

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
March 2019				
3/1/2019	Averill	201910	#400 Outstanding Permits Reminder. Run SYRU563 Permits Issued. Send TGA/email to students who have not registered for permits issued by depts.	
3/4/2019	Averill	201950/ 201980	#045 Web Schedule Available. Send email to Scheduling List, Dean's List, and Department Chair's List informing departments that Web Schedule is available.	
3/4/2019	Gerri	201910	#120 Departments - Missing Grades. Run SYGU507. Send TGA/email Grading, Dean's and Dept Chairs lists requesting depts to remind instructors to submit missing grades.	1st part of term.
3/6/2019	Averill	201950/ 201980	#540 Registered students lacking MMR. Run SYRU637. Send TGA/email to registered students lacking the MMR immunizations to inform them of full time registration requirements.	
3/6/2019	Averill	201950/ 201980	#550 Registered students lacking CP immunizations. Run SYRU637. Send TGA/email to registered students lacking the Varicella immunizations to inform them of full time registration requirements.	
3/7/2019	Gerri	201910	#200 Confirmation of Grades and Attendance Dates. Run SYGU506. Send TGA/email to Current Term Instructors, Grading, Dean's, and Dept Chairs lists the Incomplete Deadline dates and info how to verify grade accuracy on WEB.	1st part of term.
3/7/2019	Gerri	201910	#210 Enrollment Info for Faculty. Run SYGU506 to create import group. Send TGA/email to Current term instructors, Grading List, Dean's List, and Dept Chairs info about worksheets in ePrint, purge dates, and availability of class lists on the web.	2nd part of term.
3/7/2019	Averill	201950/ 201980	#290 Invitations to Register. Send TGA/email to Current Student Population and place Helmsman ad.	

Communication Calendar

Date	Name	Term	Task	Parts of Term/Notes
------	------	------	------	---------------------

March 2019

3/11/2019	Holliday	201880	#170 Incomplete Grades Due "G".	Burst to Instructors about deadline for submitting previous term's incomplete grades.
-----------	----------	--------	---------------------------------	---

3/11/2019	Holliday	201880	#180 Student Incomplete Notification "G".	Burst to students about Incomplete deadline to be met.
-----------	----------	--------	---	--