**Academic Calendar Spring 2016**

*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 11
- 1st 8-week session: Monday, January 11
- 2nd 8-week session: Monday, March 7

### Census Day
- Full-term session: Wednesday, January 27
- 1st 8-week session: Tuesday, January 19
- 2nd 8-week session: Monday, March 21

### Web Registration
- Enrollment appointments assigned: Monday, October 26
  - *All students should check their enrollment appointment details in Orion for the date and time they can begin registering.*
- Online add/drops/swaps ends: Tuesday, January 19

### Last Day for Re-admission/Re-entry
- Friday, Jan 1

### Last Day for Regular Registration
- Full-term session: Thursday, January 7
- 1st 8-week session: Thursday, January 7
- 2nd 8-week session: Thursday, March 3

### Late Registration and Last Day to Add/Swap (Not online)
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.

- 2nd 8-week session: Fri. March 4 – Mon. March 21

### Drop/Withdrawal Deadlines
*Please check Comet calendar for signature procedures.*

#### Full-Term Session
- Last day to drop a class without a “W”: Wed. Jan. 27
- Undergraduate Courses:
  - WL Begins: Tuesday, February 23
  - WL Ends: Monday, March 28
- Graduate Courses:
  - Withdrawal Ends: Wednesday, March 30

#### 1st 8-Week Session
- Last day to drop a class without a “W”: Tues. Jan 19
  - Undergraduate Courses:
    - Approval required: Wed. Jan. 20 – Mon. Feb. 15
    - WL Begins: Tuesday, February 2
    - WL Ends: Monday, February 15
  - Graduate Courses:
    - Withdrawal Ends: Monday, February 15

#### 2nd 8-Week Session
- Last day to drop a class without a “W”: Mon. March 21
  - Undergraduate Courses:
    - Approval required: Tues. March 22 – Mon. April 18
    - WL Begins: Tuesday, April 5
    - WL Ends: Monday, April 18
  - Graduate Courses:
    - Withdrawal Ends: Monday, April 18

### Last Day of Classes (Not including final exams)
- Full-term session: Saturday, April 30
- 1st 8-week session: Saturday, February 27
- 2nd 8-week session: Saturday, April 30

### Reading Days (Study days prior to finals)
- Full-term & 2nd 8-week sessions only: Monday, May 2

### Final Exams
- Full-term session: Mon. May 9 – Mon. May 9
- 1st 8-week session: Mon. Feb. 29 – Sat. March 5
- 2nd 8-week session: Mon. May 9 – Mon. May 9

### Mid-Term Grades Due and Viewable Online
- *All midterm grades must be submitted online.*
- Midterm (undergraduate courses only): Saturday, March 5

### Final Grading Period
- *All grades must be received by Thursday, May 12.*
- Full-term session: Mon. May 9 – Mon. May 9
- 1st 8-week session: Mon. Feb. 29 – Sat. March 5
- 2nd 8-week session: Mon. May 9 – Mon. May 9

### Graduation/Commencement (All Spring 2016 Sessions)
- Graduation Application: Wednesday, January 20
- Last day to change your primary name:
- Which will be printed on your diploma: Friday, February 26
- Commencement RSVP Update Deadline: Tuesday, March 1
- Commencement tickets available online: Monday, April 18
- Honors Convocation: TBA
- Doctoral hooding ceremony: Wednesday, May 11
- Commencement Activities: Mon. May 9 – Sat. May 14
- Degree conferral date: Saturday, May 14

The following deadlines must be met by 12PM on the dates listed and require visitation to the Graduate Dean’s Office, FA 3.104:
- Last day to request scheduling of final doctoral oral examination: Wed., March 23
- Doctoral students must conduct final doctoral exam: Wed., April 6
- Final doctoral dissertation copies due: Wed., April 20
- Final master’s thesis copies due: Wed., April 27

### University Closings
- Martin Luther King Day: Monday, January 18

### No Classes:
- Spring break: Monday, March 14 – Saturday, March 19

### Incompletes
- Incomplete grades due for undergraduates and graduates from previous long semester: Monday, March 7
Payment and Refund Calendar Spring 2016

Bursar’s Schedule
Financial Aid refunds will be issued as available through Direct Deposit or mailed to your address in the student system starting January 11th. Set up direct deposit through www.utdallas.edu/ezpay to receive your refund the fastest way possible!

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 online (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 26
Employees who have not paid by January 26th will be assessed all applicable late fees.

Full-Term Session
Early Registration Payment Deadline ……..Wed. Dec 16
Registration Payment Deadline ………. Thur. Jan 07
Financial Aid Recipients** …………….Tues Jan 26
Late Payment fee required beginning:
$100 ........................................ Fri, Jan 08
$150 ..................................... Thur, Jan 14
$200 ..................................... Thur, Jan 21
$250 ..................................... Wed, Jan 27

1st 8-Week Session Only
Early Registration Payment Deadline ……..Wed. Dec 16
Registration Payment Deadline ………. Thur. Jan 07
Financial Aid Recipients** …………….Tues Jan 26
Late Payment fee required beginning:
$100 ........................................ Fri, Jan 08
$150 ..................................... Thur, Jan 14

2nd 8-Week Session Only
Registration Payment Deadline ………. Thur. Mar 03
Financial Aid Recipients** ……………. Mon. Mar 21
Late Payment fee required beginning:
$100 ........................................ Fri, Mar 04
$150 ..................................... Thur, Mar 10

**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) 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. 16
Regular registration……………………..Thur. Jan 07
Second installment payment deadline……..Wed., Feb 10
Third installment payment deadline………..Wed., Mar 16

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.

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 27
1st 8 Week Session…………………….Tuesday, Jan 19
2nd 8 week Session……………………..Monday, Mar 21

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

Full-Term Session
100% refund through………….Sunday, Jan 10
80% refund through………….Friday, Jan 15
70% refund through………….Monday, Jan 25
50% refund through………….Monday, Feb 01
25% refund through………….Monday, Feb 08

1st 8-Week Session
100% refund through………….Sunday, Jan 10
80% refund through………….Wednesday, Jan 13
50% refund through………….Tuesday, Jan 19

2nd 8-Week Session
100% refund through………….Sunday, Mar 06
80% refund through………….Wednesday, Mar 09
50% refund through………….Monday, Mar 14