ACADEMIC SERVICES CALENDAR  
2018-2019  
OFFICE OF THE REGISTRAR  
Revised 10/30/2018

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.

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<td>10 11 12 13 14 15 16</td>
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<tr>
<td>week 1 17 18 19 20 21 22 23</td>
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<td>week 2 24 25 26 27 28 29 30</td>
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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

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<th>J U L Y</th>
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<tbody>
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<td>week 3</td>
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<td>week 6</td>
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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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>08/03/18</td>
<td>F</td>
<td>Posting of Summer degree recipients (including honors) to the database</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provisional Fall Final Exam Information and official Department Exam information sent to faculty and departments</td>
</tr>
<tr>
<td>08/05/18</td>
<td>Sun</td>
<td>Summer Graduation Date - No Ceremony</td>
</tr>
<tr>
<td>08/06/18</td>
<td>M</td>
<td>Spring 2019 CourseLeaf design mode begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration for transfer students begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer 2018 CourseLeaf locked</td>
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<tr>
<td></td>
<td></td>
<td>Begin mailing diplomas to Summer 2018 graduates</td>
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<tr>
<td></td>
<td></td>
<td>Pre-certification for Graduate students using VA Benefits</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer 2018 Degree Recipients student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>08/08/18</td>
<td>W</td>
<td>2018/2019 Undergraduate Bulletins distributed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2018/2019 VA State Approving Agency Catalog/bulletin requests sent out to departments</td>
</tr>
<tr>
<td>08/12/18</td>
<td>Sun</td>
<td>Freeze Summer 2018 statistics (beginning of term)</td>
</tr>
<tr>
<td>08/13/18</td>
<td>M</td>
<td>Orientation and advising for new graduate students (through August 14)</td>
</tr>
<tr>
<td>08/15/18</td>
<td>W</td>
<td>Orientation for new international students (through August 16)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2018 ND Roll Call available through August 28 - (<a href="http://inside.nd.edu/">http://inside.nd.edu/</a> - then search ND Roll Call)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer 2017, January and May 2018 graduates’ NetID accounts delete</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring 2018 “no show” students’ NetID accounts deleted</td>
</tr>
<tr>
<td>08/16/18</td>
<td>R</td>
<td>Orientation for undergraduate Transfer students and for all International students (by colleges)</td>
</tr>
</tbody>
</table>
Departments must supply all missing instructor names to the Registrar for instructor use with On-line Photo and other class related processes

**Orientation and advising for new freshmen (First Year of Studies)**

**Fall Semester Week 1**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>08/20/18</td>
<td>M</td>
<td>Registration begins for Employees and new non-degree students</td>
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<tr>
<td></td>
<td></td>
<td>Advising and orientation for readmitted students</td>
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<tr>
<td></td>
<td></td>
<td>Fall classes begin for Law School and Graduate Business School</td>
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<tr>
<td></td>
<td></td>
<td>Fall classes begin at Saint Mary’s College</td>
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<tr>
<td></td>
<td></td>
<td>Late registration of Saint Mary’s students for ND classes begins</td>
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<td></td>
<td>Late registration for Notre Dame students into Saint Mary’s classes</td>
</tr>
<tr>
<td>08/21/18</td>
<td>T</td>
<td>Fall classes begin at Notre Dame</td>
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<tr>
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<td>Formal opening Mass of 2018/2019 school year - Joyce Center at 5:30 p.m.</td>
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<tr>
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<td>(academic procession assembles in North Dome Joyce Center)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registrar rooms available at <a href="http://scheduling.nd.edu">scheduling.nd.edu</a> for events through December 9</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2018 early registration file reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>08/22/18</td>
<td>W</td>
<td>Incomplete grades (I, F*) for Graduate School students converted to “F” grades for Spring and Summer 2018</td>
</tr>
<tr>
<td>08/23/18</td>
<td>R</td>
<td>Email to students informing them of last day for schedule changes (Law and Graduate Business notified by their college/school)</td>
</tr>
<tr>
<td>08/24/18</td>
<td>F</td>
<td>Last day for Law students to add or drop courses</td>
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<tr>
<td></td>
<td></td>
<td>Last day to submit application to HR for employee/spouse tuition benefits for Fall 2018 classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer 2018 (only Summer graduates) student data reported to National Student Clearinghouse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2018 enrollment file reported to the National Student Clearinghouse</td>
</tr>
</tbody>
</table>

**Fall Semester Week 2**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>08/26/18</td>
<td>Sun</td>
<td>Last day for Saint Mary’s College students to use web registration</td>
</tr>
<tr>
<td>08/27/18</td>
<td>M</td>
<td>Turn off Part-Time Approval eForm for students</td>
</tr>
<tr>
<td>08/28/18</td>
<td>T</td>
<td>Last day to add Fall classes</td>
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<td>Last day to use web registration (until midnight)</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>SEPTEMBER</th>
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<tbody>
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<td>week 2</td>
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<td>week 3</td>
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<td>week 6</td>
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<td>week 7</td>
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<td>week 8</td>
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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

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<th>S M T W R F S</th>
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<tbody>
<tr>
<td>week 7</td>
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<td>week 8</td>
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<tr>
<td>Break</td>
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<td>week 9</td>
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<td>week 10</td>
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</table>

**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/](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  Fall Break
10/21/18 Sun

10/14/18 Sun  Freeze Summer 2018 statistics (end of term)
10/15/18 M  Mid-sememter grades must be submitted through insideND by 3:45 p.m. for the following:
- Mid-sememter grades submitted for all First Year students
- Mid-sememter deficiency grades submitted for upperclassmen
- Mid-sememter 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 upperclassmen 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

10/22/18 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

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Fall Semester Week 9

10/22/18 M  Classes resume

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
(IDC) 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

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<td>week 14</td>
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</table>

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](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](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
Last day for undergraduate First Year to register for Spring 2019
### 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**  to  
**12/09/18**  Sun  Reading days (no examinations permitted)

**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  Fall Final Exams (no review sessions permitted)
12/14/18  F
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
 Graded 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
12/22/18  to
01/01/19  Tues  University Holiday for staff

J A N U A R Y

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<th>W</th>
<th>R</th>
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</thead>
<tbody>
<tr>
<td>Break</td>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
<td>Break</td>
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<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
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<tr>
<td>week 1</td>
<td>13</td>
<td>14</td>
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<td>16</td>
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<td>18</td>
<td>19</td>
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<tr>
<td>week 2</td>
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<tr>
<td>week 3</td>
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<td>31</td>
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01/03/19  R  Fall 2018 student data reported to National Student Clearinghouse
 Dismissal appeals due to the deans’ offices
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/04/19</td>
<td>F</td>
<td>Posting of January 2019 degree recipients to the database. Provisional Spring Final Exam information and official Departmental Exam information sent to faculty and departments.</td>
</tr>
<tr>
<td>01/06/19</td>
<td>Sun</td>
<td>January Graduation date - no ceremony.</td>
</tr>
<tr>
<td>01/07/19</td>
<td>M</td>
<td>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.</td>
</tr>
<tr>
<td>01/09/19</td>
<td>W</td>
<td>Spring 2019 ND Roll Call available through January 22. Average listings distributed to deans and departments. Grades/transcripts to deans and departments.</td>
</tr>
<tr>
<td>01/10/19</td>
<td>R</td>
<td>Final dismissal decisions due to the Office of the Registrar for Fall 2018.</td>
</tr>
<tr>
<td>01/11/19</td>
<td>F</td>
<td>January 2019 Degree Recipient student data reported to the National Student Clearinghouse (2nd round).</td>
</tr>
</tbody>
</table>

**Spring Semester Week 1**

<table>
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<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>01/14/19</td>
<td>M</td>
<td>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.</td>
</tr>
<tr>
<td>01/15/19</td>
<td>T</td>
<td>Spring classes begin at Notre Dame. Spring 2019 student data early registration reported to National Student Clearinghouse.</td>
</tr>
<tr>
<td>01/18/19</td>
<td>F</td>
<td>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.</td>
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### Spring Semester Week 2

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<th>Date</th>
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<th>Event Description</th>
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<tbody>
<tr>
<td>01/20/19</td>
<td>Sun</td>
<td>Last day for Saint Mary’s students to use web registration</td>
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</tbody>
</table>
| 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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| 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

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<tr>
<td>week 3</td>
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<td>week 4</td>
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<td>week 5</td>
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<td>week 6</td>
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<tr>
<td>week 7</td>
</tr>
</tbody>
</table>

*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
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

Email current students information regarding Summer 2019 registration
Fall 2019 CourseLeaf Schedule Validation deadline

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

Spring Break

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
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/12/19</td>
<td>T</td>
<td>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.</td>
</tr>
<tr>
<td>03/13/19</td>
<td>W</td>
<td>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.</td>
</tr>
<tr>
<td>03/15/19</td>
<td>F</td>
<td>All undergraduate advisor changes must be completed in the corporate Data.</td>
</tr>
<tr>
<td>03/16/19</td>
<td>Sat</td>
<td>Fall 2018 “No Show” students’ NetID passwords disabled.</td>
</tr>
</tbody>
</table>

**Spring Semester Week 9**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/18/19</td>
<td>M</td>
<td>Classes resume. Email Spring class schedules to all students.</td>
</tr>
<tr>
<td>03/19/19</td>
<td>T</td>
<td>Graduation Fair (Notre Dame Hammes Bookstore).</td>
</tr>
<tr>
<td>03/20/19</td>
<td>W</td>
<td>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.</td>
</tr>
<tr>
<td>03/21/19</td>
<td>R</td>
<td>GradApp closed to students; ticket requests remain open.</td>
</tr>
<tr>
<td>03/21/19</td>
<td>R</td>
<td>Schedule Fall 2019 classrooms.</td>
</tr>
<tr>
<td>03/21/19 to 03/28/19</td>
<td>R</td>
<td>Fall 2019 CourseLeaf Refine Mode room assignment phase.</td>
</tr>
<tr>
<td>03/22/19</td>
<td>F</td>
<td>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.).</td>
</tr>
</tbody>
</table>
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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/09/19</td>
<td>T</td>
<td>Spring 2019 student data reported to National Student Clearinghouse</td>
</tr>
<tr>
<td>04/11/19</td>
<td>R</td>
<td>Fall 2019 classroom assignments official Honor Society lists due in the Office of the Registrar for May Commencement Program</td>
</tr>
</tbody>
</table>

### Spring Semester Week 13

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/15/19</td>
<td>M</td>
<td>Fall 2019 Registration begins for undergraduate seniors</td>
</tr>
<tr>
<td>04/17/19</td>
<td>W</td>
<td>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</td>
</tr>
<tr>
<td>04/18/19</td>
<td>R</td>
<td>Fall 2019 Registration begins for Graduate, Law, and Master of Nonprofit Administration students</td>
</tr>
<tr>
<td>04/19/19</td>
<td>F</td>
<td>Easter Holiday for students and most offices (Good Friday)</td>
</tr>
</tbody>
</table>

### Spring Semester Week 14

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/21/19</td>
<td>Sun</td>
<td>Easter Sunday</td>
</tr>
<tr>
<td>04/22/19</td>
<td>M</td>
<td>Easter Holiday for students (most offices are open) Registrar rooms available at <a href="http://scheduling.nd.edu">scheduling.nd.edu</a> for events through August 20 Veteran request form for enrollment certification opens for Summer Executive Education – MBS grades due</td>
</tr>
<tr>
<td>04/23/19</td>
<td>T</td>
<td>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</td>
</tr>
<tr>
<td>04/24/19</td>
<td>W</td>
<td>Fall 2019 Registration begins for undergraduate sophomores</td>
</tr>
<tr>
<td>04/26/19</td>
<td>F</td>
<td>Fall 2019 Registration begins for non-degree and select study abroad programs Turn on Seat Adjustment Allocation eForm</td>
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Spring Semester Week 15

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

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<th>MAY</th>
<th>S</th>
<th>M</th>
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<th>W</th>
<th>R</th>
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<tr>
<td>Week 15</td>
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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  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 early 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)

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