

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>September 2009</i>				
9/2/2009	Kismet	200980	#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 and 1st parts of term
9/3/2009	Gerri	200980	#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 and 1st part of term
9/3/2009	Gerri	200980	#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 and 1st part of terms
9/9/2009	Gerri		#211 Class Lists After Purge. Schedule Targeted message/email REGFAC. Email Current_term_instructors, Grading, Dean, and Dept Chair Lists to request Depts to pick up Official Class Lists and notify current instructors the lists are in dept offices.	
9/9/2009	Gerri		#436 Notification to Faculty - Deleted Student List. Run STU-FACULTY (POPSEL). Schedule TGA/email to notify faculty that students have been purged. They should not permit these students in class unless reinstated.	
9/15/2009	Kismet		#030B Final Proof. Email Scheduling List, Dean's List, and Department Chair's List. Final schedule available on E-Print: Request return of signed 1st page of schedule for approval of schedule.	
9/21/2009	Diana	200950	#180 Student Incomplete Notification "UG". Run SYHU502. Email about "Incomplete" deadline to be met.	
9/21/2009	Kismet		#270 Registration Holds. Email notification for Registration Holds Office List to set holds.	

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9/22/2009	Kismet		#330 Advising Information. Email College Level Advisor's List information about clearing students on SPAAPIN.	
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9/29/2009	Diana	200950	#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.	
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