

## Registration Calendar

Spring 2018

Date	Task
09/25/2017	Update Invitation to Register #290-Target Announcement (TA)
10/04/2017	Roll Athletes for upcoming registration. <b>Ryan Crews</b>
10/04/2017	Set up Priority Registration Groups. SFARCTT/SFARCTL
10/04/2017	Review/Update SOATERM/SFAESTS/SFARSTS/SFAROVR
10/04/2017	Helpdesk –TREG script (SYRX001). Update Web Registration date on SOATERM. Update SYRU545(C & TREG report) to start.
10/04/2017	Send Communication # 390 to Athletes/Honors/SDS Groups.
10/04/2017	Contact Cheryl Edwards to get Law dates for Law registration.
10/06/2017	Send email to Financial Aid/Bursar about SYGX012 (inactivate SGASTDN) being run on 10/20. Always run day after last day to add for 2 <sup>nd</sup> part of term.
10/16/2017	SOATERM Turn on Master Web Term Control-Schedules available on web. Check boxes per procedures
10/16/2017	Request Permits (SYRU504D & SYRU504S) to start for term.
10/20/2017	Run AppWrox for Script (SYGX012.sql) to inactivate SGASTDN. <b>Run after last day to add. Notify FinAid first.</b>
10/20/2017	Update Popsel for Holds-Appworks-International Students. Update Hyperion report-SYRU577- <b>Averill</b>
10/23/2017	TA/Email for "Invitation to Register #290." Use Hyperion (SYRU605) for current students send file to <b>Ainsley Willis.</b>
11/02/2017	Contact Bursar-Date to turn on On-line Fee Assessment.
11/02/2017	Contact Financial Aid-Date to turn on warnings.
11/02/2017	Review/Update Final Reminders #360 Announcement
11/07/2017	Request Section Management (SYRU507) be updated.
11/07/2017	Remove M1 holds- for Athletes- <b>Ryan Crews</b>
11/07/2017	Run SYRU652 to send #560 Online Exemption Reminders
11/10/2017	Helpdesk-IT– Update Gen Ed/Non Gen Ed reports SYRU 515 & SYRU 650.
11/12/2017	Registration Holds "From Date".
11/13/2017	SOATERM-Check Permit box to allow registration. Before 8:00am.
11/13/2017	First day of Spring Registration. Enroll Erasmus Mundus (Tom Nenon is contact)/National Student Exchange (NSE-Melinda Jones)
11/13/2017	Send email regarding Section Management Report/Gen Ed/Non Gen Ed reports are available on E~Print.-Scheduling, Deans, Chairs distribution lists.
11/24/2017	Set M1 holds on Athletes. <b>Ryan Crews</b>
11/28/2017	Update #370 Communication Calendar for upcoming term. This is the calendar used during peak.
11/30/2017	Run SFRRGAM for Pre-req checking (spring). Use parameters set by Polly-located on Procedure drive. <b>Always run prior to grade start.</b>
12/08/2017	Emails students enrolled in Lambuth sections-SYRU618. Com #555
12/14/2017	TA/Email- #300-Students Not Registered. Use SYRU532. ( <b>Ainsley</b> )

Date	Task
12/18/2017	SOATERM-Turn on Time Status-Spring 2018 (30 days prior to start of term) Confirm with Geri.
12/20/2017	TA/Email – #360 Final Reminders. Use SYRU531 (Ainsley)
12/20/2017	Review SFZENRL (RODP) for Registration errors.
01/02/2018	Send Attendance Ad request to Helmsman-Comm #215
01/02/2018	Enroll Senior Citizen Auditors-Send list to Evonne Raines-Bursar's and copy Bursar_AR.
01/05/2018	TA/Email- #300-Students Not Registered. Use SYRU532. (Ainsley)
01/08/2018	Internship change to Full-time status. Always do after end of previous term and before Fin Aid is process. Use Time status on "J" drive
01/08/2018	TA/Email – #360 Final Reminders. (SYRU531) (Ainsley)
01/08/2018	Email to Kim-Web note about registration being turned off. Send both January Purge dates. 1/12 and 1/26.
01/09/2018	Emails students enrolled in Lambuth sections-SYRU618. Comm #555
01/09/2018	Set script SYRX006 to turn off registration per request of Bursar (Purge) Turn back on morning after purge.
01/22/2018	Set script SYRX006 to turn off registration per request of Bursar (Purge) Turn back on morning after purge.
02/12/2018	Run Appworx SYGX011.sql to delete instructors from zero enrollment courses for Full/1 <sup>st</sup>
03/05/2018	Emails to students enrolled in Lambuth sections-SYRU618 (2 <sup>nd</sup> )
03/06/2018	Email to Kim-Web note about registration being turned off.
03/06/2018	Set script SYRX006 to turn off registration per request of Bursar (Purge) Turn back on morning after purge. 2 <sup>nd</sup> part of term.
03/28/2018	Run Appworx SYGX011.sql to delete instructors from zero enrollment courses for 2 <sup>nd</sup> .
05/10/2018	Pre-Requisite Report (SFRRGAM)-After grades have gone final. Averill does this one.