

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>October 2020</i>				
10/1/2020	Averill	202110	#310 Elite Student Audit Letters. Email instructions and general information for processing courses under the Elite Student Audit program. Date is placeholder - TBD.	
10/1/2020	Averill	202110	#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.	
10/1/2020	Averill	202110	#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.	
10/2/2020	Gerri	202080	#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.
10/12/2020	Averill	202110	#390 Special Registration Procedures & Responsibilities. Email Registration Procedure and Responsibility memo to offices with special registrations. This includes Athletic Advising, Honors, and Student Disability Services.	
10/19/2020	Averill	202110	#290 Invitations to Register. Send TGA/email to Current Student Population and place Helmsman ad.	
10/30/2020	Holliday/ Caprice	202050	#170 Incomplete Grades Due "G". Burst to Instructors about deadline for submitting previous term's incomplete grades.	
10/30/2020	Holliday/ Caprice	202050	#180 Student Incomplete Notification "G". Burst to students about Incomplete deadline to be met.	