

REGISTRATION CALENDAR Summer/Fall 2010	
1/4/2010	Review/Update STVTERM/SOATERM/SFAESTS/SFRSTS/SFAROVR
1/11/2010	Contact Law School to get Law dates for Registration.
1/25/2010	SOATERM-Turn on Master Web Term Control-Check only Display schedule under Faculty and Advisor Controls
2/08/2010	Set up Priority Registration Groups. SFARCTT/SFARCTL
2/15/2010	Helpdesk –TREG script (SYRX001) to start running for Summer/Fall.
2/22/2010	Review/Update Invitation to Register-TA and Email
2/26/2010	Update Popsel for Holds-Apprworx-International Students
3/01/2010	Update Web registration date on SOATERM.
3/08/2010	SOATERM-Turn on Master Web Term Controls-Schedules available on the web. Check boxes on back page per procedures
3/15/2010	Target Announcement and Email for “Invitation to Register”. Use Hyperion Report(SYRU564) for current students
3/16/2010	“Invitation to Register” ad in Helmsman.
3/17/2010	Send Email to confirm reserving of seats for NSO’s
3/18/2010	Run Apprworx to run SYGX012.sql to inactivate SGASTDN records. Run after last day to add. Notify FinAid before running.
3/27/2010	Request Section Management (SYRU507) Permits (SYRU504D & SYRU504S) be updated to run for upcoming registration.
4/01/2010	Contact Bursar-Date to turn on On-line Fee Assessment.
4/01/2010	Contact Financial Aid-Date to turn on warnings.
4/04/2010	Registration holds “From Date”.
4/05/2010	SOATERM-Check Permit box to allow registration on 4/05 before 8:00am.
4/05/2010	First day of Summer/Fall Registration.
5/04/2010	Review/Update Registration General Information TA
5/04/2010	Send NSO information to Operations@memphis.edu . Request test printing of NSO schedule.
5/06/2010	Target Announcement & Email –Registration General Information. (Summer Only) (SYRU531)
5/11/2010	Prepare review/ update NSO handouts, etc. June/July/August)
5/13/2010	Review SZENRL (RODP) for Registration Errors.
5/13/2010	Internship(Summer) change over to time status. Always do after the end of the previous term.
5/24/2010	Re-add seats that were reserved for NSO. Send email to notify departments. (Before 1 st NSO)
5/20/2010	Turn off Registration(4:30pm)(Summer Only)-SOATERM per request of Bursar(Purge). Bursar will notify when to turn back on.
5/26/2010	Run SYGX011.sql in ApprWorx to delete Instructors from Cancelled and Zero enrollment courses. (Notify Zaciquita first)
5/26/2010	Run SYRU515 GEN ED report to check for need for additional classes (201080). Report is sent to Shannon Blanton/Betty Huff/Donna Van Canneyt/Pam Jenkins/Ralph Faudree/Tom Nenon/Brian Meredith/Destin Tucker/Carl Chando
5/26/2010	Enroll Senior Citizen Auditors (Summer Only)-Send listing to Bursar’s Office.
6/01/2010	Pre-requisite Report (SFRRGAM) Patricia Hunt-Request prior to start of Full/1 st /RODP Summer Term.

6/10/2010	Turn off Registration(4:30pm)(Summer Only)-SOATERM per request of Bursar(Purge). Bursar will notify when to turn back on.
6/16/2010	Run SYGX011.sql in AppWorx to delete Instructors from Cancelled and Zero enrollment courses. 1 st /1TE/Full. (Notify Zaciquita first)
6/23/2010	Run SYRU515 GEN ED report to check for need for additional classes (201080) (Half way thru NSOs.) Report is sent to Shannon Blanton/Betty Huff/Donna Van Canneyt/Pam Jenkins/Ralph Faudree/Tom Nenon/Brian Meredith/Destin Tucker/Carl Chando
6/29/2010	Target Announcement & Broadcast –Registration General Information. (Summer Only) (SYRU531)
7/06/2010	Target Announcement & Broadcast –Registration General Information. (Fall Only) (SYRU531)
7/07/2010	Pre-requisite Report (SFRRGAM) Patricia Hunt-Request prior to start of 2nd Summer Term.
7/08/2010	Update #370 Communication Calendar for upcoming term. This is the calendar used during peak.
7/21/2010	Run SYGX011.sql in AppWorx to delete Instructors from Cancelled and Zero enrollment courses. 2 nd /2TE. (Notify Zaciquita first)
7/29/2010	SOATERM-turn on Time Status Calc-Fall 2010 (30 days prior to start of term) confirm with Gerri.
8/03/2010	Target Announcement & Broadcast –Registration General Information. (Fall Only) (SYRU531)
8/03/2010	Run SYRU515 GEN ED report to check for need for additional classes (201080) Report is sent to Shannon Blanton/Betty Huff/Donna Van Canneyt/Pam Jenkins/Ralph Faudree/Tom Nenon/Brian Meredith/Destin Tucker/Carl Chando
8/17/2010	Enroll Senior Citizen Auditors (Fall Only)-Send listing to Bursar's Office.
8/17/2010	Target Announcement & Broadcast –Registration General Information. (Fall Only) (SYRU531)
08/30/2010	Internship (Fall) change over to Full-time status. Always do after end of previous term.
9/03/2010	Run ST_SYGX020 to add FRCX code to Learning Communities. Send results to Director-Curriculum Planning.
9/07/2010	Turn off Registration(4:30pm)(Fall)-SOATERM per request of Bursar(Purge). Bursar will notify when to turn back on.
9/08/2010	Run SYGX011.sql in AppWorx to delete Instructors from Cancelled and Zero enrollment courses. 1 st /Full Fall. (Notify Zaciquita first)
9/13/2010	Update Non Standard Trend Report
10/28/2010	Run SYGX011.sql in ApprWorx to delete Instructors from Cancelled and Zero enrollment courses. 2 nd . (Notify Zaciquita first)
12/23/2010	Pre-requisite Report (SFRRGAM) Patricia Hunt-Request after grades have gone final.