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# Communication Calendar

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Date	Name	Term	Task	Parts of Term/Notes
<b>December 2019</b>				
12/2/2019	Gerri	201980	#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.	2nd and Full parts of term.
12/2/2019	Gerri	201980	#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.	Full part of term.
12/3/2019	Averill	202010	#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.
12/3/2019	Averill	202010	#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.
12/12/2019	Averill	202010	#050 Review Final Room Assignments. Email Scheduling List, Dean's List, and Department Chair's List requesting them to review building and room assignments.	
12/13/2019	Averill	202010	#300 Registration Reminder to Students Not Registered. Run SYRU532. Send TGA/email.	Send file to Kyle Nixon and Deja Price.
12/17/2019	Averill	202010	#360 Registration Notification. Run SYRU531.	Send file to Kyle Nixon and Deja Price.
12/18/2019	Holliday	201980	Run burst to send communication to students with incomplete grades.	As soon as grades have rolled.