



The Mico University College
5-YEAR CAMPUS CALENDAR
AUGUST 2021 – AUGUST 2026

EVENT	RESPONSIBLE UNIT	2021-22	2022-23	2023-24	2024-25	2025-26
S1 CONTRACTS PROCESS OPENS	HODs, Academic	July 26	July 11	July 10	July 8	July 7
S1 CONTRACTS MEETING #1	VP, Academic	Aug 19	July 21	July 20	July 18	July 17
S1 CONTRACTS MEETING #2	VP, Academic	Aug 26	Aug 5	Aug 4	Aug 2	Aug 1
REGISTRATION	Registry - Enrolment	Aug 15 – Sep 10	Aug 14 – Sep 9	Aug 13 – Sep 8	Aug 11 – Sep 7	Aug 10 – Sep 6
REGISTRATION – NEW STUDENTS	Registry - Enrolment	Aug 15 – Sep 30	Aug 14 – Sep 30	Aug 13 – Sep 30	Aug 11 – Sep 30	Aug 10 – Sep 30
ORIENTATION WRAP UP FOR STAFF EMPLOYED IN 2020-21	Human Resources	Aug 17	Aug 16	Aug 15	Aug 14	Aug 13
ORIENTATION: NEW STAFF	Human Resources	Aug 18 – 20	Aug 17 - 19	Aug 16 - 18	Aug 21 - 23	Aug 20 - 22
NON-ACADEMIC STAFF MEETING	Human Resources	Aug 20	Aug 19	Aug 18	Aug 17	Aug 16
ORIENTATION: NEW STUDENTS	Student Services & Faculties	Aug 23-27	Aug 22 - 26	Aug 21 - 25	Aug 26 - 30	Aug 25 - 29
ORIENTATION: RETURNING STUDENTS	Student Services & Faculties	Aug 30-Sep 3	Aug 29 – Sep 2	Aug 28 – Sep 1	Sep 2 - 6	Sep 1 - 5
ACADEMIC STAFF PROFESSIONAL DEVELOPMENT	M.O.L/Curriculum Unit	Aug 24-27	Aug 23 - 26	Aug 22 - 25	Aug 27 - 30	Aug 26 - 29
ORIENTATION: NEW & RETURNING GRADUATE STUDENTS	GraduateSchoolofEducation	Aug 31 – Sep 2	Aug 30 – Sep 1	Aug 29 - 31	Aug 27 - 29	Aug 26 - 28
THAT WAS WELL DONE!	Human Resources	Aug 31	Aug 30	Aug 29	Aug 28	Aug 29
MOEYI MATHEMATICS DIAGNOSTIC TEST (Yr 1: Math, Primary & Special Edn Students)	Registry - Admissions	Sept.	Sept.	Sept.	Sept.	Sept.
LATE REGISTRATION	Registry – Enrolment	Sep 11 - 17	Sep 10 – 16	Sep 9 - 15	Sep 8 - 14	Sep 7 – 13
ORIENTATION: LEARNING STRATEGIES	GraduateSchoolofEducation	Sep 6 – 10	Sep 5 - 9	Sep 4- 8	Sep 2 - 6	Sep 1 - 5
SEMESTER 1 CLASSES BEGIN	Faculties & Schools	Sep 6 (Yr. 1: Sep 13)	Sep 5	Sep 4	Sep 2	Sep 1
REVIEW OF PERSONAL OBJECTIVES	Human Resources	Sep 6-17	Sep 5-16	Sep 4-15	Sep 3-14	Sep 2-13

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ACADEMIC STAFF MEETING # 1	VP, Academic	Sept. 16	Sept. 15	Sept. 21	Sept. 19	Sept. 18
AMENDMENT TO REGISTRATION ("ADD/DROP")	Registry - Enrolment	Sep 27 - Oct 1	Sep 26 - 30	Sep 25 - 29	Sep 23 - 27	Sep 22 - 26
MATRICULATION CEREMONY & CONSECRATION SERVICE	Registrar & Chaplaincy	Oct 5 4:00 pm	Sep 27 4:00 pm	Sep 26 4:00 pm	Oct 1 4:00 pm	Oct 30 4:00 pm
QUARTERLY REPRESENTATIVE MEETING	Human Resources	Oct14,Oct19,Oct27				
NATIONAL HEROES DAY	--	Oct 18	Oct 17	Oct 16	Oct 21	Oct 20
MID-SEMESTER BREAK	--	Oct 18-20 <i>Classes resume Oct 21</i>	Oct 17 - 19 <i>Classes resume Oct 20</i>	Oct 16 - 18 <i>Classes resume Oct 19</i>	Oct 21 - 23 <i>Classes resume Oct 24</i>	Oct 20 - 22 <i>Classes resume Oct 23</i>
CRITICAL THINKING SEMINAR FOR GRADUATE STUDENTS	Graduate School of Education	Oct 21	Oct 20	Oct 19	Oct 17	Oct 16
DEADLINE FOR SUBMISSION OF EXAMINATION QUESTION PAPERS	Faculty Examinations Coordinators	Oct 22	Oct 21	Oct 20	Oct 18	Oct 17
EXAMINATIONS TIMETABLE: SEM. 1 - DRAFT 1	Registry - Examinations	Oct 25	Oct 24	Oct 23	Oct 28	Oct 27
MID-SEMESTER ASSESSMENT	Faculties	Oct 25 - 29	Oct 24 - 28	Oct 23 - 27	Oct 28 - Nov 1	Oct 27 - 31
DEADLINE TO REPORT EXAM CLASHES ON TIMETABLE DRAFT 1	Students to Exams Dept.	Oct 29	Oct 28	Oct 27	Oct 25	Oct 31
SERVICE RECOGNITION CEREMONY	Human Resources	Oct 29	Oct 28	Oct 27	Oct 26	Oct 25
MANAGEMENT/SUPERVISION TRAINING SESSION #4	Human Resources	Nov 4, 11	Nov 3, 10	Nov 2, 9	Oct 31, Nov 7	Oct 30, Nov. 6
EXAMINATIONS TIMETABLE: SEM. 1 - DRAFT 2	Registry - Examinations	Nov 5	Nov 4	Nov 3	Nov 1	Nov 7
DEADLINE TO REPORT EXAM CLASHES ON TIMETABLE DRAFT 2	Students to Exams Dept.	Nov 12	Nov 11	Nov 10	Nov 8	Nov 14
S2 CONTRACTS PROCESS OPENS	HODs, Academic	Nov 11	Nov 14	Nov 6	Nov 11	Nov 17
RECEPTION & AWARD CEREMONY	Graduate School of Education	Nov 22	Nov 28	Nov 27	Nov 25	Nov 24
GRADUATION CEREMONY	Registry	Nov 24 4:00 p.m.	Nov 30 4:00 pm	Nov 29 4:00 pm	Nov 27 4:00 pm	Nov 26 4:00 pm
EXAMINATIONS TIMETABLE: SEM. 1 - FINAL	Registry - Examinations	Nov 29	Nov 28	Nov 27	Nov 25	Nov 24

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ART, CRAFT & THINGS SHOWCASE	Human Resources	Nov 29	Nov 28	Nov 27	Nov 25	Nov 24
S2 CONTRACTS MEETING #1	VP, Academic	Dec 2	Nov 24	Nov 16	Nov 21	Nov 27
FINAL EXAMINATIONS – SEMESTER 1	Registry - Examinations	Dec 6 - 17	Dec 5 - 16	Dec 4 - 15	Dec 2 - 13	Dec 1 - 12
S2 CONTRACTS MEETING #2	VP, Academic	Jan 4	Dec 9	Dec 8	Dec 6	Dec 12
ACADEMIC STAFF MEETING #2	VP, Academic	Dec 16	Dec 15	Dec 14	Dec 19	Dec 18
GRADE ENTRY PERIOD - SEMESTER 1	Faculties & Schools	Dec 18 - Jan 9	Dec 17 - Jan 8	Dec 16 - Jan 7	Dec 14 - Jan 5	Dec 13 - Jan 4
REGISTRATION	Registry – Enrolment	Dec 19 – Jan 8	Dec 17 – Jan 7	Dec 16 – Jan 6	Dec 14 – Jan 4	Dec 13 – Jan 3
CHRISTMAS PARTY	Human Resources	Dec 16	Dec 15	Dec 14	Dec 13	Dec 12
SEMESTER BREAK		Dec 20 – Jan 9	Dec 19 – Jan 8	Dec 18 – Jan 7	Dec 13 – Jan 5	Dec 15 – Jan 4
MANAGEMENT/SUPERVISION TRAINING SESSION #5	Human Resources	Jan 5, 7	Jan 4, 6	Jan 4, 6	Jan 7, 9	Jan 6, 8
SEMESTER 2 CLASSES BEGIN	Faculties & Schools	Jan 10	Jan 9	Jan 8	Jan 6	Jan 12
LATE REGISTRATION	Registry – Enrolment	Jan 9 - 14	Jan 8 - 13	Jan 7 - 12	Jan 5 - 10	Jan 4 - 10
NON-ACADEMIC STAFF MEETING	Human Resources	Jan 11	Jan 10	Jan 9	Jan 7	Jan 6
APPRAISAL COMPLETION SESSIONS	Human Resources	Jan 13 & 14	Jan 19 & 20	Jan 18 & 19	Jan 16 & 17	Jan 15 & 16
RECRUITMENT WEBINAR - INTERNAL	GraduateSchoolofEducation	Jan 20	Jan 19	Jan 18	Jan 16	Jan 15
ACADEMIC STAFF MEETING #3	VP, Academic	Jan 20	Jan 19	Jan 18	Jan 16	Jan 15
EXAMINATION BOARD MEETINGS	VP Acad. Deans & Registry	Jan 27, 28 & 31	Jan 26, 27 & 30	Jan 25, 26 & 29	Jan 30, 31 & Feb 3	Jan 29, 30 & Feb 2
AMENDMENT TO REGISTRATION ("ADD/DROP")	Registry - Enrolment	Jan 31 - Feb 4	Jan 30 - Feb 3	Jan 29 - Feb 2	Jan 27 - 31	Jan 26 - 30
THAT WAS WELL DONE	Human Resources	Feb 12	Feb 11	Feb 10	Feb 14	Feb 13
PROFESSIONAL DEVELOPMENT SEMINAR: GRADUATE STUDENTS	GraduateSchoolofEducation	Feb 17	Feb 16	Feb 15	Feb 20	Feb 19
EXAMINATIONS TIMETABLE: SEM. 2 -DRAFT 1	Registry – Examinations	Feb 18	Feb 17	Feb 19	Feb 21	Feb 20

EVENT	RESPONSIBLE UNIT	2021-22	2022-23	2023-24	2024-25	2025-26
BLACK HISTORY MONTH CELEBRATIONS		Feb 17	Feb 16	Feb 15	Feb 20	Feb 19
JAMAICA DAY CELEBRATIONS		Feb 24	Feb 23	Feb 29	Feb 27	Feb 26
QUARTERLY REPRESENTATIVE MEETINGS	Human Resources	Feb24, Mar1, Mar8				
PROFESSIONAL DEV. SEMINAR: ADJUNCT & ADMIN. STAFF	GraduateSchoolofEducation	Feb 23	Feb 22	Feb 21	Feb 19	Feb 18
DEADLINETOREPORTEXAMCLASHESON TIMETABLE DRAFT 1	Students to Exams Dept.	Feb 25	Feb 24	Feb 26	Feb 28	Feb 27
ASH WEDNESDAY	--	Mar 2	Feb 22	Feb 14	Mar 5	Feb 18
MID-SEMESTER BREAK	--	Mar 2 – 4 <i>Classes resume Mar7</i>	Feb 22 – 24 <i>Classes resume Feb 27</i>	Feb 14 – 16 <i>Classes resume Feb 19</i>	Mar 5 – 7 <i>Classes resume Mar10</i>	Feb 18 – 20 <i>Classes resume Feb 23</i>
EXAMINATIONS TIMETABLE: SEM. 2 - DRAFT 2	Registry – Examinations	Mar 11	Mar 10	Mar 8	Mar 14	Mar 13
ANCILLARY STAFF DAY	Human Resources	Mar 15	Mar 15	Mar 15	Mar 14	Mar 17
ANNUAL GENERAL MEETING: GRADUATE ALUMNI	GraduateSchoolofEducation	Mar 15	Mar 14	Mar 19	Mar 18	Mar 17
DEADLINETOREPORTEXAMCLASHESON TIMETABLE DRAFT 2	Students to Exams Dept.	Mar 18	Mar 17	Mar 15	Mar 21	Mar 20
S3 CONTRACTS PROCESS OPENS	HODs, Academic	Apr 8	March 29	Apr 1	Mar 31	Mar 30
DEADLINE FOR SUBMISSION OF EXAMINATION QUESTION PAPERS	Faculty Examinations Coordinators	Mar 31	Mar 30	Mar 28	Mar 27	Mar 26
ANNUAL APPRAISALS DUE	Human Resources	Mar 31	Mar 30	Mar 28	Mar 27	Mar 26
EASTER BREAK (THU - TUE)		Apr 14 - 19 <i>Classes resume Apr20</i>	Apr 6 - 11 <i>Classes resume Apr 12</i>	Mar 28 - Apr 2 <i>Classes resume Apr 3</i>	Apr 17 - 22 <i>Classes resume Apr 23</i>	Apr 2 - 7 <i>Classes resume Apr 8</i>
MICO WEEK CELEBRATIONS	VP Acad. Alumni & Dev	Apr 3 - 9	Mar 26 – Apr 1	Mar 17 - 23	Apr 6 - 12	Mar 22 - 28
S3 CONTRACTS MEETING #1	VP, Academic	Apr 28	Apr 6	Apr 11	Apr 10	Apr 9
EXAMINATIONS TIMETABLE: SEM. 2 -FINAL	Registry – Examinations	Apr 8	Apr 7	Apr 5	Apr 4	Apr 3
ADMINISTRATIVE ASSISTANTS DAY	Human Resources	Apr 21	Apr 19	Apr 17	Apr 23	Apr 15
S3 CONTRACTS MEETING #2	VP, Academic	May 16	Apr 21	Apr 26	Apr 25	Apr 24

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VALEDICTORY SERVICE	Chaplaincy	Thu, Apr 28	Thu, Apr 27	Thu, Apr 25	Thu, Apr 24	Thu, Apr 30
TEACHER'S DAY	Human Resources	May 4	May 3	May 1	May 7	May 6
FINAL EXAMINATIONS: SEMESTER 2	Registry - Examinations	May 2 - 13	May 1 - 12	May 6 - 17	May 5 - 16	May 4 - 15
ACADEMIC STAFF MEETING #4	VP, Academic	May 12	May 11	May 9	May 8	May 14
GRADE ENTRY PERIOD - SEMESTER 2	Faculties & Schools	May 14 - Jun 12	May 13 - Jun 11	May 18 - Jun 16	May 17 - Jun 15	May 16 - Jun 14
ANNUAL RESEARCH SEMINAR	GraduateSchoolofEducation	May 25	May 24	May 22	May 21	May 20
SUMMER SESSION CLASSES BEGIN	Faculties & Schools	May 24	May 24	May 27	May 26	May 25
PREPARATION FOR STAFF FOR RETIREMENT	Human Resources	Jun 17	Jun 16	Jun 21	Jun 20	Jun 19
LAUNCH OF NEW PROGRAMMES	GraduateSchoolofEducation	Jun 21	Jun 20	Jun 18	Jun 17	Jun 16
EXAMINATIONS TIMETABLE: SUMMER - DRAFT	Registry – Examinations	Jun 24	Jun 23	Jun 22	Jun 27	Jun 26
DEADLINE TO REPORT EXAM CLASHES ON SUMMER TIMETABLE DRAFT	Students to Exams Dept.	Jun 30	Jun 30	Jun 30	Jun 28	Jun 30
THAT WAS WELL DONE!	Human Resources	Jun 30	Jun 30	Jun 22	Jun 27	Jun 26
MANAGEMENT/SUPERVISORY TRAINING SESSION # 6	Human Resources	Jul 5 & 7, 13 & 15	Jul 4 & 6, 12 & 14	Jul 2 & 4, 10 & 12	Jul 1 & 3, 9 & 11	Jul 7 & 9, 15 & 17
EXAMINATIONS TIMETABLE: SUMMER - FINAL	Registry – Examinations	Jul 22	Jul 21	Jul 20	Jul 18	Jul 17
FINAL EXAMINATIONS: SUMMER SESSION	Registry - Examinations	Aug 2 - 9	Aug 2 - 9	Aug 2 - 9	Aug 2 - 8	Aug 3 - 10
GRADE ENTRY PERIOD - SUMMER SESSION	Faculties & Schools	Aug 10 - 21	Aug 10 - 20	Aug 10 - 18	Aug 9 - 17	Aug 11 - 20
EXAMINATION BOARD MEETINGS	Deans & Registry	Aug 30 - 31	Aug 30 - 31	Aug 30 - 31	Aug 29 - 30	Aug 28 - 29

SCHEDULE OF MONTHLY / WEEKLY EVENTS:

Senior Management Team Meeting	every Monday @ 10:00 a.m.
Executive Management Committee Meeting	every other Wednesday @ 9:00 a.m.
Academic Board Meeting	every 5 th Thursday @ 2:00 p.m. <i>[additional meetings may be called outside of this schedule, as needed]</i>
Deans' Meeting	every other Thursday @ 9:00 a.m. <i>[following EMC Meeting]</i>
Faculty Board Meeting – Education	1 st Thursday @ 2:00 p.m.
Faculty Board Meeting – Humanities & Liberal Arts	2 nd Thursday @ 2:00 p.m.
Faculty Board Meeting – Science & Technology	3 rd Thursday @ 2:00 p.m.
Graduate School of Education – Prog. Coordinators Meeting	once per quarter @ 4:00 p.m.
Academic Department Meeting	Thursdays @ 2:00 p.m. <i>[frequency determined by each department]</i>
Research Tuesdays	every 2 nd and 4 th Tuesday @ 10:00 a.m.
General Assembly [day]	every 3 rd Tuesday @ 10:00 a.m.
General Assembly [evening]	Monday following “Day” assembly @ 5:00 p.m.
Mico Academic Staff Association (MASA) General Meeting	