

# Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>June 2021</i>				
6/3/2021	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.	PRE part of term.
6/11/2021	Catrina/ Averill	202180	#310 Elite Student Audit Letters. Email instructions and general information for processing courses under the Elite Student Audit program.	
6/15/2021	Holliday/ Caprice	202110	#160 Incomplete Grades Due "UG". Burst to instructors , Dean's List, and Department Chairs about deadline for submitting previous term's incomplete grades.	
6/15/2021	Holliday/ Caprice	202110	#180 Student Incomplete Notification "UG". Burst to students about "Incomplete" deadline to be met.	
6/17/2021	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.	1TE part of term
6/17/2021	Gerri	202150	#105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC.	1TE part of term.
6/17/2021	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.	1TE part of term.
6/18/2021	Averill	202180	#300 Registration Reminder to Students Not Registered. Run SYRU532. Send TGA/email.	

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<i>June 2021</i>				
6/21/2021	Averill	2021	#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.	2nd part of term.
6/25/2021	Averill	202180	#560 Online Students Exemption Reminder. Run SYRU652 to send email to students who have signed the Online Exemption Waiver that they can only be registered for online courses.	
6/28/2021	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.	1st part of term.
6/28/2021	Gerri	202150	#105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC.	1st part of term.
6/28/2021	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.	1st part of term.
6/28/2021	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.	1TE part of term.
6/29/2021	Averill	202150	#360 Registration Notification. Run SYRU531.	