
Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
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February 2010

2/1/2010	Diana	200980	#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.	
2/4/2010	Kismet	201050	#030A Final Proof. Email Scheduling List, Dean's List, and Dept Chair's List. Final Proof available on E-Print, Headers to be sent thru Campus Mail, request return of signed Header approving schedule.	
2/9/2010	Kismet	201080	#020 First Proof. Email Scheduling List, Dean's List, and Department Chair's List informing them the schedule proof is available.	
2/10/2010	Kismet	201050	#270 Registration Holds. Email notification for Registration Holds Office List to set holds.	
2/23/2010	Kismet	201080	#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.	