

# Academic Calendar Spring 2018

**Note: All offices are closed on Saturdays and Sundays. All transactions must occur online.  
All email correspondence will be sent to UTD email address**

## Classes Begin

Full-term session.....Monday, January 8  
1st 8-week session.....Monday, January 8  
2nd 8-week session.....Monday, March 5

## Census Day

Full-term session.....Wednesday, January 24  
1st 8-week session.....Tuesday, January 16  
2nd 8-week session.....Monday, March 19

## Web Registration

Enrollment appointments viewable online..Monday, October 23  
**All students should check their enrollment appointment details in Orion for the date and time they can begin registering.**  
Schedule Planner Available.....Monday, October 23  
Online add/drops/swaps ends.....Tuesday, January 16

**Last Day for Re-admission/Re-entry** .... Friday, Dec. 29

**Last Enrollment from Waitlist**.....Friday, Jan. 5

## Last Day for Regular Registration

Full-term session.....Thursday, January 4  
1st 8-week session.....Thursday, January 4  
2nd 8-week session.....Thursday, March 1

## Late Registration and Last Day to Add/Swap

*If you register or add during late registration, payment is due the same day you register. You will be assessed a minimum \$100 late registration fee. See Bursar's Office information.*  
Full-term session.....Fri. Jan. 5 – Tues. Jan. 16  
1st 8-week session.....Fri. Jan. 5 – Tues. Jan. 16  
2nd 8-week session.....Fri. Mar. 2 – Mon. Mar. 19

## Drop/Withdrawal Deadlines

*Please check Comet calendar for signature procedures.*

### Full-Term Session

Last day to drop a class without a "W" .....Wed. Jan. 24  
Undergraduate Courses  
Approval required ..... Thurs. Jan. 25 – Mon. Mar. 26  
WL Begins.....Tuesday, February 20  
WL Ends.....Monday, March 26  
Graduate Courses  
Withdrawal Ends.....Monday, March 26

### 1st 8-Week Session

Last day to drop a class without a "W" .....Tues. Jan. 16  
Undergraduate Courses  
Approval required.....Wed. Jan. 17 – Mon. Feb. 12  
WL Begins.....Tuesday, January 30  
WL Ends.....Monday, February 12  
Graduate Courses  
Withdrawal Ends.....Monday, February 12

### 2nd 8-Week Session

Last day to drop a class without a "W" .....Mon. Mar. 19  
Undergraduate Courses  
Approval required.....Tues. Mar. 20 – Mon. April 16  
WL Begins.....Tuesday, April 3  
WL Ends.....Monday, April 16  
Graduate Courses  
Withdrawal Ends.....Monday, April 16

## Last Day of Classes (Not including final exams)

Full-term session.....Sunday, April 29  
1st 8-week session.....Sunday, February 25  
2nd 8-week session.....Sunday, April 29

## Reading Days (Study days prior to final exams)

Full-term & 2<sup>nd</sup> 8-week sessions only .....Monday, April 30

## Final Exams

Full-term session.....Tues. May 1 – Mon. May 7  
1st 8-week session.....Monday, Feb. 26 – Sat. Mar. 3  
2nd 8-week session.....Tues. May 1 – Mon. May 7

## Mid-Term Grades Due

**All midterm grades must be submitted online.**  
Midterm (undergraduate courses only) .....Saturday, March 3

**Mid-Term Grades Viewable Online** .....Monday, March 5

## Final Grading Period

**All grades must be received by Thursday, May 10.**  
Full-term session.....Tues. May 1 – Thurs. May 10  
1st 8-week session.....Mon. Feb. 26 – Sat. Mar. 3  
2nd 8-week session.....Tues. May 1 – Thurs. May 10

**Final Grades Viewable Online** (after posting) ....Tues. May 8

## Graduation/Commencement (All Spring 2018 Sessions)

Graduation Application.....Wednesday, January 17  
Last day to change your primary name  
which will be printed on your diploma.....Friday, February 23  
Honors Convocation.....TBA  
Commencement Activities.....Mon. May 7 – Sat. May 12  
Commencement tickets available online .....Monday, April 16  
Doctoral hooding ceremony.....Tuesday, May 8  
Degree conferral date.....Saturday, May 12

*The following deadlines must be met by the dates listed and require visitation to the Graduate Dean's Office website*  
[www.utdallas.edu/ogs](http://www.utdallas.edu/ogs):

PhD - Last day to request scheduling of final oral examination.....Thursday, March 22  
PhD - Students must conduct final oral examination.....Thursday, April 5  
PhD - Last day to upload dissertation for final review by Graduate Studies Office..Monday, April 16  
PhD- Final day to receive approval of final version of dissertation by Graduate Studies Office.....(Noon) Thursday, April 19  
MS - Last day to upload thesis for review by Graduate Studies Office .....Thursday, April 19  
MS - Final day to receive approval of final version of master's thesis by Graduate Studies Office .....(Noon) Thursday, April 26

## University Closings

Martin Luther King Day.....Monday, January 15

## No Classes:

Spring break .....Monday, March 12 – Sunday, March 18

## Incompletes

Incomplete grades due for undergraduates and graduates from previous long semester .....Monday, March 5

# Payment and Refund Calendar Spring 2018

## Bursar's Schedule

As of Friday, Dec 8th, electronic bills will be available at [www.utdallas.edu/ezpay](http://www.utdallas.edu/ezpay). Financial Aid refunds will be issued as available through Direct Deposit or mailed to your address in the student system starting January 8th.

## Payment Options

For details see

<http://www.utdallas.edu/bursar/payments/payment-options/>

## Payment Due Dates

Students taking courses in combined sessions in the semester should adhere to deadlines for the earlier session.

**You must pay by the published deadline to avoid late fees and/or possible dropping of classes. Students should NOT expect classes to be automatically dropped for non-payment. Please be advised it is the student's responsibility to confirm that s/he has been dropped from all classes for nonpayment to avoid being assessed late fees or penalties.** Bills, tuition and fees balances may be

accessed through your account on-line ([www.utdallas.edu/ezpay](http://www.utdallas.edu/ezpay)). If you add a course to your schedule, you must make a payment the same day or you will be assessed a \$100 late fee and your courses may be canceled

**UTD Employee Deadline** .....Tuesday, January 23rd

Employees who have not paid by January 23rd will be assessed all applicable late fees.

## Full-Term Session

Early Registration Payment Deadline ..... Wed. Dec 20

Registration Payment Deadline ..... Thurs. Jan 4

Financial Aid Recipients\*\* ..... Tuesday, Jan 23

Late Payment fee required beginning:

\$100 ..... Friday, Jan 5

\$150 ..... Thursday, Jan 11

\$200 ..... Thursday, Jan 18

\$250 ..... Wednesday, Jan 24

## 1st 8-Week Session Only

Early Registration Payment Deadline ..... Wed. Dec 20

Registration Payment Deadline ..... Thurs. Jan 4

Financial Aid Recipients\*\* ..... Tues. Jan 16

Late Payment fee required beginning:

\$100 ..... Friday, Jan 5

\$150 ..... Thursday, Jan 11

## 2nd 8-Week Session Only

Registration Payment Deadline ..... Thurs. Mar 1

Financial Aid Recipients\*\* ..... Mon. Mar 19

Late Payment fee required beginning:

\$100 ..... Friday, Mar 2

\$150 ..... Thursday, Mar 8

**\*\*Financial Aid recipients** who have met the necessary requirements have an extended deadline to allow time for their aid funds to be awarded. However, if the financial aid funds are not awarded by the above deadline, alternative payment arrangements must be made to avoid possible cancellation of classes and/or late fees.

## Payment Plans

### Installment Payment Deadlines

The installment plan allows students to split their tuition and fee bill into three equal installments. The plan is only available for those students who are enrolled in the Full-term session. To enroll you must sign up for the installment contract online through EZPAY ([www.utdallas.edu/ezpay](http://www.utdallas.edu/ezpay)) and pay a minimum of 34% of your tuition plus a \$25 service fee by the dates below, even if you do not receive a bill. Late fees will be assessed to students who have not been set up on the installment contract, even if the required first payment has been made by the deadline. If you add a course to your schedule, you must check EZPAY for the new installment amounts to be paid or your courses may be canceled. Note: Installment plans are only available online through EZPAY.

First installment payment deadline

Early Registration ..... Wed. Dec. 20

Regular registration ..... Thurs. Jan 4

Second installment payment deadline ..... Wed. Feb 7

Third installment payment deadline ..... Wed. Mar 21

### Short Term Loan Payment Deadline

The short term loan allows a student to extend their payment deadline and make one lump sum payment. The plan is only available through Orion under Self Service/Campus Finances/Enroll in Payment Plan. There is a 1.25% origination fee to enroll in the plan.

Short Term Loan Due Date ..... Wed. Mar 21

## Refund Schedule

Refunds for dropping or withdrawing from the University will be generated once classes begin. The amount depends on whether or not you remain enrolled in other courses. If you drop a class and later withdraw, your refund will reflect the combination of dropped classes and the remaining hours at the time of withdrawal. If you drop all of your courses (withdraw from school) online, your account balance will need to be adjusted. This refund policy is per the Education code Section 54.006 of the Texas Statutes.

### Dropping a course(s)

If you drop a course(s) but remain in at least one other session course, you will receive a 100% refund until the following dates.

Full-Term Session ..... Wednesday, Jan 24

1st 8 Week Session ..... Tuesday, Jan 16

2nd 8 week Session ..... Monday, Mar 19

### Complete Withdrawal

If you drop or withdraw from all your courses for the semester.

### Full-Term Session

100% refund through ..... Sunday, Jan 7

80% refund through ..... Friday, Jan 12

70% refund through ..... Monday, Jan 22

50% refund through ..... Monday, Jan 29

25% refund through ..... Monday, Feb 5

### 1st 8-Week Session

100% refund through ..... Sunday, Jan 7

80% refund through ..... Wednesday, Jan 10

50% refund through ..... Tuesday, Jan 16

### 2nd 8-Week Session

100% refund through ..... Sunday, Mar 4

80% refund through ..... Wednesday, Mar 7

50% refund through ..... Monday, Mar 12