
Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
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January 2022

1/4/2022	Averill	202210	#370 Registration Calendar. Email the registration calendar with locations and hours of operation to offices actively involved with registration during peak periods.	
1/5/2022	Averill	202210	#360 Registration Notification. Run SYRU531.	
1/10/2022	Averill	202210	#300 Registration Reminder to Students Not Registered. Run SYRU532. Send TGA/email.	
1/12/2022	Averill	202210	#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.	
1/14/2022	Sheynah/ Beverly	202210	#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.	
1/14/2022	Averill	202210	#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.	
1/19/2022	Holliday	202180	#160 Incomplete Grades Due "UG". Burst to instructors about deadline for submitting previous term's incomplete grades.	
1/19/2022	Holliday	202180	#180 Student Incomplete Notification "UG". Burst to students about Incomplete deadline to be met.	