

# Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<b>March 2020</b>				
3/2/2020	Averill	202050, 202080	#045 Web Schedule Available. Send email to Scheduling List, Dean's List, and Department Chair's List informing departments that Web Schedule is available.	
3/2/2020	Gerri	202010	#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.
3/2/2020	Averill/ Eunice	202050	#310 Elite Student Audit Letters. Email instructions and general information for processing courses under the Elite Student Audit program.	
3/2/2020	Averill	202050/ 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.	
3/2/2020	Averill	202050/ 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.	
3/4/2020	Averill	202010	#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send TGA/email to students who have not registered for permits issued by depts.	2nd part of term.
3/9/2020	Gerri	202010	#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.	1st part of term.
3/9/2020	Caprice	201980	#170 Incomplete Grades Due "G". Run SYHU502. Burst to instructors about deadline for submitting previous term's incomplete grades.	

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## *March 2020*

3/9/2020	Caprice	201980	#180 Student Incomplete Notification "G". Burst to students about Incomplete deadline to be met.	
3/12/2020	Gerri	202010	#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.	1st part of term.
3/12/2020	Gerri	202010	#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.	2nd part of term.
3/12/2020	Averill	202050/ 202080	#290 Invitations to Register. Send TGA/email to Current Student Population and place Helmsman ad.	