

REGISTRATION CALENDAR Summer/Fall 2017	
1/19/2017	Update STVTERM/SOATERM/SFAESTS/SFRSTS/SFAROVR
1/23/2017	Contact Law School to get Law dates for Registration.
2/06/2017	SOATERM-Turn on Master Web Term Control-Check Faculty Display Schedule and Web Catalog Term Only. Send email warning of Schedule appearance on Web.
2/06/2017	Set up Priority Registration Groups. SFARCTT/SFARCTL
2/15/2017	Helpdesk –TREG script (SYRX001) to start for Summer/Fall. Update Web registration date on SOATERM. Update SYRU545(C & TREG report) to start at same time.
2/17/2017	Send Communication # 390 to Athletes/Honors/SDS groups.
2/17/2017	Review “Invitation to Register” #290-TA and Email.
2/20/2017	Update Popsel for Holds-Apprworx-International Students-update Hyperion report-SYRU577. Tech Support
3/01/2017	Roll Athletes for upcoming registration- Ryan Crews.
3/06/2017	SOATERM-Turn on Master Web Term Controls-Schedules available on web. Check boxes on back page per procedures.
3/06/2017	TA/ Email for “Invitation to Register #290.”Use Hyperion Report (SYRU605) for current students send file to Ainsley Willis.
3/10/2017	Send email to Financial Aid/ Bursar about SYGX012 (inactivate SGASTDN) being run on 3/16.
3/14/2017	Request Permits (SYRU504D & SYRU504S) updated for Summer/Fall.
3/15/2017	Run Apprworx to run SYGX012.sql to inactivate SGASTDN records. Run after last day to add. Notify FinAid/Bursar first.
3/20/2017	Request Section Management (SYRU507) updated for Summer/Fall.
3/30/2016	Take out seats for NSOs -List of courses is in NSO documents folder and also in folder on RMT drive.
3/30/2017	Send email confirming held seats to departments and contact list in NSO folder.
3/31/2017	Helpdesk – Update Gen Ed/Non Gen Ed reports SYRU 515 & SYRU 650.
3/31/2017	Remove M1 holds for Athletes. Ryan Crews.
4/02/2017	Registration holds “From Date”.
4/03/2017	Contact Bursar-Date to turn on On-line Fee Assessment.
4/03/2017	Contact Financial Aid-Date to turn on warnings.
4/03/2017	Run SYRU652. Send #560-Online Exemption Reminders-Summer
4/03/2017	SOATERM-Check Permit box to allow registration, by 8am.
4/04/2017	First day of Summer/Fall Registration. Enroll Erasmus Mundus Students(Tom Nenon is contact)/National Exchange (NSE-Melinda Jones)
4/04/2017	Send email regarding Section Management Report/Gen Ed/Non Gen Ed reports are available on E-Print.-Scheduling, Deans, Chairs distribution lists.
4/07/2017	SOATERM-Turn on Time Status-Summer 2016 (30 days prior to start of term) Confirm with Geri.

4/14/2017	Set M1 holds on Athletes. Ryan Crews.
5/02/2017	Review/Update #360 Final Reminders TA/Email
5/02/2017	Email to Kim-Web note about registration being turned off.(PRE) for May 5 and May 9. Confirm with Bursar.
5/04/2017	Emails to students enrolled in Lambuth sections-SYRU618 Summer Only.
5/04/2017	Target Announcement/Email – #360 Final Reminder (Summer Only) (SYRU531). Send file to Ainsley.
5/05/2017	Run Pre-Req Report (SFRRGAM) Use Parameters set by Polly-located on Procedure drive. Always run prior to grading. Audit Mode Only-Fall Semester Only
5/05/2017	Turn off Registration(4:30pm)-SOATERM per request of Bursar(Purge). Turn back on morning after purge. Summer Only
5/09/2017	Prepare review/ update NSO handouts. Update SYRU501 with term dates. Tech Support
5/12/2017	Review SZENRL (RODP) for Registration Errors.
5/15/2017	Internship(Summer) change over to time status. Always do after the end of the previous term. Time Status Report J drive.
5/16/2017	TA and Email for “Invitation to Register Reminder #300.”Use Hyperion Report (SYRU532) send to Ainsley. Fall Only.
5/19/2017	Turn off Registration(4:30pm)-SOATERM per request of Bursar(Purge). Turn back on morning after purge. (LAW)
5/22/2017	Emails to students enrolled in Lambuth sections-SYRU618 Summer Only.
5/22/2017	Re-add seats that were reserved for NSO. Send email to notify departments. (Before 1 st NSO) List in Folder.
5/22/2017	Email to Kim-Web note- registration being off. Summer Term
5/24/2016	Enroll Senior Citizen Auditors (Summer Only)-Send listing to Evonne Raines-Bursar’s Office, Copy Bursar_AR.
5/24/2017	Pre-requisite Report (SFRRGAM) Request prior to start of Full/1 st /RODP Summer Term. Kenyatta runs this one.
5/24/2017	Target Announcement/Email – #360 Final Reminders. (Summer Only) (SYRU531). Send to Ainsley.
5/26/2017	Turn off Registration (4:30pm)-SOATERM per request of Bursar(Purge). Turn back on morning after purge. Summer Only
6/01/2017	Run SYRU515 GEN ED report to check for need for additional classes (201780). Report is sent to Bill Akey/Carl Chando the Dean’s List and Chairs.
6/02/2017	Turn off Registration (4:30pm)-SOATERM per request of Bursar(Purge). Turn back on morning after purge. Summer Only
6/06/2017	Run SYRU652 to send #560 Online Exemption Reminders-Fall
6/15/2017	Run SYGX011.sql in AppWorx to delete Instructors from Zero enrollment courses. 1 st /1TE/Full.
6/19/2017	TA and Email for “Invitation to Register Reminder #300.”Use Hyperion Report (SYRU532) send to Ainsley. Fall Only.
6/19/2017	Email to Kim-Web note - registration being off. Summer-July Term
6/28/2017	Run SYRU515 GEN ED report to check for need for additional classes (201580). Report is sent to Bill Akey/Carl Chando/ the Dean’s List and Chairs. As needed after NSOs.

6/28/2017	Emails to students enrolled in Lambuth sections-SYRU618 Summer 2 nd POT Only.
6/30/2017	Target Announcement/Email –#360 Final Reminders. (Summer Only) (SYRU531) Send to Ainsley.
6/30/2017	Turn off Registration (4:30pm)-SOATERM per request of Bursar(Purge). Turn back on morning after purge. Summer Only -confirm with Bursar to see if needed.
6/30/2017	Pre-requisite Report (SFRRGAM) Request prior to start of 2nd Summer Term. Kenyatta does this one.
7/05/2017	Emails to students enrolled in Lambuth sections-SYRU618 Fall Only.
7/10/2017	Update #370 Communication Calendar for upcoming Fall term. This is the calendar used during peak.
7/14/2017	Target Announcement/Email – #360 Final Reminders. (Fall Only) (SYRU531) Send to Ainsley.
7/24/2017	Run SYGX011.sql in AppWorx to delete Instructors from Zero enrollment courses. 2 nd /2TE.
7/25/2017	SOATERM-Turn on Time Status-Fall 2016 (30 days prior to start of term) Confirm with Geri.
7/26/2017	Enroll Senior Citizen Auditors (Fall Only)-Send listing to Evonne Raine-Bursar's Office. Copy Bursar_AR.
8/01/2017	Emails to students enrolled in Lambuth sections-SYRU618
8/08/2017	Target Announcement/Email –#360 Final reminders.(SYRU531)-Fall Only. Send to Ainsley.
8/14/2017	Send Attendance Ad request to Helmsman-Comm #215
8/21/2017	Email to Kim-Web note about registration being turned off.
8/21/2017	Emails to students enrolled in Lambuth sections-SYRU618
8/22/2017	Internship (Fall) change over to Full-time status. Always do after end of previous term and before FIN Aid is processed. Use Time status report on J drive.
8/22/2017	Target Announcement/Email #360 Final Reminders.(SYRU531) Send to Ainsley.
8/25/2017	Turn off Registration(4:30pm)(Fall)-SOATERM per request of Bursar(Purge). Turn back on morning after purge.
9/08/2017	Run ST_SYGX020 to add FRCX code to Learning Communities. Procedures on P drive. Send results to Director-Learning Communities. Run Friday before Census Day.
9/26/2017	Run SYGX011.sql in AppWorx to delete Instructors from Zero enrollment courses. 1 st /Full Fall.
10/09/2017	Email to Kim-Web note about registration being turned off.
10/17/2017	Turn off Registration(4:30pm)(Fall)-SOATERM per request of Bursar(Purge). Turn back on morning after purge.
10/27/2017	Run SYGX011.sql in ApprWorx to delete Instructors from Zero enrollment courses. 2 nd .part of term.
11/10/2017	Give UM/UT BIOM Letters to Asst Reg-Records (Fall Only)
12/14/2017	Pre-requisite Report (SFRRGAM) -Request after grades have gone final. Kenyatta does this one.