

Miscellaneous Calendar 2010

Date	Term	Task	Notes
1/4/2010	201010	Send email to Web Services to change the date on the Faculty dashboard in the portal.	Set Faculty Dashboard date to 201010.
1/4/2010		Send out Communication and Production calendars - February.	
1/12/2010		Annual Report Numbers.	Previous years numbers.
1/14/2010	201050, 201080	Send Registration Calendar template to AR-Reg.	
1/18/2010		Communication and Production calendars due - February.	
2/1/2010	201010	Assign staff member task to write program to identify current students with DSP courses whose classification will change when we begin calc'ing based on college level courses only.	2010 Spring
2/1/2010		Send out Communication and Production calendars - March.	
2/2/2010	201010	Review & send FERPA Reminder to Registrar for her to send to Ann Harbor to have sent to all faculty and staff.	
2/4/2010	201050, 201080	Completed Registration Calendar due.	
2/15/2010		Communication and Production calendars due - March.	
2/24/2010		Bi-weekly staff evaluations due.	
2/26/2010		Check links in Registration Center Web pages.	
3/1/2010		Send out Communication and Production calendars - April.	
3/1/2010		Start Registrar Strategic Planning.	
3/8/2010	201050, 201080	Identify dates for enrollment figure compare.	
3/15/2010		Communication and Production calendars due - April.	
3/26/2010		Monthly staff evaluations due.	

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4/1/2010		Perform Equipment Inventory during this month.	
4/1/2010		Send out Communication and Production calendars - May.	
4/1/2010		Write communique' to be emailed to the students whose classification will change that are identified by the new program to be written.	
4/12/2010	201110, 50,80	Send Sch Production Cal to AR-Reg.	
4/15/2010		Send communique' to the students whose classification will change.	
4/16/2010		Communication and Production calendars due - May.	
4/30/2010	2001010 ,50,80	Completed Schedule Production Calendar due.	
5/3/2010		Send out Communication and Production calendars - June.	
5/10/2010		Change GTVSDAX to calculate classification based on college level hours only.	
5/12/2010	201050	Send email to Web Services to change the date on the Faculty dashboard in the portal.	Set Faculty Dashboard to 201050
5/17/2010		Communication and Production calendars due - June.	
6/1/2010		Perform Security Audit during this month.	
6/1/2010		Send out Communication and Production calendars - July.	
6/15/2010		Send email to AR-Reg to print previous like term Semester Calendar from web and begin updates.	
6/18/2010		Communication and Production calendars due - July.	
6/28/2010		Review university policies that address functions performed by Registrar's Office: FERPA, Withdrawals, Academic Calendar, Space Planning, and Data Access. Inform Cathy Serex of any necessary changes.	
6/29/2010	201010	Completed Semester Calendar due.	

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7/1/2010		Send Fall, Spring, and Summer submission dates to Clearinghouse.	
7/1/2010		Send out Communication and Production calendars - August.	
7/19/2010		Communication and Production calendars due - August.	
8/3/2010		Send out Communication and Production calendars - September.	
8/16/2010		Communication and Production calendars due - September.	
8/16/2010	201110	Send Registration Calendar template to AR-Reg.	
8/18/2010	201080	Send email to Web Services to change the date on the Faculty dashboard in the portal.	Set Faculty Dashboard date to 201080
8/27/2010	201110	Completed Registration Calendar due.	
9/1/2010		Send out Communication and Production calendars - October.	
9/10/2010		Review/update Emergency Contact lists (Debbie).	
9/13/2010	201080	Send Email to all faculty and staff informing them of the Permit Summary report.	
9/14/2010	201080	Review & send FERPA Reminder to Registrar for her to send to Ann Harbor to have sent to all faculty and staff.	
9/17/2010		Communication and Production calendars due - October.	
10/1/2010		Publish web notice for Spring term that Registration information is available on web.	
10/1/2010		Send out Communication and Production calendars - November.	
10/11/2010	201110	Identify dates for enrollment figure compare.	
10/18/2010		Communication and Production calendars due - November.	
11/2/2010		Send out Communication and Production calendars - December.	

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Date	Term	Task	Notes
11/10/2010	201150, 201180	Send email to AR-Reg to print previous like term Semester Calendar from web and begin updates.	
11/18/2010		Communication and Production calendars due - December.	
11/22/2010	201150, 201180	Completed Semester Calendar due.	
11/23/2010		Review/update institutional contact list for Clearinghouse.	
12/1/2010		Send out Communication and Production calendars - January.	
12/13/2010		Communication and Production calendars due - January.	
12/14/2010		Completed Misc Calendar due for specified year. (Specify the year in calendar notes field.)	2011