
Production Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>August 2018</i>				
8/2/2018	Beverly	201850	Run SYHU550 Students with pending degrees and transfer credit terms out of order.	Notify Admissions.
8/2/2018	Beverly	201850	Run SYMU506 - Curricula and Degree Discrepancy (discrepancies between SGASTDN and SHADEGR)	Notify degree analyst.
8/3/2018	Todd	201880	CHEF - Send first Advance file	Clearinghouse Advance file for Fall.
8/3/2018	Beverly	201850	Process transcripts being held for specified parts of term grades.	Law
8/3/2018	Beverly	201850	Run End-of-Term jobs for Law part of term after grades rolled - SHRCPGA, SHRGRDE, SHRTYPE, SHRASTD.	Law
8/3/2018	Beverly	201850	Run SYHU501 to generate grade rosters for MATRIX.	Law
8/3/2018	Beverly	201850	Run SYHU502 to generate Incomplete Grade Rosters.	Law
8/3/2018	Beverly	201850	Run SYHX001 to restore credit on courses with "W" grades.	Law
8/6/2018	Beverly	201850	Run MTSU scripts to ID unmarked repeats, MTSU1.SQL, MTSU2.SQL, MTSU3.SQL, by running UC4 reports.	
8/6/2018	Beverly	201850	Stop name changes for students in parts of term listed.	1, 2nd, ROD parts of term.
8/6/2018	Beverly	201850	Submit Helpdesk to change parameter to next term for SYRX005 to delete future graduation dates on SHADEGR.	
8/6/2018	Beverly	201850	Submit Helpdesk to change term and degree date parameters for SYGX001 to correct degree dates on SHADEGR.	

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8/8/2018	Beverly	201810	Convert prior term Graduate incomplete grades to F.	August 3 deadline.
8/9/2018	Holliday	201850	Turn off LDA burst for specified part(s) of term before grading opens.	2nd and full parts of term.
8/10/2018	Beverly	201810	Run SYHU502 to generate Incomplete Grade control cards after deadline.	Check with Holliday to see if still needed.
8/14/2018	Beverly	201850	Begin processing enrollment changes as retroactive. Hold transactions until grade rosters generated for MATRIX.	1, 2nd, ROD parts of term.
8/14/2018	Beverly	201850	Hold current term grade changes until EOT processing completed.	1, 2nd, ROD parts of term.
8/14/2018	Beverly	201850	Run End-of-Term jobs after grades rolled - SZRRPTS, SHRCGPA, SHRASTD, SHRGRDE, SHRTYPE, SZRMARE.	1, 2nd, ROD parts of term.
8/14/2018	Beverly	201850	Run MTSU scripts to ID unmarked repeats, MTSU1.SQL, MTSU2.SQL, MTSU3.SQL, by running UC4 reports.	
8/14/2018	Beverly	201850	Send advance email notification early morning. Uncheck Web indicator on STVTPRT for Web Transcript.	
8/14/2018	Beverly	201850	Stop generation of transcripts and auditing of records after grades rolled for current students until EOT processing completed.	1, 2nd, ROD parts of term.
8/15/2018	Beverly	201850	Email Bursar to run SZRRNOP to purge future registrations of suspended students.	
8/15/2018	Beverly	201850	Process transcripts being held for specified parts of term grades.	1, 2nd, ROD parts of term.
8/15/2018	Beverly	201850	Recheck Web indicator on STVTPRT for Web transcript and send email notification that grading is complete and SSB transcript is available. Notify Financial Aid to run Lottery EOT jobs.	

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8/15/2018	Beverly	201850	Run SYGX006 to post suspension value "S" on TZASTSF.	1, 2nd, ROD parts of term.
8/15/2018	Beverly	201850	Run SYGX010 to capture status dates for students with WD Enrollment Status and post to SHATCMT.	
8/15/2018	Beverly	201850	Run SYHU501 to generate grade rosters for MATRIX.	1, 2nd, ROD parts of term.
8/15/2018	Beverly	201850	Run SYHU502 to generate Incomplete Grade Rosters.	1, 2nd, ROD parts of term.
8/15/2018	Beverly	201850	Run SYHX001 to restore credit on courses with "W" grades.	1, 2nd, ROD parts of term.
8/15/2018	Beverly	201850	Send email to Degree Analysts to begin loading degrees.	
8/16/2018	Beverly	201880	Run SYHIA00005_C - Course Repeats with B or better	Send notification. 1st day of classes 8/27.
8/17/2018	Todd	201850	CHEF Step 1 - Run SFRNSLC with mode 1 for Clearinghouse enrollment test.	Final submission for summer. Day after grades are final.
8/17/2018	Todd	201850	CHEF Step 2 - Request SFRNSLC with mode 2 for Clearinghouse enrollment final.	Final submission for summer. Day after grades are final.
8/17/2018	Todd	201850	CHEF Step 3 - Run SYGD007 and upload file through secure Clearinghouse site.	Final submission for summer. Day after grades are final.
8/17/2018	Todd	201880	Submit Helpdesk to change term for SYGX002 - update expected graduation date.	Update to next term.
8/21/2018	Cynthia	201850	Begin entering Thesis/Dissertation-completed courses after Clearinghouse submission.	Check with Todd about Clearinghouse submission.

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8/22/2018	Holliday	201880	Change listed reports to the next semester.	SYGU503, SYGU521, SYGU530, SYGU531, SYMU501, SYMU502, SYMU508, SYMU 510, SYMU 518, SYHU256
8/22/2018	Beverly	201880	Run SYHIA00005_C - Course Repeats with B or better	Send notification. 1st day of classes 8/27.
8/27/2018	Holliday	201880	Turn on LDA burst for specified part(s) of term when courses begin.	1st and full parts of term.
8/31/2018	Beverly	201850	Degree certification lists due for prior term. Process transcripts holding for degrees as lists are submitted.	Commencement 8/11.