Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
June 2019				
6/4/2019	Gerri	201950	#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.
6/5/2019	Averill	201980	#050 Review Final Room Assignments. Email Scheduling List, Dean's List, and Department Chair's List requesting them to review building and room assignments.	
6/10/2019	Averill/ Eunice	201980	#310 Elite Student Audit Letters. Email instructions and general information for processing courses under the Elite Student Audit program.	
6/11/2019	Holliday	201910	#160 Incomplete Grades Due "UG". Burst to instructors about deadline for submitting previous term's incomplete grades.	
6/11/2019	Holliday	201910	#180 Student Incomplete Notification "UG". Burst to students about Incomplete deadline to be met.	
6/18/2019	Gerri	201950	#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.	1TE part of term
6/18/2019	Gerri	201950	#105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC.	1TE part of term.
6/18/2019	Gerri	201950	#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.	1TE part of term.

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
June 2019				
6/21/2019	Averill	201950	#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.	
6/24/2019	Gerri	201950	#120 Departments - Missing Grades. Run SYGU507 - burst to Grading, Dean's and Dept Chairs lists requesting depts to remind instructors to submit missing grades.	1TE part of term.
6/26/2019	Gerri	201950	#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.	1TE part of term.
6/27/2019	Gerri	201950	#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.	1st part of term.
6/27/2019	Gerri	201950	#105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC.	1st part of term.
6/27/2019	Gerri	201950	#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.	1st part of term.