Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
August 2018				
8/2/2018	Beverly	201810	#170 Incomplete Grades Due "G". Run SYHU502. Send email to Instructors, Dean's List, and Department Chair's deadline information for submitting previous term's incomplete grades.	
8/10/2018	Kismet	201880	#055 Verify Final Room Assignments. Email Scheduling List, Dean's List, and Dept Chairs List request for verification of final building and room assignments.	
8/14/2018	Kismet	201880	#360 Registration Notification. Run SYRU531.	Send file to Kyle Nixon and Deja Price.
8/14/2018	Kismet	201880	#370 Registration Calendar. Email the registration calendar with locations and hours of operation to offices actively involved with registration during peak periods.	
8/14/2018	Kismet	201880	#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send TGA/email to students who have not registered for permits issued by depts.	1 and 1st parts of term.
8/20/2018	Kismet	201880	#056 No Room Changes Reminder. Send TGA/email to Faculty Role (SYGU506) advising them not to make any room changes without first checking with the Scheduling Office.	
8/20/2018	Kismet	201880	#060 Instructor Additions and Corrections. Email Scheduling List, Dean's List, and Dept Chair's List request for scheduling info and remind them to make instructor updates.	1 and 1st parts of term.
8/20/2018	Cynthia	201850	#190 Incomplete Memo. Run Incomplete Grade Rosters SYHU502. Use campus mail to send the Incomplete Memo and Incomplete Grade Rosters to target Faculty.	1, 2nd, ROD parts of term.

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August 2018				
8/21/2018	Kismet	201880	#360 Registration Notification. Run SYRU531.	Send file to Kyle Nixon and Deja Price.
8/27/2018	Kismet	201880	#380 Late Registration Procedures. Email to provide the Authorized Signature Group with registration procedures for processing after the last day to add.	