

# ACADEMIC SERVICES CALENDAR

2009-2010

OFFICE OF THE REGISTRAR

<http://registrar.nd.edu/asc200910.pdf>

*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.*

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

- 06/01/09 M May "In Absentia" diplomas mailed to graduates
- 06/11/09 R Preliminary August degree candidates graduation lists sent to deans and departments for review, and academic history reports distributed electronically to deans
- 06/16/09 T May 2009 Graduation official - no changes after this date
- 06/18/09 R Spring 2009 (only May graduates) student data reported to the National Student Loan Clearinghouse  
Deadline for all changes to be into the Office of the Registrar that affect the corporate data for Spring 2009 freeze  
Final May 2009 graduation lists and academic history reports distributed electronically to deans

*Summer Session Week 1*

- 06/21/09 Sun Freeze Spring 2009 statistics (end of term)
- 06/23/09 T Regular 7 week Summer Session 2009 classes begin
- 06/24/09 W Preliminary August degree candidates graduation lists due in the Registrar's Office
- 06/26/09 F Last day to add regular 7 week Summer Session classes

**Summer Session Week 2**

- 06/29/09 M Revised August graduation lists distributed electronically to deans and departments  
 Email graduation web page information to August degree candidates  
 August degree candidates posted for review on <http://registrar.nd.edu>  
 Summer Session 2009 student data reported to National Student Loan Clearinghouse

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

- 07/01/09 W Dates for Fall 2009 Study Abroad programs available  
 Calculation of Dean's Honor List for academic year 2009/2010
- 07/02/09 R Last day to drop regular 7 week Summer Session classes via the web with full refund
- 07/03/09 F Independence Day Holiday, most offices are closed, classes are in session

**Summer Session Week 3**

- 07/06/09 M All diploma name changes for August degree candidates due in Office of the Registrar

***Summer Session Week 4***

- 07/14/09 T Diploma list for August degree candidates emailed to diploma company**
- 07/15/09 W Summer 2009 final exam room assignments emailed to faculty members**
- 07/16/09 R Last day for students to drop regular 7 week Summer Session classes**

***Summer Session Week 5***

- 07/24/09 F Last day for Thesis and Dissertation changes for August degree candidates to Graduate School  
August 2008, January and May 2009 graduate's NetID passwords disabled. Spring 2009 "no show" student's NetID passwords disabled**

***Summer Session Week 6***

- 07/31/09 F Date change in SZVfydt table to show incoming First Year student schedules**

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

***Summer Session Week 7***

- 08/03/09 M On-line Summer Session final grading is available for faculty  
Information on Summer Session grading distributed to departments and Faculty  
Dean's List honor cutoff decisions due to Office of the Registrar**

- 08/06/09 R Regular 7 week Summer Session last class day  
 Summer 2009 student data reported to National Student Loan Clearinghouse  
 Spring 2010 tentative upcoming schedule of classes (TUSC) distributed to departments electronically
- 08/07/09 F Final Exam day for regular 7 week Summer Session  
**EXAMS** **Course times**  
 8:00 - 10:00a.m. - 8:00 - 9:00 classes  
 10:30 - 12:30p.m. - 1:00 classes  
 1:45 - 3:45p.m. - 10:00, 11:00 and 12:00 classes  
 4:15 - 6:15p.m. - 2:00, 3:00 and 4:00 classes  
 7:30 - 9:30p.m. - 5:00, 6:00 and 7:00 p.m. classes
- 08/10/09 M Regular 7 week Summer Session grades must be submitted through insideND by 3:45 p.m.  
 Fall 2009 Departmental Exam room assignments posted to the web  
 August 2008, January and May 2009 graduates' NetID accounts deleted.  
 Spring 2009 "no show" students' NetID accounts deleted
- 08/11/09 T Summer 2009 grades are available on insideND  
 Summer grades to deans/departments  
 Summer 2009 grades mailed to students home address
- 08/12/09 W August Graduation Date - No Ceremony  
 Posting of August degree recipients (including honors) to the database  
 2009/2010 Undergraduate Bulletins distributed  
 2009/2010 Graduate School Bulletin available electronically
- 08/13/09 R August 2009 Degree Recipient student data reported to the National Student Loan Clearinghouse
- 08/16/09 Sun Freeze Summer 2009 statistics (beginning of term)
- 08/19/09 W Fall 2009 Web Enrollment available through September 2 - (<http://insideND> - then choose *web enrollment*)
- 08/20/09 R Orientation and advising for undergraduate Readmitted and Transfer students, and for all International students (by colleges)  
 Registration begins for undergraduate Readmitted and Transfer students  
 All missing instructor names must be in the corporate data for using On-line Photo
- 08/21/09 F Orientation and advising for new graduate students (by dept.)

August diplomas mailed  
 Registration begins for new graduate students  
 2009/2010 Law School Bulletins distributed

08/22/09 Sat  
 to  
 08/23/09 Sun  
 Orientation and Advising for new freshmen (First Year of Studies)

**Fall Semester Week 1**

08/24/09 M Registration begins for Employees  
 Fall classes begin at Saint Mary's College

08/25/09 T Fall classes begin at Notre Dame  
 Formal opening Mass of 2009/2010 school year - Joyce Center at 5:30 p.m. (academic procession assembles in North Dome Joyce Center) – *tentative locations*

08/27/09 R Email to students informing them of last day for schedule changes

08/28/09 F Last day for Law students to add or drop courses

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

**Fall Semester Week 2**

09/01/09 T Email to students with classes who have not Enrolled

09/02/09 W Last day to add Fall classes  
 Last day to use web registration (until midnight)  
 Last day to web Enroll (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  
ROTC Student Activity codes updated for Fall 2009**

**09/03/09 R Delete students from class lists who are not officially enrolled for Fall  
Delete and send letters to students denied Enrollment, as directed by  
Student Accounts  
Add Grades Channel back to insideND for students (suppressed due to  
First Year of Studies schedule access)**

**09/04/09 F List of students not returning distributed electronically to deans and  
departments  
Fall 2009 student data reported to National Student Loan Clearinghouse**

***Fall Semester Week 3***

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

**09/08/09 T Spring 2010 TUSC due in deans' offices**

**09/09/09 W Preliminary January degree candidates graduation lists sent to deans  
and departments for review, and academic history reports distributed  
electronically to deans**

**09/11/09 F Spring 2010 TUSC due to Office of the Registrar  
Official Leaves of Absence report distributed electronically to deans and  
departments  
Email to students confirming Leaves of Absence  
Off-Campus program reports distributed electronically to deans  
August Graduation official - no changes after this date**

***Fall Semester Week 4***

**09/14/09 M Email students regarding the Notre Dame Telephone Directory deadline  
for address, phone number, or privacy changes  
Summer 2009 (only August graduates) student data reported to National  
Student Loan Clearinghouse  
Final August graduation lists and academic history reports  
distributed electronically to deans**

**09/18/09 F Last day for address, phone number, or privacy changes to the student  
section of the Notre Dame Telephone Directory**

**Fall Semester Week 5**

- 09/23/09    W    "X grade" report to deans for Spring 2009 and Summer Session 2009
- 09/24/09    R    Spring 2010 revised TUSC distributed to departments electronically  
 Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2009 freeze  
 Final 2009/10 student section of the Notre Dame Telephone Directory to the printer  
 Refresh the on-line Spring 2010 "Number of Classes in Session" report  
 Spring 2010 large classroom availability audit (maximum ≥70)
- 09/25/09    F    All data for incoming transfer credits must be complete for updating the corporate database.

**Fall Semester Week 6**

- 09/27/09    Sun    Freeze Fall 2009 statistics (beginning of term)
- 09/28/09    M    Preliminary January degree candidates lists due in the Office of the Registrar

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

- 10/01/09    R    Spring 2010 revised TUSC due back to the deans' offices

**Fall Semester Week 7**

- 10/07/09    W    "X grade" report for Spring 2009 and Summer Session 2009 due back in the Office of the Registrar. Any remaining "X" grades will be converted to an "F" by the Registrar  
 Mid-term grading is available for faculty using insideND

Information on Mid-Term grading distributed to departments and faculty  
 Spring 2009 "F\*" grades converted to final grades of "F"  
 Revised January degree candidates posted for review to  
<http://registrar.nd.edu>  
 Email January degree candidate graduation web page information to  
 January degree candidates  
 Revised January graduation lists distributed electronically to deans and  
 departments

10/08/09 R Spring 2010 revised TUSC due in the Office of the Registrar  
 Spring 2010 Instructor/Course Preference Forms link emailed to depart-  
 ments and faculty

*Fall Semester Week 8*

10/15/09 R Deadline for Instructor/Course Preference Forms for Spring 2010

10/16/09 F Mid-term Grade and Deficiency Reports must be submitted through  
 insideND by 3:45 p.m.

10/17/09 Sat  
 to  
 10/25/09 Sun Fall Break

10/18/09 Sun Freeze Summer 2009 statistics (end of term)

10/19/09 M Mid-term Grades available on insideND  
 Refresh the on-line Spring 2010 "Number of Classes in Session" report  
 Email to undergraduate Freshmen and deficient upperclass to check  
 InsideND for mid-term grades and deficiency report  
 Summer School non-degree students' and Summer 2009 "no show"  
 students' NetID passwords disabled  
 Email Spring 2010 instructors to request Instructor Course Descriptions  
 (ICD) for Class Search

10/20/09 T Mid-term grades mailed to student's home address  
 Mid-term grades and deficiencies to deans and departments

10/21/09 W Deadline for all changes to be in the Office of the Registrar that affect  
 the corporate data for Summer Session 2009 freeze

10/22/09 R  
 to  
 10/27/09 T Schedule Spring 2010 classrooms

10/23/09 F Email information to students on Leaves of Absence who are returning for Spring 2010

*Fall Semester Week 9*

10/26/09 M Classes resume  
All undergraduate advisor changes must be completed in the corporate data

10/27/09 T Spring 2010 data extracted for The Hours of Instruction schedule of classes

10/28/09 W Mail PIN's and PIN lists to departments for Spring 2010 Registration  
Mail PIN lists to undergraduate deans for Spring 2010 Registration

10/29/09 R Spring 2010 courses on insideND (evening)  
Spring 2010 room assignment information available on Class Search

10/30/09 F Last day for course discontinuance  
Send Email message to students to check insideND to obtain their registration Time Tickets for Spring 2010 Registration  
Spring 2010 The Hours of Instruction book (pdf) posted to the web at <http://registrar.nd.edu/>

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

*Fall Semester Week 10*

11/02/09 M Fall 2009 student data reported to National Student Loan Clearinghouse  
Kickoff Email re: advising period begins (permit and override entries)

Begin running University Requirements Cross-List Audit (Fall 2009 & Spring 2010)

*Fall Semester Week 11*

- |          |   |  |
|----------|---|--|
| 11/11/09 | W | Summer 2010 TUSC distributed to departments                                    |
| 11/12/09 | R | Summer 2009 non-degree students and “no show” students’ NetID accounts deleted |
| 11/13/09 | F | Spring 2010 dates for Study Abroad programs available in SZVTERM               |

*Fall Semester Week 12*

- |          |   |   |
|----------|---|---|
| 11/16/09 | M | <b>Spring 2010 Registration begins for undergraduate Seniors</b><br>All diploma name changes for January degree candidates due in the Office of the Registrar |
| 11/18/09 | W | <b>Spring 2010 Registration begins for Graduate School, Law, and Master of Nonprofit Administration students</b>  |
| 11/19/09 | R | <b>Spring 2010 Registration begins for undergraduate Juniors</b>  |

*Fall Semester Week 13*

- |                            |              |   |
|----------------------------|--------------|---|
| 11/23/09                   | M            | <b>Spring 2010 Registration begins for undergraduate Sophomores</b><br>Fall 2009 Final Exam room assignments to departments<br>January diploma order emailed to diploma company |
| 11/25/09                   | W            | Fall 2009 Final Exam room assignments posted to the web at - <a href="http://registrar.nd.edu">http://registrar.nd.edu</a><br>Summer 2010 class information due to deans        |
| 11/25/09<br>to<br>11/29/09 | W<br><br>Sun | Thanksgiving Holiday for students   |

*Fall Semester Week 14*

- |          |   |   |
|----------|---|---|
| 11/30/09 | M | Classes resume<br><b>Spring 2010 Registration begins for undergraduate First Year</b> |
|----------|---|---|

**Spring 2010 Final & Departmental Exam schedules to deans for review  
(copy to Saint Mary's); posted on web immediately after review**

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

**12/02/09**    **W**    **Spring 2010 Registration begins for non-degree and select study abroad programs**  
**Last day for undergraduate First Year to register**  
**Adjustment Form process begins**

**12/03/09**    **R**    **Close web registration for Saint Mary's Spring classes**

**12/04/09**    **F**    **Summer 2010 TUSC reports due to Office of the Registrar**

***Fall Semester Week 15***

**12/09/09**    **W**    **On-line Final grading is available for faculty using insideND**  
**Grading instructions and final grade submission reminder letter to faculty and departments**

**12/10/09**    **R**    **Last class day for the Fall Semester**

**12/11/09**    **F**    **Last day for Thesis and Dissertation changes for January degree candidates to Graduate School**

**12/11/09**    **F**  
to  
**12/13/09**    **Sun**    **Reading days**

**12/11/09**    **F**    **Departments forward Summer 2010 course materials to the**  
to  
**Summer Session office for processing**

**12/18/09**    **F**

- 12/14/09 M Fall Final Exams  
to  
12/18/09 F
- 12/18/09 F Fall 2009 student data reported to National Student Loan Clearinghouse
- 12/21/09 M All Final grades must be submitted through insideND by 3:45 p.m.
- 12/22/09 T Graduating students with failing grade report distributed electronically to deans  
Grades mailed to students who have submitted the grade mailer request form  
Probation/dismissal lists distributed electronically to deans  
Fall 2009 grades available on insideND  
Posting of January 2010 degree recipients (including honors) to the database
- 12/24/09 R  
to  
01/03/10 Sun University Holidays for staff

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

- 01/03/10 Sun January Graduation date - no ceremony
- 01/05/10 T Distribute Fall 2010 first round of Tentative Upcoming Schedule of Classes (TUSC) report to departments  
Spring 2010 Departmental Exam room assignments posted to the web
- 01/06/10 W Dismissal decisions due to the Office of the Registrar for Fall 2009  
January 2010 Degree Recipient student data reported to the National Student Loan Clearinghouse

**Spring 2010 Web Enrollment available through January 20  
(<http://inside.nd.edu>)**

***Spring Semester Week 1***

- 01/11/10 M New student orientation and advising (by college and dept.)  
New student registration begins  
Registration begins for employees  
Spring classes begin for Saint Mary's College**
- 01/12/10 T Spring classes begin for Notre Dame**
- 01/15/10 F Last day for Law students to add or drop courses  
Email to students informing them of last day for schedule changes**

***Spring Semester Week 2***

- 01/18/10 M Email to students with classes who have not Enrolled  
Average listings distributed electronically to deans/departments  
Grades/transcripts to deans/departments**
- 01/20/10 W Last day to add Spring classes  
Last day to use web registration (until midnight)  
Last day to web Enroll (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  
Summer Session 2010 Instructor/Course Preference Forms link emailed  
to departments and faculty**
- 01/21/10 R Delete students from Class Lists who are not officially enrolled for Spring  
Delete and send letters to students denied Enrollment, as directed by  
Student Accounts**
- 01/22/10 F Diplomas mailed to January Degree recipients  
Preliminary 2010/2011 Undergraduate Bulletin to deans for corrections  
Spring 2010 student data reported to the National Student Loan Clearing-  
house  
List of students not returning to deans/departments  
Official Leaves of Absence report to deans/departments  
Email to students confirming Leaves of Absence  
Off-campus program reports to deans**

***Spring Semester Week 3***

- 01/25/10 M Fall 2010 first round of TUSC reports due in deans' offices**
- 01/26/10 T ROTC Student Activity code updated for Spring 2010  
Preliminary May degree candidates graduation lists sent to deans and departments for review, and academic history reports distributed electronically to deans**
- 01/29/10 F Fall 2010 first round of TUSC report due to the Office of the Registrar**

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

***Spring Semester Week 4***

- 02/01/10 M Deadline for Instructor/Course Preference form for Summer 2010  
Latin Honors determined**
- 02/02/10 T January Graduation official - no changes after this date**
- 02/04/10 R Fall 2009 (only January graduates) student data reported to National Student Loan Clearinghouse  
Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Fall 2009 freeze  
Final January graduation lists and academic history reports distributed electronically to deans**

***Spring Semester Week 5***

- 02/07/10 Sun Freeze Fall 2009 statistics (end of term)**
- 02/08/10 M Summer 2010 Bulletins distributed**

**Summer 2010 faculty salary formula letter emailed to deans, departments, budget and program directors**

<b>02/08/10</b>	<b>M</b>	
<b>to</b>		
<b>02/10/10</b>	<b>W</b>	<b>Schedule Summer 2010 classrooms</b>
<b>02/10/10</b>	<b>W</b>	<b>"X grade" report to deans for Fall 2009</b>
<b>02/11/10</b>	<b>R</b>	<b>Fall 2010 revised TUSC report distributed to departments Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Spring 2010 freeze Summer 2010 room assignment information available on Class Search Summer 2010 courses on insideND Fall 2010 large classroom availability audit (maximum <math>\geq 70</math>) Refresh the on-line Fall 2010 "Number of Classes in Session" report</b>
<b>02/12/10</b>	<b>F</b>	<b>All data for incoming transfer credits must be complete for updating the corporate database</b>

***Spring Semester Week 6***

<b>02/14/10</b>	<b>Sun</b>	<b>Freeze Spring 2010 statistics (beginning of term)</b>
<b>02/15/10</b>	<b>M</b>	<b>Preliminary May degree candidate graduation lists due in the Office of the Registrar</b>
<b>02/18/10</b>	<b>R</b>	<b>Fall 2010 revised TUSC report due in deans' offices</b>

***Spring Semester Week 7***

<b>02/24/10</b>	<b>W</b>	<b>"X grade" report for the Fall 2009 term due to the Office of the Registrar; any remaining "X" grades will be converted to an "F" by the Registrar Convert Fall 2009 "F*" grades to a final grade of "F"</b>
<b>02/25/10</b>	<b>R</b>	<b>Fall 2010 revised TUSC reports due in the Office of the Registrar Fall 2010 Instructor/Course Preference forms link emailed to departments and faculty</b>
<b>02/26/10</b>	<b>F</b>	<b>Letters to deans requesting names of faculty who will serve during the Commencement Weekend as College Marshals Email graduation web page information to August 2009 graduates, January 2010 graduates, and May 2010 degree candidates</b>

May degree candidates posted for review to:  
<http://commencement.nd.edu>

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

***Spring Semester Week 8***

- |                            |                |  |
|----------------------------|----------------|--|
| 03/01/10                   | M              | Revised May graduation list distributed electronically to deans and departments<br>Email current students information regarding Summer 2010 registration   |
| 03/02/10                   | T              | Fall 2009 “No Show” students’ NetID passwords deleted<br>Honor Society letters and data requests for May Commencement Program emailed  |
| 03/03/10                   | W              | Mid-term grading available for faculty using insideND<br>Information on Mid-term grading distributed to departments and faculty  |
| 03/04/10                   | R              | Deadline for Instructor/Course Preference forms for Fall 2010  |
| 03/05/10                   | F              | Mid-term Grade & Deficiency Reports must be submitted through insideND by 3:45 p.m.  |
| 03/06/10<br>to<br>03/14/10 | Sat<br><br>Sun | Spring Break   |
| 03/08/10                   | M              | Mid-term grades available on insideND<br>Email undergraduate Freshmen and deficient upperclass to check insideND for mid-term grades and deficiency report<br>Refresh the online Fall 2010 “Number of Classes in Session” report<br>Email Fall 2010 instructors to request Instructor Course Descriptions (ICD) for Class Search |

- 03/09/10 T Mid-term grades mailed to student's home address  
Mid-term grades and deficiencies distributed electronically to deans and departments
- 03/12/10 F Awards & Prizes forms and data requests for May Commencement Program emailed to deans for distribution and processing  
All undergraduate advisor changes must be completed in the corporate data

*Spring Semester Week 9*

- 03/15/10 M Classes resume  
Begin running University Requirements Cross-List Audit (Spring, Summer, and Fall 2010)
- 03/17/10 W **Summer 2010 registration begins (appointment times begin at 7:00 a.m.)**  
May degree candidate's preliminary honors available for reporting
- 03/17/10 M Schedule Fall 2010 classrooms  
to  
03/24/10 F
- 03/18/10 R All diploma name changes for May degree candidates due in the Office of the Registrar
- 03/19/10 F Last day for course discontinuance  
Diploma list for May degree candidates emailed to diploma company

*Spring Semester Week 10*

- 03/22/10 M Honor Society lists due in the Office of the Registrar for May Commencement Program  
Email information to students on Leaves of Absence who are returning for Fall 2010  
Send Email reminder to students regarding ticket request deadline (03/26/10) for May Commencement
- 03/23/10 T Kickoff Email to departments re: advising period begins (permit and override entries)  
Fall 2010 data extracted for The Hours of Instruction schedule of classes
- 03/24/10 W PIN sheets and PIN lists to departments for Fall 2010 Registration (excludes rising Sophomores)

**PIN lists to undergraduate deans for Fall 2010 Registration (excludes rising Sophomores)**

**03/25/10 R** Fall 2010 room assignment information available on Class Search  
 Fall 2010 courses on insideND (evening)  
 Fall 2010 The Hours of Instruction book (pdf) posted to the web at  
<http://registrar.nd.edu/>

**03/26/10 F** Last day for degree candidates to request University Commencement Ceremony tickets  
 Spring 2010 student data reported to National Student Loan Clearing-house  
 Send Email message to students to check insideND to obtain their registration Time Ticket for Fall 2010 Registration

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

***Spring Semester Week 11***

**04/02/10 F** Easter Holiday for students and most offices (Good Friday)

**04/03/10 Sat** January graduates' NetID accounts deleted. Fall 2009 "No Show" students' NetID accounts deleted

***Spring Semester Week 12***

**04/04/10 Sun** Easter Sunday

**04/05/10 M** Easter Holiday for students (most offices are open)

**04/06/10 T** Classes resume

**04/07/10 W** Rising Sophomore PIN's and PIN lists to departments for Fall 2010 Registration

Rising Sophomore PIN lists to undergraduate deans for Fall 2010 Registration

04/08/10 R Awards & Prizes for publication in the May Commencement Program due in the Office of the Registrar

*Spring Semester Week 13*

04/12/10 M **Fall 2010 Registration begins for undergraduate Seniors**

04/14/10 W **Fall 2010 Registration begins for Graduate, Law, and Master of Nonprofit Administration students**  
Spring 2010 Final Exam room assignments to departments  
Summer 2010 SPAF/FPAF forms due to the Summer Session Office, and subsequently Graduate School in order to receive pay for early Summer Teaching Assistants and instructors

04/15/10 R **Fall 2010 Registration begins for undergraduate Juniors**

04/16/10 F Last day for Thesis and Dissertation changes for May degree candidates to Graduate School  
Spring 2010 final exam room assignments posted to the web at <http://registrar.nd.edu/>

*Spring Semester Week 14*

04/19/10 M **Fall 2010 Registration begins for undergraduate Sophomores**  
Summer 2010 “low enrollment” preliminary report to department chairs

04/21/10 W **Fall 2010 Registration begins for non-degree and select study abroad programs**  
**Adjustment Form process begins**

04/23/10 F Email Commencement information to department chairs

*Spring Semester Week 15*

04/26/10 M “In Absentia” forms for May Commencement due in the Office of the Registrar  
Close web registration for Saint Mary’s Fall classes  
Fall 2010 Departmental and Final Exam schedules to deans for review (copy to St. Mary’s); posted on web immediately after review

- 04/28/10 W Last class day for Spring 2010  
May Commencement Program to printer
- 04/29/10 R Final grading available for faculty using insideND  
Grading instructions and final grade submission reminder letter to faculty  
and departments
- 04/29/10 R  
to  
05/02/10 Sun Reading days

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

- 05/03/10 M First Year of Studies list of authorized Balfour, Summer Bridge, or  
Faculty/staff non-degree children due to the Summer Session Office
- 05/03/10 M  
to  
05/07/10 F Final Exams
- 05/07/10 F Spring 2010 student data reported to National Student Loan Clearing-  
house
- 05/10/10 M All Final grades must be submitted through insideND by 3:45 p.m.  
Send Email message to degree candidates as a reminder of ticket  
distribution for the University Commencement Ceremony  
Fall Registration PIN's available for all student viewing
- 05/11/10 T Graduating students with failing grade report distributed electronically to  
deans  
Probation/Dismissal lists distributed electronically to deans  
Posting of May degree recipients (including honors) to the database

- 05/13/10 R Walk-through Commencement Mass & University Commencement Ceremony for Marshals
- 05/13/10 R University Commencement Ceremony ticket distribution (time and location TBA)
- 05/14/10 F
- 05/15/10 Sat Graduate School Ceremony 10:00 a.m. (Joyce Center) - *tentative*  
Commencement Mass 5:00 p.m. (location TBA) - *tentative*
- 05/16/10 Sun University Commencement Ceremony 2:00 p.m. - *tentative*
- 05/17/10 M Summer 2010 web enrollment available  
Summer 2010 "low enrollment" follow-up report to department chairs  
May 2010 Degree recipient student data to National Student Loan Clearinghouse
- 05/18/10 T Date change in SZVFDYDT table to hide incoming First Year student schedules
- 05/25/10 T Dismissal decisions due to the Office of the Registrar for Spring 2010
- 05/26/10 W Grades to deans/departments  
Average listings to deans/departments
- 05/31/10 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
		13	14	15	16	17	18	19
week 1		20	21	22	23	24	25	26
week 2		27	28	29	30			

- 06/01/09 T May "In Absentia" diplomas mailed to graduates  
Summer 2010 "low enrollment" final report to department chairs to determine classes to be cancelled

- 06/10/10 R Preliminary August degree candidates graduation lists sent to deans and departments for review, and academic history reports distributed electronically to deans
- 06/15/10 T May 2010 Graduation official - no changes after this date  
Spring 2010 (May graduates only) student data reported to the National Student Loan Clearinghouse
- 06/17/10 R Deadline for all changes to be into the Office of the Registrar that affect the corporate data for Spring 2010 freeze  
Final May graduation lists and academic history reports distributed electronically to deans

***Summer Session Week 1***

- 06/20/10 Sun Freeze Spring 2010 statistics (end of term)
- 06/22/10 T Classes begin for regular 7 week Summer Session 2010
- 06/23/10 W Preliminary August degree candidate graduation lists returned to the Office of the Registrar
- 06/25/10 F Last day to add regular 7 week Summer Session classes

***Summer Session Week 2***

- 06/28/10 M Revised August degree candidate lists distributed electronically to deans and departments  
Email to August degree candidates

The 2010/2011 Academic Services calendar will be completed before July 1, 2010.

***Office of the Registrar  
105 Main Building***

7/16/09 ASC2009-10