

# ACADEMIC SERVICES CALENDAR 2022-2023

OFFICE OF THE REGISTRAR  
Revised 9/12/2022

*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. Changes will be made as they become available. Please refer questions, corrections, and comments to the Office of the Registrar at 631-7043 or [registrar.1@nd.edu](mailto: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

- 06/07/22     T     Revised 2022/2023 Undergraduate Bulletin materials due to the Office of the Registrar (Round 2)
  
- 06/08/22     W     Change Business intents for freshmen students to a major of “none”  
Work for incomplete Spring 2022 grades (I, F\*) for Graduate School students due to Graduate School

### Summer Session Week 1

- 06/13/22     M     Summer Session 2022 Classes begin for regular 6 week  
Summer 2022 enrollment file reported to the National Student Clearinghouse  
Summer Session 1 grades due
  
- 06/14/22     T     May 2022 Graduation official - no changes after this date
  
- 06/16/22     R     Summer Session 2022 last day to add regular 6 week classes

### Summer Session Week 2

- 06/20/22 M Summer Session 2022 last day to drop regular 6 week classes via the web with full refund  
Summer Session Science grades due  
Grad Question turned off in Roll Call
- 06/21/22 T Summer GradAdmin opens to deans and departments  
Summer Session Science Incomplete grades due  
Summer data reported to the National Student Clearinghouse

### Summer Session Week 3

- 06/27/22 M [Fall 2022 Registration begins for readmitted students](#)
- 06/28/22 T Deadline for all changes to be into the Office of the Registrar that affect the corporate data for Spring 2022 freeze
- 06/30/22 R Freeze Spring 2022 statistics (end of term)

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

### Summer Session Week 4

- 07/01/22 F Dean's List honor cut-off decision worksheet submitted to deans
- 07/04/22 M [Independence Day - offices are closed, most classes are canceled](#)
- 07/05/22 T Summer Session 2022 last day to drop regular 6 week classes without a W grade

Summer 2022 student data reported to the National Student Clearinghouse  
Summer Session 2 grades due  
Summer GradAdmin closes at midnight to departments; remains open to Deans  
Preliminary Summer degree candidate revisions due to the deans from the departments in GradAdmin  
Certification of tuition sent for all students using VA Benefits in Summer Veterans Benefit Election eForm for enrollment certification opens for Fall

07/06/22 W [Fall 2022 Registration begins for Transfer students](#)

#### **Summer Session Week 5**

07/12/22 T Summer GradAdmin closes at midnight for deans

07/13/22 W Summer 2021, January and May 2022 graduates' NetID account suspended  
Summer 2022 not returning students' NetID account suspended  
GradApp reminder sent to Summer degree candidates and Revised Summer degree candidates posted for review to <http://commencement.nd.edu/student-information/degree-candidate-list/>  
Summer GradAdmin reopens for dean level revisions  
Registration for NDI Exchange students

#### **Summer Session Week 6**

07/18/22 M Inactivate Summer 2022 graduates for the future term (GR code); Grad Admin unavailable

07/19/22 T Summer 2022 student data reported to the National Student Clearinghouse

07/21/22 R Freeze Summer 2022 statistics (beginning of term)

07/22/22 F Regular 6 week Summer Session last class day  
Final Exam day for regular 6 week Summer Session

07/25/22 M Regular 6 week Summer Session grades must be submitted through insideND by 3:45 p.m.

07/26/22 T Summer grades are available on insideND  
Summer grades to deans/departments

- 7/27/22      W      GradApp closes to Summer degree candidates  
Summer degree candidates diploma name and hometown information is due in GradApp  
Summer GradAdmin closes at midnight
- 07/28/22    R      Latin Honors ran for Summer graduates
- 07/29/22    F      Posting of Summer degree recipients (including honors) to the Database  
Last day for First Year Registration for Fall
- 07/31/22    Sun    Summer Graduation Date - No Ceremony

AUGUST	
	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

- 08/01/22    M      Summer 2022 CourseLeaf schedules archived  
Begin mailing diplomas to Summer 2022 graduates  
Summer 2022 Degree Recipients student data reported to the National Student Clearinghouse  
Turn off Summer Session Discontinuance eForm  
Students using VA Educational Benefits for Fall coded
- 08/02/22    T      Pre-certification for VA Benefits begins for all students using VA Benefits in Fall
- 08/08/22    M      ILI Fellows eforms initiated for Fall classes  
Spring 2023 initial TUSC report posted  
Spring 2023 Courseleaf Design Mode begins
- 08/10/22    W      2022/2023 Undergraduate Bulletins distributed

08/15/22	M	Provisional Fall Departmental Exam Information sent to faculty and departments Orientation and advising for new graduate students by Grad School (through August 16)
08/16/22	T	Provisional Fall Final Exam Information sent to faculty and departments
08/17/22	W	Fall 2022 ND Roll Call available through August 30 - ( <a href="http://rollcall.nd.edu">rollcall.nd.edu</a> ) GradApp available for Fall; Graduation Question turned on in ND Roll Call 2022/2023 VA State Approving Agency Catalog/bulletin reminder sent out to colleges Orientation for new international students by NDI (through August 18)
08/19/22	F	Summer 2022 (only Summer graduates) student data reported to National Student Clearinghouse
08/19/22 to 08/21/22	Fri  Sun	Orientation and advising for new freshmen (First Year of Studies)
08/20/22	Sat	Orientation for undergraduate Transfer students and for all International students (by colleges)

**Fall Semester Week 1**

08/22/22	M	Fall classes begin for Law School, Graduate Business, and Saint Mary's College <a href="http://Scheduling.nd.edu">Scheduling.nd.edu</a> will be available for fall classroom event scheduling Registration begins for Employees, Holy Cross traditional and new non-degree Students Late registration of Saint Mary's students for ND classes begins Late registration for Notre Dame students into Saint Mary's classes Orientation for readmitted students by admissions
08/23/22	T	Classes begin Mass - formal opening of school year
08/24/22	W	Work for incomplete Spring 2022 grades (I, F*) for Graduate School students due to Graduate School Fall 2022 early registration file reported to the National Student Clearinghouse
08/25/22	R	Email to students informing them of last day for schedule changes (Law and Graduate Business notified by their college/school)

08/26/22 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 2022 classes

**Fall Semester Week 2**

08/29/22 M Summer Graduation official - no changes after this date

08/30/22 T Last day to add Fall classes  
Turn off Part-Time Approval eForm for students at 8:00 a.m.  
Last day to use web registration (until 11:59 p.m.)  
Last day to complete ND Roll Call (until 11:59 p.m.)  
Last day to declare pass/fail option in deans' offices  
Last day to declare part-time status in deans' offices  
Last day to declare grade mode change to audit  
Last day for Saint Mary's College students to use web registration  
ROTC Student Activity codes updated for Fall 2022  
Email to students with classes who have not completed ND Roll Call

08/31/22 W Inactivate students who did not complete ND Roll Call  
Inactive students who are not approved for part-time status  
Delete and send letters to students denied ND Roll Call, as directed by Student Accounts  
Turn on Add/Drop eForms for students  
Turn on Crosslist, Credit Hour, and Title Change eForms for students  
Saint Mary's students without an ND class NR coded

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

09/01/22 R Off-Campus program reports distributed to deans  
Email Fall 2022 class schedules to all students

09/02/22 F Delete classes from all inactivated students  
Fall 2022 enrollment file to National Student Clearinghouse

### **Fall Semester Week 3**

09/05/22 M Labor Day Holiday, most offices are closed, classes are in session

09/06/22 T Certification of tuition sent for all students using VA Benefits in Fall  
Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2022 freeze

09/07/22 W "X grade" report to deans for Spring 2022 and Summer Session 2022  
List of students not returning distributed to deans and departments  
Email to Fall 2022 instructors regarding class rosters and course registration deadlines

09/08/22 R Freeze Fall 2022 statistics (beginning of term)

09/09/22 F 2022/2023 VA State Approving Agency Catalog/bulletin requests due to Registrar from the colleges

### **Fall Semester Week 4**

09/12/22 M January GradAdmin opens to deans and departments

09/13/22 T Fall 2022 student data reported to the National Student Clearinghouse  
Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Summer Session 2022 freeze

09/15/22 R Freeze Summer 2022 statistics (end of term)

09/16/22 F All data for incoming transfer credits must be complete for updating the corporate database

### **Fall Semester Week 5**

09/22/22 R January GradAdmin closes at midnight for departments; remains open for dean and graduate department level revisions  
Incomplete grades (X, F\*) for undergraduates converted to "F" grades for

the Spring and Summer 2022 terms, with dean consultation  
 Summer School non-degree students' and Fall 2022 not returning students' NetID  
 accounts suspended  
 Law and MCOB Spring 2022 graduates' NetID accounts suspended

09/23/22 F Official Final Exam information sent to faculty and departments  
 Last date to drop a Saint Mary's class

**Fall Semester Week 6**

09/27/22 T Fall 2022 student data reported to National Student Clearinghouse  
 January GradAdmin closes at midnight for deans and Graduate  
 department level users

09/28/22 W January GradAdmin re-opens for dean and Graduate department level  
 Revisions  
 GradApp reminder sent to January degree candidates and  
 January degree candidates posted for review to  
[https://registrar.nd.edu/pdf/DegreeCand\\_Jan.pdf](https://registrar.nd.edu/pdf/DegreeCand_Jan.pdf)

09/29/22 R Summer 2023 CourseLeaf Plan phase begins

OCTOBER	
	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**

10/03/22 M Spring 2023 CourseLeaf deadline to validate and start workflows  
 Spring 2023 CourseLeaf Refine Mode begins  
 Spring 2023 TUSC Report nightly refresh begins

10/07/22 F Midterm grading is available for faculty using insideND  
 Information on midterm grading distributed to faculty



Spring 2023 deadline for submission of proposals for new Core courses

### **Fall Semester Week 8**

10/10/22	M	All undergraduate advisor changes must be completed in the corporate data
10/11/22	T	Fall 2022 student data reported to National Student Clearinghouse
10/12/22 to 10/14/22	W  F	Results of Spring 2023 large room audit (65+) distributed to deans and departments
10/15/22 To 10/23/22	Sat  Sun	Fall Break
10/17/22	M	Midterm grades must be submitted through insideND by 3:45 p.m. for the following: <ul style="list-style-type: none"><li>• Midterm grades submitted for all First Year students</li><li>• Midterm deficiency grades submitted for upperclassmen</li><li>• Midterm grade “no deficiency” confirmation from instructors</li></ul>
10/18/22	T	Spring 2023 CourseLeaf schedules locked for room scheduling at 4:00 p.m. Midterm grades viewable to students on insideND Midterm grades and deficiencies to deans Inactivate Fall 2022 graduates for the future term (GR code); Grad Admin Unavailable
10/19/22 to 10/27/22	W  R	Spring 2023 classrooms scheduled

### **Fall Semester Week 9**

10/24/22	M	Fall 2022 class schedules emailed to all students
10/25/22	T	Fall 2022 student data reported to National Student Clearinghouse
10/26/22	W	Executive Education – MB1 grades due
10/27/22	R	Spring 2023 courses viewable end of day; room assignments unofficial Spring 2023 CourseLeaf Refine Mode publish phase begins

Access to insideND Student Services activated for students enrolling for Spring 2023 semester

- 10/28/22 F Last day for course discontinuance  
Last day to initiate Add/Drop eForms for students by 5:00 p.m.  
Last day to initiate Crosslist, Credit Hour, and Title Change eForms for students  
Send Email message to students to check insideND to obtain their registration Time Tickets for Spring 2023 Registration

**Fall Semester Week 10**

- 10/31/22 M Turn on Final Exam Conflict eForm  
Reports begin posting exam schedules (by course, by instructor) automatically

NOVEMBER	
	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	20 21 22 23 24 25 26
week 14	27 28 29 30

**Fall Semester Week 11**

- 11/07/22 M Registrar rooms available at [scheduling.nd.edu](https://scheduling.nd.edu) up to first day of spring classes  
11/08/22 T Fall 2022 student data reported to National Student Clearinghouse

**Fall Semester Week 12**

- 11/14/22 M [Spring 2023 Registration begins for undergraduate seniors including readmitted seniors](#)  
Turn on Part-Time Approval eForm for students  
11/16/22 W [Spring 2023 Registration begins for undergraduate juniors](#)

- 11/17/22 R Spring 2023 Registration begins for Graduate School and Master of Nonprofit Administration regular program students
- 11/18/22 F Spring 2023 Registration begins for undergraduate sophomores  
Spring 2023 classroom assignments official

**Fall Semester Week 13**

- 11/21/22 M Spring 2023 Registration begins for undergraduate first year  
Summer 2023 courses viewable on Summer Session web site  
<https://summersession.nd.edu>
- 11/22/22 T Fall 2022 student data reported to National Student Clearinghouse  
Turn on Request for X-Grade eForm

11/23/22 W  
to  
11/27/22 Sun  
Thanksgiving Holiday for students

**Fall Semester Week 14**

- 11/28/22 M Veterans Benefit Election eForm for enrollment certification opens for Spring  
Last day for undergraduate first year students to register
- 11/29/22 T Executive Education – MBS grades due  
Course Instructor Feedback (CIF) begins -- through Dec. 11
- 11/30/22 W Spring 2023 Registration begins for non-degree students, select study abroad programs, and Saint Mary's College  
Turn off Final Exam Conflict eForm at 8:00 a.m.

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
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

### Fall Semester Week 15

12/06/22	T	Fall 2022 student data reported to National Student Clearinghouse
12/08/22	R	Last class day for the Fall Semester Final grading is available for faculty using insideND Grading instructions and final grade submission reminder letter to faculty
12/09/22	F	Spring 2023 exam info reviewed and approved with deans GradAdmin shut off for the fall term Summer 2023 deadline for submission of proposals for new Core courses GradApp closes to January degree candidates January degree candidates diploma name and hometown information is due in GradApp
12/09/22 to 12/11/22	F  Sun	Reading days (no examinations permitted)
12/12/22 to 12/16/22	M  F	Fall Final Exams (no review sessions permitted)
12/12/22	M	Access to insideND Student Services activated for Summer 2023 semester Summer 2023 courses available through insideND Students using VA Educational Benefits for Spring coded
12/13/22	T	Pre-certification for VA Benefits begins for all students using VA Benefits in Spring
12/14/22	W	Registration begins for readmitted and transfer students - TENTATIVE
12/16/22	F	All Spring registration Advising Holds removed
12/19/22	M	All Final grades must be submitted through insideND by 3:45 p.m. Executive Education – MBL and MB2 grades due Turn off Request for X-Grade eForm Probation/dismissal lists distributed to deans Spring 2023 exam information posted to web
12/20/22	T	Dismissal lists due to the Registrar

Dismissal letters and emails sent to students  
 Fall 2022 grades viewable to students on insideND  
 Fall 2022 CourseLeaf schedules archived  
 Final grading reports distributed to deans and departments

12/21/22 W Posting of January 2023 degree recipients to the database  
 Fall 2022 final student data reported to National Student Clearinghouse

12/23/22 F  
 to  
 01/02/23 M University Holiday for staff

JANUARY							
	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				

01/03/23 T Dismissal appeals due to the deans' offices  
 Law grades due

01/08/23 Sun January Graduation date - no ceremony

01/09/23 M Provisional Spring Exam Information sent to faculty and departments  
 Fall 2023 Initial TUSC report  
 Fall 2023 CourseLeaf Design Mode begins

01/10/23 T Registration begins for ILI Fellows through eforms - TENTATIVE  
 Spring 2023 ND Roll Call available through January 24  
 GradApp available for Spring; Graduation question turned on  
 in ND Roll Call

Final dismissal decisions due to the Office of the Registrar for Fall 2022

01/11/23 W January 2023 Degree Recipient student data reported to the National

Student Clearinghouse  
Registrar rooms available at [scheduling.nd.edu](https://scheduling.nd.edu) for events  
through May 7

01/12/23 R Registration begins for employees, Holy Cross traditional, and new non-degree students  
Late registration of Saint Mary's students for ND classes

### Spring Semester Week 1

01/15/23 Sun New student orientation and advising (by college and dept.)

01/16/23 M **Martin Luther King Day - no classes**  
[Scheduling.nd.edu](https://scheduling.nd.edu) will be available for spring classroom event scheduling

01/17/23 T All classes begin at Notre Dame  
ROTC Student Activity code updated for Spring 2023  
Spring 2023 student data early registration reported to National Student Clearinghouse  
Classes begin at Saint Mary's College

01/18/23 W Work for incomplete Fall 2022 grades (I, F\*) for Graduate School students due to Graduate School

01/19/23 R Email to students informing them of last day for schedule changes (Law and Graduate Business notified by college/school)

01/20/23 F Last day for Law students to add or drop courses  
Last day to submit application to HR for employee/spouse tuition benefit for Spring 2023 classes

### Spring Semester Week 2

01/24/23 T Last day to add Spring classes  
Last day to use web registration (until 11:59 p.m.)  
Last day to complete ND Roll Call (until 11:59 p.m.)  
Last day to declare pass/fail option in deans' offices  
Last day to declare part-time status in deans' offices  
Last day to declare a change of grade mode to audit  
Turn off Part-Time Approval eForm for students at 8:00 a.m.  
Last day for Saint Mary's students to use web registration  
Grad Question turned off in Roll Call

01/25/23 W Inactivate students who did not complete ND Roll Call  
 Inactivate students who are not approved for part-time status  
 Send letters to students denied enrollment, per Student Accounts  
 Turn on Add/Drop eForm for students  
 Turn on Cross list, Credit Hour, Title Change eForms for students  
 Email Spring class schedules to all students  
 Saint Mary's student without an ND class NR coded  
 Turn on Participating Not Graduating (PN) eForm  
 May GradAdmin opens to deans and departments

01/27/23 F Delete classes from all inactivated students  
 Off-campus program reports to deans  
 Spring 2023 first of term file to National Student Clearinghouse

**Spring Semester Week 3**

01/30/23 M Email to Spring 2023 instructors regarding class rosters and course  
 registration deadlines  
 Certification of tuition sent for all students using VA Benefits in Spring

01/31/23 T 2023/2024 Undergraduate Bulletin to departments for corrections (Round 1)  
 Latin Honors determined  
 Latin Honors ran for January 2023 graduates  
 Deadline for all changes to be in the Office of the Registrar that affect the  
 corporate data for Fall 2022 and Spring 2023 freeze

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				

02/01/23 W List of students not returning to deans and departments

02/02/23 R Freeze Fall 2022 statistics (end of term)

Freeze Spring 2023 statistics (beginning of term)  
"X" grade report to deans for Fall 2022

**Spring Semester Week 4**

- 02/07/23 T Spring 2023 student data reported to National Student Clearinghouse  
January Graduation official - no changes after this date
- 02/08/23 W May GradAdmin closes for departments; remains open for Dean and  
Graduate department level revisions  
May GradAdmin closes for Deans and Graduate department level Users
- 02/10/23 F Begin mailing diplomas to January 2023 graduates

**Spring Semester Week 5**

- 02/16/23 R Incomplete grades (X, F\*) for undergraduates converted to "F" grades for  
the Fall 2022 term, with dean consultation  
Spring 2023 not returning students' NetID accounts suspended
- 02/17/23 F Last day to drop a Saint Mary's class  
Spring 2023 Official Exam information sent to faculty and departments

**Spring Semester Week 6**

- 02/21/23 T Spring 2023 student data reported to the National Student Clearinghouse
- 02/22/23 W May GradAdmin closes for Deans and Graduate department level  
Users
- 02/23/23 R May GradAdmin re-opens to Deans and Graduate level department users  
for revisions

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



### Spring Semester Week 7

02/27/23	M	Summer 2023 CourseLeaf unavailable to departments; Room Assignment phase begins
03/02/23	R	Summer 2023 Classrooms viewable online, Publish Phase begins
03/03/23	F	2023/2024 Undergraduate Bulletin materials due to the undergraduate deans (Round 1) from the departments Midterm grading available for faculty using insideND Information on midterm grading distributed to faculty

### Spring Semester Week 8

03/06/23	M	Summer 2023 faculty salary formula letter emailed to deans, departments, budget and program directors Fall 2023 Courseleaf deadline for schedules to be validated and workflow started Fall 2023 Courseleaf schedules move to Refine Mode
03/07/23	T	GradApp reminder to August 2022 graduates, January 2023 graduates, and 2023 May degree candidates. May degree candidates posted for review to <a href="https://commencement.nd.edu">https://commencement.nd.edu</a> Spring 2023 student data to National Student Clearinghouse Email to deans requesting names of faculty who will serve during the Commencement Weekend as college Marshals
03/09/23	R	Summer 2023 CourseLeaf available to departments; Publish phase begins
03/10/23	F	All data for incoming transfer credits must be complete for updating the corporate database 2023/2024 Undergraduate Bulletin materials due to the Office of the Registrar (Round 1) Fall 2023 deadline for submission of proposals for new Core courses
03/11/23 to 03/19/23	Sat  Sun	Spring Break
03/13/23	M	Awards & Prizes submission for May Commencement Program available Midterm grades must be submitted through insideND by 3:45 p.m. for the following: <ul style="list-style-type: none"><li>• Midterm grades submitted for all First Year students</li></ul>

- Midterm deficiency grades submitted for upperclassmen
- Midterm grade “no deficiency” confirmation from instructors

03/14/23	T	Midterm grades viewable to students on insideND Midterm grades and deficiencies distributed to deans and department Inactivate Spring 2023 Graduates for the future term (GR code)
03/13/23 to 03/15/23	M  W	Fall 2023 Large Room Audit to deans
03/15/23	W	Email current students information regarding Summer 2023 registration

### **Spring Semester Week 9**

03/20/23	M	Email Spring class schedules to all students
03/21/23	T	Fall 2023 CourseLeaf schedules locked for room scheduling at 4:00 p.m. Spring 2023 student data reported to the National Student Clearinghouse Grad Fair info sent to students
03/22/23	W	<a href="#">Summer 2023 registration begins (all appointment times begin at 6 a.m.)</a> Executive Education – MB1 grades due
03/22/23 to 03/30/23	W  R	Fall 2023 CourseLeaf Room Assignment phase
03/23/23	R	Graduation Fair for May 2023 graduating students
03/24/23	F	Last day for course discontinuance Last day to initiate Add/Drop eForm for students at 11:59 p.m. Last day to initiate Cross list, Credit Hour, Title Change eForms for Students GradApp closed to students May degree candidates diploma name and hometown information is due in GradApp

### **Spring Semester Week 10**

03/27/23	M	Honor Society data requests for May Commencement Program emailed
03/30/23	R	Fall 2023 courses viewable; room assignments unofficial Fall 2023 semester activated; advising period begins

Fall 2023 CourseLeaf Publish phase

03/31/23 F Awards & Prizes information due in the Office of the Registrar for May Commencement Program

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**

04/03/23 M Turn on Final Exam Conflict eForm  
Reports begin posting exam schedules (by course, by instructor) automatically

04/04/23 T Spring 2023 student data reported to the National Student Clearinghouse

04/06/23 R Send email message to students to check insideND to obtain their Registration Time Ticket for Fall 2023 Registration

04/07/23 F **Good Friday; no classes**

**Spring Semester Week 12**

04/09/23 Sun **Easter Sunday**

04/10/23 M **Student holiday - no classes**

04/13/23 R Honor Society lists due in the Office of the Registrar for May Commencement Program

04/14/23 F Fall 2023 classroom assignments official

**Spring Semester Week 13**

04/17/23 M **Fall 2023 Registration begins for undergraduate seniors**

Turn on Part-Time Approval eForm for students

04/18/23 T Spring 2023 student data reported to National Student Clearinghouse

04/19/23 W [Fall 2023 Registration begins for undergraduate juniors](#)  
Turn on Request for X-Grade eForm

04/20/23 R [Fall 2023 Registration begins for Graduate and Master of Nonprofit Administration students](#)

04/21/23 F [Fall 2023 Registration begins for undergraduate sophomores](#)  
All undergraduate advisor changes must be completed in the corporate Data

**Spring Semester Week 14**

04/24/23 M Veterans Benefit Election eForm for enrollment certification opens for Summer

04/25/23 T Executive Education – MBS grades due  
Course Instructor Feedback (CIF) begins -- through May 7

04/26/23 W [Fall 2023 Registration begins for non-degree students, select study abroad programs, and Saint Mary's College students](#)

04/27/23 R Turn off Final Exam Conflict 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

05/02/23	T	Spring 2023 student data to National Student Clearinghouse
05/03/23	W	Last class day Final grading available for faculty using insideND Grading instructions and final grade submission reminder letter to faculty
05/04/23	R	Fall 2023 exam information reviewed and approved with deans Registrar rooms available at <a href="https://scheduling.nd.edu">scheduling.nd.edu</a> for events through August 20
05/04/23 to 05/07/23	W  Sun	Reading days (no examinations permitted)
05/08/23 to 05/12/23	M  F	Final Exams (no review sessions permitted)
05/08/23	M	Revised 2023/2024 Undergraduate Bulletin materials distributed to the departments (Round 2)
05/09/23	T	Summer 2023 "low enrollment" preliminary report to department chairs
05/12/23	F	All Fall registration Advising Holds removed
05/15/23	M	Final grades due by 3:45 p.m. GradAdmin closes for Spring 2023 Executive Education – MBL and MB2 grades due Turn off Request for X-Grade eForm Probation/Dismissal lists distributed to deans Students using VA Educational Benefits for Summer coded Fall 2023 approved exam schedules posted to the web
05/16/23	T	Dismissal lists due to the Registrar Dismissal letters and emails sent to students Final grading reports distributed to deans and departments Spring 2023 grades viewable to students on insideND Pre-certification for VA Benefits begins for all students using VA Benefits in Summer Latin Honors ran for May degree candidates (non-law)
05/17/23	W	Participating Not Graduating (PN) eForm turned off

Spring 2023 Courseleaf schedules archived  
 Faculty Marshal meeting for Commencement Weekend

- 05/20/23 Sat Commencement Mass 5pm
- 05/21/23 Sun University Commencement Ceremony 9am
- 05/22/23 M Summer 2023 turn on Discontinuance eForm  
 Summer 2023 “low enrollment” final report to department chairs to determine classes to be canceled  
 Summer 2023 ND Roll Call available  
 Summer 2023 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  
 Posting of May degree recipients (including honors) to the database (non-law)  
 Summer 2023 GradApp available
- 05/24/23 W May diplomas mailed out for students who could not attend commencement
- 05/25/23 R Spring 2023 Dismissal appeals due to the deans’ offices  
 Summer Session final grading for all sessions is available
- 05/29/23 M Memorial Day Holiday (most offices closed) - classes are in session
- 05/30/23 T Spring 2023 Final grades are due for Law School

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

- 06/01/23 R Spring 2023 Dismissal decisions due to the Office of the Registrar  
 Posting of Law May graduates (including honors) to the database  
 Fall 2023 New graduate student registration begins and continues as they are admitted

06/02/23	F	Revised 2023/2024 Undergraduate Bulletin materials due to the undergraduate deans (Round 2) from the departments
06/06/23	T	Spring 2023 graduates reported to National Student Clearinghouse
06/13/23	T	Revised 2023/2024 Undergraduate Bulletin materials due to the Office of the Registrar (Round 2)
06/14/23	W	Change Business intents for freshmen students to a major of “none” Work for incomplete Spring 2023 grades (I, F*) for Graduate School students due to Graduate School

### **Summer Session Week 1**

06/19/23	M	Summer Session 2023 Classes begin for regular 6 week Summer 2023 enrollment file reported to the National Student Clearinghouse Summer Session 1 grades due
06/20/23	T	May 2023 Graduation official - no changes after this date
06/22/23	R	Summer Session 2023 last day to add regular 6 week classes

### **Summer Session Week 2**

06/26/23	M	Summer Session 2023 last day to drop regular 6 week classes via the web with full refund Summer Session Science grades due <a href="#">Fall 2023 Registration begins for readmitted students - TENTATIVE</a>
06/27/23	T	Summer GradAdmin opens to deans and departments Summer Session Science Incomplete grades due Summer data reported to the National Student Clearinghouse

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

### Summer Session Week 3

- 07/04/23 T **Independence Day - no classes for most courses**  
Deadline for all changes to be into the Office of the Registrar that affect the corporate data for Spring 2022 freeze
- 07/05/23 W **Fall 2023 Registration begins for transfer students - TENTATIVE**
- 07/06/23 R Freeze Spring 2023 statistics (end of term)
- 07/03/23 F Dean's List honor cut-off decision worksheet submitted to deans

### Summer Session Week 4

- 07/10/23 M Summer Session 2023 last day to drop regular 6 week classes without a W grade
- 07/12/23 T Certification of tuition sent for all students using VA Benefits in Summer
- 07/28/23 F Summer Session last class day and final exam for the regular 6 week classes

**The 2023/2024 Academic Services calendar will be completed by July 1, 2023.**

**Office of the Registrar  
300 Grace Hall**

<https://registrar.nd.edu>



