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# Communication Calendar

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Date	Name	Term	Task	Parts of Term/Notes
<i>October 2021</i>				
10/4/2021	Gerri	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.	1st part of term.
10/4/2021	Gerri	202180	#105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC.	1st part of term.
10/4/2021	Gerri	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.	1st part of term.
10/8/2021	Gerri	202180	#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.	2nd part of term.
10/8/2021	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.	
10/8/2021	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.	
10/11/2021	Averill	202210	#390 Special Registration Procedures & Responsibilities. Email Registration Procedure and Responsibility memo to offices with special registrations. This includes Athletic Advising, Honors, and Student Disability Services.	
10/18/2021	Averill	202210	#290 Invitations to Register. Send TGA/email to Current Student Population.	

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*October 2021*

10/29/2021	Holliday/ Catrina	202150	#170 Incomplete Grades Due "G".	Burst to Instructors about deadline for submitting previous term's incomplete grades.
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10/29/2021	Holliday/ Catrina	202150	#180 Student Incomplete Notification "G".	Burst to students about "Incomplete" deadline to be met.
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