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# Communication Calendar

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Date	Name	Term	Task	Parts of Term/Notes
<i>June 2018</i>				
6/6/2018	Kismet	201880	#050 Review Final Room Assignments. Email Scheduling List, Dean's List, and Department Chair's List requesting them to review building and room assignments.	
6/13/2018	Beverly	201810	#180 Student Incomplete Notification "UG". Run SYHU502. Email about "Incomplete" deadline to be met.	
6/18/2018	Beverly	201810	#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.	
6/20/2018	Gerri	201850	#080 Grade Instructions. Run SYGU506. Send TGA/email to Current_term_instructors, Grading, Dean's, and Dept Chairs Lists grading instructions and general info such as FERPA and grading deadlines.	1TE part of term.
6/20/2018	Gerri	201850	#100 Grades Assistance Needed. Email request to the Director of Administration, Academic Affairs, to impress upon Deans and Directors the importance of getting grades in on time.	1st part of term.
6/20/2018	Gerri	201850	#105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC.	1TE part of term.
6/20/2018	Gerri	201850	#110 Independent Study Type Courses. Run SYGU506C. Send TGA/email to Current_term_instructors, Grading, Dean's and Dept Chairs lists the Independent Study sections with actual enrollment that must be graded.	1TE part of term.
6/22/2018	Kismet	201850	#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.	

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Date	Name	Term	Task	Parts of Term/Notes
<i>June 2018</i>				
6/25/2018	Gerri	201850	#120 Departments - Missing Grades. Run SYGU507. Send TGA/email Grading, Dean's and Dept Chairs lists requesting depts to remind instructors to submit missing grades.	1TE part of term.
6/25/2018	Kismet	201880	#310 Senior Citizen Letters. Mail senior citizens instructions and general information for processing courses under the Senior Audit program.	
6/26/2018	Gerri	201850	#200 Confirmation of Grades and Attendance Dates. Run SYGU506. Send TGA/email to Current Term Instructors, Grading, Dean's, and Dept Chairs lists the Incomplete Deadline dates and info how to verify grade accuracy on WEB.	1TE and 1st parts of term.
6/28/2018	Gerri	201850	#080 Grade Instructions. Run SYGU506. Send TGA/email to Current_term_instructors, Grading, Dean's, and Dept Chairs Lists grading instructions and general info such as FERPA and grading deadlines.	1st part of term.
6/28/2018	Gerri	201850	#105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC.	1st part of term.
6/28/2018	Gerri	201850	#110 Independent Study Type Courses. Run SYGU506C. Send TGA/email to Current_term_instructors, Grading, Dean's and Dept Chairs lists the Independent Study sections with actual enrollment that must be graded.	1st part of term.