

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>July 2020</i>				
7/6/2020	Averill	202080	#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.	
7/6/2020	Averill	202080	#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.	
7/7/2020	Averill	202080	#360 Registration Notification. Run SYRU531.	
7/20/2020	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.	2TE part of term.
7/21/2020	Averill	202080	#360 Registration Notification. Run SYRU531.	
7/22/2020	Averill	202050	#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.	2nd and 2TE parts of term.
7/27/2020	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.	2TE part of term.
7/29/2020	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.	2TE part of term.

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7/31/2020	Holliday/ Caprice	202010	#170 Incomplete Grades Due "G". Burst to Instructors about deadline for submitting previous term's incomplete grades.	
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7/31/2020	Holliday/ Caprice	202010	#180 Student Incomplete Notification "G". Burst to students about "Incomplete" deadline to be met.	
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