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</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/03/19</td>
<td>M</td>
<td>Certification begins for all students using VA Benefits in Summer</td>
</tr>
<tr>
<td>06/04/19</td>
<td>T</td>
<td>New graduate student Fall 2019 registration begins and continues as they are admitted</td>
</tr>
<tr>
<td>06/07/19</td>
<td>F</td>
<td>Spring 2019 graduates reported to National Student Clearinghouse</td>
</tr>
</tbody>
</table>
| 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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
</table>
| 06/17/19 | M   | Classes begin for regular 6 week Summer Session 2019  
Summer Session 1 grades due  
Summer 2019 enrollment file reported to the National Student Clearinghouse |
| 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 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
            Summer data reported to the National Student Clearinghouse

<table>
<thead>
<tr>
<th></th>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
</tr>
</thead>
<tbody>
<tr>
<td>week 3</td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
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<td>6</td>
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<tr>
<td>week 4</td>
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<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
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<tr>
<td>week 5</td>
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<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
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<tr>
<td>week 6</td>
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<td>21</td>
<td>22</td>
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<td>31</td>
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</tr>
</tbody>
</table>

Summer Session Week 4

07/01/19  M  Dean’s List honor cut-off decision worksheet sent to deans
07/04/19  R  Independence Day - offices are closed, most classes are cancelled
07/05/19  F  Summer GradAdmin closes at midnight to departments; remains open to Deans
            Preliminary Summer degree candidate revisions due to the deans from the departments in GradAdmin
**Summer Session Week 5**

07/08/19  M  Last day for students to drop regular 6 week Summer Session classes
Veteran request form for Enrollment Certification opens for fall
Registration for readmitted students
Summer Session 2 grades due

07/09/19  T  Summer 2019 student data reported to the National Student
Clearinghouse

07/10/19  W  Registration for NDI Exchange students

07/12/19  F  Summer GradAdmin closes at midnight for deans

**Summer Session Week 6**

07/15/19  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

07/18/19  R  Summer Session final grading for all sessions is available
Summer 2018, January and May 2019 graduate’s NetID passwords
disabled. Spring 2019 “no show” student’s NetID passwords disabled

07/19/19  F  Inactivate Summer 2019 graduates for the future term (GR code)

07/22/19  M  Dean’s List honor cutoff decisions due to Office of the Registrar

07/23/19  T  Summer 2019 student data reported to the National Student
Clearinghouse

07/26/19  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

07/29/19  M  Regular 6 week Summer Session grades must be submitted through
insideND by 3:45 p.m. – MOVED TO July 31, due to the Okta upgrade

07/30/19  T  Summer grades are available on insideND – moved to August 1
Summer grades to deans/departments – moved to August 1
Latin Honors ran for Summer graduates – moved to August 1

07/31/19  W  Summer grades mailed to non-degree students home address – moved to August 2

<table>
<thead>
<tr>
<th>AUGUST</th>
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<tbody>
<tr>
<td>S M T W R F S</td>
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<td>1 2 3</td>
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<td>4 5 6 7 8 9 10</td>
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<tr>
<td>11 12 13 14 15 16 17</td>
</tr>
<tr>
<td>18 19 20 21 22 23 24</td>
</tr>
<tr>
<td>week 1 25 26 27 28 29 30 31</td>
</tr>
</tbody>
</table>

08/01/19  R  Fall 2019 Departmental Exam room assignments official

08/02/19  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

08/04/19  Sun  Summer Graduation Date - No Ceremony

08/05/19  M  Spring 2020 Initial TUSC report posted to the web
  Spring 2020 CourseLeaf design mode begins
  Registration for transfer students begins
  Summer 2019 CourseLeaf archived
  Begin mailing diplomas to Summer 2019 graduates – moved to August 7
  Pre-certification for Graduate students using VA Benefits
  Summer 2019 Degree Recipients student data reported to the National Student Clearinghouse

08/07/19  W  2019/2020 Undergraduate Bulletins distributed – moved to August 20
  2019/2020 VA State Approving Agency Catalog/bulletin requests sent out to colleges

08/11/19  Sun  Freeze Summer 2019 statistics (beginning of term)

08/19/19  M  Orientation and advising for new graduate students (through August 20)

08/21/19  W  Orientation for new international students (through August 22)
  Fall 2019 ND Roll Call available through September 3 - (rollcall.nd.edu/)
Graduation Application available for Fall
Summer 2018, January and May 2019 graduates’ NetID accounts delete
Spring 2019 “no show” students’ NetID accounts deleted

08/22/19  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 class related processes

08/23/19  Fri to
08/26/19  M  Orientation and advising for new freshmen (First Year of Studies)

*Fall Semester Week 1*

08/26/19  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
Registrar rooms available at scheduling.nd.edu for events through
December 15

08/27/19  T  Fall classes begin at Notre Dame
Opening Mass of 2019/2020 school year

08/28/19  W  Incomplete grades (I, F*) for Graduate School students converted to “F”
grades for Spring and Summer 2019

08/29/19  R  Email to students informing them of last day for schedule changes (Law
and Graduate Business notified by their college/school)
Fall 2019 early registration file reported to the National Student
Clearinghouse

08/30/19  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 2019 classes
Summer 2019 (only Summer graduates) student data reported to
National Student Clearinghouse
**Fall Semester Week 2**

09/02/19  M  Labor Day Holiday, most offices are closed, all classes are in session

09/03/19  T  Last day to add Fall classes
Last day to use web registration (until 11:59 p.m.)
Last day to complete ND Roll Call (until 11:59 p.m.)
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 2019
Last day for Saint Mary’s College students to use web registration
Turn off Part-Time Approval eForm for students at 8:00 a.m.
ROTC Student Activity codes updated for Fall 2019
Email to students with classes who have not completed ND Roll Call
Summer Graduation official - no changes after this date

09/04/19  W  Inactivate students who did not complete ND Roll Call
Inactive students who 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 NR coded

09/05/19  R  Email Fall 2019 class schedules to all students

09/06/19  F  Official Leaves of Absence report distributed to appropriate offices
Email to students confirming Leaves of Absence
Off-Campus program reports distributed to deans
Delete classes from all inactivated students
Turn off Summer Session Discontinuance eForm
Fall 2019 enrollment file to National Student Clearinghouse

Fall Semester Week 3

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/09/19</td>
<td>M</td>
<td>Certification begins for all students using VA Benefits for fall</td>
</tr>
<tr>
<td>09/11/19</td>
<td>W</td>
<td>List of students not returning distributed to deans and departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email to Fall 2019 instructors regarding class rosters and course registration deadlines</td>
</tr>
<tr>
<td>09/12/19</td>
<td>R</td>
<td>&quot;X grade&quot; report to deans for Spring 2018 and Summer Session 2019</td>
</tr>
<tr>
<td>09/13/19</td>
<td>F</td>
<td>2019/2020 VA State Approving Agency Catalog/bulletin requests due to Registrar from the colleges</td>
</tr>
</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>09/17/19</td>
<td>T</td>
<td>January GradAdmin opens to deans and departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2019 student data reported to the National Student Clearinghouse</td>
</tr>
</tbody>
</table>

Fall Semester Week 5

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/26/19</td>
<td>R</td>
<td>Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2019 freeze</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Incomplete grades (X, F*) for undergraduates converted to “F” grades for the Spring and Summer 2019 terms, with dean consultation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer School non-degree students’ and Summer 2019 “no show” students’ NetID passwords disabled</td>
</tr>
<tr>
<td>09/27/19</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 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>
</tr>
</thead>
<tbody>
<tr>
<td>09/29/19 Sun</td>
<td></td>
<td>Freeze Fall 2019 statistics (beginning of term)</td>
</tr>
<tr>
<td>09/30/19 M</td>
<td></td>
<td>Spring 2020 CourseLeaf start Validation</td>
</tr>
</tbody>
</table>
Fall Semester Week 7

10/07/19  M  January GradAdmin closes at midnight for departments; remains open for dean and graduate department level revisions
          Spring 2020 deadline for submission of proposals for new Core courses

10/11/19  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

10/14/19  M  Spring 2020 CourseLeaf scheduling unit dean approval deadline
          Spring 2020 CourseLeaf Refine Mode begins
          Spring 2020 TUSC Report nightly refresh begins

10/15/19  T  Fall 2019 student data reported to National Student Clearinghouse

10/16/19  W  Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Summer Session 2019 freeze
          Results of Spring 2020 large room audit (65+) distributed to departments

10/19/19  Sat to
10/27/19  Sun  Fall Break
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/20/19</td>
<td>Sun</td>
<td>Freeze Summer 2019 statistics (end of term)</td>
</tr>
<tr>
<td>10/21/19</td>
<td>M</td>
<td>Mid-term grades must be submitted through insideND by 3:45 p.m. for the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Mid-term grades submitted for all First Year students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Mid-term deficiency grades submitted for upperclassmen</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Mid-term grade sufficiency confirmation for all other students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January GradAdmin closes at midnight for deans and Graduate department level users</td>
</tr>
<tr>
<td>10/22/19</td>
<td>T</td>
<td>Mid-term grades viewable to students on insideND</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mid-term grades and deficiencies to deans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inactivate Fall 2019 graduates for the future term (GR code)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January 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></td>
</tr>
<tr>
<td></td>
<td></td>
<td>GradApp opens to January degree candidates for hometown and diploma name information</td>
</tr>
<tr>
<td>10/22/19</td>
<td>T</td>
<td>Schedule Spring 2020 classrooms</td>
</tr>
<tr>
<td>10/31/19</td>
<td>R</td>
<td>Spring 2020 CourseLeaf Refine Mode room assignment phase begins</td>
</tr>
<tr>
<td>10/23/19</td>
<td>W</td>
<td>Mid-term grades mailed to student’s home address</td>
</tr>
<tr>
<td></td>
<td></td>
<td>January GradAdmin re-opens for dean and Graduate department level revisions</td>
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<tr>
<td></td>
<td></td>
<td>Summer 2020 CourseLeaf Refine Mode plan phase begins</td>
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</table>

**Fall Semester Week 9**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/28/19</td>
<td>M</td>
<td>Classes resume</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All undergraduate advisor changes must be completed in the corporate data</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email Fall class schedules to all students</td>
</tr>
<tr>
<td>10/29/19</td>
<td>T</td>
<td>Fall 2019 student data reported to National Student Clearinghouse</td>
</tr>
<tr>
<td>10/30/19</td>
<td>W</td>
<td>Mail PIN's and PIN lists to departments and distribute to webfile space for Spring 2020 Registration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mail PIN lists to undergraduate deans for Spring 2020 Registration</td>
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<tr>
<td></td>
<td></td>
<td>Last day to initiate Add/Drop eForms for students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to initiate Crosslist, Credit Hour, and Title Change eForms for students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Education – MB1 grades due</td>
</tr>
<tr>
<td>10/31/19</td>
<td>R</td>
<td>Spring 2020 courses viewable; room assignments unofficial</td>
</tr>
</tbody>
</table>
Access to insideND Student Services activated for students enrolling for Spring 2020 semester
Email Spring 2020 instructors to request Instructor Course Descriptions (ICD) for Class Search
Spring 2020 CourseLeaf Refine Mode publish phase begins

<table>
<thead>
<tr>
<th>NOVEMBER</th>
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<tbody>
<tr>
<td>S M T W R F S</td>
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<tr>
<td>week 9</td>
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<td>week 10</td>
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<tr>
<td>week 11</td>
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<tr>
<td>week 12</td>
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<tr>
<td>week 13</td>
</tr>
</tbody>
</table>

11/01/19 F Last day for course discontinuance
Send Email message to students to check insideND to obtain their registration Time Tickets for Spring 2020 Registration

*Fall Semester Week 10*

11/04/19 M Kickoff Email re: advising period begins (permit and override entries)
Email information to students on Leaves of Absence who are returning for Spring 2020
Turn on Part-Time Approval eForm for students
Turn on Final Exam Conflict eForm

11/08/19 F Fall 2019 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*

11/11/19 M Registrar rooms available at [scheduling.nd.edu](http://scheduling.nd.edu) for events date through January 13

11/12/19 T Fall 2019 student data reported to National Student Clearinghouse

11/14/19 R Spring 2020 classroom assignments official
Summer 2020 deadline for submission of proposals for new Core courses

**Fall Semester Week 12**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/18/19</td>
<td>M</td>
<td>Spring 2020 Registration begins for undergraduate seniors</td>
</tr>
<tr>
<td>11/20/19</td>
<td>W</td>
<td>Spring 2020 Registration begins for undergraduate juniors</td>
</tr>
</tbody>
</table>
| 11/21/19 | R   | Spring 2020 Registration begins for Graduate School, Law, and Master of Nonprofit Administration students  
Summer 2020 courses viewable on Summer Session web site [http://summersession.nd.edu](http://summersession.nd.edu)  |
| 11/22/19 | F   | Spring 2020 Registration begins for undergraduate sophomores                        |
| 11/23/19 | S   | Summer 2019 non-degree students and “no show” students’ NetID accounts deleted  
Fall 2019 CourseLeaf archived  |

**Fall Semester Week 13**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| 11/25/19 | M   | Spring 2020 Registration begins for undergraduate First Year  
Veteran request form for enrollment certification opens for Spring  |
| 11/26/19 | T   | Fall 2019 student data reported to National Student Clearinghouse                 |
| 11/27/19 | W   | Turn on Request for X-Grade eForm                                                |
|          |     | **from**  
11/27/19 | W   | Thanksgiving Holiday for students                                                |
| 12/01/19 | Sun | **to**  
Thanksgiving Holiday for students                                                |
Fall Semester Week 14

12/02/19  M  Turn on Seat Adjustment Allocation eForm for Spring 2020
Last day for undergraduate First Year to register for Spring 2020

12/03/19  T  Course Instructor Feedback (CIF) begins -- through Dec. 15
Executive Education – MBS grades due

12/04/19  W  Spring 2020 Registration begins for non-degree students, select study
abroad programs, and Saint Mary’s College students

Fall Semester Week 15

12/09/19  M  Turn off Final Exam Conflict eForm
Summer 2020 courses available through insideND

12/10/19  T  Fall 2019 student data reported to National Student Clearinghouse

12/11/19  W  On-line Final grading is available for faculty using insideND
Grading instructions and final grade submission reminder letter to faculty

12/12/19  R  Last class day for the Fall Semester
January GradAdmin closes for Fall 2019

12/13/19  F  Spring 2020 Final & Departmental Exam schedules to deans for review;
posted on web immediately after review

12/13/19 to 12/15/19  Sun  Reading days (no examinations permitted)
Access to insideND Student Services activated for students enrolling for Summer 2020 semester
Pre-certification for Graduate students using VA Benefits

Fall Final Exams (no review sessions permitted)

Fall 2019 student data reported to National Student Clearinghouse
All diploma name changes for January degree candidates due in the Office of the Registrar
GradApp closes to January degree candidates
GradAdmin shut off for the fall term

All Final grades must be submitted through insideND by 3:45 p.m.
Probation/dismissal lists distributed to deans
Executive Education – MBL and MB2 grades due
All Spring registration PIN’s deleted
Turn off Request for X-Grade eForm
Spring 2020 Departmental Exam room assignments posted to the web

Graduating students with failing grade report distributed to deans
Grades mailed to students who have submitted the grade mailer request form
Dismissal lists due to the Registrar by 9:00 a.m.
Dismissal letters and emails sent to students
Fall 2019 grades viewable to students on insideND

University Holiday for staff
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| 01/03/20  | F   | Dismissal appeals due to the deans’ offices  
Posting of January 2020 degree recipients to the database  
Provisional Spring Final Exam information and official Departmental Exam information sent to faculty and departments |
| 01/05/20  | Sun | January Graduation date - no ceremony                                                                                                                   |
| 01/06/20  | M   | Fall 2020 CourseLeaf Design Mode plan phase begins  
Fall 2020 Initial TUSC report  
Registration begins for readmitted and transfer students  
January 2020 Degree Recipient student data reported to the National Student Clearinghouse |
| 01/08/20  | W   | Spring 2020 ND Roll Call available through January 21  
Graduation Application available for Spring                                                                 |
| 01/10/20  | F   | January 2020 Degree Recipient student data reported to the National Student Clearinghouse (2nd round)  
Final dismissal decisions due to the Office of the Registrar for Fall 2019 |

**Spring Semester Week 1**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| 01/13/20  | 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  
Academic histories distributed to deans and departments  
Registrar rooms available at scheduling.nd.edu for events through May 4 |
| 01/14/20  | T   | Spring classes begin at Notre Dame  
Spring 2019 student data early registration reported to National Student Clearinghouse                                                                 |
| 01/17/20  | 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 2020 classes |

**Spring Semester Week 2**
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/20/20</td>
<td>M</td>
<td>Email sent to department contacts requesting Commencement Weekend</td>
</tr>
<tr>
<td></td>
<td></td>
<td>non-diploma ceremony events</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Turn off Part-Time Approval eForm for students at 8:00 a.m.</td>
</tr>
<tr>
<td>01/21/20</td>
<td>T</td>
<td>Last day to add Spring classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to use web registration (until 11:59 p.m.)</td>
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<td></td>
<td></td>
<td>Last day to complete ND Roll Call (until 11:59 p.m.)</td>
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<td></td>
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<td>Last day to declare pass/fail option in deans’ offices</td>
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<td></td>
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<td>Last day to declare part-time status in deans’ offices</td>
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<tr>
<td></td>
<td></td>
<td>Last day to declare an audit</td>
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<td></td>
<td></td>
<td>Last day to initiate Seat Adjustment Allocation eForm for Spring</td>
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<tr>
<td></td>
<td></td>
<td>Last day for Saint Mary’s students to use web registration</td>
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<tr>
<td></td>
<td></td>
<td>Turn off Seat Adjustment Allocation eForm</td>
</tr>
<tr>
<td>01/22/20</td>
<td>W</td>
<td>Inactivate students who did not complete ND Roll Call</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inactivate students who are not approved for part-time status</td>
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<tr>
<td></td>
<td></td>
<td>Send letters to students denied enrollment, per Student Accounts</td>
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<tr>
<td></td>
<td></td>
<td>Turn on Add/Drop eForm for students</td>
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<tr>
<td></td>
<td></td>
<td>Turn on Cross list, Credit Hour, Title Change eForms for students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Incomplete grades (I, F*) for Graduate School students converted to “F”</td>
</tr>
<tr>
<td></td>
<td></td>
<td>grades for Fall 2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email Spring class schedules to all students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Saint Mary’s student without an ND class NR coded</td>
</tr>
<tr>
<td>01/24/20</td>
<td>F</td>
<td>Official Leaves of Absence report distributed to appropriate offices</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email to students confirming Leaves of Absence</td>
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<tr>
<td></td>
<td></td>
<td>Off-campus program reports to deans</td>
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<tr>
<td></td>
<td></td>
<td>Delete classes from all inactivated students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring 2020 enrollment file to National Student Clearinghouse</td>
</tr>
</tbody>
</table>

**Spring Semester Week 3**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/27/20</td>
<td>M</td>
<td>Latin Honors determined</td>
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<tr>
<td></td>
<td></td>
<td>Latin Honors ran for January 2020 graduates</td>
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<tr>
<td></td>
<td></td>
<td>“X” grade report to deans for Fall 2019</td>
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<tr>
<td></td>
<td></td>
<td>Certification begins for students using VA Benefits for spring</td>
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<tr>
<td>01/28/20</td>
<td>T</td>
<td>ROTC Student Activity code updated for Spring 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Preliminary 2020/2021 Undergraduate Bulletin to deans for corrections</td>
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<tr>
<td></td>
<td></td>
<td>May GradAdmin opens to deans and departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Turn on Participating Not Graduating (PN) eForm</td>
</tr>
<tr>
<td>01/29/20</td>
<td>W</td>
<td>List of students not returning to deans and departments</td>
</tr>
</tbody>
</table>
Email to Spring 2020 instructors regarding class rosters and course registration deadlines

<table>
<thead>
<tr>
<th></th>
<th>FEBRUARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>week 3</td>
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<tr>
<td>week 4</td>
<td>1 2 3 4 5 6 7 8</td>
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<tr>
<td>week 5</td>
<td>9 10 11 12 13 14 15</td>
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<tr>
<td>week 6</td>
<td>16 17 18 19 20 21 22</td>
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<tr>
<td>week 7</td>
<td>23 24 25 26 27 28 29</td>
</tr>
</tbody>
</table>

**Spring Semester Week 4**

02/03/20  M  January Graduation official - no changes after this date

02/04/20  T  Begin mailing diplomas to January 2020 graduates
Spring 2020 student data reported to the National Student Clearinghouse

02/06/20  R  Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2019 freeze

02/07/20  F  May GradAdmin closes at midnight for departments; remains open for Dean and Graduate department level revisions

**Spring Semester Week 5**

02/09/20  Sun  Freeze Fall 2019 statistics (end of term)

02/10/20  M  Summer 2020 faculty salary formula letter emailed to deans, departments, budget and program directors

02/12/20  W  Commencement Weekend non-diploma ceremony event information due to the Office of the Registrar
Fall 2020 deadline for submission of proposals for new Core courses

02/13/20  R  Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Spring 2020 freeze
Incomplete grades (X, F*) for undergraduates converted to “F” grades for the Fall 2019 term, with dean consultation
Fall 2019 “No Show” students’ NetID passwords disabled

02/14/20  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

02/16/20  Sun  Freeze Spring 2020 statistics (beginning of term)
02/18/20  T  Spring 2020 student data reported to the National Student Clearinghouse

Spring Semester Week 7

02/24/20  M  May GradAdmin closes at midnight for Deans and Graduate department level users

02/28/18  F  Letters to deans requesting names of faculty who will serve during the Commencement Weekend as college Marshals
            Mid-term grading available for faculty using insideND
            Information on mid-term grading distributed to faculty
            May degree candidates posted for review to: //commencement.nd.edu
            May GradAdmin re-opens to Deans and Graduate level department users for revisions
            GradApp opens to August 2019 graduates, January 2020 graduates, and May 2020 degree candidates; email to students
            2020/2021 Undergraduate Bulletin materials due to the undergraduate deans (Round 1) from the departments

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<th>M A R C H</th>
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<tbody>
<tr>
<td>S M T W R F S</td>
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<tr>
<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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<td>week 11</td>
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</tbody>
</table>

Spring Semester Week 8
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| 03/02/20 | M | Email current students information regarding Summer 2020 registration  
Fall 2020 CourseLeaf Schedule Validation deadline  
Summer 2020 CourseLeaf Refine Mode room assignment phase |
| 03/03/20 | F | Summer 2020 CourseLeaf Refine Mode publish phase  
Spring 2020 student data reported to the National Student Clearinghouse |
| 03/06/20 | F | 2020/2021 Undergraduate Bulletin materials due to the Office of the Registrar (Round 1)  
Official Spring Final Exam information sent to faculty and departments |
| 03/07/20 | Sat | Spring Break |
| 03/15/20 | Sun |  |
| 03/09/20 | M | Mid-term grades must be submitted through insideND by 3:45 p.m. for the following:  
- Mid-term grades submitted for all First Year students  
- Mid-term deficiency grades submitted for upperclassmen  
- Mid-term grade sufficiency confirmation for all other students  
Fall 2020 CourseLeaf Scheduling Unit dean approval deadline  
Fall 2020 CourseLeaf end of design mode |
| 03/10/20 | 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  
Mid-term grades and deficiencies distributed to deans and departments  
Inactivate Spring 2020 Graduates for the future term (GR code) |
| 03/11/20 | W | Mid-term grades mailed to student’s home address  
Results of Fall 2020 large room audit (65+) distributed to departments |
| 03/13/20 | F | All undergraduate advisor changes must be completed in the corporate Data |

**Spring Semester Week 9**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
</table>
| 03/16/20 | M | Classes resume  
Email Spring class schedules to all students |
| 03/17/20 | T | Graduation Fair (Notre Dame Hammes Bookstore)  
Spring 2020 student data reported to the National Student Clearinghouse |
| 03/17/20 | T |  |
to Fall 2020 CourseLeaf Refine Mode room assignment phase

03/26/20 R

03/18/20 W Summer 2020 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
Executive Education – MB1 grades due

03/19/20 R GradApp closed to students; ticket requests remain open

03/20/20 F Last day for course discontinuance
PIN sheets and PIN lists to departments for Fall 2020 Registration (excludes rising Sophomores)
PIN lists to undergraduate deans for Fall 2020 Registration (excludes rising Sophomores)

Spring Semester Week 10

03/23/20 M Turn on Part-Time Approval eForm for students
Turn on Final Exam Conflict eForm

03/24/20 T Awards & Prizes form for May Commencement Program turned on

03/26/20 R Fall 2020 courses viewable; room assignments unofficial
Fall 2020 semester activated
Email Fall 2020 instructors to request Instructor Course Descriptions (ICD) for Class Search
Fall 2020 CourseLeaf Refine Mode publish phase

03/28/20 Sat Fall 2019 “No Show” students’ NetID accounts deleted

Spring Semester Week 11

03/30/20 M Kickoff Email to departments re: advising period begins (permit and override entries)
Honor Society data requests for May Commencement Program emailed

03/31/20 T Spring 2020 student data reported to National Student Clearinghouse
04/02/20  R  Rising Sophomore PIN’s and PIN lists to First Year of Studies
Rising Sophomore BA PIN’s and PIN list to Undergraduate Business
Email information to students on Leaves of Absence who are returning
for Fall 2020
Send email message to students to check insideND to obtain their
Registration Time Ticket for Fall 2020 Registration

04/03/20  F  Rising Sophomore PIN’s and PIN lists to departments for Fall 2020
registration (from First Year of Studies)
Rising Sophomore PIN lists to undergraduate deans for Fall 2020
registration (from First Year of Studies)

Spring Semester Week 12

04/09/20  R  Fall 2020 classroom assignments official
Honor Society lists due in the Office of the Registrar for May Commencement Program

04/10/20  F  Easter Holiday for students and most offices (Good Friday)

Spring Semester Week 13

04/12/20  Sun  Easter Sunday

04/13/20  M  Easter Holiday for students (most offices are open)

04/14/20  T  Awards & Prizes survey form turned off
Spring 2020 student data reported to National Student Clearinghouse

04/15/20  W  Fall 2020 Registration begins for undergraduate seniors
Spring 2020 Final Exam room assignments to departments and posted to the web
Turn on Request for X-Grade eForm

04/17/20  F  Fall 2020 Registration begins for Graduate, Law, and Master of Nonprofit Administration students

**Spring Semester Week 14**

04/20/20  M  Fall 2020 Registration begins for undergraduate juniors
            Registrar rooms available at [scheduling.nd.edu](http://scheduling.nd.edu) for events through August 18
            Executive Education – MBS grades due
            Veteran request form for enrollment certification opens for Summer

04/21/20  T  Summer 2020 “low enrollment” preliminary report to department chairs
            Course Instructor Feedback (CIF) begins -- through May 3

04/22/20  W  Fall 2020 Registration begins for undergraduate sophomores

04/24/20  F  Fall 2020 Registration begins for non-degree students, select study abroad programs, and Saint Mary’s College students
            Turn on Seat Adjustment Allocation eForm

**Spring Semester Week 15**

04/27/20  M  Turn off Final Exam Conflict eForm

04/28/20  T  Spring 2020 student data reported to National Student Clearinghouse

04/29/20  W  Last class day
            Final grading available for faculty using insideND
            Grading instructions and final grade submission reminder letter to faculty

04/30/20 to 05/03/20  R  Reading days (no examinations permitted)
**05/04/20**  
**M**  
Final Exams (no review sessions permitted)

**05/08/20**  
**F**  
Revised 2020/2021 Undergraduate Bulletin materials distributed to the deans (round 2)

**05/11/20**  
**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  
Turn on Summer Session Discontinuance eForm

**05/12/20**  
**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  
Spring 2020 student data reported to National Student Clearinghouse

**05/13/20**  
**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

**05/13/20**  
**W**  
University Commencement Ceremony guest ticket distribution

**05/16/20**  
**Sat**
05/14/20  R  Spring 2020 final student data reported to National Student Clearinghouse
05/15/20  F  Posting of May degree recipients (including honors) to the database
05/16/20  Sat  Graduate School Ceremony
           Law School Ceremony
           Graduate Business Ceremony
           Commencement Mass 5:00 p.m. (Joyce Center Purcell Pavilion)
05/17/20  Sun  University Commencement Ceremony 9:30 a.m. (Stadium)
           Undergraduate Diploma Ceremonies (2:00 p.m. – various locations)
05/18/20  M  Summer 2020 ND Roll Call available
           Graduation Application available for Summer
           Participating Not Graduating (PN) eForm turned off
           Spring 2020 Courseleaf archived
05/19/20  T  May 2020 Degree recipient student data to National Student
           Clearinghouse
           Summer 2020 “low enrollment” follow-up report to department chairs
05/20/20  W  Grades to deans/departments
           Average listings to deans/departments
           Certification begins for all students using VA Benefits in Summer
05/21/20  R  Dismissal appeals due to the deans’ offices
           Summer 2020 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
05/22/20  F  Revised 2020/2021 Undergraduate Bulletin materials due to the
           undergraduate deans (Round 2) from the departments
05/25/20  M  Memorial Day Holiday (most offices closed) - classes are in session
05/26/20  T  Summer 2020 “low enrollment” final report to department chairs to
           determine classes to be cancelled
05/28/20  R  Dismissal decisions due to the Office of the Registrar for Spring 2020
05/29/20  F  Revised 2020/2021 Undergraduate Bulletin materials due to the Office of
           the Registrar (Round 2)
06/02/20  T  New graduate student Fall 2020 registration begins and continues as they are admitted
06/05/20  F  Spring 2020 graduates reported to National Student Clearinghouse
06/10/20  W  Incomplete grades (I, F*) for Graduate School students converted to “F” grades for Spring 2020
          Change Business intents for freshmen students to a major of “none”

\textbf{Summer Session Week 1}

06/15/20  M  Classes begin for regular 6 week Summer Session 2020
          Summer Session 1 grades due
          Summer 2020 enrollment file reported to the National Student Clearinghouse
06/16/20  T  May 2020 Graduation official - no changes after this date
06/18/20  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 2020 freeze

\textbf{Summer Session Week 2}

06/21/20  Sun  Freeze Spring 2020 statistics (end of term)
06/22/20  M  Last day to drop regular 6 week Summer Session classes via the web with full refund
          Summer Session Science 1 grades due
06/23/20  T  Summer GradAdmin opens to deans and departments
Summer Session Science Incomplete grades due
Summer data reported to the National Student Clearinghouse

06/27/20   F   Dean’s List honor cut-off decision worksheet submitted to deans

The 2020/2021 Academic Services calendar will be completed before July 1, 2020.

Office of the Registrar
300 Grace Hall