

ACADEMIC SERVICES CALENDAR

2019-2020

OFFICE OF THE REGISTRAR

<http://registrar.nd.edu/pdf/asc2019-20.pdf>

Revised 10/8/2019

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

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

- 06/03/19 M Certification begins for all students using VA Benefits in Summer
- 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
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**

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

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*

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

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**

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

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

- | | | |
|-----------------|----------|---|
| 09/09/19 | M | Certification begins for all students using VA Benefits for fall |
| 09/11/19 | W | List of students not returning distributed to deans and departments
Email to Fall 2019 instructors regarding class rosters and course registration deadlines |
| 09/12/19 | R | "X grade" report to deans for Spring 2018 and Summer Session 2019 |
| 09/13/19 | F | 2019/2020 VA State Approving Agency Catalog/bulletin requests due to Registrar from the colleges |

Fall Semester Week 4

- | | | |
|-----------------|----------|---|
| 09/17/19 | T | January GradAdmin opens to deans and departments
Fall 2019 student data reported to the National Student Clearinghouse |
|-----------------|----------|---|

Fall Semester Week 5

- | | | |
|-----------------|----------|--|
| 09/26/19 | R | Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2019 freeze
Incomplete grades (X, F*) for undergraduates converted to "F" grades for the Spring and Summer 2019 terms, with dean consultation
Summer School non-degree students' and Summer 2019 "no show" students' NetID passwords disabled |
| 09/27/19 | 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

- | | | |
|-----------------|------------|--|
| 09/29/19 | Sun | Freeze Fall 2019 statistics (beginning of term) |
| 09/30/19 | M | Spring 2020 CourseLeaf start Validation |

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

10/01/19 T Fall 2019 student data reported to National Student Clearinghouse

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

- 10/20/19 Sun Freeze Summer 2019 statistics (end of term)
- 10/21/19 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
- January GradAdmin closes at midnight for deans and Graduate department level users
- 10/22/19 T Mid-term grades viewable to students on insideND
Mid-term grades and deficiencies to deans
Inactivate Fall 2019 graduates for the future term (GR code)
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
- 10/22/19 T Schedule Spring 2020 classrooms
to Spring 2020 CourseLeaf Refine Mode room assignment phase
10/31/19 R begins
- 10/23/19 W Mid-term grades mailed to student's home address
January GradAdmin re-opens for dean and Graduate department level revisions
Summer 2020 CourseLeaf Refine Mode plan phase begins

Fall Semester Week 9

- 10/28/19 M Classes resume
All undergraduate advisor changes must be completed in the corporate data
Email Fall class schedules to all students
- 10/29/19 T Fall 2019 student data reported to National Student Clearinghouse
- 10/30/19 W Mail PIN's and PIN lists to departments and distribute to webfile space for Spring 2020 Registration
Mail PIN lists to undergraduate deans for Spring 2020 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
- 10/31/19 R Spring 2020 courses viewable; room assignments unofficial

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

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

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>

Fall Semester Week 11

11/11/19 M Registrar rooms available at 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

- 11/18/19 M **Spring 2020 Registration begins for undergraduate seniors**
- 11/20/19 W **Spring 2020 Registration begins for undergraduate juniors**
- 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>
- 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

- 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**
- 11/27/19 W **Thanksgiving Holiday for students**
to
12/01/19 Sun

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

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 F
to
12/15/19 Sun Reading days (no examinations permitted)

- 12/16/19 M Access to insideND Student Services activated for students enrolling for Summer 2020 semester
Pre-certification for Graduate students using VA Benefits
- 12/16/19 M Fall Final Exams (no review sessions permitted)
to
12/20/19 F
- 12/20/19 F 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
- 12/23/19 M 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
- 12/24/19 T 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
- 12/23/19 Mon
to
01/01/20 Wed University Holiday for staff

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

- 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

- 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

- 01/20/20 M** Email sent to department contacts requesting Commencement Weekend non-diploma ceremony events
Turn off Part-Time Approval eForm for students at 8:00 a.m.
- 01/21/20 T** Last day to add Spring 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 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 Seat Adjustment Allocation eForm
- 01/22/20 W** Inactivate students who did not complete ND Roll Call
Inactivate students who are not approved for part-time status
Send letters to students denied enrollment, per 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 2019
Email Spring class schedules to all students
Saint Mary's student without an ND class NR coded
- 01/24/20 F** Official Leaves of Absence report distributed to appropriate offices
Email to students confirming Leaves of Absence
Off-campus program reports to deans
Delete classes from all inactivated students
Spring 2020 enrollment file to National Student Clearinghouse

Spring Semester Week 3

- 01/27/20 M** Latin Honors determined
Latin Honors ran for January 2020 graduates
"X" grade report to deans for Fall 2019
Certification begins for students using VA Benefits for spring
- 01/28/20 T** ROTC Student Activity code updated for Spring 2020
Preliminary 2020/2021 Undergraduate Bulletin to deans for corrections
May GradAdmin opens to deans and departments
Turn on Participating Not Graduating (PN) eForm
- 01/29/20 W** List of students not returning to deans and departments

Email to Spring 2020 instructors regarding class rosters and course registration deadlines

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

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](http://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**

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

Spring Semester Week 8

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 to 03/15/20	Sat Sun	Spring Break
03/09/20	M	Mid-term grades must be submitted through insideND by 3:45 p.m. for the following: <ul style="list-style-type: none"> • 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

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 03/26/20	R	Fall 2020 CourseLeaf Refine Mode room assignment phase
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

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

**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 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 R
to
05/03/20 Sun Reading days (no examinations permitted)

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

- 05/04/20 M Final Exams (no review sessions permitted)
to
05/08/20 F
- 05/05/20 T Revised 2020/2021 Undergraduate Bulletin materials distributed to the deans (round 2)
- 05/08/20 F GradAdmin closes for Spring 2020
- 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
to
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 <u>early</u> 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)

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

- 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"

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

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***

<http://registrar.nd.edu/pdf/asc2019-20.pdf>