

REGISTRATION CALENDAR Spring 2010	
09/25/09	Review/update Invitation to Register-Target Announcement.
10/01/09	Set up Priority Registration Groups. SFARCTT/SFARCTL
10/01/09	Review/Update SOATERM/SFAESTS/SFARSTS/SFAROVR
10/05/09	Send email to Carl Chando reminder of deadline for major changes. (Confirm date with Geri)
10/05/09	Helpdesk –TREG script (SYRX001) to start running program for Spring. Update Web date on SOATERM.
10/05/09	Contact Pat Crowell to get Law dates for Law registration.
10/12/09	SOATERM Turn on Master Web Term Control-Schedules available on the web. Check boxes on back page per procedures
10/14/09	Run AppWrox for Script (SYGX012.sql) to inactivate SGASTDN. Contact FinAid prior to running.
10/16/09	Deadline for ACU major changes to 003 Wilder Tower.
10/20/09	Update Popsel for Holds-Appworks-International Students
10/27/09	Targeted Announcement and Email for "Invitation to Register."
11/03/09	Contact Bursar-Date to turn on On-line Fee Assessment.
11/03/09	Contact Financial Aid-Date to turn on warnings.
11/06/09	Review/Update Registration Notification Announcement
11/06/09	Request Section Management(SYRU507) Permits(SYRU504D & SYRU504S) be updated for Spring
11/06/09	Registration Holds "From Date".
11/09/09	SOATERM-Check Permit box to allow registration on 11/9 before 8:00am.
11/09/09	First day of Spring Registration.
12/01/09	Update #370 Communication Calendar for upcoming term. This is the calendar used during peak.
12/09/09	Targeted Announcement & Broadcast –Registration Information. (SYRU531)
12/14/09	Review SFZENRL (RODP) for Registration errors.
12/14/09	SOATERM-Turn on Time Status-Spring 2010 (30 days prior to start of term) Confirm with Geri.
01/08/10	Enroll Senior Citizen Auditors-Send listing to Danielle Blanks-Bursar's Office.
01/12/10	Internship change over to Full-time status. Always do after end of previous term.
01/13/10	Targeted Announcement & Broadcast –Registration Information. (SYRU531)
01/21/10	Turn off Registration(4:30pm)-SOATERM per request of Bursar(Purge). Bursar will notify when to turn back on.
01/28/10	Run Appworx SYGX011.sql to delete instructors from zero enrollment courses for Full/1 st (Notify Zaciquita first)
01/29/10	Update Non Standard Trend Report
03/23/10	Turn off Registration(4:30pm)-SOATERM per request of Bursar(Purge 2nd POT). Bursar will notify when to turn back on.
03/29/10	Run Appworx SYGX011.sql to delete instructors from zero enrollment courses for 2 nd . (Notify Zaciquita first)
05/14/10	Pre-Requisite Report (SFRRGAM) Patricia Hunt-Request after grades have gone final.