
Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>January 2021</i>				
1/4/2021	Averill	202110	#370 Registration Calendar. Email the registration calendar with locations and hours of operation to offices actively involved with registration during peak periods.	
1/4/2021	Holiday	202110	Update text of all bursts for upcoming term.	Spring
1/7/2021	Averill	202110	#300 Registration Reminder to Students Not Registered. Run SYRU532. Send TGA/email.	
1/11/2021	Averill	202110	#555 Students registered in Lambuth sections. Run SYRU618 weekly after 1st day of registration to send emails to students registered in Lambuth sections since specified date.	
1/12/2021	Averill	202110	#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send TGA/email to students who have not registered for permits issued by depts.	
1/13/2021	Averill	202110	#360 Registration Notification. Run SYRU531.	
1/15/2021	Gerri	202110	#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.	
1/19/2021	Averill	202110	#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.	

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1/20/2021	Gerri/ Caprice/ Holliday	202080	#160 Incomplete Grades Due "UG". Run SYHU502. Send email to instructors , Dean's List, and Department Chairs about deadline for submitting previous term's incomplete grades.	
1/20/2021	Gerri/ Caprice/ Holliday	202080	#180 Student Incomplete Notification "UG". Run SYHU502. Email about "Incomplete" deadline to be met.	
1/28/2021	Averill	202150, 202180	#330 Advising Information. Email the College Level Advisor's List and AAN information about clearing students on SPAAPIN.	
1/28/2021	Gerri	202110	#500 Run SYGU511. TEMP drop list. Send email to students that drop TEMP was unsuccessful.	