

Miscellaneous Calendar 2021

Date	Term	Task	Notes
1/4/2021		Go to National Security and Trust to inventory Registrar Office records.	
1/4/2021		Review student issues files for clean-up.	
1/4/2021		Run SYRU602 - Noncancelled Enrollment report. Run separately for each term for previous year. Post figures to file in RegistrarAdmin\$/Historical_Misc Numbers.	
1/4/2021		Update Emergency Staff Health Information.	
1/18/2021		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.	
1/25/2021	202110	Reverse Transfer - Deadline for sending Course History from four year institutions.	
2/1/2021		Completed Registration Calendar due.	
2/2/2021	202110	Review and send FERPA Reminder to Provost's Office to have sent to all faculty and staff.	
2/2/2021	202110	Run SYGU803 Veteran Summary Reports (detailed) and SYGU819 Veteran Summary Reports(for upper management) after 14th day for each term.	
2/3/2021	202110	Reverse Transfer - Deadline for sending Eligible student List from four year institutions.	
3/1/2021		Check links in Registration Web pages.	
3/17/2021	202110	Reverse Transfer - Deadline for sending Student Course History from four year institutions.	
4/1/2021		Perform Equipment Inventory during this month.	
4/1/2021		Run SYRU547 and update Non-Standard Class Trend Report in RMTShared/Non Standard Class Trend folder.	
4/23/2021	202150, 202180	Completed Schedule Production Calendar due.	
4/30/2021		Staff evaluations due.	
6/1/2021		Perform Security Audit during this month.	

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6/1/2021		Review university policies that address functions performed by Registrar's Office: FERPA, Withdrawals, Academic Calendar, Space Planning, and Data Access.	During this month.
6/1/2021		Verify Tigerline Accounts.	
6/14/2021		Completed Schedule Production Calendar due.	
6/17/2021		Run syGU803 Veteran Summary Reports (detailed) and SYGU819 Veteran Summary Reports(for upper management) after 14th day for each term.	
7/15/2021		Send Fall, Spring, and Summer submission dates to Clearinghouse.	
8/16/2021	202210	Completed Registration Calendar due.	
9/1/2021		Review/update Emergency Contact lists (Debbie).	
9/1/2021		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.	
9/8/2021	202180	Review and send FERPA Reminder to Provost's Office to have sent to all faculty and staff.	
9/8/2021	202180	Run SYGU803 Veteran Summary Reports (detailed) and SYGU819 Veteran Summary Reports(for upper management) after 14th day for each term.	
9/8/2021		Run SYRU575 -THEC Space Guidelines Rpt, Run against Pcensus once the instance is available. Save results for Space Planning.	
9/8/2021		Send Email to all faculty and staff informing them of the Permit Summary report.	
10/1/2021		Identify dates for enrollment figure compare.	
10/1/2021		Send Email to Registrar Staff requesting them to retake the FERPA Tutorial. Registrar staff should retake the FERPA Tutorial every three years.	
11/1/2021		Run SYRU547 and update Non-Standard Class Trend Report in RMTShared/Non Standard Class Trend folder.	
11/12/2021	202250, 202280	Completed Semester Calendar due.	
11/29/2021		Review/update institutional contact list for Clearinghouse.	

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Date	Term	Task	Notes
12/15/2021		Completed Misc Calendar due for specified year.	2022 calendar year.