

ACADEMIC SERVICES CALENDAR

2016-2017

OFFICE OF THE REGISTRAR

<http://registrar.nd.edu/pdf/asc2016-17.pdf>

Revised 2/21/2017

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.

		J U N E						
		S	M	T	W	R	F	S
					1	2	3	4
		5	6	7	8	9	10	11
week 1		12	13	14	15	16	17	18
week 2		19	20	21	22	23	24	25
week 3		26	27	28	29	30		

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

		J U L Y						
		S	M	T	W	R	F	S
week 3							1	2
week 4		3	4	5	6	7	8	9
week 5		10	11	12	13	14	15	16
week 6		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						

- 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

- 07/29/16 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**

		A U G U S T						
		S	M	T	W	R	F	S
			1	2	3	4	5	6
		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
week 1		21	22	23	24	25	26	27
week 2		28	29	30	31			

- 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**
- 08/10/16 W 2016/2017 Undergraduate Bulletins distributed**
- 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 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
Turn off Graduating Semester Part-Time Approval eForm for students

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

	S E P T E M B E R						
	S	M	T	W	R	F	S
week 2					1	2	3
week 3	4	5	6	7	8	9	10
week 4	11	12	13	14	15	16	17
week 5	18	19	20	21	22	23	24
week 6	25	26	27	28	29	30	

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)
- 09/26/16 M 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

	O C T O B E R						
	S	M	T	W	R	F	S
week 6							1
week 7	2	3	4	5	6	7	8
week 8	9	10	11	12	13	14	15
Break	16	17	18	19	20	21	22
week 9	23	24	25	26	27	28	29
week 10	30	31					

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 to 10/23/16	Sat Sun	Fall Break
10/16/16	Sun	Freeze Summer 2016 statistics (end of term)
10/17/16	M	<p>Mid-semester grades must be submitted through insideND by 3:45 p.m. for the following:</p> <ul style="list-style-type: none"> • 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 <p>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</p>
10/18/16	T	<p>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</p>
10/19/16	W	<p>Mid-term grades mailed to student's home address Mid-term grades and deficiencies to deans and departments</p>
10/19/16 to 10/27/16	W R	<p>Schedule Spring 2017 classrooms; new course forms not processed until after completion of scheduling</p>
<i>Fall Semester Week 9</i>		
10/24/16	M	<p>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</p>
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

N O V E M B E R	
	S M T W R F S
week 10	1 2 3 4 5
week 11	6 7 8 9 10 11 12
week 12	13 14 15 16 17 18 19
week 13	22 20 21 23 24 25 26
week 14	27 28 29 30

- 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>**

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 [Spring 2017 Registration begins for Graduate School, Law, and Master of Nonprofit Administration students](#)
Summer 2017 courses viewable on Summer Session web site
<http://summersession.nd.edu>
- 11/18/16 F [Spring 2017 Registration begins for undergraduate sophomores](#)

Fall Semester Week 13

- 11/21/16 M [Spring 2017 Registration begins for undergraduate First Year](#)
- 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 Course Instructor Feedback (CIF) begins -- through Dec. 11
Fall 2016 student data reported to National Student Clearinghouse
Turn on Request for X-Grade eForm

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

	D E C E M B E R						
	S	M	T	W	R	F	S
week 14					1	2	3
week 15	4	5	6	7	8	9	10
Exams	11	12	13	14	15	16	17
Break	18	19	20	21	22	23	24
Break	25	26	27	28	29	30	31

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

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
 to
 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
 to
 12/16/16 F

12/13/16 T Fall 2016 student data reported to National Student Clearinghouse

- 12/16/16 F Spring 2017 Departmental Exam room assignments posted to the web
- 12/19/16 M 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
- 12/20/16 T 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
- 12/22/16 R Fall 2016 student data reported to National Student Clearinghouse
- 12/23/16 F University Holiday for staff
to
01/02/17 Mon

J A N U A R Y							
	S	M	T	W	R	F	S
Break	1	2	3	4	5	6	7
Break	8	9	10	11	12	13	14
week 1	15	16	17	18	19	20	21
week 2	22	23	24	25	26	27	28
week 3	29	30	31				

- 01/03/17 T Dismissal appeals due to the deans' offices
- 01/06/17 F Posting of January 2017 degree recipients to the database
- 01/08/17 Sun January Graduation date - no ceremony
- 01/09/17 M 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

- 01/10/17 T 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 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
 Email Spring class schedules to all students
- 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 27
- 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 2017 "first of term" file to National Student Clearinghouse

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

F E B R U A R Y							
	S	M	T	W	R	F	S
week 3				1	2	3	4
week 4	5	6	7	8	9	10	11
week 5	12	13	14	15	16	17	18
week 6	19	20	21	22	23	24	25
week 7	26	27	28	29			

**02/01/17 W List of students not returning to deans and departments
Email to Spring 2017 instructors regarding class rosters and course registration deadlines**

Spring Semester Week 4

**02/06/17 M 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**

**02/07/17 T Begin mailing diplomas to January 2017 graduates
Spring 2017 student data reported to the National Student Clearinghouse**

**02/09/17 R 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**

**02/10/17 F Preliminary May degree candidate lists due to deans from departments
May GradAdmin closes at midnight for departments; remains open for dean level revisions**

Spring Semester Week 5

02/12/17 Sun Freeze Fall 2016 statistics (end of term)

02/13/17 M Summer 2017 faculty salary formula letter emailed to deans, departments, budget and program directors

- 02/14/17 T Preliminary Commencement Weekend diploma ceremony locations determined
- 02/15/17 W Commencement Weekend non-diploma ceremony event information due to the Office of the Registrar
- 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

- 02/19/17 Sun Freeze Spring 2017 statistics (beginning of term)
- 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

- 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

M A R C H							
	S	M	T	W	R	F	S
week 7				1	2	3	4
week 8	5	6	7	8	9	10	11
Break	12	13	14	15	16	17	18
week 9	19	20	21	22	23	24	25
week 10	26	27	28	29	30	31	

03/01/17	W	Summer 2017 revised TUSC distributed and posted to the web
03/03/17	F	<p>Letters to deans requesting names of faculty who will serve during the Commencement Weekend as college Marshals</p> <p>Mid-term grading available for faculty using insideND</p> <p>Information on mid-term grading distributed to faculty</p> <p>May degree candidates posted for review to:http://commencement.nd.edu</p> <p>Revised May graduation list distributed to deans and departments</p> <p>May GradAdmin re-opens to deans for revisions</p> <p>GradApp opens to August 2016 graduates, January 2017 graduates, and May 2017 degree candidates</p> <p>Results of Fall 2017 large room audit (65+) distributed to departments</p> <p>2017/2018 Undergraduate Bulletin materials due to the undergraduate deans (Round 1) from the departments</p>

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 to 03/19/17	Sat Sun	Spring Break
03/13/17	M	<p>Mid-semester grades must be submitted through insideND by 3:45 p.m. for the following:</p> <ul style="list-style-type: none"> • 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	<p>Mid-term grades viewable to students on insideND</p> <p>Email undergraduate Freshmen and deficient upperclass to check insideND for mid-term grades and deficiency report</p>

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

03/21/17 T Spring 2017 student data reported to National Student Clearinghouse

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 R Schedule Fall 2017 classrooms; all new courses held until after completion of scheduling
 to

03/30/17 R

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

A P R I L							
	S	M	T	W	R	F	S
week 10							1
week 11	2	3	4	5	6	7	8
week 12	9	10	11	12	13	14	15
week 13	16	17	18	19	20	21	22
week 14	23	24	25	26	27	28	29
week 15	30						

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)
- 04/06/17 R Rising Sophomore PIN's and PIN lists to First Year of Studies
 Spring 2017 student data reported to National Student Clearinghouse
- 04/07/17 F Rising Sophomore PIN's and PIN lists to departments for Fall 2017
 registration (from First Year of Studies)
 Rising Sophomore PIN lists to undergraduate deans for Fall 2017
 registration (from First Year of Studies)
- 04/08/17 Sat Fall 2016 "No Show" students' NetID accounts deleted

Spring Semester Week 12

- 04/13/17 R Fall 2017 classroom assignments official
Honor Society lists due in the Office of the Registrar for May Commencement Program
- 04/14/17 F Easter Holiday for students and most offices (Good Friday)

Spring Semester Week 13

- 04/16/17 Sun Easter Sunday
- 04/17/17 M Easter Holiday for students (most offices are open)
- 04/18/17 T Spring 2017 student data reported to National Student Clearinghouse
- 04/19/17 W Fall 2017 Registration begins for undergraduate seniors
Spring 2017 Final Exam room assignments to departments and posted to the web
Awards & Prizes Google form turned off
- 04/21/17 F Fall 2017 Registration begins for Graduate, Law, and Master of Nonprofit Administration students

Spring Semester Week 14

- 04/24/17 M Fall 2017 Registration begins for undergraduate juniors
General purpose rooms available at scheduling.nd.edu for events through August 21
Turn on Request for X-Grade eForm
- 04/25/17 T Summer 2017 "low enrollment" preliminary report to department chairs
Course Instructor Feedback (CIF) begins -- through May 7
- 04/26/17 W Fall 2017 Registration begins for undergraduate sophomores
- 04/28/17 F Fall 2017 Registration begins for non-degree and select study abroad programs
Turn on Seat Adjustment Allocation eForm

		M A Y						
		S	M	T	W	R	F	S
Week 15			1	2	3	4	5	6
Exams		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30	31			

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 |
| 05/04/17 | R | Fall 2017 Departmental and Final Exam schedules to deans for review and posted on web |
| 05/04/17
to
05/07/17 | R

Sun | Reading days |
| 05/05/17 | F | Summer 2017 classroom assignments official |
| 05/08/17
to
05/12/17 | M

F | Final Exams |
| 05/09/17 | T | Revised 2017/2018 Undergraduate Bulletin materials distributed to the deans (round 2) |
| 05/15/17 | M | 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 |
| 05/16/17 | T | 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

05/17/17	W	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
05/18/17 to 05/19/17	R F	University Commencement Ceremony ticket distribution
05/19/17	F	Posting of May degree recipients (including honors) to the database Spring 2017 final student data reported to National Student Clearinghouse
05/20/17	Sat	Graduate School Ceremony Law School Ceremony Graduate Business Ceremony Commencement Mass 5:00 p.m. (Joyce Center Purcell Pavilion)
05/21/17	Sun	University Commencement Ceremony 9:00 a.m. (Stadium) Undergraduate Diploma Ceremonies (early afternoon – various locations)
05/22/17	M	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
05/23/17	T	May 2017 Degree recipient student data to National Student Clearinghouse
05/24/17	W	Grades to deans/departments Average listings to deans/departments
05/25/17	R	Dismissal appeals due to the deans’ offices
05/26/17	F	Revised 2017/2018 Undergraduate Bulletin materials due to the undergraduate deans (Round 2) from the departments
05/29/17	M	Memorial Day Holiday (most offices closed) - classes are in session
05/30/17	T	Summer 2017 SPAF/ePAF forms due to the Summer Session Office and, subsequently, Graduate School in order to receive pay for <u>early</u> Summer

**Teaching Assistants and instructors
Summer 2017 “low enrollment” final report to department chairs to
determine classes to be cancelled**

		J U N E						
		S	M	T	W	R	F	S
						1	2	3
		4	5	6	7	8	9	10
		11	12	13	14	15	16	17
week 1		18	19	20	21	22	23	24
week 2		25	26	27	28	29	30	

- 06/01/17 R Dismissal decisions due to the Office of the Registrar for Spring 2017
IrishLink populated for Fall 2017**
- 06/02/17 F Revised 2017/2018 Undergraduate Bulletin materials due to the Office of
the Registrar (Round 2)**
- 06/05/17 M Spring 2017 graduates reported to National Student Clearinghouse**
- 06/06/17 T New graduate student Fall 2017 registration begins and continues as they
are admitted**
- 06/14/17 W 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

- 06/19/17 M Classes begin for regular 6 week Summer Session 2017
IrishLink Summer updated with Summer Session 2017
Spring 2017 (May graduates only) student data reported to the National
Student Clearinghouse**
- 06/20/17 T May 2017 Graduation official - no changes after this date
Summer 2017 “first of term” student data reported to the National Student
Clearinghouse**

**06/22/17 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 2017 freeze
Final May graduation lists and academic history reports distributed to deans and departments**

Summer Session Week 2

06/25/17 Sun Freeze Spring 2017 statistics (end of term)

06/26/17 M Last day to drop regular 6 week Summer Session classes via the web with full refund

**06/27/17 T 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**

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

***Office of the Registrar
300 Grace Hall***

<http://registrar.nd.edu/pdf/asc2016-17.pdf>