

Winter 2017 Participation Confirmation Communication Plan

	December	January				
Monday date	19	2	9	16	23	
X Week of Classes	-3	-1	1	2	3	
Milestones	End of fall term	University Re-opens		Classes Begin	Dept. permission required to register	Census Date
Date	12/19/2016	1/3/2017		1/13/2017	1/16/2016	1/23/2017
Registrar Communications						
Message	Class Schedule Email 1	Notice Regarding Class Participation	Class Schedule Email 2	Class Participation Reminder	Academica Stream	CRSE SUBJ YEAR SEMESTER Status
Timing	3 Weeks prior to first day of classes	7 days prior to first day	7 days prior to first day	End of First Week	Early Term	Post Census and rest of term
Run Date	12/19/2016	1/4/2017	1/6/2017	1/13/2017	Early term	1/23/2017
Purpose	Remind students of their registered schedule and allow for adjustment during break	Notice Regarding Class Participation	Send out 201701 schedules, including room changes	Remind students to check Academica for up-to-date status of class confirmation	Remind students to check confirmation status	Statement of classes being dropped and method for being reinstated
Faculty Communications						
Message		Notice regarding Class Participation		Participation Confirmation Open	Reminder of approaching date	CRSE SUBJ YEAR SEMESTER Status
Timing		7 days prior to first day		Beginning of each Part of Term	Near end of DP period for each part of term	Post Census and rest of term
Run Date		1/4/2017				
Purpose		Statement of requirement and instructions to confirm participation		Alert faculty that their roster for a specific class is now available in Academica	Reminder of pending deadline, plus request ongoing confirmation for late add students	CC Primary Instructor on student email