
Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>December 2021</i>				
12/1/2021	Averill	202210	#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send TGA/email to students who have not registered for permits issued by depts.	
12/2/2021	Averill	202210	#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.	
12/2/2021	Averill	202210	#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.	
12/6/2021	Averill	202210	#555 Students registered in Lambuth sections. Run SYRU618 to send emails to students registered in Lambuth sections since specified date.	
12/13/2021	Sheynah/ Beverly	202180	#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.	
12/13/2021	Sheynah/ Beverly	202180	#130 Instructors - Missing Grades. Run SYGU507 Argos burst to faculty with missing grades.	
12/14/2021	Sheynah/ Beverly	202180	#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.	
12/16/2021	Averill	202210	#300 Registration Reminder to Students Not Registered. Run SYRU532. Send TGA/email.	

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December 2021

12/17/2021	Holliday/ Catrina	202180	Run burst to send communication to students with incomplete grades.	After grades are final.
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