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.

JUNE

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

06/01/17  R  Dismissal decisions due to the Office of the Registrar for Spring 2017
06/02/17  F  Revised 2017/2018 Undergraduate Bulletin materials due to the Office of the Registrar (Round 2)
06/06/17  T  New graduate student Fall 2017 registration begins and continues as they are admitted
06/08/17  R  Spring 2017 graduates reported to National Student Clearinghouse
06/14/17  W  Incomplete grades (I, F*) for Graduate School students converted to “F” grades for Spring 2017
           Change Business intents for freshmen students to a major of “none”

Summer Session Week 1

06/19/17  M  Classes begin for regular 6 week Summer Session 2017
           IrishLink Summer updated with Summer Session 2017
06/20/17  T  May 2017 Graduation official - no changes after this date
06/22/17  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 2017 freeze
Final May graduation lists and academic history reports distributed to
deans and departments

Summer Session Week 2

06/25/17  Sun  Freeze Spring 2017 statistics (end of term)

06/26/17  M  Last day to drop regular 6 week Summer Session classes via the web
with full refund
Summer 2017 “first of term” student data reported to the National Student
Clearinghouse

06/27/17  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

06/30/17  F  Dean’s List honor cut-off decision worksheet submitted to deans

<table>
<thead>
<tr>
<th>J U L Y</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W R F S</td>
</tr>
<tr>
<td>week 2</td>
</tr>
<tr>
<td>week 3</td>
</tr>
<tr>
<td>week 4</td>
</tr>
<tr>
<td>week 5</td>
</tr>
<tr>
<td>week 6</td>
</tr>
</tbody>
</table>

07/04/17  T  Independence Day - offices are closed, most classes are cancelled

07/05/17  W  Summer 2017 student data reported to the National Student
Clearinghouse
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/07/17</td>
<td>F</td>
<td>Fall 2017 Departmental Exam room assignments official</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer GradAdmin closes @midnight to departments; remains open to Deans</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Preliminary Summer degree candidate revisions due to the deans from the departments in GradAdmin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer Session grades due (for courses ending in June)</td>
</tr>
<tr>
<td>07/08/17</td>
<td>Sat</td>
<td>Last day for students to drop regular 6 week Summer Session classes</td>
</tr>
<tr>
<td>07/10/17</td>
<td>M</td>
<td>Veteran request form for Enrollment Certification opens for fall</td>
</tr>
<tr>
<td>07/12/17</td>
<td>W</td>
<td>Summer GradAdmin closes at midnight for deans</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>07/17/17</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://comencement.nd.edu/student-information/degree-candidate-list/">http://comencement.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 diploma name information</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Summer GradAdmin reopens for dean level revisions</td>
</tr>
<tr>
<td>07/18/17</td>
<td>T</td>
<td>Summer 2017 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>07/19/17</td>
<td>W</td>
<td>Summer 2016, January and May 2017 graduate’s NetID passwords disabled. Spring 2017 “no show” student’s NetID passwords disabled</td>
</tr>
<tr>
<td>07/20/17</td>
<td>R</td>
<td>On-line Summer Session final grading is available for faculty</td>
</tr>
<tr>
<td>07/24/17</td>
<td>M</td>
<td>Dean’s List honor cutoff decisions due to Office of the Registrar Information on Summer Session grading distributed to Faculty</td>
</tr>
<tr>
<td>07/27/17</td>
<td>R</td>
<td>Summer 2017 student data reported to the National Student Clearinghouse</td>
</tr>
<tr>
<td>07/28/17</td>
<td>F</td>
<td>Regular 6 week Summer Session last class day Final Exam day for regular 6 week Summer Session GradApp closes to Summer degree candidates</td>
</tr>
</tbody>
</table>
Summer GradAdmin closes at midnight
Summer degree candidate diploma name changes due to the Registrar

07/31/17 M IrishLink listserv populated for Fall 2017
Regular 6 week Summer Session grades must be submitted through insideND by 3:45 p.m.
Latin Honors ran for Summer graduates
Pre-certification for Graduate students using VA Benefits

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

08/01/17 T Summer 2017 grades are available on insideND
Summer grades to deans/departments
Summer 2017 grades mailed to non-degree students home address

08/04/17 F Posting of Summer degree recipients (including honors) to the database
Provisional Fall Final Exam Information and official Department Exam information sent to faculty and departments

08/06/17 Sun Summer Graduation Date - No Ceremony

08/07/17 M Spring 2018 tentative upcoming schedule of classes (TUSC) distributed to departments and posted on web
Spring 2018 eTUSC turned on for Round 1
Begin mailing diplomas to Summer 2017 graduates

08/08/17 T Summer 2017 Degree Recipients student data reported to the National Student Clearinghouse

08/09/17 W 2017/2018 Undergraduate Bulletins distributed
2017/2018 VA State Approving Agency Catalog/bulletin requests sent out to departments
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/13/17</td>
<td>Sun</td>
<td>Freeze Summer 2017 statistics (beginning of term)</td>
</tr>
<tr>
<td>08/14/17</td>
<td>M</td>
<td>Orientation and advising for new graduate students (through August 15)</td>
</tr>
<tr>
<td>08/15/17</td>
<td>T</td>
<td>Summer 2016, January and May 2017 graduates’ NetID accounts delete</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spring 2017 “no show” students’ NetID accounts deleted</td>
</tr>
<tr>
<td>08/16/17</td>
<td>W</td>
<td>Orientation for new international students (through August 17)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2017 ND Roll Call available through August 29 - (<a href="http://inside.nd.edu/">http://inside.nd.edu/</a> - then search ND Roll Call)</td>
</tr>
<tr>
<td>08/17/17</td>
<td>R</td>
<td>Orientation, registration, and advising for undergraduate Transfer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>students and for all International students (by colleges)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Departments must supply all missing instructor names to the Registrar</td>
</tr>
<tr>
<td></td>
<td></td>
<td>for instructor use with On-line Photo and other class related</td>
</tr>
<tr>
<td></td>
<td></td>
<td>processes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Registration for readmitted students</td>
</tr>
<tr>
<td>08/19/17</td>
<td>Sat</td>
<td>Orientation and advising for new freshmen (First Year of Studies)</td>
</tr>
<tr>
<td>08/20/17</td>
<td>Sun</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>Fall Semester Week 1</em></td>
</tr>
<tr>
<td>08/21/17</td>
<td>M</td>
<td>Registration begins for Employees and new non-degree students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advising and orientation for readmitted students</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall classes begin for Law School and Graduate Business School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall classes begin at Saint Mary’s College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Late registration of Saint Mary’s students for ND classes begins</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Late registration for Notre Dame students into Saint Mary’s classes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>IrishLink listserv refreshed</td>
</tr>
<tr>
<td>08/22/17</td>
<td>T</td>
<td>Fall classes begin at Notre Dame</td>
</tr>
<tr>
<td></td>
<td></td>
<td>General purpose rooms available at scheduling.nd.edu for events</td>
</tr>
<tr>
<td></td>
<td></td>
<td>through December 12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fall 2017 early registration file reported to the National Student</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Clearinghouse</td>
</tr>
<tr>
<td>08/23/17</td>
<td>W</td>
<td>Incomplete grades (I, F*) for Graduate School students converted to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>“F” grades for Spring and Summer 2017</td>
</tr>
<tr>
<td>08/24/17</td>
<td>R</td>
<td>Email to students informing them of last day for schedule changes (Law</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and Graduate Business notified by their college/school)</td>
</tr>
<tr>
<td>08/25/17</td>
<td>F</td>
<td>Last day for Law students to add or drop courses</td>
</tr>
</tbody>
</table>
Last day to submit application to HR for employee/spouse tuition benefits for Fall 2017 classes

08/26/17  S  175th Anniversary Opening Mass and picnic (trail.nd.edu)

Fall Semester Week 2

08/27/17  Sun  Last day for Saint Mary’s College students to use web registration

08/28/17  M  Saint Mary’s students without an ND class inactivated
Spring 2018 eTUSC Round 1 turned off at 9:00 a.m.; begin synchronization and export to Banner
Turn off Graduating Semester Part-Time Approval eForm for students

08/29/17  T  Last day to add Fall classes
Last day to use web registration (until midnight)
Last day to complete ND Roll Call (until midnight)
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 2017
ROTC Student Activity codes updated for Fall 2017
Email to students with classes who have not completed ND Roll Call
Summer Graduation official - no changes after this date
Summer 2017 (only Summer graduates) student data reported to National Student Clearinghouse

08/30/17  W  Delete students from Class Lists who did not ND Roll Call for Fall
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
Turn off Graduating Semester Part-Time Approval eForm for deans
IrishLink listserv refreshed

08/31/17  R  Email Fall 2017 class schedules to all students
Fall 2017 “first of term” file to National Student Clearinghouse
Official Leaves of Absence report distributed to appropriate offices
Email to students confirming Leaves of Absence
Off-Campus program reports distributed to deans
Turn off Summer Session Discontinuance eForm

Fall Semester Week 3

09/04/17  M  Labor Day Holiday, most offices are closed, all classes are in session

09/05/17  T  Preliminary January degree candidates’ graduation lists sent to deans and departments for review, and academic history reports distributed to deans
January GradAdmin opens to deans and departments
"X grade" report to deans for Spring 2017 and Summer Session 2017
Fall 2017 student data reported to National Student Clearinghouse
Revised Spring 2018 TUSC distributed and posted to the web
Spring 2018 eTUSC turned on for Round 2

09/06/17  W  List of students not returning distributed to deans and departments
Email to Fall 2017 instructors regarding class rosters and course registration deadlines

09/08/17  F  Certification begins for all students using VA Benefits for fall
2017/2018 VA State Approving Agency Catalog/bulletin requests due to Registrar from the departments

Fall Semester Week 4

09/15/17  F  January GradAdmin closes at midnight for departments; remains open for dean level revisions
IrishLink listserv refreshed
**Fall Semester Week 5**

09/19/17  T  Fall 2017 student data reported to National Student Clearinghouse

09/21/17  R  Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2017 freeze
Incomplete grades (X, F*) for undergraduates converted to “F” grades for the Spring and Summer 2017 terms, with dean consultation

09/22/17  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**

09/24/17  Sun  Freeze Fall 2017 statistics (beginning of term)

09/25/17  M  Preliminary January degree candidates lists due in the Office of the Registrar
January GradAdmin closes at midnight for deans
Spring 2018 eTUSC Round 2 turned off at 9:00 a.m.; begin synchronization and export to Banner

<table>
<thead>
<tr>
<th>OCTOBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
</tr>
<tr>
<td>week 7</td>
</tr>
<tr>
<td>week 8</td>
</tr>
<tr>
<td>Break</td>
</tr>
<tr>
<td>week 9</td>
</tr>
<tr>
<td>week 10</td>
</tr>
</tbody>
</table>

**Fall Semester Week 7**

10/02/17  M  Revised Spring 2018 TUSC distributed and posted on the web
Spring 2018 eTUSC turned on for Round 3
Results of Spring 2018 large room audit (65+) distributed to departments

10/03/17  T  Fall 2017 student data reported to National Student Clearinghouse

10/04/17  W  Revised January degree candidates posted for review to [http://commencement.nd.edu/student-information/degree-candidate-list/](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

10/06/17  F  Summer 2018 TUSC report distributed to departments and posted to web
Mid-term grading is available for faculty using insideND
Information on mid-term grading distributed to faculty
Official Final Exam information sent to faculty and departments

### Fall Semester Week 8

10/11/17  W  Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Summer Session 2017 freeze

10/14/17  Sat to 10/22/17  Sun  Fall Break

10/15/17  Sun  Freeze Summer 2017 statistics (end of term)

10/16/17  M  Mid-semester grades must be submitted through insideND by 3:45 p.m. for the following:
- Mid-semester grades submitted for all First Year students
- Mid-semester deficiency grades submitted for upperclassmen
- Mid-semester grade sufficiency confirmation for all other students
Spring 2018 eTUSC Round 3 turned off at 9:00 a.m.; final synchronization and export to Banner

10/17/17  T  Mid-term Grades viewable to students on insideND
Email to undergraduate Freshmen and deficient upperclass to check insideND for mid-term grades and deficiency report
Fall 2017 student data reported to National Student Clearinghouse

10/18/17  W  Mid-term grades mailed to student’s home address
Mid-term grades and deficiencies to deans and departments
10/18/17  W  Schedule Spring 2018 classrooms; new course forms not processed until after completion of scheduling
10/26/17  R
10/21/17  Sat  Summer School non-degree students’ and Summer 2017 “no show” students’ NetID passwords disabled

Fall Semester Week 9

10/23/17  M  Classes resume
All undergraduate advisor changes must be completed in the corporate data
Summer 2018 eTUSC turned on
Email Fall class schedules to all students
10/24/17  T  Spring 2018 The Hours of Instruction book (pdf) posted to the web
10/25/17  W  Mail PIN's and PIN lists to departments and distribute to webfile space for Spring 2018 Registration
Mail PIN lists to undergraduate deans for Spring 2018 Registration
Last day to initiate Add/Drop eForms for students
Last day to initiate Crosslist, Credit Hour, and Title Change eForms for students
10/26/17  R  Spring 2018 courses viewable; room assignments unofficial
Access to insideND Student Services activated for students enrolling for Spring 2018 semester
Email Spring 2018 instructors to request Instructor Course Descriptions (ICD) for Class Search
10/27/17  F  Last day for course discontinuance
Send Email message to students to check insideND to obtain their registration Time Tickets for Spring 2018 Registration
Turn off Add/Drop eForms for deans
Turn off Crosslist, Credit Hour, and Title Change eForms for deans

Fall Semester Week 10

10/30/17  M  Kickoff Email re: advising period begins (permit and override entries)
Email information to students on Leaves of Absence who are returning for Spring 2018
Turn on Graduating Semester Part-Time Approval eForm
Turn on Final Exam Conflict eForm

10/31/17  T  Fall 2017 student data reported to National Student Clearinghouse

<table>
<thead>
<tr>
<th>NOVEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W R F S</td>
</tr>
<tr>
<td>week 10</td>
</tr>
<tr>
<td>week 11</td>
</tr>
<tr>
<td>week 12</td>
</tr>
<tr>
<td>week 13</td>
</tr>
<tr>
<td>week 14</td>
</tr>
</tbody>
</table>

11/03/17  F  Fall 2017 Final Exam room assignments to departments and posted to the web at - [http://registrar.nd.edu/students/exams.php](http://registrar.nd.edu/students/exams.php)

**Fall Semester Week 11**

11/06/17  M  General purpose rooms available at [scheduling.nd.edu](http://scheduling.nd.edu) for events date through January 15

11/09/17  R  Spring 2018 classroom assignments official

**Fall Semester Week 12**

11/13/17  M  Spring 2018 Registration begins for undergraduate seniors
            Summer 2018 eTUSC turned off; begin synchronization and export to Banner

11/14/17  T  Fall 2017 student data reported to National Student Clearinghouse
            Summer 2017 non-degree students and “no show” students’ NetID accounts deleted

11/15/17  W  Spring 2018 Registration begins for undergraduate juniors

11/16/17  R  Spring 2018 Registration begins for Graduate School, Law, and Master of Nonprofit Administration students
            Summer 2018 courses viewable on Summer Session web site
Spring 2018 Registration begins for undergraduate sophomores

Fall Semester Week 13

Spring 2018 Registration begins for undergraduate First Year

Turn on Request for X-Grade eForm

Thanksgiving Holiday for students

Fall Semester Week 14

Classes resume
Veteran request form for enrollment certification opens for Spring
Turn on Seat Adjustment Allocation eForm for Spring 2018

Course Instructor Feedback (CIF) begins -- through Dec. 10
Fall 2017 student data reported to National Student Clearinghouse
Last day for undergraduate First Year to register for Spring 2018

Spring 2018 Registration begins for non-degree and select study abroad programs

Fall Semester Week 15
12/04/17  M   Turn off Final Exam Conflict eForm
12/06/17  W   On-line Final grading is available for faculty using insideND
              Grading instructions and final grade submission reminder letter to faculty
12/07/17  R   Last class day for the Fall Semester
              January GradAdmin closes for Fall 2017
12/08/17  F   Spring 2018 Final & Departmental Exam schedules to deans for review;
              posted on web immediately after review
12/08/17  F   Reading days (no examinations permitted)
12/10/17  Sun
12/11/17  M   Summer 2018 courses available through insideND
              Access to insideND Student Services activated for students enrolling for
              Summer 2018 semester
12/11/17  M   Fall Final Exams (no review sessions permitted)
12/15/17  F   Fall 2017 student data reported to National Student Clearinghouse
12/12/17  T   Fall 2017 student data reported to National Student Clearinghouse
12/18/17  M   All Final grades must be submitted through insideND by 3:45 p.m.
              All Spring registration PIN’s deleted
              Turn off Request for X-Grade eForm
              Pre-certification for Graduate students using VA Benefits
12/19/17  T   Graduating students with failing grade report distributed to deans
              Grades mailed to students who have submitted the grade mailer request form
              Probation/dismissal lists distributed to deans
              Dismissal lists due to the Registrar
              Dismissal letters and emails sent to students
              Fall 2017 grades viewable to students on insideND
12/21/17  R   Fall 2017 student data reported to National Student Clearinghouse
              Spring 2018 Departmental Exam room assignments posted to the web
12/22/17  F   University Holiday for staff
01/01/18  Mon
**JANUARY**

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

**01/02/18**  
T  
Dismissal appeals due to the deans’ offices

**01/05/18**  
F  
Posting of January 2018 degree recipients to the database  
Provisional Spring Final Exam information and official Departmental Exam information sent to faculty and departments

**01/07/18**  
Sun  
January Graduation date - no ceremony

**01/08/18**  
M  
IrishLink listserv populated for Spring 2018  
Fall 2018 Tentative Upcoming Schedule of Classes (TUSC) distributed and posted to the web  
Fall 2018 eTUSC turned on for Round 1  
January 2018 Degree Recipient student data reported to the National Student Clearinghouse

**01/09/18**  
T  
Final dismissal decisions due to the Office of the Registrar for Fall 2017

**01/10/18**  
W  
Spring 2018 ND Roll Call available through January 23 ([http://inside.nd.edu](http://inside.nd.edu))  
Average listings distributed to deans and departments  
Grades/transcripts to deans and departments

**01/12/18**  
F  
January 2018 Degree Recipient student data reported to the National Student Clearinghouse (2nd round)

**Spring Semester Week 1**

**01/15/18**  
M  
New student orientation and advising (by college and dept.)  
New student registration begins  
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
General purpose rooms available at scheduling.nd.edu for events through May 6
IrishLink updated for Spring 2018

01/16/18  T  Spring classes begin at Notre Dame
Spring 2018 student data early registration reported to National Student Clearinghouse

01/19/18  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 2018 classes

Spring Semester Week 2

01/21/18  Sun  Last day for Saint Mary’s students to use web registration

01/22/18  M  Email to students with classes who have not completed ND Roll Call
Saint Mary’s student without an ND class inactivated
Email sent to department contacts requesting Commencement Weekend non-diploma ceremony events
Turn off Graduating Semester Part-Time Approval eForm for students

01/23/18  T  Last day to add Spring classes
Last day to use web registration (until midnight)
Last day to complete ND Roll Call (until midnight)
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

01/24/18  W  Delete students from Class Lists who did not complete ND Roll Call for Spring
Delete and send letters to students denied enrollment, as directed by Student Accounts
Turn on Add/Drop eForm for students
Turn on Cross list, Credit Hour, Title Change eForms for students
Turn off Graduating Semester Part-Time Approval eForm for deans
Incomplete grades (I, F*) for Graduate School students converted to “F” grades for Fall 2017
Email Spring class schedules to all students
IrishLink listserv refreshed

01/25/18  R  Revised Summer 2018 TUSC distributed and posted on the web with final course changes emailed to sumsess.1@nd.edu between January 26 and February 26
Spring 2018 “first of term” file to National Student Clearinghouse

01/26/18  F  Official Leaves of Absence report distributed to appropriate offices
Email to students confirming Leaves of Absence
Off-campus program reports to deans
All diploma name changes for January degree candidates due in the Office of the Registrar
GradApp closes to January degree candidates

Spring Semester Week 3

01/29/18  M  Latin Honors determined
Latin Honors ran for January 2018 graduates
“X” grade report to deans for Fall 2017
Fall 2018 eTUSC Round 1 turned off at 9:00 a.m.; begin synchronization and export to Banner

01/30/18  T  ROTC Student Activity code updated for Spring 2018
Preliminary May degree candidates’ graduation lists sent to deans and departments for review, and academic history reports distributed to deans and departments
Preliminary 2018/2019 Undergraduate Bulletin to deans for corrections
May GradAdmin opens to deans and departments
Spring 2018 student data reported to the National Student Clearinghouse
Participating Not Graduating (PN) eForm turned on

01/31/18  W  List of students not returning to deans and departments
Email to Spring 2018 instructors regarding class rosters and course registration deadlines
Certification begins for students using VA Benefits for spring
02/02/18  F  IrishLink listserv refresh

**Spring Semester Week 4**

02/05/18  M  January Graduation official - no changes after this date  
Revised Fall 2018 TUSC distributed and posted to the web  
Fall 2018 eTUSC turned on for Round 2

02/06/18  T  Begin mailing diplomas to January 2018 graduates  
Spring 2018 student data reported to the National Student Clearinghouse

02/08/18  R  Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2017 freeze  
Final January graduation lists and academic history reports distributed to deans and departments

02/09/18  F  Preliminary May degree candidate lists due to deans from departments  
May GradAdmin closes at midnight for departments; remains open for dean level revisions

**Spring Semester Week 5**

02/11/18  Sun  Freeze Fall 2017 statistics (end of term)

02/12/18  M  Summer 2018 faculty salary formula letter emailed to deans, departments, budget and program directors

02/13/18  T  Preliminary Commencement Weekend diploma ceremony locations determined

02/14/18  W  Commencement Weekend non-diploma ceremony event information due
to the Office of the Registrar

02/15/18  R  Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Spring 2018 freeze
Incomplete grades (X, F*) for undergraduates converted to “F” grades for the Fall 2017 term, with dean consultation

02/16/18  F  All data for incoming transfer credits must be complete for updating the corporate database
Last day to drop a Saint Mary’s class

Spring Semester Week 6

02/18/18  Sun  Freeze Spring 2018 statistics (beginning of term)
02/20/18  T  Spring 2018 student data reported to the National Student Clearinghouse
Schedule Summer Session 2018 classrooms

Spring Semester Week 7

02/26/18  M  Fall 2018 eTUSC Round 2 turned off at 9:00 a.m.; synchronization and export to Banner
Preliminary May degree candidate graduation lists due in the Office of the Registrar
May GradAdmin closes at midnight for deans
02/28/18  W  Summer 2018 revised TUSC distributed and posted to the web

Letters to deans requesting names of faculty who will serve during the Commencement Weekend as college Marshals
Mid-term grading available for faculty using insideND
Information on mid-term grading distributed to faculty
May degree candidates posted for review to: http://commencement.nd.edu
Revised May graduation list distributed to deans and departments
May GradAdmin re-opens to deans for revisions
GradApp opens to August 2017 graduates, January 2018 graduates, and
May 2018 degree candidates; email to students
Results of Fall 2018 large room audit (65+) distributed to departments
2018/2019 Undergraduate Bulletin materials due to the undergraduate
deans (Round 1) from the departments

Spring Semester Week 8

03/05/18  M  Email current students information regarding Summer 2018 registration
Fall 2018 eTUSC round 3 turned on for final course changes based on
audits and reports

03/06/18  T  Spring 2018 student data reported to the National Student Clearinghouse

03/07/18  W  Summer 2018 The Hours of Instruction book (pdf) posted to the web

03/09/18  F  2018/2019 Undergraduate Bulletin materials due to the Office of the
Registrar (Round 1)
Official Spring Final Exam information sent to faculty and departments

03/10/18  Sat to
03/18/18  Sun  Spring Break

03/12/18  M  Mid-semester grades must be submitted through insideND by 3:45 p.m. for
the following:
- Mid-semester grades submitted for all First Year students
- Mid-semester deficiency grades submitted for upperclassmen
- Mid-semester grade sufficiency confirmation for all other students

03/13/18  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

03/14/18  W  Mid-term grades mailed to student’s home address
Mid-term grades and deficiencies distributed to deans and departments
Awards & Prizes Google form for May Commencement Program turned on
20

03/16/18   F   All undergraduate advisor changes must be completed in the corporate Data

03/17/18   Sat   Fall 2017 “No Show” students’ NetID passwords disabled

Spring Semester Week 9

03/19/18   M   Classes resume
Fall 2018 eTUSC turned off at 9:00 a.m.; final synchronization and export of Round 3 to Banner
Email Spring class schedules to all students

03/20/18   T   Spring 2018 student data reported to National Student Clearinghouse
Graduation Fair (Notre Dame Hammes Bookstore)

03/21/18   W   Summer 2018 registration begins (all appointment times begin at 5 a.m.)
Last day to initiate Add/Drop eForm for students
Last day to initiate Cross list, Credit Hour, Title Change eForms for students
Turn on Summer Session Discontinuance eForm

03/22/18   R   GradApp closed to students; name and hometown and ticket requests remain open

03/22/18 to 03/29/18   R   Schedule Fall 2018 classrooms; all new courses held until after completion of scheduling

03/23/18   F   Last day for course discontinuance
PIN sheets and PIN lists to departments for Fall 2018 Registration (excludes rising Sophomores)
PIN lists to undergraduate deans for Fall 2018 Registration (excludes rising Sophomores)
Turn off Add/Drop eForm for deans
Turn off Cross list, Credit Hour, Title Change eForms for deans

Spring Semester Week 10

03/26/18   M   Updated Commencement Weekend diploma ceremony locations communicated to contacts, if changes were necessary
Turn on Graduating Semester Part-Time Approval eForm
Turn on Final Exam Conflict eForm
21

03/28/18  W  Honor Society data requests for May Commencement Program emailed

03/29/18  R  Fall 2018 courses viewable; room assignments unofficial
            Access to insideND Student Services activated for students enrolling for
            Fall 2018 semester
            Email Fall 2018 instructors to request Instructor Course Descriptions (ICD)
            for Class Search

03/30/18  F  Easter Holiday for students and most offices (Good Friday)

03/31/18  Sat  Fall 2017 “No Show” students’ NetID accounts deleted

<table>
<thead>
<tr>
<th>A P R I L</th>
</tr>
</thead>
<tbody>
<tr>
<td>S M T W R F S</td>
</tr>
<tr>
<td>week 11</td>
</tr>
<tr>
<td>week 12</td>
</tr>
<tr>
<td>week 13</td>
</tr>
<tr>
<td>week 14</td>
</tr>
<tr>
<td>week 15</td>
</tr>
</tbody>
</table>

**Spring Semester Week 11**

04/01/18  Sun  Easter Sunday

04/02/18  M  Easter Holiday for students (most offices are open)

04/02/18  M  Fall 2018 The Hours of Instruction book (pdf) posted to the web
            Kickoff Email to departments re: advising period begins (permit and
            override entries)

04/03/18  T  Spring 2018 student data reported to National Student Clearinghouse

04/05/18  R  Rising Sophomore PIN’s and PIN lists to First Year of Studies
            Spring 2018 student data reported to National Student Clearinghouse
            Email information to students on Leaves of Absence who are returning
            for Fall 2018
            Send email message to students to check insideND to obtain their
            Registration Time Ticket for Fall 2018 Registration
04/06/18  F  Rising Sophomore PIN’s and PIN lists to departments for Fall 2018 registration (from First Year of Studies)
Rising Sophomore PIN lists to undergraduate deans for Fall 2018 registration (from First Year of Studies)

Spring Semester Week 12

04/12/18  R  Fall 2018 classroom assignments official
Honor Society lists due in the Office of the Registrar for May Commencement Program

Spring Semester Week 13

04/16/18  M  Fall 2018 Registration begins for undergraduate seniors
04/17/18  T  Spring 2018 student data reported to National Student Clearinghouse
04/18/18  W  Fall 2018 Registration begins for undergraduate juniors
Spring 2018 Final Exam room assignments to departments and posted to the web
Awards & Prizes Google form turned off
Turn on Request for X-Grade eForm

04/20/18  F  Fall 2018 Registration begins for Graduate, Law, and Master of Nonprofit Administration students

Spring Semester Week 14

04/23/18  M  Fall 2018 Registration begins for undergraduate sophomores
General purpose rooms available at scheduling.nd.edu for events through August 21
04/24/18  T  Summer 2018 “low enrollment” preliminary report to department chairs
Course Instructor Feedback (CIF) begins -- through May 7
04/25/18  W  Fall 2018 Registration begins for non-degree and select study abroad programs
Turn on Seat Adjustment Allocation eForm

Spring Semester Week 15

04/30/18  M  Turn off Final Exam Conflict eForm
Veteran request form for enrollment certification opens for Summer

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

05/01/18  T  Spring 2018 student data reported to National Student Clearinghouse

05/02/18  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 2018

05/03/18  R  Reading days (no examinations permitted)
05/06/18  Sun

05/04/18  F  Summer 2018 classroom assignments official

05/07/18  M  Final Exams (no review sessions permitted)
05/11/18  F

05/08/18  T  Revised 2018/2019 Undergraduate Bulletin materials distributed to the deans (round 2)

05/14/18  M  All Final grades must be submitted through insideND by 3:45 p.m.
          All Fall Registration PIN’s deleted
          Turn off Request for X-Grade eForm

05/15/18  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
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

Spring 2018 final student data reported to National Student Clearinghouse

University Commencement Ceremony ticket distribution

Posting of May degree recipients (including honors) to the database

Graduate School Ceremony
Law School Ceremony
Graduate Business Ceremony
Commencement Mass 5:00 p.m. (Joyce Center Purcell Pavilion)

University Commencement Ceremony 9:00 a.m. (Stadium)
Undergraduate Diploma Ceremonies (early afternoon – various locations)

Summer 2018 ND Roll Call available
Summer 2018 “low enrollment” follow-up report to department chairs
Participating Not Graduating (PN) eForm turned off
IrishLink Summer populated for Summer Session 2018
Pre-certification for summer students using VA Benefits

May 2018 Degree recipient student data to National Student Clearinghouse

Grades to deans/departments
Average listings to deans/departments

Dismissal appeals due to the deans’ offices
Summer 2018 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

Revised 2018/2019 Undergraduate Bulletin materials due to the undergraduate deans (Round 2) from the departments

Memorial Day Holiday (most offices closed) - classes are in session

Summer 2018 “low enrollment” final report to department chairs to
determine classes to be cancelled

05/31/18 R Dismissal decisions due to the Office of the Registrar for Spring 2018
IrishLink populated for Fall 2018

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

06/01/18 F Revised 2018/2019 Undergraduate Bulletin materials due to the Office of
the Registrar (Round 2)

06/05/18 T New graduate student Fall 2018 registration begins and continues as they
are admitted

06/08/18 F Spring 2018 graduates reported to National Student Clearinghouse

06/13/18 W Incomplete grades (I, F*) for Graduate School students converted to “F”
grades for Spring 2018
Change Business intents for freshmen students to a major of “none”

**Summer Session Week 1**

06/18/18 M Classes begin for regular 6 week Summer Session 2018
IrishLink Summer updated with Summer Session 2018

06/19/18 T May 2018 Graduation official - no changes after this date

06/21/18 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 2018 freeze
Final May graduation lists and academic history reports distributed to
deans and departments
Summer 2018 “first of term” student data reported to the National Student
Clearinghouse

**Summer Session Week 2**

06/24/18  Sun  Freeze Spring 2018 statistics (end of term)

06/25/18  M  Last day to drop regular 6 week Summer Session classes via the web with full refund

06/26/18  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

06/29/17  F  Dean’s List honor cut-off decision worksheet submitted to deans
Certification begins for all students using VA Benefits in Summer

The 2018/2019 Academic Services calendar will be completed before July 1, 2018.

*Office of the Registrar*
*300 Grace Hall*