
Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>January 2009</i>				
1/5/2009	Kismet	200910	#055 Verify Final Room Assignments. Email Scheduling List, Dean's List, and Dept Chairs List request for verification of final building and room assignments.	
1/5/2009	Kismet	200910	#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 instructors updates.	
1/5/2009	Kismet	200910	#370 Registration Calendar. Email the registration calendar with locations and hours of operation to offices actively involved with registration during peak periods.	
1/7/2009	Kismet	200910	#360 Registration Notification. Run SYRU531. Send TGA/Email.	
1/8/2009	Kismet	200910	#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send Spectrum Target Announcement/Email to students that have not registered for permits issued by depts.	
1/9/2009	Gerri	200910	#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 worksheet pick-up dates, purge dates, and availability of class lists on the web.	
1/9/2009	Kismet	200910	#320 Senior Citizen Reminder Letter. Mail senior citizens who have registered for classes, information about dates, fees, and parking; include a copy of the class schedule.	
1/12/2009	Kismet	200950	#020 First Proof. Email Scheduling List, Dean's List, and Department Chair's List informing them the schedule proof is available.	

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1/12/2009	Kismet	200910	#056 No Room Changes Reminder. Send TGA/email to Faculty Role(portal group) advising them not to make any room changes without first checking with the Scheduling Office.	
1/12/2009	Gerri	200910	#230 Initial Term Instructions. Run SYGU504. Send a TGA/EMAIL to faculty with general notification concerning class attendance, class lists on web, and warning to faculty to be aware that class lists may change after purge.	1st and Full parts of term
1/12/2009	Kismet	200910	#395 Registration Reminders for Departments. Email Dean's List, Chairs List, and College Level Advisors List a review of registration procedures (registration cancellation, late registration, and class cancellations).	
1/15/2009	Kismet	200910	#380 Late Registration Procedures. Use email and fax to provide the Authorized Signature Group with registration procedures for processing after the last day to add.	
1/17/2009	Diana	200880	#180 Student Incomplete Notification "G". Run SYHU502. Email about "Incomplete" deadline to be met.	
1/19/2009	Kismet	200880	#010 Schedule of Classes Information. Email Scheduling List, Dean's List, Dept Chair's List, information pertaining to schedule proof.	
1/21/2009	Kismet	200810	#215 Helmsman Class Attendance. Place add in Daily Helmsman to give notice to students that they are expected to attend classes or they will be reported as non-attending.	
1/22/2009	Kismet	200910	#215 Helmsman Class Attendance. Place add in Daily Helmsman to give notice to students that they are expected to attend classes or they will be reported as non-attending.	

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1/23/2009	Gerri	200910	#220 Pickup Worksheets. Run SFRSLST Attendance Rosters. Email Grading List, Dean's List, and Department Chair's List a request to pick up worksheets with instructions.	1st and 1 parts of term
1/26/2009	Diana	200880	#160 Incomplete Grades Due "UG". Run SYHU502. Send email to instructors , Dean's List, and Department Chairs about deadline for submitting previous term's incomplete grades.	
1/26/2009	Kismet	200850, 200880	#330 Advising Information. Email College Level Advisor's List information about clearing students on SPAAPIN.	
1/26/2009	Gerri	200910	#500 Run SYGU511. TEMP drop list. Send email to students that drop TEMP was unsuccessfull.	1st and 1 parts of term
1/27/2009	Gerri	200910	#435 Deleted Students List. Email depts to pick up Deleted Student Lists with memo about purged students. Get list from Eprint. Includes instructions to Faculty.	1st and 1 parts of term