

ACADEMIC SERVICES CALENDAR

2018-2019

OFFICE OF THE REGISTRAR

<http://registrar.nd.edu/pdf/asc2018-19.pdf>

Revised 7/17/2018

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
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
- 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
 Summer 2018 student data reported to the National Student Clearinghouse**
- 06/29/18 F Dean’s List honor cut-off decision worksheet submitted to deans
 Certification begins for all students using VA Benefits in Summer**

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

Summer Session Week 4

- 07/04/18 W Independence Day - offices are closed, most classes are cancelled**
- 07/06/18 F Fall 2018 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**
- 07/07/18 Sat Last day for students to drop regular 6 week Summer Session classes**

Summer Session Week 5

- 07/09/18 M Veteran request form for Enrollment Certification opens for fall
Registration for readmitted students
Summer Session 2 grades due**
- 07/10/18 T Summer 2018 student data reported to the National Student
Clearinghouse**
- 07/11/18 W Summer GradAdmin closes at midnight for deans
Registration for NDI Exchange students**

Summer Session Week 6

- 07/16/18 M Revised Summer degree candidate lists distributed to deans and
Departments
Revised Summer degree candidates posted for review to
<http://commencement.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**
- 07/18/18 W Summer 2017, January and May 2018 graduate's NetID passwords
disabled. Spring 2018 "no show" student's NetID passwords disabled
Summer Session final grading for all sessions is available**
- 07/20/18 F Inactivate Summer 2018 graduates for the future term (GR code)**
- 07/23/18 M Dean's List honor cutoff decisions due to Office of the Registrar**
- 07/24/18 T Summer 2018 student data reported to the National Student
Clearinghouse**
- 07/27/18 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**
- 07/30/18 M Regular 6 week Summer Session grades must be submitted through
insideND by 3:45 p.m.**
- 07/31/18 T Summer 2018 grades are available on insideND
Summer grades to deans/departments
Summer 2018 grades mailed to non-degree students home address**

Latin Honors ran for Summer graduates

		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
week 1		19	20	21	22	23	24	25
week 2		26	27	28	29	30	31	

- 08/03/18 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**
- 08/05/18 Sun Summer Graduation Date - No Ceremony**
- 08/06/18 M Spring 2019 CourseLeaf design mode begins
Registration for transfer students begins
Summer 2018 CourseLeaf locked
Begin mailing diplomas to Summer 2018 graduates
Pre-certification for Graduate students using VA Benefits
Summer 2018 Degree Recipients student data reported to the National Student Clearinghouse**
- 08/08/18 W 2018/2019 Undergraduate Bulletins distributed
2018/2019 VA State Approving Agency Catalog/bulletin requests sent out to departments**
- 08/12/18 Sun Freeze Summer 2018 statistics (beginning of term)**
- 08/13/18 M Orientation and advising for new graduate students (through August 14)**
- 08/15/18 W Orientation for new international students (through August 16)
Fall 2018 ND Roll Call available through August 28 - (<http://inside.nd.edu/> - then search *ND Roll Call*)
Summer 2017, January and May 2018 graduates' NetID accounts delete
Spring 2018 "no show" students' NetID accounts deleted**
- 08/16/18 R Orientation 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

08/18/18 Sat
to
08/19/18 Sun Orientation and advising for new freshmen (First Year of Studies)

Fall Semester Week 1

08/20/18 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

08/21/18 T Fall classes begin at Notre Dame
Formal opening Mass of 2018/2019 school year - Joyce Center at 5:30 p.m.
(academic procession assembles in North Dome Joyce Center)
Registrar rooms available at scheduling.nd.edu for events through
December 9
Fall 2018 early registration file reported to the National Student
Clearinghouse

08/22/18 W Incomplete grades (I, F*) for Graduate School students converted to "F"
grades for Spring and Summer 2018

08/23/18 R Email to students informing them of last day for schedule changes (Law
and Graduate Business notified by their college/school)

08/24/18 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 2018 classes
Summer 2018 (only Summer graduates) student data reported to
National Student Clearinghouse
Fall 2018 enrollment file reported to the National Student
Clearinghouse

Fall Semester Week 2

08/26/18 Sun Last day for Saint Mary's College students to use web registration

08/27/18 M Turn off Part-Time Approval eForm for students

08/28/18 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 2018
 ROTC Student Activity codes updated for Fall 2018
 Email to students with classes who have not completed ND Roll Call
 Summer Graduation official - no changes after this date

- 08/29/18** **W** Delete students from class lists who did not ND Roll Call for Fall
 Delete undergraduate students from class lists who registered for less than 12 credit hours and are not approved for part-time status
 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
 Saint Mary's students without an ND class inactivated
- 08/30/18** **R** Email Fall 2018 class schedules to all students
 Fall 2018 enrollment file to National Student Clearinghouse
- 08/31/18** **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

	S E P T E M B E R						
	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						

Fall Semester Week 3

- 09/03/18 M **Labor Day Holiday, most offices are closed, all classes are in session**
Certification begins for all students using VA Benefits for fall
- 09/04/18 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
Fall 2018 student data reported to National Student Clearinghouse
- 09/05/18 W List of students not returning distributed to deans and departments
Email to Fall 2018 instructors regarding class rosters and course registration deadlines
- 09/06/18 R "X grade" report to deans for Spring 2017 and Summer Session 2018
- 09/07/18 F 2018/2019 VA State Approving Agency Catalog/bulletin requests due to Registrar from the departments

Fall Semester Week 4

- 09/11/18 T Fall 2018 student data reported to the National Student Clearinghouse
- 09/14/18 F January GradAdmin closes at midnight for departments; remains open for dean level revisions

Fall Semester Week 5

- 09/20/18 R Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2018 freeze
Incomplete grades (X, F*) for undergraduates converted to "F" grades for the Spring and Summer 2018 terms, with dean consultation
- 09/21/18 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

- 09/23/18 Sun Freeze Fall 2018 statistics (beginning of term)
- 09/24/18 M Preliminary January degree candidates lists due in the Office of the Registrar
January GradAdmin closes at midnight for deans

09/25/18 T Fall 2018 student data reported to National Student Clearinghouse

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

Fall Semester Week 7

10/01/18 M Spring 2019 CourseLeaf Schedule Validation deadline

10/03/18 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

10/05/18 F 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

Fall Semester Week 8

10/08/18 M Fall 2018 CourseLeaf archived. Any additional changes to Fall 2018 go to classreq@nd.edu
Spring 2019 CourseLeaf scheduling unit dean approval deadline
Spring 2019 CourseLeaf end of design mode
Summer 2019 CourseLeaf Design Mode plan phase begins

10/09/18 T Fall 2018 student data reported to National Student Clearinghouse

10/10/18 W Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Summer Session 2018 freeze

**Results of Spring 2019 large room audit (65+) distributed to departments
Spring 2019 CourseLeaf Refine Mode plan phase begins**

10/13/18	Sat	
to		Fall Break
10/21/18	Sun	
10/14/18	Sun	Freeze Summer 2018 statistics (end of term)
10/15/18	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
10/16/18	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 Inactivate Fall 2018 graduates for the future term (GR code)
10/17/18	W	Mid-term grades mailed to student's home address Mid-term grades and deficiencies to deans and departments
10/17/18	W	Schedule Spring 2019 classrooms; new course forms not processed until after completion of scheduling.
to		
10/25/18	R	Spring 2019 CourseLeaf Refine Mode room assignment phase begins
10/20/18	Sat	Summer School non-degree students' and Summer 2018 "no show" students' NetID passwords disabled

Fall Semester Week 9

10/22/18	M	Classes resume All undergraduate advisor changes must be completed in the corporate data Email Fall class schedules to all students
10/23/18	T	Fall 2018 student data reported to National Student Clearinghouse
10/24/18	W	Mail PIN's and PIN lists to departments and distribute to webfile space for Spring 2019 Registration Mail PIN lists to undergraduate deans for Spring 2019 Registration Last day to initiate Add/Drop eForms for students

Last day to initiate Crosslist, Credit Hour, and Title Change eForms for students
Executive Education – MB1 grades due

10/25/18 R Spring 2019 courses viewable; room assignments unofficial
Access to insideND Student Services activated for students enrolling for Spring 2019 semester
Email Spring 2019 instructors to request Instructor Course Descriptions (ICD) for Class Search
Spring 2019 CourseLeaf Refine Mode publish phase begins

10/26/18 F Last day for course discontinuance
Send Email message to students to check insideND to obtain their registration Time Tickets for Spring 2019 Registration
Turn off Add/Drop eForms for deans (5:00 p.m.)
Turn off Crosslist, Credit Hour, and Title Change eForms for deans (5:00 p.m.)

Fall Semester Week 10

10/29/18 M Kickoff Email re: advising period begins (permit and override entries)
Email information to students on Leaves of Absence who are returning for Spring 2019
Turn on Part-Time Approval eForm for students
Turn on Final Exam Conflict eForm

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

11/02/18 F Fall 2018 Final Exam room assignments to departments and posted to the web at - <http://registrar.nd.edu/students/exams.php>

Fall Semester Week 11

- 11/05/18 M Registrar rooms available at scheduling.nd.edu for events date through January 14
- 11/06/18 T Fall 2018 student data reported to National Student Clearinghouse
- 11/08/18 R Spring 2019 classroom assignments official

Fall Semester Week 12

- 11/12/18 M [Spring 2019 Registration begins for undergraduate seniors](#)
- 11/14/18 W [Spring 2019 Registration begins for undergraduate juniors](#)
- 11/15/18 R [Spring 2019 Registration begins for Graduate School, Law, and Master of Nonprofit Administration students](#)
Summer 2019 courses viewable on Summer Session web site
<http://summersession.nd.edu> (based upon snapshot from CourseLeaf)
- 11/16/18 F [Spring 2019 Registration begins for undergraduate sophomores](#)
- 11/17/18 S Summer 2018 non-degree students and “no show” students’ NetID accounts deleted

Fall Semester Week 13

- 11/19/18 M [Spring 2019 Registration begins for undergraduate First Year](#)
- 11/20/18 T Fall 2018 student data reported to National Student Clearinghouse
- 11/21/18 W Turn on Request for X-Grade eForm
- 11/21/18 W
to
11/25/18 Sun [Thanksgiving Holiday for students](#)

Fall Semester Week 14

- 11/26/18 M Veteran request form for enrollment certification opens for Spring
Turn on Seat Adjustment Allocation eForm for Spring 2019
Executive Education – MBS grades due

- 11/27/18 T Course Instructor Feedback (CIF) begins -- through Dec. 9
Last day for undergraduate First Year to register for Spring 2019
- 11/28/18 W **Spring 2019 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
week 15	2	3	4	5	6	7	8
Exams	9	10	11	12	13	14	15
Break	16	17	18	19	20	21	22
Break	23	24	25	26	27	28	29
Break	30	31					

Fall Semester Week 15

- 12/03/18 M Turn off Final Exam Conflict eForm
Summer 2019 CourseLeaf Schedule Validation deadline
- 12/04/18 T Fall 2018 student data reported to National Student Clearinghouse
- 12/05/18 W On-line Final grading is available for faculty using insideND
Grading instructions and final grade submission reminder letter to faculty
- 12/06/18 R Last class day for the Fall Semester
January GradAdmin closes for Fall 2018
- 12/07/18 F Spring 2019 Final & Departmental Exam schedules to deans for review;
posted on web immediately after review
- 12/07/18 F Reading days (no examinations permitted)
to
12/09/18 Sun
- 12/10/18 M Summer 2019 courses available through insideND
Access to insideND Student Services activated for students enrolling for Summer 2019 semester
Summer 2019 CourseLeaf Scheduling Unit dean approval deadline

Summer 2019 CourseLeaf End of Design Mode/begin refine mode publish phase

- 12/10/18 M**
to
12/14/18 F **Fall Final Exams (no review sessions permitted)**
- 12/11/18 T** **Revised Summer TUSC reports distributed and posted to the web**
- 12/17/18 M** **All Final grades must be submitted through insideND by 3:45 p.m.**
Executive Education – MB2 grades due
All Spring registration PIN's deleted
Turn off Request for X-Grade eForm
Pre-certification for Graduate students using VA Benefits
- 12/18/18 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 2018 grades viewable to students on insideND
Fall 2018 student data reported to National Student Clearinghouse
- 12/20/18 R** **Spring 2019 Departmental Exam room assignments posted to the web**
- 12/22/18 Sat**
to
01/01/19 Tues **University Holiday for staff**

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

- 01/03/19 R** **Fall 2018 student data reported to National Student Clearinghouse**

Dismissal appeals due to the deans' offices

- 01/04/19 F Posting of January 2019 degree recipients to the database
Provisional Spring Final Exam information and official Departmental Exam
information sent to faculty and departments**
- 01/06/19 Sun January Graduation date - no ceremony**
- 01/07/19 M Fall 2019 CourseLeaf Design Mode plan phase begins
January 2019 Degree Recipient student data reported to the National
Student Clearinghouse
Registration begins for readmitted and transfer students**
- 01/09/19 W Spring 2019 ND Roll Call available through January 22
Average listings distributed to deans and departments
Grades/transcripts to deans and departments**
- 01/10/19 R Final dismissal decisions due to the Office of the Registrar for Fall 2018**
- 01/11/19 F January 2019 Degree Recipient student data reported to the National
Student Clearinghouse (2nd round)**

Spring Semester Week 1

- 01/14/19 M New student orientation and advising (by college and dept.)
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
Registrar rooms available at scheduling.nd.edu for events
through May 5**
- 01/15/19 T Spring classes begin at Notre Dame
Spring 2019 student data early registration reported to National Student
Clearinghouse**
- 01/18/19 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 2019 classes
Spring 2019 enrollment file to the National Student Clearinghouse**

Spring Semester Week 2

- 01/20/19 Sun Last day for Saint Mary's students to use web registration**
- 01/21/19 M Email to students with classes who have not completed ND Roll Call
Email sent to department contacts requesting Commencement Weekend non-diploma ceremony events
Turn off Part-Time Approval eForm for students
Certification begins for students using VA Benefits for spring**
- 01/22/19 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**
- 01/23/19 W Delete students from class lists who did not complete ND Roll Call for Spring
Delete undergraduate students from class lists who registered for less than 12 credit hours and are not approved for part-time status
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
Incomplete grades (I, F*) for Graduate School students converted to "F" grades for Fall 2018
Email Spring class schedules to all students
Saint Mary's student without an ND class inactivated**
- 01/24/19 R Spring 2019 enrollment file to National Student Clearinghouse**
- 01/25/19 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

- 01/28/19 M Latin Honors determined**

Latin Honors ran for January 2019 graduates
 "X" grade report to deans for Fall 2018

- 01/29/19 T ROTC Student Activity code updated for Spring 2019
 Preliminary May degree candidates' graduation lists sent to deans and departments for review, and academic history reports distributed to deans and departments
 Preliminary 2019/2020 Undergraduate Bulletin to deans for corrections
 May GradAdmin opens to deans and departments
 Spring 2019 student data reported to the National Student Clearinghouse
 Participating Not Graduating (PN) eForm turned on
- 01/30/19 W List of students not returning to deans and departments
 Email to Spring 2019 instructors regarding class rosters and course registration deadlines

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

Spring Semester Week 4

- 02/04/19 M January Graduation official - no changes after this date
- 02/05/19 T Begin mailing diplomas to January 2019 graduates
- 02/06/19 R Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2018 freeze
 Final January graduation lists and academic history reports distributed to deans and departments
- 02/08/19 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

02/10/19	Sun	Freeze Fall 2018 statistics (end of term)
02/11/19	M	Summer 2019 faculty salary formula letter emailed to deans, departments, budget and program directors
02/12/19	T	Spring 2019 student data reported to the National Student Clearinghouse
02/13/19	W	Commencement Weekend non-diploma ceremony event information due to the Office of the Registrar
02/14/19	R	Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Spring 2019 freeze Incomplete grades (X, F*) for undergraduates converted to "F" grades for the Fall 2018 term, with dean consultation
02/15/19	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

02/17/19	Sun	Freeze Spring 2019 statistics (beginning of term)
02/19/19	T	Schedule Summer Session 2019 classrooms Summer 2019 CourseLeaf Refine Mode room assignment phase begins
02/22/19	F	Summer 2019 CourseLeaf Refine Mode publish phase Summer 2019 Revised TUSC reports distributed and posted to the web

Spring Semester Week 7

02/25/19	M	Preliminary May degree candidate graduation lists due in the Office of the Registrar May GradAdmin closes at midnight for deans
02/26/19	T	Spring 2019 student data reported to the National Student Clearinghouse

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
	31						

03/01/19 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 2018 graduates, January 2019 graduates, and May 2019 degree candidates; email to students
 2019/2020 Undergraduate Bulletin materials due to the undergraduate deans (Round 1) from the departments

Spring Semester Week 8

03/04/19 M Email current students information regarding Summer 2019 registration
 Fall 2019 CourseLeaf Schedule Validation deadline

03/08/19 F 2019/2020 Undergraduate Bulletin materials due to the Office of the Registrar (Round 1)
 Official Spring Final Exam information sent to faculty and departments

03/09/19 Sat
 to
03/17/19 Sun Spring Break

03/11/19 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

Fall 2019 CourseLeaf Scheduling Unit dean approval deadline
 Fall 2019 CourseLeaf end of design mode

- 03/12/19 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
Inactivate Spring 2019 Graduates for the future term (GR code)
Spring 2019 student data reported to the National Student Clearinghouse
- 03/13/19 W Mid-term grades mailed to student's home address
Mid-term grades and deficiencies distributed to deans and departments
Results of Fall 2019 large room audit (65+) distributed to departments
- 03/15/19 F All undergraduate advisor changes must be completed in the corporate Data
- 03/16/19 Sat Fall 2018 "No Show" students' NetID passwords disabled

Spring Semester Week 9

- 03/18/19 M Classes resume
Email Spring class schedules to all students
- 03/19/19 T Graduation Fair (Notre Dame Hammes Bookstore)
- 03/20/19 W **Summer 2019 registration begins (all appointment times begin at 6 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
Executive Education – MB1 grades due
- 03/21/19 R GradApp closed to students; ticket requests remain open
- 03/21/19 R Schedule Fall 2019 classrooms
to
Fall 2019 CourseLeaf Refine Mode room assignment phase
- 03/28/19 R
- 03/22/19 F Last day for course discontinuance
PIN sheets and PIN lists to departments for Fall 2019 Registration (excludes rising Sophomores)
PIN lists to undergraduate deans for Fall 2019 Registration (excludes rising Sophomores)
Turn off Add/Drop eForm for deans (5:00 p.m.)
Turn off Cross list, Credit Hour, Title Change eForms for deans (5:00 p.m.)

Spring Semester Week 10

- 03/25/19 M Turn on Part-Time Approval eForm for students
Turn on Final Exam Conflict eForm**
- 03/26/19 T Awards & Prizes form for May Commencement Program turned on
Spring 2019 student data reported to National Student Clearinghouse
Awards & Prizes Google form turned off**
- 03/28/19 R Fall 2019 courses viewable; room assignments unofficial
Fall 2019 semester activated
Email Fall 2019 instructors to request Instructor Course Descriptions (ICD)
for Class Search
Fall 2019 CourseLeaf Refine Mode publish phase**
- 03/31/18 Sat Fall 2018 “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
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				

Spring Semester Week 11

- 04/01/19 M Kickoff Email to departments re: advising period begins (permit and
override entries)
Honor Society data requests for May Commencement Program emailed**
- 04/04/19 R Rising Sophomore PIN’s and PIN lists to First Year of Studies
Email information to students on Leaves of Absence who are returning
for Fall 2019
Send email message to students to check insideND to obtain their
Registration Time Ticket for Fall 2019 Registration**
- 04/05/19 F Rising Sophomore PIN’s and PIN lists to departments for Fall 2019
registration (from First Year of Studies)
Rising Sophomore PIN lists to undergraduate deans for Fall 2019
registration (from First Year of Studies)**

Spring Semester Week 12

- 04/09/19 T Spring 2019 student data reported to National Student Clearinghouse
- 04/11/19 R Fall 2019 classroom assignments official Honor Society lists due in the Office of the Registrar for May Commencement Program

Spring Semester Week 13

- 04/15/19 M **Fall 2019 Registration begins for undergraduate seniors**
- 04/17/19 W **Fall 2019 Registration begins for undergraduate juniors**
Spring 2019 Final Exam room assignments to departments and posted to the web
Turn on Request for X-Grade eForm
- 04/18/19 R **Fall 2019 Registration begins for Graduate, Law, and Master of Nonprofit Administration students**
- 04/19/19 F **Easter Holiday for students and most offices (Good Friday)**

Spring Semester Week 14

- 04/21/19 Sun **Easter Sunday**
- 04/22/19 M **Easter Holiday for students (most offices are open)**
Registrar rooms available at scheduling.nd.edu for events through August 20
Veteran request form for enrollment certification opens for Summer Executive Education – MBS grades due
- 04/23/19 T Summer 2019 “low enrollment” preliminary report to department chairs
Course Instructor Feedback (CIF) begins -- through May 5
Spring 2019 student data reported to National Student Clearinghouse
- 04/24/19 W **Fall 2019 Registration begins for undergraduate sophomores**
- 04/26/19 F **Fall 2019 Registration begins for non-degree and select study abroad programs**
Turn on Seat Adjustment Allocation eForm

Spring Semester Week 15

04/29/19 M Turn off Final Exam Conflict eForm

		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	

**05/01/19 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 2019**

**05/02/19 R
to
05/05/19 Sun Reading days (no examinations permitted)**

05/03/19 F Summer 2019 classroom assignments official

**05/06/19 M
to
05/10/19 F Final Exams (no review sessions permitted)**

**05/07/19 T Revised 2019/2020 Undergraduate Bulletin materials distributed to the deans (round 2)
Spring 2019 student data reported to National Student Clearinghouse**

**05/13/19 M All Final grades must be submitted through insideND by 3:45 p.m.
Executive Education – MB2 grades due
All Fall Registration PIN's deleted
Turn off Request for X-Grade eForm**

**05/14/19 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

- | | | |
|----------------------------|--------|--|
| 05/15/19 | 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 |
| 05/15/19
to
05/17/19 | W
F | University Commencement Ceremony ticket distribution |
| 05/16/19 | R | Spring 2019 final student data reported to National Student Clearinghouse |
| 05/17/19 | F | Posting of May degree recipients (including honors) to the database |
| 05/18/19 | Sat | Graduate School Ceremony
Law School Ceremony
Graduate Business Ceremony
Commencement Mass 5:00 p.m. (Joyce Center Purcell Pavilion) |
| 05/19/19 | Sun | University Commencement Ceremony 9:30 a.m. (Stadium)
Undergraduate Diploma Ceremonies (2:00 p.m. – various locations) |
| 05/20/19 | M | Summer 2019 ND Roll Call available
Summer 2019 “low enrollment” follow-up report to department chairs
Participating Not Graduating (PN) eForm turned off |
| 05/21/19 | T | May 2019 Degree recipient student data to National Student Clearinghouse |
| 05/22/19 | W | Grades to deans/departments
Average listings to deans/departments |
| 05/23/19 | R | Dismissal appeals due to the deans’ offices
Summer 2019 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 |
| 05/24/19 | F | Revised 2019/2020 Undergraduate Bulletin materials due to the undergraduate deans (Round 2) from the departments |
| 05/27/19 | M | Memorial Day Holiday (most offices closed) - classes are in session |
| 05/28/19 | T | Summer 2019 “low enrollment” final report to department chairs to determine classes to be cancelled |

- 05/30/19 R Dismissal decisions due to the Office of the Registrar for Spring 2019**
- 05/31/19 F Revised 2019/2020 Undergraduate Bulletin materials due to the Office of the Registrar (Round 2)**

		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
week 1		16	17	18	19	20	21	22
week 2		23	24	25	26	27	28	29
		30						

- 06/03/19 M Pre-certification for summer students using VA Benefits**
- 06/04/19 T New graduate student Fall 2019 registration begins and continues as they are admitted**
- 06/07/19 F Spring 2019 graduates reported to National Student Clearinghouse**
- 06/12/19 W Incomplete grades (I, F*) for Graduate School students converted to “F” grades for Spring 2019
Change Business intents for freshmen students to a major of “none”**

Summer Session Week 1

- 06/17/19 M Classes begin for regular 6 week Summer Session 2019
Summer Session 1 grades due**
- 06/18/19 T May 2019 Graduation official - no changes after this date**
- 06/20/19 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 2019 freeze
Final May graduation lists and academic history reports distributed to deans and departments
Summer 2019 enrollment file reported to the National Student Clearinghouse**

Summer Session Week 2

06/23/19	Sun	Freeze Spring 2019 statistics (end of term)
06/24/19	M	Last day to drop regular 6 week Summer Session classes via the web with full refund Summer Session Science 1 grades due
06/25/19	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 Summer Session Science Incomplete grades due
06/28/19	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, 2019.

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

<http://registrar.nd.edu/pdf/asc2018-19.pdf>