

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>January 2010</i>				
1/4/2010	Kismet	201010	#370 Registration Calendar. Email the registration calendar with locations and hours of operation to offices actively involved with registration during peak periods.	
1/5/2010	Kismet	2010	#055 Verify Final Room Assignments. Email Scheduling List, Dean's List, and Dept Chairs List request for verification of final building and room assignments.	
1/7/2010	Kismet	201010	#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send Spectrum Target Announcement/Email to students that have not registered for permits issued by depts.	
1/8/2010	Kismet	201010	#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.	
1/11/2010	Kismet	201010	#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.	
1/11/2010	Gerri	201010	#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.	
1/12/2010	Kismet	201050	#020 First Proof. Email Scheduling List, Dean's List, and Department Chair's List informing them the schedule proof is available.	
1/13/2010	Gerri	201010	#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

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1/13/2010	Kismet	201010	#360 Registration Notification. Run SYRU531. Send TGA/Email.	
1/13/2010	Kismet	201010	#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).	
1/14/2010	Kismet	201010	#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.	
1/15/2010	Kismet	201010	#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.	
1/19/2010	Kismet	201080	#010 Schedule of Classes Information. Email Scheduling List, Dean's List, Dept Chair's List, information pertaining to schedule proof.	
1/20/2010	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.	
1/21/2010	Kismet	201010	#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.	
1/25/2010	Diana	200980	#180 Student Incomplete Notification "UG". Run SYHU502. Email about "Incomplete" deadline to be met.	

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1/26/2010	Kismet	201050, 201080	#330 Advising Information. Email College Level Advisor's List information about clearing students on SPAAPIN.	
1/27/2010	Gerri	201010	#500 Run SYGU511. TEMP drop list. Send email to students that drop TEMP was unsuccessfull.	1st and 1 parts of term
1/29/2010	Gerri	201010	#435 Deleted Students List. Email depts to get list from Eprint.	1st and 1 parts of term