

# Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>January 2018</i>				
1/2/2018	Veda	201780	#160 Incomplete Grades Due "UG". Run SYHU502. Send email to instructors , Dean's List, and Department Chairs about deadline for submitting previous term's incomplete grades.	Date is placeholder; real date TBD.
1/2/2018	Veda	201780	#180 Student Incomplete Notification "UG". Run SYHU502. Email about "Incomplete" deadline to be met.	Date is placeholder; real date TBD.
1/2/2018	Gerri	201810	#210 Enrollment Info for Faculty. Run SYGU506 to create import group. Send TGA/email to Current term instructors, Grading List, Dean's List, and Dept Chairs info about worksheets in ePrint, purge dates, and availability of class lists on the web.	Date is placeholder; real date TBD. 1 and 1st parts of term.
1/2/2018	Gerri	201810	#500 Run SYGU511. TEMP drop list. Send email to students that drop TEMP was unsuccessful.	Date is placeholder; real date TBD. 1 and 1st parts of term.
1/3/2018	Kismet	201810	#055 Verify Final Room Assignments. Email Scheduling List, Dean's List, and Dept Chairs List request for verification of final building and room assignments.	
1/3/2018	Kismet	201810	#370 Registration Calendar. Email the registration calendar with locations and hours of operation to offices actively involved with registration during peak periods.	
1/4/2018	Kismet	201810	#300 Registration Reminder to Students Not Registered. Run SYRU532. Send TGA/email.	
1/5/2018	Kismet	201810	#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.

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1/8/2018	Kismet	201850	#020 First Proof. Email Scheduling List, Dean's List, and Department Chair's List informing them the schedule proof is available.	
1/8/2018	Kismet	201810	#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.	
1/9/2018	Kismet	201810	#555 Students registered in Lambuth sections. Run SYRU618 weekly after 1st day of registration to send emails to students registered in Lambuth sections since specified date.	
1/10/2018	Kismet	201880	#020 First Proof. Email Scheduling List, Dean's List, and Department Chair's List informing them the schedule proof is available.	
1/11/2018	Kismet	201810	#300 Registration Reminder to Students Not Registered. Run SYRU532. Send TGA/email.	
1/16/2018	Kismet	201810	#380 Late Registration Procedures. Email to provide the Authorized Signature Group with registration procedures for processing after the last day to add.	
1/16/2018	Kismet	201810	#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.
1/23/2018	Kismet	201810	#215 Helmsman Class Attendance. Place ad in Daily Helmsman to give notice to students that they are expected to attend classes or they will be reported as non-attending.	

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## *January 2018*

1/24/2018	Kismet	201810	#215 Helmsman Class Attendance. Place ad in Daily Helmsman to give notice to students that they are expected to attend classes or they will be reported as non-attending.	
1/30/2018	Kismet	201810	#330 Advising Information. Email the College Level Advisor's List and AAN information about clearing students on SPAAPIN.	