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.

Please note that this calendar is a work-in-progress, especially with the COVID-19 situation. We anticipate that changes will be made each week, based on incoming information.

06/02/20  T  Spring 2020 graduates reported to National Student Clearinghouse

06/10/20  W  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 2020 enrollment file reported to the National Student Clearinghouse
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
Graduation Question turned off in ND Roll Call
Summer Session 1 grades due
Summer Session Science 1 grades due
Veterans Benefit Election eForm for enrollment certification opens for Fall 2020/2021 VA State Approving Agency catalog/bulletin requests sent out to colleges

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

J U L Y

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

Summer Session Week 3

07/02/20 R Registration begins for Transfer and Readmitted Students

07/03/20 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
Independence Day recognized - offices are closed

07/04/20 S Independence Day - offices are closed, most classes are cancelled
### Summer Session Week 4

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/06/20</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>Summer Session 2 grades due</td>
</tr>
<tr>
<td>07/07/20</td>
<td>T</td>
<td>Summer 2020 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>07/10/20</td>
<td>F</td>
<td>Summer GradAdmin closes at midnight for deans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration for NDI Exchange students</td>
</tr>
</tbody>
</table>

### Summer Session Week 5

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/12/20</td>
<td>Sun</td>
<td>Incomplete grades (I, F*) for Graduate School students converted to “F” grades for Spring 2020</td>
</tr>
<tr>
<td>07/13/20</td>
<td>M</td>
<td>Revised Summer degree candidate lists distributed to deans and Departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revised Summer degree candidates posted for review to <a href="http://commencement.nd.edu/student-information/degree-candidate-list/">http://commencement.nd.edu/student-information/degree-candidate-list/</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer GradAdmin reopens for dean level revisions</td>
</tr>
<tr>
<td>07/15/20</td>
<td>W</td>
<td>Scheduling.nd.edu will be available for fall classroom event scheduling</td>
</tr>
<tr>
<td>07/16/20</td>
<td>R</td>
<td>Summer Session final grading for all sessions is available</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer 2019, January and May 2020 graduate’s NetID account deleted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring 2020 “no show” student’s NetID account deleted</td>
</tr>
<tr>
<td>07/17/20</td>
<td>F</td>
<td>Inactivate Summer 2020 graduates for the future term (GR code); Grad Admin unavailable</td>
</tr>
</tbody>
</table>

### Summer Session Week 6

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/20/20</td>
<td>M</td>
<td>Pre-certification of enrollment begins for Graduate students using VA Benefits in Fall</td>
</tr>
<tr>
<td>07/21/20</td>
<td>T</td>
<td>Summer 2020 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>07/24/20</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>
</tbody>
</table>
Summer degree candidate diploma name changes due to the Registrar

07/27/20  M  Regular 6 week Summer Session grades must be submitted through insideND by 3:45 p.m.

07/28/20  T  Summer grades are available on insideND
Summer grades to deans/departments

07/30/20  R  Latin Honors ran for Summer graduates

07/31/20  F  Posting of Summer degree recipients (including honors) to the Database
Provisional Fall Final Exam Information sent to faculty and departments

08/02/20  Sun  Summer Graduation Date - No Ceremony

08/03/20  M  Summer 2020 CourseLeaf archived
Begin mailing diplomas to Summer 2020 graduates
Summer 2020 Degree Recipients student data reported to the National Student Clearinghouse
Turn off Summer Session Discontinuance eForm
Orientation and advising for new graduate students (through August 4)

08/04/20  T  Fall 2020 ND Roll Call available through August 17 - (rolcall.nd.edu)
Graduation Application available for Fall; Graduation Question turned on in ND Roll Call

08/05/20  W  2020/2021 VA State Approving Agency Catalog/bulletin reminder sent out
to colleges
Begin mailing Summer diplomas
Orientation for new international students (through August 10)

08/06/20 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

08/07/20 F Registration begins for Employees and new non-degree students
Late registration of Saint Mary’s students for ND classes begins
Late registration for Notre Dame students into Saint Mary’s classes

08/09/20 Sun Freeze Summer 2020 statistics (beginning of term)
Advising and orientation for readmitted students

08/07/20 Fri to 08/10/20 M Orientation and advising for new freshmen (First Year of Studies)

Fall Semester Week 1

08/10/20 M Fall classes begin
Fall 2020 early registration file reported to the National Student Clearinghouse

08/13/20 R Email to students informing them of last day for schedule changes (Law and Graduate Business notified by their college/school)

08/14/20 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 2020 classes

Fall Semester Week 2

08/17/20 M Last day to add Fall classes
Turn off Part-Time Approval eForm for students at 8:00 a.m.
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 2020
Last day for Saint Mary’s College students to use web registration
ROTC Student Activity codes updated for Fall 2020
Email to students with classes who have not completed ND Roll Call

08/18/20  T  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

08/19/20  W  Email Fall 2020 class schedules to all students
Certification begins for all students using VA Benefits for Fall

08/20/20  R  Official Leaves of Absence report distributed to appropriate offices
Off-Campus program reports distributed to deans
Delete classes from all inactivated students

08/21/20  F  Summer 2020 (only Summer graduates) student data reported to
National Student Clearinghouse
Fall 2020 enrollment file to National Student Clearinghouse

Fall Semester Week 3

08/26/20  W  List of students not returning distributed to deans and departments
Email to Fall 2020 instructors regarding class rosters and course
registration deadlines

08/27/20  R  Incomplete grades (I, F*) for Graduate School students converted to “F”
grades for Spring and Summer 2020
"X grade" report to deans for Spring 2020 and Summer Session 2020
2020/2021 Undergraduate Bulletins distributed

08/28/20  F  2020/2021 VA State Approving Agency Catalog/bulletin requests due to
Registrar from the colleges

Fall Semester Week 4

08/31/20  M  Summer Graduation official - no changes after this date
January GradAdmin opens to deans and departments

### September

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>3</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>4</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>5</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

09/01/20 T  Fall 2020 student data reported to the National Student Clearinghouse

**Fall Semester Week 5**

09/07/20 M  Labor Day Holiday, most offices are closed, all classes are in session

09/10/20 R  Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2020 freeze
Incomplete grades (X, F*) for undergraduates converted to “F” grades for the Spring and Summer 2020 terms, with dean consultation
Summer School non-degree students’ and Summer 2020 “no show” students’ NetID accounts deleted
Law and MCOB NetID accounts deleted

09/11/20 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**

09/13/20 Sun  Freeze Fall 2020 statistics (beginning of term)

09/14/20 M  Spring 2021 initial TUSC report posted
CourseLeaf Spring 2021 term moved from LOCKED to PLAN Phase

09/15/20 T  Fall 2020 student data reported to the National Student Clearinghouse

09/17/20 R  January GradAdmin closes at midnight for departments; remains open
for dean and graduate department level revisions

09/18/20  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 7

Fall Semester Week 8

09/28/20  M  Mid-term grades must be submitted through insideND by 7:00 p.m. for
the following:
  ● Mid-term grades submitted for all First Year students
  ● Mid-term deficiency grades submitted for upperclassmen
  ● Mid-term grade “no deficiency” confirmation from instructors

09/29/20  T  Mid-term grades viewable to students on insideND
Mid-term grades and deficiencies to deans
Fall 2020 student data reported to National Student Clearinghouse
January GradAdmin closes at midnight for deans and Graduate
department level users

09/30/20  W  January GradAdmin re-opens for dean and Graduate department level
Revisions
GradApp opens to January degree candidates and email sent
January degree candidates posted for review to
http://commencement.nd.edu/student-information/degree-candidate-list/
Spring 2021 CourseLeaf start Validation
Each scheduling unit must VALIDATE the schedule and START WORKFLOW for
the College Dean to approve.

09/30/20  W  College Deans will be approving each schedule and bridging
the schedules to Banner - upon bridging, each scheduling unit will
be moved into Refine Mode - Plan Phase

10/09/20  F
10/01/20  R  Summer CourseLeaf Refine Mode Plan phase begins

10/02/20  F  Executive Education – MB1 grades due

**Fall Semester Week 9**

10/05/20  M  Spring 2021 deadline for submission of proposals for new Core courses
          Email Fall class schedules to all students

10/06/20  T  Inactivate Fall 2020 graduates for the future term (GR code); Grad Admin unavailable

10/07/20  W  Last day to initiate Add/Drop eForms for students
          Last day to initiate Crosslist, Credit Hour, and Title Change eForms for Students

10/09/20  F  Last day for course discontinuance

10/09/20  F  to 10/16/20  F  Scheduling Units will go into Refine Mode - Plan Phase as they are approved

**Fall Semester Week 10**

10/12/20  M  Spring 2021 CourseLeaf scheduling unit dean approval deadline
          Spring 2021 CourseLeaf Refine Mode begins
          Spring 2021 TUSC Report nightly refresh begins
          All undergraduate advisor changes must be completed in the corporate data
          Turn on Final Exam Conflict eForm
10/13/20  T  Fall 2020 student data reported to National Student Clearinghouse

10/14/20  W  Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Summer Session 2020 freeze

10/14/20  W  Results of Spring 2021 large room audit (65+) distributed to deans and departments

10/16/20  F  Executive Education – MBS grades due

**Fall Semester Week 11**

10/18/20  Sun  Freeze Summer 2020 statistics (end of term)

10/23/20  F  Fall 2020 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)

Spring CourseLeaf Refine Mode Plan Phase ends at 4:00 p.m.

**Fall Semester Week 12**

10/26/20  M  Communication to departments about Summer Session key contacts in lieu of TUSC report

10/26/20  M  Schedule Spring 2021 classrooms

10/27/20  T  Fall 2020 student data reported to National Student Clearinghouse

10/29/20  R  Turn on Request for X-Grade eForm

---

**NOVEMBER**

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/03/20</td>
<td>T</td>
<td>Course Instructor Feedback (CIF) begins -- through Nov. 15</td>
</tr>
</tbody>
</table>
| 11/06/20| F   | All diploma name changes for January degree candidates due in the Office of the Registrar  
GradApp closes to January degree candidates |

### Fall Semester Week 14

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
</table>
| 11/09/20| M   | Send Email message to students to check insideND to obtain their registration Time Tickets for Spring 2021 Registration  
Registrar rooms available at [scheduling.nd.edu](http://scheduling.nd.edu) for events date through January 11  
Turn off Final Exam Conflict eForm at 8:00 a.m.  
Spring 2021 courses viewable end of day; room assignments unofficial  
Scheduling Units can continue to make allowed changes and will see changes reflected immediately in Class Search  
Access to insideND Student Services activated for students enrolling for Spring 2021 semester  
Spring 2021 CourseLeaf Refine Mode publish phase begins |
| 11/10/20| T   | Fall 2020 student data reported to National Student Clearinghouse                                                             |
| 11/11/20| W   | On-line Final grading is available for faculty using insideND  
Grading instructions and final grade submission reminder letter to faculty |
| 11/12/20| R   | Last class day for the Fall Semester  
Summer 2021 deadline for submission of proposals for new Core courses |
<p>| 11/13/20| F   | Last class day for Law School (exams Nov.16-21, 23)                                                                                   |
| 11/13/20 to 11/15/20 | F to Sun | Reading days (no examinations permitted)                                                                                               |
| 11/16/20 to 11/20/20 | M to F | Fall Final Exams (no review sessions permitted)                                                                                  |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/20/20</td>
<td>F</td>
<td>Spring 2021 classroom assignments official</td>
</tr>
<tr>
<td>11/23/20</td>
<td>M</td>
<td>Summer 2021 courses viewable on Summer Session web site</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="http://summersession.nd.edu">http://summersession.nd.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Veterans Benefit Election eForm for enrollment certification opens</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for Spring</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email information to students on Leaves of Absence who are returning</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for Spring 2021</td>
</tr>
<tr>
<td>11/24/20</td>
<td>T</td>
<td>Fall 2020 student data reported to National Student Clearinghouse</td>
</tr>
<tr>
<td>11/25/20</td>
<td>W</td>
<td>Thanksgiving Holiday for staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>to</td>
</tr>
<tr>
<td>11/29/20</td>
<td>Sun</td>
<td></td>
</tr>
<tr>
<td>11/30/20</td>
<td>M</td>
<td>All Final grades must be submitted through insideND by 3:45 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Probation/dismissal lists distributed to deans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Education – MBL and MB2 grades due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Turn off Request for X-Grade eForm</td>
</tr>
<tr>
<td>12/1/20</td>
<td>T</td>
<td>Graduating students with failing grade report distributed to deans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grades mailed to students who have submitted the grade mailer request</td>
</tr>
<tr>
<td></td>
<td></td>
<td>form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dismissal lists due to the Registrar by 9:00 a.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dismissal letters and emails sent to students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2020 grades viewable to students on insideND</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2020 CourseLeaf archived</td>
</tr>
<tr>
<td>12/02/20</td>
<td>W</td>
<td>Spring 2021 Registration begins for undergraduate seniors including</td>
</tr>
<tr>
<td></td>
<td></td>
<td>readmitted seniors</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Turn on Part-Time Approval eForm for students</td>
</tr>
</tbody>
</table>
12/03/20  R  Spring 2021 Registration begins for Graduate School, Law, and Master of Nonprofit Administration students

12/04/20  F  Spring 2021 Registration begins for undergraduate juniors

12/07/20  M  Spring 2021 Registration begins for undergraduate sophomores
Law grades due

12/09/20  W  Spring 2021 Registration begins for undergraduate First Year

12/10/20  R  Dismissal appeals due to the deans’ offices

12/11/20  F  Spring 2021 Registration begins for non-degree students, select study abroad programs, Saint Mary’s College, and Holy Cross Gateway and Driscoll students

12/14/20  M  Access to insideND Student Services activated for Summer 2021 semester
Pre-certification of enrollment begins for Graduate students using VA Benefits in Spring
Summer 2021 courses available through insideND

12/15/20  T  Fall 2020 student data reported to National Student Clearinghouse

12/17/20  R  Final dismissal decisions due to the Office of the Registrar for Fall 2020

12/18/20  F  Academic histories distributed to deans and departments
All Spring registration Advising Holds removed
Posting of January 2021 degree recipients to the database

12/20/20  Sun  GradAdmin shut off for the fall term

12/21/20  M  University Holiday for staff

12/21/20  to 01/05/21  R  University Holiday for staff

12/30/20  W  Work for incomplete Fall 2020 grades (I, F*) for Graduate School students due to Graduate School
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/03/21</td>
<td>Sun</td>
<td>January Graduation date - no ceremony</td>
</tr>
<tr>
<td>01/04/21</td>
<td>M</td>
<td>Winter Session begins <a href="https://wintersession.nd.edu/">https://wintersession.nd.edu/</a></td>
</tr>
<tr>
<td>01/05/21</td>
<td>T</td>
<td>Last day to Add/Drop Winter Session class using web registration</td>
</tr>
</tbody>
</table>
| 01/06/21 | W   | January 2021 Degree Recipient student data reported to the National Student Clearinghouse  
                              Final Fall 2020 Enrollment file to the National Student Clearinghouse |
| 01/11/21 | M   | Spring 2021 Registration begins for MBA  
                              Registration begins for readmitted and transfer students  
                              Last day for undergraduate First Year and Holy Cross Gateway and Driscoll students to web register for Spring 2021 |
| 01/15/21 | F   | Last day for Winter Session course discontinuance                      
                              Spring 2021 Final & Departmental Exam schedules to deans for review; posted on web immediately after review |
| 01/25/21 | M   | Fall 2021 CourseLeaf Design Mode plan phase begins                    
                              Fall 2021 Initial TUSC report                                      |
| 01/26/21 | T   | Preliminary 2021/2022 Undergraduate Bulletin to deans for corrections  |
| 01/27/21 | W   | Winter Session ends                                                  
                              Spring 2021 ND Roll Call available through February 10  
                              Graduation Application available for Spring; Graduation question turned on in ND Roll Call |
Spring Semester Week 1

02/01/21  M  Winter Session grades due
January Graduation official - no changes after this date
New student orientation and advising (by college and dept.)
Registration begins for employees and new non-degree students
Spring classes begin at Saint Mary’s College
Late registration of Saint Mary’s students for ND classes
Registrar rooms available at scheduling.nd.edu for events through May 2

02/02/21  T  Begin mailing diplomas to January 2021 graduates

02/03/21  W  Spring classes begin at Notre Dame
Spring classes begin for Law School and Graduate Business

02/04/21  R  Spring 2021 student data early registration reported to National Student Clearinghouse

02/05/21  F  Last day to submit application to HR for employee/spouse tuition benefit for Spring 2021 classes

Spring Semester Week 2

02/08/21  M  Email sent to department contacts requesting Commencement Weekend non-diploma ceremony events
Email to students informing them of last day for schedule changes (Law and Graduate Business notified by college/school)
02/09/21  T  Last day for Law students to add or drop courses

02/10/21  W  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
Turn off Part-Time Approval eForm for students at 8:00 a.m.
Last day for Saint Mary’s students to use web registration

02/11/21  R  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
Email Spring class schedules to all students
Saint Mary’s student without an ND class NR coded
Latin Honors determined
Latin Honors ran for January 2021 graduates

02/12/21  F  Off-campus program reports to deans
ROTC Student Activity code updated for Spring 2021

Spring Semester Week 3

02/15/21  M  Certification begins for students using VA Benefits for Spring
Delete classes from all inactivated students
Spring 2021 first of term file to National Student Clearinghouse

02/16/21  T  May GradAdmin opens to deans and departments
Turn on Participating Not Graduating (PN) eForm

02/19/21  F  “X” grade report to deans for Fall 2020

Spring Semester Week 4

02/22/21  M  List of students not returning to deans and departments
Email to Spring 2021 instructors regarding class rosters and course registration deadlines

02/23/21  T  Spring 2021 student data reported to the National Student Clearinghouse
02/25/21  R  Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2020 freeze

02/26/21  F  Provisional Spring Final Exam information and official Departmental Exam information sent to faculty and departments
          2021/2022 Undergraduate Bulletin materials due to the undergraduate deans (Round 1) from the departments

**Spring Semester Week 5**

02/28/21  Sun  Freeze Fall 2020 statistics (end of term)

03/01/21  M  Summer 2021 faculty salary formula letter emailed to deans, departments, budget and program directors

03/02/21  T  May GradAdmin closes for departments; remains open for Dean and Graduate department level revisions

03/04/21  R  Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Spring 2021 freeze

03/05/21  F  All data for incoming transfer credits must be complete for updating the corporate database
          Last day to drop a Saint Mary’s class
          Incomplete grades (X, F*) for undergraduates converted to “F” grades for the Fall 2020 term, with dean consultation
          Fall 2020 “No Show” students’ NetID accounts deleted
          2021/2022 Undergraduate Bulletin materials due to the Office of the Registrar (Round 1)
### Spring Semester Week 6

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/07/21</td>
<td>Sun</td>
<td>Freeze Spring 2021 statistics (beginning of term)</td>
</tr>
<tr>
<td>03/08/21</td>
<td>M</td>
<td>Fall 2021 CourseLeaf deadline to validate schedule and start workflow</td>
</tr>
<tr>
<td>03/09/21</td>
<td>T</td>
<td>Spring 2021 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>03/10/21</td>
<td>W</td>
<td>Fall 2021 deadline for submission of proposals for new Core courses</td>
</tr>
</tbody>
</table>

### Spring Semester Week 7

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/15/21</td>
<td>M</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>Fall 2021 CourseLeaf dean approval deadline</td>
</tr>
<tr>
<td>03/19/21</td>
<td>F</td>
<td>May degree candidates posted for review to: //commencement.nd.edu</td>
</tr>
</tbody>
</table>

### Spring Semester Week 8

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/22/21</td>
<td>M</td>
<td>Email current students information regarding Summer 2021 registration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer 2021 CourseLeaf Refine Mode room assignment phase</td>
</tr>
<tr>
<td>03/23/21</td>
<td>T</td>
<td>Summer 2021 CourseLeaf Refine Mode publish phase</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring 2021 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May GradAdmin closes for Deans and Graduate department level Users</td>
</tr>
<tr>
<td>03/24/21</td>
<td>W</td>
<td>May GradAdmin re-opens to Deans and Graduate level department users for revisions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GradApp reminder to August 2020 graduates, January 2021 graduates, and 2021 May</td>
</tr>
<tr>
<td></td>
<td></td>
<td>degree candidates.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Letters to deans requesting names of faculty who will serve during the Commencement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Weekend as college Marshals</td>
</tr>
</tbody>
</table>

### Spring Semester Week 9

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/29/21</td>
<td>M</td>
<td>Mid-term grades must be submitted through insideND by 7:00 p.m. for the following:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
- Mid-term grades submitted for all First Year students
- Mid-term deficiency grades submitted for upperclassmen
- Mid-term grade "no deficiency" confirmation from instructors

Executive Education – MB1 grades due

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/29/21</td>
<td>M</td>
<td>Fall 2021 CourseLeaf Room Assignment phase</td>
</tr>
<tr>
<td>04/12/21</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>03/30/21</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 distributed to deans and departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Graduation Fair (Notre Dame Hammes Bookstore) - TENTATIVE</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inactivate Spring 2021 Graduates for the future term (GR code)</td>
</tr>
<tr>
<td>03/31/21</td>
<td>W</td>
<td>Email Spring class schedules to all students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>April</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S</td>
<td>M</td>
</tr>
<tr>
<td>week 9</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>week 10</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>week 11</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td>week 12</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td>week 13</td>
<td>25</td>
<td>26</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/01/21</td>
<td>R</td>
<td>GradApp closed to students; ticket requests remain open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>May degree candidate diploma name changes are due</td>
</tr>
<tr>
<td>04/02/21</td>
<td>F</td>
<td>Good Friday; no classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>All undergraduate advisor changes must be completed in the corporate Data</td>
</tr>
</tbody>
</table>

Spring Semester Week 10

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/04/21</td>
<td>Sun</td>
<td>Easter Sunday</td>
</tr>
<tr>
<td>04/05/21</td>
<td>M</td>
<td>Turn on Final Exam Conflict eForm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Awards &amp; Prizes submission for May Commencement Program available</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to initiate Cross list, Credit Hour, Title Change eForms for</td>
</tr>
</tbody>
</table>
students

04/06/21  T  Spring 2021 student data reported to the National Student Clearinghouse

04/07/21  W  Last day for course discontinuance
Last day to initiate Add/Drop eForm for students at 11:59 p.m.
Summer 2021 registration begins (all appointment times begin at 6 a.m.)

04/08/21  R  Honor Society data requests for May Commencement Program emailed

04/09/21  F  Advising Hold requests due to Office of the Registrar for Fall 2021 registration

Spring Semester Week 11

04/12/21  M  Fall 2021 courses viewable; room assignments unofficial
Fall 2021 semester activated
Fall 2021 CourseLeaf Refine Mode publish phase
Advising period begins (permit and override entries)
Send email message to students to check insideND to obtain their
Registration Time Ticket for Fall 2021 Registration

04/15/21  R  Email information to students on Leaves of Absence who are returning
for Fall 2021

Spring Semester Week 12

04/20/21  T  Spring 2021 student data reported to National Student Clearinghouse
Honor Society lists due in the Office of the Registrar for May Commencement
Program

04/22/21  R  Fall 2021 classroom assignments official
Awards & Prizes information due in the Office of the Registrar for May
Commencement Program

Spring Semester Week 13

04/27/21  T  Turn on Request for X-Grade eForm
Executive Education – MBS grades due

04/28/21  W  Fall 2021 Registration begins for undergraduate seniors
Spring 2021 Final Exam room assignments to departments and posted to
the web
Turn on Part-Time Approval eForm for students

04/30/21 F Fall 2021 Registration begins for Graduate and Master of Nonprofit Administration students

05/03/21 M Fall 2021 Registration begins for undergraduate juniors
Registrar rooms available at scheduling.nd.edu for events through August 17
Executive Education – MBS grades due
Veterans Benefit Election eForm for enrollment certification opens for Summer Course Instructor Feedback (CIF) begins -- through May 11

05/04/21 T Summer 2021 “low enrollment” preliminary report to department chairs
Spring 2021 student data reported to National Student Clearinghouse
Revised 2021/2022 Undergraduate Bulletin materials distributed to the deans (round 2)

05/05/21 W Fall 2021 Registration begins for undergraduate sophomores

05/07/21 F Fall 2021 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

05/10/21 M Turn off Final Exam Conflict eForm
05/11/21 T Last class day
Final grading available for faculty using insideND
Grading instructions and final grade submission reminder letter to faculty

05/12/21 W to 05/13/21 R
Reading days (no examinations permitted)

05/14/21 F to 05/15/21 Sat
Final Exams (no review sessions permitted)

05/16/21 Sun
Reading day (no examinations permitted)

05/17/21 M to 05/19/21 W
Final Exams (no review sessions permitted)

05/19/21 W
First Year Advising 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

05/20/21 R
Spring 2021 final student data reported to National Student Clearinghouse

05/19/21 W to 05/22/21 Sat
University Commencement Ceremony guest ticket distribution [Class of 2021]

05/21/21 F
Final grades due for graduating students by Noon
Graduating students with failing grade report distributed to deans
All Fall Registration PIN’s deleted
Turn on Summer Session Discontinuance eForm
Revised 2021/2022 Undergraduate Bulletin materials due to the undergraduate deans (Round 2) from the departments
GradAdmin closes for Spring 2021

05/22/21 Sat
Graduate School Ceremony [Class of 2021]
Law School Ceremony [Class of 2021]
Graduate Business Ceremony [Class of 2021]
Commencement Mass 5:00 p.m. (Joyce Center Purcell Pavilion) [Class of 2021]
05/23/21  Sun  University Commencement Ceremony 9:30 a.m. (Stadium)  [Class of 2021]
Undergraduate Diploma Ceremonies (2:00 p.m. – various locations)  [Class of 2021]

05/24/21  M  Summer 2021 ND Roll Call available
GradApp available for Summer
Participating Not Graduating (PN) eForm turned off
Spring 2021 Courseleaf archived

05/25/21  T  All remaining final grades submitted through insideND by 3:45 p.m.
Executive Education – MBL and MB2 grades due
Turn off Request for X-Grade eForm
Summer 2021 "low enrollment" final report to department chairs to
determine classes to be cancelled
May 2021 Degree recipient student data to National Student
Clearinghouse
Summer 2021 “low enrollment” follow-up report to department chairs

05/26/21  W  Probation/Dismissal lists distributed to deans
Dismissal lists due to the Registrar
Dismissal letters and emails sent to students
Grades to deans/departments
Average listings to deans/departments
Certification begins for all students using VA Benefits in Summer
Posting of May degree recipients (including honors) to the database
Latin Honors ran for May degree candidates

05/27/21  R  Summer 2021 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

05/28/21  F  Revised 2021/2022 Undergraduate Bulletin materials due to the Office of
the Registrar (Round 2)

05/28/21  F  to  
05/29/21  Sat  Class of 2020 Commencement Ceremony guest ticket distribution [Class of 2020]

05/29/21  Sat  Graduate School Ceremony  [Class of 2020]
Law School Ceremony [Class of 2020]
Graduate Business Ceremony [Class of 2020]
Commencement Mass 5:00 p.m. (Joyce Center Purcell Pavilion) [Class of 2020]
05/30/21  Sun  University Commencement Ceremony 9:30 a.m. (Stadium) [Class of 2020]
Undergraduate Diploma Ceremonies (2:00 p.m. – various locations) [Class of 2020]

05/31/21  M  Memorial Day Holiday (most offices closed) - classes are in session

```
J U N E

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

06/01/21  T  New graduate student Fall 2021 registration begins and continues as they are admitted
May 2021 Degree recipient student data to National Student Clearinghouse

06/02/21  W  Certification begins for all students using VA Benefits for Summer

06/03/21  R  Final grades are due for Law School

06/04/21  F  Dismissal appeals due to the deans’ offices

06/09/21  W  Change Business intents for freshmen students to a major of “none”

06/11/21  R  Dismissal decisions due to the Office of the Registrar for Spring 2021

**Summer Session Week 1**

06/14/21  M  Classes begin for regular 6 week Summer Session 2021
Summer Session 1 grades due
Summer 2021 enrollment file reported to the National Student Clearinghouse

06/17/21  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 2021 freeze
Spring 2021 graduates reported to National Student Clearinghouse

Summer Session Week 2

06/20/21  Sun  Freeze Spring 2021 statistics (end of term)

06/21/21  M  Last day to drop regular 6 week Summer Session classes via the web with full refund
            Summer Session Science 1 grades due

06/22/21  T  Summer GradAdmin opens to deans and departments
            Summer Session Science Incomplete grades due
            Summer data reported to the National Student Clearinghouse
            May 2021 Graduation official - no changes after this date

06/23/21  W  Work for incomplete Spring 2021 grades (I, F*) for Graduate School students due to Graduate School

06/28/21  F  Dean’s List honor cut-off decision worksheet submitted to deans

The 2021/2022 Academic Services calendar will be completed by July 1, 2021.

Office of the Registrar
300 Grace Hall