

# Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<b>March 2018</b>				
3/2/2018	Kismet	201810	#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send TGA/email to students who have not registered for permits issued by depts.	
3/5/2018	Kismet	201850/ 201880	#045 Web Schedule Available. Send email to Scheduling List, Dean's List, and Department Chair's List informing departments that Web Schedule is available.	
3/5/2018	Gerri	201810	#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.	1st part of term
3/7/2018	Veda	201810	#190 Incomplete Memo. Run Incomplete Grade Rosters SYHU502. Use campus mail to send the Incomplete Memo and Incomplete Grade Rosters to target Faculty.	1st part of term
3/7/2018	Kismet/Aver ill	201850/ 201880	#540 Registered students lacking MMR. Run SYRU637. Send TGA/email to registered students lacking the MMR immunizations to inform them of full time registration requirements.	
3/7/2018	Kismet	201850/ 201880	#550 Registered students lacking CP immunizations. Run SYRU637. Send TGA/email to registered students lacking the Varicella immunizations to inform them of full time registration requirements.	
3/8/2018	Veda	201780	#180 Student Incomplete Notification "G". Run SYHU502. Email about "Incomplete" deadline to be met.	
3/8/2018	Gerri	201810	#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.	1st part of term

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## *March 2018*

3/8/2018	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.	2nd part of term
3/8/2018	Kismet	201850/ 201880	#290 Invitations to Register. Send TGA/email to Current Student Population and place Helmsman ad.	
3/30/2018	Kismet	201850	#310 Senior Citizen Letters. Mail senior citizens instructions and general information for processing courses under the Senior Audit program.	