

# Miscellaneous Calendar 2012

Date	Term	Task	Notes
1/3/2012		Review student issues files for clean-up.	
1/3/2012	201210	Send email to Web Services to change the date on the Faculty dashboard in the portal.	Set Faculty Dashboard date 201210
1/3/2012		Send out Communication and Production calendars - February.	
1/9/2012		Submit lapse salary memo to VP Enrollment Services if required.	
1/10/2012		Annual Report Numbers.	Previous years numbers.
1/12/2012	201250, 201280	Send Registration Calendar template to AR-Reg.	
1/13/2012		Review the Registrar's (Kim's) Summer Web Page for visiting students with Betty Huff.	
1/16/2012		Communication and Production calendars due - February.	
1/16/2012		Update Emergency Staff Health Information.	
1/25/2012	201210	Run scheduling reports: SYRU596 Room Usage; SYRU547/SYRU547V2 Non-Standard Meeting Times; SYRU611 DC and GP Room Information.	
1/26/2012	201210	Run SYGU803 Veteran Summary Reports (detailed) and SYGU819 Veteran Summary Reports(for upper management) after 14th day for each term and send results to Betty Huff.	Assign to Amy.
2/1/2012	201210	Review & send FERPA Reminder to Ann Harbor to have sent to all faculty and staff.	
2/1/2012		Send out Communication and Production calendars - March.	
2/2/2012	201250, 201280	Completed Registration Calendar due.	
2/17/2012		Communication and Production calendars due - March.	
2/24/2012		Check links in Registration Center Web pages.	
2/29/2012		Bi-weekly staff evaluations due.	

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3/1/2012		Perform test of panic buttons. See Procedure 7.19 Testing Panic Button Signal Transmission	This is performed quarterly.
3/1/2012		Registrar send Mission and Value statements to Registrar staff.	
3/1/2012		Send out Communication and Production calendars - April.	
3/1/2012		Start Registrar Strategic Planning.	
3/5/2012	201250, 201280	Identify dates for enrollment figure compare.	
3/13/2012		Communication and Production calendars due - April.	
3/30/2012		Monthly staff evaluations due.	
4/2/2012		Perform Equipment Inventory during this month.	
4/2/2012		Send out Communication and Production calendars - May.	
4/14/2012	201210, 50,80	Send Sch Production Cal to AR-Reg.	
4/16/2012		Communication and Production calendars due - May.	
4/30/2012		Completed Schedule Production Calendar due.	
5/2/2012		Send out Communication and Production calendars - June.	
5/10/2012	201250	Send email to Web Services to change the date on the Faculty dashboard in the portal.	set faculty dashboard to 201250.
5/16/2012		Communication and Production calendars due - June.	
6/1/2012		Send out Communication and Production calendars - July.	
6/4/2012		Perform Security Audit during this month.	
6/4/2012		Perform test of panic buttons. See Procedure 7.19 Testing Panic Button Signal Transmission	

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6/13/2012		Send email to AR-Reg to print previous like term Semester Calendar from web and begin updates.	
6/15/2012		Communication and Production calendars due - July.	
6/18/2012	201250	Run SYGU803 Veteran Summary Reports (detailed) and SYGU819 Veteran Summary Reports(for upper management) after 14th day for each term and send results to Betty Huff.	Assign to Amy.
6/18/2012		Verify Tigerline Accounts.	
6/25/2012		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.	
6/26/2012	201280	Completed Semester Calendar due.	
7/2/2012		Send Fall, Spring, and Summer submission dates to Clearinghouse.	
7/2/2012		Send out Communication and Production calendars - August.	
7/18/2012		Communication and Production calendars due - August.	
8/1/2012		Registrar send reminder to all staff to take the Campus Data Security tutorial at <a href="https://umwa.memphis.edu/data_security/login.php">https://umwa.memphis.edu/data_security/login.php</a>	
8/1/2012		Send out Communication and Production calendars - September.	
8/17/2012		Communication and Production calendars due - September.	
8/17/2012	201280	Send email to Web Services to change the date on the Faculty dashboard in the portal.	Set Faculty Dashboard date to 201280
8/17/2012	201310	Send Registration Calendar template to AR-Reg.	
8/24/2012	201310	Completed Registration Calendar due.	
9/3/2012		Perform test of panic buttons. See Procedure 7.19 Testing Panic Button Signal Transmission	
9/3/2012		Send out Communication and Production calendars - October.	

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Date	Term	Task	Notes
9/7/2012		Review/update Emergency Contact lists (Debbie).	
9/7/2012		Run scheduling reports: SYRU596 Room Usage; SYRU547/SYRU547V2 Non-Standard Meeting Times; SYRU611 DC and GP Room Information.	
9/10/2012	201280	Run SYGU803 Veteran Summary Reports (detailed) and SYGU819 Veteran Summary Reports(for upper management) after 14th day for each term and send results to Betty Huff.	Assigned to Amy
9/11/2012		Send Email to all faculty and staff informing them of the Permit Summary report.	
9/12/2012		Review & send FERPA Reminder to Ann Harbor to have sent to all faculty and staff.	
9/14/2012		Communication and Production calendars due - October.	
10/1/2012		Send Email to Registrar Staff requesting them to retake the FERPA Tutorial. Registrar staff should retake the FERPA Tutorial every three years.	
10/4/2012		Publish web notice for Spring term that Registration information is available on web.	
10/4/2012		Send out Communication and Production calendars - November.	
10/8/2012	201310	Identify dates for enrollment figure compare.	
10/18/2012		Communication and Production calendars due - November.	
11/3/2012		Send out Communication and Production calendars - December.	
11/7/2012	201350, 201380	Send email to AR-Reg to print previous like term Semester Calendar from web and begin updates.	
11/16/2012		Communication and Production calendars due - December.	
11/20/2012	201350, 201380	Completed Semester Calendar due.	
11/22/2012		Review/update institutional contact list for Clearinghouse.	
12/3/2012		Send out Communication and Production calendars - January.	

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Date	Term	Task	Notes
12/12/2012		Completed Misc Calendar due for specified year. (Specify the year in calendar notes field.)	2013
12/14/2012		Communication and Production calendars due - January.	