
Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>May 2018</i>				
5/4/2018	Gerri	201850	#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.	PRE part of term.
5/7/2018	Kismet		#380 Late Registration Procedures. Email to provide the Authorized Signature Group with registration procedures for processing after the last day to add.	
5/8/2018	Kismet	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.	Summer, Fall. Send file to Ainsley Willis.
5/8/2018	Kismet	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.	Summer, Fall. Send file to Ainsley Willis.
5/10/2018	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.	1 and 2nd parts of term.
5/15/2018	Kismet		#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.	
5/24/2018	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.	PRE part of term.
5/24/2018	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.	PRE part of term.

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May 2018

5/29/2018	Polly	201850	#190 Incomplete Memo. Run Incomplete Grade Rosters SYHU502. Use campus mail to send the Incomplete Memo and Incomplete Grade Rosters to target Faculty.	PRE part of term.
5/29/2018	Kismet		#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send TGA/email to students who have not registered for permits issued by depts.	1, 1st, 1TE parts of term.
5/31/2018	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.	PRE part of term.