

ACADEMIC SERVICES CALENDAR 2023-2024

OFFICE OF THE REGISTRAR
Revised 2/14/2024

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.

Please do not print this calendar; updates are made throughout the year.

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

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|----------|---|--|
| 06/01/23 | R | Spring 2023 Dismissal decisions due to the Office of the Registrar |
| 06/02/23 | F | Posting of Law May graduates (including honors) to the system |
| 06/05/23 | M | Spring 2023 graduates reported to National Student Clearinghouse |
| 06/09/23 | F | Revised 2023/2024 Undergraduate Bulletin materials due to the undergraduate deans (Round 2) from the departments |

Summer Session Week 1

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| 06/12/23 | M | Summer Session 2023 Classes begin for regular 6 week Summer 2023 enrollment file reported to the National Student Clearinghouse Summer Session 1 incomplete grades due |
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| 06/13/23 | T | Summer Session 1 grades due |
| 06/14/23 | W | Work for incomplete Spring 2023 grades (I, F*) for Graduate School students due to Graduate School Revised 2023/2024 Undergraduate Bulletin materials due to the Office of the Registrar (Round 2) |
| 06/16/23 | F | Summer Session 2023 last day to add regular 6 week classes |

Summer Session Week 2

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| 06/20/23 | T | Summer Session 2023 last day to drop regular 6 week classes via the web with full refund May 2023 Graduation official - no changes after this date Summer data reported to the National Student Clearinghouse |
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Summer Session Week 3

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| 06/26/23 | M | Fall 2023 Registration begins for readmitted students |
| 06/27/23 | T | Summer GradAdmin opens |

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

Summer Session Week 4

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|----------|---|---|
| 07/03/23 | M | Summer Session 2023 last day to drop regular 6 week classes without a W grade Summer Session 2 grades due Certification of tuition sent for all students using VA Benefits in Summer Veterans Benefit Election for enrollment certification opens for Fall |
| 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 2023 freeze

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| 07/05/23 | W | Dean's List honor cut-off decision worksheet submitted to deans |
| 07/06/23 | R | Fall 2023 Registration begins for transfer students Freeze Spring 2023 statistics (end of term) Summer 2023 student data reported to the National Student Clearinghouse |

Summer Session Week 5

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|----------|---|---|
| 07/11/23 | T | 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 |
| 07/12/23 | W | Certification of tuition sent for all students using VA Benefits in Summer Summer 2022, January and May 2023 graduates' NetID account suspended Summer 2023 not returning students' NetID account suspended Fall 2023 Registration begins for NDI Exchange (ASAP) students |

Summer Session Week 6

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|----------------------------|------------|--|
| 07/17/23 to 07/20/23 | M R | Fall 2023 Registration begins for First Year students |
| 07/18/23 | T | Summer GradAdmin closes at midnight for deans/GR departments |
| 07/19/23 | W | GradApp reminder sent to Summer degree candidates Revised Summer degree candidates posted for review to http://commencement.nd.edu/student-information/degree-candidate-list/ Summer GradAdmin reopens for dean level revisions |
| 07/20/23 | R | Freeze Summer 2023 statistics (beginning of term) Inactivate Summer 2023 graduates for the future term (GR code); Grad Admin Unavailable Summer 2023 student data reported to the National Student Clearinghouse |
| 07/21/23 | F | Regular 6 week Summer Session last class day |

Summer Session Week 7

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|----------|---|---|
| 07/26/23 | W | Dean's List honor cut-off decision worksheet due to Registrar |
| 07/31/23 | M | <p>Summer 2023 CourseLeaf schedules archived</p> <p>Turn off Summer Session Discontinuance eForm</p> <p>Students using VA Educational Benefits for Fall coded</p> <p>Regular 6 week Summer Session grades must be submitted by 3:45 p.m.</p> <p>GradApp closes to Summer degree candidates</p> <p>Summer degree candidates diploma name and hometown information is due in GradApp</p> <p>Summer GradAdmin closes at midnight</p> |

| 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 | | | | | |
| week 1 | | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | | | | |
| week 2 | | 27 | 28 | 29 | 30 | 31 | | | | | | | |

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|----------|-----|---|
| 08/01/23 | T | <p>Pre-certification for VA Benefits begins for all students using VA Benefits in Fall</p> <p>Summer grades are available on insideND</p> <p>Summer grades to deans/departments</p> |
| 08/02/23 | W | Latin Honors ran for Summer graduates |
| 08/06/23 | Sun | Summer Graduation Date - No Ceremony |
| 08/07/23 | M | <p>ILI Fellows eforms initiated for Fall classes</p> <p>Spring 2024 initial TUSC report posted</p> <p>Spring 2024 Courseleaf Design Mode begins</p> <p>Begin mailing diplomas to Summer 2023 graduates</p> <p>Summer 2023 Degree Recipients student data reported to the National Student Clearinghouse</p> <p>Posting of Summer degree recipients (including honors) to the system</p> |
| 08/14/23 | M | <p>Fall 2023 Departmental Exam Information sent to faculty and departments</p> <p>Provisional Fall 2023 Final Exam Information sent to faculty and depts (UG and GB)</p> |

Orientation and advising for new graduate students by Grad School (through August 15)

08/15/23 T 2023/2024 VA State Approving Agency Catalog/bulletin requests due to Registrar from the colleges

08/16/23 W Fall 2023 ND Roll Call available through August 29 - (Rollcall.nd.edu)
GradApp available for Fall
Orientation for new international students by NDI (through August 17)
2023/2024 Undergraduate Bulletins distributed

08/17/23 R Welcome Weekend begins

08/18/23 F [Scheduling.nd.edu](https://scheduling.nd.edu) will be available for fall classroom event scheduling
Fall 2023 Departmental exam room assignments posted to web

Fall Semester Week 1

08/21/23 M Fall classes begin for Law School, Graduate Business (Mod 1 and full semester classes), Holy Cross College, and Saint Mary's College
Registration begins for Employees 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

08/22/23 T Classes begin
Mass - formal opening of school year

08/23/23 W Fall 2023 early registration file reported to the National Student Clearinghouse

08/24/23 R Email to students informing them of last day for schedule changes (Law and Graduate Business notified by their college/school)

08/25/23 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 2023 classes

Fall Semester Week 2

08/27/23 Sun Last day for First Year web registration for Fall until 8:00 p.m.

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| 08/28/23 | M | Turn off Pass/Fail eForm for students at 5:00 p.m. |
| 08/29/23 | 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 ROTC Student Activity codes updated for Fall 2023 |
| 08/30/23 | 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 Work for incomplete Summer 2023 grades (I, F*) for Graduate School students due to Graduate School. Turn on Add/Drop eForms for students at 8:00 a.m. Turn on Crosslist, Credit Hour, and Title Change eForms for students Saint Mary's and Holy Cross students without an ND class NR coded Work for incomplete Summer 2023 grades (I, F*) for Graduate School students due to Graduate School |
| 08/31/22 | R | Email Fall 2023 class schedules to all students |

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

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|----------|---|---|
| 09/01/23 | F | Delete classes from all inactivated students Fall 2023 enrollment file to National Student Clearinghouse |
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Fall Semester Week 3

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|----------|---|--|
| 09/04/23 | M | Labor Day Holiday, most offices are closed, classes are in session |
| 09/05/23 | 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 2023 freeze Summer Graduation official - no changes after this date |
| 09/06/23 | W | List of students not returning distributed to deans and departments Email to Fall 2023 instructors regarding class rosters and course registration deadlines |
| 09/07/23 | R | Freeze Fall 2023 statistics (beginning of term) |
| 09/08/23 | F | Fall 2023 Last day to drop Graduate Business Mod 1 courses "X grade" report to deans for Spring 2023 and Summer Session 2023 |

Fall Semester Week 4

| | | |
|----------|---|--|
| 09/11/23 | M | January GradAdmin opens to deans and departments |
| 09/12/23 | T | Fall 2023 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 2023 freeze |
| 09/14/23 | R | Freeze Summer 2023 statistics (end of term) |
| 09/15/23 | F | All data for incoming transfer credits must be complete for updating the corporate database |

Fall Semester Week 5

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|----------|---|---|
| 09/21/23 | 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 2023 terms, with dean consultation Summer School non-degree students' and Fall 2023 not returning students' NetID accounts suspended Law and MCOB Spring 2023 graduates' & Fall 2023 "no show" NetID accounts suspended |
| 09/22/23 | F | Official Final Exam information emailed to faculty and departments (GB and UG) Last date to drop a Saint Mary's class |

Fall Semester Week 6

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|----------|---|--|
| 09/26/23 | T | Fall 2023 student data reported to National Student Clearinghouse January GradAdmin closes at midnight for deans and Graduate department level users |
| 09/27/23 | 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://commencement.nd.edu/student-information/degree-candidate-list/ |
| 09/28/23 | R | Summer 2024 CourseLeaf Plan phase begins |

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

Fall Semester Week 7

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|----------------------------|------------|---|
| 10/02/23 | M | Spring 2024 CourseLeaf deadline to validate and start workflows by 12:00 p.m. Spring 2024 TUSC Report nightly refresh begins |
| 10/03/23 to 10/09/23 | T M | College Deans review and approve Spring 2024 Courseleaf scheduling units |
| 10/03/23 | T | Mod 1 (GB) classes end |
| 10/05/23 to 10/06/23 | R F | Graduate Business Mod 1 final exams |
| 10/06/23 | F | Midterm grading is available for faculty Information on midterm grading distributed to faculty |

Spring 2024 deadline for submission of proposals for new Core courses
Q1 (UG) classes end

Fall Semester Week 8

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|----------------|-----|---|
| 10/09/23 | M | Graduate Business Fall Grow Irish Week (Interterm courses) |
| to 10/12/23 | R | |
| 10/09/23 | M | All undergraduate advisor changes must be completed in the system Spring 2024 CourseLeaf Refine Mode Plan Phase begins |
| 10/10/23 | T | Fall 2023 student data reported to National Student Clearinghouse Student classifications advanced into future term |
| 10/11/23 | W | Results of Spring 2024 large room audit (65+) distributed to deans and departments |
| to 10/13/23 | F | |
| 10/14/23 | Sat | Fall Break |
| to 10/22/23 | Sun | |
| 10/16/23 | M | Midterm grades must be submitted by 3:45 p.m. for the following: <ul style="list-style-type: none">• Midterm grades submitted for all First Year students• Midterm deficiency grades submitted for upperclassmen• Midterm grade “no deficiency” confirmation from instructors |
| 10/17/23 | T | Spring 2024 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 2023 graduates for the future term (GR code); Grad Admin unavailable |
| 10/18/23 | W | Spring 2024 classrooms scheduled |
| to 10/25/23 | W | |

Fall Semester Week 9

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|----------|---|---|
| 10/23/23 | M | Fall 2023 class schedules emailed to all students Mod 2/Q2 classes begin (UG and GB) |
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| 10/24/23 | T | Fall 2023 student data reported to National Student Clearinghouse |
| 10/25/23 | W | Executive Education – MB1 grades due |
| 10/26/23 | R | Spring 2024 courses and room assignments viewable in PATH Class Search Spring 2024 CourseLeaf Refine Mode publish phase begins Access to insideND Student Services activated for students enrolling for Spring 2024 semester |
| 10/27/23 | 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 2024 Registration |

Fall Semester Week 10

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|----------|---|---|
| 10/30/23 | M | Turn on Final Exam Conflict eForm Final Exam schedules (by course, by instructor) posted Final Exam notification emailed to faculty |
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| NOVEMBER | | | | | | | |
|----------|----|----|----|----|----|----|----|
| | S | M | T | W | R | F | S |
| week 10 | | | | 1 | 2 | 3 | 4 |
| week 11 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| week 12 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| week 13 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| week 14 | 26 | 27 | 28 | 29 | 30 | | |

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| 11/02/23 | R | Turn on Advising Hold access in Advisor Admin |
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Fall Semester Week 11

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| 11/06/23 | M | Rooms available at scheduling.nd.edu through Monday before spring classes |
| 11/07/23 | T | Fall 2023 student data reported to National Student Clearinghouse |

Fall Semester Week 12

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|----------|---|--|
| 11/13/23 | M | Spring 2024 Registration begins for undergraduate seniors Turn on Part-Time Approval eForm for students |
| 11/14/23 | T | Spring 2024 Registration begins for Graduate Business students |
| 11/15/23 | W | Spring 2024 Registration begins for undergraduate juniors |
| 11/16/23 | R | Spring 2024 Registration begins for Graduate School students |
| 11/17/23 | F | Spring 2024 Registration begins for undergraduate sophomores |

Fall Semester Week 13

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|----------------------------|--------------|--|
| 11/20/23 | M | Spring 2024 Registration begins for undergraduate first year |
| 11/21/23 | T | Fall 2023 student data reported to National Student Clearinghouse Turn on Request for X-Grade eForm Turn on credit hour Overload eForm for Spring 2024 Turn on NOVO Waitlisting for Spring 2024 classes |
| 11/22/23 to 11/26/23 | W Sun | Thanksgiving Holiday for students |

Fall Semester Week 14

| | | |
|----------|---|---|
| 11/27/23 | M | Veterans Benefit Election for enrollment certification opens for Spring |
| 11/28/23 | T | Executive Education – MBS grades due Course Instructor Feedback (CIF) begins -- through Dec. 10 |
| 11/29/23 | W | Spring 2024 Registration begins for non-degree students, select study abroad programs, Saint Mary's College, and Holy Cross College |

| D E C E M B E R | | | | | | | |
|-----------------|----|----|----|----|----|----|----|
| | S | M | T | W | R | F | S |
| week 14 | | | | | | 1 | 2 |
| week 15 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| Exams | 10 | 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

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|----------------------------|--------------|--|
| 12/04/23 | M | Turn off Final Exam Conflict eForm at 8:00 a.m. |
| 12/05/23 | T | Fall 2023 student data reported to National Student Clearinghouse Last class day for Law School |
| 12/07/23 | R | Last class day for Mod 2/Q2 and full semester classes Final grading is available for faculty Grading instructions and final grade submission reminder letter to faculty |
| 12/08/23 | F | Spring 2024 exam info reviewed with deans GradAdmin shut off for the fall term Summer 2024 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 |
| 12/08/23 to 12/10/23 | F Sun | Reading days (no examinations permitted) |
| 12/08/23 to 12/16/23 | F Sat | Law School Final Exams |
| 12/11/23 to 12/13/23 | M W | Graduate Business Fall Final Exams (no review sessions permitted) |
| 12/11/23 | M | |

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|----------------------------|------------|---|
| to 12/15/23 | F | Fall Final Exams (no review sessions permitted) |
| 12/11/23 | M | Summer 2024 courses viewable through PATH Class Search Students using VA Educational Benefits for Spring coded |
| 12/12/23 | T | Pre-certification for VA Benefits begins for all students using VA Benefits in Spring |
| 12/13/23 | W | Registration begins for readmitted and transfer students |
| 12/15/23 | F | All Spring 2024 registration Advising Holds removed |
| 12/18/23 | M | All Final grades must be submitted 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 2024 exam schedules posted |
| 12/19/23 | T | Dismissal lists due to the Registrar Dismissal letters and emails sent to students Fall 2023 grades viewable to students on insideND Fall 2023 CourseLeaf schedules archived Final grading reports distributed to deans and departments |
| 12/21/23 | R | Fall 2023 final student data reported to National Student Clearinghouse |
| 12/22/23 to 01/01/24 | F M | University Holiday for staff |

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

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|----------|-----|---|
| 01/02/24 | T | Law School grades are due |
| 01/03/24 | W | Last Fall 2023 final student data reported to National Student Clearinghouse Dismissal appeals due to the deans' offices |
| 01/07/24 | Sun | January Graduation date - no ceremony |
| 01/08/24 | M | Spring 2024 Departmental Exam Information sent to faculty and departments Provisional Spring 2024 Final Exam Info sent to faculty and depts (UG and GB) Posting of January 2024 degree recipients to the system |
| 01/09/24 | T | Spring 2024 Registration begins for ILI Fellows through eforms January 2024 Degree Recipient student data reported to the National Student Clearinghouse Fall 2024 Initial TUSC report Fall 2024 CourseLeaf Design Mode begins |
| 01/10/24 | W | Final dismissal decisions due to the Office of the Registrar for Fall 2023 Spring 2024 ND Roll Call available through January 23 (rollcall.nd.edu) GradApp available for Spring |
| 01/11/24 | R | Spring 2024 Registration begins for employees and new non-degree students Spring 2024 Registration begins for Saint Mary's and Holy Cross late adds |
| 01/12/24 | F | Rooms available at scheduling.nd.edu for events through May 5 |

Spring Semester Week 1

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|----------|-----|---|
| 01/14/24 | Sun | New student and readmit orientation and advising (by college and dept.) |
| 01/15/24 | M | Martin Luther King Day - University closed: no classes (except London Program) |
| 01/16/24 | T | Classes begin All Mod 3/Q3 and full semester classes begin at Notre Dame ROTC Student Activity code updated for Spring 2024 Fall Dean's List emails sent out to students |
| 01/17/24 | W | Spring 2024 student data early registration reported to National Student Clearinghouse |
| 01/18/24 | R | Work for incomplete Fall 2023 grades (I, F*) for Graduate School students due to |

Graduate School

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

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|----------|-----|---|
| 01/19/24 | F | Spring 2024 deadline for employee/spouses to submit application to HR to take a Spring class Spring 2024 deadline for Saint Mary's and Holy Cross students to apply to their home institution to take a Notre Dame class |
| 01/21/24 | Sun | Last day for undergraduate first year students to register |

Spring Semester Week 2

| | | |
|----------|---|--|
| 01/22/24 | M | Last day for Law students to add or drop courses Turn off Pass/Fail eForm for students at 5:00 p.m. |
| 01/23/24 | 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. |
| 01/24/24 | 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 and Holy Cross students without an ND class NR coded Turn on Participating Not Graduating (PN) eForm May GradAdmin opens to deans and departments |
| 01/26/24 | F | Delete classes from all inactivated students Spring 2024 first of term file to National Student Clearinghouse |

Spring Semester Week 3

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|----------|---|--|
| 01/29/24 | M | Email to Spring 2024 instructors regarding class rosters and course registration deadlines Certification of tuition sent for all students using VA Benefits in Spring |
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- 01/30/24 T 2024/2025 Undergraduate Bulletin to departments for corrections (Round 1)
 Latin Honors determined
 Latin Honors ran for January 2024 graduates
 Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2023 and Spring 2024 freeze
- 01/31/24 W List of students not returning to deans and departments

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

- 02/01/24 R Freeze Fall 2023 statistics (end of term)
 Freeze Spring 2024 statistics (beginning of term)
- 02/02/24 F Last day to drop Mod 3/Q3 classes (Graduate Business)
 "X" grade report to deans for Fall 2023

Spring Semester Week 4

- 02/05/24 M January Graduation official - no changes after this date
- 02/06/24 T Spring 2024 student data reported to National Student Clearinghouse
 Student classifications advanced into future term
- 02/07/24 W May GradAdmin closes for departments; remains open for Dean and Graduate department level revisions
- 02/09/24 F Begin mailing diplomas to January 2024 graduates
 Last day to drop a Saint Mary's class

Spring Semester Week 5

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|----------|---|---|
| 02/15/24 | R | Spring 2024 not returning students' NetID accounts suspended Incomplete grades (X, F*) for undergraduates converted to "F" grades for the Fall 2023 term, with dean consultation |
| 02/16/24 | F | Spring 2024 Official Final Exam information emailed to faculty and departments |

Spring Semester Week 6

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|----------|---|---|
| 02/20/24 | T | Spring 2024 student data reported to National Student Clearinghouse |
| 02/21/24 | W | May GradAdmin closes for Deans and Graduate department level users |
| 02/22/24 | R | May GradAdmin re-opens to Deans and Graduate level department users for revisions GradApp reminder to Summer 2023 graduates, January 2024 graduates, and 2024 May degree candidates. May degree candidates posted for review to https://commencement.nd.edu |

Spring Semester Week 7

| | | |
|----------------------------|------------|---|
| 02/26/24 | M | Summer 2024 CourseLeaf locked for room scheduling at 4:00 p.m. |
| 02/27/24 | T | Last class day Mod 3 classes (Graduate Business) |
| 02/28/24 to 03/01/24 | W F | Final exams for Mod 3 Graduate Business classes |
| 02/29/24 | R | Summer 2024 Classrooms viewable online by end of day Summer 2024 Courseleaf Publish Phase begins |

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

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|----------|---|--|
| 03/01/24 | F | Midterm grading available for faculty Information on midterm grading distributed to faculty |
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Spring Semester Week 8

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|----------|---|--|
| 03/04/24 | M | Graduate Business Spring Grow Irish Week (Interterm courses) |
| to | | |
| 03/08/24 | F | |

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|----------|---|---|
| 03/04/24 | M | Summer 2024 faculty salary formula letter emailed to deans, departments, budget and program directors Fall 2024 Courseleaf deadline for schedules to be validated and workflow started Fall 2024 Courseleaf schedules move to Refine Mode |
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| 03/05/24 | T | Spring 2024 student data to National Student Clearinghouse Email to deans requesting names of faculty who will serve during the Commencement Weekend as college Marshals |
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| 03/08/24 | F | 2024/2025 Undergraduate Bulletin materials due to the undergraduate deans (Round 1) from the departments Fall 2024 deadline for submission of proposals for new Core courses |
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|----------|-----|--------------|
| 03/09/24 | Sat | Spring Break |
| to | | |
| 03/17/24 | Sun | |

| | | |
|----------|---|--|
| 03/11/24 | M | Awards & Prizes submission for May Commencement Program available in Grad Admin Honor Society data requests for May Commencement Program emailed Midterm grades must be submitted by 3:45 p.m. for the following: <ul style="list-style-type: none">• Midterm grades submitted for all First Year students• Midterm deficiency grades submitted for upperclassmen• Midterm grade “no deficiency” confirmation from instructors |
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|----------|---|-------------------------------------|
| 03/11/24 | M | Fall 2024 Large Room Audit to deans |
| to | | |
| 03/13/24 | W | |

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|----------|---|--|
| 03/12/24 | T | Midterm grades viewable to students on insideND Midterm grades and deficiencies distributed to deans and department Inactivate Spring 2024 Graduates for the future term (GR code) |
|----------|---|--|

First Year students rolled into their correct college for Fall 2024

03/13/24 W Email current students information regarding Summer 2024 registration

03/15/24 F 2024/2025 Undergraduate Bulletin materials due to the Office of the Registrar (Round 1)

Spring Semester Week 9

03/18/24 M Email Spring class schedules to all students
Mod 4/Q4 classes begin

03/19/24 T Fall 2024 CourseLeaf schedules locked for room scheduling at 4:00 p.m.
Spring 2024 student data reported to the National Student Clearinghouse

03/20/24 W [Summer 2024 registration begins for all but summer study abroad \(all appointment times begin at 6:00 a.m.\)](#)
Executive Education – MB1 grades due

03/20/24 W
to
03/27/24 W Fall 2024 CourseLeaf Room Assignment phase

03/22/24 F Last day for course discontinuance
Last day to initiate Add/Drop eForm for students is 5:00 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

03/27/24 W [Summer 2024 registration begins for summer study abroad](#)

03/28/24 R Fall 2024 courses and room assignments viewable in PATH Class Search
Access to InsideND student services activated for students enrolling for Fall 2024 semester
Fall 2024 CourseLeaf Publish phase
Send Email message to student to check InsideND to obtain their Registration Time Ticket for Fall 2024 Registration
Turn on Advising Hold access in Advisor Admin - TENTATIVE

03/29/24 F [Good Friday; no classes](#)

Spring Semester Week 11

03/31/24 Sun Easter Sunday

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

04/01/24 M Student holiday - no classes
Turn on Final Exam Conflict eForm
Final exam schedules (by course, by instructor) posted
Final Exam notification emailed to faculty

04/02/24 T Spring 2024 student data reported to the National Student Clearinghouse

04/05/24 F Last day to drop Mod 4 Graduate Business classes

Spring Semester Week 12

Spring Semester Week 13

04/15/24 M [Fall 2024 Registration begins for rising undergraduate seniors](#)
Turn on Part-Time Approval eForm for students

04/16/24 T [Fall 2024 Registration begins for Graduate Business students](#)
Spring 2024 student data reported to National Student Clearinghouse

04/17/24 W [Fall 2024 Registration begins for rising undergraduate juniors](#)
Turn on Request for X-Grade eForm

04/18/24 R [Fall 2024 Registration begins for Graduate school students](#)
Awards & Prizes information due in Grad Admin for May Commencement Program

04/19/24 F [Fall 2024 Registration begins for rising undergraduate sophomores](#)

All undergraduate advisor changes must be completed in the corporate data

Spring Semester Week 14

| | | |
|----------|---|---|
| 04/22/24 | M | Veterans Benefit Election for enrollment certification opens for Summer Turn on credit hour Overload eForm for Fall 2024 Turn on NOVO Waitlisting for Fall 2024 classes |
| 04/23/24 | T | Executive Education – MBS grades due Course Instructor Feedback (CIF) begins -- through May 5 |
| 04/24/24 | W | Fall 2024 Registration begins for non-degree students, select study abroad programs, Saint Mary's College, and Holy Cross College students |
| 04/25/24 | R | Honor Society lists due in the Office of the Registrar for May Commencement Program |

Spring Semester Week 15

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|----------|---|---|
| 04/29/24 | M | Turn off Final Exam Conflict eForm at 8:00 a.m. |
| 04/30/24 | T | Spring 2024 student data to National Student Clearinghouse Summer 2024 "low enrollment" preliminary report to department chairs Last class day for Law School |

| M A Y | |
|---------|----------------------|
| | S M T W R F S |
| week 15 | 1 2 3 4 |
| Exams | 5 6 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 |

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|----------|---|---|
| 05/01/24 | W | Last class day Final grading available for faculty Grading instructions and final grade submission reminder letter to faculty |
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|----------------------------|--------------|---|
| 05/02/24 | R | Fall 2024 exam info reviewed with deans Registrar rooms available at scheduling.nd.edu for events through August 18 |
| 05/02/24 to 05/05/24 | R Sun | Reading days (no examinations permitted) |
| 05/03/24 to 05/11/24 | F Sat | Law School Final Exams |
| 05/06/24 to 05/10/24 | M F | Final Exams (no review sessions permitted) |
| 05/06/24 | M | Revised 2024/2025 Undergraduate Bulletin materials distributed to the departments (Round 2) |
| 05/10/24 | F | All Fall 2024 registration Advising Holds removed |
| 05/13/24 | M | Final grades due by 3:45 p.m. GradAdmin closes for Spring 2024 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 2024 approved exam schedules posted to the web |
| 05/14/24 | T | Dismissal lists due to the Registrar Dismissal letters and emails sent to students Final grading reports distributed to deans and departments Spring 2024 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) |
| 05/15/24 | W | Participating Not Graduating (PN) eForm turned off Spring 2024 Courseleaf schedules archived Faculty Marshal meeting for Commencement Weekend |
| 05/16/24 | R | Spring 2024 student data to National Student Clearinghouse |

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|----------|-----|---|
| 05/18/24 | Sat | Commencement Mass 5:00 p.m. |
| 05/19/24 | Sun | University Commencement Ceremony 9:00 a.m. |
| 05/20/24 | M | <p>Summer 2024 ND Roll Call available</p> <p>Summer 2024 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</p> <p>Posting of May degree recipients (including honors) to the system (non-law)</p> <p>Summer 2024 GradApp available</p> <p>Email Summer 2024 Class Schedules sent via infoburst to students with classes starting in the next week (sent weekly throughout summer through August 1)</p> <p>Late submission of Awards & Prizes available in Grad Admin for the Official Commencement Program</p> |
| 05/22/24 | W | May diplomas mailed out for students who could not attend commencement |
| 05/23/24 | R | <p>Spring 2024 Dismissal appeals due to the deans' offices</p> <p>Summer Session final grading for all sessions is available</p> |
| 05/27/24 | M | <p>Memorial Day Holiday (most offices closed) - classes are in session</p> <p>Spring 2024 Final grades are due for Law School</p> |
| 05/28/24 | T | <p>Summer 2024 "low enrollment" final report to department chairs to determine classes to be canceled</p> <p>Spring Dean's List emails sent out to students</p> |
| 05/30/24 | R | <p>Spring 2024 Dismissal decisions due to the Office of the Registrar</p> <p>Posting of Law May graduates (including honors) to the system</p> |
| 05/31/24 | F | Revised 2024/2025 Undergraduate Bulletin materials due to the undergraduate deans (Round 2) from the departments |

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

06/03/24 M [Fall 2024 Registration begins for readmitted students](#)
[Fall 2024 new Graduate School student registration begins and continues as they are admitted](#)

06/04/24 T Spring 2024 graduates reported to National Student Clearinghouse

6/05/24 W Last day to drop last summer course via NOVO
Summer 2024 turn on Discontinuance eForm

06/07/24 F Late submission of Awards & Prizes due in Grad Admin for the Official Commencement Program
Revised 2024/2025 Undergraduate Bulletin materials due to the Office of the Registrar (Round 2)

Summer Session Week 1

06/10/24 M Summer Session 2024 Classes begin for regular 6 week
Summer Session 1 grades due

06/11/24 T Summer Session 1 "Incomplete" grades due

06/13/24 R Work for incomplete Spring 2024 grades (I, F*) for Graduate School students due to Graduate School

06/14/24 F Summer Session 2024 last day to add regular 6 week classes

Summer Session Week 2

06/17/24 M May 2024 Graduation official - no changes after this date
Summer 2024 enrollment file reported to the National Student

Clearinghouse

06/18/24 T Summer Session 2024 last day to drop regular 6 week classes via the web with full refund

Summer Session Week 3

06/25/24 T Summer data reported to the National Student Clearinghouse
Summer GradAdmin opens to deans and departments

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

Summer Session Week 4

07/01/24 M Dean's List honor cut-off decision worksheet submitted to deans
Summer Session 2024 last day to drop regular 6 week classes without a W grade
Summer Session 2 grades due

07/02/24 T Summer Session 2 "Incomplete" grades due

07/04/24 R **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 2024 freeze
Freeze Spring 2024 statistics (end of term)

Summer Session Week 5

[Fall 2024 Registration begins for transfer students](#)

07/09/24 T Summer data reported to the National Student Clearinghouse

07/10/24 W Summer 2023, January and May 2024 graduates' NetID account suspended
Summer 2024 not returning students' NetID account suspended

Summer Session Week 6

| | | |
|----------------------------|------------|--|
| 07/16/24 | T | Certification of tuition sent for all students using VA Benefits in Summer Summer 2023, January and May 2024 graduates' NetID account suspended |
| 07/16/24 To 07/17/24 | T W | Fall 2024 Registration begins for incoming 1st year students |
| 07/19/24 | F | Summer Session last class day |

Summer Session Week 7

| | | |
|----------|---|--|
| 07/22/24 | M | Dean's List honor cut-off decision worksheet due to Registrar Summer Session 3 grades due |
| 07/23/24 | T | Summer Session 3 "Incomplete" grades due |
| 07/25/24 | R | Summer data reported to the National Student Clearinghouse |

Summer Session Week 8

| | | |
|----------|---|--|
| 07/29/24 | M | Regular 6 week Summer Session and online course grades must be submitted by 3:45 p.m. |
| 07/30/24 | T | Summer grades are available on insideND Summer grades to deans/departments |

The 2024/2025 Academic Services calendar will be completed by July 1, 2024.

**Office of the Registrar
300 Grace Hall**

<https://registrar.nd.edu>