# 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 ....................... Tuesday, 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.

<table>
<thead>
<tr>
<th>Term Session</th>
<th>Last Day to Add/Swap</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st 8-week</td>
<td>Fri. Jan. 5 – Tues. Jan. 16</td>
</tr>
<tr>
<td>2nd 8-week</td>
<td>Fri. Mar. 2 – Mon. Mar. 19</td>
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</tbody>
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## 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
  - 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
  - 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 & 2nd 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.*

## 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 ............... TBA
Honors Convocation ........................ TBA
Commencement Activities ................. Mon. May 7 – Sat. May 12
Commencement tickets available online .......... TBA
Doctoral hooding ceremony .................. TBA
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

**NOTE:**
- 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. 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). 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* ...................Tuesday, 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) 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