## 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
- **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
- **13-15** Trustees’ Meeting (Laramie)
- **15** Spring 2018 Class Schedule first draft to be loaded to Banner by departments
- **16** 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
- **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** 2018-2019 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.)
- **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

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).
Office of Academic Affairs
June 2017
### January 2018
1. New Year’s Holiday – Offices Closed
2. Final grades must be loaded online (by 12:00 p.m.)
3. Summer 2018 Bulletin final draft due in Office of the Registrar
4. Mid-month payday
5. Summer 2018 Bulletin posted – changes to .pdf cease
6. Martin Luther King, Jr. /Wyoming Equality Day – Offices Closed, Classes Excused
7. College of Law classes begin
8. Trustees’ Meeting (Laramie)
9. First Year Reappointment Recommendations (Faculty and APs) due in Deans’ Offices
10. Faculty Award Nominations Due
11. Residence Halls Open (8:00 a.m.)

### December 20- January 19
12. Winter Term
13. Classes begin; late registration and drop/add begins
14. Faculty Senate Meeting
15. Last day to add, late registrar, change grading options, in semester courses-strictly enforced
16. Last day to make changes to health insurance selection
17. 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
3. Last day to make changes to health insurance selection
4. Fall 2018 Class Schedule first draft to be loaded to Banner by departments
5. First Year Reappointment Recommendations (Faculty and APs) due in Academic Affairs
6. Tuition/Fees due, strictly enforced
7. Faculty Senate Meeting
8. Trustees’ Meeting (Conference Call)
9. Mid-month payday
10. Last day to withdraw from first-half block courses
11. Graduate Education Faculty & Student Awards Nominations Due in Academic Affairs by 5:00 p.m.
12. 2nd, 3rd, 4th, and 5th Year Reappointments (Faculty and APs), Tenure and Tenure and Promotion Recommendations Due in Academic Affairs
13. Faculty Senate Meeting
14. End of month payday

### March 2018
1. Registration for Summer 2018 courses begins
2. Fall 2018 Class Schedule posted – changes to .pdf cease
3. Mid-semester
4. Spring Break
5. Mid-month payday
6. Trustees’ Meeting (Laramie)
7. Mid-semester grades must be submitted online (by noon)
8. Last day to add, late register, change grading options, drop or change sections for second-half block courses
9. 2018-19 University Catalog “Final Draft” due back to the Office of the Registrar
10. Faculty Senate Meeting
11. Advising Week
12. Priority registration for Fall 2018 begins
13. End of month payday

### April 2018
1. Residence Life Summer Session Reservation Priority
2. Issuance of Spring 2019 Class Schedule Departmental Work Copy from Registrar’s Office
3. University Reappointment, Tenure & Promotion Committee Meetings
4. Last day to withdraw from individual semester courses
5. Discovery Days #2
6. Faculty Senate Meeting
7. Trustees’ Meeting (Conference Call)
8. Mid-month payday
9. Last day to withdraw from second-half block courses
10. Last day to withdraw from the University for Spring 2018
11. Faculty Senate Meeting
12. Tobin/Spitalsi Recognition Luncheon
13. Torchlight Laurels
14. College of Law last day of classes
15. Buchanan Lecture
16. Phi Beta Kappa Initiation
17. Undergraduate Research Celebration
18. End of month payday

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

### June 2018
1. Trustees’ Meeting (Conference Call)
2. Mid-month payday
3. End of month payday

* Date to be determined