

## Sample Category & Subcategory Listings for Higher Education Institutions

Categories and subcategories help you to better classify your events from a two-tiered approach. In the lists below, subcategories are indented beneath the Category as they will appear on your front-end visitor view screens as well as within your Calendar administration area. There are many ways to categorize your events to achieve greater optimization.

Active Data Exchange has broken down these options to include three sample category/subcategory structures. They are topical classification, constituent group classification, and campus offices/ departments/ academic schools classification. No one specific list is considered to be complete or exhaustive by itself. However, it can serve as an excellent starting point for deciding how to properly configure your Calendar to meet your specific campus needs.

Merge together the categories and subcategories generated below to find the right mix for your organization!

### Sample Category / Subcategory Listings – By Topic

Academic Calendar
Drop/ Add Dates
Class Registration
Deadlines
Orientation
Academic Events
Debate Club
Distinguished Lecture Series
Activities for Students
Concerts
Dances
Elections
Fairs
Homecoming
Alumni
Homecoming
Arts
Music
Performing Arts
Visual Arts
Athletics/ Sports / (Ex: [ M Soccer / W Soccer ]
Athletic Summer Camps
(M) Baseball
(M) Basketball
(M) Cross Country

(M) Field Hockey

(M) Football

(M) Golf

(M) Ice Hockey

(M) Lacrosse

(M) Soccer

(M) Swimming & Diving

(M) Tennis

(M) Track & Field

(M) Water Polo

(M) Wrestling

Cheerleading

(W) Basketball

(W) Cross Country

(W) Field Hockey

(W) Golf

(W) Ice Hockey

(W) Lacrosse

(W) Soccer

(W) Softball

(W) Swimming & Diving

(W) Tennis

(W) Track & Field

(W) Water Polo

Auditions

Career Services

Clubs & Organizations

Debate Club

Pre-Med Club

Business Club

Science Club

Psychology Club

Coffee House

College Wide Events

Campus Notices

Commencement Activities

Community Service (or Community Relations)

Conferences/Meetings/Seminars/ Workshops

Counseling

Cultural Series

Chamber Music Series

Dining Services

Breakfast

Dinner

Donor Dinners

Fundraising Dinners

Luncheon

Exhibits

Permanent Exhibits
Temporary / Visiting Exhibits
Faculty Development
Fellowships & Scholarships
Student Films
Forum
Fundraisers
Campus Clubs & Organizations
Campus Development
Student Buildings
Gallery
Faculty
Student
Visiting Artists
Holiday Events
Hospitality Events
International Programs (or International Education)
Internship Events
Intramural Sports / Recreational Sports
(M) Crew
(M) Cycling
(M) Flag Football
(M) Ultimate Frisbee
(M) Volleyball
(W) Volleyball
(W) Crew
(W) Cycling
(W) Flag Football
(W) Ultimate Frisbee
Coed Flag Football
Coed Ultimate Frisbee
Coed Volleyball
Hiking
Kayaking
Sailing
Skydiving
Street Hockey
Surfing
Windsurfing
Job Fairs
Off Campus (Professional)
On Campus (Department Aides)
On Campus (Professional)
On Campus (Research Aides)
On Campus (Work Study)
Lectures
Community Lecturers

Faculty Lecturers
Visiting Lecturers
Lyceum
Newspaper (On Campus)
Open Houses
Open Mic Night
Poetry Reading
Presentations
Faculty Books
Faculty Research Papers
Senior Projects
Senior Theses
White Papers
Prospective Students
Open Houses
Reception
Recital
Recreation
Religious
Campus Crusade
Chapel
Ministry Programs
Residence Education
Residence Life
Retreats
Special Events
Student Life
Study Abroad
Theater
Dinner Theater
Student Productions
Visiting Productions

### Sample Category / Subcategory Listings – Constituent Groups

Alumni
Community
Non-Profits
Sponsors
Donors
Graduate Students
Doctoral Students
Interns
Master's of Nursing Students
MBA Students

Research Fellows
Off Campus Students
Commuter Students
Distance Education
Virtual/ Online/ Telecommuter Students
On Campus Students
Accepted Students
Current Students
Handicapped Students
International Students
Resident Advisors Students
Summer Students
Work Study Students
Parents
Prospective Students
Staff/ Faculty
Adjunct Professors
Administration
Campus Security
Distinguished Lecturers
Full Time Tenured Faculty
Teaching Assistants
Visiting Professors
Transfer Students
Undergraduate Students
Visitors

**Sample Category / Subcategory Listings – Campus Offices/ Departments/ Academic Schools**

Academic Clubs & Organizations
Business Club
Pre-Med Club
Psychology Club
Science Club
Admissions
All Academic Departments/ Schools/ Colleges
Agriculture
Arts (Visual, Music & Performing)
Design
Education (Early Learning Center)
Engineering
Health & Natural Sciences
Humanities
International Relations

Journalism & Communications
Management
Mathematical Sciences
Modern Languages
Natural Resources
Social Sciences
Textiles
Veterinary Medicine
Alumni & Parent Relations
Athletics Office
Bookstore
Budget, Analysis & Financial Planning
Business Office
Campus Clubs & Organizations
Campus Crusade
Habitat for Humanity
Outdoors Club
Solar Energy Club
Student Activities Board (SAB)
Student Government Association (SGA)
Yoga Club
Campus Press
Campus Safety
Career Services
Community Relations
Counseling & Health Center
Development Office
Dining Services
Disability Services
Event & Conference Services
Financial Aid
Foundation Relations & Sponsorship Programs
Library and Technology Services
Media Services
Museum
Post Office
President's Office
Provost Office
Public Relations
Registrar
Residence Life
ROTC
Air Force
Army
Navy
Student Affairs
Student Development Staff
Travel Services