

ACADEMIC SERVICES CALENDAR

2015-2016

OFFICE OF THE REGISTRAR

<http://registrar.nd.edu/pdf/asc2015-16.pdf>

Revised 1/19/2016

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	12	13
week 1		14	15	16	17	18	19	20
week 2		21	22	23	24	25	26	27
week 3		28	29	30				

- 06/02/15 T Summer 2015 student data reported to the National Student Clearinghouse
- 06/10/15 W Incomplete grades (I, F*) for Graduate School students converted to "F" grades for Spring 2015
Change Business intents for freshmen students to a major of "none"

Summer Session Week 1

- 06/15/15 M Classes begin for regular 6 week Summer Session 2015
IrishLink populated for Summer Session 2015
- 06/16/15 T May 2015 Graduation official - no changes after this date
Summer 2015 student data reported to the National Student Clearinghouse
- 06/17/15 W Spring 2015 (May graduates only) student data reported to the National Student Clearinghouse

06/18/15 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 2015 freeze
Final May graduation lists and academic history reports distributed to deans and departments

Summer Session Week 2

06/21/15 Sun Freeze Spring 2015 statistics (end of term)

06/22/15 M Last day to drop regular 6 week Summer Session classes via the web with full refund
Preliminary August degree candidates graduation lists sent to deans and departments for review, and academic history reports distributed to deans and departments

06/23/15 T Send Summer 2015 “cannot have taken” registration audit to assistant deans for review
August GradAdmin opens to deans and departments

Summer Session Week 3

06/30/15 T Summer 2015 student data reported to the National Student Clearinghouse

		J U L 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
		26	27	28	29	30	31	

07/01/15 W August GradAdmin closes at midnight for departments; remains open for dean level revisions
Preliminary August degree candidate revisions due to deans from departments in GradAdmin

07/03/15 Fri Independence Day Holiday, offices are closed

Dean's List honor cut-off decision worksheet submitted to deans

07/04/15 Sat Independence Day - most classes are cancelled
 Last day for students to drop regular 6 week Summer Session classes

Summer Session Week 4

07/06/15 M Summer Session 2 grades due

07/08/15 W August GradAdmin closes at midnight for deans

07/10/15 F Fall 2015 Departmental Exam room assignments posted to the web
 Revised August degree candidate lists distributed to deans and Departments
 Revised August degree candidates posted for review to <http://commencement.nd.edu/student-information/degree-candidate-list/>
 GradApp opens to August degree candidates for hometown and diploma name information
 August GradAdmin reopens for dean level revisions

Summer Session Week 5

07/13/15 M Summer 2015 GradAdmin re-opens to deans for revisions

07/14/15 T Summer 2015 student data reported to the National Student Clearinghouse

07/17/15 F August 2014, January and May 2015 graduate's NetID passwords disabled. Spring 2015 "no show" student's NetID passwords disabled

Summer Session Week 6

07/20/15 M On-line Summer Session final grading is available for faculty
 Information on Summer Session grading distributed to Faculty

07/24/15 F Regular 6 week Summer Session last class day
 Final Exam day for regular 6 week Summer Session
 GradApp closes to August degree candidates
 August GradAdmin closes at midnight

07/27/15 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.
Posting of August degree recipients (including honors) to the database

- 07/28/15 T Summer 2015 grades are available on insideND
Summer grades to deans/departments
Summer 2015 grades mailed to non-degree students home address
Summer 2015 student data reported to the National Student Clearinghouse**
- 07/29/15 W Display First Year student schedules
Add Grades Channel back to insideND for students (suppressed due to First Year of Studies schedule access)**
- 07/30/15 R 2015/2016 Undergraduate Bulletins distributed**

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

- 08/02/15 Sun August Graduation Date - No Ceremony**
- 08/03/15 M August 2014, January and May 2015 graduates' NetID accounts deleted
Spring 2015 "no show" students' NetID accounts deleted
IrishLink listserv populated for Fall 2015
Begin mailing diplomas to August 2015 graduates
August 2015 Degree Recipient student data reported to the National Student Clearinghouse**
- 08/06/15 R Spring 2016 tentative upcoming schedule of classes (TUSC) distributed to departments and posted on web
Spring 2016 eTUSC turned on for Round 1**
- 08/09/15 Sun Freeze Summer 2015 statistics (beginning of term)**

08/11/15	T	Summer 2015 student data reported to the National Student Clearinghouse
08/17/15	M	Orientation and advising for new graduate students (through August 18)
08/19/15	W	Orientation for new international students (through August 20) Fall 2015 ND Roll Call available through September 1 - (http://inside.nd.edu/ - then choose <i>ND Roll Call</i>)
08/20/15	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
08/21/15	F	Summer 2015 student data reported to the National Student Clearinghouse
08/22/15 to 08/23/15	Sat Sun	Orientation and advising for new freshmen (First Year of Studies)

Fall Semester Week 1

08/24/15	M	Registration begins for Employees and new non-degree students Advising and registration for readmitted students Fall classes begin for Law School and Graduate Business School Fall classes begin at Saint Mary's College 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 Spring 2016 eTUSC Round 1 turned off at 8:00 a.m.; begin synchronization and export to Banner Fall 2015 early registration file reported to the National Student Clearinghouse
08/25/15	T	Fall classes begin at Notre Dame Formal opening Mass of 2015/2016 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 13
08/26/15	W	Incomplete grades (I, F*) for Graduate School students converted to "F" grades for Spring and Summer 2015

- 08/27/15 R Email to students informing them of last day for schedule changes (Law and Graduate Business notified by their college/school)**
- 08/28/15 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 2015 classes**
- 08/30/15 Sun Last day for Saint Mary's College students to use web registration**
- 08/31/15 Mon Revised Spring 2016 TUSC distributed and posted to the web
Spring 2016 eTUSC turned on for Round 2
Saint Mary's student without an ND class inactivated**

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

Fall Semester Week 2

- 09/01/15 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
Turn off Seat Adjustment Allocation eForm for Fall 2015
ROTC Student Activity codes updated for Fall 2015
Email to students with classes who have not completed ND Roll Call
IrishLink listserv refreshed
August Graduation official - no changes after this date**
- 09/02/15 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
 Summer 2015 (only August graduates) student data reported to National Student Clearinghouse
 Fall 2015 "first of term" file to National Student Clearinghouse

- 09/03/15 R Email Fall 2015 class schedules to all students
- 09/04/15 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

- 09/07/15 M **Labor Day Holiday, most offices are closed, all classes are in session**
- 09/08/15 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 2015 and Summer Session 2015
 Fall 2015 student data reported to National Student Clearinghouse
- 09/09/15 W List of students not returning distributed to deans and departments
 Email to Fall 2015 instructors regarding class rosters and course registration deadlines

Fall Semester Week 4

- 09/15/15 T Fall 2015 student data reported to National Student Clearinghouse
- 09/18/15 F January GradAdmin closes at midnight for departments; remains open for dean level revisions

Fall Semester Week 5

- 09/21/15 M Spring 2016 eTUSC Round 2 turned off at 8:00 a.m.; begin synchronization and export to Banner

- 09/24/15 R Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2015 freeze
Incomplete grades (X, F*) for undergraduates converted to "F" grades for the Spring and Summer 2015 terms, with dean consultation
- 09/25/15 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

- 09/27/15 Sun Freeze Fall 2015 statistics (beginning of term)
- 09/28/15 M Preliminary January degree candidates lists due in the Office of the Registrar
January GradAdmin closes at midnight for deans
Revised Spring 2016 TUSC distributed and posted on the web
Spring 2016 eTUSC turned on for Round 3
Results of Spring 2016 large room audit (65+) distributed to departments
- 09/29/15 T Fall 2015 student data reported to National Student Clearinghouse

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

Fall Semester Week 7

- 10/07/15 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

10/09/15 F Summer 2016 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

10/13/15 T Fall 2015 student data reported to National Student Clearinghouse

10/14/15 W Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Summer Session 2015 freeze

10/17/15 Sat
to
10/25/15 Sun Fall Break

10/18/15 Sun Freeze Summer 2015 statistics (end of term)

10/19/15 M Mid-semester grades must be submitted through insideND by 3:45 p.m. for the following:

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

Summer School non-degree students' and Summer 2015 "no show" students' NetID passwords disabled
Email Spring 2016 instructors to request Instructor Course Descriptions (ICD) for Class Search
Spring 2016 eTUSC Round 3 turned off at 8:00 a.m.; final synchronization and export to Banner

10/20/15 T Mid-term Grades available on insideND
Email to undergraduate Freshmen and deficient upperclass to check InsideND for mid-term grades and deficiency report

10/21/15 W Mid-term grades mailed to student's home address
Mid-term grades and deficiencies to deans and departments

10/21/15 W Schedule Spring 2016 classrooms; new course forms not
to processed until after completion of scheduling
10/29/15 R

Fall Semester Week 9

- 10/26/15** **M** **Classes resume**
All undergraduate advisor changes must be completed in the corporate data
Summer 2016 eTUSC turned on
Email Fall class schedules to all students
- 10/27/15** **T** **Spring 2016 The Hours of Instruction book (pdf) posted to the web**
Fall 2015 student data reported to National Student Clearinghouse
- 10/28/15** **W** **Mail PIN's and PIN lists to departments and distribute to webfile space for Spring 2016 Registration**
Mail PIN lists to undergraduate deans for Spring 2016 Registration
Turn off Add/Drop eForms for students
Turn off Crosslist, Credit Hour, and Title Change eForms for students
- 10/29/15** **R** **Spring 2016 courses viewable in Class Search without room assignments**
Access to insideND Student Services activated for students enrolling for Spring 2016 semester
- 10/30/15** **F** **Last day for course discontinuance**
Send Email message to students to check insideND to obtain their registration Time Tickets for Spring 2016 Registration
Turn off Add/Drop eForms for deans
Turn off Crosslist, Credit Hour, and Title Change eForms for deans

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

Fall Semester Week 10

- 11/02/15** **M** **Kickoff Email re: advising period begins (permit and override entries)**

Email information to students on Leaves of Absence who are returning for Spring 2016

Turn on Graduating Semester Part-Time Approval eForm

11/06/15 F Fall 2015 Final Exam room assignments to departments and posted to the web at - <http://registrar.nd.edu/students/exams.php>
Turn on Final Exam Conflict eForm

Fall Semester Week 11

11/09/15 M General purpose rooms available at scheduling.nd.edu for events dated through January 12

11/10/15 T Fall 2015 student data reported to National Student Clearinghouse

11/12/15 R Summer 2015 non-degree students and “no show” students’ NetID accounts deleted
Spring 2016 classroom assignment information viewable in Class Search and Online Photo; room assignments official

Fall Semester Week 12

11/16/15 M [Spring 2016 Registration begins for undergraduate seniors](#)
Summer 2016 eTUSC turned off; begin synchronization and export to Banner

11/18/15 W [Spring 2016 Registration begins for undergraduate juniors](#)

11/20/15 F [Spring 2016 Registration begins for Graduate School, Law, and Master of Nonprofit Administration students](#)
Summer 2016 courses viewable on Summer Session web site
<http://summersession.nd.edu>

Fall Semester Week 13

11/23/15 M [Spring 2016 Registration begins for undergraduate sophomores](#)

11/24/15 T Fall 2015 student data reported to National Student Clearinghouse

11/25/15 W
to
11/29/15 Sun [Thanksgiving Holiday for students](#)

11/30/15 M Classes resume
Spring 2016 Registration begins for undergraduate First Year

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

Fall Semester Week 14

12/01/15 T Course Instructor Feedback (CIF) begins -- through Dec. 13

12/02/15 W **Spring 2016 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 Fall 2015

12/04/15 F Summer 2016 courses viewable in Class Search
 Access to insideND Student Services activated for students enrolling for Summer 2016 semester

Fall Semester Week 15

12/07/15 M Turn off Final Exam Conflict eForm

12/08/15 T Fall 2015 student data reported to National Student Clearinghouse

12/09/15 W On-line Final grading is available for faculty using insideND
 Grading instructions and final grade submission reminder letter to faculty
 Turn on Request for X-Grade eForm

12/10/15 R Last class day for the Fall Semester
 January GradAdmin closes for Fall 2015

- 12/11/15 F Spring 2016 Final & Departmental Exam schedules to deans for review; posted on web immediately after review
- 12/11/15 F Reading days
- to
- 12/13/15 Sun
- 12/14/15 M Fall Final Exams
- to
- 12/18/15 F
- 12/18/15 F Spring 2016 Departmental Exam room assignments posted to the web
- 12/21/15 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
- 12/22/15 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 2015 grades available on insideND
Posting of January 2016 degree recipients to the database
Fall 2015 student data reported to National Student Clearinghouse
- 12/24/15 R University Holiday for staff
- to
- 01/03/16 Sun

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

- 01/03/16 Sun Dismissal appeals due to the deans' offices
January Graduation date - no ceremony
- 01/04/16 M IrishLink listserv populated for Spring 2016
Fall 2016 Tentative Upcoming Schedule of Classes (TUSC) distributed
and posted to the web
Fall 2016 eTUSC turned on for Round 1
- 01/05/16 T January 2016 Degree Recipient student data reported to the National
Student Clearinghouse
- 01/06/16 W Spring 2016 ND Roll Call available through January 19
(<http://inside.nd.edu>)
Average listings distributed to deans and departments
Grades/transcripts to deans and departments
- Spring Semester Week 1*
- 01/10/16 Sun Final dismissal decisions due to the Office of the Registrar for Fall 2015
- 01/11/16 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 1
IrishLink updated for Spring 2016
- 01/12/16 T Spring classes begin at Notre Dame
Spring 2016 student data early registration reported to National Student
Clearinghouse
- 01/15/16 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 2016 classes

Spring Semester Week 2

- 01/17/16 Sun Last day for Saint Mary's students to use web registration

- 01/18/16 M** Email to students with classes who have not completed ND Roll Call
 Saint Mary's student without an ND class inactivated
 Email Spring class schedules to all students
 Email sent to department contacts requesting Commencement Weekend non-diploma ceremony events
 Turn off Graduating Semester Part-Time Approval eForm for students
- 01/19/16 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
 Turn off Seat Adjustment Allocation eForm
 All diploma name changes for January degree candidates due in the Office of the Registrar
 GradApp closes to January degree candidates
 IrishLink listserv refreshed
- 01/20/16 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
 Send Spring 2016 "cannot have taken" registration audit to assistant deans for review
 Incomplete grades (I, F*) for Graduate School students converted to "F" grades for Fall 2015
 Spring 2016 "first of term" file to National Student Clearinghouse
- 01/21/16 R** Revised Summer 2016 TUSC distributed and posted on the web with final course changes emailed to sumsess.1@nd.edu between January 22 and February 22
- 01/22/16 F** Official Leaves of Absence report distributed to appropriate offices
 Email to students confirming Leaves of Absence
 Off-campus program reports to deans

Spring Semester Week 3

- 01/25/16 M** Latin Honors determined

“X” grade report to deans for Fall 2015

Fall 2016 eTUSC Round 1 turned off at 8:00 a.m.; begin synchronization and export to Banner

- 01/26/16 T ROTC Student Activity code updated for Spring 2016
Preliminary May degree candidates’ graduation lists sent to deans and departments for review, and academic history reports distributed to deans and departments
Preliminary 2016/2017 Undergraduate Bulletin to deans for corrections
May GradAdmin opens to deans and departments
Spring 2016 student data reported to the National Student Clearinghouse
Participating Not Graduating (PN) eForm turned on**

- 01/27/16 W List of students not returning to deans and departments
Email to Spring 2016 instructors regarding class rosters and course registration deadlines**

F E B R U A R 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					

Spring Semester Week 4

- 02/01/16 M January Graduation official - no changes after this date
Revised Fall 2016 TUSC distributed and posted to the web
Fall 2016 eTUSC turned on for Round 2
Fall 2015 (only January graduates) student data reported to National Student Clearinghouse**

- 02/02/16 T Begin mailing diplomas to January 2016 graduates**

- 02/03/16 W Commencement Weekend non-diploma ceremony event information due to the Office of the Registrar**

**02/04/16 R Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2015 freeze
Final January graduation lists and academic history reports distributed to deans and departments**

**02/05/16 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

02/07/16 Sun Freeze Fall 2015 statistics (end of term)

02/08/16 M Summer 2016 faculty salary formula letter emailed to deans, departments, budget and program directors

02/09/16 T Spring 2016 student data reported to the National Student Clearinghouse

02/10/16 W Preliminary Commencement Weekend diploma ceremony locations determined

**02/11/16 R Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Spring 2016 freeze
Incomplete grades (X, F*) for undergraduates converted to "F" grades for the Fall 2015 term, with dean consultation**

**02/12/16 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

02/14/16 Sun Freeze Spring 2016 statistics (beginning of term)

02/16/16 T Fall 2015 "No Show" students' NetID passwords disabled

Spring Semester Week 7

**02/22/16 M Fall 2016 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

- 02/23/16 T Spring 2016 student data reported to the National Student Clearinghouse
- 02/24/16 W Summer 2016 revised TUSC distributed and posted to the web
- 02/26/16 F Letters to deans requesting names of faculty who will serve during the Commencement Weekend as college Marshals
Mid-term grading available for faculty using insideND
Information on mid-term grading distributed to faculty
May degree candidates posted for review to:
<http://commencement.nd.edu>
Revised May graduation list distributed to deans and departments
May GradAdmin re-opens to deans for revisions
GradApp opens to August 2015 graduates, January 2016 graduates, and May 2016 degree candidates
Results of Fall 2016 large room audit (65+) distributed to departments

Spring Semester Week 8

- 02/29/16 M Email current students information regarding Summer 2016 registration
Fall 2016 eTUSC round 3 turned on for final course changes based on audits and reports

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

- 03/01/16 T Fall 2015 "No Show" students' NetID passwords deleted
- 03/02/16 W Summer 2016 The Hours of Instruction book (pdf) posted to the web
- 03/04/16 F 2016/2017 Undergraduate Bulletin materials due to the Office of the Registrar (Round 1)

03/05/16 to 03/13/16	Sat Sun	Spring Break
03/07/16	M	Mid-semester grades must be submitted through insideND by 3:45 p.m. for the following: <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
03/08/16	T	Mid-term grades available on insideND Email undergraduate Freshmen and deficient upperclass to check insideND for mid-term grades and deficiency report Spring 2016 student data reported to National Student Clearinghouse
03/09/16	W	Mid-term grades mailed to student's home address Mid-term grades and deficiencies distributed to deans and departments
03/11/16	F	All undergraduate advisor changes must be completed in the corporate data

Spring Semester Week 9

03/14/16	M	Classes resume Email Fall 2016 instructors to request Instructor Course Descriptions for Class Search Fall 2016 eTUSC turned off at 8:00 a.m.; final synchronization and export of Round 3 to Banner Email Spring class schedules to all students
03/15/16	T	Turn on Summer Session Discontinuance eForm
03/16/16	W	Summer 2016 registration begins (all appointment times begin at 5 a.m.) Graduation Fair (Notre Dame Hammes Bookstore) Turn off Add/Drop eForm for students Turn off Cross list, Credit Hour, Title Change eForms for students
03/17/16	R	GradApp closed to students
03/17/16 to 03/24/16	R R	Schedule Fall 2016 classrooms; all new courses held until after completion of scheduling

03/18/16 F Last day for course discontinuance
 PIN sheets and PIN lists to departments for Fall 2016 Registration (excludes rising Sophomores)
 PIN lists to undergraduate deans for Fall 2016 Registration (excludes rising Sophomores)
 Awards & Prizes Google form for May Commencement Program turned on
 Turn off Add/Drop eForm for deans
 Turn off Cross list, Credit Hour, Title Change eForms for deans

Spring Semester Week 10

03/21/16 M Email information to students on Leaves of Absence who are returning for Fall 2016
 Updated Commencement Weekend diploma ceremony locations communicated to contacts, if changes were necessary
 Turn on Graduating Semester Part-Time Approval eForm

03/22/16 T Spring 2016 student data reported to National Student Clearinghouse

03/23/16 W Honor Society data requests for May Commencement Program emailed

03/24/16 R Fall 2016 courses viewable in Class Search
 Access to insideND Student Services activated for students enrolling for Fall 2016 semester

03/25/16 F **Easter Holiday for students and most offices (Good Friday)**

Spring Semester Week 11

03/27/16 Sun **Easter Sunday**

03/28/16 M **Easter Holiday for students (most offices are open)**
 Fall 2016 The Hours of Instruction book (pdf) posted to the web

03/29/16 T Kickoff Email to departments re: advising period begins (permit and override entries)
 Send email message to students to check insideND to obtain their Registration Time Ticket for Fall 2016 Registration

03/31/16 R Rising Sophomore PIN's and PIN lists to First Year of Studies

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

04/01/16 F Rising Sophomore PIN's and PIN lists to departments for Fall 2016 registration (from First Year of Studies)
Rising Sophomore PIN lists to undergraduate deans for Fall 2016 registration (from First Year of Studies)

04/02/16 Sat Fall 2015 "No Show" students' NetID accounts deleted

Spring Semester Week 12

04/05/16 T Spring 2016 student data reported to National Student Loan Clearinghouse

04/08/16 F Fall 2016 classroom information viewable in Class Search and in Online Photo; room assignments official

Spring Semester Week 13

04/11/16 M [Fall 2016 Registration begins for undergraduate seniors](#)

04/12/16 T Honor Society lists due in the Office of the Registrar for May Commencement Program

04/13/16 W [Fall 2016 Registration begins for undergraduate juniors](#)
Spring 2016 Final Exam room assignments to departments and posted to the web
Turn on Final Exam Conflict eForm

04/14/16 R Awards & Prizes Google form turned off

04/15/16 F [Fall 2016 Registration begins for Graduate, Law, and Master of Nonprofit Administration students](#)

Spring Semester Week 14

- 04/18/16 M **Fall 2016 Registration begins for undergraduate sophomores**
General purpose rooms available at scheduling.nd.edu for events through August 23
- 04/19/16 T Summer 2016 “low enrollment” preliminary report to department chairs
Course Instructor Feedback (CIF) begins -- through May 1
Spring 2016 student data reported to National Student Clearinghouse
- 04/20/16 W **Fall 2016 Registration begins for non-degree and select study abroad programs**
Turn on Seat Adjustment Allocation eForm

Spring Semester Week 15

- 04/25/16 M Turn off Final Exam Conflict eForm
- 04/27/16 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 2016
Turn on Request for X-Grade eForm
- 04/28/16 R Fall 2016 Departmental and Final Exam schedules to deans for review and posted on web
- 04/28/16 R
to
05/01/16 Sun Reading days
- 04/29/16 F Summer 2016 classroom assignments viewable in Class Search and Online Photo; room assignments official

M A Y							
Exams	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	21
	22	23	24	25	26	27	28
	29	30	31				

05/02/16	M	Final Exams
to 05/06/16	F	
05/03/16	T	Revised 2016/2017 Undergraduate Bulletin materials distributed to the deans (round 2) Spring 2016 student data reported to National Student Clearinghouse
05/09/16	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
05/10/16	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
05/11/16	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
05/12/16	R	Spring 2016 student data reported to National Student Clearinghouse
05/12/16	R	University Commencement Ceremony ticket distribution
to 05/13/16	F	
05/13/16	F	Posting of May degree recipients (including honors) to the database
05/14/16	Sat	Graduate School Ceremony Law School Ceremony

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

05/15/16	Sun	University Commencement Ceremony 9:00 a.m. (TBD) Undergraduate Diploma Ceremonies (early afternoon – various locations)
05/16/16	M	Summer 2016 ND Roll Call available Summer 2016 “low enrollment” follow-up report to department chairs Participating Not Graduating (PN) eForm turned off
05/17/16	T	Suppress the display of incoming First Year student schedules for schedule changes. Grades channel for First Year students suppressed May 2016 Degree recipient student data to National Student Clearinghouse
05/18/16	W	Grades to deans/departments Average listings to deans/departments
05/19/16	R	Dismissal appeals due to the deans’ offices
05/24/16	T	Summer 2016 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 2016 “low enrollment” final report to department chairs to determine classes to be cancelled
05/26/16	R	Dismissal decisions due to the Office of the Registrar for Spring 2016
05/27/16	F	Revised 2016/2017 Undergraduate Bulletin materials due to the Office of the Registrar (Round 2)
05/30/16	M	Memorial Day Holiday (most offices closed) - classes are in session
05/31/16	T	New graduate student Fall 2016 registration begins and continues as they are admitted

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		

- 06/07/16 T Summer schedules emailed to students
- 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 Loan 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

- 06/21/16 T Send Summer 2016 “cannot have taken” registration audit to assistant deans for review
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
- 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

The 2016/2017 Academic Services calendar will be completed before July 1, 2016.

*Office of the Registrar
300 Grace Hall*

<http://registrar.nd.edu/pdf/asc2015-16.pdf>