Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes

June 2020

Date	Name	Term	Task	Parts of Term/Notes
6/2/2020	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.	PRE part of term.
6/5/2020	Averill	202080	#050 Review Final Room Assignments. Email Scheduling List, Dean's List, and Department Chair's List requesting them to review building and room assignments.	
6/15/2020	Averill/ Eunice	202080	#310 Elite Student Audit Letters. Email instructions and general information for processing courses under the Elite Student Audit program.	
6/16/2020	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.	1TE part of term.
6/16/2020	Gerri	202050	#105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC.	1TE part of term.
6/16/2020	Gerri	202050	#105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC.	1TE part of term.
6/16/2020	Holliday/ Caprice	202010	#160 Incomplete Grades Due "UG". Burt to instructors about deadline for submitting previous term's incomplete grades.	
6/16/2020	Holliday/ Caprice	202010	#180 Student Incomplete Notification "UG". Burst to students about "Incomplete" deadline to be met.	

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Date	Name	Term	Task	Parts of Term/Notes
June 2020				
6/19/2020	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.	
6/22/2020	Gerri	201950	#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.	1TE part of term.
6/24/2020	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.	1TE part of term.
6/29/2020	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.	1st part of term.
6/29/2020	Gerri	202050	#105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC.	1st part of term.
6/29/2020	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.	1st part of term.