

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>January 2019</i>				
1/2/2019	Averill	201910	#055 Verify Final Room Assignments. Email Scheduling List, Dean's List, and Dept Chairs List request for verification of final building and room assignments.	
1/2/2019	Averill	201910	#370 Registration Calendar. Email the registration calendar with locations and hours of operation to offices actively involved with registration during peak periods.	
1/2/2019	Holiday	201910	Update text of all bursts for upcoming term.	Spring
1/3/2019	Averill	201910	#300 Registration Reminder to Students Not Registered. Run SYRU532.	Send file to Deja and Kyle.
1/4/2019	Averill	201910	#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send TGA/email to students who have not registered for permits issued by depts.	
1/7/2019	Averill	201950	#020 First Proof. Email Scheduling List, Dean's List, and Department Chair's List informing them the schedule proof is available.	
1/7/2019	Averill	201910	#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.	
1/8/2019	Averill	201910	#555 Students registered in Lambuth sections. Run SYRU618 weekly after 1st day of registration to send emails to students registered in Lambuth sections since specified date.	

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<i>January 2019</i>				
1/9/2019	Averill	201980	#020 First Proof. Email Scheduling List, Dean's List, and Department Chair's List informing them the schedule proof is available.	
1/10/2019	Averill	201910	#300 Registration Reminder to Students Not Registered. Run SYRU532.	Run Send file to Deja and Kyle.
1/11/2019	Gerri	201910	#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.	1 and 1st parts of term.
1/14/2019	Averill	201910	#380 Late Registration Procedures. Email to provide the Authorized Signature Group with registration procedures for processing after the last day to add.	
1/15/2019	Averill	201910	#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send TGA/email to students who have not registered for permits issued by depts.	
1/21/2019	Gerri	201910	#500 Run SYGU511. TEMP drop list. Send email to students that drop TEMP was unsuccessful.	1 and 1st parts of term.
1/22/2019	Averill	201910	#215 Helmsman Class Attendance. Place ad in Daily Helmsman to give notice to students that they are expected to attend classes or they will be reported as non-attending.	
1/23/2019	Holliday	201880	#160 Incomplete Grades Due "UG". Run burst to send email to instructors about upcoming incomplete grade deadline.	

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1/23/2019	Holliday	201880	#180 Student Incomplete Notification "UG". Run burst to send email to students about upcoming incomplete grade deadline.	
1/23/2019	Averill	201910	#215 Helmsman Class Attendance. Place ad in Daily Helmsman to give notice to students that they are expected to attend classes or they will be reported as non-attending.	
1/29/2019	Averill	201950, 201980	#330 Advising Information. Email the College Level Advisor's List and AAN information about clearing students on SPAAPIN.	