This calendar is assembled and published as a service by the Office of the Registrar. It is intended as a planning aid for academic offices. Please refer questions, corrections, and comments to the Office of the Registrar at 631-7043 or registrar.1@nd.edu.

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<td>week 2 19 20 21 22 23 24 25</td>
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<td>week 3 26 27 28 29 30</td>
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06/08/16  W  Incomplete grades (I, F*) for Graduate School students converted to “F” grades for Spring 2016
Change Business intents for freshmen students to a major of “none”

Summer Session Week 1

06/13/16  M  Classes begin for regular 6 week Summer Session 2016
IrishLink populated with Summer 2016

06/14/16  T  May 2016 Graduation official - no changes after this date
Summer 2016 “first of term” student data reported to the National Student Clearinghouse
Spring 2016 (May graduates only) student data reported to the National Student Clearinghouse

06/16/16  R  Last day to add regular 6 week Summer Session classes
Deadline for all changes to be into the Office of the Registrar that affect the corporate data for Spring 2016 freeze
Final May graduation lists and academic history reports distributed to deans and departments
### Summer Session Week 2

06/19/16 Sun  Freeze Spring 2016 statistics (end of term)

06/20/16 M  Last day to drop regular 6 week Summer Session classes via the web with full refund
Preliminary Summer degree candidates graduation lists sent to deans and departments for review, and academic history reports distributed to deans and departments
Summer GradAdmin opens to deans and departments

### Summer Session Week 3

06/28/16 T  Preliminary Summer degree candidate lists due to deans from departments
Summer GradAdmin closes for departments; remains open for dean level revisions
Summer 2016 data reported to National Student Clearinghouse

06/29/16 W  Summer GradAdmin closes at midnight for departments; remains open for dean level revisions
Preliminary Summer degree candidate revisions due to deans from departments in GradAdmin

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07/01/16 F  Dean’s List honor cut-off decision worksheet submitted to deans

07/02/16 Sat  Last day for students to drop regular 6 week Summer Session classes
### Summer Session Week 4

07/04/16  M  Independence Day - offices are closed, most classes are cancelled

07/05/16  T  Summer Session 2 grades due

07/06/16  W  Summer GradAdmin closes at midnight for deans

07/08/16  F  Fall 2016 Departmental Exam room assignments official
Revised Summer degree candidate lists distributed to deans and Departments
Revised Summer degree candidates posted for review to
http://comencement.nd.edu/student-information/degree-candidate-list/
GradApp opens to Summer degree candidates for hometown and
diploma name information
Summer GradAdmin reopens for dean level revisions

### Summer Session Week 5

07/12/16  T  Summer 2016 student data reported to the National Student Clearinghouse

07/13/16  W  Summer 2015, January and May 2016 graduate’s NetID passwords disabled. Spring 2016 “no show” student’s NetID passwords disabled

### Summer Session Week 6

07/18/16  M  On-line Summer Session final grading is available for faculty
Information on Summer Session grading distributed to Faculty

07/22/16  F  Regular 6 week Summer Session last class day
Final Exam day for regular 6 week Summer Session
GradApp closes to Summer degree candidates
Summer GradAdmin closes at midnight

07/25/16  M  Dean’s List honor cutoff decisions due to Office of the Registrar
Regular 6 week Summer Session and Summer Session 3 grades must be submitted through insideND by 3:45 p.m.

07/26/16  T  Summer 2016 grades are available on insideND
Summer grades to deans/departments
Summer 2016 grades mailed to non-degree students home address
Summer 2016 student data reported to the National Student
Clearinghouse

07/28/16  R  2016/2017 Undergraduate Bulletins distributed

07/29/16  F  Posting of Summer degree recipients (including honors) to the database
Final Summer 2016 student data reported to the National Student Clearinghouse

07/31/16  Sun  Summer Graduation Date - No Ceremony

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<thead>
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<th>AUGUST</th>
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<td>14</td>
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<tr>
<td>week 1</td>
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<td>week 2</td>
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</tbody>
</table>

08/01/16  M  Summer 2015, January and May 2016 graduates’ NetID accounts delete
Spring 2016 “no show” students’ NetID accounts deleted
IrishLink listserv populated for Fall 2016
Begin mailing diplomas to Summer 2016 graduates

08/02/16  T  Summer 2016 Degree Recipients student data reported to the National Student Clearinghouse

08/07/16  Sun  Freeze Summer 2016 statistics (beginning of term)

08/08/16  M  Spring 2017 tentative upcoming schedule of classes (TUSC) distributed to departments and posted on web
Spring 2017 eTUSC turned on for Round 1

08/15/16  M  Orientation and advising for new graduate students (through August 18)

08/17/16  W  Orientation for new international students (through August 18)
Fall 2016 ND Roll Call available through August 30 - (http://inside.nd.edu/) - then search ND Roll Call)
08/18/16  R  Orientation, registration, and advising for undergraduate Transfer students and for all International students (by colleges) Departments must supply all missing instructor names to the Registrar for instructor use with On-line Photo and other class related processes

08/20/16  Sat to 08/21/16  Sun  Orientation and advising for new freshmen (First Year of Studies)

**Fall Semester Week 1**

08/22/16  M  Registration begins for Employees and new non-degree students
Fall classes begin for Law School and Graduate Business School
Fall classes begin at Saint Mary’s College
Advising and registration for readmitted students
Late registration of Saint Mary’s students for ND classes begins
Late registration for Notre Dame students into Saint Mary’s classes
IrishLink listserv refreshed

08/23/16  T  Fall classes begin at Notre Dame
Formal opening Mass of 2016/2017 school year - Joyce Center at 5:30 p.m. (academic procession assembles in North Dome Joyce Center)
General purpose rooms available at [scheduling.nd.edu](http://scheduling.nd.edu) for events through December 11
Fall 2016 early registration file reported to the National Student Clearinghouse

08/24/16  W  Incomplete grades (I, F*) for Graduate School students converted to “F” grades for Spring and Summer 2016

08/25/16  R  Email to students informing them of last day for schedule changes (Law and Graduate Business notified by their college/school)

08/26/16  F  Last day for Law students to add or drop courses
Last day to submit application to HR for employee/spouse tuition benefits for Fall 2016 classes

**Fall Semester Week 2**

08/28/16  Sun  Last day for Saint Mary’s College students to use web registration

08/29/16  M  Saint Mary’s students without an ND class inactivated
Spring 2017 eTUSC Round 1 turned off at 8:00 a.m.; begin synchronization and export to Banner
### September

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<tr>
<th>S M T W R F S</th>
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<td>week 2</td>
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<td>week 5</td>
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<td>week 6</td>
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</tbody>
</table>

#### 08/30/16
- **T**
  - Last day to add Fall classes
  - Last day to use web registration (until midnight)
  - Last day to complete ND Roll Call (until midnight)
  - Last day to declare pass/fail option in deans’ offices
  - Last day to declare part-time status in deans’ offices
  - Last day to declare audits
  - Last day to initiate Seat Adjustment Allocation eForm for Fall 2016
  - ROTC Student Activity codes updated for Fall 2016
  - Email to students with classes who have not completed ND Roll Call
  - IrishLink listserv refreshed
  - Summer Graduation official - no changes after this date
  - Summer 2016 (only Summer graduates) student data reported to National Student Clearinghouse

#### 08/31/16
- **W**
  - Delete students from Class Lists who did not ND Roll Call for Fall
  - Delete and send letters to students denied ND Roll Call, as directed by Student Accounts
  - Final August graduation lists and academic history reports distributed to deans and departments
  - Turn on Add/Drop eForms for students
  - Turn on Crosslist, Credit Hour, and Title Change eForms for students
  - Fall 2016 “first of term” file to National Student Clearinghouse
  - Turn off Graduating Semester Part-Time Approval eForm for deans

#### 09/01/16
- **R**
  - Email Fall 2016 class schedules to all students
  - Turn off Summer Session Discontinuance eForm

#### 09/02/16
- **F**
  - Official Leaves of Absence report distributed to appropriate offices
  - Email to students confirming Leaves of Absence
Off-Campus program reports distributed to deans

Fall Semester Week 3

09/05/16  M  Labor Day Holiday, most offices are closed, all classes are in session

09/06/16  T  Preliminary January degree candidates' graduation lists sent to deans and departments for review, and academic history reports distributed to deans
January GradAdmin opens to deans and departments
"X grade" report to deans for Spring 2016 and Summer Session 2016
Fall 2016 student data reported to National Student Clearinghouse
Revised Spring 2017 TUSC distributed and posted to the web
Spring 2017 eTUSC turned on for Round 2

09/07/16  W  List of students not returning distributed to deans and departments
Email to Fall 2016 instructors regarding class rosters and course registration deadlines

Fall Semester Week 4

09/16/16  F  January GradAdmin closes at midnight for departments; remains open for dean level revisions

Fall Semester Week 5

09/20/16  T  Fall 2016 student data reported to National Student Clearinghouse

09/22/16  R  Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2016 freeze
Incomplete grades (X, F*) for undergraduates converted to “F” grades for the Spring and Summer 2016 terms, with dean consultation

09/23/16  F  All data for incoming transfer credits must be complete for updating the corporate database.
Last date to drop a Saint Mary’s class

Fall Semester Week 6

09/25/16  Sun  Freeze Fall 2016 statistics (beginning of term)
Preliminary January degree candidates lists due in the Office of the Registrar
January GradAdmin closes at midnight for deans
Spring 2017 eTUSC Round 2 turned off at 8:00 a.m.; begin synchronization and export to Banner

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<th>OCTOBER</th>
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<td>week 9</td>
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<td>week 10</td>
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</table>

Fall Semester Week 7

10/03/16 M Revised Spring 2017 TUSC distributed and posted on the web
Spring 2017 eTUSC turned on for Round 3
Results of Spring 2017 large room audit (65+) distributed to departments

10/04/16 T Fall 2016 student data reported to National Student Clearinghouse

10/05/16 W Revised January degree candidates posted for review to
http://commencement.nd.edu/student-information/degree-candidate-list/
GradApp opens to January degree candidates for hometown and
diploma name information
Revised January graduation lists distributed to deans and departments
January GradAdmin re-opens for dean level revisions

10/07/16 F Summer 2017 TUSC report distributed to departments and posted to web
Mid-term grading is available for faculty using insideND
Information on mid-term grading distributed to faculty

Fall Semester Week 8

10/12/16 W Deadline for all changes to be in the Office of the Registrar that affect the
corporate data for Summer Session 2016 freeze

10/15/16 Sat to 10/23/16 Sun
Fall Break

10/16/16 Sun Freeze Summer 2016 statistics (end of term)

10/17/16 M Mid-semester grades must be submitted through insideND by 3:45 p.m. for the following:
- Mid-semester grades submitted for all First Year students
- Mid-semester deficiency grades submitted for upperclassmen
- Mid-semester grade sufficiency confirmation for all other students
Summer School non-degree students’ and Summer 2016 “no show” students’ NetID passwords disabled
Email Spring 2017 instructors to request Instructor Course Descriptions (ICD) for Class Search
Spring 2017 eTUSC Round 3 turned off at 8:00 a.m.; final synchronization and export to Banner

10/18/16 T Mid-term Grades viewable to students on insideND
Email to undergraduate Freshmen and deficient upperclass to check insideND for mid-term grades and deficiency report
Fall 2016 student data reported to National Student Clearinghouse

10/19/16 W Mid-term grades mailed to student’s home address
Mid-term grades and deficiencies to deans and departments

10/19/16 to 10/27/16 R Schedule Spring 2017 classrooms; new course forms not processed until after completion of scheduling

Fall Semester Week 9

10/24/16 M Classes resume
All undergraduate advisor changes must be completed in the corporate data
Summer 2017 eTUSC turned on
Email Fall class schedules to all students

10/25/16 T Spring 2017 The Hours of Instruction book (pdf) posted to the web

10/26/16 W Mail PIN’s and PIN lists to departments and distribute to webfile space for Spring 2017 Registration
Mail PIN lists to undergraduate deans for Spring 2017 Registration
Last day to initiate Add/Drop eForms for students
Last day to initiate Crosslist, Credit Hour, and Title Change eForms for students

10/27/16  R Spring 2017 courses viewable; room assignments unofficial
Access to insideND Student Services activated for students enrolling for Spring 2017 semester

10/28/16  F Last day for course discontinuance
Send Email message to students to check insideND to obtain their registration Time Tickets for Spring 2017 Registration
Turn off Add/Drop eForms for deans
Turn off Crosslist, Credit Hour, and Title Change eForms for deans

Fall Semester Week 10

10/31/16  M Kickoff Email re: advising period begins (permit and override entries)
Email information to students on Leaves of Absence who are returning for Spring 2017
Turn on Graduating Semester Part-Time Approval eForm
Turn on Final Exam Conflict eForm

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<th>NOVEMBER</th>
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<td>week 14</td>
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11/01/16  T Fall 2016 student data reported to National Student Clearinghouse

11/04/16  F Fall 2016 Final Exam room assignments to departments and posted to the web at - [http://registrar.nd.edu/students/exams.php](http://registrar.nd.edu/students/exams.php)

Fall Semester Week 11
11/07/16 M  General purpose rooms available at scheduling.nd.edu for events date through January 16

11/10/16 R  Summer 2016 non-degree students and “no show” students’ NetID accounts deleted
Spring 2017 classroom assignments official

**Fall Semester Week 12**

11/14/16 M  **Spring 2017 Registration begins for undergraduate seniors**
Summer 2017 eTUSC turned off; begin synchronization and export to Banner

11/15/16 T  Fall 2016 student data reported to National Student Clearinghouse

11/16/16 W  **Spring 2017 Registration begins for undergraduate juniors**

11/17/16 R  Summer 2017 courses viewable on Summer Session web site http://summersession.nd.edu

11/18/16 F  **Spring 2017 Registration begins for Graduate School, Law, and Master of Nonprofit Administration students**

**Fall Semester Week 13**

11/21/16 M  **Spring 2017 Registration begins for undergraduate sophomores**

11/23/16 W  to
11/27/16 Sun  Thanksgiving Holiday for students

**Fall Semester Week 14**

11/28/16 M  Classes resume

11/29/16 T  **Spring 2017 Registration begins for undergraduate First Year**
Course Instructor Feedback (CIF) begins -- through Dec. 11
Fall 2016 student data reported to National Student Clearinghouse

11/30/16 W  **Spring 2017 Registration begins for non-degree and select study abroad programs**
Last day for undergraduate First Year to register
**Turn on Seat Adjustment Allocation eForm for Spring 2017**

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<th>DECEMBER</th>
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**Fall Semester Week 15**

12/05/16  M  Turn off Final Exam Conflict eForm

12/07/16  W  On-line Final grading is available for faculty using insideND
Grading instructions and final grade submission reminder letter to faculty
Turn on Request for X-Grade eForm

12/08/16  R  Last class day for the Fall Semester
January GradAdmin closes for Fall 2016

12/09/16  F  Spring 2017 Final & Departmental Exam schedules to deans for review;
posted on web immediately after review

12/09/16  F  Reading days
12/11/16  Sun

12/12/16  M  Summer 2017 courses available through insideND
Access to insideND Student Services activated for students enrolling for Summer 2017 semester

12/12/16  M  Fall Final Exams
12/16/16  F  Spring 2017 Departmental Exam room assignments posted to the web
All Final grades must be submitted through insideND by 3:45 p.m.
All Spring registration PIN’s deleted
Turn off Request for X-Grade eForm

Graduating students with failing grade report distributed to deans
Grades mailed to students who have submitted the grade mailer request form
Probation/dismissal lists distributed to deans
Dismissal lists due to the Registrar
Dismissal letters and emails sent to students
Fall 2016 grades viewable to students on insideND

Fall 2016 student data reported to National Student Clearinghouse

University Holiday for staff

Dismissal appeals due to the deans’ offices
Posting of January 2017 degree recipients to the database
Final Fall 2016 student data reported to National Student Clearinghouse
January Graduation date - no ceremony
IrishLink listserv populated for Spring 2017
Fall 2017 Tentative Upcoming Schedule of Classes (TUSC) distributed and posted to the web
Fall 2017 eTUSC turned on for Round 1
January 2017 Degree Recipient student data reported to the National
Student Clearinghouse
Final dismissal decisions due to the Office of the Registrar for Fall 2016

01/11/17   W   Spring 2017 ND Roll Call available through January 24 (http://inside.nd.edu)
Average listings distributed to deans and departments
Grades/transcripts to deans and departments

Spring Semester Week 1

01/16/17   M   New student orientation and advising (by college and dept.)
New student registration begins
Registration begins for employees and new non-degree students
Spring classes begin for Law School and Graduate Business
Spring classes begin at Saint Mary’s College
Late registration of Saint Mary’s students for ND classes
General purpose rooms available at scheduling.nd.edu for events through May 6
IrishLink updated for Spring 2017

01/17/17   T   Spring classes begin at Notre Dame
Spring 2017 student data early registration reported to National Student Clearinghouse

01/20/17   F   Last day for Law students to add or drop courses
Email to students informing them of last day for schedule changes (Law and Graduate Business notified by college/school)
Last day to submit application to HR for employee/spouse tuition benefit for Spring 2017 classes

Spring Semester Week 2

01/22/17   Sun   Last day for Saint Mary’s students to use web registration

01/23/17   M   Email to students with classes who have not completed ND Roll Call
Saint Mary’s student without an ND class inactivated
Email Spring class schedules to all students
Email sent to department contacts requesting Commencement Weekend non-diploma ceremony events
Turn off Graduating Semester Part-Time Approval eForm for students

01/24/17   T   Last day to add Spring classes
Last day to use web registration (until midnight)
Last day to complete ND Roll Call (until midnight)
Last day to declare pass/fail option in deans’ offices
Last day to declare part-time status in deans’ offices
Last day to declare an audit
Last day to initiate Seat Adjustment Allocation eForm for Spring
All diploma name changes for January degree candidates due in the Office of the Registrar
GradApp closes to January degree candidates
IrishLink listserv refreshed

01/25/17  W  Delete students from Class Lists who did not complete ND Roll Call for Spring
Delete and send letters to students denied enrollment, as directed by Student Accounts
Turn on Add/Drop eForm for students
Turn on Cross list, Credit Hour, Title Change eForms for students
Turn off Graduating Semester Part-Time Approval eForm for deans
Incomplete grades (I, F*) for Graduate School students converted to “F” grades for Fall 2016
Spring 2017 “first of term” file to National Student Clearinghouse

01/26/17  R  Revised Summer 2017 TUSC distributed and posted on the web with final course changes emailed to sumsess.1@nd.edu between January 27 and February 20

01/27/17  F  Official Leaves of Absence report distributed to appropriate offices
Email to students confirming Leaves of Absence
Off-campus program reports to deans

Spring Semester Week 3

01/30/17  M  Latin Honors determined
“X” grade report to deans for Fall 2016
Fall 2017 eTUSC Round 1 turned off at 8:00 a.m.; begin synchronization and export to Banner

01/31/17  T  ROTC Student Activity code updated for Spring 2017
Preliminary May degree candidates’ graduation lists sent to deans and departments for review, and academic history reports distributed to deans and departments
Preliminary 2017/2018 Undergraduate Bulletin to deans for corrections
May GradAdmin opens to deans and departments
Spring 2017 student data reported to the National Student Clearinghouse
Participating Not Graduating (PN) eForm turned on
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>02/01/17</td>
<td>W</td>
<td>List of students not returning to deans and departments Email to Spring 2017 instructors regarding class rosters and course registration deadlines</td>
</tr>
<tr>
<td>02/06/17</td>
<td>M</td>
<td>January Graduation official - no changes after this date Revised Fall 2017 TUSC distributed and posted to the web Fall 2017 eTUSC turned on for Round 2 Fall 2016 (only January graduates) student data reported to National Student Clearinghouse</td>
</tr>
<tr>
<td>02/07/17</td>
<td>T</td>
<td>Begin mailing diplomas to January 2017 graduates Spring 2017 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>02/09/17</td>
<td>R</td>
<td>Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2016 freeze Final January graduation lists and academic history reports distributed to deans and departments</td>
</tr>
<tr>
<td>02/10/17</td>
<td>F</td>
<td>Preliminary May degree candidate lists due to deans from departments May GradAdmin closes at midnight for departments; remains open for dean level revisions</td>
</tr>
<tr>
<td>02/12/17</td>
<td>Sun</td>
<td>Freeze Fall 2016 statistics (end of term)</td>
</tr>
<tr>
<td>02/13/17</td>
<td>M</td>
<td>Summer 2017 faculty salary formula letter emailed to deans, departments, budget and program directors</td>
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<tr>
<td>Date</td>
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<td>Event Description</td>
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<tr>
<td>02/14/17</td>
<td>T</td>
<td>Preliminary Commencement Weekend diploma ceremony locations determined</td>
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<tr>
<td>02/15/17</td>
<td>W</td>
<td>Commencement Weekend non-diploma ceremony event information due to the Office of the Registrar</td>
</tr>
</tbody>
</table>
| 02/16/17   | R   | Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Spring 2017 freeze
Incomplete grades (X, F*) for undergraduates converted to “F” grades for the Fall 2016 term, with dean consultation |
| 02/17/17   | F   | All data for incoming transfer credits must be complete for updating the corporate database
Last day to drop a Saint Mary’s class |

**Spring Semester Week 6**

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<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>02/19/17</td>
<td>Sun</td>
<td>Freeze Spring 2017 statistics (beginning of term)</td>
</tr>
</tbody>
</table>
| 02/21/17   | T   | Fall 2016 “No Show” students’ NetID passwords disabled
Spring 2017 student data reported to the National Student Clearinghouse
Schedule Summer Session 2017 classrooms |

**Spring Semester Week 7**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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</table>
| 02/27/17   | M   | Fall 2017 eTUSC Round 2 turned off at 8:00 a.m.; synchronization and export to Banner
Preliminary May degree candidate graduation lists due in the Office of the Registrar
May GradAdmin closes at midnight for deans |
03/01/17  W  Summer 2017 revised TUSC distributed and posted to the web

03/03/17  F  Letters to deans requesting names of faculty who will serve during the Commencement Weekend as college Marshals
Mid-term grading available for faculty using insideND
Information on mid-term grading distributed to faculty
May degree candidates posted for review to: http://commencement.nd.edu
Revised May graduation list distributed to deans and departments
GradApp opens to August 2016 graduates, January 2017 graduates, and May 2017 degree candidates
Results of Fall 2017 large room audit (65+) distributed to departments

Spring Semester Week 8

03/06/17  M  Email current students information regarding Summer 2017 registration
Fall 2017 eTUSC round 3 turned on for final course changes based on audits and reports

03/07/17  T  Fall 2016 “No Show” students’ NetID passwords deleted
Spring 2017 student data reported to the National Student Clearinghouse

03/08/17  W  Summer 2017 The Hours of Instruction book (pdf) posted to the web

03/10/17  F  2017/2018 Undergraduate Bulletin materials due to the Office of the Registrar (Round 1)

03/11/17  Sat  to  Spring Break
03/19/17  Sun

03/13/17  M  Mid-semester grades must be submitted through insideND by 3:45 p.m. for
the following:

- Mid-semester grades submitted for all First Year students
- Mid-semester deficiency grades submitted for upperclassmen
- Mid-semester grade sufficiency confirmation for all other students

03/14/17  T  Mid-term grades viewable to students on insideND
            Email undergraduate Freshmen and deficient upperclass to check insideND
            for mid-term grades and deficiency report
            Spring 2017 student data reported to National Student Clearinghouse

03/15/17  W  Mid-term grades mailed to student’s home address
            Mid-term grades and deficiencies distributed to deans and departments
            Turn on Summer Session Discontinuance eForm
            Awards & Prizes Google form for May Commencement Program turned on

03/17/17  F  All undergraduate advisor changes must be completed in the corporate
            data

Spring Semester Week 9

03/20/17  M  Classes resume
            Email Fall 2017 instructors to request Instructor Course Descriptions for
            Class Search
            Fall 2017 eTUSC turned off at 8:00 a.m.; final synchronization and export of
            Round 3 to Banner
            Email Spring class schedules to all students

03/22/17  W  Summer 2017 registration begins (all appointment times begin at 5 a.m.)
            Graduation Fair (Notre Dame Hammes Bookstore)
            Last day to initiate Add/Drop eForm for students
            Last day to initiate Cross list, Credit Hour, Title Change eForms for
            students

03/23/17  R  GradApp closed to students

03/23/17  to 03/30/17  R  Schedule Fall 2017 classrooms; all new courses held until after
            completion of scheduling

03/24/17  F  Last day for course discontinuance
            PIN sheets and PIN lists to departments for Fall 2017 Registration
            (excludes rising Sophomores)
            PIN lists to undergraduate deans for Fall 2017 Registration (excludes rising
            Sophomores)
Turn off Add/Drop eForm for deans
Turn off Cross list, Credit Hour, Title Change eForms for deans

Spring Semester Week 10

03/27/17  M  Updated Commencement Weekend diploma ceremony locations communicated to contacts, if changes were necessary
           Turn on Graduating Semester Part-Time Approval eForm
           Turn on Final Exam Conflict eForm

03/29/17  W  Honor Society data requests for May Commencement Program emailed

03/30/17  R  Fall 2017 courses viewable; room assignments unofficial
           Access to insideND Student Services activated for students enrolling for Fall 2017 semester

03/31/17  F  Email information to students on Leaves of Absence who are returning for Fall 2017
           Send email message to students to check insideND to obtain their Registration Time Ticket for Fall 2017 Registration

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Spring Semester Week 11

04/03/17  M  Fall 2017 The Hours of Instruction book (pdf) posted to the web
           Kickoff Email to departments re: advising period begins (permit and override entries)

04/04/17  T  Spring 2017 student data reported to National Student Clearinghouse

04/06/17  R  Rising Sophomore PIN’s and PIN lists to First Year of Studies
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
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<tbody>
<tr>
<td>04/07/17</td>
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<td>Rising Sophomore PIN’s and PIN lists to departments for Fall 2017 registration (from First Year of Studies)</td>
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<tr>
<td></td>
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<td>Rising Sophomore PIN lists to undergraduate deans for Fall 2017 registration (from First Year of Studies)</td>
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<tr>
<td>04/08/17</td>
<td>Sat</td>
<td>Fall 2016 “No Show” students’ NetID accounts deleted</td>
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<td><strong>Spring Semester Week 12</strong></td>
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<tr>
<td>04/13/17</td>
<td>R</td>
<td>Fall 2017 classroom assignments official</td>
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<td>Honor Society lists due in the Office of the Registrar for May Commencement Program</td>
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<tr>
<td>04/14/17</td>
<td>F</td>
<td>Easter Holiday for students and most offices (Good Friday)</td>
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<td></td>
<td><strong>Spring Semester Week 13</strong></td>
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<tr>
<td>04/16/17</td>
<td>Sun</td>
<td>Easter Sunday</td>
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<tr>
<td>04/17/17</td>
<td>M</td>
<td>Easter Holiday for students (most offices are open)</td>
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<tr>
<td>04/18/17</td>
<td>T</td>
<td>Spring 2017 student data reported to National Student Clearinghouse</td>
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<tr>
<td>04/19/17</td>
<td>W</td>
<td>Fall 2017 Registration begins for undergraduate seniors</td>
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<td>Spring 2017 Final Exam room assignments to departments and posted to the web</td>
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<td>Awards &amp; Prizes Google form turned off</td>
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<tr>
<td>04/21/17</td>
<td>F</td>
<td>Fall 2017 Registration begins for Graduate, Law, and Master of Nonprofit Administration students</td>
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<tr>
<td>04/24/17</td>
<td>M</td>
<td>Fall 2017 Registration begins for undergraduate juniors</td>
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<td>General purpose rooms available at <a href="http://scheduling.nd.edu">scheduling.nd.edu</a> for events through August 21</td>
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<tr>
<td>04/25/17</td>
<td>T</td>
<td>Summer 2017 “low enrollment” preliminary report to department chairs</td>
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<td></td>
<td></td>
<td>Course Instructor Feedback (CIF) begins -- through May 7</td>
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<tr>
<td>04/26/17</td>
<td>W</td>
<td>Fall 2017 Registration begins for undergraduate sophomores</td>
</tr>
</tbody>
</table>
Fall 2017 Registration begins for non-degree and select study abroad programs
Turn on Seat Adjustment Allocation eForm

Spring Semester Week 15

05/01/17  M  Turn off Final Exam Conflict eForm
05/02/17  T  Spring 2017 student data reported to National Student Clearinghouse
05/03/17  W  Last class day
            Final grading available for faculty using insideND
            Grading instructions and final grade submission reminder letter to faculty
            GradAdmin closes for Spring 2017
            Turn on Request for X-Grade eForm
05/04/17  R  Fall 2017 Departmental and Final Exam schedules to deans for review and posted on web
05/04/17  R  to
05/07/17  Sun  Reading days
05/05/17  F  Summer 2017 classroom assignments official
05/08/17  M  to
05/12/17  F  Final Exams
<table>
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</table>

**Revised 2017/2018 Undergraduate Bulletin materials distributed to the deans (round 2)**

- All Final grades must be submitted through insideND by 3:45 p.m.
- All Fall Registration PIN’s deleted
- Turn off Request for X-Grade eForm

- Graduating students with failing grade report distributed to deans
- Probation/Dismissal lists distributed to deans
- Dismissal lists due to the Registrar
- Dismissal letters and emails sent to students
- Spring 2017 student data reported to National Student Clearinghouse

- First Year of Studies list of authorized Balfour, Summer Bridge, or faculty/staff non-degree children due to the Summer Session Office Walk-through Commencement Mass & University Commencement Ceremony for Marshals

- University Commencement Ceremony ticket distribution

- Posting of May degree recipients (including honors) to the database

- Graduate School Ceremony
- Law School Ceremony
- Graduate Business Ceremony
- Commencement Mass 5:00 p.m. (Joyce Center Purcell Pavilion)

- University Commencement Ceremony 9:00 a.m. (Stadium)
- Undergraduate Diploma Ceremonies (early afternoon – various locations)

- Summer 2017 ND Roll Call available
- Summer 2017 “low enrollment” follow-up report to department chairs
- Participating Not Graduating (PN) eForm turned off
- IrishLink Summer populated for Summer Session 2017

- May 2017 Degree recipient student data to National Student Clearinghouse

- Grades to deans/departments
- Average listings to deans/departments

- Dismissal appeals due to the deans’ offices
Memorial Day Holiday (most offices closed) - classes are in session

Summer 2017 SPAF/ePAF forms due to the Summer Session Office and, subsequently, Graduate School in order to receive pay for early Summer Teaching Assistants and instructors. Summer 2017 “low enrollment” final report to department chairs to determine classes to be cancelled.

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<td>week 1</td>
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Dismissal decisions due to the Office of the Registrar for Spring 2017 IrishLink populated for Fall 2017

Revised 2017/2018 Undergraduate Bulletin materials due to the Office of the Registrar (Round 2)

New graduate student Fall 2017 registration begins and continues as they are admitted

Incomplete grades (I, F*) for Graduate School students converted to “F” grades for Spring 2017. Change Business intents for freshmen students to a major of “none”

**Summer Session Week 1**

Classes begin for regular 6 week Summer Session 2017 IrishLink Summer updated with Summer Session 2017

May 2017 Graduation official - no changes after this date. Summer 2017 “first of term” student data reported to the National Student Clearinghouse. Spring 2017 (May graduates only) student data reported to the National
Student Clearinghouse

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
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<tbody>
<tr>
<td>06/22/17</td>
<td>R</td>
<td>Last day to add regular 6 week Summer Session classes. Deadline for all changes to be into the Office of the Registrar that affect the corporate data for Spring 2017 freeze. Final May graduation lists and academic history reports distributed to deans and departments.</td>
</tr>
<tr>
<td>06/25/17</td>
<td>Sun</td>
<td>Freeze Spring 2017 statistics (end of term).</td>
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<tr>
<td>06/26/17</td>
<td>M</td>
<td>Last day to drop regular 6 week Summer Session classes via the web with full refund.</td>
</tr>
<tr>
<td>06/27/17</td>
<td>T</td>
<td>Preliminary Summer degree candidates graduation lists sent to deans and departments for review, and academic history reports distributed to deans and departments. Summer GradAdmin opens to deans and departments.</td>
</tr>
</tbody>
</table>

The 2017/2018 Academic Services calendar will be completed before July 1, 2017.

Office of the Registrar
300 Grace Hall