

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>November 2021</i>				
11/1/2021	Averill	202210	#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.	
11/22/2021	Averill	202210	#555 Students registered in Lambuth sections. Run SYRU618 to send emails to students registered in Lambuth sections since specified date.	
11/22/2021	Averill	202210	Send email that Section Management Report/Gen Ed/Non Gen Ed reports are available on ePrint - Scheduling, Deans, Chairs distribution lists.	
11/23/2021	Averill	202210	#370 - Update Registration Calendar. This is the calendar used during peak periods.	
11/29/2021	Sheynah/ Beverly	202180	#070 LDA Grading Instructions. Run SYRU546 to send TGA/email to faculty who have students with an LDA without a withdrawn status.	2nd and Full parts of term.
11/29/2021	Sheynah/ Beverly	202180	#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.
11/29/2021	Sheynah/ Beverly	202180	#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.
11/29/2021	Sheynah/ Beverly	202180	#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.