

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>October 2018</i>				
10/2/2018	Kismet	201910	#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.	Send file to Kyle Nixon and Deja Price.
10/2/2018	Kismet	201910	#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.	Send file to Kyle Nixon and Deja Price.
10/4/2018	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.	2nd part of term.
10/5/2018	Kismet	201910	#030 Final Proof. Email Scheduling List, Dean's List, and Department Chair's List. Final schedule available on ePrint: Request return of signed 1st page of schedule for approval of schedule.	
10/5/2018	Kismet	201880	#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send TGA/email to students who have not registered for permits issued by depts.	2nd part of term.
10/15/2018	Kismet	201910	#390 Special Registration Procedures & Responsibilities. Email Registration Procedure and Responsibility memo to offices with special registrations. This includes Athletic Advising, Honors, and Student Disability Services.	
10/16/2018	Gerri	201880	#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.
10/17/2018	Kismet	201910	#045 Web Schedule Available. Send email to Scheduling List, Dean's List, and Department Chair's List informing departments that Web Schedule is available.	

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>October 2018</i>				
10/23/2018	Kismet	201910	#290 Invitations to Register. Send TGA/email to Current Student Population and place Helmsman ad.	Send file to Kyle Nixon and Deja Price.
10/29/2018	Kismet/ Averill	201910	#310 Senior Citizen Letters. Mail senior citizens instructions and general information for processing courses under the Senior Audit program.	