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MEGAN

SCHEDULE & CLASSROOM ASSIGNMENTS  
COURSE ACCESS WAIVERS  
STUDENT GRADE & SCHEDULE CHANGES  
COURSE SYLLABUS SUBMISSION  
GRADUATE SCHOOL DEADLINES  
UNDERGRADUATE LISTSERV ANNOUNCEMENTS  
COURSE EVALUATIONS  
INTERNSHIP & DIRECTED STUDY APPLICATIONS  
GRADUATION/PUBLIC SPEAKING CONTESTS/UNCA  
DEPARTMENTAL WEBSITE

TIKICA

FACULTY MEETING AGENDA ADDITIONS & MINUTES  
CONTRACT/FACULTY EVALUATION SIGNINGS  
PAYROLL/TIMECARDS  
FINANCIAL INQUIRES/EXTERNAL FUNDING BALANCES  
FURNITURE PURCHASES  
INVENTORY  
UGA POLICIES & PROCEDURES  
UGA CARD BUILDING ENTRY & HOURS  
NOTARY  
VARIOUS ADMINSTRATIVE AFFAIRS

TARA

DEPARTMENTAL CONTACT LIST  
CLASSROOM USE & OTHER CALENDAR UPDATES  
DESK COPIES & BOOK ORDERS  
CLASSROOM USE  
KEYS  
FMD WORK ORDERS  
MAIL  
COPY/SCAN REQUESTS & COUNTS  
TRAVEL AUTHORITIES/REIMBURSEMENTS/OTHER  
SUPPLY ORDERS

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FRANKLIN IT

CLASSROOM TECHNOLOGY ISSUES  
SKYPE SETUP  
COMPUTER & PERIPHERAL QUOTES/ADVICE