

SA_Academic Calendar

In January, the first working session for developing the *Academic Calendar* commences. This session shall review the *Academic Calendar* for the upcoming year (Fall, Winter, Spring, & Summer terms) along with projecting one (1) calendar year out for the development of the subsequent calendar year.

The premise for developing the *Academic Calendar* is that a class week runs from Monday through Sunday. In addition, a Holiday falling on a Monday, Friday, or over a weekend day may shift the start of specific calendar activities by initiating a day or two later. The following represents all Holidays observed by SCNM:

- *The day before New Year's Day and New Year's Day or Friday and Monday if New Year's Day falls on a Saturday or Sunday*
- *Martin L. King Jr.*
- *Memorial Day*
- *Juneteenth or on Monday if Juneteenth falls on a Saturday or Sunday.*
- *Independence Day or on Monday if Independence Day falls on a Saturday or Sunday*
- *Labor Day*
- *Veterans Day or on Monday if Veterans Day falls on Saturday or Sunday*
- *Thanksgiving Day and the Day after Thanksgiving Day*
- *Christmas Eve and Christmas Day or Thursday and Friday if Christmas Day falls on a Saturday or Sunday*

Note: The SCNM Registrar has responsibility for all updates. Any updates requested shall be communicated to the Registrar.

1 Registrar Requests Holiday Calendar

The Registrar shall request the SCNM Holiday Calendar from Human Resources.

2 Review Calendar Folder

The Registrar shall review the Calendar Folder for a draft of a working document. For ease of use, a calendar with a format of days, weeks, and months is the preferred method for reviews with Task Force and Committee Members.

3 Prepare Tentative Schedule for Fall Quarter

The Registrar shall prepare a tentative schedule for the Fall Quarter using the following criteria (**Note:** Ensure to factor Fall Quarter Holidays into the schedule):

1. Fall Orientation opens for all programs on Monday, eight (8) weeks prior to the term initiating. Orientation goes through Friday prior to the week classes initiate.
2. The ND New Student Orientation (NSO) occurs Monday through Friday during the last week in September.
3. Fall Classes Begin on the first Monday in October.
4. The MS Add/Drop for Session A Courses occurs Monday through Thursday during the week of classes initiating.

5. The ND/MS Session C Add/Drop for Didactic Courses period initiates on the Monday during the first week of classes initiating and concludes on Friday of the second week of classes.
6. The last day to pay tuition and fees is Friday of the week classes initiate.
7. The MS Mid-Quarter end of Session A occurs on Sunday at the conclusion of week 6 of the term.
8. The MS Add/Drop for Session B Courses phase occurs Monday through Thursday of week 7 of the term.
9. The Winter Quarter Registration period initiates on Monday and concludes on Friday of week 7 of the term.
10. The Certified Nutrition Specialist Exam (MSCN) commences on the Saturday of week 10 of the term and concludes on Wednesday of week 11.
11. The ND Final Exams occur Monday through Friday during week 11 of the term.
12. The ND End of Fall Quarter occurs on Friday of week 11 of the term.
13. The MSCN Q7 and MSNBL Q5 End of Fall Quarter occurs on the Sunday of week 10 of the term.
14. The Graduation Ceremony occurs on Monday of week 12 of the term.
15. The ND Clinical Rotations (Break Weeks 1 & 2) occur during the last two (2) weeks of December.
16. The ND Student Recess (Didactic only) occurs during the last two (2) weeks of December.
17. The ND Final Grades are Due on Wednesday of week 12 of the term.
18. The MS End of Fall Quarter occurs on Sunday of week 12 of the term.
19. The MS Student Recess occurs during the last week in December.
20. MS Final Grades are due on Wednesday of the last week in December.

4 Prepare Tentative Schedule for Winter Quarter □

The Registrar shall prepare a tentative schedule for the Winter Quarter using the following criteria (**Note:** Ensure to factor Winter Quarter Holidays into the schedule):

1. Winter Classes Begin on the first Monday of January.
2. The MS Add/Drop for Session A Courses occurs Monday through Thursday during the week of classes initiating.
3. The ND/MS Session C Add/Drop for Didactic Courses period initiates on the Monday during the first week of classes initiating and concludes on Friday of the second week of classes.
4. The last day to pay tuition and fees is Friday of the week classes initiate.
5. The NPLEX Basic Science Exam (ND – Quarter 8) occurs on Tuesday of week 5 of the term.
6. The NPLEX Clinical Science Exam occurs Wednesday through Friday of week 5 of the term.
7. The MS Mid-Quarter end of Session A occurs on Sunday at the conclusion of week 6 of the term.
8. The MS Add/Drop for Session B Courses phase occurs Monday through Thursday of week 7 of the term.
9. The Spring Quarter Registration period initiates on Monday and concludes on Friday of week 7 of the term.
10. The ND Final Exams (except Quarter 8) occur Monday through Friday during week 11 of the term.
11. The MS Spring Orientation period opens on Monday of week 8 of the term. Orientation goes through Friday prior to the week classes initiate.
12. The ND End of Winter Quarter (except Quarter 8) occurs on Friday of week 11 of the term.
13. The ND Student Recess (Didactic only and excludes Quarter 8) occurs during the last two (2) weeks of March.
14. The ND Clinic Rotations (Break Week 1) occurs during week 12 of the term.
15. The ND Quarter 8 Final Exams occur Monday through Friday of week 12 of the term.

16. The ND Final Grades are Due (except Quarter 8) on Wednesday of week 12 of the term.
17. SCNM conducts the ND White Coat Ceremony on Saturday of week 12 of the term.
18. The MS End of Winter Quarter occurs on Sunday of week 12 of the term.
19. The ND Clinic Rotations (Break Week 2) occurs during the last week in March.
20. The MS and ND Quarter 8 Student Recess occurs during the last week in March.
21. MS and ND Quarter 8 Final Grades are due on Wednesday of the last week in March.

5 Prepare Tentative Schedule for Spring Quarter

The Registrar shall prepare a tentative schedule for the Spring Quarter using the following criteria (**Note:** Ensure to factor Spring Quarter Holidays into the schedule):

1. Spring Orientation opens for all programs on Monday, eight (8) weeks prior to the term initiating. Orientation goes through Friday prior to the week classes initiate.
2. The ND LIVE New Student Orientation (NSO) occurs during the last week in March.
3. Spring Classes Begin on the first Monday in April.
4. The MS Add/Drop for Session A Courses period occurs Monday through Thursday during the week of classes initiating.
5. The ND/MS Session C Add/Drop for Didactic Courses period initiates on the Monday during the first week of classes initiating and concludes on Friday of the second week of classes.
6. The last day to pay tuition and fees is Friday of the week classes initiate.
7. The MS Mid-Quarter end of Session A occurs on Sunday at the conclusion of week 6 of the term.
8. The MS Add/Drop for Session B Courses occurs Monday through Thursday of week 7 of the term.
9. The Summer Quarter Registration period initiates on Monday and concludes on Friday of week 7 of the term.
10. The Certified Nutrition Specialist Exam (MSCN) commences on the Saturday of week 10 of the term and concludes on Wednesday of week 11.
11. The MSCN Q7 and MSNBL Q5 End of Fall Quarter occurs on the Sunday of week 10 of the term.
12. The ND Final Exams occur Monday through Friday during week 11 of the term.
13. The ND End of Spring Quarter occurs on Friday of week 11 of the term.
14. The Graduation Ceremony occurs on Saturday of week 11 of the term.
15. The ND Clinic Rotations (Break Weeks 1 & 2) occur during the last two (2) weeks of June.
16. The ND Student Recess (Didactic only) occurs during the last two (2) weeks of June.
17. The ND Final Grades are Due on Wednesday of week 12 of the term.
18. The MS End of Spring Quarter occurs on Sunday of week 12 of the term.
19. The MS Student Recess occurs during the last week in June.
20. MS Final Grades are due on Thursday of the last week in June.

6 Prepare Tentative Schedule for Summer Quarter

The Registrar shall prepare a tentative schedule for the Summer Quarter using the following criteria (**Note:** Ensure to factor Summer Quarter Holidays into the schedule):

1. Summer Classes Begin on the first Monday in July.
2. The MS Add/Drop for Session A Courses occurs Monday through Thursday during the week of classes initiating.

3. The ND/MS Session C Add/Drop for Didactic Courses period initiates on the Monday during the first week of classes initiating and concludes on Friday of the second week of classes.
4. The last day to pay tuition and fees is Friday of the week classes initiate.
5. The NPLEX Basic Science Exam (ND – Quarter 8) occurs on Tuesday of week 5 of the term.
6. The NPLEX Clinical Science Exam occurs Wednesday through Friday of week 5 of the term.
7. The MS Mid-Quarter end of Session A occurs on Sunday at the conclusion of week 6 of the term.
8. The MS Add/Drop for Session B Courses occurs Monday through Thursday of week 7 of the term.
9. The Fall Quarter Registration period initiates on Monday and concludes on Friday of week 7 of the term.
10. The MS Fall Orientation period opens on Monday of week 8 of the term. Orientation goes through Friday prior to the week classes initiate.
11. The ND Final Exams (except Quarter 8) occur Monday through Friday during week 11 of the term.
12. The ND End of Summer Quarter (except Quarter 8) occurs on Friday of week 11 of the term.
13. The ND Quarter 8 Final Exams occur Monday through Friday during week 12 of the term.
14. The ND Clinic Rotations (Break Weeks 1 & 2) occur during the last two (2) weeks of September.
15. The ND Student Recess (Didactic only and excludes Quarter 8) occurs during the last two (2) weeks of September.
16. The ND Final Grades are Due (except Quarter 8) on Wednesday of week 12 of the term.
17. The ND Q8 End of Summer Quarter occurs on the Friday of week 12 of the term.
18. SCNM conducts the ND White Coat Ceremony on Saturday of week 12 of the term.
19. The MS End of Summer Quarter occurs on Sunday of week 12 of the term.
20. The MS and ND Quarter 8 Student Recess occurs during the last week in September.
21. MS and ND Quarter 8 Final Grades are due on Wednesday of the last week in September.

7 Review and Approval of Academic Calendar

In January, the Registrar shall conduct the first review and approval of the Academic Calendar with the Calendar Committee/Task Force members.

8 Calendar Committee/Task Force Approves Calendar

Answers

<input type="radio"/> Yes	10
<input type="radio"/> No	9

9 Registrar Updates Academic Calendar

The Registrar shall make the necessary updates to the Academic Calendar.

Next step [8: Calendar Committee/Task Force Approves Calendar](#)

10 VP of Academic Affairs Presents Calendar to Executive Council

In January, the VP of Academic Affairs presents the Academic Calendar to the Executive Council for Approval.

11 Curriculum Committee (Nutrition & ND) Approval

In February, the Registrar shall meet with the Curriculum Committee (Nutrition & ND) for review and approval of the Academic Calendar.

12 Faculty Senate Review and Approval

In March, the Registrar shall present the Academic Calendar to the Faculty Senate for final faculty approval.

13 President's Council Review and Approval

In April, the Registrar shall present the Academic Calendar to the President's Council for final approval.

14 Publish the Academic Calendar

The Registrar shall publish the Academic Calendar on MySCNM.

Note: Use Standardized Template for publishing Academic Calendar: ..\..\Academics\Academic Calendar*filename*

