

September 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1	2
5 University Closed Labor Day	6	7	8	9
12	13	14 Student time sheets due at noon	15	16
19	20	21	22	23 Fee payment freshmen & transfer students
New Student Week				
Faculty Week				
26 Classes Begin Fee payment & add/drop begins	27	28	29 Revisions to Winter 2012 schedule of classes due from Divisions to COE Dean	30 Last day to pay fees without penalty
Evening registration & fee payment 5:00 - 6:00 pm				

For updates go to Academic Calendar on Provost Web page: www.wou.edu/provost/documents/academic_calendar.pdf

October 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>3</p> <p>Late registration, add/drop & registration change fees start</p>	<p>4</p>	<p>5</p>	<p>6</p> <p>Revisions to Winter 2012 schedule of classes due from Divisions to LAS Dean</p>	<p>7</p> <p>Revisions to Winter 2012 schedule of classes due from Deans to Registrar</p> <p>Last day to pay fees, add course, elect grade option, credit level</p> <p>REGISTRATION ENDS FOR ALL STUDENTS</p>
<p>10</p> <p>Summer planning packets sent to Chairs</p> <p>Employee Authorizations & Pay Adjusts due</p> <p>Columbus Day</p>	<p>11</p>	<p>12</p>	<p>13</p>	<p>14</p> <p>Student time sheets due at noon</p> <p>Fall Preview Day I Saturday October 15</p>
<p>17</p>	<p>18</p>	<p>19</p>	<p>20</p>	<p>21</p> <p>Last day to drop courses/withdraw from school without grade responsibility</p> <p>Completed Winter 2012 schedule of classes from Registrar to Deans</p>
<p>24</p>	<p>25</p>	<p>26</p>	<p>27</p>	<p>28</p> <p>Division chairs identify faculty eligible for tenure, promotion/continuation on tenure track</p>
<p>31</p> <p>Halloween</p>				

November 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1	2	3	4 Making College Happen
7	8	9	10 Employee Authorization & Pay Adjusts due Winter 2012 schedule of classes available online	11 Veterans Day Last day to drop courses/withdraw from school with W grade(s) CLAS fixed-term/part-time winter hire sheets due to Dean's Office Fall Preview Day II Saturday November 12
14 Student time sheets due at noon	15	16 Requests for 2012-13 fee changes due to Provost Office	17	18 Faculty promotion/tenure/continuation files due to Division Chairs
Registration for Winter Term				
21	22	23 2nd year annual tenure files due to Deans	24 NO CLASSES Thanksgiving Day	25 NO CLASSES Thanksgiving Holiday University closed
28	29	30		
ONLINE FACULTY EVALUATIONS				

December 2011

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY		
						1	2 2nd year annual tenure files due to Provost Office			
						ONLINE FACULTY EVALUATIONS				
5	6		7		8		9 END OF FALL TERM 9-month faculty sick leave reports due Employee Authorizations & Pay Adjusts due			
FINAL EXAMS										
12		13 Grades due 10am		14 Student time sheets due at noon		15 Sabbatical requests due to Dean's Office Non-renewal notification of 2nd year annual tenure faculty sent by Provost		16		
WINTER BREAK										
19		20 Sabbatical requests due to Provost Office		21		22		23 Christmas Holiday University Closed		
WINTER BREAK										
26 Christmas Holiday		27		28		29		30		
University Closed										
WINTER BREAK										

January 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 New Year's Holiday <div style="border: 1px solid black; padding: 2px; width: fit-content;">UNIVERSITY CLOSED</div>	3	4	5	6
<div style="border: 1px solid black; padding: 2px; width: 80%; margin: auto;">WINTER BREAK</div>				
9 Classes Begin Fee payment & add/drop begins	10 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Employee authorization & pay adjusts due</div> Provost office sends request for nominations for Pastega Faculty Awards	11	12 Revisions to spring & summer schedule of classes due from Divisions to COE Dean	13 Student time sheets due at noon <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Last day to pay fees without penalty</div>
<div style="border: 1px solid black; padding: 2px; width: 60%; margin: auto;">Evening registration & fee payment 5:00 - 6:00 p.m</div>				
16 NO CLASSES Martin Luther King Holiday <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">UNIVERSITY CLOSED</div>	17 Late registration, add/drop & registration change fees start	18	19 Revisions to spring & summer schedule of classes due from Divisions to LAS Dean <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">2012-13 schedule of classes due from Divisions to Deans</div>	20 Last day to pay fees, add courses, elect grade options, credit level <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">REGISTRATION ENDS FOR ALL STUDENTS</div> Revisions to spring & summer schedule of classes due from Deans to Registrar <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Winter Preview Day I Saturday January 21</div>
23 2012-2013 schedule of classes due from Deans to Registrar	24	25	26	27 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">Making College Happen II</div> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">All promotion/tenure/continuation files other than 2nd year due to Deans</div>
30	31			

February 2012

MONDAY		TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
			1 Completed Spring schedule of classes due from Registrar to Deans	2	3 Last day to drop courses/withdraw from school without grade responsibility
6 Pastega Faculty awards nominations due to Provost Office Completed Summer schedule of classes due from Registrar to Deans	7	8 Spring & Summer schedule of classes available online	9	10 Employee authorizations and pay adjusts due <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;"> Winter Preview Day II Saturday February 11 </div>	
13 2012-2013 catalog revisions requested by Provost Office	14 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: auto;"> Student time sheets due at noon </div> CLAS fixed-term/part-time spring term hire sheets due to Dean's Office Valentine's Day	15	16	17 All promotion/tenure/continuation files other than 2nd year, including unfavorable promotion/tenure/continuation recommendations due to Provost office	
20 Presidents' Day Revisions to Fall 2012 schedule of classes due from Registrar to Deans	21	22	23	24 Last day to drop courses or withdraw from school with W grade(s)	
27	28	29	<div style="border: 1px solid black; padding: 5px; text-align: center;"> REGISTRATION FOR SPRING & SUMMER TERM </div>		

March 2012

MONDAY		TUESDAY		WEDNESDAY		THURSDAY		FRIDAY			
						1					
						REGISTRATION FOR SPRING & SUMMER TERM					
5	Revisions to Fall 2012 schedule of classes due from Divisions to Deans		6			7	Criminal Justice Career day		8		
						ONLINE FACULTY EVALUATIONS					
12	Provost Office sends out Regalia order forms		13			14	Student time sheets due at noon		15	Notification of non-renewal of 1st year faculty sent by Provost	
19			20			21			22		
						FINAL EXAMS					
26	Grades due 10am		27			28			29	Admissions Spring Break visiting day	
						SPRING BREAK					
										9	Employee authorizations & pay adjusts due Notification to faculty receiving unfavorable tenure/promotion recommendations sent by Provost
										2	César Chávez Conference
										23	END OF WINTER TERM Written request for review of unfavorable tenure/ promotion recommendations due to Provost Completed Fall 2012 schedule of classes due from Deans to Registrar (for blocks)

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April 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>2 CLASSES BEGIN</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;">Fee payment & add/drop begin</div>	<p>3</p>	<p>4 Deadline to submit changes for 2012-13 catalog to Provost office</p>	<p>5</p>	<p>6 Last day to pay fees without penalty</p>
Evening registration & fee payment 5:00-6:00 pm				
<p>9 Late registration, add/drop & registration change fees start</p>	<p>10 Employee authorizations & pay adjusts due</p> <p>Draft 2012-13 catalog review at WUC</p>	<p>11 Draft 2012-13 catalog review at WUC</p>	<p>12</p>	<p>13 <div style="border: 1px solid black; padding: 2px; display: inline-block;">REGISTRATION ENDS FOR ALL STUDENTS</div></p> <p>Student time sheets due at noon</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">Last day to pay fees, add courses, elect grade options, credit level</div>
<p>16 Last week for UPRC to convene</p>	<p>17</p>	<p>18</p>	<p>19</p>	<p>20 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Deadline for regalia orders to Provost Office</div></p>
<p>23 Projected 2012-2013 LAS part-time hire sheets due to Dean's Office</p>	<p>24</p>	<p>25</p>	<p>26</p>	<p>27 Last day to drop courses/withdraw from school without grade responsibility</p> <p>Spring Preview Day Saturday April 28</p>
<p>30</p>				

May 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Final 2012-2013 catalog to Public Relations	2	3 Pastega Faculty Awards presentation	4 Admissions Spring Visit
7	8 Fall 2012 schedule of classes available online	9	10 Final 2012-2013 catalog to printer Employee authorizations & pay adjusts due	11 Transfer student orientation and registration Saturday May 12 Request for fee changes for 2012-13 due to Provost Faculty notification of promotion/tenure/continuation decisions sent by President
14 Student time sheets due at noon	15	16 On-Campus Admitted Student Reception	17	18 Last day to drop courses/withdraw from school with W grade(s)
21	22	23	24	25
REGISTRATION FOR FALL TERM				
28 NO CLASSES Memorial Day Holiday UNIVERSITY CLOSED	29	30	31 Academic Excellence Showcase	
ONLINE FACULTY EVALUATIONS				

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June 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				<p>1</p> <p>ONLINE FACULTY EVALUATIONS</p>
4	5	6	7	<p>8</p> <p>Employee authorizations & pay adjusts due</p>
11	12	13	14	<p>15 SPRING TERM ENDS</p> <p>Notification of commitment to rehire adjunct faculty sent by Colleges</p> <p>COMMENCEMENT Saturday June 16</p>
FINAL EXAMS				
18	<p>19</p> <p>Grades due 10am</p>	20	21	<p>22</p> <p>SOAR</p>
<p>25</p> <p>Summer Sessions Classes Begin</p> <p>Fee payment & add/drop begins</p>	26	<p>27</p> <p>Last day to register, add/drop & pay fees without penalty for first 4 week session</p>	<p>28</p> <p>Last day to drop courses/withdraw for term without grade responsibility for 6-week summer session</p>	<p>29</p> <p>Annual faculty reports due to DPRC & Division Chairs</p> <p>Last day to register/add classes & pay fees without penalty for 6-week</p>

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July 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2	3	4 NO CLASSES Independence Day University Closed	5	6 Last day to drop courses/ withdraw from school without grade responsibility
9	10 Employee authorizations & pay adjusts due	11	12	13 Student time sheets due at noon SOAR July 13 & 14
16	17	18	19	20 First 4-week summer session ends
23 Second 4-week session begins	24 Grades due 10 am for first 4-week summer session	25 Last day to register, add/drop & pay fees without penalty for second 4-week session	26	27 SOAR Saturday July 28
30	31			

August 2012

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
		1	2	3 Six week summer session ends
6	7 Grades due 10 am for 6-week session	8	9	10 Second 4-week session ends Employee authorizations & pay adjusts due
13	14 Student time sheets due at noon Grades due 10 am for second 4-week session	15	16	17
20	21	22	23	24
27	28	29	30	31