## Academic Administrative Calendar
### 2011-2012

### July 2011
- **4** Independence Day (observed) - Offices Closed & Classes Excused
- **15** Mid-month payday
- **14-16** Trustees’ Retreat and Special Meeting (Worland)
- **24-26** Central Energy Plant Shutdown for Annual Maintenance
- **29** End of month payday

### August 2011
- **July 24-26** Central Energy Plant Shutdown for Annual Maintenance
- **Aug 3** Issuance of University Catalog Departmental Work Copy from Registrar’s Office
- **5** Last day of Summer Session
- **11** Final Grades must be submitted online by noon
- **15** Mid-month payday
- **15** Graduate Assistant Teaching & Learning Symposium
- **16** New Faculty reporting date
- **17-18** New Faculty Orientation
- **17-19** College of Law – Incoming First Year Orientation
- **18** Returning Faculty reporting date
- **18** Residence Halls open and check-in begins at 7:00 a.m.
- **19** Freshman Summit Orientation
- **22** Begin Academic Year office hours 8:00 a.m.-5:00 p.m.
- **22** Classes begin; Late registration and drop/add begins; College of Law classes begin
- **25** Last day to drop or change sections for first-half block courses
- **26** Tuition / Fees due, strictly enforced
- **26** Last day to add or change grading options for first-half block courses
- **29** Graduate Student Orientation
- **31** End of month payday

### September 2011
- **2** Last day to add, late register, or change grading options in semester courses – strictly enforced
- **2** Last day to make changes to health insurance selection
- **2** Call for Sabbatical Applications
- **5** Labor Day - Offices Closed & Classes Excused
- **7, 14, & 21** Department Heads’ Workshops
- **8** President’s Fall Convocation
- **10** Ag Appreciation Weekend
- **8-10** Trustees’ Meeting (Laramie)
- **9-11** Family Weekend
- **10** Campus Pass
- **10** Call for Flittie Sabbatical Applications
- **15** Mid-month payday
- **21-23** Wyoming Academic and Student Affairs Leaders Conference
- **26** Faculty Senate Meeting
- **27** Last day to withdraw from courses which meet the first half of the semester
- **30** End of month payday

### October 2011
- **3** University Catalog Copy “First Draft” Due in Registrar’s Office
- **7** Issuance of Summer Bulletin Departmental Work Copy from Registrar’s Office
- **7** Material Distributed for Faculty Award Nominations

### November 2011
- **Oct 31-3** Advising Week for Spring 2012
- **Nov 1** Registration for Spring 2012 begins for continuing students
- **1** Issuance of Fall 2012 Class Schedule Departmental Work Copy from Registrar’s Office
- **4** Last day to withdraw from individual semester courses
- **4** Worksheets Distributed for Reappointments (Faculty and APs), Tenure and Tenure and Promotion Cases
- **4** Flittie Sabbatical Nominations due in Academic Affairs by 5:00 p.m.
- **8** College of Law registration begins for Spring 2012
- **12** Discovery Day #1
- **15** Mid-month payday
- **17-19** Trustees’ Meeting (Laramie)
- **18** Last day to withdraw from courses which meet the second half of the semester
- **22** Registration for Spring 2012 for new or re-enrolling students begins
- **21** Last day to withdraw from the university for Fall 2011
- **23-25** Thanksgiving Break - Classes Excused
- **24-25** Thanksgiving Holiday - Offices Closed
- **28** Faculty Senate Meeting
- **30** End of month payday

### December 2011
- **2** Last day of classes; College of Law last day of classes
- **2** Summer Bulletin first draft to be loaded to Banner by departments
- **2-3** Commencement
- **5** Faculty Senate Meeting
- **5-9** Finals Week
- **7-16** College of Law - Final Exams
- **10** Residence Halls Close – 12:00 p.m.
- **15** Mid-month payday
- **15** Final Grades (main campus and online courses) must be submitted online (by noon)
- **19** Final Grades for all Outreach courses, except Online UW courses, must be submitted online (by noon)
- **22** End of Month Payday
- **23-26** Christmas Holiday - Offices Closed
- **27-29** Winter Closure - Offices Closed
- **30-31** New Year's Holiday - Offices Closed

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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
July 2011; revised 6/11
January 2012
2  New Year's Holiday – Offices Closed
6  Residence Halls Open – 8:00 a.m.
9  Classes begin; late registration and drop/add begins
12  Last day to drop for first-half block courses
13  Tuition/Fees due, strictly enforced
13  Last day to add first-half block courses
13  Mid-month payday
16  Martin Luther King, Jr./Wyoming Equality Day – Offices Closed, Classes Excused
16  First Year Reappointment Recommendations (Faculty and APs) due in Deans' Offices
18  Fall 2012 Class Schedule first draft to be loaded to Banner by departments
19  Last day to drop or change sections in semester courses, strictly enforced
19-21  Trustees' Meeting (Laramie)
20  Faculty Award Nominations Due
23  Last day to add, late register, or change grading options in semester courses; last day to make changes to health insurance selection
27  First Year Reappointment Recommendations (Faculty and APs) due in Academic Affairs
30  2nd, 3rd, 4th, and 5th year Reappointments (Faculty and APs), Tenure and Tenure and Promotion Recommendations Due in Deans' Offices
30  Faculty Senate Meeting
31  End of month payday

February 2012
1  Registration for Summer 2012 main campus courses begins
3  Last day to withdraw from first-half block courses
15  Mid-month payday
18  Discovery Day #2
27  Faculty Senate Meeting
27  2nd, 3rd, 4th, and 5th Year Reappointments (Faculty and APs), Tenure and Tenure and Promotion Recommendations due in Academic Affairs
29  End of month payday

March 2012
8-10  Trustees’ Meeting (Laramie)
2  Mid-semester
8  Last day to drop second-half block courses
9  Last day to add second-half block courses
12-16  Spring Break
15  Mid-month payday
19-23  Advising Week for Fall 2012
23  Last day to withdraw from individual courses
26  Registration for Fall 2012 begins
26  Faculty Senate Meeting
28  Spring Faculty Meeting
26-27  University Tenure and Promotion Committee Meeting
30  End of month payday
31  Discovery Day #3

April 2012
*  Residence Life Summer Session Reservation Priority
6  Last day to withdraw from second-half block courses
6-8  Easter Break – Classes Excused
8  Issuance of Spring 2013 Class Schedule Departmental Work Copy from Registrar’s Office (tentative)
13  Mid-month payday
20  Last day to withdraw from the university for Spring 2012
20  Tobin/Spitaleri Recognition Luncheon
20  Phi Beta Kappa Initiation
20  Honors Award Dinner
20  Torchlight Laurels
21  Undergrad Research Celebration
27  Last day of classes
30  College of Law last day of classes
30  End of month payday
30  Finals Week
30  Faculty Senate Meeting

May 2012
April 30- Finals Week
May 4
2-12  College of Law Final Exams
2-4  Trustees’ Meeting (Laramie)
5  Residence Halls close – 12:00 p.m.
5  Commencement
7  Begin summer office hours - 7:30 a.m.-4:30 p.m.
10  Final Grades must be submitted online by NOON
17  Final Grades for Outreach Online UW courses must be submitted online by NOON
15  Mid-month payday
12  College of Law Commencement
17  Final Grades for all Outreach courses, except Online UW courses, must be submitted online by NOON
16  Summer Session begins
28  Memorial Day - Offices Closed
31  End of month payday

June 2012
6  CPM Meeting
15  Mid-month payday
29  End of month payday

* Date to be determined

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