

# Production Calendar

Date	Name	Term	Task	Parts of Term/Notes
<b>March 2018</b>				
3/1/2018	Gerri	201810	Grade Process 1. Run SHRROLL to roll "W" grades. Run in "A"udit; after review, run in "U"pdate.	1st part of term
3/1/2018	Gerri	201810	Grade Process 2. Run SFRSLST (grade rosters) to alphabetize roster; no grade report option.	1st part of term
3/1/2018	Gerri	201810	Grade Process 5. Run SHRROLL to roll final grades. Run report in "A"udit ; after review, run in "U"pdate.	1st part of term
3/1/2018	Gerri	201810	Run SYGU514. Audit Edit Report. Run before grading opens to make sure audit courses have the "A" grade type and "AU" course status.	1st part of term
3/1/2018	Gerri	201810	Set SOATERM flag to make grading available.	Midterm grading
3/1/2018	Gerri	201810	Set SOATERM flag to turn on viewing of grades.	Midterm grading
3/2/2018	Gerri	201810	1st day of grading start running SYGU507 daily. (more often if necessary)	1st part of term
3/2/2018	Veda	201810	Stop name changes for students in parts of term listed.	1st part of term
3/5/2018	Gerri	201810	After receiving RODP.DAT., send Helpdesk to Admin Services to load the engage flag in SFAALST.	2nd part of term
3/5/2018	Gerri	201810	Post Grading: Run SYGU508 - Students with W grades after grading began.	1st part of term
3/5/2018	Gerri	201810	Post Grading: Run SYGU513 - WD Status without W grade in SFASTCA.	1st part of term
3/6/2018	Veda	201810	Begin processing enrollment changes as retroactive. Hold transactions until grade rosters generated for MATRIX.	1st part of term

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<b>March 2018</b>				
3/6/2018	Veda	201810	Process transcripts being held for specified parts of term grades.	1st part of term
3/6/2018	Averill		Run Final Exam Scheduler in EMS.	
3/6/2018	Veda	201810	Stop generation of transcripts and auditing of records after grades rolled for current students until EOT processing completed.	1st part of term
3/7/2018	Veda	201810	Run End-of-Term for part of term after grades rolled.	1st part of term
3/7/2018	Veda	201810	Run SYHU501 to generate grade rosters for MATRIX.	1st part of term
3/7/2018	Veda	201810	Run SYHU502 to generate Incomplete Grade Rosters.	1st part of term
3/7/2018	Veda	201810	Run SYHX001 to restore credit on courses with "W" grades.	1st part of term
3/7/2018	Kismet/A verill	21850/2 01880	Run SYRU637 for communications 540 to get IDs of registered students to receive T/A regarding MMR immunizations requirements for registration.	
3/7/2018	Kismet/A verill	201850/ 201880	Run SYRU637 for communications 550 to get IDs of registered students to receive T/A regarding CP (Varicella) immunizations requirements for registration.	
3/8/2018	Gerri	201810	Turn on final grading in SOATERM for web viewing of grades.	1st part of term
3/12/2018	Kismet		Create academic year calendar.	Three years out.
3/14/2018	Gerri	201810	Run SYGU513. Deleted student class list. Send email to depts and post to ePrint.	2nd part of term

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3/14/2018	Kismet		Run SYGX012 in AppWorx to inactivate SGASTDN records. Make sure the appropriate people have been notified.	
3/14/2018	Gerri	201810	Run SZRGRDE to post RODP non-engage file in ROD part of term audit; review output; then run in update to set non-engage flag.	
3/19/2018	Todd		CHEF Step 1 - Run SFRNSLC with mode 1 for Clearinghouse enrollment test.	2nd Spring submission
3/19/2018	Todd	201810	CHEF Step 2 - Request SFRNSLC with mode 2 for Clearinghouse enrollment final.	2nd Spring submission
3/19/2018	Todd	201810	CHEF Step 3 - Run SYGD007 and upload file through secure Clearinghouse site.	2nd Spring submission
3/19/2018	Veda	201780	Convert prior term Graduate incomplete grades to F.	
3/19/2018	Veda	201780	Run SYHU502 to generate Incomplete Grade control cards after deadline.	
3/26/2018	Averill		Run Banner to EMS term sync process.	
3/26/2018	Kismet	201810	Run SYGX011 in AppWorx. Delete instructors from zero enrollment classes.	2nd part of term