

## 2005-2006 Administrators' Calendar

<b>August 2005</b>			
19	Friday		<b>New Student Orientation Session (group enrollment)</b>
22	Monday	8:30 a.m.	<b>Faculty Workshop</b>
22	Monday	6:30 p.m.	<b>University-wide family picnic</b>
23	Tuesday		<b>Enrollment for students who did not pre-enroll</b>
23	Tuesday	8:30 a.m.	<b>Academic Advisory &amp; Scholarship Council</b>
24	Wednesday	8:00 a.m.	<b>Classes begin</b>
29	Monday	4:30 – 6:00 p.m.	<b>Night class enrollment for students who did not pre-enroll</b>
29	Monday	(as scheduled)	<b>Night classes begin</b>
31	Wednesday	3:00 – 4:30 p.m.	<b>New Faculty Meeting - PCR</b>

<b>September 2005</b>			
2	Friday	4:30 p.m.	<b>Last day to add classes</b>
5	Monday		<b>Labor Day Holiday</b>
7	Wednesday	4:30 p.m.	<b>Last day to drop a class or totally withdraw for a refund</b>
9	Friday		<b>Summer Class Schedule Uploaded - Hardcopies due to the Assistant Vice President</b>
9	Friday		<b>Memo from Dean if increase in new faculty is needed</b>
10	Saturday	4:30 p.m.	<b>Parent's Day</b>
13	Tuesday	3:00 p.m.	<b>Tenure/Promotion Workshop – STF 104</b>
16	Friday	11:30 - 1:00 p.m.	<b>Metro Counselors' Luncheon – Meridian Convention Center, OKC</b>
19	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
19	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
23	Wednesday	9:00 a.m. -1:00 p.m.	<b>Southwestern Counselors' Day – SWOSU Conference Center</b>
24	Saturday	8:00 a.m.	<b>Homecoming Golf Outing</b>
24	Saturday	9:00 a.m.	<b>Traveling Style Show</b>
24	Saturday	2:30 p.m.	<b>Homecoming Parade</b>
24	Saturday	4:00 – 5:30 p.m.	<b>Homecoming Tailgate Party</b>
24	Saturday	4:00 – 5:00 p.m.	<b>Alumni Awards Dinner</b>
24	Saturday	5:00 p.m.	<b>Homecoming Dessert Reception</b>
24	Saturday	6:00 p.m.	<b>Homecoming Game</b>
25 & 26	Sunday & Monday	12 noon on Sunday	<b>BOROC Meeting – Retreat, Waterford Hotel, OKC</b>

<b>October 2005</b>			
10	Monday	3:00 – 4:30 p.m.	<b>New Faculty Meeting - PCR</b>
14	Friday		<b>Textbook adoption deadline for Spring</b>
14	Friday	9:00 a.m.	<b>BOROC Meeting – ECU, Ada, OK</b>
17	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
17	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
19	Wednesday	10:00 p.m.	<b>Fall break begins</b>
19	Wednesday		<b>1<sup>st</sup> 8 week classes end</b>
24	Monday	8:00 a.m.	<b>Classes resume and 2<sup>nd</sup> 8 week classes begin</b>

<b>November 2005</b>			
1	Tuesday		<b>Fall Class Schedule Uploaded - Hardcopies due to the Associate Provost</b>
4	Friday	8:30 a.m. - Noon	<b>SWOSU College Expo – SWOSU Student Union Ballroom</b>
5	Saturday		<b>SWOSU Saturday</b>
11	Friday	9:00 a.m.	<b>BOROC Meeting – NWOSU - Alva, OK</b>
14	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
14	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
21	Monday	3:00 – 4:30 p.m.	<b>New Faculty Meeting</b>
22	Tuesday	10:00 p.m.	<b>Thanksgiving break begins</b>
28	Monday	8:00 a.m.	<b>Classes resume</b>

<b>December 2005</b>			
12	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
12-14	Monday-Wednesday		<b>Dead Days</b>
15 & 16	Thursday-Friday		<b>Final exams</b>
19 - 21	Monday-Wednesday		
19	Monday		<b>Final exams for night classes</b>
22	Thursday	12 (noon)	<b>Final grades due</b>
23	Friday		<b>Semester ends</b>

Offices closed December 26 – January 2

<b>January 2006</b>			
3	Tuesday		<b>Bernhardt nominations due to Institutional Advancement</b>
11	Wednesday	8:30 a.m.	<b>Academic Advisory &amp; Scholarship Council</b>
11	Wednesday		<b>Enrollment for students who did not pre-enroll</b>
12	Thursday	8:00 a.m.	<b>Classes begin</b>
16	Monday	4:30 - 6:00 p.m.	<b>Night class enrollment for students who did not pre-enroll</b>
16	Monday	as schedule	<b>Night classes begin</b>
20	Friday	4:30 p.m.	<b>Last day to add classes</b>
20	Friday	9:00 a.m.	<b>BOROC Meeting – BOROC Administrative Office - OKC</b>
23	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
23	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
25	Wednesday	4:30 p.m.	<b>Last day to drop a class or totally withdraw for a refund</b>

<b>February 2006</b>			
17	Friday		<b>Bernhardt nominees' credentials due to Institutional Advancement</b>
17	Friday	9:00 a.m.	<b>BOROC Meeting – SWOSU</b>
20	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
20	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
22	Wednesday	3:00 p.m.	<b>Bernhardt Committee meeting in the Provost Office</b>
Feb. 22- March 10			<b>Review Bernhardt credentials in the small conference room (ADM 112)</b>

**March 1<sup>st</sup> – Anyone retiring this year needs to have their information to the Institutional Advancement, so they can be recognized at the Bernhardt Award Dinner.**

<b>March 2006</b>			
Feb. 22 – March 10			<b>Review Bernhardt credentials in the small conference room (ADM 112)</b>
9	Thursday		<b>New Student Orientation Session (Mini Enrollment)</b>
10	Friday	5:00 p.m.	<b>Spring break begins (Offices closed Monday &amp; Tuesday)</b>
10	Friday	3:00 p.m.	<b>Bernhardt Committee will make selection – 2<sup>nd</sup> meeting</b>
20	Monday	8:00 a.m.	<b>Classes resume</b>
TBA	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
TBA	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
23	Thursday		<b>New Student Orientation Session (small group enrollment)</b>
25	Saturday		<b>SWIM (Scholastic Contest)</b>
30	Thursday		<b>Bernhardt Award Dinner</b>

**April 2006**

10	Monday		<b>New Student Orientation Session (group enrollment)</b>
14	Friday	9:00 a.m.	<b>BOROC Meeting – SEOSU, Durant, OK</b>
TBA	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
TBA	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
19	Wednesday		<b>New Student Orientation Session (small group enrollment)</b>
24	Monday		<b>New Student Orientation Session (group enrollment)</b>

**May 2006**

1 - 3	Monday - Wednesday		<b>Dead Days</b>
4, 5	Thursday & Friday		<b>Final exams</b>
8 - 10	Monday-Wednesday		
8	Monday	(as scheduled)	<b>Final exams night classes</b>
8	Monday		<b>Replacements and Recommendations for all University-wide Committees due to Provost</b>
11	Thursday	12 (noon)	<b>Final grades due</b>
12	Friday	7:00 p.m.	<b>Sayre Convocation</b>
13	Saturday	10:00 a.m.	<b>Weatherford Convocation</b>
13	Saturday		<b>Semester ends</b>
19	Friday	9:00 a.m.	<b>BOROC Meeting - BOROC Administrative Office - OKC</b>
22	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
22	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
29	Monday		<b>Memorial Day Holiday</b>

**June 2006**

5	Monday		<b>Enrollment for students who did not pre-enroll</b>
9	Monday		<b>Spring Class Schedule Uploaded – Hardcopies due in the Associate Provost Office</b>
6	Tuesday	8:00 a.m.	<b>Classes begin</b>
7	Wednesday		<b>New Student Orientation Session (small group enrollment)</b>
8	Thursday	4:30 p.m.	<b>Last day to add classes</b>
12	Monday	4:30 p.m.	<b>Last day to drop a class or totally withdraw for a refund</b>
16	Friday	9:00 a.m.	<b>BOROC Meeting – UCO, Edmond, OK</b>
19	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
19	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>
23	Friday		<b>New Student Orientation Session (group enrollment)</b>
24	Saturday		<b>Alumni &amp; Friends Golf Classic – Silverhorn – OKC</b>

**July 2006**

4	Tuesday		<b>Independence Day Holiday</b>
5	Wednesday		<b>Final exams for the 1<sup>st</sup> 4 week classes</b>
7	Friday		<b>New Student Orientation (small group enrollment)</b>
28	Friday	9:00 a.m.	<b>BOROC Meeting – NESU, Tahlequah, OK</b>
28	Friday		<b>Nominations for Distinguished Alumni due to President</b>
31	Monday	9:00 a.m.	<b>Executive Council Meeting</b>
31	Monday	10:00 a.m.	<b>Administrative Council Meeting</b>

**August 2006**

1 & 2	Tuesday, Wednesday		<b>Final exams and final exams for the 2<sup>nd</sup> 4 week classes (Summer)</b>
3	Thursday	12:00 (noon)	<b>Final grades due (Summer)</b>
3	Thursday		<b>Semester ends (Summer)</b>