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# Communication Calendar

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Date	Name	Term	Task	Parts of Term/Notes
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## *August 2019*

8/9/2019	Averill	201980	#055 Verify Final Room Assignments. Email Scheduling List, Dean's List, and Dept Chairs List request for verification of final building and room assignments.	
8/14/2019	Averill	201980	#360 Registration Notification. Run SYRU531.	Send file to Deja Price.
8/14/2019	Averill	201980	#370 Registration Calendar. Email the registration calendar with locations and hours of operation to offices actively involved with registration during peak periods.	
8/14/2019	Averill	201980	#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.
8/19/2019	Averill	201980	#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.	
8/19/2019	Averill	201980	#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.	1 and 1st parts of term.
8/20/2019	Averill	201980	#360 Registration Notification. Run SYRU531.	