

Academic Administrative Calendar 2018-2019

July 2018

- 4 Independence Day (observed) - offices closed & classes excused
- 10-13 Trustees' meeting in Cody
- 23 Issuance of University Catalog
Departmental work copy from Office of the Registrar
- 25 Payday for hourly, non-benefited employees
- 31 Payday for salaried, benefited employees

August 2018

- 8 Payday for hourly, non-benefited employees
- 8 Trustees' Meeting (Conference Call)
- 10 Last day of Summer Session
- 16 Summer 2018 final grades must be submitted online by noon
- 20-24 College of Law – Incoming First Year Orientation
- 21 Graduate Assistant Teaching & Learning Symposium & New Graduate Student Orientation
- 22 Payday for hourly, non-benefited employees
- 22 New Faculty reporting date
- 22-23 New Faculty Orientation
- 24 Returning Faculty reporting date
- 25 Residence Halls open and check-in begins at 7:00 a.m.
- 27 College of Law classes begin
- 27 Begin Academic Year office hours 8:00 a.m.- 5:00 p.m.
- 29 Classes begin; late registration and drop/add begins
- 31 Payday for salaried, benefited employees

September 2018

- 3 Labor Day – offices closed & classes excused
- 5 Payday for hourly, non-benefited employees
- 10 Last day to add, late register, change grading options, drop or change sections for semester courses – strictly enforced
- 10 Last day to make changes to health insurance selection
- 10 Faculty Senate Meeting
- 12-14 Trustees' Meeting (Laramie)
- 14 Spring 2019 Class Schedule first draft to be loaded to Banner by departments
- 14 Tuition / Fees due, strictly enforced
- 14-15 Ag Appreciation Weekend
- 15 Campus Pass
- 18 Department Heads' Workshop

- 19 Payday for hourly, non-benefited employees
- 24 Faculty Senate Meeting
- 27 Department Heads' Workshop
- 28-30 UW Family Weekend
- 28 Payday for salaried, benefited employees

October 2018

- 2 Last day to withdraw from first-half block courses
- 3 Department Heads' Workshop
- 3 Payday for hourly, non-benefited employees
- 4 Material Distributed for Faculty Award Nominations
- 5 Call for Sabbatical Nominations
- 8 Faculty Senate Meeting
- 10 Trustees' Meeting (Conference Call)
- 12 Spring 2019 Class Schedule final draft due in the Office of the Registrar
- 15 Call for Flittie Sabbatical Nominations
- 15 Issuance of summer 2019 Bulletin
Departmental Work Copy from Registrar's Office
- 17 Payday for hourly, non-benefited employees
- 19 Mid-semester
- 19 Spring 2018 Class Schedule posted – changes to .pdf cease
- 19 2019-2020 University Catalog Copy "First Draft" Due in the Office of the Registrar
- 19 A&S Keith & Thyra Thomson Honors Convocation
- 20 Homecoming
- 22 Faculty Senate Meeting
- 24 Mid-semester grades must be submitted online (by 12:00 p.m.)
- 25 Last day to add, late registrar, change grading options, drop or change sections for second-half block courses

Oct 29-

- Nov 2 Advising Week for spring 2019
- 31 Priority registration for spring 2019 begins
- 31 College of Law registration begins for spring 2019
- 31 Payday for hourly, non-benefited employees
- 31 Payday for salaried, benefited employees

November 2018

Oct 29-

- Nov 2 Advising Week for spring 2019
- 5 Faculty Senate Meeting
- 5 Issuance of fall 2019 Class Schedule
Departmental Work Copy from Registrar's Office

- | | | | |
|-------|--|---------|--|
| 9 | Last day to withdraw from individual semester courses | 21 | Martin Luther King, Jr. /Wyoming Equality Day – Offices Closed, Classes Excused |
| 10 | Discovery Days #1 | 22 | College of Law classes begin |
| 12 | Sabbatical Leave Recommendations Due in Academic Affairs | 23 | Payday for hourly, non-benefited employees |
| 12 | Worksheets Distributed for Reappointments (Faculty and APs), Tenure and Tenure and Promotion Cases | 23-25 | Trustees’ Meeting (Laramie) |
| 14 | Payday for hourly, non-benefited employees | 25 | Faculty Award Nominations Due |
| 14-16 | Trustees’ Meeting (Laramie) | 25 | Last day to add, late register, change grading options for College of Law courses |
| 19 | Faculty Senate Meeting | 25 | First Year Reappointment Recommendations (Faculty and APs) Due in Deans' Offices |
| 21 | Summer 2019 Bulletin first draft to be loaded to Banner by departments | 25 | Residence Halls Open (7:00 a.m.) |
| 21 | Classes Excused | Dec 19- | |
| 22-23 | Thanksgiving Break – Classes Excused & Offices Closed | Jan 25 | Winter Term |
| 28 | Payday for hourly, non-benefited employees | 28 | Classes begin; late registration and drop/add begins |
| 28 | Last day to withdraw from the University for fall 2018 | 28 | Faculty Senate Meeting |
| 30 | College of Law last day of classes | 31 | Last day to add, late register, change sections, change grading options for semester courses - strictly enforced |
| 30 | Payday for salaried, benefited employees | 31 | Last day to drop College of Law semester courses |

December 2018

- | | |
|---------|---|
| 3 | Faculty Senate Meeting |
| 5-14 | College of Law – final exams |
| 7 | Registration for spring 2019 for new or enrolling students begins |
| 10 | 2019-20 University Catalog “Final Draft” issued to departments |
| 10 | Last day of classes |
| 12 | Payday for hourly, non-benefited employees |
| 12 | Trustees’ Meeting (Conference Call) |
| 12-18 | Finals Week |
| 14 | Summer 2019 Bulletin preview available online |
| 14-15 | Commencement |
| 19 | Residence Halls Close (12:00 p.m.) |
| Dec 19- | |
| Jan 25 | Winter Term |
| 21 | Payday for salaried, benefited employees |
| 24-28 | Winter Closure - Offices Closed |
| 25 | Christmas Holiday – Offices Closed |
| 26 | Payday for hourly, non-benefited employees |
| 31 | New Year’s Holiday- offices closed |

January 2019

- | | |
|----|---|
| 1 | New Year’s Holiday – Offices Closed |
| 2 | Final grades must be loaded online (by 12:00 p.m.) |
| 9 | Payday for hourly, non-benefited employees |
| 11 | Summer 2018 Bulletin final draft due in Office of the Registrar |
| 11 | Summer 2018 Bulletin posted – changes to .pdf cease |

- | | |
|---------|--|
| 21 | Martin Luther King, Jr. /Wyoming Equality Day – Offices Closed, Classes Excused |
| 22 | College of Law classes begin |
| 23 | Payday for hourly, non-benefited employees |
| 23-25 | Trustees’ Meeting (Laramie) |
| 25 | Faculty Award Nominations Due |
| 25 | Last day to add, late register, change grading options for College of Law courses |
| 25 | First Year Reappointment Recommendations (Faculty and APs) Due in Deans' Offices |
| 25 | Residence Halls Open (7:00 a.m.) |
| Dec 19- | |
| Jan 25 | Winter Term |
| 28 | Classes begin; late registration and drop/add begins |
| 28 | Faculty Senate Meeting |
| 31 | Last day to add, late register, change sections, change grading options for semester courses - strictly enforced |
| 31 | Last day to drop College of Law semester courses |
| 31 | Payday for salaried, benefited employees |

February 2019

- | | |
|----|---|
| 1 | 2nd, 3rd, 4th, and 5th year Reappointments (Faculty and APs), Tenure and Tenure and Promotion Recommendations Due in Deans' Offices |
| 1 | Fall 2019 Class Schedule first draft to be loaded to Banner by departments |
| 1 | First Year Reappointment Recommendations (Faculty and APs) due in Academic Affairs |
| 2 | UW Showcase |
| 6 | Payday for hourly, non-benefited employees |
| 6 | Last day to make changes to health insurance selection |
| 6 | Last day to drop for semester courses (and receive full refund)– strictly enforced |
| 11 | Faculty Senate Meeting |
| 15 | Tuition/Fees due, strictly enforced |
| 18 | Early Alert progress reports may be submitted through WyoRecords |
| 20 | Trustees’ Meeting (Conference Call) |
| 20 | Payday for hourly, non-benefited employees |
| 22 | Graduate Education Faculty & Student Awards Nominations Due in Academic Affairs by 5:00 p.m. |
| 25 | Faculty Senate Meeting |
| 25 | 2nd, 3rd, 4th, and 5th Year Reappointments (Faculty and APs), Tenure and Tenure and Promotion Recommendations Due in Academic Affairs |

- 26 Last day to withdraw from first-half block courses
- 27 Early Alert progress reports due via WyoRecords
- 28 Payday for salaried, benefited employees

March 2019

- 1 Registration for summer 2019 courses begins
- 1 Fall 2019 Class Schedule final draft due
- 6 Payday for hourly, non-benefited employees
- 8 Flittie Sabbatical Nominations due in Academic Affairs by 5:00 p.m.
- 8 Fall 2019 Class Schedule Posted- changes to .pdf cease
- 11 Faculty Senate Meeting
- 15 Mid-semester
- 18-22 Spring Break
- 20 Payday for hourly, non-benefited employees
- 22 2019-20 University Catalog "Final Draft" due back to the Office of the Registrar
- 25 Faculty Senate Meeting
- 27 Mid-semester grades must be submitted online (by noon)
- 27-29 Trustees' Meeting (Laramie)
- 28 Last day to add, late register, change grading options, drop or change sections for second-half block courses
- 29 Payday for salaried, benefited employees

April 2019

- 1 Summer housing application period begins
- 1 Issuance of spring 2020 Class Schedule Departmental Work Copy from Registrar's Office
- 1-3 University Reappointment, Tenure & Promotion Committee Meetings
- 1-5 Advising Week for fall 2019
- 3 Payday for hourly, non-benefited employees
- 3 Priority registration for fall 2019 begins
- 6 Discovery Days #2
- 8 Faculty Senate Meeting
- 10 Trustees' Meeting (Conference Call)
- 12 Last day to withdraw from individual semester courses
- 17 Payday for hourly, non-benefited employees
- 22 Last day to work with Dean of Students office to leave all UW classes in spring 2019
- 22 Faculty Senate Meeting
- 26 Tobin/Spitaleri Recognition Luncheon
- 26 Torchlight Laurels
- 26 Buchanan Lecture
- 26 Phi Beta Kappa Initiation
- 27 Undergraduate Research Celebration
- 30 Payday for salaried, benefited employees

May 2019

- 1 Payday for hourly, non-benefited employees
- 3 College of Law last day of classes
- 6 Faculty Senate Meeting
- 8-17 College of Law Final Exams
- 13-17 Finals Week
- 9 UW-Casper Commencement
- 10 Last day of classes
- 15 Payday for hourly, non-benefited employees
- 15-17 Trustees' Meeting (Laramie)
- 18 Commencement
- 18 College of Law Commencement
- 18 Residence Halls close (12:00 p.m.)
- 20 Begin summer office hours – 7:30 a.m. – 4:30 p.m.
- 23 Spring 2018 Final Grades must be submitted online (by noon)
- 25 Last working day for Academic Year employees
- 27 Memorial Day – Offices Closed
- 28 Summer Session 2019 begins
- 29 Payday for hourly, non-benefited employees
- 31 2019-20 University Catalog published – changes to .pdf cease
- 31 Payday for salaried, benefited employees

June 2019

- 12 Payday for hourly, non-benefited employees
- 12 Trustees' Meeting (Conference Call)
- 26 Payday for hourly, non-benefited employees
- 28 Payday for salaried, benefited employees