

ACADEMIC SERVICES CALENDAR

2011-2012

OFFICE OF THE REGISTRAR

<http://registrar.nd.edu/asc2011-12.pdf>

Revised 5/21/12

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
week 1		19	20	21	22	23	24	25
week 2		26	27	28	29	30		

- 06/01/11 W Grades to deans/departments
Average listings to deans/departments
- 06/03/11 F Revised 2011/2012 Undergraduate Bulletin materials due to the Office of the Registrar (round 2)
- 06/07/11 T Summer 2011 "low enrollment" final report to department chairs to determine classes to be cancelled

Summer Session Week 1

- 06/20/11 M Classes begin for regular 7 week Summer Session 2011
- 06/21/11 T May 2011 Graduation official - no changes after this date
Spring 2011 (May graduates only) student data reported to the National Student Loan Clearinghouse
- 06/23/11 R Deadline for all changes to be into the Office of the Registrar that affect the corporate data for Spring 2011 freeze
Final May graduation lists and academic history reports distributed electronically to deans

06/24/11 F Last day to add regular 7 week Summer Session classes

Summer Session Week 2

06/26/11 Sun Freeze Spring 2011 statistics (end of term)

06/28/11 T Send Summer 2011 “cannot have taken” registration audit to assistant deans for review
Last day to drop regular 7 week Summer Session classes via the web with full refund
Preliminary August degree candidates graduation lists sent to deans and departments for review, and academic history reports distributed electronically to deans

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

Summer Session Week 3

07/04/11 M Independence Day Holiday, most offices are closed. Most classes are cancelled.

07/07/11 R Preliminary August degree candidate graduation lists returned to the Office of the Registrar

Summer Session Week 4

07/13/11 W Last day for students to drop regular 7 week Summer Session classes

07/15/11 F Revised August degree candidate lists distributed electronically to deans

Email to August degree candidates regarding August graduation processes and deadlines

Summer Session Week 5

**07/22/11 F Last day for Thesis and Dissertation changes for August degree candidates to Graduate School
August 2010, January and May 2011 graduate's NetID passwords disabled. Spring 2011 "no show" student's NetID passwords disabled**

Summer Session Week 6

**07/29/11 F Display First Year student schedules
Summer 2011 data reported to National Student Loan Clearinghouse**

		A U G U S T						
		S	M	T	W	R	F	S
week 7			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	31			

Summer Session Week 7

**08/01/11 M On-line Summer Session final grading is available for faculty
Information on Summer Session grading distributed to Faculty
Dean's List honor cutoff decisions due to Office of the Registrar**

08/04/11 R Spring 2012 tentative upcoming schedule of classes (TUSC) distributed to departments electronically

**08/05/11 F Regular 7 week Summer Session last class day
Final Exam day for regular 7 week Summer Session
Summer 2011 data reported to National Student Loan Clearinghouse**

08/08/11 M Regular 7 week Summer Session grades must be submitted through insideND by 3:45 p.m.

Fall 2011 Departmental Exam room assignments posted to the web
 August 2010, January and May 2010 graduates' NetID accounts deleted.
 Spring 2011 "no show" students' NetID accounts deleted

- | | | |
|----------------------------|----------------|---|
| 08/09/11 | T | <p>Summer 2011 grades are available on insideND
 Summer grades to deans/departments
 Summer 2011 grades mailed to students home address</p> |
| 08/10/11 | W | <p>August Graduation Date - No Ceremony
 Posting of August degree recipients (including honors) to the database
 2011/2012 Undergraduate Bulletins distributed
 2011/2012 Graduate School Bulletin available electronically
 Summer 2011 student data reported to National Student Loan Clearinghouse</p> |
| 08/11/11 | R | <p>August 2011 Degree Recipient student data reported to the National Student Loan Clearinghouse</p> |
| 08/14/11 | Sun | <p>Freeze Summer 2011 statistics (beginning of term)</p> |
| 08/15/11 | M | <p>Orientation for international students (through August 17)</p> |
| 08/17/11 | W | <p>Fall 2011 ND Roll Call available through August 30 - (http://insideND - then choose <i>ND Roll Call</i>)</p> |
| 08/18/11 | R | <p>Orientation and advising for undergraduate Readmitted and Transfer students, and for all International students (by colleges)
 Registration begins for undergraduate Readmitted and Transfer students
 Departments must supply all missing instructor names to the Registrar for instructor use with On-line Photo and other class related processes</p> |
| 08/19/11 | F | <p>Orientation and advising for new graduate students (by dept. and Graduate School)
 2011/2012 Law School Bulletins distributed
 Fall 2011 student data reported to National Student Loan Clearinghouse</p> |
| 08/20/11
to
08/21/11 | Sat

Sun | <p>Orientation and Advising for new freshmen (First Year of Studies)</p> |

Fall Semester Week 1

- | | | |
|----------|---|--|
| 08/22/11 | M | <p>Registration begins for Employees and new non-degree students
 Fall classes begin for Law School and Graduate Business School
 Fall classes begin at Saint Mary's College</p> |
|----------|---|--|

Late registration for St. Mary's students

**08/23/11 T Fall classes begin at Notre Dame
Formal opening Mass of 2011/2012 school year - Joyce Center at 5:30 p.m. (academic procession assembles in North Dome Joyce Center)**

08/25/11 R Email to students informing them of last day for schedule changes

08/26/11 F Last day for Law students to add or drop courses

Fall Semester Week 2

**08/29/11 M Email to students with classes who have not completed ND Roll Call
St. Mary's student without an ND class inactivated**

**08/30/11 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
ROTC Student Activity codes updated for Fall 2011
Tentative classroom events for Fall updated to "Scheduled" (based on availability)**

**08/31/11 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
Add Grades Channel back to insideND for students (suppressed due to First Year of Studies schedule access)
Send Fall 2011 "cannot have taken" registration audit to assistant deans for review**

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

09/02/11 F 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

Fall Semester Week 3

09/05/11 M Labor Day Holiday, most offices are closed, all classes are in session

09/06/11 T All diploma name changes for August degree candidates due in Office of the Registrar
Spring 2012 eTUSC results due in deans' offices

09/07/11 W Preliminary January degree candidates graduation lists sent to deans and departments for review, and academic history reports distributed electronically to deans
List of students not returning distributed electronically to deans and departments

09/09/11 F Spring 2012 eTUSC turned off; results due for Registrar audit
Summer 2012 TUSC reports sent to departments
August Graduation official - no changes after this date
Fall 2011 student data reported to National Student Loan Clearinghouse

Fall Semester Week 4

09/12/11 M Summer 2011 (only August graduates) student data reported to National Student Loan Clearinghouse
Final August graduation lists and academic history reports distributed electronically to deans
Diploma list for August degree candidates emailed to diploma company

Fall Semester Week 5

09/19/11 M "X grade" report to deans for Spring 2011 and Summer Session 2011

09/22/11 R Spring 2012 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 2011 freeze
Refresh the on-line Spring 2012 "Number of Classes in Session" report and the Standard vs. Non-Standard classes report

Spring 2012 large classroom availability audit (≥ 70)

**09/23/11 F All data for incoming transfer credits must be complete for updating the corporate database.
Last date to drop a St. Mary's class**

Fall Semester Week 6

09/25/11 Sun Freeze Fall 2011 statistics (beginning of term)

09/26/11 M Preliminary January degree candidates lists due in the Office of the Registrar

09/29/11 R Spring 2012 revised eTUSC results due back to the deans' offices

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

Fall Semester Week 7

10/03/11 M Incomplete grades (X, F*) for undergraduates converted to "F" grades for the Spring and Summer 2011 terms

**10/05/11 W Mid-term grading is available for faculty using insideND
Information on Mid-Term grading distributed to faculty
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**

10/06/11 R Spring 2012 revised eTUSC turned off; results due for Registrar audit

Spring 2012 Instructor/Course Preference Forms link emailed to departments and faculty
Summer 2012 TUSC reports due in the deans' offices

Fall Semester Week 8

10/12/11	W	Deadline for all changes to be in the Office of the Registrar that affect the corporate data for Summer Session 2011 freeze
10/13/11	R	Summer 2012 TUSC reports due in the Office of the Registrar
10/14/11	F	Mid-term Grade and Deficiency Reports must be submitted through insideND by 3:45 p.m. Deadline for Instructor/Course Preference Forms for Spring 2012
10/15/11 to 10/23/11	Sat Sun	Fall Break
10/16/11	Sun	Freeze Summer 2011 statistics (end of term)
10/17/11	M	Mid-term Grades available on insideND Refresh the on-line Spring 2012 "Number of Classes in Session" report and the Standard vs. Non-Standard Classes 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 2011 "no show" students' NetID passwords disabled Email Spring 2012 instructors to request Instructor Course Descriptions (ICD) for Class Search
10/18/11	T	Mid-term grades mailed to student's home address Mid-term grades and deficiencies to deans and departments
10/20/11 to 10/26/11	R W	Schedule Spring 2012 classrooms
10/21/11	F	Fall 2011 student data reported to National Student Loan Clearinghouse

Fall Semester Week 9

10/24/11 **M** **Classes resume**

All undergraduate advisor changes must be completed in the corporate data

- 10/25/11 T Spring 2012 data extracted for The Hours of Instruction schedule of classes
- 10/26/11 W Mail PIN's and PIN lists to departments for Spring 2012 Registration
Mail PIN lists to undergraduate deans for Spring 2012 Registration
- 10/27/11 R Spring 2012 courses viewable in Class Search; room assignments unofficial
Access to insideND Student Services activated for students enrolling for Spring 2012 semester
- 10/28/11 F Last day for course discontinuance
Send Email message to students to check insideND to obtain their registration Time Tickets for Spring 2012 Registration
Spring 2012 The Hours of Instruction book (pdf) posted to the web at <http://registrar.nd.edu/>
Summer 2012 courses viewable on Summer Session web site <http://summersession.nd.edu>

Fall Semester Week 10

- 10/31/11 M Kickoff Email re: advising period begins (permit and override entries)
Email information to students on Leaves of Absence who are returning for Spring 2012

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

- 11/01/11 T August 2011 diplomas mailed to students

Fall Semester Week 11

11/10/11 R Summer 2011 non-degree students and “no show” students’ NetID accounts deleted
Spring 2012 classroom assignment information viewable in Class Search; room assignments official

Fall Semester Week 12

11/14/11 M **Spring 2012 Registration begins for undergraduate seniors**

11/16/11 W **Spring 2012 Registration begins for Graduate School, Law, and Master of Nonprofit Administration students**

11/17/11 R **Spring 2012 Registration begins for undergraduate juniors**

Fall Semester Week 13

11/21/11 M **Spring 2012 Registration begins for undergraduate sophomores**
Fall 2011 Final Exam room assignments to departments

11/23/11 W Fall 2011 Final Exam room assignments posted to the web at -
<http://registrar.nd.edu>

11/23/11 W
to
11/27/11 Sun **Thanksgiving Holiday for students**

Fall Semester Week 14

11/28/11 M **Classes resume**
Spring 2012 Registration begins for undergraduate First Year
Spring 2012 Final & Departmental Exam schedules to deans for review (copy to Saint Mary’s); posted on web immediately after review

11/29/11 T **Course Instructor Feedback (CIF) begins -- through Dec. 11**

11/30/11 W **Spring 2012 Registration begins for non-degree and select study abroad programs**
Last day for undergraduate First Year to register
Adjustment Form process begins

Fall 2011 student data reported to National Student Loan Clearinghouse

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

12/01/11 R Close web registration for Saint Mary's Spring classes
 Summer 2012 courses viewable in Class Search
 Access to insideND Student Services activated for students enrolling for
 Summer 2012 semester

Fall Semester Week 15

12/05/11 M Begin accepting Spring event classroom requests online at
<http://roomrequest.nd.edu>

12/07/11 W On-line Final grading is available for faculty using insideND
 Grading instructions and final grade submission reminder letter to
 faculty

12/08/11 R Last class day for the Fall Semester

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

12/09/11 F Reading days

to
 12/11/11 Sun

12/12/11 M Fall Final Exams

to
 12/16/11 F

12/16/11 F Fall 2011 student data reported to National Student Loan Clearinghouse

Summer 2012 Round 2 – Summer Bulletin pages sent to the departments

- 12/19/11 M All Final grades must be submitted through insideND by 3:45 p.m.
All Spring registration PIN's deleted
- 12/20/11 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 2011 grades available on insideND
Posting of January 2012 degree recipients (including honors) to the database
- 12/23/11 F
to
01/02/12 M University Holiday for staff

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

- 01/03/12 T Fall 2012 Tentative Upcoming Schedule of Classes (TUSC) distributed to departments electronically
Spring 2012 Departmental Exam room assignments posted to the web
Dismissal decisions due to the Office of the Registrar for Fall 2011
Spring 2012 student data reported to National Student Loan Clearinghouse
- 01/08/12 Sun January Graduation date - no ceremony
- 01/09/12 M January 2012 Degree Recipient student data reported to the National Student Loan Clearinghouse
- 01/11/12 W Spring 2012 ND Roll Call available through January 24
(<http://inside.nd.edu>)
Summer 2012 Round 2 – Summer Bulletin pages due in the deans' offices

Spring Semester Week 1

- 01/16/12 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 school
Spring classes begin for Saint Mary's College
Average listings distributed electronically to deans/departments
Grades/transcripts to deans/departments
Late registration for St. Mary's students
- 01/17/12 T** Spring classes begin for Notre Dame
- 01/18/12 W** Summer 2012 Round 2 – Summer Bulletin pages due in the Office of the Registrar
- 01/20/12 F** Last day for Law students to add or drop courses
Email to students informing them of last day for schedule changes
Summer Session 2012 Instructor/Course Preference Forms link emailed to departments and faculty

Spring Semester Week 2

- 01/23/12 M** Email to students with classes who have not completed ND Roll Call
St. Mary's student without an ND class inactivated
- 01/24/12 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
All diploma name changes for January degree candidates due in the Office of the Registrar
Tentative classroom events for Spring updated to "Scheduled" (based on availability)
- 01/25/12 W** 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 2012 "cannot have taken" registration audit to assistant deans for review

**01/27/12 F 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

**01/30/12 M Fall 2012 anticipated eTUSC results due in deans' offices
Deadline for Instructor/Course Preference form for Summer 2012
Latin Honors determined
Email sent to department contacts requesting Commencement Weekend
non-diploma ceremony events**

**01/31/12 T ROTC Student Activity code updated for Spring 2012
Preliminary May degree candidates graduation lists sent to deans and
departments for review, and academic history reports distributed elec-
tronically to deans
Preliminary 2012/2013 Undergraduate Bulletin to deans for corrections**

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

02/01/12 W List of students not returning to deans/departments

**02/03/12 F Fall 2012 eTUSC turned off; results due for Registrar audit
Spring 2012 student data reported to the National Student Loan
Clearinghouse**

Spring Semester Week 4

**02/06/12 M Schedule Summer 2012 classrooms
to
02/08/12 W**

02/07/12 T January Graduation official - no changes after this date

02/09/12 R Fall 2011 (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 2011 freeze
 Final January graduation lists and academic history reports distributed electronically to deans
 Commencement Weekend non-diploma ceremony event information due to the Office of the Registrar

Spring Semester Week 5

02/12/12 Sun Freeze Fall 2011 statistics (end of term)

02/13/12 M Summer 2012 faculty salary formula letter emailed to deans, departments, budget and program directors

02/14/12 T "X grade" report to deans for Fall 2011

02/15/12 W Summer Bulletins distributed throughout campus

02/16/12 R Fall 2012 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 2012 freeze
 Summer 2012 room assignment information available on Class Search; official
 Fall 2012 large classroom availability audit (≥ 70)
 Refresh the on-line Fall 2012 "Number of Classes in Session" report and the Standard vs. Non-Standard report

02/17/12 F All data for incoming transfer credits must be complete for updating the corporate database
 Last day to drop a St. Mary's class

Spring Semester Week 6

02/19/12 Sun Freeze Spring 2012 statistics (beginning of term)

02/20/12 M Preliminary May degree candidate graduation lists due in the Office of the Registrar
 Begin accepting Summer classroom events requests online at <http://roomrequest.nd.edu>

02/23/12 R Fall 2012 revised eTUSC results due in deans' offices

Spring Semester Week 7

02/27/12 M Incomplete grades (X, F*) for undergraduates converted to “F” grades for the Fall 2011 term

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

03/01/12 R Fall 2012 eTUSC turned off; results due for Registrar audit

**03/02/12 F Letters to deans requesting names of faculty who will serve during the Commencement Weekend as College Marshals
Fall 2012 Instructor/Course Preference forms link emailed to departments and faculty
Preliminary Commencement Weekend diploma ceremony locations determined**

Spring Semester Week 8

**03/05/12 M Revised May graduation list distributed electronically to deans and departments
Email current students information regarding Summer 2012 registration
Spring 2012 student data reported to National Student Loan Clearing-house**

**03/06/12 T Fall 2011 “No Show” students’ NetID passwords deleted

Email graduation web page information to August 2011 graduates, January 2012 graduates, and May 2012 degree candidates
May degree candidates posted for review to:
<http://commencement.nd.edu>**

03/07/12 W Mid-term grading available for faculty using insideND

**Information on Mid-term grading distributed to faculty
Awards & Prizes data requests for May Commencement Program emailed to deans for distribution and processing**

03/09/12	F	Mid-term Grade & Deficiency Reports must be submitted through insideND by 3:45 p.m. 2012/2013 Undergraduate Bulletin materials due to the Office of the Registrar (round 1)
03/10/12 to 03/18/12	Sat Sun	Spring Break
03/12/12	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 2012 “Number of Classes in Session” report and the Standard vs. Non-Standard Classes report Honor Society data requests for May Commencement Program emailed
03/13/12	T	Mid-term grades mailed to student’s home address Mid-term grades and deficiencies distributed electronically to deans and departments Deadline for Instructor/Course Preference forms for Fall 2012
03/16/12	F	All undergraduate advisor changes must be completed in the corporate data
<i>Spring Semester Week 9</i>		
03/19/12	M	Classes resume
03/21/12	W	Summer 2012 registration begins (all appointment times begin at 7 a.m.) Last day for degree candidates to request University Commencement Ceremony tickets May degree candidate’s preliminary honors available for reporting PIN sheets and PIN lists to departments for Fall 2012 Registration (excludes rising Sophomores) PIN lists to undergraduate deans for Fall 2012 Registration (excludes rising Sophomores)
03/21/12 to 03/27/12	W T	Schedule Fall 2012 classrooms

03/22/12 R All diploma name changes for May degree candidates due in the Office of the Registrar
Updated Commencement Weekend diploma ceremony locations communicated to contacts, if changes were necessary

03/23/12 F Last day for course discontinuance
Fall 2012 data extracted for The Hours of Instruction schedule of classes
Send email message to students to check insideND to obtain their Registration Time Ticket for Fall 2012 Registration

Spring Semester Week 10

03/26/12 M Email information to students on Leaves of Absence who are returning for Fall 2012
Kickoff Email to departments re: advising period begins (permit and override entries)

03/28/12 W Fall 2012 courses viewable in Class Search
Fall 2012 The Hours of Instruction book (pdf) posted to the web at <http://registrar.nd.edu/>
Access to insideND Student Services activated for students enrolling for Fall 2012 semester

03/29/12 R Rising Sophomore PIN's and PIN lists to First Year of Studies

03/30/12 F Rising Sophomore PIN's and PIN lists to departments for Fall 2012 Registration from First Year of Studies
Rising Sophomore PIN lists to undergraduate deans for Fall 2012 Registration from First Year of Studies

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

Spring Semester Week 11

04/05/12 R Fall 2012 classroom information viewable in Class Search; room assignments official
Honor Society lists due in the Office of the Registrar for May Commencement Program

04/06/12 F **Easter Holiday for students and most offices (Good Friday)**

04/07/12 Sat January graduates' NetID accounts deleted. Fall 2011 "No Show" students' NetID accounts deleted

04/08/12 Sun **Easter Sunday**

04/09/12 M **Easter Holiday for students (most offices are open)**

Spring Semester Week 12

04/12/12 R Awards & Prizes for publication in the May Commencement Program due in the Office of the Registrar

Spring Semester Week 13

04/16/12 M **Fall 2012 Registration begins for undergraduate seniors**

04/17/12 T Spring 2012 student data reported to National Student Loan Clearinghouse

04/18/12 W **Fall 2012 Registration begins for Graduate, Law, and Master of Nonprofit Administration students**
Spring 2012 Final Exam room assignments to departments

04/19/12 R **Fall 2012 Registration begins for undergraduate juniors**

04/20/12 F Last day for Thesis and Dissertation changes for May degree candidates to Graduate School
Spring 2012 final exam room assignments posted to the web at <http://registrar.nd.edu/>

Spring Semester Week 14

04/23/12 M **Fall 2012 Registration begins for undergraduate sophomores**
Summer 2012 "low enrollment" preliminary report to department chairs

04/24/12 T Course Instructor Feedback (CIF) begins -- through May 6

04/25/12 W Fall 2012 Registration begins for non-degree and select study abroad programs
Adjustment Form process begins

04/27/12 F Close Saint Mary's registration for Fall classes (reopen SMC 1st class day)

Spring Semester Week 15

04/30/12 M Fall 2012 Departmental and Final Exam schedules to deans for review (copy to St. Mary's); posted on web immediately after review
"In Absentia" forms for May Commencement due in the Office of the Registrar
Begin accepting Fall 2012 classroom event requests online at <http://roomrequest.nd.edu>

		M A Y						
		S	M	T	W	R	F	S
week 15				1	2	3	4	5
Exams		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		

05/02/12 W Last class day
May Commencement Program to printer

05/04/12 R Final grading available for faculty using insideND
Grading instructions and final grade submission reminder letter to faculty

05/03/12 R
to
05/06/12 Sun Reading days

05/07/12 M
to
05/11/12 F Final Exams

05/08/12	T	Revised 2012/2013 Undergraduate Bulletin materials distributed to the deans (round 2) - <i>moved to May 21</i>
05/09/12	W	Summer 2012 SPAF/ePAF forms due to the Summer Session Office and, subsequently, Graduate School in order to receive pay for <u>early</u> Summer Teaching Assistants and instructors
05/11/12	F	Spring 2012 student data reported to National Student Loan Clearinghouse
05/14/12	M	All Final grades must be submitted through insideND by 3:45 p.m. All Fall Registration PIN's deleted
05/15/12	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
05/16/12	W	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
05/17/12 to 05/18/12	R F	University Commencement Ceremony ticket distribution (time and location TBA)
05/19/12	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)
05/20/12	Sun	University Commencement Ceremony 9:00 a.m. (Stadium) Undergraduate Diploma Ceremonies (early afternoon – various locations)
05/21/12	M	Summer 2012 ND Roll Call available Summer 2012 “low enrollment” follow-up report to department chairs May 2012 Degree recipient student data to National Student Loan Clearinghouse
05/22/12	T	Suppress the display of incoming First Year student schedules for schedule changes
05/28/12	M	Memorial Day Holiday (most offices closed) - classes are in session
05/29/12	T	Dismissal decisions due to the Office of the Registrar for Spring 2012

05/30/12 W Grades to deans/departments
 Average listings to deans/departments
 Summer 2012 "low enrollment" final report to department chairs to determine classes to be cancelled

		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
week 1		17	18	19	20	21	22	23
week 2		24	25	26	27	28	29	30

06/01/12 F Revised 2012/2013 Undergraduate Bulletin materials due to the Office of the Registrar (round 2) - *moved to June 14*

Summer Session Week 1

06/18/12 M Classes begin for regular 7 week Summer Session 2012

06/19/12 T May 2012 Graduation official - no changes after this date
 Spring 2012 (May graduates only) student data reported to the National Student Loan Clearinghouse

06/21/12 R Deadline for all changes to be into the Office of the Registrar that affect the corporate data for Spring 2012 freeze
 Final May graduation lists and academic history reports distributed electronically to deans

06/22/12 F Last day to add regular 7 week Summer Session classes

Summer Session Week 2

06/24/12 Sun Freeze Spring 2012 statistics (end of term)

06/25/12 M Summer 2012 data reported to National Student Loan Clearinghouse

06/26/12 T **Send Summer 2012 “cannot have taken” registration audit to assistant deans for review**
Last day to drop regular 7 week Summer Session classes via the web with full refund
Preliminary August degree candidates graduation lists sent to deans and departments for review, and academic history reports distributed electronically to deans

The 2012/2013 Academic Services calendar will be completed before July 1, 2012.

*Office of the Registrar
300 Grace Hall*

<http://registrar.nd.edu/asc2011-12.pdf>