# Communication Calendar

| Date | Name | Term | Task | Parts of Term/Notes |
|------|------|------|------|---------------------|
| *September 2020* | | | | |
| 9/10/2020 | Averill | 202110 | #270 Registration Holds. Email notification for Registration Holds Office List to set holds. | |
| 9/15/2020 | Caprice/ Holliday | 202050 | #160 Incomplete Grades Due "UG". Burt to instructors about deadline for submitting previous term's incomplete grades. | |
| 9/15/2020 | Caprice/ Holliday | 202050 | #180 Student Incomplete Notification "UG". Burst to students about Incomplete deadline to be met. | |
| 9/17/2020 | Averill | 202110 | #330 Advising Information. Email the College Level Advisor's List and AAN information about clearing students on SPAAPIN. | |
| 9/28/2020 | Gerri | 202080 | #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. |
| 9/28/2020 | Gerri | 202080 | #105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC. | 1st part of term. |
| 9/28/2020 | Gerri | 202080 | #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. |
| 9/28/2020 | Averill | 202110 | #045 Web Schedule Available. Send email to Scheduling list, Dean's List, and Department Chair's List informing departments that Web Schedule is available. | |
| 9/28/2020 | 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. | 2nd part of term. |
| 9/28/2020 | Averill | 202080 | #400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send TGA/email to students who have not registered for permits issued by departments. | 2nd part of term. |