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# Communication Calendar

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Date	Name	Term	Task	Parts of Term/Notes
<b>March 2022</b>				
3/2/2022	Sheynah/ Beverly	202210	#070 LDA Grading Instructions. Run SYRU546 to send TGA/email to faculty who have students with an LDA without a withdrawn status.	1st part of term.
3/2/2022	Sheynah/ Beverly	202210	#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.
3/2/2022	Sheynah/ Beverly	202210	#105 AU/NC Grades. Run SGYU506A. Email a reminder to all on Registrar_List to enter grades on AU/NC.	1st part of term.
3/2/2022	Sheynah/ Beverly	202210	#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.
3/3/2022	Sheynah/ Beverly	202210	Communication to full term instructors about midterm grading.	Full part of term.
3/7/2022	Sheynah/ Beverly	202210	#100 Grades Assistance Needed. Email request to the Director of Administration, Academic Affairs, to impress upon Deans and Directors the importance of getting grades in on time.	1st part of term.
3/7/2022	Sheynah/ Beverly	202210	#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.	1st part of term.
3/7/2022	Holliday	202180	#170 Incomplete Grades Due "G". Run SYHU502. Burst to Instructors about deadline for submitting previous term's incomplete grades.	

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<b>March 2022</b>				
3/7/2022	Holliday	202180	#180 Student Incomplete Notification "G". Burst about Incomplete deadline to be met.	
3/7/2022	Averill	202250, 202280	#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.	
3/7/2022	Averill	202250, 202280	#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.	
3/10/2022	Sheynah/ Beverly	202210	#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.	1st part of term.
3/10/2022	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.	2nd part of term.
3/14/2022	Averill	202250, 202280	#290 Invitation to Register. Send TGA/email to Current Student Population.	
3/14/2022	Averill	202210	#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send TGA/email to students who have not registered for permits issued by depts.	2nd part of term.
3/22/2022	Catrina/ Eunice	202250	#310 Elite Student Audit Letters. Email instructions and general information for processing courses under the Elite Student Audit program.	