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>JUNE</th>
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<tbody>
<tr>
<td>Sun</td>
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</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>07/08/19</td>
<td>M</td>
<td>Last day for students to drop regular 6 week Summer Session classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Veteran request form for Enrollment Certification opens for fall</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration for readmitted students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Session 2 grades due</td>
</tr>
<tr>
<td>07/09/19</td>
<td>T</td>
<td>Summer 2019 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>07/10/19</td>
<td>W</td>
<td>Registration for NDI Exchange students</td>
</tr>
<tr>
<td>07/12/19</td>
<td>F</td>
<td>Summer GradAdmin closes at midnight for deans</td>
</tr>
</tbody>
</table>

### Summer Session Week 6

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>07/15/19</td>
<td>M</td>
<td>Revised Summer degree candidate lists distributed to deans and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revised Summer degree candidates posted for review to</td>
</tr>
<tr>
<td></td>
<td></td>
<td><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 Summer degree candidates for hometown and</td>
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<tr>
<td></td>
<td></td>
<td>diploma name information</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer GradAdmin reopens for dean level revisions</td>
</tr>
<tr>
<td>07/18/19</td>
<td>R</td>
<td>Summer Session final grading for all sessions is available</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer 2018, January and May 2019 graduate’s NetID passwords</td>
</tr>
<tr>
<td></td>
<td></td>
<td>disabled. Spring 2019 “no show” student’s NetID passwords disabled</td>
</tr>
<tr>
<td>07/19/19</td>
<td>F</td>
<td>Inactivate Summer 2019 graduates for the future term (GR code)</td>
</tr>
<tr>
<td>07/22/19</td>
<td>M</td>
<td>Dean’s List honor cutoff decisions due to Office of the Registrar</td>
</tr>
<tr>
<td>07/23/19</td>
<td>T</td>
<td>Summer 2019 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>07/26/19</td>
<td>F</td>
<td>Regular 6 week Summer Session last class day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final Exam day for regular 6 week Summer Session</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GradApp closes to Summer degree candidates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer GradAdmin closes at midnight</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer degree candidate diploma name changes due to the Registrar</td>
</tr>
<tr>
<td>07/29/19</td>
<td>M</td>
<td>Regular 6 week Summer Session grades must be submitted through</td>
</tr>
<tr>
<td></td>
<td></td>
<td>insideND by 3:45 p.m. – <strong>MOVED TO July 31, due to the Okta upgrade</strong></td>
</tr>
<tr>
<td>07/30/19</td>
<td>T</td>
<td>Summer grades are available on insideND — <strong>moved to August 1</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer grades to deans/departments — <strong>moved to August 1</strong></td>
</tr>
</tbody>
</table>
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

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<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/01/19</td>
<td>R</td>
<td>Fall 2019 Departmental Exam room assignments official</td>
</tr>
<tr>
<td>08/02/19</td>
<td>F</td>
<td>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</td>
</tr>
<tr>
<td>08/04/19</td>
<td>Sun</td>
<td>Summer Graduation Date - No Ceremony</td>
</tr>
<tr>
<td>08/05/19</td>
<td>M</td>
<td>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</td>
</tr>
<tr>
<td>08/07/19</td>
<td>W</td>
<td>2019/2020 Undergraduate Bulletins distributed 2019/2020 VA State Approving Agency Catalog/bulletin requests sent out to colleges</td>
</tr>
<tr>
<td>08/11/19</td>
<td>Sun</td>
<td>Freeze Summer 2019 statistics (beginning of term)</td>
</tr>
<tr>
<td>08/19/19</td>
<td>M</td>
<td>Orientation and advising for new graduate students (through August 20)</td>
</tr>
<tr>
<td>08/21/19</td>
<td>W</td>
<td>Orientation for new international students (through August 23) Fall 2019 ND Roll Call available through September 3 - (rollcall.nd.edu/)</td>
</tr>
</tbody>
</table>
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

09/09/19  M  Certification begins for all students using VA Benefits for fall
09/10/19  T  Preliminary January degree candidates’ graduation lists sent to deans and departments for review, and academic history reports distributed to deans
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  Fall 2019 student data reported to the National Student Clearinghouse
09/20/19  F  January GradAdmin closes at midnight for departments; remains open for dean level revisions

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  Preliminary January degree candidates lists due in the Office of the Registrar
            January GradAdmin closes at midnight for deans
            Spring 2020 CourseLeaf start Validation

10/01/19  T  Fall 2019 student data reported to National Student Clearinghouse
            Spring 2020 deadline for submission of proposals for new Core courses

Fall Semester Week 7

10/07/19  M  Summer 2020 CourseLeaf Refine Mode plan phase begins

10/09/19  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

10/11/19  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
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>10/14/19</td>
<td>M</td>
<td>Spring 2020 CourseLeaf scheduling unit dean approval deadline</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring 2020 CourseLeaf Refine Mode begins</td>
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<tr>
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<td></td>
<td>Spring 2020 TUSC Report nightly refresh begins</td>
</tr>
<tr>
<td>10/15/19</td>
<td>T</td>
<td>Fall 2019 student data reported to National Student Clearinghouse</td>
</tr>
<tr>
<td>10/16/19</td>
<td>W</td>
<td>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</td>
</tr>
<tr>
<td>10/19/19</td>
<td>Sat</td>
<td>Fall Break</td>
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<tr>
<td>10/19/19</td>
<td>to</td>
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<tr>
<td>10/27/19</td>
<td>Sun</td>
<td>Fall Break</td>
</tr>
<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>
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<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>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 mailed to student’s home address</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>10/22/19</td>
<td>T</td>
<td>Schedule Spring 2020 classrooms</td>
</tr>
<tr>
<td>10/22/19</td>
<td>to</td>
<td></td>
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<tr>
<td>10/31/19</td>
<td>R</td>
<td>Spring 2020 CourseLeaf Refine Mode room assignment phase begins</td>
</tr>
</tbody>
</table>

**Fall Semester Week 9**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<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>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to initiate Add/Drop eForms for students</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>November</th>
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<tbody>
<tr>
<td>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>
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</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

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](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  to
12/01/19  Sun  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  F  to  Reading days (no examinations permitted)
12/15/19  Sun
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 to 12/20/19 F Fall Final Exams (no review sessions permitted)

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

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
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 ND 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 May degree candidates’ graduation lists sent to deans and departments for review, and academic history reports distributed to deans and departments
Preliminary 2020/2021 Undergraduate Bulletin to deans for corrections
May GradAdmin opens to deans and departments
Turn on Participating Not Graduating (PN) eForm
List of students not returning to deans and departments
Email to Spring 2020 instructors regarding class rosters and course registration deadlines

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/29/20</td>
<td>W</td>
<td>List of students not returning to deans and departments Email to Spring 2020 instructors regarding class rosters and course registration deadlines</td>
</tr>
<tr>
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<tr>
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<td><strong>FEBRUARY</strong></td>
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<td></td>
<td><strong>S M T W R F S</strong></td>
</tr>
<tr>
<td>week 3</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>week 4</td>
<td></td>
<td>2 3 4 5 6 7 8</td>
</tr>
<tr>
<td>week 5</td>
<td></td>
<td>9 10 11 12 13 14 15</td>
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<tr>
<td>week 6</td>
<td></td>
<td>16 17 18 19 20 21 22</td>
</tr>
<tr>
<td>week 7</td>
<td></td>
<td>23 24 25 26 27 28 29</td>
</tr>
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<tr>
<td></td>
<td></td>
<td><strong>Spring Semester Week 4</strong></td>
</tr>
<tr>
<td>02/03/20</td>
<td>M</td>
<td>January Graduation official - no changes after this date</td>
</tr>
<tr>
<td>02/04/20</td>
<td>T</td>
<td>Begin mailing diplomas to January 2020 graduates Spring 2020 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>02/06/20</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 Final January graduation lists and academic history reports distributed to deans and departments</td>
</tr>
<tr>
<td>02/07/20</td>
<td>F</td>
<td>Preliminary May degree candidate lists due to deans from departments May GradAdmin closes at midnight for departments; remains open for dean level revisions</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Spring Semester Week 5</strong></td>
</tr>
<tr>
<td>02/09/20</td>
<td>Sun</td>
<td>Freeze Fall 2019 statistics (end of term)</td>
</tr>
<tr>
<td>02/10/20</td>
<td>M</td>
<td>Summer 2020 faculty salary formula letter emailed to deans, departments, budget and program directors</td>
</tr>
<tr>
<td>02/12/20</td>
<td>W</td>
<td>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</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>-----</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>02/13/20</td>
<td>R</td>
<td>Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Spring 2020 freeze</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Incomplete grades (X, F*) for undergraduates converted to “F” grades for the Fall 2019 term, with dean consultation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2019 “No Show” students’ NetID passwords disabled</td>
</tr>
<tr>
<td>02/14/20</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>
</tr>
</tbody>
</table>

**Spring Semester Week 6**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/16/20</td>
<td>Sun</td>
<td>Freeze Spring 2020 statistics (beginning of term)</td>
</tr>
<tr>
<td>02/18/20</td>
<td>T</td>
<td>Spring 2020 student data reported to the National Student Clearinghouse</td>
</tr>
</tbody>
</table>

**Spring Semester Week 7**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/24/20</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>02/28/18</td>
<td>F</td>
<td>Letters to deans requesting names of faculty who will serve during the Commencement Weekend as college Marshals</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mid-term grading available for faculty using insideND</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Information on mid-term grading distributed to faculty</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May degree candidates posted for review to: /commencement.nd.edu</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revised May graduation list distributed to deans and departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May GradAdmin re-opens list distributed to deans for revisions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GradApp opens to August 2019 graduates, January 2020 graduates, and May 2020 degree candidates; email to students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2020/2021 Undergraduate Bulletin materials due to the undergraduate deans (Round 1) from the departments</td>
</tr>
</tbody>
</table>
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 Sat to
03/15/20 Sun Spring Break

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
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/13/20</td>
<td>F</td>
<td>All undergraduate advisor changes must be completed in the corporate Data</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Spring Semester Week 9</strong></td>
</tr>
<tr>
<td>03/16/20</td>
<td>M</td>
<td>Classes resume</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email Spring class schedules to all students</td>
</tr>
<tr>
<td>03/17/20</td>
<td>T</td>
<td>Graduation Fair (Notre Dame Hammes Bookstore)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring 2020 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>03/17/20</td>
<td>T</td>
<td>Fall 2020 CourseLeaf Refine Mode room assignment phase</td>
</tr>
<tr>
<td>03/17/20</td>
<td></td>
<td>to 03/26/20 R</td>
</tr>
<tr>
<td>03/18/20</td>
<td>W</td>
<td><strong>Summer 2020 registration begins (all appointment times begin at 6 a.m.)</strong></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to initiate Add/Drop eForm for students</td>
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<td></td>
<td>Last day to initiate Cross list, Credit Hour, Title Change eForms for students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Education – MB1 grades due</td>
</tr>
<tr>
<td>03/19/20</td>
<td>R</td>
<td>GradApp closed to students; ticket requests remain open</td>
</tr>
<tr>
<td>03/20/20</td>
<td>F</td>
<td>Last day for course discontinuance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PIN sheets and PIN lists to departments for Fall 2020 Registration (excludes rising Sophomores)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PIN lists to undergraduate deans for Fall 2020 Registration (excludes rising Sophomores)</td>
</tr>
<tr>
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<td></td>
<td><strong>Spring Semester Week 10</strong></td>
</tr>
<tr>
<td>03/23/20</td>
<td>M</td>
<td>Turn on Part-Time Approval eForm for students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Turn on Final Exam Conflict eForm</td>
</tr>
<tr>
<td>03/24/20</td>
<td>T</td>
<td>Awards &amp; Prizes form for May Commencement Program turned on</td>
</tr>
<tr>
<td>03/26/20</td>
<td>R</td>
<td>Fall 2020 courses viewable; room assignments unofficial</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2020 semester activated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email Fall 2020 instructors to request Instructor Course Descriptions (ICD) for Class Search</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2020 CourseLeaf Refine Mode publish phase</td>
</tr>
<tr>
<td>03/28/20</td>
<td>Sat</td>
<td>Fall 2019 “No Show” students’ NetID accounts deleted</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>A P R I L</th>
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<tbody>
<tr>
<td>S M T W R F S</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>
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<tr>
<td>week 14</td>
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<tr>
<td>week 15</td>
</tr>
</tbody>
</table>

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
GradAdmin closes for Spring 2020

04/30/20  
R  
to  
05/03/20  
Sun  

Reading days (no examinations permitted)

<table>
<thead>
<tr>
<th>MAY</th>
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<th>W</th>
<th>R</th>
<th>F</th>
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<tr>
<td>Week 15</td>
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<tr>
<td>Exams</td>
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</tbody>
</table>

05/04/20  
M  
to  
05/08/20  
F  

Final Exams (no review sessions permitted)

05/05/20  
T  

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
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/13/20</td>
<td>W</td>
<td>University Commencement Ceremony guest ticket distribution</td>
</tr>
<tr>
<td>05/14/20</td>
<td>R</td>
<td>Spring 2020 final student data reported to National Student Clearinghouse</td>
</tr>
<tr>
<td>05/15/20</td>
<td>F</td>
<td>Posting of May degree recipients (including honors) to the database</td>
</tr>
<tr>
<td>05/16/20</td>
<td>Sat</td>
<td>Graduate School Ceremony&lt;br&gt;Law School Ceremony&lt;br&gt;Graduate Business Ceremony&lt;br&gt;Commencement Mass 5:00 p.m. (Joyce Center Purcell Pavilion)</td>
</tr>
<tr>
<td>05/17/20</td>
<td>Sun</td>
<td>University Commencement Ceremony 9:30 a.m. (Stadium)&lt;br&gt;Undergraduate Diploma Ceremonies (2:00 p.m. – various locations)</td>
</tr>
<tr>
<td>05/18/20</td>
<td>M</td>
<td>Summer 2020 ND Roll Call available&lt;br&gt;Graduation Application available for Summer&lt;br&gt;Participating Not Graduating (PN) eForm turned off&lt;br&gt;Spring 2020 Courseleaf archived</td>
</tr>
<tr>
<td>05/19/20</td>
<td>T</td>
<td>May 2020 Degree recipient student data to National Student Clearinghouse&lt;br&gt;Summer 2020 “low enrollment” follow-up report to department chairs</td>
</tr>
<tr>
<td>05/20/20</td>
<td>W</td>
<td>Grades to deans/departments&lt;br&gt;Average listings to deans/departments&lt;br&gt;Certification begins for all students using VA Benefits in Summer</td>
</tr>
<tr>
<td>05/21/20</td>
<td>R</td>
<td>Dismissal appeals due to the deans’ offices&lt;br&gt;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</td>
</tr>
<tr>
<td>05/22/20</td>
<td>F</td>
<td>Revised 2020/2021 Undergraduate Bulletin materials due to the undergraduate deans (Round 2) from the departments</td>
</tr>
<tr>
<td>05/25/20</td>
<td>M</td>
<td>Memorial Day Holiday (most offices closed) - classes are in session</td>
</tr>
<tr>
<td>05/26/20</td>
<td>T</td>
<td>Summer 2020 “low enrollment” final report to department chairs to determine classes to be cancelled</td>
</tr>
<tr>
<td>05/28/20</td>
<td>R</td>
<td>Dismissal decisions due to the Office of the Registrar for Spring 2020</td>
</tr>
<tr>
<td>05/29/20</td>
<td>F</td>
<td>Revised 2020/2021 Undergraduate Bulletin materials due to the Office of</td>
</tr>
</tbody>
</table>
the Registrar (Round 2)

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/02/20</td>
<td>T</td>
<td>New graduate student Fall 2020 registration begins and continues as they are admitted</td>
</tr>
<tr>
<td>06/05/20</td>
<td>F</td>
<td>Spring 2020 graduates reported to National Student Clearinghouse</td>
</tr>
<tr>
<td>06/10/20</td>
<td>W</td>
<td>Incomplete grades (I, F*) for Graduate School students converted to “F” grades for Spring 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Change Business intents for freshmen students to a major of “none”</td>
</tr>
</tbody>
</table>

**Summer Session Week 1**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/15/20</td>
<td>M</td>
<td>Classes begin for regular 6 week Summer Session 2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Session 1 grades due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer 2020 enrollment file reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>06/16/20</td>
<td>T</td>
<td>May 2020 Graduation official - no changes after this date</td>
</tr>
<tr>
<td>06/18/20</td>
<td>R</td>
<td>Last day to add regular 6 week Summer Session classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deadline for all changes to be into the Office of the Registrar that affect the corporate data for Spring 2020 freeze</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final May graduation lists and academic history reports distributed to deans and departments</td>
</tr>
</tbody>
</table>

**Summer Session Week 2**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/21/20</td>
<td>Sun</td>
<td>Freeze Spring 2020 statistics (end of term)</td>
</tr>
</tbody>
</table>
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  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

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