

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>August 2021</i>				
8/2/2021	Averill	202180	#055 Verify Final Room Assignments. Email Scheduling List, Dean's List, and Dept Chairs List request for verification of final building and room assignments.	
8/2/2021	Averill	202180	#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.	1st and Full parts of term.
8/2/2021	Gerri	202150	#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.
8/2/2021	Gerri	202150	#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.
8/2/2021	Gerri	202150	#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.
8/2/2021	Gerri	202150	#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.	2TE part of term.
8/3/2021	Averill	202180	#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send TGA/email to students who have not registered for permits issued by depts.	1st and Full parts of term.
8/3/2021	Averill	202180	Update #370 Registration Calendar.	

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<i>August 2021</i>				
8/4/2021	Gerri	202150	#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.	2TE part of term.
8/9/2021	Gerri	202150	#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.	2nd and Full parts of term.
8/9/2021	Averill	202180	#360 Registration Notification. Run SYRU531.	
8/11/2021	Gerri	202150	#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.	2nd and Full parts of term.
8/23/2021	Averill	202180	#056 No Room Changes Reminder. Send TGA/email to Faculty Role (SYGU506) advising them not to make any room changes without first checking with the Scheduling Office.	