
Communication Calendar

| Date | Name | Term | Task | Parts of Term/Notes |
|-------------------|---------|--------|---|-----------------------------|
| <i>April 2021</i> | | | | |
| 4/12/2021 | Averill | 202150 | #055 Verify Final Room Assignments. Email Scheduling List, Dean's List, and Dept Chairs List request for verification of final building and room assignments. | |
| 4/15/2021 | Averill | 202150 | #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. | |
| 4/26/2021 | Gerri | 202110 | #070 LDA Grading Instructions. Run SYRU546 to send TGA/email to faculty who have students with an LDA without a withdrawn status. | 2nd and Full parts of term. |
| 4/26/2021 | Gerri | 202110 | #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. | 2nd and Full parts of term. |
| 4/26/2021 | Gerri | 202110 | #105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC. | 2nd and Full parts of term. |
| 4/26/2021 | Gerri | 202110 | #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. | 2nd and Full parts of term. |