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.

JUNE

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

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  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

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

07/06/20  M  Last day for students to drop regular 6 week Summer Session classes
Summer Session 2 grades due

07/07/20  T  Summer 2020 student data reported to the National Student
Clearinghouse

07/10/20  F  Summer GradAdmin closes at midnight for deans
Registration for NDI Exchange students

Summer Session Week 5

07/12/20  Sun  Incomplete grades (I, F*) for Graduate School students converted to “F”
grades for Spring 2020

07/13/20  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/
Summer GradAdmin reopens for dean level revisions

07/15/20  W  Scheduling.nd.edu will be available for fall classroom event scheduling

07/16/20  R  Summer Session final grading for all sessions is available
Summer 2019, January and May 2020 graduate’s NetID account deleted
Spring 2020 “no show” student’s NetID account deleted

07/17/20  F  Inactivate Summer 2020 graduates for the future term (GR code); Grad Admin
unavailable

Summer Session Week 6

07/20/20  M  Pre-certification of enrollment begins for Graduate students using VA Benefits in
Fall

07/21/20  T  Summer 2020 student data reported to the National Student
Clearinghouse

07/24/20  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

07/27/20  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

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

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 - (rollcall.nd.edu)
Graduation Application available for Fall; Graduation Question turned on in ND Roll Call
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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</thead>
<tbody>
<tr>
<td>08/05/20</td>
<td>W</td>
<td>2020/2021 VA State Approving Agency Catalog/bulletin reminder sent out to colleges&lt;br&gt;Begin mailing Summer diplomas&lt;br&gt;Orientation for new international students (through August 10)</td>
</tr>
<tr>
<td>08/06/20</td>
<td>R</td>
<td>Orientation for undergraduate Transfer students and for all International students (by colleges)&lt;br&gt;Departments must supply all missing instructor names to the Registrar for instructor use with class related processes</td>
</tr>
<tr>
<td>08/07/20</td>
<td>F</td>
<td>Registration begins for Employees and new non-degree students&lt;br&gt;Late registration of Saint Mary's students for ND classes begins&lt;br&gt;Late registration for Notre Dame students into Saint Mary’s classes</td>
</tr>
<tr>
<td>08/09/20</td>
<td>Sun</td>
<td>Freeze Summer 2020 statistics (beginning of term)&lt;br&gt;Advising and orientation for readmitted students</td>
</tr>
<tr>
<td>08/07/20</td>
<td>Fri to 08/10/20</td>
<td>Orientation and advising for new freshmen (First Year of Studies)</td>
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**Fall Semester Week 1**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>08/10/20</td>
<td>M</td>
<td>Fall classes begin&lt;br&gt;Fall 2020 early registration file reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>08/13/20</td>
<td>R</td>
<td>Email to students informing them of last day for schedule changes (Law and Graduate Business notified by their college/school)</td>
</tr>
<tr>
<td>08/14/20</td>
<td>F</td>
<td>Last day for Law students to add or drop courses&lt;br&gt;Last day to submit application to HR for employee/spouse tuition benefits for Fall 2020 classes</td>
</tr>
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**Fall Semester Week 2**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>08/17/20</td>
<td>M</td>
<td>Last day to add Fall classes&lt;br&gt;Turn off Part-Time Approval eForm for students at 8:00 a.m.&lt;br&gt;Last day to use web registration (until 11:59 p.m.)&lt;br&gt;Last day to complete ND Roll Call (until 11:59 p.m.)&lt;br&gt;Last day to declare pass/fail option in deans’ offices&lt;br&gt;Last day to declare part-time status in deans’ offices</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Task Description</th>
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</thead>
<tbody>
<tr>
<td>08/18/20</td>
<td>T</td>
<td>Inactivate students who did not complete ND Roll Call</td>
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<tr>
<td></td>
<td></td>
<td>Inactive students who are not approved for part-time status</td>
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<td></td>
<td>Delete and send letters to students denied ND Roll Call, as directed by Student Accounts</td>
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<td>Final August graduation lists and academic history reports distributed to deans and departments</td>
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<td>Turn on Add/Drop eForms for students</td>
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<td></td>
<td>Turn on Crosslist, Credit Hour, and Title Change eForms for students</td>
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<td></td>
<td>Saint Mary’s students without an ND class NR coded</td>
</tr>
<tr>
<td>08/19/20</td>
<td>W</td>
<td>Email Fall 2020 class schedules to all students</td>
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<tr>
<td></td>
<td></td>
<td>Certification begins for all students using VA Benefits for Fall</td>
</tr>
<tr>
<td>08/20/20</td>
<td>R</td>
<td>Official Leaves of Absence report distributed to appropriate offices</td>
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<tr>
<td></td>
<td></td>
<td>Off-Campus program reports distributed to deans</td>
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<tr>
<td></td>
<td></td>
<td>Delete classes from all inactivated students</td>
</tr>
<tr>
<td>08/21/20</td>
<td>F</td>
<td>Summer 2020 (only Summer graduates) student data reported to National Student Clearinghouse</td>
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<tr>
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<td>Fall 2020 enrollment file to National Student Clearinghouse</td>
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</table>

**Fall Semester Week 3**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>08/26/20</td>
<td>W</td>
<td>List of students not returning distributed to deans and departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Email to Fall 2020 instructors regarding class rosters and course registration deadlines</td>
</tr>
<tr>
<td>08/27/20</td>
<td>R</td>
<td>Incomplete grades (I, F*) for Graduate School students converted to “F” grades for Spring and Summer 2020</td>
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<tr>
<td></td>
<td></td>
<td>&quot;X grade&quot; report to deans for Spring 2020 and Summer Session 2020</td>
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<tr>
<td></td>
<td></td>
<td>2020/2021 Undergraduate Bulletins distributed</td>
</tr>
<tr>
<td>08/28/20</td>
<td>F</td>
<td>2020/2021 VA State Approving Agency Catalog/bulletin requests due to Registrar from the colleges</td>
</tr>
</tbody>
</table>

**Fall Semester Week 4**
08/31/20  M  Summer Graduation official - no changes after this date
January GradAdmin opens to deans and departments

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 to 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 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  to 11/09/20  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

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<td>week 14</td>
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<td>exams</td>
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<td>22 23 24 25 26 27 28</td>
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### Fall Semester Week 13

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<th>Day</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>11/03/20</td>
<td>T</td>
<td>Course Instructor Feedback (CIF) begins -- through Nov. 15</td>
</tr>
<tr>
<td>11/06/20</td>
<td>F</td>
<td>All diploma name changes for January degree candidates due in the Office of the Registrar. GradApp closes to January degree candidates</td>
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### Fall Semester Week 14

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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>11/09/20</td>
<td>M</td>
<td>Send Email message to students to check insideND to obtain their registration Time Tickets for Spring 2021 Registration. Registrar rooms available at <a href="https://scheduling.nd.edu">scheduling.nd.edu</a> 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.</td>
</tr>
<tr>
<td>11/10/20</td>
<td>T</td>
<td>Fall 2020 student data reported to National Student Clearinghouse</td>
</tr>
<tr>
<td>11/11/20</td>
<td>W</td>
<td>On-line Final grading is available for faculty using insideND Grading instructions and final grade submission reminder letter to faculty</td>
</tr>
<tr>
<td>11/12/20</td>
<td>R</td>
<td>Last class day for the Fall Semester. Summer 2021 deadline for submission of proposals for new Core courses</td>
</tr>
<tr>
<td>11/13/20</td>
<td>F</td>
<td>Last class day for Law School (exams Nov.16-21, 23)</td>
</tr>
<tr>
<td>11/13/20</td>
<td>F</td>
<td>Reading days (no examinations permitted)</td>
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<tr>
<td>11/15/20</td>
<td>Sun</td>
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<tr>
<td>11/16/20</td>
<td>M</td>
<td>Fall Final Exams (no review sessions permitted)</td>
</tr>
<tr>
<td>11/20/20</td>
<td>F</td>
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</tbody>
</table>
11/20/20  F  Spring 2021 classroom assignments official

11/23/20  M  Summer 2021 courses viewable on Summer Session web site
http://summersession.nd.edu
Veterans Benefit Election eForm for enrollment certification opens for Spring
Email information to students on Leaves of Absence who are returning for
Spring 2021

11/24/20  T  Fall 2020 student data reported to National Student Clearinghouse

11/25/20  W  Thanksgiving Holiday for staff
to
11/29/20  Sun

11/30/20  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
Turn off Request for X-Grade eForm

12/1/20  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 2020 grades viewable to students on insideND
Fall 2020 CourseLeaf archived

12/02/20  W  Spring 2021 Registration begins for undergraduate seniors including readmitted seniors
Turn on Part-Time Approval eForm for students
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  to 01/05/21  T  University Holiday for staff

12/30/20  W  Work for incomplete Fall 2020 grades (I, F*) for Graduate School students due to Graduate School
01/03/21 Sun January Graduation date - no ceremony

01/04/21 M Winter Session begins [https://wintersession.nd.edu/](https://wintersession.nd.edu/)

01/05/21 T Last day to Add/Drop Winter Session class using web registration

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)
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</thead>
<tbody>
<tr>
<td>02/09/21</td>
<td>T</td>
<td>Last day for Law students to add or drop courses</td>
</tr>
</tbody>
</table>
| 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  
Grad Question turned off in Roll Call |
| 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 |
| 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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
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</thead>
</table>
| 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 |
Spring 2021 student data reported to the National Student Clearinghouse

Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2020 freeze

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

Freeze Fall 2020 statistics (end of term)

Summer 2021 faculty salary formula letter emailed to deans, departments, budget and program directors

May GradAdmin closes for departments; remains open for Dean and Graduate department level revisions

Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Spring 2021 freeze

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

03/07/21 Sun  Freeze Spring 2021 statistics (beginning of term)

03/08/21 M  Fall 2021 CourseLeaf deadline to validate schedule and start workflow

03/09/21 T  Spring 2021 student data reported to the National Student Clearinghouse

03/10/21 W  Fall 2021 deadline for submission of proposals for new Core courses

Spring Semester Week 7

03/15/21 M  Mid-term grading available for faculty using insideND
Information on mid-term grading distributed to faculty
Fall 2021 CourseLeaf dean approval deadline

Spring Semester Week 8

03/22/21 M  Email current students information regarding Summer 2021 registration
Summer 2021 CourseLeaf Refine Mode room assignment phase

03/23/21 T  Summer 2021 CourseLeaf Refine Mode publish phase
Spring 2021 student data reported to the National Student Clearinghouse
May GradAdmin closes for Deans and Graduate department level
Users

03/24/21 W  May GradAdmin re-opens to Deans and Graduate level department users
for revisions
Email sent to Potential Grads with link to GradApp - TBD
GradApp reminder to August 2020 graduates, January 2021 graduates, and
2021 May degree candidates. - TBD
Letters to deans requesting names of faculty who will serve during the
Commencement Weekend as college Marshals - TBD

03/25/21 R  May degree candidates posted for review to: //commencement.nd.edu

Spring Semester Week 9
03/29/21 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

Executive Education – MB1 grades due

03/29/21 M to 04/12/21 M Fall 2021 CourseLeaf Room Assignment phase

03/30/21 T Mid-term grades viewable to students on insideND
Mid-term grades and deficiencies distributed to deans and departments
Graduation Fair (Notre Dame Hammes Bookstore) - **TENTATIVE**
Inactivate Spring 2021 Graduates for the future term (GR code)

03/31/21 W Email Spring class schedules to all students

```
A P R I L

<table>
<thead>
<tr>
<th>S</th>
<th>M</th>
<th>T</th>
<th>W</th>
<th>R</th>
<th>F</th>
<th>S</th>
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</thead>
<tbody>
<tr>
<td>week 9</td>
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<td>week 10</td>
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<td>5</td>
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<td>week 11</td>
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<td>12</td>
<td>13</td>
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<td>15</td>
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<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
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</tbody>
</table>
```

04/01/21 R GradApp closed to students; ticket requests remain open
May degree candidate diploma name changes are due

04/02/21 F Good Friday; no classes
All undergraduate advisor changes must be completed in the corporate Data

**Spring Semester Week 10**

04/04/21 Sun Easter Sunday
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<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 students</td>
</tr>
<tr>
<td>04/06/21</td>
<td>T</td>
<td>Spring 2021 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>04/07/21</td>
<td>W</td>
<td>Last day for course discontinuance</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last day to initiate Add/Drop eForm for students at 11:59 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer 2021 registration begins (all appointment times begin at 6 a.m.)</td>
</tr>
<tr>
<td>04/08/21</td>
<td>R</td>
<td>Honor Society data requests for May Commencement Program emailed</td>
</tr>
<tr>
<td>04/09/21</td>
<td>F</td>
<td>Advising Hold requests due to Office of the Registrar for Fall 2021 registration</td>
</tr>
</tbody>
</table>

**Spring Semester Week 11**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/12/21</td>
<td>M</td>
<td>Fall 2021 courses viewable; room assignments unofficial</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2021 semester activated</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2021 CourseLeaf Refine Mode publish phase</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advising period begins (permit and override entries)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Send email message to students to check insideND to obtain their</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration Time Ticket for Fall 2021 Registration</td>
</tr>
<tr>
<td>04/15/21</td>
<td>R</td>
<td>Email information to students on Leaves of Absence who are returning for Fall 2021</td>
</tr>
</tbody>
</table>

**Spring Semester Week 12**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/20/21</td>
<td>T</td>
<td>Spring 2021 student data reported to National Student Clearinghouse</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Honor Society lists due in the Office of the Registrar for May Commencement Program</td>
</tr>
<tr>
<td>04/22/21</td>
<td>R</td>
<td>Fall 2021 classroom assignments official</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Awards &amp; Prizes information due in the Office of the Registrar for May Commencement Program</td>
</tr>
</tbody>
</table>

**Spring Semester Week 13**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/27/21</td>
<td>T</td>
<td>Turn on Request for X-Grade eForm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Executive Education – MBS grades due</td>
</tr>
</tbody>
</table>
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

Fall 2021 Registration begins for Graduate and Master of Nonprofit Administration students

Spring Semester Week 14

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

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)

Fall 2021 Registration begins for undergraduate sophomores

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/10/21</td>
<td>M</td>
<td>Turn off Final Exam Conflict eForm</td>
</tr>
<tr>
<td>05/11/21</td>
<td>T</td>
<td>Last class day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Final grading available for faculty using insideND</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Grading instructions and final grade submission reminder letter to faculty</td>
</tr>
<tr>
<td>05/12/21</td>
<td>W</td>
<td>Reading days (no examinations permitted)</td>
</tr>
<tr>
<td>05/13/21</td>
<td>R</td>
<td></td>
</tr>
<tr>
<td>05/14/21</td>
<td>F</td>
<td>Final Exams (no review sessions permitted)</td>
</tr>
<tr>
<td>05/15/21</td>
<td>Sat</td>
<td></td>
</tr>
<tr>
<td>05/16/21</td>
<td>Sun</td>
<td>Reading day (no examinations permitted)</td>
</tr>
<tr>
<td>05/17/21</td>
<td>M</td>
<td>Final Exams (no review sessions permitted)</td>
</tr>
<tr>
<td>05/19/21</td>
<td>W</td>
<td>First Year Advising list of authorized Balfour, Summer Bridge, or faculty/staff non-degree children due to the Summer Session Office</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Walk-through Commencement Mass &amp; University Commencement Ceremony for Marshals</td>
</tr>
<tr>
<td>05/19/21</td>
<td>W</td>
<td></td>
</tr>
<tr>
<td>05/20/21</td>
<td>R</td>
<td>Spring 2021 final student data reported to National Student Clearinghouse</td>
</tr>
<tr>
<td>05/19/21</td>
<td>W</td>
<td>University Commencement Ceremony guest ticket distribution [Class of 2021]</td>
</tr>
<tr>
<td>05/22/21</td>
<td>Sat</td>
<td></td>
</tr>
<tr>
<td>05/21/21</td>
<td>F</td>
<td>Final grades due for graduating students by Noon</td>
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<tr>
<td></td>
<td></td>
<td>Graduating students with failing grade report distributed to deans</td>
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<tr>
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<td></td>
<td>All Fall Registration PIN’s deleted</td>
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<tr>
<td></td>
<td></td>
<td>Turn on Summer Session Discontinuance eForm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Revised 2021/2022 Undergraduate Bulletin materials due to the undergraduate deans (Round 2) from the departments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GradAdmin closes for Spring 2021</td>
</tr>
<tr>
<td>05/22/21</td>
<td>Sat</td>
<td>Graduate School Ceremony [Class of 2021]</td>
</tr>
</tbody>
</table>
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
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 (non-law)
Latin Honors ran for May degree candidates (non-law)

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

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
May 2021 Degree recipient student data to National Student Clearinghouse

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
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>06/17/21</td>
<td>R</td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Summer Session Week 2</strong></td>
</tr>
<tr>
<td>06/20/21</td>
<td>Sun</td>
<td>Freeze Spring 2021 statistics (end of term)</td>
</tr>
<tr>
<td>06/21/21</td>
<td>M</td>
<td>Last day to drop regular 6 week Summer Session classes via the web with full refund. Summer Session Science 1 grades due.</td>
</tr>
<tr>
<td>06/22/21</td>
<td>T</td>
<td>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.</td>
</tr>
<tr>
<td>06/23/21</td>
<td>W</td>
<td>Work for incomplete Spring 2021 grades (I, F*) for Graduate School students due to Graduate School.</td>
</tr>
<tr>
<td>06/28/21</td>
<td>F</td>
<td>Dean’s List honor cut-off decision worksheet submitted to deans.</td>
</tr>
</tbody>
</table>

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

Office of the Registrar
300 Grace Hall