

# Academic Calendar Spring 2013

**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 14  
1st 8-week session ..... Monday, January 14  
2nd 8-week session ..... Monday, March 18

## Census Day

Full-term session ..... Wednesday, January 30  
1st 8-week session ..... Tuesday, January 22  
2nd 8-week session ..... Monday, March 25

## Web Registration

Enrollment appointments assigned ..... Monday, October 29  
**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 22

**Last Day for Re-admission/Re-entry** .... Friday, January 4

## Last Day for Regular Registration

Full-term session ..... Thursday, January 10  
1st 8-week session ..... Thursday, January 10  
2nd 8-week session ..... Thursday, March 14

## 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 payment fee. See Bursar's Office information.*

Full-term session ..... Fri., Jan. 11 – Tues., Jan. 22  
1st 8-week session ..... Fri., Jan. 11 – Tues., Jan. 22  
2nd 8-week session ..... Fri. Mar. 15 – Mon., Mar 25

## Drop/Withdrawal Deadlines

*Please check Comet calendar for signature procedures.*

### Full-Term Session

Last day to drop a class without a "W" ..... Wed., Jan 30  
Undergraduate Courses  
Signatures required ..... Thurs. Jan. 31 - Mon., Apr. 1  
WL Begins ..... Tuesday February 26  
WL Ends ..... Monday, April 1  
Graduate Courses  
Withdrawal Ends ..... Thursday, April 4

### 1st 8-Week Session

Last day to drop a class without a "W" ..... Tues., Jan. 22  
Undergraduate Courses  
Signatures required ..... Wed., Jan 23 – Mon., Feb. 18  
WL Begins ..... Tuesday, February 5  
WL Ends ..... Monday, February 18  
Graduate Courses  
Withdrawal Ends ..... Monday, February 18

### 2nd 8-Week Session

Last day to drop a class without a "W" ..... Mon., March 25  
Undergraduate Courses  
Signatures required ..... Tues., Mar. 26 - Mon., Apr. 22  
WL Begins ..... Tuesday, April 9  
WL Ends ..... Monday, April 22  
Graduate Courses  
Withdrawal Ends ..... Monday, April 22

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

Full-term session ..... Saturday, May 4  
1st 8-week session ..... Saturday, March 2  
2nd 8-week session ..... Saturday, May 4

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

Full-term & 2<sup>nd</sup> 8-week sessions only ..... Monday, May 6

## Final Exams

Full-term session ..... Tues., May 7 – Mon., May 13  
1st 8-week session ..... Mon., March 4 – Sat., March 9  
2nd 8-week session ..... Tues., May 7 – Mon., May 13

## Mid-Term Grades Due and Viewable Online

**All midterm grades must be submitted online.**  
Midterm (undergraduate courses only) ..... Saturday, March 9

## Final Grading Period

**All grades must be received by Thursday, May 16.**

Full-term session ..... Tues., May 7 – Thurs., May 16  
1st 8-week session ..... Mon., March 4 – Sat., March 9  
2nd 8-week session ..... Tues., May 7 – Thurs., May 16

**Final Grades Viewable Online** (after posting) ... Tues., May 14

## Graduation/Commencement (All Spring 2013 Sessions)

Honors Convocation ..... Thursday, May 16  
Commencement ..... Thurs. - Sat., May 16 – May 18  
Graduation application ..... Wednesday, January 23  
Commencement RSVP Deadline ..... Wednesday, April 3  
Commencement tickets available online ..... Monday, April 22  
Doctoral hooding ceremony ..... Thursday, May 16  
Degree conferral date ..... Saturday, May 18

## Graduating in the Summer, participating in the Spring 2013 Commencement Ceremony:

Graduation Application ..... Wednesday, January 23  
Summer Intent to Walk ..... Wednesday, January 23  
RSVP Deadline ..... Wednesday, April 3

*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 ..... Friday, March 22  
Doctoral students must conduct final doctoral exam ..... Friday, April 5  
Final doctoral dissertation copies due ..... Friday, April 19  
Final master's thesis copies due ..... Friday, April 26

## University Closings

Martin Luther King Day ..... Monday, January 21  
**No Classes:**  
Spring break ..... Sun., March 10 – Sat., March 16

## Incompletes

Incomplete grades due for undergraduates and graduates from previous long semester ..... Monday, March 18

# Payment and Refund Calendar Spring 2013

## Bursar's Schedule

As of Monday, Dec 3rd, 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 14th.

## 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 29

Employees who have not paid by January 29th will be assessed all applicable late fees.

## Full-Term Session

Early Registration Payment Deadline .....Wed. Dec 19

Registration Payment Deadline ..... Wed. Jan 09

Financial Aid Recipients\*\* .....Tues Jan 29

Late Payment fee required beginning:

\$100 .....Thursday, Jan 10

\$150 .....Wednesday, Jan 16

\$200 .....Wednesday, Jan 23

\$250 .....Tuesday, Jan 29

## 1st 8-Week Session Only

Early Registration Payment Deadline .....Wed. Dec 19

Registration Payment Deadline ..... Wed. Jan 09

Financial Aid Recipients\*\* ..... Wed. Jan 29

Late Payment fee required beginning:

\$100 .....Thursday, Jan 10

\$150 .....Wednesday, Jan 16

## 2nd 8-Week Session Only

Registration Payment Deadline .....Wed. Mar 13

Financial Aid Recipients\*\* ..... Mon. Mar 25

Late Payment fee required beginning:

\$100 .....Thursday, Mar 14

\$150 .....Wednesday, Mar 20

**\*\*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. 19

Regular registration..... Wed. Jan 9

Second installment payment deadline.....Wed., Feb 13

Third installment payment deadline.....Wed., Mar 20

### 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% origination fee to enroll in the plan.

Short Term Loan Due Date.....Mon, Apr 1

## 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 30

1st 8 Week Session .....Tuesday, Jan 22

2nd 8 week Session.....Monday, Mar 25

### Complete Withdrawal

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

### Full-Term Session

100% refund through .....Sunday, Jan 13

80% refund through .....Friday, Jan 18

70% refund through .....Monday, Jan 28

50% refund through .....Monday, Feb 04

25% refund through .....Monday, Feb 11

### 1st 8-Week Session

100% refund through .....Sunday, Jan 13

80% refund through .....Wednesday, Jan 16

50% refund through .....Tuesday, Jan 22

### 2nd 8-Week Session

100% refund through .....Sunday, Mar 17

80% refund through .....Wednesday, Mar 20

50% refund through .....Monday, Mar 25