## Communication Calendar

### September 2018

<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>9/10/18</td>
<td>Gerri</td>
<td>201880</td>
<td>#260 Non-attendance student notification. Run SYGU544 - Schedule TGA/email Student NA Notification. Send TGA-emails notifying students that attendance reporting is available in SSB.</td>
<td></td>
</tr>
<tr>
<td>9/13/18</td>
<td>Kismet</td>
<td>201910</td>
<td>#270 Registration Holds. Email notification for Registration Holds Office List to set holds.</td>
<td></td>
</tr>
<tr>
<td>9/18/18</td>
<td>Holliday</td>
<td>201850</td>
<td>#160 Incomplete Grades Due &quot;UG&quot;. Burst to instructors about deadline for submitting previous term's incomplete grades.</td>
<td></td>
</tr>
<tr>
<td>9/18/18</td>
<td>Holliday</td>
<td>201850</td>
<td>#180 Student Incomplete Notification &quot;UG&quot;. Burst to students about &quot;Incomplete&quot; deadline to be met.</td>
<td></td>
</tr>
<tr>
<td>9/20/18</td>
<td>Kismet</td>
<td>201910</td>
<td>#330 Advising Information. Email the College Level Advisor's List and AAN information about clearing students on SPAAPIN.</td>
<td></td>
</tr>
</tbody>
</table>

Friday, August 31, 2018