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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/01/18</td>
<td>F</td>
<td>Revised 2018/2019 Undergraduate Bulletin materials due to the Office of the Registrar (Round 2)</td>
</tr>
<tr>
<td>06/05/18</td>
<td>T</td>
<td>New graduate student Fall 2018 registration begins and continues as they are admitted</td>
</tr>
<tr>
<td>06/08/18</td>
<td>F</td>
<td>Spring 2018 graduates reported to National Student Clearinghouse</td>
</tr>
</tbody>
</table>
| 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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>06/18/18</td>
<td>M</td>
<td>Classes begin for regular 6 week Summer Session 2018</td>
</tr>
<tr>
<td>06/19/18</td>
<td>T</td>
<td>May 2018 Graduation official - no changes after this date</td>
</tr>
</tbody>
</table>
| 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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<td>week 3</td>
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</table>

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>07/09/18</td>
<td>M</td>
<td>Veteran request form for Enrollment Certification opens for fall Registration for readmitted students Summer Session 2 grades due</td>
</tr>
<tr>
<td>07/10/18</td>
<td>T</td>
<td>Summer 2018 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>07/11/18</td>
<td>W</td>
<td>Summer GradAdmin closes at midnight for deans Registration for NDI Exchange students</td>
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</table>

### Summer Session Week 6

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>07/16/18</td>
<td>M</td>
<td>Revised Summer degree candidate lists distributed to deans and Departments Revised Summer degree candidates posted for review to <a href="http://commencement.nd.edu/student-information/degree-candidate-list/">http://commencement.nd.edu/student-information/degree-candidate-list/</a> GradApp opens to Summer degree candidates for hometown and diploma name information Summer GradAdmin reopens for dean level revisions</td>
</tr>
<tr>
<td>07/18/18</td>
<td>W</td>
<td>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</td>
</tr>
<tr>
<td>07/20/18</td>
<td>F</td>
<td>Inactivate Summer 2018 graduates for the future term (GR code)</td>
</tr>
<tr>
<td>07/23/18</td>
<td>M</td>
<td>Dean’s List honor cutoff decisions due to Office of the Registrar</td>
</tr>
<tr>
<td>07/24/18</td>
<td>T</td>
<td>Summer 2018 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>07/27/18</td>
<td>F</td>
<td>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</td>
</tr>
<tr>
<td>07/30/18</td>
<td>M</td>
<td>Regular 6 week Summer Session grades must be submitted through insideND by 3:45 p.m.</td>
</tr>
<tr>
<td>07/31/18</td>
<td>T</td>
<td>Summer 2018 grades are available on insideND Summer grades to deans/departments Summer 2018 grades mailed to non-degree students home address</td>
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Latin Honors ran for Summer graduates

A U G U S T

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<td>week 2</td>
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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 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

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<th>S E P T E M B E R</th>
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<td>week 3</td>
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<td>week 4</td>
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<td>23 24 25 26 27 28 29 30</td>
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Fall Semester Week 3
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<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>09/03/18</td>
<td>M</td>
<td>Labor Day Holiday, most offices are closed, all classes are in session</td>
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<tr>
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<td></td>
<td>Certification begins for all students using VA Benefits for fall</td>
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<tr>
<td>09/04/18</td>
<td>T</td>
<td>Preliminary January degree candidates’ graduation lists sent to deans and</td>
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<td>departments for review, and academic history reports distributed to deans</td>
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<td></td>
<td>January GradAdmin opens to deans and departments</td>
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<tr>
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<td></td>
<td>Fall 2018 student data reported to National Student Clearinghouse</td>
</tr>
<tr>
<td>09/05/18</td>
<td>W</td>
<td>List of students not returning distributed to deans and departments</td>
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<td></td>
<td></td>
<td>Email to Fall 2018 instructors regarding class rosters and course</td>
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<td>registration deadlines</td>
</tr>
<tr>
<td>09/06/18</td>
<td>R</td>
<td>&quot;X grade&quot; report to deans for Spring 2017 and Summer Session 2018</td>
</tr>
<tr>
<td>09/07/18</td>
<td>F</td>
<td>2018/2019 VA State Approving Agency Catalog/bulletin requests due to</td>
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<td>Registrar from the departments</td>
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</tbody>
</table>

**Fall Semester Week 4**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>09/11/18</td>
<td>T</td>
<td>Fall 2018 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>09/14/18</td>
<td>F</td>
<td>January GradAdmin closes at midnight for departments; remains open</td>
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<td>for dean level revisions</td>
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</tbody>
</table>

**Fall Semester Week 5**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>09/20/18</td>
<td>R</td>
<td>Deadline for all changes to be in the Office of the Registrar that</td>
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<td>affect the corporate data for Fall 2018 freeze</td>
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<td></td>
<td>Incomplete grades (X, F*) for undergraduates converted to “F” grades</td>
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<td>for the Spring and Summer 2018 terms, with dean consultation</td>
</tr>
<tr>
<td>09/21/18</td>
<td>F</td>
<td>All data for incoming transfer credits must be complete for updating</td>
</tr>
<tr>
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<td>the corporate database</td>
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<td>Last date to drop a Saint Mary’s class</td>
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</tbody>
</table>

**Fall Semester Week 6**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>09/23/18</td>
<td>Sun</td>
<td>Freeze Fall 2018 statistics (beginning of term)</td>
</tr>
<tr>
<td>09/24/18</td>
<td>M</td>
<td>Preliminary January degree candidates lists due in the Office of the</td>
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<td></td>
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<td>Registrar</td>
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<td></td>
<td>January GradAdmin closes at midnight for deans</td>
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</tbody>
</table>
09/25/18  T  Fall 2018 student data reported to National Student Clearinghouse
Spring 2019 deadline for submission of proposals for new Core courses

<table>
<thead>
<tr>
<th>OCTOBER</th>
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<tr>
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<tr>
<td>week 7</td>
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<td>Break</td>
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<td>week 9</td>
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<td>week 10</td>
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</tbody>
</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/
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 Cleanup/Refine 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 10/21/18 Sun
Fall Break

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:
  • 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 to 10/25/18 R
Schedule Spring 2019 classrooms; new course forms not processed until after completion of scheduling.
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

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<tr>
<td>week 13</td>
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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
              Summer 2019 deadline for submission of proposals for new Core courses

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   Thanksgiving Holiday for students
11/25/18  Sun

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

11/27/18  T  Course Instructor Feedback (CIF) begins -- through Dec. 9

11/28/18  W  Spring 2019 Registration begins for non-degree and select study abroad programs

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<th>DECEMBER</th>
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<td>Break</td>
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Fall Semester Week 15

12/03/18  M  Turn off Final Exam Conflict eForm

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  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 Locked until January 8
12/10/18 M Fall Final Exams (no review sessions permitted)
12/14/18 F
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 University Holiday for staff
01/01/19 Tues Revised TUSC reports distributed & posted to the web
01/03/19 R 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

01/08/19 T Summer 2019 CourseLeaf Refine Mode plan phase opens

01/09/19 W Spring 2019 ND Roll Call available through January 22

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)
Average listings distributed to deans and departments
Grades/transcripts to deans and departments

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 Semester Week 2
01/21/19  M  Email sent to department contacts requesting Commencement Weekend non-diploma ceremony events
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
Last day for Saint Mary’s students to use web registration
Turn off Part-Time Approval eForm for students
Turn off Seat Adjustment Allocation eForm

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

01/28/19  M  Latin Honors determined
Latin Honors ran for January 2019 graduates
“X” grade report to deans for Fall 2018

Spring Semester Week 3
ROTTC 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
Turn on Participating Not Graduating (PN) eForm

List of students not returning to deans and departments
Email to Spring 2019 instructors regarding class rosters and course registration deadlines

<table>
<thead>
<tr>
<th>F E B R U A R Y</th>
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<tbody>
<tr>
<td>S M T W R F S</td>
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<tr>
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<td>week 4 3 4 5 6 7 8 9</td>
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<td>week 5 10 11 12 13 14 15 16</td>
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<tr>
<td>week 6 17 18 19 20 21 22 23</td>
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<tr>
<td>week 7 24 25 26 27 28</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

02/07/19 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)
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/11/19</td>
<td>M</td>
<td>Summer 2019 faculty salary formula letter emailed to deans, departments, budget and program directors</td>
</tr>
<tr>
<td>02/12/19</td>
<td>T</td>
<td>Spring 2019 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>02/13/19</td>
<td>W</td>
<td>Commencement Weekend non-diploma ceremony event information due to the Office of the Registrar</td>
</tr>
<tr>
<td>02/14/19</td>
<td>R</td>
<td>Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Spring 2019 freeze</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Incomplete grades (X, F*) for undergraduates converted to “F” grades for the Fall 2018 term, with dean consultation</td>
</tr>
<tr>
<td>02/15/19</td>
<td>F</td>
<td>All data for incoming transfer credits must be complete for updating the corporate database</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to drop a Saint Mary's class</td>
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</table>

**Spring Semester Week 6**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>02/17/19</td>
<td>Sun</td>
<td>Freeze Spring 2019 statistics (beginning of term)</td>
</tr>
<tr>
<td>02/19/19</td>
<td>T</td>
<td>Fall 2019 deadline for submission of proposals for new Core courses</td>
</tr>
<tr>
<td>02/22/19</td>
<td>F</td>
<td>Summer 2019 CourseLeaf Refine Mode publish phase</td>
</tr>
</tbody>
</table>

**Spring Semester Week 7**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/25/19</td>
<td>M</td>
<td>Preliminary May degree candidate graduation lists due in the Office of the Registrar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May GradAdmin closes at midnight for deans</td>
</tr>
<tr>
<td>02/26/19</td>
<td>T</td>
<td>Spring 2019 student data reported to the National Student Clearinghouse</td>
</tr>
</tbody>
</table>
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
Schedule Summer Session 2019 classrooms
Summer 2019 CourseLeaf Refine Mode room assignment phase begins

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

Mid-semestert 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

03/21/19  R  to

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

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

<table>
<thead>
<tr>
<th>April</th>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
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</tbody>
</table>

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**

<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>04/16/19</td>
<td>T</td>
<td>Awards &amp; Prizes Google form turned off</td>
</tr>
<tr>
<td>04/17/19</td>
<td>W</td>
<td>Fall 2019 Registration begins for undergraduate juniors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring 2019 Final Exam room assignments to departments and posted to the web</td>
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<tr>
<td></td>
<td></td>
<td>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)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registrar rooms available at scheduling.nd.edu for events through August 20</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Course Instructor Feedback (CIF) begins -- through May 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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</td>
</tr>
</tbody>
</table>
programs
Turn on Seat Adjustment Allocation eForm

Spring Semester Week 15

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

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
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

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

University Commencement Ceremony ticket distribution

Spring 2019 final student data reported to National Student Clearinghouse

Posting of May degree recipients (including honors) to the database

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

University Commencement Ceremony 9:30 a.m. (Stadium)
Undergraduate Diploma Ceremonies (2:00 p.m. – various locations)

Summer 2019 ND Roll Call available
Summer 2019 “low enrollment” follow-up report to department chairs
Participating Not Graduating (PN) eForm turned off

May 2019 Degree recipient student data to National Student Clearinghouse

Grades to deans/departments
Average listings to deans/departments

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

Revised 2019/2020 Undergraduate Bulletin materials due to the undergraduate deans (Round 2) from the departments

Memorial Day Holiday (most offices closed) - classes are in session
Summer 2019 “low enrollment” final report to department chairs to determine classes to be cancelled

Dismissal decisions due to the Office of the Registrar for Spring 2019

Revised 2019/2020 Undergraduate Bulletin materials due to the Office of the Registrar (Round 2)

<table>
<thead>
<tr>
<th>JUNE</th>
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<tbody>
<tr>
<td>S M T W R F S</td>
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<td>9 10 11 12 13 14 15</td>
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<tr>
<td>week 1 16 17 18 19 20 21 22</td>
</tr>
<tr>
<td>week 2 23 24 25 26 27 28 29 30</td>
</tr>
</tbody>
</table>

Pre-certification for summer students using VA Benefits

New graduate student Fall 2019 registration begins and continues as they are admitted

Spring 2019 graduates reported to National Student Clearinghouse

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

Classes begin for regular 6 week Summer Session 2019

Summer Session 1 grades due

May 2019 Graduation official - no changes after this date

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_

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/23/19</td>
<td>Sun</td>
<td>Freeze Spring 2019 statistics (end of term)</td>
</tr>
<tr>
<td>06/24/19</td>
<td>M</td>
<td>Last day to drop regular 6 week Summer Session classes via the web with full refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Session Science 1 grades due</td>
</tr>
<tr>
<td>06/25/19</td>
<td>T</td>
<td>Preliminary Summer degree candidates graduation lists sent to deans and departments for review, and academic history reports distributed to deans and departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer GradAdmin opens to deans and departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Session Science Incomplete grades due</td>
</tr>
<tr>
<td>06/28/19</td>
<td>F</td>
<td>Dean’s List honor cut-off decision worksheet submitted to deans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Certification begins for all students using VA Benefits in Summer</td>
</tr>
</tbody>
</table>

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

_Office of the Registrar_

_300 Grace Hall_