

## Registration Calendar Summer/Fall 2018

Date	Task
1/22/2018	Update STVTERM/SOATERM/SFAESTS/SFRSTS/SFAROVR
1/23/2018	Contact Law School to get Law dates for Registration.
2/06/2018	Set up Priority Registration Groups. SFARCTT/SFARCTL
2/15/2018	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.
2/16/2018	Send Communication # 390 to Athletes/Honors/SDS groups.
2/19/2018	Review “Invitation to Register” #290-TA and Email.
2/20/2018	Update Popsel for Holds-Apprworx-International Students-update Hyperion report-SYRU577. <b>Tech Support</b>
3/01/2018	Roll Athletes for upcoming registration- <b>Ryan Crews.</b>
3/05/2018	SOATERM-Turn on Master Web Term Controls-Schedules available on web. Check boxes on back page per procedures.
3/07/2018	TA/ Email for “Invitation to Register #290.” Use Hyperion Report (SYRU605) for current students send file to <b>Ainsley Willis.</b>
3/12/2018	Send email to Financial Aid/ Bursar about SYGX012 (inactivate SGASTDN) being run on 3/14.
3/14/2018	Request Permits (SYRU504D & SYRU504S) updated for Summer/Fall.
3/14/2018	Run Apprworx to run SYGX012.sql to inactivate SGASTDN records. <b>Run after last day to add. Notify FinAid/Bursar first.</b>
3/20/2018	Request Section Management (SYRU507) updated for Summer/Fall.
3/29/2018	<b>Take out seats for NSOs</b> -List of courses is in NSO documents folder and also in folder on RMT drive.
3/29/2018	Send email confirming held seats to departments and contact list in NSO folder.
3/30/2018	Helpdesk – Update Gen Ed/Non Gen Ed reports SYRU 515 & SYRU 650.
3/30/2018	Remove M1 holds for Athletes. <b>Ryan Crews.</b>
4/01/2018	Registration holds “From Date”.
4/02/2018	Contact Bursar-Date to turn on On-line Fee Assessment.
4/02/2018	Contact Financial Aid-Date to turn on warnings.
4/02/2018	Run SYRU652. Send #560-Online Exemption Reminders-Summer
4/02/2018	SOATERM-Check Permit box to allow registration, by 8am.
4/02/2018	First day of Summer/Fall Registration. Enroll Erasmus Mundus Students (Tom Nenon is contact)/National Exchange (NSE-Melinda Jones)
4/04/2018	Send email regarding Section Management Report/Gen Ed/Non Gen Ed reports are available on E~Print.-Scheduling, Deans, Chairs distribution lists.
4/09/2018	SOATERM-Turn on Time Status-Summer 2016 (30 days prior to start of term) Confirm with Geri.
4/13/2018	Set M1 holds on Athletes. <b>Ryan Crews.</b>

5/02/2018	Review/Update #360 Final Reminders TA/Email
5/01/2018	Email to Kim-Web note about registration being turned off.( PRE) for May 4 and May 8, May 11(LAW). Confirm with Bursar.
5/04/2018	Emails to students enrolled in Lambuth sections-SYRU618 Summer Only.
5/04/2018	Target Announcement/Email – #360 Final Reminder (Summer Only) (SYRU531). <b>Send file to Ainsley.</b>
5/04/2018	Run Pre-Req Report (SFRRGAM) Use Parameters set by Polly- located on Procedure drive. <b>Always run prior to grading. Audit Mode Only-Fall Semester Only</b>
5/04/2018	Turn off Registration (4:30pm)-SOATERM per request of Bursar (Purge). Turn back on morning after purge. <b>Summer Only</b>
5/09/2018	Prepare review/ update NSO handouts. Update SYRU501with tern dates. <b>Tech Support</b>
5/11/2018	Review SZENRL (RODP) for Registration Errors.
5/11/2018	Turn off Registration (4:30pm)-SOATERM per request of Bursar (Purge). Turn back on morning after purge. (LAW)
5/15/2018	Internship (Summer) change over to time status. Always do after the end of the previous term. Time Status Report J drive.
5/16/2018	TA and Email for “Invitation to Register Reminder #300.” Use Hyperion Report (SYRU532) <b>send to Ainsley.</b> Fall Only.
5/21/2018	Emails to students enrolled in Lambuth sections-SYRU618 Summer Only.
5/21/2018	<b>Re-add seats</b> that were reserved for NSO. Send email to notify departments. (Before 1 <sup>st</sup> NSO) List in Folder.
5/22/2018	Email to Kim-Web note- registration being off. Summer Term
5/24/2018	Enroll Senior Citizen Auditors (Summer Only)-Send listing to Evonne Raines-Bursar’s Office, Copy Bursar_AR.
5/24/2018	Pre-requisite Report (SFRRGAM) Request prior to start of Full/1 <sup>st</sup> /RODP Summer Term. <b>Averill runs this one.</b>
5/24/2018	Target Announcement/Email – #360 Final Reminders. (Summer Only) (SYRU531). <b>Send to Ainsley.</b>
6/01/2018	Turn off Registration (4:30pm)-SOATERM per request of Bursar (Purge). Turn back on morning after purge. <b>Summer Only</b>
6/01/2018	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.
6/06/2018	Turn off Registration (4:30pm)-SOATERM per request of Bursar (Purge). Turn back on morning after purge. <b>Summer Only</b>
6/06/2018	Run SYRU652 to send #560 Online Exemption Reminders-Fall
6/14/2018	Run SYGX011.sql in AppWorx to delete Instructors from Zero enrollment courses. 1 <sup>st</sup> /1TE/Full.
6/19/2018	TA and Email for “Invitation to Register Reminder #300.” Use Hyperion Report (SYRU532) <b>send to Ainsley.</b> Fall Only.
6/19/2018	Email to Kim-Web note - registration being off. Summer-July Term
6/28/2018	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. <b>As needed after NSOs.</b>
6/28/2018	Emails to students enrolled in Lambuth sections-SYRU618 Summer 2 <sup>nd</sup> POT Only.

6/29/2018	Target Announcement/Email –#360 Final Reminders. (Summer Only) (SYRU531) <b>Send to Ainsley.</b>
6/29/2018	Pre-requisite Report (SFRRGAM) Request prior to start of 2nd Summer Term. <b>Averill does this one.</b>
7/02/2018	Emails to students enrolled in Lambuth sections-SYRU618 Fall Only.
7/06/2018	Turn off Registration (4:30pm)-SOATERM per request of Bursar (Purge). Turn back on morning after purge. <b>Summer Only-</b> confirm with Bursar to see if needed.
7/10/2018	Update #370 Communication Calendar for upcoming Fall term. This is the calendar used during peak.
7/13/2018	Target Announcement/Email – #360 Final Reminders. (Fall Only) (SYRU531) <b>Send to Ainsley.</b>
7/24/2018	Run SYGX011.sql in AppWorx to delete Instructors from Zero enrollment courses. 2 <sup>nd</sup> /2TE.
7/27/2018	SOATERM-Turn on Time Status-Fall 2016 (30 days prior to start of term) Confirm with Geri.
7/27/2018	Enroll Senior Citizen Auditors (Fall Only)-Send listing to Evonne Raine-Bursar's Office. Copy Bursar_AR.
8/01/2018	Emails to students enrolled in Lambuth sections-SYRU618
8/08/2018	Target Announcement/Email –#360 Final reminders. (SYRU531)- Fall Only. <b>Send to Ainsley.</b>
8/14/2018	Send Attendance Ad request to Helmsman-Comm #215
8/20/2018	Email to Kim-Web note about registration being turned off.
8/20/2018	Emails to students enrolled in Lambuth sections-SYRU618
8/22/2018	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.
8/22/2018	Target Announcement/Email #360 Final Reminders. ( SYRU531) <b>Send to Ainsley.</b>
8/24/2018	Turn off Registration (4:30pm)(Fall)-SOATERM per request of Bursar (Purge). Turn back on morning after purge.
9/07/2018	Run ST_SYGX020 to add FRCX code to Learning Communities. Procedures on P drive. Send results to Director-Learning Communities. <b>Run Friday before Census Day.</b>
9/26/2018	Run SYGX011.sql in AppWorx to delete Instructors from Zero enrollment courses. 1 <sup>st</sup> /Full Fall.
10/09/2018	Email to Kim-Web note about registration being turned off.
10/16/2018	Turn off Registration (4:30pm) (Fall)-SOATERM per request of Bursar (Purge). Turn back on morning after purge.
10/26/2018	Run SYGX011.sql in ApprWorx to delete Instructors from Zero enrollment courses. 2 <sup>nd</sup> . part of term.
11/09/2018	Give UM/UT BIOM Letters to Asst Reg-Records (Fall Only)
12/14/2018	Pre-requisite Report (SFRRGAM) -Request after grades have gone final. <b>Averill does this one.</b>