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# Communication Calendar

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Date	Name	Term	Task	Parts of Term/Notes
<i>January 2012</i>				
1/3/2012	Kismet	201210	#370 Registration Calendar. Email the registration calendar with locations and hours of operation to offices actively involved with registration during peak periods.	
1/5/2012	Kismet	201210	#055 Verify Final Room Assignments. Email Scheduling List, Dean's List, and Dept Chairs List request for verification of final building and room assignments.	
1/6/2012	Kismet	201210	#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.	
1/6/2012	Kismet	201210	#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send Target Announcement/Email to students that have not registered for permits issued by depts.	
1/11/2012	Kismet	201210	#056 No Room Changes Reminder. Send TGA/email to Faculty Role (SYGU506) advising them not to make any room changes without first checking with the Scheduling Office.	
1/11/2012	Kismet	201210	#360 Registration Notification. Run SYRU531. Send TGA/Email.	
1/12/2012	Kismet	201210	#380 Late Registration Procedures. Email to provide the Authorized Signature Group with registration procedures for processing after the last day to add.	
1/17/2012	Kismet	201210	#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.	

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## *January 2012*

1/17/2012	Gerri	201210	#500 Run SYGU511. TEMP drop list. Send email to students that drop TEMP was unsuccessful.	1st and 1 parts of term
1/18/2012	Kismet	201250	#020 First Proof. Email Scheduling List, Dean's List, and Department Chair's List informing them the schedule proof is available.	
1/23/2012	Diana	201180	#180 Student Incomplete Notification "G". Run SYHU502. Email about "Incomplete" deadline to be met.	
1/24/2012	Kismet	201210	#010 Schedule of Classes Information. Email Scheduling List, Dean's List, Dept Chair's List, information pertaining to schedule proof.	
1/24/2012	Gerri	201210	#435 Deleted Students List. Email depts to get list from Eprint.	
1/30/2012	Diana	201180	#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.	