

Academic Administrative Calendar 2016-2017

July 2016

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| 4 | Independence Day (observed) - Offices Closed & Classes Excused |
| 15 | Mid-month payday |
| July 15- | Central Energy Plant Shutdown for Annual Maintenance |
| Aug 15 | Maintenance |
| 25 | Issuance of University Catalog Departmental Work Copy from Registrar's Office |
| 29 | End of month payday |

August 2016

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| July 15- | Central Energy Plant Shutdown for Annual Maintenance |
| Aug 15 | Maintenance |
| 3-5 | Trustees' Retreat (Saratoga, WY) |
| 10 | Trustee's Meeting (Conference Call) |
| 12 | Last day of Summer Session |
| 15 | Mid-month payday |
| 18 | Summer 2015 Final Grades must be submitted online by noon |
| 22-26 | College of Law – Incoming First Year Orientation |
| 23 | New Faculty reporting date |
| 23 | Graduate Assistant Teaching & Learning Symposium & New Graduate Student Orientation |
| 24-25 | New Faculty Orientation |
| 25 | Returning Faculty reporting date |
| 25 | Residence Halls open and check-in begins at 7:00 a.m. |
| 29 | Classes begin; late registration and drop/add begins |
| 29 | Faculty Senate Meeting |
| 29 | College of Law classes begin |
| 29 | Begin Academic Year office hours 8:00 a.m.- 5:00 p.m. |
| 31 | End of month payday |

September 2016

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| 7, 14, 21 | Department Heads' Workshop |
| 1 | Last day to add, late register, change grading options, drop or change sections for course which meet the first half of the semester |
| 2 | Call for Sabbatical Nominations |
| 5 | Labor Day – Offices Closed & Classes Excused |
| 8 | Last day to add, late register, change grading options, drop or change sections for semester courses – strictly enforced |
| 8 | Last day to make changes to health insurance selection |
| 9 | Spring 2017 Class Schedule first draft to be loaded to Banner by departments |
| 9 | Call for Flittie Sabbatical Nominations |
| 14-16 | Trustees' Meeting (Laramie) |
| 15 | Mid-month payday |
| 16-17 | Ag Appreciation Weekend |
| 17 | Campus Pass |
| 16 | Tuition / Fees due, strictly enforced |
| 16 | A&S Keith & Thyra Thomson Honors Convocation |
| 26 | Faculty Senate Meeting |
| 30 | End of month payday |
| 30 | Last day to withdraw from first-half block courses |
| 30 | Articulation Summit |

October 2016

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| * | Buchanan Lecture |
| 7 | Material Distributed for Faculty Award Nominations |

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| 8 | Homecoming |
| 10 | Issuance of Summer 2017 Bulletin Departmental Work Copy from Registrar's Office |
| 14 | Mid-month payday |
| 14 | Spring 2017 Class Schedule posted – changes to .pdf cease |
| 14 | 2016-2017 University Catalog Copy "First Draft" Due in the Office of the Registrar |
| 19 | Trustees' Meeting (Conference Call) |
| 19 | New Faculty Tenure Promotion Workshop |
| 21 | Mid-semester |
| 24 | Faculty Senate Meeting |
| 26 | Mid-semester grades must be submitted online (by 12:00 p.m.) |
| 27 | Last day to add, late registrar, change grading options, drop or change sections for second-half block courses |
| 27 | New Faculty Tenure Promotion Q&A Workshop |
| 29 | UW Family Weekend |
| 31 | End of month payday |
| 31 | Issuance of Fall 2017 Class Schedule Departmental Work Copy from Registrar's Office |
| 31-4 | Advising Week for Spring 2017 |

November 2016

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| 31-4 | Advising Week for Spring 2017 |
| 2 | Priority registration for Spring 2017 begins |
| 2 | College of Law registration begins for Spring 2017 |
| 4 | Flittie Sabbatical Nominations due in Academic Affairs by 5:00 p.m. |
| 4 | Sabbatical Leave Recommendations Due in Academic Affairs |
| 8 | Worksheets Distributed for Reappointments (Faculty and APs), Tenure and Tenure and Promotion Cases |
| 10 | Last day to withdraw from individual semester courses |
| 12 | Discovery Day #1 |
| 14 | Faculty Senate Meeting |
| 15 | Mid-month payday |
| 16-18 | Trustees' Meeting (Laramie) |
| 23 | Summer 2017 Bulletin first draft to be loaded to Banner by departments |
| 23 | Last day to withdraw from the University for Fall 2016 |
| 23-25 | Thanksgiving Break – Classes Excused |
| 24-25 | Thanksgiving Holiday – Offices Closed |
| 30 | End of month payday |

December 2016

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| 2 | Last day to withdraw from second-half block courses |
| 2 | College of Law last day of classes |
| 5 | Faculty Senate Meeting |
| 5 | Registration for Spring 2017 for new or enrolling students begins |
| 7-16 | College of Law – Final Exams |
| 9 | Last day of classes |
| 9 | 2017-18 University Catalog "Final Draft" issued to departments |
| 9-10 | Commencement |
| 12-16 | Finals Week |
| 14 | Trustees' Meeting (Conference Call) |
| 15 | Mid-month payday |
| 16 | Summer 2017 Bulletin preview available online |
| 17 | Residence Halls Close (12:00 p.m.) |

22 Final grades must be loaded online (by 12:00 p.m.)
 Dec 19-
 Jan 20 Winter Term
 22 End of Month Payday
 23-26 Christmas Holiday – Offices Closed
 27-29 Winter Closure - Offices Closed
 30 New Year's Holiday - Offices Closed

January 2017

2 New Year's Holiday – Offices Closed
 13 Mid-month payday
 13 Summer 2017 Bulletin posted – changes to .pdf cease
 16 Martin Luther King, Jr. /Wyoming Equality Day –
 Offices Closed, Classes Excused
 17 First Year Reappointment Recommendations (Faculty
 and APs) Due in Deans' Offices
 17 College of Law classes begin
 18-20 Trustees' Meeting (Laramie)
 20 Faculty Award Nominations Due
 Dec 19-
 Jan 20 Winter Term
 20 Residence Halls Open (8:00 a.m.)
 23 Classes begin; late registration and drop/add begins
 27 Last day to add, late registrar, change grading options,
 drop or change sections for first-half block courses
 30 Faculty Senate Meeting
 31 End of month payday

February 2017

1 Registration for Summer 2017 main campus courses
 begins
 1 2nd, 3rd, 4th, and 5th year Reappointments (Faculty
 and APs), Tenure and Tenure and Promotion
 Recommendations Due in Deans' Offices
 1 Last day to add, late register, change grading options,
 drop or change sections in semester courses – strictly
 enforced
 1 Last day to make changes to health insurance selection
 3 Fall 2017 Class Schedule first draft to be loaded to
 Banner by departments
 6 First Year Reappointment Recommendations (Faculty
 and APs) due in Academic Affairs
 10 Tuition/Fees due, strictly enforced
 15 Mid-month payday
 15 Trustees' Meeting (Conference Call)
 17 Last day to withdraw from first-half block courses
 24 Graduate Education Faculty & Student Awards
 Nominations Due in Academic Affairs by 5:00 p.m.
 27 Faculty Senate Meeting
 28 End of month payday
 28 2nd, 3rd, 4th, and 5th Year Reappointments (Faculty
 and APs), Tenure and Tenure and Promotion
 Recommendations Due in Academic Affairs

March 2017

10 Mid-semester
 10 Fall 2017 Class Schedule posted – changes to .pdf
 cease
 13-17 Spring Break
 15 Mid-month payday
 22 Mid-semester grades must be submitted online (by
 noon)
 22-24 Trustees' Meeting (Laramie)

24 Last day to add, late register, change grading options,
 drop or change sections for second-half block courses
 24 2017-18 University Catalog "Final Draft" due back to
 the Office of the Registrar
 27 Faculty Senate Meeting
 27-31 Advising Week
 29 Priority registration for Fall 2017 begins
 31 End of month payday

April 2017

* Residence Life Summer Session Reservation Priority
 3 Issuance of Spring 2018 Class Schedule Departmental
 Work Copy from Registrar's Office (tentative)
 1 Discovery Day #3
 3-5 University Reappointment, Tenure & Promotion
 Committee Meetings
 7 Last day to withdraw from individual semester courses
 12 Trustees' Meeting (Conference Call)
 14 Mid-month payday
 14 Last day to withdraw from second-half block courses
 14 Last day to withdraw from the University for Spring
 2017
 24 Faculty Senate Meeting
 28 End of month payday
 28 Tobin/Spitaleri Recognition Luncheon
 28 Torchlight Laurels
 28 Phi Beta Kappa Initiation
 28 College of Law last day of classes

May 2017

2-12 College of Law Final Exams
 5 Last day of classes
 8-12 Finals Week
 10-12 Trustees' Meeting (Laramie)
 15 Mid-month payday
 12 Commencement (A&S)
 13 Commencement
 13 College of Law Commencement
 13 Residence Halls close (12:00 p.m.)
 15 Begin summer office hours – 7:30 a.m. – 4:30 p.m.
 18 Spring 2017 Final Grades must be submitted online
 (by noon)
 22 Summer Session 2017 begins
 26 2017-18 University Catalog published – changes to
 .pdf cease
 29 Memorial Day – Offices Closed
 31 End of month payday

June 2017

* Budget Priorities Meeting for Academic Affairs and
 Deans
 15 Mid-month payday
 14 Trustees' Meeting (Conference Call)
 30 End of month payday

* Date to be determined