

## Academic Administrative Calendar 2017-2018

### July 2017

|       |   |
|-------|---|
| 4     | Independence Day (observed) - Offices Closed & Classes Excused                |
| 14    | Mid-month payday  |
| 18-21 | Trustees' Retreat (Saratoga)  |
| 24    | Issuance of University Catalog Departmental Work Copy from Registrar's Office |
| 31    | End of month payday   |

### August 2017

|       |   |
|-------|---|
| 9     | Trustee's Meeting   |
| 11    | Last day of Summer Session  |
| 15    | Mid-month payday  |
| 18    | Summer 2017 Final Grades must be submitted online by noon                           |
| 21-25 | College of Law – Incoming First Year Orientation                                    |
| 23    | New Faculty reporting date  |
| 23-24 | New Faculty Orientation   |
| 25    | Returning Faculty reporting date  |
| 28    | Residence Halls open and check-in begins at 7:00 a.m.                               |
| 28    | Graduate Assistant Teaching & Learning Symposium & New Graduate Student Orientation |
| 28    | College of Law classes begin  |
| 28    | Begin Academic Year office hours 8:00 a.m.- 5:00 p.m.                               |
| 30    | Classes begin; late registration and drop/add begins                                |
| 31    | End of month payday   |

### September 2017

|       |  |
|-------|--|
| *     | Department Heads' Workshop   |
| 1     | Call for Sabbatical Nominations  |
| 4     | Labor Day – Offices Closed & Classes Excused   |
| 8     | Call for Flittie Sabbatical Nominations  |
| 11    | Last day to add, late register, change grading options, drop or change sections for semester courses – strictly enforced |
| 11    | Last day to make changes to health insurance selection   |
| 11    | Faculty Senate Meeting   |
| 13-15 | Trustees' Meeting (Laramie)  |
| 15    | Spring 2018 Class Schedule first draft to be loaded to Banner by departments   |
| 15    | Mid-month payday   |
| 15    | Tuition / Fees due, strictly enforced  |
| 23    | Ag Appreciation Day  |
| 25    | Faculty Senate Meeting   |
| 29    | End of month payday  |
| 29    | Last day to withdraw from first-half block courses   |
| 30    | UW Family Weekend  |
| 30    | Campus Pass  |

### October 2017

|    |   |
|----|---|
| 6  | Material Distributed for Faculty Award Nominations                              |
| 9  | Faculty Senate Meeting  |
| 13 | Spring 2018 Class Schedule final draft due in the Office of the Registrar       |
| 13 | Mid-month payday  |
| 16 | Issuance of Summer 2018 Bulletin Departmental Work Copy from Registrar's Office |
| 18 | Trustees' Meeting (Conference Call)   |
| 20 | Mid-semester  |
| 20 | Spring 2018 Class Schedule posted – changes to .pdf cease                       |

|         |  |
|---------|--|
| 20      | 2017-2018 University Catalog Copy "First Draft" Due in the Office of the Registrar                             |
| 25      | Mid-semester grades must be submitted online (by 12:00 p.m.)   |
| 26      | Last day to add, late registrar, change grading options, drop or change sections for second-half block courses |
| 27      | A&S Keith & Thyra Thomson Honors Convocation   |
| 28      | Homecoming   |
| Oct 30- |  |
| Nov 3   | Advising Week for Spring 2018  |
| 30      | Faculty Senate Meeting   |
| 31      | End of month payday  |

### November 2017

|         |  |
|---------|--|
| Oct 30- |  |
| Nov 3   | Advising Week for Spring 2018  |
| 1       | Issuance of Fall 2018 Class Schedule Departmental Work Copy from Registrar's Office                |
| 1       | Priority registration for Spring 2018 begins   |
| 1       | College of Law registration begins for Spring 2018   |
| 3       | Flittie Sabbatical Nominations due in Academic Affairs by 5:00 p.m.                                |
| 3       | Sabbatical Leave Recommendations Due in Academic Affairs   |
| 10      | Worksheets Distributed for Reappointments (Faculty and APs), Tenure and Tenure and Promotion Cases |
| 11      | Discovery Days #1  |
| 13      | Last day to withdraw from individual semester courses  |
| 13      | Faculty Senate Meeting   |
| 15      | Mid-month payday   |
| 15-17   | Trustees' Meeting (Laramie)  |
| 16      | Last day to withdraw from the University for Fall 2017   |
| 22      | Summer 2018 Bulletin first draft to be loaded to Banner by departments                             |
| 23-24   | Thanksgiving Break – Classes Excused & Offices Closed  |
| 27      | Faculty Senate Meeting   |
| 30      | End of month payday  |

### December 2017

|         |   |
|---------|---|
| 1       | College of Law last day of classes                                |
| 6-15    | College of Law – Final Exams                                      |
| 8       | 2018-19 University Catalog "Final Draft" issued to departments    |
| 8       | Registration for Spring 2018 for new or enrolling students begins |
| 11      | Last day of classes   |
| 11      | Faculty Senate Meeting  |
| 13-19   | Finals Week   |
| 13      | Trustees' Meeting (Conference Call)                               |
| 15-16   | Commencement  |
| 15      | Mid-month payday  |
| 19      | Summer 2018 Bulletin preview available online                     |
| 20      | Residence Halls Close (12:00 p.m.)                                |
| 22      | Final grades must be loaded online (by 12:00 p.m.)                |
| Dec 20- |   |
| Jan 19  | Winter Term   |
| 22      | End of Month Payday   |
| 22      | Christmas Holiday – Offices Closed                                |
| 25      | Christmas Holiday – Offices Closed                                |
| 26-28   | Winter Closure - Offices Closed                                   |
| 29      | New Year's Holiday- Offices Closed                                |

**January 2018**

|         |  |
|---------|--|
| 1       | New Year's Holiday – Offices Closed  |
| 8       | Summer 2018 Bulletin final draft due in Office of the Registrar                                |
| 12      | Mid-month payday   |
| 12      | Summer 2018 Bulletin posted – changes to .pdf cease  |
| 15      | Martin Luther King, Jr. /Wyoming Equality Day – Offices Closed, Classes Excused                |
| 16      | College of Law classes begin   |
| 17-19   | Trustees' Meeting (Laramie)  |
| 19      | First Year Reappointment Recommendations (Faculty and APs) Due in Deans' Offices               |
| 19      | Faculty Award Nominations Due  |
| 19      | Residence Halls Open (8:00 a.m.)   |
| Dec 20- |  |
| Jan 19  | Winter Term  |
| 22      | Classes begin; late registration and drop/add begins   |
| 29      | Faculty Senate Meeting   |
| 31      | Last day to add, late registrar, change grading options, in semester courses-strictly enforced |
| 31      | Last day to make changes to health insurance selection   |
| 31      | End of month payday  |

**February 2018**

|    |   |
|----|---|
| 1  | 2nd, 3rd, 4th, and 5th year Reappointments (Faculty and APs), Tenure and Tenure and Promotion Recommendations Due in Deans' Offices   |
| 2  | Last day to add, late register, change grading options, drop or change sections in semester courses – strictly enforced               |
| 2  | Last day to make changes to health insurance selection  |
| 2  | Fall 2018 Class Schedule first draft to be loaded to Banner by departments  |
| 2  | First Year Reappointment Recommendations (Faculty and APs) due in Academic Affairs  |
| 9  | Tuition/Fees due, strictly enforced   |
| 12 | Faculty Senate Meeting  |
| 14 | Trustees' Meeting (Conference Call)   |
| 15 | Mid-month payday  |
| 23 | Last day to withdraw from first-half block courses  |
| 23 | Graduate Education Faculty & Student Awards Nominations Due in Academic Affairs by 5:00 p.m.  |
| 26 | 2nd, 3rd, 4th, and 5th Year Reappointments (Faculty and APs), Tenure and Tenure and Promotion Recommendations Due in Academic Affairs |
| 26 | Faculty Senate Meeting  |
| 28 | End of month payday   |

**March 2018**

|       |   |
|-------|---|
| 1     | Registration for Summer 2018 courses begins   |
| 2     | Fall 2018 Class Schedule posted – changes to .pdf cease   |
| 9     | Mid-semester  |
| 12-16 | Spring Break  |
| 15    | Mid-month payday  |
| 21-23 | Trustees' Meeting (Laramie)   |
| 22    | Mid-semester grades must be submitted online (by noon)  |
| 22    | Last day to add, late register, change grading options, drop or change sections for second-half block courses |
| 23    | 2018-19 University Catalog "Final Draft" due back to the Office of the Registrar                              |
| 26    | Faculty Senate Meeting  |
| 26-30 | Advising Week   |
| 28    | Priority registration for Fall 2018 begins  |
| 30    | End of month payday   |

Contact the Testing Center for information regarding student test dates.  
Campus Event Information can be found at [www.uwyo.edu/calendar](http://www.uwyo.edu/calendar).

**April 2018**

|     |   |
|-----|---|
| *   | Residence Life Summer Session Reservation Priority                                    |
| 2   | Issuance of Spring 2019 Class Schedule Departmental Work Copy from Registrar's Office |
| 2-4 | University Reappointment, Tenure & Promotion Committee Meetings                       |
| 6   | Last day to withdraw from individual semester courses                                 |
| 7   | Discovery Days #2   |
| 9   | Faculty Senate Meeting  |
| 11  | Trustees' Meeting (Conference Call)   |
| 13  | Mid-month payday  |
| 20  | Last day to withdraw from second-half block courses                                   |
| 20  | Last day to withdraw from the University for Spring 2018                              |
| 23  | Faculty Senate Meeting  |
| 27  | Tobin/Spitaleri Recognition Luncheon  |
| 27  | Torchlight Laurels  |
| 27  | College of Law last day of classes  |
| 27  | Buchanan Lecture  |
| 27  | Phi Beta Kappa Initiation   |
| 28  | Undergraduate Research Celebration  |
| 30  | End of month payday   |

**May 2018**

|      |  |
|------|--|
| 2-11 | College of Law Final Exams                                   |
| 4    | Last day of classes  |
| 7-11 | Finals Week  |
| 7    | Faculty Senate Meeting                                       |
| 9-11 | Trustees' Meeting (Laramie)                                  |
| 10   | UW-Casper Commencement                                       |
| 12   | Commencement   |
| 12   | College of Law Commencement                                  |
| 12   | Residence Halls close (12:00 p.m.)                           |
| 14   | Begin summer office hours – 7:30 a.m. – 4:30 p.m.            |
| 15   | Mid-month payday   |
| 17   | Spring 2018 Final Grades must be submitted online (by noon)  |
| 21   | Summer Session 2018 begins                                   |
| 25   | 2018-19 University Catalog published – changes to .pdf cease |
| 28   | Memorial Day – Offices Closed                                |
| 31   | End of month payday  |

**June 2018**

|    |                                     |
|----|-------------------------------------|
| 13 | Trustees' Meeting (Conference Call) |
| 15 | Mid-month payday                    |
| 29 | End of month payday                 |

\* Date to be determined