
Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
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April 2010

4/1/2010	Kismet	201050	#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.	
4/19/2010	Kismetg	201050	#310 Senior Citizen Letters. Mail senior citizens instructions and general information for processing courses under the Senior Audit program.	
4/28/2010	Gerri	201010	#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.	
4/28/2010	Gerri	201010	#100 Grades on Time. Email request to the Director of Administration, Academic Affairs, to impress upon Deans and Directors the importance of getting grades in on time.	
4/29/2010	Gerri	201010	#105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC.	
4/29/2010	Gerri	201010	#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.	