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# Production Calendar

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| Date                | Name   | Term   | Task   | Parts of Term/Note                         |
|---------------------|--------|--------|--|--|
| <i>January 2009</i> |        |        |  |  |
| 1/5/2009            | Gerri  |        | Post updated class rosters on Eprint. (SFRSLST)  | Spring                                     |
| 1/5/2009            | Gerri  |        | Run SFRSMST to update time status.   | 1st and 1 parts of term                    |
| 1/5/2009            | Gerri  |        | Run SYGU522 - Dean's List for distribution of labels to colleges. Report on Eprint.  |  |
| 1/9/2009            | Diana  |        | Degree certification lists due for prior term; run SYHU504 as requested. Process transcripts holding for degrees as lists are submitted. |  |
| 1/19/2009           | Gerri  |        | Run missing grades in SFRSLST; alphabetize rosters; run SYGU507 for missing grades.  | Law  |
| 1/21/2009           | Amy    | 200880 | Send Helpdesk to have the Degree Verification File sent to the Clearinghouse and archived.   | 1st submission of Degrees to Clearinghouse |
| 1/22/2009           | Gerri  | 200910 | Run SFRSLST to create Class Rosters. Request print job to computer services.   | 1st and 1 parts of term                    |
| 1/23/2009           | Amy    | 200910 | CHEF Step 1 - Run SFRNSLC with mode 1 for Clearinghouse enrollment test.   | First Spring Submission                    |
| 1/26/2009           | Amy    | 200910 | CHEF Step 2 - Request SFRNSLC with mode 3 for Clearinghouse enrollment final.  |  |
| 1/26/2009           | Amy    | 200910 | CHEF Step 3 - Send helpdesk to have enrollment extract file archived and sent to Clearinghouse.  |  |
| 1/26/2009           | Gerri  |        | Run SYGU511. TEMP drop students.   | 1 and 1st parts of term                    |
| 1/26/2009           | Kismet | 200910 | Send Helpdesk to run SYGX011.sql. Delete instructors from zero enrollment classes.   | 1st and full parts of term                 |

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|---------------------|-------|--------|---|------------------------------------|
| <i>January 2009</i> |       |        |   |                                    |
| 1/27/2009           | Gerri |        | Run SYGU516. Deleted student list for faculty. Update to Eprint.  | 1st, 1, Law and ROD parts of term. |
| 1/29/2009           | Diana | 200880 | Convert prior term undergraduate incomplete grade to F.   |                                    |
| 1/29/2009           | Gerri | 200910 | Enter check on SZATERM so faculty can begin attendance reporting.   | 1st and 1 parts of term            |
| 1/29/2009           | Diana | 200880 | Process transcripts being held for specified parts of term grades.  | Law                                |
| 1/29/2009           | Diana | 200880 | Run End of Term jobs for Law part of term after grades rolled - SHRCPGA, SHRGRDE, SZRGAU, SHRTYPE, SHRASTD.                                   | Law                                |
| 1/29/2009           | Diana | 200880 | Run SYHU502 to generate Incomplete Grade control cards after deadline.  |                                    |
| 1/29/2009           | Diana | 200880 | Submit Helpdesk to run SYHX001 to restore credit on courses with "W" grades.  | Law                                |
| 1/30/2009           | Gerri | 200910 | Begin running SFRNOWD daily for a list of students who have dropped last occurs; Set the WD status and date. This is for Title IV processing. | 1st, 1, law, and ROD parts of term |
| 1/30/2009           | Diana | 200910 | Run SYGU504 and SYGU510 to list current enrolled 5Y and PB.   |                                    |
| 1/30/2009           | Diana | 200880 | Run SYHU501 to generate grade rosters for MATRIX.   | Law                                |
| 1/30/2009           | Diana | 200880 | Run SYHU502 to generate Incomplete Grade Rosters.   | Law                                |