

# Miscellaneous Calendar 2019

Date	Term	Task	Notes
1/7/2019		Go to National Security and Trust to inventory Registrar Office records.	
1/7/2019		Review student issues files for clean-up.	
1/7/2019		Run SYRU602 - Noncancelled Enrollment report. Run separately for each term for previous year. Post figures to file in RegistrarAdmin\$/Historical_Misc Numbers.	
1/7/2019		Update Emergency Staff Health Information.	
1/15/2019	201910	Reverse Transfer - Deadline for sending Course History from four year institutions.	
1/21/2019		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.	
1/22/2019	201910	Reverse Transfer - Deadline for sending Eligible Student List from four year institutions	
2/1/2019		Completed Registration Calendar due.	
2/1/2019	201910	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.	
2/4/2019	201910	Review & send FERPA Reminder to Provost's Office to have sent to all faculty and staff.	
2/28/2019		Bi-weekly staff evaluations due.	
3/1/2019		Check links in Registration web pages.	
3/1/2019		Put in work order to have panic buttons checked. See Procedure 1.37 Panic Button Maintenance.	This is performed twice a year.
3/1/2019		Start Registrar Strategic Planning.	
3/5/2019	201910	Reverse Transfer - Deadline for sending Student Course History from four year institutions	
3/29/2019		Monthly staff evaluations due.	
4/1/2019		Perform Equipment Inventory during this month.	

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4/1/2019		Run SYRU547 and update Non-Standard Class Trend Report in RMTShared/Non Standard Class Trend folder.	
4/26/2019	201950, 201980	Completed Schedule Production Calendar due.	
6/1/2019		Perform Security Audit during this month.	
6/1/2019		Review university policies that address functions performed by Registrar's Office: FERPA, Withdrawals, Academic Calendar, Space Planning, and Data Access.	
6/3/2019		Verify Tigerline Accounts.	
6/17/2019		Completed Semester Calendar due.	
6/19/2019		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.	
7/15/2019		Send Fall, Spring, and Summer submission dates to Clearinghouse.	
8/1/2019		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>	Does this still exist?
8/19/2019	202010	Completed Registration Calendar due.	
9/2/2019		Put in work order to have panic buttons checked. See Procedure 1.37 Panic Button Maintenance.	This is performed twice a year.
9/2/2019		Review/update Emergency Contact lists (Debbie).	
9/2/2019		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.	
9/11/2019	201980	Review & send FERPA Reminder to Provost's Office to have sent to all faculty and staff.	
9/11/2019	201980	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.	
9/11/2019		Run SYRU575 -THEC Space Guidelines Rpt, Run against Pcensus once the instance is available. Save results for Space Planning.	
9/11/2019		Send Email to all faculty and staff informing them of the Permit Summary report.	

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<b>Date</b>	<b>Term</b>	<b>Task</b>	<b>Notes</b>
10/1/2019	202010	Identify dates for enrollment figure compare.	
10/1/2019		Send Email to Registrar Staff requesting them to retake the FERPA Tutorial. Registrar staff should retake the FERPA Tutorial every three years.	
11/1/2019		Run SYRU547 and update Non-Standard Class Trend Report in RMTShared/Non Standard Class Trend folder.	
11/15/2019	202050, 202080	Completed Semester Calendar due.	
11/29/2019		Review/update institutional contact list for Clearinghouse.	
12/16/2019		Completed Misc Calendar due for specified year.	2020 calendar year