

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
March 2010				
3/1/2010	Patricia/Kismet		#510 Two MMR Needed (MMR1 and MMR2).docx. Send to students missing MMR1 and MMR2 immunization to inform of full time registration requirements.	
3/1/2010	Patricia/Kismet		#520 One MMR Needed (MMR2 Only).docx. Send to students missing MMR2 immunization only to inform of full time registration requirements.	
3/1/2010	Patricia/Kismet		#530 TB Test Reminder.docx. Send to admitted international students from non-exempt countries as a reminder for TB requirements for registration.	
3/2/2010	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.	2nd part of term
3/3/2010	Kismet	201050	#390 Special Registration Procedures & Responsibilities. Email Registration Procedure and Responsibility memo to offices with special registrations. This includes Athletic Advising, Honors, and Student Disability Services.	1st part of term
3/4/2010	Diana	200980	#180 Student Incomplete Notification "G". Run SYHU502. Email about "Incomplete" deadline to be met.	
3/8/2010	Kismet	201080	#045 Web Schedule Available. Send email to Scheduling List, Dean's List, and Department Chair's List informing departments that Web Schedule is available.	
3/8/2010	Gerri	201010	#120 Departments - Missing Grades. Run SYGU507. Send TGA/Email Grading, Dean's and Dept Chairs lists requesting depts to remind instructors to submit missing grades.	1st part of term

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3/8/2010	Gerri	201010	#140 Missing Grades Past Deadline. Run SYGU507. Email the Detailed and Summary lists to the Grading, Dean's, Dept Chair's lists.	1st part of term
3/11/2010	Diana	201010	#190 Incomplete Memo. Run Incomplete Grade Rosters SYHU502. Use campus mail to send the Incomplete Memo and Incomplete Grade Rosters to target Faculty.	1st part of term
3/11/2010	Gerri	201010	#200 Confirmation of Grades and Attendance Dates. Run SYGU506. Send TGA/Email to Current Term Instructors, Grading, Dean's, and Dept Chairs lists the Incomplete Deadline dates and info how to verify grade accuracy on WEB.	1st part of term
3/11/2010	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.	2nd part of term
3/12/2010	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.	2nd part of term
3/15/2010	Kismet	201080	#290 Invitations to Register. Send TGA/Email to Current Student Population and place Helmsman Ad.	
3/16/2010	gerri	201010	#250 NA Deadline Reminder. Send TGA/Email to Faculty as a reminder of the Never Attended date entry deadline. Copy Deans, Dept Chairs, Grading and RMT lists.	2nd part of term
3/18/2010	Diana	200980	#170 Incomplete Grades Due "G". Run SYHU502. Send email to Instructors, Dean's List, and Department Chair's deadline information for submitting previous term's incomplete grades.	

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March 2010

3/24/2010	Gerri	201010	#435 Deleted Students List. Email depts to get list from Eprint.	2nd part of term
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