

# Production Calendar

Date	Name	Term	Task	Parts of Term/Notes
<i>December 2018</i>				
12/3/2018	Todd	201880	CHEF Step 1 - Run SFRNSLC with mode 1 for Clearinghouse enrollment test.	Third file to Clearinghouse.
12/3/2018	Todd	201880	CHEF Step 2 - Request SFRNSLC with mode 2 for Clearinghouse enrollment final.	Third file to Clearinghouse.
12/3/2018	Todd	201880	CHEF Step 3 - Run SYGD007 and upload file through secure Clearinghouse site.	Third file to Clearinghouse.
12/4/2018	Gerri	201880	Grade Process 1. Run SHRROLL to roll "W" grades. Run in "A"udit; after review, run in "U"pdate.	2nd part of term.
12/4/2018	Gerri	201880	Grade Process 2. Run SFRSLST (grade rosters) to alphabetize roster; no grade report option.	Full and 2nd parts of term.
12/4/2018	Kismet	201910	Run SYRU637 for communications 540 to get IDs of registered students to receive T/A regarding MMR immunizations requirements for registration.	Send file to Kyle Nixon and Deja Price.
12/4/2018	Kismet	201910	Run SYRU637 for communications 550 to get IDs of registered students to receive T/A regarding CP (Varicella) immunizations requirements for registration.	Send file to Kyle Nixon and Deja Price.
12/5/2018	Gerri	201880	Set SOATERM flag to make grading available.	2nd part of term.
12/5/2018	Caprice	201880	Stop running all drop burst.	
12/5/2018	Beverly/ Sheynah	201880	Submit Helpdesk to change parameter to next term for SYRX005 to delete future graduation dates on SHADEGR.	
12/5/2018	Holliday/ Todd	201880	Turn off grade change workflow for current term. Turn on again when grading is over.	
12/6/2018	Gerri	201880	1st day of grading start running SYGU507 daily. (more often if necessary)	Full and 2nd parts of term.

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<i>December 2018</i>				
12/6/2018	Holliday	201880	Turn off LDA burst for specified part of term before grading opens.	
12/7/2018	Gerri	201880	Set SOATERM flag to make grading available.	Full part of term.
12/10/2018	Gerri	201880	Run missing grades in SFRSLST; alphabetize rosters; run SYGU507 for missing grades.	
12/17/2018	Gerri	201880	Grade Process 5. Run SHRROLL to roll final grades. Run report in "A"udit ; after review, run in "U"pdate.	Full and 2nd parts of term.
12/18/2018	Gerri	201880	Set SOATERM flag to turn grading off.	Full and 2nd parts of term.
12/18/2018	Gerri	201880	Set SOATERM flag to turn on viewing of grades.	Full and 2nd parts of term.
12/19/2018	Beverly/ Sheynah	201880	Begin processing enrollment changes as retroactive. Hold transactions until grade rosters generated for MATRIX.	Full, 2nd, ROD parts of term.
12/19/2018	Beverly/ Sheynah	201880	Email Bursar to run SZRRNOP to purge future registrations of suspended students.	
12/19/2018	Beverly/ Sheynah	201880	Hold current term grade changes until EOT processing completed.	Full, 2nd, ROD parts of term.
12/19/2018	Beverly/ Sheynah	201880	Recheck Web indicator on STVTPRT for Web transcript and send email notification that grading is complete and SSB transcripts is available. Notify Financial Aid to run Lottery EOT jobs.	
12/19/2018	Beverly/ Sheynah	201880	Run MTSU scripts to ID unmarked repeats, MTSU1.SQL, MTSU2.SQL, MTSU3.SQL, by running UC4 reports.	
12/19/2018	Beverly/ Sheynah	201880	Run SYGX006 to post suspension value "S" on TZASTSF.	

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<i>December 2018</i>				
12/19/2018	Beverly/ Sheynah	201880	Run SYHX001 to restore credit on courses with "W" grades.	
12/19/2018	Beverly/ Sheynah	201880	Send advance email notification early morning. Uncheck Web indicator on STVTPRT for Web Transcript.	
12/19/2018	Beverly/ Sheynah	201880	Stop generation of transcripts and auditing of records after grades rolled for current students until EOT processing completed.	Full, 2nd, ROD parts of term.