

ACADEMIC SERVICES CALENDAR

2017-2018

OFFICE OF THE REGISTRAR

<http://registrar.nd.edu/pdf/asc2017-18.pdf>

Revised 7/19/2017

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

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

- 06/01/17 R Dismissal decisions due to the Office of the Registrar for Spring 2017
- 06/02/17 F Revised 2017/2018 Undergraduate Bulletin materials due to the Office of the Registrar (Round 2)
- 06/06/17 T New graduate student Fall 2017 registration begins and continues as they are admitted
- 06/08/17 R Spring 2017 graduates reported to National Student Clearinghouse
- 06/14/17 W Incomplete grades (I, F*) for Graduate School students converted to "F" grades for Spring 2017
Change Business intents for freshmen students to a major of "none"

Summer Session Week 1

- 06/19/17 M Classes begin for regular 6 week Summer Session 2017
IrishLink Summer updated with Summer Session 2017
- 06/20/17 T May 2017 Graduation official - no changes after this date

**06/22/17 R Last day to add regular 6 week Summer Session classes
Deadline for all changes to be into the Office of the Registrar that affect the corporate data for Spring 2017 freeze
Final May graduation lists and academic history reports distributed to deans and departments**

Summer Session Week 2

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

**06/26/17 M Last day to drop regular 6 week Summer Session classes via the web with full refund
Summer 2017 “first of term” student data reported to the National Student Clearinghouse**

**06/27/17 T Preliminary Summer degree candidates graduation lists sent to deans and departments for review, and academic history reports distributed to deans and departments
Summer GradAdmin opens to deans and departments**

06/30/17 F Dean’s List honor cut-off decision worksheet submitted to deans

		J U L Y						
		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 4

07/04/17 T Independence Day - offices are closed, most classes are cancelled

07/05/17 W Summer 2017 student data reported to the National Student Clearinghouse

07/07/17 F Fall 2017 Departmental Exam room assignments official
 Summer GradAdmin closes @midnight to departments; remains open to Deans
 Preliminary Summer degree candidate revisions due to the deans from the departments in GradAdmin
 Summer Session grades due (for courses ending in June)

07/08/17 Sat Last day for students to drop regular 6 week Summer Session classes

Summer Session Week 5

07/10/17 M Veteran request form for Enrollment Certification opens for fall

07/12/17 W Summer GradAdmin closes at midnight for deans

Summer Session Week 6

07/17/17 M Revised Summer degree candidate lists distributed to deans and Departments
 Revised Summer degree candidates posted for review to <http://comencement.nd.edu/student-information/degree-candidate-list/>
 GradApp opens to Summer degree candidates for hometown and diploma name information
 Summer GradAdmin reopens for dean level revisions

07/18/17 T Summer 2017 student data reported to the National Student Clearinghouse

07/19/17 W Summer 2016, January and May 2017 graduate's NetID passwords disabled. Spring 2017 "no show" student's NetID passwords disabled

07/20/17 R On-line Summer Session final grading is available for faculty

07/24/17 M Dean's List honor cutoff decisions due to Office of the Registrar
 Information on Summer Session grading distributed to Faculty

07/27/17 R Summer 2017 student data reported to the National Student Clearinghouse

07/28/17 F Regular 6 week Summer Session last class day
 Final Exam day for regular 6 week Summer Session
 GradApp closes to Summer degree candidates

Summer GradAdmin closes at midnight
Summer degree candidate diploma name changes due to the Registrar

- 07/31/17 M IrishLink listserv populated for Fall 2017**
Regular 6 week Summer Session grades must be submitted through insideND by 3:45 p.m.
Latin Honors ran for Summer graduates
Pre-certification for Graduate students using VA Benefits

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

- 08/01/17 T Summer 2017 grades are available on insideND**
Summer grades to deans/departments
Summer 2017 grades mailed to non-degree students home address
- 08/04/17 F Posting of Summer degree recipients (including honors) to the database**
Provisional Fall Final Exam Information and official Department Exam information sent to faculty and departments
- 08/06/17 Sun Summer Graduation Date - No Ceremony**
- 08/07/17 M Spring 2018 tentative upcoming schedule of classes (TUSC) distributed to departments and posted on web**
Spring 2018 eTUSC turned on for Round 1
Begin mailing diplomas to Summer 2017 graduates
- 08/08/17 T Summer 2017 Degree Recipients student data reported to the National Student Clearinghouse**
- 08/09/17 W 2017/2018 Undergraduate Bulletins distributed**
2017/2018 VA State Approving Agency Catalog/bulletin requests sent out to departments

08/13/17	Sun	Freeze Summer 2017 statistics (beginning of term)
08/14/17	M	Orientation and advising for new graduate students (through August 15)
08/15/17	T	Summer 2016, January and May 2017 graduates' NetID accounts delete Spring 2017 "no show" students' NetID accounts deleted
08/16/17	W	Orientation for new international students (through August 17) Fall 2017 ND Roll Call available through August 29 - (http://inside.nd.edu/ - then search <i>ND Roll Call</i>)
08/17/17	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 Registration for readmitted students
08/19/17 to 08/20/17	Sat Sun	Orientation and advising for new freshmen (First Year of Studies)

Fall Semester Week 1

08/21/17	M	Registration begins for Employees and new non-degree students Advising and orientation 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
08/22/17	T	Fall classes begin at Notre Dame General purpose rooms available at scheduling.nd.edu for events through December 12 Fall 2017 early registration file reported to the National Student Clearinghouse
08/23/17	W	Incomplete grades (I, F*) for Graduate School students converted to "F" grades for Spring and Summer 2017
08/24/17	R	Email to students informing them of last day for schedule changes (Law and Graduate Business notified by their college/school)
08/25/17	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 2017 classes

08/26/17 S 175th Anniversary Opening Mass and picnic (trail.nd.edu)

Fall Semester Week 2

08/27/17 Sun Last day for Saint Mary's College students to use web registration

**08/28/17 M Saint Mary's students without an ND class inactivated
Spring 2018 eTUSC Round 1 turned off at 9:00 a.m.; begin synchronization and export to Banner
Turn off Graduating Semester Part-Time Approval eForm for students**

**08/29/17 T Last day to add Fall classes
Last day to use web registration (until midnight)
Last day to complete ND Roll Call (until midnight)
Last day to declare pass/fail option in deans' offices
Last day to declare part-time status in deans' offices
Last day to declare audits
Last day to initiate Seat Adjustment Allocation eForm for Fall 2017
ROTC Student Activity codes updated for Fall 2017
Email to students with classes who have not completed ND Roll Call
Summer Graduation official - no changes after this date
Summer 2017 (only Summer graduates) student data reported to National Student Clearinghouse**

**08/30/17 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
Turn off Graduating Semester Part-Time Approval eForm for deans
IrishLink listserv refreshed**

**08/31/17 R Email Fall 2017 class schedules to all students
Fall 2017 "first of term" file to National Student Clearinghouse**

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

09/01/17 F Official Leaves of Absence report distributed to appropriate offices
 Email to students confirming Leaves of Absence
 Off-Campus program reports distributed to deans
 Turn off Summer Session Discontinuance eForm

Fall Semester Week 3

09/04/17 M **Labor Day Holiday, most offices are closed, all classes are in session**

09/05/17 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 2017 and Summer Session 2017
 Fall 2017 student data reported to National Student Clearinghouse
 Revised Spring 2018 TUSC distributed and posted to the web
 Spring 2018 eTUSC turned on for Round 2

09/06/17 W List of students not returning distributed to deans and departments
 Email to Fall 2017 instructors regarding class rosters and course registration deadlines

09/08/17 F Certification begins for all students using VA Benefits for fall
 2017/2018 VA State Approving Agency Catalog/bulletin requests due to Registrar from the departments

Fall Semester Week 4

09/15/17 F January GradAdmin closes at midnight for departments; remains open for dean level revisions
 IrishLink listserv refreshed

Fall Semester Week 5

- 09/19/17 T Fall 2017 student data reported to National Student Clearinghouse**
- 09/21/17 R Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2017 freeze
Incomplete grades (X, F*) for undergraduates converted to "F" grades for the Spring and Summer 2017 terms, with dean consultation**
- 09/22/17 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

- 09/24/17 Sun Freeze Fall 2017 statistics (beginning of term)**
- 09/25/17 M Preliminary January degree candidates lists due in the Office of the Registrar
January GradAdmin closes at midnight for deans
Spring 2018 eTUSC Round 2 turned off at 9:00 a.m.; begin synchronization and export to Banner**

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

- 10/02/17 M Revised Spring 2018 TUSC distributed and posted on the web
Spring 2018 eTUSC turned on for Round 3**

Results of Spring 2018 large room audit (65+) distributed to departments

10/03/17	T	Fall 2017 student data reported to National Student Clearinghouse
10/04/17	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
10/06/17	F	Summer 2018 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 Official Final Exam information sent to faculty and departments
<i>Fall Semester Week 8</i>		
10/11/17	W	Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Summer Session 2017 freeze
10/14/17 to 10/22/17	Sat Sun	Fall Break
10/15/17	Sun	Freeze Summer 2017 statistics (end of term)
10/16/17	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 Spring 2018 eTUSC Round 3 turned off at 9:00 a.m.; final synchronization and export to Banner
10/17/17	T	Mid-term Grades viewable to students on insideND Email to undergraduate Freshmen and deficient upperclass to check insideND for mid-term grades and deficiency report Fall 2017 student data reported to National Student Clearinghouse
10/18/17	W	Mid-term grades mailed to student's home address Mid-term grades and deficiencies to deans and departments

- 10/18/17 W Schedule Spring 2018 classrooms; new course forms not processed
to until after completion of scheduling
10/26/17 R
- 10/21/17 Sat Summer School non-degree students' and Summer 2017 "no show"
students' NetID passwords disabled

Fall Semester Week 9

- 10/23/17 M Classes resume
All undergraduate advisor changes must be completed in the corporate
data
Summer 2018 eTUSC turned on

Email Fall class schedules to all students
- 10/24/17 T Spring 2018 The Hours of Instruction book (pdf) posted to the web
- 10/25/17 W Mail PIN's and PIN lists to departments and distribute to webfile space
for Spring 2018 Registration
Mail PIN lists to undergraduate deans for Spring 2018 Registration
Last day to initiate Add/Drop eForms for students
Last day to initiate Crosslist, Credit Hour, and Title Change eForms for
students
- 10/26/17 R Spring 2018 courses viewable; room assignments unofficial
Access to insideND Student Services activated for students enrolling for
Spring 2018 semester
Email Spring 2018 instructors to request Instructor Course Descriptions
(ICD) for Class Search
- 10/27/17 F Last day for course discontinuance
Send Email message to students to check insideND to obtain their
registration Time Tickets for Spring 2018 Registration
Turn off Add/Drop eForms for deans
Turn off Crosslist, Credit Hour, and Title Change eForms for deans

Fall Semester Week 10

- 10/30/17 M Kickoff Email re: advising period begins (permit and override entries)
Email information to students on Leaves of Absence who are returning for
Spring 2018
Turn on Graduating Semester Part-Time Approval eForm

Turn on Final Exam Conflict eForm

10/31/17 T Fall 2017 student data reported to National Student Clearinghouse

N O V E M B E R							
	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	22	22	23	24	25
week 14	26	27	28	29	30		

11/03/17 F Fall 2017 Final Exam room assignments to departments and posted to the web at - <http://registrar.nd.edu/students/exams.php>

Fall Semester Week 11

11/06/17 M General purpose rooms available at scheduling.nd.edu for events date through January 15

11/09/17 R Spring 2018 classroom assignments official

Fall Semester Week 12

11/13/17 M [Spring 2018 Registration begins for undergraduate seniors](#)
Summer 2018 eTUSC turned off; begin synchronization and export to Banner

11/14/17 T Fall 2017 student data reported to National Student Clearinghouse
Summer 2017 non-degree students and “no show” students’ NetID accounts deleted

11/15/17 W [Spring 2018 Registration begins for undergraduate juniors](#)

11/16/17 R [Spring 2018 Registration begins for Graduate School, Law, and Master of Nonprofit Administration students](#)
Summer 2018 courses viewable on Summer Session web site

11/17/17 F **Spring 2018 Registration begins for undergraduate sophomores**

Fall Semester Week 13

11/20/17 M **Spring 2018 Registration begins for undergraduate First Year**

11/22/17 W Turn on Request for X-Grade eForm

11/22/17 W
to
11/26/17 Sun **Thanksgiving Holiday for students**

Fall Semester Week 14

11/27/17 M **Classes resume**
Veteran request form for enrollment certification opens for Spring
Turn on Seat Adjustment Allocation eForm for Spring 2018

11/28/17 T **Course Instructor Feedback (CIF) begins -- through Dec. 10**
Fall 2017 student data reported to National Student Clearinghouse
Last day for undergraduate First Year to register for Spring 2018

11/29/17 W **Spring 2018 Registration begins for non-degree and select study abroad programs**

	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
Break	17	18	19	20	21	22	23
Break	24	25	26	27	28	29	30
Break	31						

Fall Semester Week 15

12/04/17	M	Turn off Final Exam Conflict eForm
12/06/17	W	On-line Final grading is available for faculty using insideND Grading instructions and final grade submission reminder letter to faculty
12/07/17	R	Last class day for the Fall Semester January GradAdmin closes for Fall 2017
12/08/17	F	Spring 2018 Final & Departmental Exam schedules to deans for review; posted on web immediately after review
12/08/17 to 12/10/17	F Sun	Reading days (no examinations permitted)
12/11/17	M	Summer 2018 courses available through insideND Access to insideND Student Services activated for students enrolling for Summer 2018 semester
12/11/17 to 12/15/17	M F	Fall Final Exams (no review sessions permitted)
12/12/17	T	Fall 2017 student data reported to National Student Clearinghouse
12/18/17	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 Pre-certification for Graduate students using VA Benefits
12/19/17	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 2017 grades viewable to students on insideND
12/21/17	R	Fall 2017 student data reported to National Student Clearinghouse Spring 2018 Departmental Exam room assignments posted to the web
12/22/17 to 01/01/18	F Mon	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	13
week 1	14	15	16	17	18	19	20
week 2	21	22	23	24	25	26	27
week 3	28	29	30	31			

- 01/02/18 T Dismissal appeals due to the deans' offices
- 01/05/18 F Posting of January 2018 degree recipients to the database
Provisional Spring Final Exam information and official Departmental Exam information sent to faculty and departments
- 01/07/18 Sun January Graduation date - no ceremony
- 01/08/18 M IrishLink listserv populated for Spring 2018
Fall 2018 Tentative Upcoming Schedule of Classes (TUSC) distributed and posted to the web
Fall 2018 eTUSC turned on for Round 1
January 2018 Degree Recipient student data reported to the National Student Clearinghouse
- 01/09/18 T Final dismissal decisions due to the Office of the Registrar for Fall 2017
- 01/10/18 W Spring 2018 ND Roll Call available through January 23 (<http://inside.nd.edu>)
Average listings distributed to deans and departments
Grades/transcripts to deans and departments
- 01/12/18 F January 2018 Degree Recipient student data reported to the National Student Clearinghouse (2nd round)

Spring Semester Week 1

- 01/15/18 M New student orientation and advising (by college and dept.)
New student registration begins
Registration begins for employees and new non-degree students
Spring classes begin for Law School and Graduate Business

Spring classes begin at Saint Mary's College
 Late registration of Saint Mary's students for ND classes
 General purpose rooms available at scheduling.nd.edu for events
 through May 6
 IrishLink updated for Spring 2018

- 01/16/18 T Spring classes begin at Notre Dame
 Spring 2018 student data early registration reported to National Student Clearinghouse
- 01/19/18 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 2018 classes

Spring Semester Week 2

- 01/21/18 Sun Last day for Saint Mary's students to use web registration
- 01/22/18 M Email to students with classes who have not completed ND Roll Call
 Saint Mary's student without an ND class inactivated
 Email sent to department contacts requesting Commencement Weekend non-diploma ceremony events
 Turn off Graduating Semester Part-Time Approval eForm for students
- 01/23/18 T Last day to add Spring classes
 Last day to use web registration (until midnight)
 Last day to complete ND Roll Call (until midnight)
 Last day to declare pass/fail option in deans' offices
 Last day to declare part-time status in deans' offices
 Last day to declare an audit
 Last day to initiate Seat Adjustment Allocation eForm for Spring
- 01/24/18 W Delete students from Class Lists who did not complete ND Roll Call for Spring
 Delete and send letters to students denied enrollment, as directed by Student Accounts
 Turn on Add/Drop eForm for students
 Turn on Cross list, Credit Hour, Title Change eForms for students
 Turn off Graduating Semester Part-Time Approval eForm for deans
 Incomplete grades (I, F*) for Graduate School students converted to "F" grades for Fall 2017
 Email Spring class schedules to all students

IrishLink listserv refreshed

- 01/25/18 R Revised Summer 2018 TUSC distributed and posted on the web with final course changes emailed to sumsess.1@nd.edu between January 26 and February 26
Spring 2018 “first of term” file to National Student Clearinghouse
- 01/26/18 F Official Leaves of Absence report distributed to appropriate offices
Email to students confirming Leaves of Absence
Off-campus program reports to deans
All diploma name changes for January degree candidates due in the Office of the Registrar
GradApp closes to January degree candidates

Spring Semester Week 3

- 01/29/18 M Latin Honors determined
Latin Honors ran for January 2018 graduates
“X” grade report to deans for Fall 2017
Fall 2018 eTUSC Round 1 turned off at 9:00 a.m.; begin synchronization and export to Banner
- 01/30/18 T ROTC Student Activity code updated for Spring 2018
Preliminary May degree candidates’ graduation lists sent to deans and departments for review, and academic history reports distributed to deans and departments
Preliminary 2018/2019 Undergraduate Bulletin to deans for corrections
May GradAdmin opens to deans and departments
Spring 2018 student data reported to the National Student Clearinghouse
Participating Not Graduating (PN) eForm turned on
- 01/31/18 W List of students not returning to deans and departments
Email to Spring 2018 instructors regarding class rosters and course registration deadlines
Certification begins for students using VA Benefits for spring

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			

02/02/18 F IrishLink listserv refresh

Spring Semester Week 4

02/05/18 M January Graduation official - no changes after this date
Revised Fall 2018 TUSC distributed and posted to the web
Fall 2018 eTUSC turned on for Round 2

02/06/18 T Begin mailing diplomas to January 2018 graduates
Spring 2018 student data reported to the National Student Clearinghouse

02/08/18 R Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2017 freeze
Final January graduation lists and academic history reports distributed to deans and departments

02/09/18 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

02/11/18 Sun Freeze Fall 2017 statistics (end of term)

02/12/18 M Summer 2018 faculty salary formula letter emailed to deans, departments, budget and program directors

02/13/18 T Preliminary Commencement Weekend diploma ceremony locations determined

02/14/18 W Commencement Weekend non-diploma ceremony event information due

to the Office of the Registrar

- 02/15/18 R** Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Spring 2018 freeze
Incomplete grades (X, F*) for undergraduates converted to “F” grades for the Fall 2017 term, with dean consultation
- 02/16/18 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

- 02/18/18 Sun** Freeze Spring 2018 statistics (beginning of term)
- 02/20/18 T** Spring 2018 student data reported to the National Student Clearinghouse
Schedule Summer Session 2018 classrooms

Spring Semester Week 7

- 02/26/18 M** Fall 2018 eTUSC Round 2 turned off at 9:00 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
- 02/28/18 W** Summer 2018 revised TUSC distributed and posted to the web

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

- 03/02/18 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 2017 graduates, January 2018 graduates, and
May 2018 degree candidates; email to students
Results of Fall 2018 large room audit (65+) distributed to departments
2018/2019 Undergraduate Bulletin materials due to the undergraduate
deans (Round 1) from the departments

Spring Semester Week 8

03/05/18	M	Email current students information regarding Summer 2018 registration Fall 2018 eTUSC round 3 turned on for final course changes based on audits and reports
03/06/18	T	Spring 2018 student data reported to the National Student Clearinghouse
03/07/18	W	Summer 2018 The Hours of Instruction book (pdf) posted to the web
03/09/18	F	2018/2019 Undergraduate Bulletin materials due to the Office of the Registrar (Round 1) Official Spring Final Exam information sent to faculty and departments
03/10/18 to 03/18/18	Sat Sun	Spring Break
03/12/18	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
03/13/18	T	Mid-term grades viewable to students on insideND Email undergraduate Freshmen and deficient upperclass to check insideND for mid-term grades and deficiency report
03/14/18	W	Mid-term grades mailed to student's home address Mid-term grades and deficiencies distributed to deans and departments Awards & Prizes Google form for May Commencement Program turned on

- 03/16/18 F All undergraduate advisor changes must be completed in the corporate Data
- 03/17/18 Sat Fall 2017 “No Show” students’ NetID passwords disabled

Spring Semester Week 9

- 03/19/18 M Classes resume
Fall 2018 eTUSC turned off at 9:00 a.m.; final synchronization and export of Round 3 to Banner
Email Spring class schedules to all students
- 03/20/18 T Spring 2018 student data reported to National Student Clearinghouse Graduation Fair (Notre Dame Hammes Bookstore)
- 03/21/18 W **Summer 2018 registration begins (all appointment times begin at 5 a.m.)**
Last day to initiate Add/Drop eForm for students
Last day to initiate Cross list, Credit Hour, Title Change eForms for students
Turn on Summer Session Discontinuance eForm
- 03/22/18 R GradApp closed to students; name and hometown and ticket requests remain open
- 03/22/18 R Schedule Fall 2018 classrooms; all new courses held until after completion of scheduling
- 03/29/18 R
- 03/23/18 F Last day for course discontinuance
PIN sheets and PIN lists to departments for Fall 2018 Registration (excludes rising Sophomores)
PIN lists to undergraduate deans for Fall 2018 Registration (excludes rising Sophomores)
Turn off Add/Drop eForm for deans
Turn off Cross list, Credit Hour, Title Change eForms for deans

Spring Semester Week 10

- 03/26/18 M Updated Commencement Weekend diploma ceremony locations communicated to contacts, if changes were necessary
Turn on Graduating Semester Part-Time Approval eForm
Turn on Final Exam Conflict eForm

- 03/28/18 W Honor Society data requests for May Commencement Program emailed
- 03/29/18 R Fall 2018 courses viewable; room assignments unofficial
Access to insideND Student Services activated for students enrolling for Fall 2018 semester
Email Fall 2018 instructors to request Instructor Course Descriptions (ICD) for Class Search
- 03/30/18 F **Easter Holiday for students and most offices (Good Friday)**
- 03/31/18 Sat Fall 2017 "No Show" students' NetID accounts deleted

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

Spring Semester Week 11

- 04/01/18 Sun **Easter Sunday**
- 04/02/18 M **Easter Holiday for students (most offices are open)**
- 04/02/18 M Fall 2018 The Hours of Instruction book (pdf) posted to the web
Kickoff Email to departments re: advising period begins (permit and override entries)
- 04/03/18 T Spring 2018 student data reported to National Student Clearinghouse
- 04/05/18 R Rising Sophomore PIN's and PIN lists to First Year of Studies
Spring 2018 student data reported to National Student Clearinghouse
Email information to students on Leaves of Absence who are returning for Fall 2018
Send email message to students to check insideND to obtain their Registration Time Ticket for Fall 2018 Registration

04/06/18 F Rising Sophomore PIN's and PIN lists to departments for Fall 2018 registration (from First Year of Studies)
Rising Sophomore PIN lists to undergraduate deans for Fall 2018 registration (from First Year of Studies)

Spring Semester Week 12

04/12/18 R Fall 2018 classroom assignments official
Honor Society lists due in the Office of the Registrar for May Commencement Program

Spring Semester Week 13

04/16/18 M **Fall 2018 Registration begins for undergraduate seniors**

04/17/18 T Spring 2018 student data reported to National Student Clearinghouse

04/18/18 W **Fall 2018 Registration begins for undergraduate juniors**
Spring 2018 Final Exam room assignments to departments and posted to the web
Awards & Prizes Google form turned off
Turn on Request for X-Grade eForm

04/20/18 F **Fall 2018 Registration begins for Graduate, Law, and Master of Nonprofit Administration students**

Spring Semester Week 14

04/23/18 M **Fall 2018 Registration begins for undergraduate sophomores**
General purpose rooms available at scheduling.nd.edu for events through August 21

04/24/18 T Summer 2018 "low enrollment" preliminary report to department chairs
Course Instructor Feedback (CIF) begins -- through May 7

04/25/18 W **Fall 2018 Registration begins for non-degree and select study abroad programs**
Turn on Seat Adjustment Allocation eForm

Spring Semester Week 15

04/30/18 M Turn off Final Exam Conflict eForm

Veteran request form for enrollment certification opens for Summer

		M A Y						
		S	M	T	W	R	F	S
Week 15				1	2	3	4	5
Exams		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		

- 05/01/18 T Spring 2018 student data reported to National Student Clearinghouse**
- 05/02/18 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 2018**
- 05/03/18 R
to
05/06/18 Sun Reading days (no examinations permitted)**
- 05/04/18 F Summer 2018 classroom assignments official**
- 05/07/18 M
to
05/11/18 F Final Exams (no review sessions permitted)**
- 05/08/18 T Revised 2018/2019 Undergraduate Bulletin materials distributed to the deans (round 2)**
- 05/14/18 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**
- 05/15/18 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
Latin Honors ran for May degree candidates**

05/16/18	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
05/17/18	R	Spring 2018 final student data reported to National Student Clearinghouse
05/17/18 to 05/18/18	R F	University Commencement Ceremony ticket distribution
05/18/18	F	Posting of May degree recipients (including honors) to the database
05/19/18	Sat	Graduate School Ceremony Law School Ceremony Graduate Business Ceremony Commencement Mass 5:00 p.m. (Joyce Center Purcell Pavilion)
05/20/18	Sun	University Commencement Ceremony 9:00 a.m. (Stadium) Undergraduate Diploma Ceremonies (early afternoon – various locations)
05/21/18	M	Summer 2018 ND Roll Call available Summer 2018 “low enrollment” follow-up report to department chairs Participating Not Graduating (PN) eForm turned off IrishLink Summer populated for Summer Session 2018 Pre-certification for summer students using VA Benefits
05/22/18	T	May 2018 Degree recipient student data to National Student Clearinghouse
05/23/18	W	Grades to deans/departments Average listings to deans/departments
05/24/18	R	Dismissal appeals due to the deans’ offices Summer 2018 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
05/25/18	F	Revised 2018/2019 Undergraduate Bulletin materials due to the undergraduate deans (Round 2) from the departments
05/28/18	M	Memorial Day Holiday (most offices closed) - classes are in session
05/29/18	T	Summer 2018 “low enrollment” final report to department chairs to

determine classes to be cancelled

05/31/18 R Dismissal decisions due to the Office of the Registrar for Spring 2018
IrishLink populated for Fall 2018

		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
week 1		17	18	19	20	21	22	23
week 2		24	25	26	27	28	29	30

06/01/18 F Revised 2018/2019 Undergraduate Bulletin materials due to the Office of the Registrar (Round 2)

06/05/18 T New graduate student Fall 2018 registration begins and continues as they are admitted

06/08/18 F Spring 2018 graduates reported to National Student Clearinghouse

06/13/18 W Incomplete grades (I, F*) for Graduate School students converted to "F" grades for Spring 2018
Change Business intents for freshmen students to a major of "none"

Summer Session Week 1

06/18/18 M Classes begin for regular 6 week Summer Session 2018
IrishLink Summer updated with Summer Session 2018

06/19/18 T May 2018 Graduation official - no changes after this date

06/21/18 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 2018 freeze
Final May graduation lists and academic history reports distributed to deans and departments
Summer 2018 "first of term" student data reported to the National Student

Clearinghouse***Summer Session Week 2***

06/24/18	Sun	Freeze Spring 2018 statistics (end of term)
06/25/18	M	Last day to drop regular 6 week Summer Session classes via the web with full refund
06/26/18	T	Preliminary Summer degree candidates graduation lists sent to deans and departments for review, and academic history reports distributed to deans and departments Summer GradAdmin opens to deans and departments
06/29/17	F	Dean's List honor cut-off decision worksheet submitted to deans Certification begins for all students using VA Benefits in Summer

The 2018/2019 Academic Services calendar will be completed before July 1, 2018.

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

<http://registrar.nd.edu/pdf/asc2017-18.pdf>