

Production Calendar

Date	Name	Term	Task	Parts of Term/Notes
March 2019				
3/1/2019	Gerri	201910	1st day of grading start running SYGU507 daily. (more often if necessary)	First part of term.
3/1/2019	Sheynah/ Beverly	201910	Stop name changes for students in parts of term listed.	First part of term.
3/4/2019	Sheynah/ Beverly	201910	Begin processing enrollment changes as retroactive. Hold transactions until grade rosters generated for MATRIX.	1st part of term.
3/4/2019	Gerri	201910	Grade Process 5. Run SHRROLL to roll final grades. Run report in "A"udit ; after review, run in "U"pdate.	1st part of term.
3/4/2019	Gerri	201910	Post Grading: Run SYGU508 - Students with W grades after grading began.	1st part of term.
3/4/2019	Gerri	201910	Post Grading: Run SYGU513 - WD Status without W grade in SFASTCA.	1st part of term.
3/4/2019	Sheynah/ Beverly	201910	Stop generation of transcripts and auditing of records after grades rolled for current students until EOT processing completed.	1st part of term.
3/6/2019	Sheynah/ Beverly	201910	Process transcripts being held for specified parts of term grades.	1st part of term.
3/6/2019	Sheynah/ Beverly	201910	Run End-of-Term for part of term after grades rolled.	1st part of term.
3/6/2019	Averill		Run Final Exam Scheduler in EMS.	
3/6/2019	Sheynah/ Beverly	201910	Run SYHX001 to restore credit on courses with "W" grades.	1st part of term.
3/6/2019	Gerri	201910	Set SOATERM flag to make grading available.	Midterm grading.

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3/6/2019	Gerri	201910	Set SOATERM flag to turn on viewing of grades. Midterm grading.	
3/7/2019	Averill	201950, 201980	Run SYRU637 for communications 540 to get IDs of registered students to receive T/A regarding MMR immunizations requirements for registration.	
3/7/2019	Averill	201950, 201980	Run SYRU637 for communications 550 to get IDs of registered students to receive T/A regarding CP (Varicella) immunizations requirements for registration.	
3/7/2019	Gerri	201910	Turn on final grading in SOATERM for web viewing of grades.	1st part of term.
3/12/2019	Averill		Create academic year calendar.	Three years out.
3/13/2019	Gerri	201910	Run SYGU513. Deleted student class list. Send email to depts and post to ePrint.	2nd part of term.
3/13/2019	Gerri	201910	Run SZRGRDE to post RODP non-engage file in audit; review output; then run in update to set non-engage flag.	2nd part of term.
3/14/2019	Averill		Run SYGX012 in AppWorx to inactivate SGASTDN records. Make sure the appropriate people have been notified.	
3/14/2019	Averill	201910	Run zero hour purge (procedure 18.4.1) after USBS sends zero hour course cancellation.	USBS runs zero hour course cancellation after last deletion.
3/15/2019	Gerri	201910	After receiving RODP engage file, send Helpdesk to Admin Services to move engage file to PROD directory.	2nd part of term.
3/18/2019	Todd	201910	CHEF Step 1 - Run SFRNSLC with mode 1 for Clearinghouse enrollment test.	2nd Spring submission.
3/18/2019	Todd	201910	CHEF Step 2 - Request SFRNSLC with mode 2 for Clearinghouse enrollment final.	2nd Spring submission.

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3/18/2019	Todd	201910	CHEF Step 3 - Run SYGD007 and upload file through secure Clearinghouse site.	2nd Spring submission.
3/18/2019	Cynthia	201880	Convert prior term Graduate incomplete grades to F.	
3/25/2019	Averill	201950	Begin running Banner to EMS term sync process.	
3/26/2019	Averill	201910	Run SYGX011 in AppWorx. Delete instructors from zero enrollment classes.	2nd part of term.