

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>July 2021</i>				
7/1/2021	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.	
7/12/2021	Averill	202180	#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.	
7/12/2021	Averill	202180	#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.	
7/13/2021	Averill	202180	#360 Registration Notification. Run SYRU531.	
7/22/2021	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.	2TE part of term.
7/30/2021	Holliday/ Caprice	202110	#170 Incomplete Grades Due "G". Burst to Instructors about deadline for submitting previous term's incomplete grades.	
7/30/2021	Holliday/ Caprice	202110	#180 Student Incomplete Notification "G". Burst to students about "Incomplete" deadline to be met.	