

# Miscellaneous Calendar 2018

Date	Term	Task	Notes
1/2/2018		Go to National Security and Trust to inventory Registrar Office records.	
1/2/2018		Review student issues files for clean-up.	
1/2/2018	201810	Send email to Web Services to change the date on the Faculty dashboard in the portal.	Set faculty dashboard to 201810.
1/8/2018		Run SYRU602 - Noncancelled Enrollment report. Run separately for each term for previous year. Post figures to file in RegistrarAdmin\$/Historical_Misc Numbers.	
1/12/2018	201810	Reverse Transfer - Deadline for sending Course History from four year institutions.	
1/16/2018	201850, 201880	Send Registration Calendar template to AR-Reg.	
1/16/2018		Update Emergency Staff Health Information.	
1/19/2018	201810	Reverse Transfer - Deadline for sending Eligible Student List from four year institutions.	
1/22/2018	201810	Run scheduling rpt: SYRU671 Room Usage; Update and move SYRU671 figures to Overall Campus Room Usage Percentages file in RegistrarShared\Scheduling\Campus Room Use Percentages.	
2/1/2018	201850, 201880	Completed Registration Calendar due.	
2/1/2018	201810	Review & send FERPA Reminder to Provost's Office to have sent to all faculty and staff.	
2/1/2018	201810	Run sygu803 Veteran Summary Reports (detailed) and SYGU819 Veteran Summary Reports(for upper management) after 14th day for each term and send results to Bill Akey.	
2/28/2018		Bi-weekly staff evaluations due.	
3/1/2018		Check links in Registration Web pages.	
3/1/2018		Put in work order to have panic buttons checked. See Procedure 1.37 Panic Button Maintenance.	This is performed twice a year.
3/1/2018		Start Registrar Strategic Planning.	
3/2/2018	201810	Reverse Transfer - Deadline for sending Student Course History from four year institutions	

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3/30/2018		Monthly staff evaluations due.	
4/2/2018		Perform Equipment Inventory during this month.	
4/9/2018		Run SYRU547 and update Non-Standard Class Trend Report in RMTShared/Non Standard Class Trend folder.	
4/9/2018	201850, 201880	Send Sch Production Cal to AR-Reg.	
4/27/2018	201850, 201880	Completed Schedule Production Calendar due.	
5/8/2018	201850	Send email to Web Services to change the date on the Faculty dashboard in the portal.	Set faculty dashboard to 201850.
6/1/2018		Perform Security Audit during this month.	
6/4/2018	201880	Send email to AR-Reg to print previous like term Semester Calendar from web and begin updates.	
6/18/2018	201880	Completed Semester Calendar due.	
6/18/2018		Review university policies that address functions performed by Registrar's Office: FERPA, Withdrawals, Academic Calendar, Space Planning, and Data Access.	
6/18/2018		Run SYGU803 Veteran Summary Reports (detailed) and SYGU819 Veteran Summary Reports(for upper management) after 14th day for each term and send results to Bill Akey.	
6/18/2018		Verify Tigerline Accounts.	
7/2/2018		Send Fall, Spring, and Summer submission dates to Clearinghouse.	
8/1/2018		Registrar send reminder to all staff to take the Campus Data Security tutorial at <a href="https://umwa.memphis.edu/data_security/login.php">https://umwa.memphis.edu/data_security/login.php</a>	
8/16/2018	201880	Send email to Web Services to change the date on the Faculty dashboard in the portal.	Set faculty dashboard to 201880.
8/16/2018	201910	Send Registration Calendar template to AR-Reg.	
8/23/2018	201910	Completed Registration Calendar due.	

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9/3/2018		Put in work order to have panic buttons checked. See Procedure 1.37 Panic Button Maintenance.	This is performed twice a year.
9/3/2018		Review/update Emergency Contact lists (Debbie).	
9/3/2018		Run scheduling rpt: SYRU671 Room Usage; Update and move SYRU671 figures to Overall Campus Room Usage Percentages file in RegistrarShared\Scheduling\Campus Room Use Percentages.	
9/10/2018	201880	review & send FERPA Reminder to Provost's Office to have sent to all faculty and staff.	
9/10/2018	201880	run sygu803 Veteran Summary Reports (detailed) and SYGU819 Veteran Summary Reports(for upper management) after 14th day for each term and send results to Bill Akey.	
9/10/2018		Run SYRU575 -THEC Space Guidelines Rpt, Run against Pcensus once the instance is available. Save results for Space Planning.	
9/10/2018		Send Email to all faculty and staff informing them of the Permit Summary report.	
10/1/2018		Publish web notice for Spring term that Registration information is available on web.	
10/1/2018		Send Email to Registrar Staff requesting them to retake the FERPA Tutorial. Registrar staff should retake the FERPA Tutorial every three years.	
10/8/2018	201910	Identify dates for enrollment figure compare.	
11/1/2018	201950, 201980	Send email to AR-Reg to print previous like term Semester Calendar from web and begin updates.	
11/5/2018		Run SYRU547 and update Non-Standard Class Trend Report in RMTShared/Non Standard Class Trend folder.	
11/15/2018	201950, 201980	Completed Semester Calendar due.	
11/16/2018		Review/update institutional contact list for Clearinghouse.	
12/14/2018		Completed Misc Calendar due for specified year.	2019 calendar year