# Communication Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Name</th>
<th>Term</th>
<th>Task</th>
<th>Parts of Term/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/1/2016</td>
<td>Kismet</td>
<td>201650, 201680</td>
<td>#045 Web Schedule Available. Send email to Scheduling List, Dean’s List, and Department Chair’s List informing departments that Web Schedule is available.</td>
<td></td>
</tr>
<tr>
<td>3/2/2016</td>
<td>Gerri</td>
<td>201610</td>
<td>#080 Grade Instructions. Run SYGU506. Send TGA/email to Current_term_instructors, Grading, Dean’s, and Dept Chairs Lists grading instructions and general info such as FERPA and grading deadlines.</td>
<td>1st part of term.</td>
</tr>
<tr>
<td>3/2/2016</td>
<td>Gerri</td>
<td>201610</td>
<td>#105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC.</td>
<td>1st part of term.</td>
</tr>
<tr>
<td>3/2/2016</td>
<td>Gerri</td>
<td>201610</td>
<td>#110 Independent Study Type Courses. Run SYGU506C. Send TGA/email to Current_term_instructors, Grading, Dean’s and Dept Chairs lists the Independent Study sections with actual enrollment that must be graded.</td>
<td>1st part of term.</td>
</tr>
<tr>
<td>3/3/2016</td>
<td>Kismet/Zacitiquita</td>
<td>201666, 50, 201680</td>
<td>#540 Registered students lacking MMR. Run SYRU637. Send TGA/email to registered students lacking the MMR immunizations to inform them of full time registration requirements.</td>
<td></td>
</tr>
<tr>
<td>3/3/2016</td>
<td>Kismet</td>
<td>201650, 201680</td>
<td>#550 Registered students lacking CP immunizations. Run SYRU637. Send TGA/email to registered students lacking the Varicella immunizations to inform them of full time registration requirements.</td>
<td></td>
</tr>
<tr>
<td>3/4/2016</td>
<td>Kismet</td>
<td>201650, 201680</td>
<td>#290 Invitation to Register. Send Excel file to Kate Howard.</td>
<td></td>
</tr>
<tr>
<td>3/7/2016</td>
<td>Kismet</td>
<td>201610</td>
<td>#060 Instructor Additions and Corrections. Email Scheduling List, Dean's List, and Dept Chair's List request for scheduling info and remind them to make instructor updates.</td>
<td>2nd part of term.</td>
</tr>
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<tr>
<td>3/7/2016</td>
<td>Gerri</td>
<td>201610</td>
<td>#120 Departments - Missing Grades. Run SYGU507. Send TGA/email Grading, Dean's and Dept Chairs lists requesting depts to remind instructors to submit missing grades.</td>
<td>1st part of term.</td>
</tr>
<tr>
<td>3/9/2016</td>
<td>Kismet</td>
<td>201610</td>
<td>#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send TGA/email to students who have not registered for permits issued by depts.</td>
<td>2nd part of term.</td>
</tr>
<tr>
<td>3/10/2016</td>
<td>Veda</td>
<td>201580</td>
<td>#180 Student Incomplete Notification &quot;G&quot;. Run SYHU502. Email about &quot;Incomplete&quot; deadline to be met.</td>
<td>201580</td>
</tr>
<tr>
<td>3/10/2016</td>
<td>Gerri</td>
<td>201610</td>
<td>#200 Confirmation of Grades and Attendance Dates. Run SYGU506. Send TGA/email to Current Term Instructors, Grading, Dean's, and Dept Chairs lists the Incomplete Deadline dates and info how to verify grade accuracy on WEB.</td>
<td>1st part of term.</td>
</tr>
<tr>
<td>3/11/2016</td>
<td>Veda</td>
<td>201610</td>
<td>#190 Incomplete Memo. Run Incomplete Grade Rosters SYHU502. Use campus mail to send the Incomplete Memo and Incomplete Grade Rosters to target Faculty.</td>
<td>1st part of term.</td>
</tr>
<tr>
<td>3/11/2016</td>
<td>Gerri</td>
<td>201610</td>
<td>#210 Enrollment Info for Faculty. Run SYGU506 to create import group. Send TGA/email to Current term instructors, Grading List, Dean's List, and Dept Chairs info about worksheets in ePrint, purge dates, and availabilty of class lists on the web.</td>
<td>2nd part of term.</td>
</tr>
<tr>
<td>3/14/2016</td>
<td>Veda</td>
<td>201580</td>
<td>#170 Incomplete Grades Due &quot;G&quot;. Run SYHU502. Send email to Instructors, Dean’s List, and Department Chair’s deadline information for submitting previous term’s incomplete grades.</td>
<td></td>
</tr>
<tr>
<td>3/17/2016</td>
<td>Gerri</td>
<td>201610</td>
<td>#435 Deleted Students List. Email depts to get list from ePrint.</td>
<td>2nd part of term.</td>
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</tbody>
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