

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 SZVFDYDT 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)

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 Round 1 - TUSC reports sent 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 **Spring 2010 Registration begins for undergraduate Seniors**
All diploma name changes for January degree candidates due in the Office of the Registrar
- 11/18/09 W **Spring 2010 Registration begins for Graduate School, Law, and Master of Nonprofit Administration students**
- 11/19/09 R **Spring 2010 Registration begins for undergraduate Juniors**
January diploma order emailed to diploma company

Fall Semester Week 13

- 11/23/09 M **Spring 2010 Registration begins for undergraduate Sophomores**
Fall 2009 Final Exam room assignments to departments
- 11/25/09 W Fall 2009 Final Exam room assignments posted to the web at - <http://registrar.nd.edu>
Summer 2010 Round 1 – TUSC reports due in the deans’ offices
- 11/25/09 W
to
11/29/09 Sun Thanksgiving Holiday for students

Fall Semester Week 14

- 11/30/09 M Classes resume
Spring 2010 Registration begins for undergraduate First Year

**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 Round 1 - TUSC reports due in the 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**

12/14/09 **M**
to
12/18/09 **F** **Fall Final Exams**

- 12/18/09 F Fall 2009 student data reported to National Student Loan Clearinghouse
Summer 2010 Round 2 – Summer Bulletin pages sent to the departments
- 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 ND Roll Call 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
- 01/13/10 W** Summer 2010 Round 2 – Summer Bulletin pages due in the deans' offices
- 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 used ND Roll Call
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 use 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
Summer 2010 Round 2 – Summer Bulletin pages due in the Office of the Registrar
Summer Session 2010 Instructor/Course Preference Forms link emailed to departments and faculty
- 01/21/10 R** Delete students from Class Lists who did not ND Roll Call for Spring
Delete and send letters to students denied enrollment, as directed by Student Accounts
Send Spring 2010 "cannot have taken" registration audit to assistant deans for review
- 01/22/10 F** Diplomas mailed to January Degree recipients
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
Preliminary 2010/2011 Undergraduate Bulletin to deans for corrections**
- 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 faculty salary formula letter emailed to deans, departments, budget and program directors
- 02/08/10 M
to
02/10/10 W Schedule Summer 2010 classrooms
- 02/10/10 W "X grade" report to deans for Fall 2009
- 02/11/10 R 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 ≥ 70)
Refresh the on-line Fall 2010 "Number of Classes in Session" report
- 02/12/10 F All data for incoming transfer credits must be complete for updating the corporate database

Spring Semester Week 6

- 02/14/10 Sun Freeze Spring 2010 statistics (beginning of term)
- 02/15/10 M Preliminary May degree candidate graduation lists due in the Office of the Registrar
- 02/17/10 W Published Summer Bulletins distributed throughout campus
- 02/18/10 R Fall 2010 revised TUSC report due in deans' offices

Spring Semester Week 7

- 02/24/10 W "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"
- 02/25/10 R Fall 2010 revised TUSC reports due in the Office of the Registrar
Fall 2010 Instructor/Course Preference forms link emailed to departments and faculty
- 02/26/10 F 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
 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
Email current students information regarding Summer 2010 registration |
| 03/02/10 | T | Fall 2009 “No Show” students’ NetID passwords deleted
Honor Society letters and data requests for May Commencement Program emailed |
| 03/03/10 | W | Mid-term grading available for faculty using insideND
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.
2010/2011 Undergraduate Bulletin materials due to the Office of the Registration (round 1) |
| 03/06/10
to
03/14/10 | Sat

Sun | Spring Break |
| 03/08/10 | M | Mid-term grades available on insideND |

Email undergraduate Freshmen and deficient upperclass to check insideND for mid-term grades and deficiency report
Refresh the online Fall 2010 “Number of Classes in Session” report

- 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)
Send Email reminder to students regarding ticket request deadline (03/17/10) for May Commencement
- 03/17/10 W Last day for degree candidates to request University Commencement Ceremony tickets
[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
- 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 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 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
Fall 2010 classroom information viewable via insideND**

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
- 05/04/10 T Revised 2010/2011 Undergraduate Bulletin materials distributed to the
deans (round 2)
- 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 to 05/14/10	R F	University Commencement Ceremony ticket distribution (time and location TBA)
05/15/10	Sat	Graduate School Ceremony (location and time TBA) Law School Ceremony (location and time TBA) Graduate Business Ceremony (location and time TBA) Commencement Mass 5:00 p.m. (Joyce Center Purcell Pavilion)
05/16/10	Sun	University Commencement Ceremony 9:00 a.m. Undergraduate Diploma Ceremonies (early afternoon)
05/17/10	M	Summer 2010 ND Roll Call 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
05/28/10	F	Revised 2010/2011 Undergraduate Bulletin materials due to the Office of the Registrar (round 2)
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)
- 06/21/10 M 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
Send Summer 2010 “cannot have taken” registration audit to assistant
deans for review**

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

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

3/15/10 ASC2009-10