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# Communication Calendar

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| Date | Name | Term | Task | Parts of Term/Notes |
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## *February 2012*

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|-----------|--------|--------|---|--|
| 2/3/2012  | Gerri  | 201210 | #260 Non-attendance student notification. Run SYGU544 - Schedule Targeted announcement/email Student NA Notification. Send TGA/emails notifying students that attendance reporting is available in SSB. |  |
| 2/10/2012 | Kismet | 201280 | #020 First Proof. Email Scheduling List, Dean's List, and Department Chair's List informing them the schedule proof is available.   |  |
| 2/13/2012 | Kismet | 201250 | #030 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.         |  |
| 2/14/2012 | Kismet | 201250 | #270 Registration Holds. Email notification for Registration Holds Office List to set holds.  |  |
| 2/24/2012 | Kismet | 201280 | #030 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.         |  |