

Miscellaneous Calendar 2020

Date	Term	Task	Notes
1/6/2020		Go to National Security and Trust to inventory Registrar Office records.	
1/6/2020		Review student issues files for clean-up.	
1/6/2020		Run SYRU602 - Noncancelled Enrollment report. Run separately for each term for previous year. Post figures to file in RegistrarAdmin\$/Historical_Misc Numbers.	
1/6/2020		Update Emergency Staff Health Information.	
1/15/2020	202010	Reverse Transfer - Deadline for sending Course History from four year institutions.	
1/20/2020		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.	
1/23/2020	202010	Reverse Transfer - Deadline for sending Eligible Student List from four year institutions.	
2/3/2020		Completed Registration Calendar due.	
2/3/2020	202010	Review & send FERPA Reminder to Provost's Office to have sent to all faculty and staff.	
2/3/2020	202010	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.	
3/2/2020		Check links in Registration web pages.	
3/2/2020		Put in work order to have panic buttons checked. See Procedure 1.37 Panic Button Maintenance.	This is performed twice a year.
3/5/2020	202010	Reverse Transfer - Deadline for sending Student Course History from four year institutions	
4/1/2020		Perform Equipment Inventory during this month.	
4/1/2020		Run SYRU547 and update Non-Standard Class Trend Report in RMTShared/Non Standard Class Trend folder.	
4/24/2020	202050, 202080	Completed Schedule Production Calendar due.	
4/30/2020		Bi-weekly staff evaluations due.	

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4/30/2020		Monthly staff evaluations due.	
6/1/2020		Perform Security Audit during this month.	
6/1/2020		Review University policies that address functions performed by Registrar's Office: FERPA, Withdrawals, Academic Calendar, Space Planning, and Data Access.	During this month.
6/1/2020		Verify Tigerline Accounts.	
6/15/2020		Completed Semester Calendar due.	
6/17/2020		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.	
7/15/2020		Send Fall, Spring, and Summer submission dates to Clearinghouse.	
8/17/2020	202110	Completed Registration Calendar due.	
9/1/2020		Put in work order to have panic buttons checked. See Procedure 1.37 Panic Button Maintenance.	This is performed twice a year.
9/1/2020		Review/update Emergency Contact lists (Debbie).	
9/1/2020		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.	
9/9/2020	202080	Review & send FERPA Reminder to Provost's Office to have sent to all faculty and staff.	
9/9/2020	202080	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.	
9/9/2020		Run SYRU575 -THEC Space Guidelines Rpt, Run against Pcensus once the instance is available. Save results for Space Planning.	
9/9/2020		Send email to all faculty and staff informing them of the Permit Summary report.	
10/1/2020		Identify dates for enrollment figure compare.	
10/1/2020		Send email to Registrar Staff requesting them to retake the FERPA Tutorial. Registrar staff should retake the FERPA Tutorial every three years.	

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11/2/2020		Run SYRU547 and update Non-Standard Class Trend Report in RMTShared/Non Standard Class Trend folder.	
11/13/2020	202150, 202180	Completed Semester Calendar due.	
11/27/2020		Review/update institutional contact list for Clearinghouse.	
12/16/2020		Completed Misc Calendar due for specified year.	2021 calendar year.