
Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>August 2020</i>				
8/3/2020	Averill	202080	#055 Verify Final Room Assignments. Email Scheduling List, Dean's List, and Dept Chairs List request for verification of final building and room assignments.	
8/3/2020	Gerri	202050	#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.
8/3/2020	Gerri	202050	#105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC.	2nd and Full parts of term.
8/3/2020	Gerri	202050	#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.	2nd and Full parts of term.
8/3/2020	Averill	202080	#360 Registration Notification. Run SYRU531.	
8/3/2020	Averill	202080	#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.
8/3/2020	Averill	202080	Update #370 Registration Calendar.	
8/10/2020	Averill	202080	#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.	

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>August 2020</i>				
8/10/2020	Averill	202080	#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.
8/10/2020	Gerri	202050	#120 Departments - Missing Grades. Run SYGU507. Send TGA/email Grading, Dean's and Dept Chairs lists requesting depts to remind instructors to submit missing grades.	2nd and Full parts of term.
8/10/2020	Averill	202080	#360 Registration Notification. Run SYRU531.	
8/11/2020	Gerri	202050	#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.	2nd and Full parts of term.