

2011—2012 Academic Affairs Calendar

AUGUST

- 18 **New Faculty Orientation**
- 19 **Faculty/Professional Staff Opening Meetings**
- 19-21 **New Student Orientation**
- 22 **Classes Begin – 8:00 AM**
- 28 Last day-late drop/add/fee adjustments – no tuition adjustment after midnight
- 29 Classes dropped effective today – no refund
Tuition and fees due
- 31 **First Draft/Spring 2012 schedule to Deans**

SEPTEMBER

- 2 **First Draft/Spring 2012 schedule to Hahn**
- 5 **Labor Day Recess**
- 8-9 **NSCS Board of Trustees meeting – Peru**
- 9 **Revised 2011 Goals due to Chair**
Apps for 12-13 Leave of Absence available G-Drive
- 14 **First Edit/Spring 2012 schedule to Deans**
Constitution Day
- 16 **Revised 2011 Goals due to Dean**
First Edit/Spring 2012 schedule to Hahn
- 23 **Faculty/School Assessment Workshop; No Classes**
Grade verification sheets (Spring/Summer 2011) due
Last day to elect S-NC/Audit
- 26 Department Chair Elections begin (where needed)
- 28 **Final Edit/Spring 2012 schedule to Deans**
- 30 **Fridays @ WSC**
Incomplete grades due from Spring/Summer 2011
Deadline for clearing December graduates
Final Edit/Spring 2012 schedule to Hahn

OCTOBER

- 1 **2011 Goals for 1st year faculty due to Dean**
Teaching Excellence Award materials available (tent.)
Graduate Faculty Appointment Forms Due
- 5 Faculty 2011-2012 evaluation materials available
- 6-8 Homecoming/Wildcat Weekend
- 7 Teaching Excellence Nominees Notified
- 10 **Spring 2012 book orders due to Dept. Office**
- 14 **Fridays @ WSC**
Mid-term low grades due (11:55 PM)
Spring 2012 Book Orders due to Bookstore
- 17-18 **Mid-term Break**
- 19 **First Draft/Summer 2012 schedule to Deans**
Tutor Allocation Letters sent to Dept. Chairs
- 20 Mid-term low grades mailed
- 21 **Fridays @ WSC**
Assessment Reports due to Assessment Director
First Draft/Summer 2012 schedule to Hahn
- 28 **Fridays @ WSC**
Department Chair election results to VPAA
- 31 **Spring 2012 sched. Available/Pre-registration advising**
Teaching Excellence nomination forms due/VPAA

NOVEMBER

- 1 **Strategic Planning Retreat (Divots in Norfolk)**
Requests for Leave of Absence 12-13 to Dept. Chair
Academic Policies proposal deadline (tent.)
2nd yr. non-tenured faculty eval materials to Dean
- 2 **Online Course Listing due to VPAA (Summer 2012, Fall 2012, Spring 2013)**
First Edit/Summer 2012 schedule to Deans
- 2-4 Academy of Assess. Of Std Lrning Team to Higher Learning Commission Retreat
- 3-4 **NSCS Board of Trustees meeting - Wayne**
- 4 **First Edit/Summer 2012 schedule to Hahn**
- 5 **Just Juniors Day**

- **Contract driven deadline**

Dates not set by Board Policy & Academic Course Calendar subject to change

Forms & updated calendar are available on the G: drive: G:\wscdocuments_and_forms\Academic_Affairs

- 7 Last day for class withdrawal (no fee adjustment)
- 8 Independent/Directed Study contracts completed*
- Chairs submit Diversity Activities to Dean's Office**
- 11 **Fridays @ WSC**
- 14 **Course registration for Spring 2011 begins via Web @ 7:30 a.m.**
- 15 **Tenure and Promotion apps available on G-Drive**
- 16 **First Draft/Fall 2012 to Deans**
Tutor applications for Spring 2012 due to Holland Academic Success Center
Requests for Leave of Absence 12-13 to Dean's Office
- 18 **Fridays @ WSC**
- 21 **2nd Edit/Summer 2012 schedule to Deans**
- 22 **General Faculty/Professional Staff Mtg. (3:30 PM)**
Deans submit evals of 2nd yr. faculty to VPAA
- 23 **2nd Edit/Summer 2012 schedule to Hahn**
- 23-25 **Fall Break**
- 28 Deans submit Diversity Report to Dean of Students
Teaching Excellence materials due to VPAA

DECEMBER

- 1 Neihardt/Leadership Scholar applications due
WSC New Freshmen Student Scholarship Apps due
Requests/Leave of Absence for 12-13 due to VPAA*
- 2 **2012 Department Goals to Dean's Office**
Low Enrollment Review for Spring 2012 begins
Last day for official withdrawal from school
First Draft/ Fall 2012 to Hahn
- 5 VPAA forwards Teaching Excellence materials to RPD
- 6 **Spr. 2012 low enrollment cancellations due to Dean**
- 6-12 **Study Week**
- 9 **Fridays @ WSC**
Notification of course changes/deletions for Spring 2012
- 12 **Determination of Spring teaching assignments***
RPD recommendations for Leaves/Absence to VPAA
- 13-16 **Last class meetings/final exam week**
- 14 Non-renewal notification of 2nd yr. non-tenured and tenured faculty*
- 15 **VPAA notification of recommendations to Leave candidates**
VPAA Leave recommendations to President
- 16 **Commencement, 2 PM**
- 19 **Winter Break Begins**
- 20 **Final grades due (12:00 Noon)**
- 23-2 **WSC Offices Closed (Dec. 23-Jan. 2)**

JANUARY

- 9 **Classes Begin – 8:00 AM**
Tenure/Promotion applications due to School Office, including third year reviews
- 11 **Final Edit/Summer 2012 schedule to Deans**
- 15 Last day - add/drop/fee adjustments –no tuition adjustments after midnight
Board of Trustee Scholarship Applications due
- 16 Classes dropped effective today – no refund
Tuition and fees due
Campus Review Committee forwards Teacher Excellence Award recommendation to VPAA
- 18 Deans submit Program Reviews to VPAA
NSCS Board of Trustees meeting – Lincoln
Final Edit Summer 2012 schedule to Hahn
First Edit/Fall 2012 to Deans
- 19 Department Review Committee forwards Tenure/Promotion apps to Dean
- 20 **First Edit/Fall 2012 to Hahn**
- 24 **Spring 2012 Goals to Dept. Chairs**
- 27 **Fridays @ WSC**

2011—2012 Academic Affairs Calendar

All Faculty submit 2011 eval material & 2012 goals to School Dean, except 2nd year faculty*

- 30 Program Reviews from Assessment & Oversight Committee to VPAA
Summer Book Orders due to Dept. Office

FEBRUARY

- 1 President's notification of Leave of Absence approval
WSC current student scholarship/transfer apps due
Second Edit/Fall 2012 to Deans
- 3 Dean recommendation on promotion/tenure to VPAA
- 3 **2012-2013 VPAA/Foundation/ Technology Grant application forms available on G-Drive**
Second Edit/Fall 2012 to Hahn
Summer Book Orders due to Bookstore
- 6 Program Reviews due to System Office
Fall student evaluation summaries to Faculty*
- 10 **Fridays @ WSC**
Last day to elect S-NC/Audit
- 14 Dean evals of first-year probationary faculty to VPAA
- 15 **Final Edit/Fall 2012 to Deans**
- 17 **Incomplete grades due from Fall 2011**
Grade Verification sheets (Fall 2011) due
Final Edit/Fall 2012 to Hahn
Deadline for clearing May/Aug 2012 graduates
- 20 RPD Committee Promo/Tenure recommend's to VPAA
VPAA Teaching Excellence recommendation to President
- 22 Notification of VPAA Tenure/Promotion recommendation
Initial recommendation for promotion/tenure to President*
- 24 **Fridays @ WSC**
Non-renewal notification deadline for 1st yr. non-tenured Faculty*
- 27 **2012-2013 VPAA/Foundation/ Technology Grant apps to Dept. Chair**
Summer Course Registration begins via Web @ 7:30 a.m.
Deadline-Dean to review faculty eval materials, write evaluations, return evaluation to faculty member
Fall Book Orders due to Dept. Office

MARCH

- 2 **Fridays @ WSC**
Summer & Fall book orders due to Bookstore
Teaching Excellence Materials due to System Office
- 7 2012-2013 VPAA/Foundation/ Technology Grant apps to Dean's Office
- 5-9 **Mid-term Break**
- 12 2012-2013 VPAA/Foundation/Technology Grant apps to VPAA
- 13 **Annual budget hearing information due to Dean**
Mid-term low grades due (11:55 PM)
- 16 Mid-term low grades mailed
Faculty/School Assessment Workshop; PM only classes canceled
- 17 **Just Juniors Day**
- 19 **Scholarship awards due to Dean's Office (tent.)**
- 23 **Fridays @ WSC**
Regalia Orders due to Bookstore
- 26 **Fall 2012 schedules available/Pre-registration advising**
Scholarship awards due to Financial Aid (tent.)
Last day for class withdrawal (no fee adjustment)
- 28 Last day for class withdrawal (no fee adjustment)
- 29 Independent/Directed Study contracts completed*
- 30 Deans' evaluations of faculty due to VPAA*
RPD Grant recommendations to VPAA
- 30-3 Higher Learning Commission Annual Meeting

APRIL

- 1 **President's notification of Promo/Tenure approval**
- Contract driven deadline
- Dates not set by Board Policy & Academic Course Calendar subject to change
Forms & updated calendar are available on the G: drive: G:\wscdocuments_and_forms\Academic_Affairs

- 2 Graduate Assistant Applications Due
- 6 **Fridays @ WSC**
- 9 **Spring Break**
Grant applicants are notified of decisions
- 10 **Standing Committee year-end reports to VPAA**
Course Registration for Fall 2012 begins via Web @ 7:30 a.m.
- 11 **Faculty Committee election results to Dean's Office**
- 13 Faculty Committee election results to VPAA Office
- 17 **General Faculty/Professional Staff Mtg. (3:30 PM)**
Graduate Faculty Meeting, (4:30 PM)
- 19-20 **NSCS Board of Trustees meeting - Chadron**
- 20 Last day to officially withdraw from school
- 23 **Assessment Data Reports due to Assessment Director**
Low Enrollment Review for May 2012 begins
- 24-30 **Study week**
- 27 **May 2012 low enrollment cancellations due to Dean**

MAY

- 1-4 **Last class meetings/final exam week**
Rule 24 Matrix to Dept. Chairs
- 5 **Commencement, 9:30 AM & 2:00 PM**
- 7 **May 3 & 8 week Sessions: classes begin**
- 8 May 3 & 8 week Sessions: Tuition/fees due
May 3 & 8-week Sessions: Last day to register or drop/add
- 9 May 3-week Session: Last day for S-NC or audit
Final grades due for Spring 2012 (11:55 PM)
- 10 Outstanding Alumni Award selection due
- 11 **Low Enrollment Review for June 2012 begins**
- 14 May 8-week Session: Last day for S-NC or audit
- 15 **Rule 24 Matrix to Field Exp./Certification Office**
- 23 May 3-week Session: Last day for class withdrawal
June 2012 low enrollment cancellations due to Dean
- 25 **Department Annual report due to Dean**
May 3-week Session: classes end
Non-renewal of non-tenured faculty (ex. 1st/2nd yr.)*
- 28 Memorial Day Recess
- 30 **May 3-week Session: Final Grades due (11:55 PM)**

JUNE

- 4 June 5 week Session: classes begin
- 5 June 5 week Session: Last day to register/drop/add
June 5 week Session: Tuition and fees due
- 7 June 5 week Session: Last day for S-NC or Audit
- 14-15 **NSCS Board of Trustees meeting - Lincoln**
- 18 **Spring student evaluation summaries to Faculty***
Low Enrollment Review for July 2012 begins
- 27 **July 2012 low enrollment cancellations due to Dean**
- 29 **11-12 Leave of Absence reports to VPAA**

JULY

- 2 May 8 week & June 5-week Sessions: Last day for official withdrawal from classes
- 4 **July 4th Holiday**
- 5 **May 8 week & June 5-week Sessions: classes end**
- 9 **July 5-week Session: classes begin**
- 10 **May 8 week & June 5-week Sessions: Final Grades due (11:55 PM)**
July 5 week Session: Last day to register or drop/add
July 5 week Session: Tuition and fees due
- 12 July 5 week Session: Last day for S-NC or Audit
- 30 **Low Enrollment Review for Fall 2012 begins**
Determination of Fall teaching assignments*

AUGUST

- 6 June 10 week & July 5 week Sessions: Last day for official withdrawal from classes

2011—2012 Academic Affairs Calendar

- 8 June 10 week & July 5 week Sessions: **classes end**
- 10 June 10 week & July 5 week Sessions: **final grades due**
(11:55 PM)
- Fall 2012 low enrollment cancellations due to Dean
- 16 New Faculty Orientation
- 17 Opening Meetings

- 20 Classes begin