planning		
Aug	0	(X)	Classes Begin		
Sep	0	(M)	Labor Day Holiday		
Oct	0	(X)	Academic Development Day; Clusters		
Nov	11	(X)	Veteran's Day		
Nov	00-00	(T-F)	Thanksgiving Holiday and Break		
Dec	00-00	(X-X)	Exam Days		
Dec	0	(X)	Term Ends, Grades Due		
Dec	00	(X)	Commencement (Degree and Certificate)		
0000			TERM II		COMMENTS
Jan	0	(X)	Faculty Return: Planning / Meeting		
Jan	00	(X)	General Registration		
Jan	00	(X)	Meetings / Planning		
Jan	00	(X)	Classes Begin		
Jan	00	(M)	Martin Luther King Holiday		
Mar	00-00	(M-F)	Spring Break		
Mar	00	(X)	Academic Development Day; Clusters		
Mar	0	(F)	Spring Holiday		
Xxx	00 - Xxx 00	(X-X)	Exam Days		
May	00	(X)	Term Ends, Grades Due		
May	00	(X)	Commencement (Degree and Certificate)		
0000			TERM III		COMMENTS
May	00	(X)	Registration		
May	00	(X)	Classes Begin		
May	00	(M)	Memorial Day Holiday		
Jun	00	(X)	Session Ends, Grades Due		
0000			TERM IV		COMMENTS
Jun	0	(X)	Registration		
Jun	0	(X)	Classes Begin		
Jul	4	(X)	Independence Day		
Aug	00	(X)	Session Ends, Grades Due		
NON-TRADITIONAL TERMS					COMMENTS
Express Sessions	2 sessions each in Terms I & II			1 st 8 weeks / 2 nd 8 weeks	
12-Week Session	1 12-week session each in Terms I & II				
Weekend College	Mostly Gen. Ed. courses on all 4 campuses; in addition, 1 campus has an Associate in Nursing program.				
Academic Calendar			T: Tuesday; R: Thursday		July 1, 2013

Academic Class Meeting Calendar Wizard

REVIEW and APPROVAL OF CALENDARS

Now that the Class Meeting and Academic Calendars have been completed and uploaded, they must be presented to the college community for review and comments. The VPAA sends an email to all college employees requesting their comments on the DRAFT calendars. They are directed to the web page for the calendars at <http://www.palmbeachstate.edu/academicaffairs/calendars-acad-class-mtg.aspx>.

In December, after the review, the calendars are placed on the January DBOT agenda for approval. If approved, the date of the Board approval is entered on the calendars, "DRAFT" is removed, and they are re-posted to the web page.

Board Agenda Transmittal Sheet (Example):

		Agenda Item: VIII A 1	
		<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Consent
Palm Beach State College District Board of Trustees Agenda Transmittal Sheet			
Date:	January 15, 2013		
To:	Members of the District Board of Trustees		
From:	Dr. Dennis P. Gallon, President		
Subject:	Approve Agenda Item No. VIII A 1. Approve Academic Calendar for 2015-2016.		
Summary:			
Background/Pertinent Facts: This is the academic calendar specifying class and faculty duty dates for the academic year beginning fall 2015 and ending summer 2016. The format of this calendar is specified by the State.			
Annually, each community college must submit, according to the parameters of State Rule 6A-14.004, the academic calendar for the following academic year. Due to the State by March 1, it must be approved by the DBOT before that. Approval of a calendar 3 years in advance assists various departments in planning ahead for registration, commencement, scheduling of classes, facilities, and student benefit. This calendar reflects the input of all areas within the College.			
Financial Impact: n/a			
Strategic Strategy Addressed: The College will advance a constant commitment to excellence in teaching and learning.			
Duration of Contract: n/a			
RECOMMEND APPROVAL			
Attachments: Academic Calendar for 2015-2016			
Initiator/Budget Administrator:	_____ Sharon A. Sass _____	Initials: _____	Date: _____
Vice President/Provost Approval:	_____ Sharon A. Sass _____	Initials: _____	Date: _____
Vice President, Administration and Business Services <i>(if financial impact):</i>	_____	Initials: _____	Date: _____

APPENDIX A

EXCEL WORKBOOK TABS

1. USER INPUT SHEET Tab This tab is where you will enter 7 date values that are the basis for creating the 3 Class Meeting Calendars: Fall, Spring, and Summer.

USER INPUT SHEET		<p>Enter date information as requested in column C below into cells A2 - A4 and A7 - A9. Enter date information in cell A5 after the Spring Calendar is built.</p> <p>Don't panic: Calendars may look distorted until valid dates have been entered in cells A2, A3, A4, and A5. <u>Work Days</u> are any Monday-Friday college-business days for Fall and Spring and any Monday-Thursday college-open days for Summer. <u>Common Entry Periods</u> are State-mandated dates for 1st class meetings of the major terms. Dates can be breached with an <u>exception</u>. <u>Exceptions</u> are explanations why a 1st class meeting date is before or after the <u>common entry period</u>. <u>Initial Entries</u> below are the 1st work day of the term's <u>common entry period</u>. This is just a starting point and can be adjusted as needed. <u>Class Meeting</u> a work day where classes are attended by students.</p>
Enter date info here ↓	See messages in this column ↓	
2013	Year of Fall Term	YEAR OF THE FALL TERM: Enter the 4-digit YEAR of the Fall Term for the Class Meeting Calendar to be created in cell A2.
0	Fall Start Date TBD	FIRST CLASS MEETING OF THE FALL TERM <i>Common Entry Period = 1st 3 workdays after August 22</i> INITIAL ENTRY: Enter the DAY OF THE MONTH (1-31) of the 1st work day after August 22, (of the year in cell A2) in cell A3.
0	Spring Start Date TBD	FIRST CLASS MEETING OF THE SPRING TERM <i>Common Entry Period = 1st 3 workdays after January 4</i> INITIAL ENTRY: Enter the DAY OF THE MONTH (1-31) of the 1st work day after January 4, (of year in cell A6) in cell A4.
0	Summer Start Date TBD	FIRST CLASS MEETING OF THE SUMMER TERM <i>Common Entry Period = 1st 3 work days after May 5</i> ← WAIT! Do not enter this until AFTER the date of Commencement has been determined for Spring, then ... Enter the DAY OF THE MONTH (1-31) of the 1st work day after the May Commencement. IF IT IS A FRIDAY, MOVE TO THE NEXT MONDAY! This date may have to be outside of the Common Entry Period.
2014 Year of Spring and Summer Terms for the Class Meeting Calendar being created (auto-populated).		
0	Spring Break TBD	SPRING BREAK: Enter the DAY OF THE MONTH (1-31) in March of the Monday the break is to begin. Usually begins 2nd week of March (1st or 2nd Monday). This date normally is the same as FAU's spring break.
0	Spring Holiday TBD	SPRING HOLIDAY (MONTH): Enter the MONTH # (3 for March or 4 for April) of the FRIDAY preceding Easter Sunday. Easter can fall anywhere from March 22 to April 25 in any given year.
0	Spring Holiday TBD	SPRING HOLIDAY (DAY OF THE MONTH): Enter the DAY OF THE MONTH (1-31) of the Friday preceding Easter Sunday for the calendar year in the yellow cell. Easter can fall anywhere between March 22 - April 25 in any given year.

2. MAP Tab This tab contains the formatted text for Activities that must be copied and pasted into the Activity Cells of the calendars.

CMD = Class Meeting Days									
MANUAL ACTIVITY PLACEMENT									
1. Click on a WHITE cell below and copy the Activity into the proper Activity Cell on the Fall or Spring calendar.									
FALL OR SPRING ACTIVITY →	~ Academic Dev Day Clusters**	~ Commencement:** Degree & Certificate	<ul style="list-style-type: none"> End 16-Week Term End 12-Week Term End 2nd 8-Week Term Makeup Exams Only Last Class Meeting Grades Due* 	12-Week Term Begins	<ul style="list-style-type: none"> End 1st 8-Week Term Makeup Exams Only Grades Due* 	Last class meeting of 1st 8-Week Term	2nd 8-Week Term Begins	Final Exams	Final Exams
CMD Count →	N/A	81 CMD Forward	1 CMD before Commencement	Count 60 CMD Backward, then slide to Mon of that week	40 CMD Forward Can be adjusted by 1 or 2 days	1 CMD before End of 1st 8-wk Term	40 CMD Backward Can be adjusted by 1 or 2 days	Monday - Friday	Saturday
FALL → approx Dates	2nd to last week of October; Tues-Wed-Thu	3rd week of December; December 18-20	3rd week of December; Dec 15-19	3rd Monday of September	3rd week of October; usually a Friday; October 16-18	1 working day before 1st 8-week term ends	3rd week of October; usually a Monday; October 19-21	Last 5 CMD's before end of 16-week term (excluding Saturday & Sunday)	Saturday preceding End of 16-week Term
SPRING → approx dates	Last week of March; Tue-Wed-Thu	2nd week of May; May 8-11	1st week of January	1st Monday of February	1st week of March	1 working day before 1st 8-week term ends	2nd-3rd week of March; March 10-16	Last 6 days before end of 16-week term (excluding Sunday)	Last 6 days before end of 16-week term (excluding Sunday)
2. Enter the start of Summer Classes on the USER INPUT SHEET.									
3. Click on a WHITE cell below and copy the Activity into the proper Activity Cell on the Summer calendar.									
SUMMER ACTIVITY →	<ul style="list-style-type: none"> End Summer B & C Makeup Exams Grades Due* 	Last day of class Summer B & C	<ul style="list-style-type: none"> End Summer A Makeup Exams Grades Due* 	Last day of class Summer A	Summer B Begins (2nd 6 weeks)				
CMD Count →	60 CMD Forward. Adjust to 59 or 61 if necessary	1 class mtg day before End of Summer B&C	30 CMD Forward	29 CMD Forward	31 CMD Forward				
SUMMER → approx dates	1st week of August; August 2-6	1 working day before end of Summer B & C	1 working day before Summer B begins in June	1 working day before Summer A ends in June	4th week of June; June 22-25				

Academic Class Meeting Calendar Wizard

5. SUMMER Tab

This is the tab where the Summer Term calendar will be built.

Approved by DBOT: Pending
Approved by State: Pending

SUMMER CLASS MEETINGS 2013 - 2014 DRAFT

Exception: None

CLASS START TIMES: MORNING: 8:00 am - 11:00 am AFTERNOON: 12:30 pm - 3:30 pm EVENING: 5:00 pm - 8:00 pm

2014	SUN	MON	TUE	WED	THU	FRI	SAT
Apr	--	--	--	0 ~ Summer A Begins (1st 6 weeks) Summer C Begins (12 weeks)	1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24 ~ CLOSED (Memorial Day)
	25 ~ CLOSED (Memorial Day)	26 ~ CLOSED (Memorial Day)	27	28	29	30	31
	--	--	--	--	--	--	--
	--	--	--	--	--	--	--
Jun	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	--	--	--	--	--
	--	--	--	--	--	--	--
	--	--	--	--	--	--	--
Jul	--	--	1 Deadline for posting syllabi for fall	2	3	4 ~ CLOSED (Independence Day)	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31	--	--
	--	--	--	--	--	--	--
	--	--	--	--	--	--	--
Aug	--	--	--	--	--	1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31	--	--	--	--	--	--
	85	← # Class Meetings →	16	17	17	18	17

Summer A Term	(1st 6 weeks)	(Session 2)	[Mmm dd - Mmm dd, yyyy]	Summer A, B, & C	Final Exams Dates	Last class mtg of session
Summer B Term	(2nd 6 weeks)	(Session 3)	[Mmm dd - Mmm dd, yyyy]	Summer A:	Makeup Exams / Grades Due*	[Mmm dd, yyyy]
Summer C Term	(12 weeks)	(Session 1)	[Mmm dd - Mmm dd, yyyy]	Summer B & C:	Makeup Exams / Grades Due*	[Mmm dd, yyyy]

**No Class Meeting day or COLLEGE CLOSED day.
* Grades Due: Grades are due online by 6:00pm on [date] for Summer A and on [date] for Summer B and C
**Faculty Duty Day

6. INPUT DATA Tab

This tab contains formulas that use the data that has been entered on the USER INPUT SHEET. There is no user interaction on this worksheet. The INPUT DATA worksheet is protected and should never be changed by the user.

INPUT DATA

2013	YEAR OF THE FALL TERM
0	FIRST CLASS MEETING OF THE FALL TERM
0	FIRST CLASS MEETING OF THE SPRING TERM
0	FIRST CLASS MEETING OF THE SUMMER TERM
2014	YEAR OF THE SPRING & SUMMER TERMS
0	SPRING BREAK - DAY OF THE MONTH (1-31) in March of the Monday the break is to begin
0	Spring Holiday - MONTH (1-12) of the Friday preceding Easter
0	Spring Holiday - DAY OF THE MONTH (1-31) of the Friday preceding Easter

- 4 = WEEKDAY # of 1st class meeting in August
- 0 = DAY OF THE MONTH in August that faculty return
- 3 = WEEKDAY # of 1st class meeting in January
- 0 = DAY OF THE MONTH in January that faculty return
- 4 = WEEKDAY # of 1st class meeting in May
- 0 = DAY OF THE MONTH in May that faculty return

DO NOT MAKE ANY CHANGES ON THIS WORKSHEET !!!

APPENDIX B

AUTOMATIC vs. *MANUAL ACTIVITY PLACEMENT*

FALL TERM

Activities that will be automatically populated are:

- August
 - Two faculty duty days prior to the 1st class meeting of the Fall term
 - You will need to manually count 168 duty days for faculty. If there are not enough during the term, add in days before the start of the fall and spring terms. Be careful they are not added in as class meeting days. You may need to add the ~
 - Start of 15- and 1st 7.5-week Terms
- September
 - Closed days for Labor Day
- November
 - Closed days for Veteran's Day
 - Closed days for Thanksgiving Break
 - Deadline for posting syllabi for Spring – this will need to be deleted and manually entered for 2 weeks for posting in Simple Syllabus and 2 days before online.

Activities that you will enter manually on the calendar are:

- September
 - Beginning of 12-Week Term
- October
 - Academic Development Day
 - Last class meeting of 1st 7.5-week Term
 - End of 1st 7.5-week Term, Make-up Exams, Grades Due
- December
 - ~~Final Exam Days~~
 - End of 15-, 12-, 2nd 7.5-week Terms
 - Commencement

SPRING TERM

Activities that will be automatically populated are:

- January
 - Two faculty duty days prior to the 1st class meeting of the Springterm
 - See note above in August.
 - Start of 16- and 1st 7.5-week Terms
 - Closed days for MLK Day
- March / April
 - Closed days for Spring Holiday
 - Closed days for Spring Break
- April
 - Deadline for posting syllabi for Summer - this will need to be deleted and manually entered for 2 weeks for posting in Simple Syllabus and 2 days before online.

Activities that you will enter manually on the calendar are:

- February
 - Beginning of 12-Week Term
- March
 - Academic Development Day
 - Last class meeting of 1st 7.5-week Term
 - End of 1st 7.5-week Term, Make-up Exams, Grades Due
- May
 - Final Exam Days
 - End of 15-, 12-, 2nd 7.5-week Terms
 - Commencement
- May and/or April
 - ~~Final Exam Days~~

SUMMER TERM

Activities that will be automatically populated are:

- May
 - Start of Summer Terms A & C
 - Closed days for Memorial Day
- July
 - Deadline for posting syllabi for Fall - this will need to be deleted and manually entered for 2 weeks for posting in Simple Syllabus and 2 days before online.

Academic Class Meeting Calendar Wizard

- Closed day for Independence Day

Activities that you will enter manually on the calendar are:

- June
 - Last class meeting of Summer A
 - End of Summer A, Makeup Exams, Grades Due
 - Start of Summer B
- August
 - Last class meeting of Summer B & C
 - End of Summer B & C, Makeup Exams, Grades Due

APPENDIX C

Class Meeting Calendar Graphic with Markup

2013	CLASS START TIMES:					2013 - 2014			CLASS MTG COUNT AID	
	SUN	MON	TUE	WED	THU	FRI	SAT	# Mtgs/Wk	# Mtgs/Excl	
Aug								1	1	
Sep								4	10	
Oct								5	15	
Nov								5	25	
Dec								0	26	
								4	30	
								5	35	
								5	40	
								5	45	
								4	49	
								0	49	
								1	50	
								5	55	
								4	59	
								5	64	
								3	67	
								0	67	
								5	72	
								5	77	
								4	81	
								1	82	
								0	82	
								0	82	

2013	MON	TUE	WED	THU	FRI	SAT
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Sep						
Oct						
Nov						
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APPENDIX D

TERMS and DEFINITIONS

<u>Term</u>	<u>Format</u>	<u>Definition</u>
Academic Calendar	template online	A one-page document, the format of which is mandated by the State, summarizing the dates of Activities for each term of an academic year.
Activity	text	Any item that is entered into an Activity Cell on a calendar other than, or in addition to, a regular Class Meeting Day (e.g., Holidays, Development Day, start/end of terms, etc.).
Activity Cell	n/a	The area of the calendar where the text of an Activity is located. Each Day of the Month (1-31) has an adjacent Activity Cell for this purpose. If this cell is between the 1 st and last class meeting of the term and it is blank, then it is simply a Class Meeting Day.
Activity Summary	n/a	The dates of all non-holiday Activities and dates when grades are due are inserted in this summary at the bottom of each calendar.
Class Meeting Calendar		Three calendars (Fall, Spring, Summer) showing daily detail of Activities and counts of the number of class meetings.
Class Meeting Day	n/a	All Mondays through Fridays, from the first through last day of class for the major term, that do not fall on a Holiday, closed day, Academic Development Day, or Commencement.
Common Entry Period	n/a	Defined by State Rule: FALL-1st 3 <u>workdays</u> AFTER August 22; SPRING-1st 3 <u>workdays</u> AFTER January 4; SUMMER-1st 3 <u>workdays</u> AFTER May 5
Day of the Month	dd	Numbered Day of the Month (1-31)
Exception	n/a	Required by State Rule IF: the 1st day of class for any major term is outside of the COMMON ENTRY PERIOD; a brief explanation is mandatory when submitting the Academic Calendar to the State. The span and direction of the Exception should also be noted at the top of the Class Meeting Calendar (e.g., "Exception needed to start classes 2 days before the Common Entry Period.")
Initial Entry	n/a	On the USER INPUT SHEET, you are requested to make an INITIAL ENTRY. This is simply a suggested starting place for the 1 st class meetings of each major term and is the 1 st date in the common entry period for that term. You can decide to move this date at any time. If it is moved outside of the State-mandated 3-day entry window for the start of a term, you will need to provide an explanation (aka: <i>exception</i>) as to why it was moved.
MAP or MAPing (Manual Activity Placement)	pre-formatted text	The process of copying and pasting pre-formatted text for an Activity (e.g., Final Exams) into the Class Meeting Calendars manually versus an Activity that is the calculated result of a formula in the worksheet. All text to be placed manually resides on the MAP tab of the Academic Class Meeting Calendar Wizard Excel workbook.
Month	mm	Numbered month (1-12)
Month Name	Mmm	3-letter month name (e.g., Apr, Nov)
Tab	n/a	One of the worksheets within the Excel workbook that can be accessed by clicking on the named tab at the bottom of the screen.
Tilde (~)	n/a	A character that is recognized by the formulas in the cells of the calendars as a NON-CLASS MEETING DAY if inserted as the first (or only) character of text in an Activity Cell on the calendar.
Weekday #	w	1-digit number representing the day of the week: 1-Sunday, 2-Monday, 3-Tuesday, 4-Wednesday, 5-Thursday, 6-Friday, 7-Saturday. This value is calculated on the INPUT DATA SHEET and used by formulas in the calendar worksheets.
Year	yyyy	4-digit year (e.g., 2015)

