

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
- 7 Call for Sabbatical Nominations
- 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)
- 13 Call for Flittie Sabbatical Nominations
- 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
- 8 Faculty Senate Meeting
- 10 Trustees' Meeting (Conference Call)
- 12 Spring 2019 Class Schedule final draft due in the Office of the Registrar
- 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
- 2 Flittie Sabbatical Nominations due in Academic Affairs by 5:00 p.m.

2	Sabbatical Leave Recommendations Due in Academic Affairs	11	Summer 2018 Bulletin final draft due in Office of the Registrar
5	Faculty Senate Meeting	11	Summer 2018 Bulletin posted – changes to .pdf cease
5	Issuance of fall 2019 Class Schedule Departmental Work Copy from Registrar’s Office	21	Martin Luther King, Jr. /Wyoming Equality Day – Offices Closed, Classes Excused
9*	Last day to withdraw from individual semester courses	22	College of Law classes begin
10	Discovery Days #1	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	Last day to add, late register, change grading options for College of Law courses
14-16	Trustees’ Meeting (Laramie)	25	First Year Reappointment Recommendations (Faculty and APs) Due in Deans' Offices
19	Faculty Senate Meeting	25	Residence Halls Open (7:00 a.m.)
21	Summer 2019 Bulletin first draft to be loaded to Banner by departments	Dec 19-	
21	Classes Excused	Jan 25	Winter Term
22-23	Thanksgiving Break – Classes Excused & Offices Closed	28	Classes begin; late registration and drop/add begins
28	Payday for hourly, non-benefited employees	28	Faculty Senate Meeting
28*	Last day to withdraw from the University for fall 2018	31*	Last day to add, late register, change grading options, drop courses that meet first ½ of semester
30	College of Law last day of classes	31	Last day to drop College of Law semester courses
30	Payday for salaried, benefited employees	31	Faculty Award Nominations Due
		31	Payday for salaried, benefited employees
<u>December 2018</u>		<u>February 2019</u>	
3	Faculty Senate Meeting	1	2nd, 3rd, 4th, and 5th year Reappointments (Faculty and APs), Tenure and Tenure and Promotion Recommendations Due in Deans' Offices
5-14	College of Law – final exams	1	Fall 2019 Class Schedule first draft to be loaded to Banner by departments
7	Registration for spring 2019 for new or enrolling students begins	1	First Year Reappointment Recommendations (Faculty and APs) due in Academic Affairs
10	2019-20 University Catalog “Final Draft” issued to departments	2	UW Showcase
10	Last day of classes	6	Payday for hourly, non-benefited employees
12	Payday for hourly, non-benefited employees	6	Last day to make changes to health insurance selection
12	Trustees’ Meeting (Conference Call)	6*	Last day to add, late register, change grading options, drop or change sections for semester courses – strictly enforced
12-18	Finals Week	11	Faculty Senate Meeting
14	Summer 2019 Bulletin preview available online	15	Tuition/Fees due, strictly enforced
14-15	Commencement	18	Early Alert progress reports may be submitted through WyoRecords
19	Residence Halls Close (12:00 p.m.)	20	Trustees’ Meeting (Conference Call)
Dec 19-		20	Payday for hourly, non-benefited employees
Jan 25	Winter Term	22	Graduate Education Faculty & Student Awards Nominations Due in Academic Affairs by 5:00 p.m.
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		
<u>January 2019</u>			
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		

- 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 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 Faculty Senate Meeting
- 26 Tobin/Spitaleri Recognition Luncheon
- 26 Torchlight Laurels
- 26 Buchanan Lecture
- 26 Phi Beta Kappa Initiation
- 27 Undergraduate Research Celebration

- 28* Last day to withdraw from the University for spring 2019
- 28* Last day to withdraw from second-half block courses
- 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)
- 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

* Subject to change