### Academic Calendar Spring 2017

*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 9
- 1st 8-week session........................ Monday, January 9
- 2nd 8-week session........................ Monday, March 6

#### Census Day
- Full-term session........................ Thursday, January 5
- 1st 8-week session........................ Thursday, January 5
- 2nd 8-week session........................ Thursday, March 2

#### Web Registration
- Enrollment appointments assigned .......... Monday, October 24
- All students should check their enrollment appointment details in Orion for the date and time they can begin registering.
- Schedule Planner Available................ Monday, October 24
- Online add/drops/swaps ends .............. Tuesday, January 17

#### Last Day for Re-admission/Re-entry .... Friday, Dec. 30

#### Last Enrollment from Waitlist ............Friday, Jan. 6

#### Last Day for Regular Registration
- Full-term session........................ Thursday, January 5
- 1st 8-week session........................ Thursday, January 5
- 2nd 8-week session........................ Thursday, March 2

#### 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.

- 2nd 8-week session........................ Fri. Mar. 3 – Mon. Mar. 20

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

- **Full-Term Session**
  - Last day to drop a class without a “W” .... Wed. Jan. 25
  - Undergraduate Courses
    - Approval required ............ Thurs. Jan. 26 – Mon. Mar. 27
    - WL Begins ....................... Tuesday, February 21
    - WL Ends ..................................... Monday, March 27
  - Graduate Courses
    - Withdrawal Ends ................ Thursday, Mar. 30

- **1st 8-Week Session**
  - Last day to drop a class without a “W” .... Tues. Jan. 17
  - Undergraduate Courses
    - WL Begins ....................... Tuesday, January 31
    - WL Ends ..................................... Monday, February 13
  - Graduate Courses
    - Withdrawal Ends ................ Monday, February 13

- **2nd 8-Week Session**
  - Last day to drop a class without a “W” .... Mon. Mar. 20
  - Undergraduate Courses
    - Approval required ............ Tues. March 21 – Mon. April 17
    - WL Begins ....................... Tuesday, April 4
    - WL Ends ..................................... Monday, April 17
  - Graduate Courses
    - Withdrawal Ends ................ Monday, April 17

#### Last Day of Classes (Not including final exams)
- Full-term session........................ Sunday, April 30
- 1st 8-week session ......................... Saturday, February 25
- 2nd 8-week session ......................... Sunday, April 30

#### Reading Days (Study days prior to final exams)
- Full-term & 2nd 8-week sessions only .......... Monday, May 1

#### Final Exams
- Full-term session........................ Tues. May 2 – Mon. May 8
- 1st 8-week session ......................... Mon. Feb. 27 – Sat. Mar. 4
- 2nd 8-week session ......................... Tues. May 2 – Mon. May 8

#### Mid-Term Grades Due
**All mid-term grades must be submitted online.**
Midterm (undergraduate courses only) .......... Saturday, March 4

#### Mid-Term Grades Viewable Online...... Monday, March 6

#### Final Grading Period
- **All grades must be received by Thursday, May 11.**
- Full-term session........................ Tues. May 2 – Thurs. May 11
- 1st 8-week session ......................... Mon. Feb. 27 – Sat. March 4
- 2nd 8-week session ......................... Tues. May 2 – Thurs. May 11

#### Final Grades Viewable Online (after posting) .... Tues. May 9

#### Graduation/Commencement (All Spring 2017 Sessions)
- Graduation Application .................. Wednesday, January 18
- Last day to change your primary name
  - which will be printed on your diploma ....... Friday., February 24
- Honors Convocation .............................. TBA
- Commencement Activities ............... Mon. May 8 – Sat. May 13
- Commencement tickets available online ...... Monday, April 17
- Doctoral hooding ceremony ...................... Wednesday, May 10
- Degree conferral date ........................ Saturday, May 13

- 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 22
  - Doctoral students must conduct final doctoral exam ............................. Wed., April 5
  - Final doctoral dissertation copies due ............................. Wed., April 19
  - Final master’s thesis copies due ............................. Wed., April 26

#### University Closings
- Martin Luther King Day .................... Monday, January 16
- No Classes: Spring break ............... Monday, March 13 – Saturday, March 18

#### Incompletes
Incomplete grades due for undergraduates and graduates from previous long semester .................... Monday, March 6
**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 9th. You may set up direct deposit through [www.utdallas.edu/ezpay](http://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/](http://www.utdallas.edu/bursar/payments/payment-options/)

**Payment Due Dates**
Bills and tuition balances may be accessed through your EZPAY account on-line (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.

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.

**UTD Employee Deadline**……Tuesday, January 24
Employees who have not paid by January 24th will be assessed all applicable late fees.

**Full-Term Session**
Early Registration Payment Deadline ..........Thur. Dec 15
Registration Payment Deadline .................. Thur. Jan 05
Financial Aid Recipients** .......................Tues Jan 24
Late Payment fee required beginning:
$100 ........................................ Fri, Jan 06
$150 ........................................ Thu, Jan 12
$200 ........................................ Thu, Jan 19
$250 ........................................ Wed, Jan 25

**1st 8-Week Session Only**
Early Registration Payment Deadline ..........Thur. Dec 15
Registration Payment Deadline .................. Thur. Jan 05
Financial Aid Recipients** .......................Tues Jan 24
Late Payment fee required beginning:
$100 ........................................ Fri, Jan 06
$150 ........................................ Thu, Jan 12

**2nd 8-Week Session Only**
Registration Payment Deadline .................Thur. Mar 02
Financial Aid Recipients** .......................Mon. Mar 20
Late Payment fee required beginning:
$100 ........................................ Fri, Mar 03
$150 ........................................ Thu, Mar 09

**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. Note: The extended deadline does not change the posted refund schedule. If you choose not to attend UTD, you must still drop your classes prior to the term start date to avoid financial obligation.

**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.................................Thur. Dec 15
Regular registration............................. Thur. Jan 05
Second installment payment deadline...........Wed., Feb 08
Third installment payment deadline.............Wed., Mar 15

**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.

<table>
<thead>
<tr>
<th>Session</th>
<th>Refund Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Term</td>
<td>100% refund through</td>
</tr>
<tr>
<td>1st 8 Week</td>
<td>80% refund through</td>
</tr>
<tr>
<td>2nd 8 Week</td>
<td>50% refund through</td>
</tr>
<tr>
<td>1st 8 Week</td>
<td>25% refund through</td>
</tr>
<tr>
<td>2nd 8 Week</td>
<td></td>
</tr>
</tbody>
</table>

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

**Full-Term Session**
100% refund through...........................Sunday, Jan 08
80% refund through............................Friday, Jan 13
70% refund through.............................Monday, Jan 23
50% refund through.............................Monday, Jan 30
25% refund through.............................Monday, Feb 06

**1st 8-Week Session**
100% refund through...........................Sunday, Jan 08
80% refund through............................Wednesday, Jan 11
50% refund through.............................Tuesday, Jan 17

**2nd 8-Week Session**
100% refund through...........................Sunday, Mar 05
80% refund through............................Wednesday, Mar 08
50% refund through.............................Monday, Mar 13