

# Academic Calendar Spring 2014

**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 13  
1st 8-week session ..... Monday, January 13  
2nd 8-week session ..... Monday, March 17

## Census Day

Full-term session ..... Wednesday, January 29  
1st 8-week session ..... Tuesday, January 21  
2nd 8-week session ..... Monday, March 24

## Web Registration

Enrollment appointments assigned ..... Monday, October 28  
**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 21

**Last Day for Re-admission/Re-entry** ..... Fri. Jan. 3

## Last Day for Regular Registration

Full-term session ..... Thursday, January 9  
1st 8-week session ..... Thursday, January 9  
2nd 8-week session ..... Thursday, March 13

## 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. 10 – Tues. Jan. 21  
1st 8-week session ..... Fri. Jan. 10 – Tues. Jan. 21  
2nd 8-week session ..... Fri. Mar. 14 – Mon. Mar. 24

## Drop/Withdrawal Deadlines

*Please check Comet calendar for signature procedures.*

### Full-Term Session

Last day to drop a class without a "W" ..... Wed. Jan. 29  
Undergraduate Courses  
Signatures required ..... Thurs. Jan. 30 – Fri. Mar. 28  
WL Begins ..... Tuesday, February 25  
WL Ends ..... Friday, March 28  
Graduate Courses  
Withdrawal Ends ..... Thursday, April 3

### 1st 8-Week Session

Last day to drop a class without a "W" ..... Tues. Jan. 21  
Undergraduate Courses  
Signatures required ..... Wed. Jan. 22 – Mon. Feb. 17  
WL Begins ..... Tuesday, February 4  
WL Ends ..... Monday, February 17  
Graduate Courses  
Withdrawal Ends ..... Monday, February 17

### 2nd 8-Week Session

Last day to drop a class without a "W" ..... Mon. Mar. 24  
Undergraduate Courses  
Signatures required ..... Tue. Mar. 25 – Mon. April 21  
WL Begins ..... Tuesday, April 8  
WL Ends ..... Monday, April 21  
Graduate Courses  
Withdrawal Ends ..... Monday, April 21

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

Full-term session ..... Saturday, May 3  
1st 8-week session ..... Saturday, March 1  
2nd 8-week session ..... Saturday, May 3

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

Full-term & 2<sup>nd</sup> 8-week sessions only ..... Monday, May 5

## Final Exams

Full-term session ..... Tues. May 6 – Mon. May 12  
1st 8-week session ..... Mon. Mar. 3 – Sat. Mar. 8  
2nd 8-week session ..... Tues. May 6 – Mon. May 12

## Mid-Term Grades Due and Viewable Online

**All midterm grades must be submitted online.**  
Midterm (undergraduate courses only) ..... Saturday, March 8

## Final Grading Period

**All grades must be received by Thursday, May 15.**

Full-term session ..... Tues. May 6 – Thurs. May 15  
1st 8-week session ..... Mon. Mar. 3 – Sat. Mar. 8  
2nd 8-week session ..... Tues. May 6 – Thurs. May 15

**Final Grades Viewable Online** (after posting) .. Tues. May 13

## Graduation/Commencement (All Spring 2014 Sessions)

Graduation Application ..... Wed. January 22  
Last day to change your primary name  
which will be printed on your diploma ..... Mon. March 24  
Honors Convocation ..... Thurs. May 15  
Commencement ..... Thurs. May 15 – Sat. May 17  
Commencement RSVP Update Deadline ..... Wed. March 26  
Commencement tickets available online ..... Mon. April 21  
Doctoral hooding ceremony ..... Wed. May 14  
Degree Conferral date ..... Saturday, May 17

## Graduating in the Summer 2014, participating in the Spring 2014 Commencement Ceremony:

Graduation Application ..... Wed. January 22  
Last day to change your primary name  
which will be printed on your diploma ..... Mon. March 24  
Commencement RSVP Update Deadline ..... Wed. March 26

*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 21  
Doctoral students must conduct  
final doctoral exam ..... Friday, April 4  
Final doctoral dissertation copies due ..... Friday, April 18  
Final master's thesis copies due ..... Friday, April 25

## University Closings

Martin Luther King Day ..... Monday, January 20

## No Classes:

Spring break ..... Mon. Mar. 10 – Sat. Mar. 15

## Incompletes

Incomplete grades due for undergraduates and graduates from  
previous long semester ..... Monday, March 17

# Payment and Refund Calendar Spring 2014

## Bursar's Schedule

As of Wednesday, Dec 4th, 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 13th.

## 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 28  
Employees who have not paid by January 28th will be assessed all applicable late fees.

## Full-Term Session

Early Registration Payment Deadline .....Wed. Dec 18  
Registration Payment Deadline ..... Thu. Jan 09  
Financial Aid Recipients\*\* .....Tues Jan 28  
Late Payment fee required beginning:

\$100 .....Friday, Jan 10  
\$150 .....Thursday, Jan 16  
\$200 .....Thursday, Jan 23  
\$250 .....Wednesday, Jan 29

## 1st 8-Week Session Only

Early Registration Payment Deadline .....Wed. Dec 18  
Registration Payment Deadline ..... Thu. Jan 09  
Financial Aid Recipients\*\* .....Tue. Jan 28  
Late Payment fee required beginning:

\$100 .....Friday, Jan 10  
\$150 .....Thursday, Jan 16

## 2nd 8-Week Session Only

Registration Payment Deadline ..... Thu. Mar 13  
Financial Aid Recipients\*\* ..... Mon. Mar 24  
Late Payment fee required beginning:

\$100 .....Friday, Mar 14  
\$150 .....Thursday, 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. 18  
Regular registration..... Thu. Jan 9  
Second installment payment deadline.....Wed., Feb 12  
Third installment payment deadline.....Wed., Mar 19

### 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.....Mon, Mar 31

## 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 29  
1st 8 Week Session .....Tuesday, Jan 21  
2nd 8 week Session.....Monday, Mar 24

### Complete Withdrawal

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

### Full-Term Session

100% refund through .....Sunday, Jan 12  
80% refund through .....Friday, Jan 17  
70% refund through .....Monday, Jan 27  
50% refund through .....Monday, Feb 03  
25% refund through .....Monday, Feb 10

### 1st 8-Week Session

100% refund through .....Sunday, Jan 12  
80% refund through .....Wednesday, Jan 15  
50% refund through .....Tuesday, Jan 21

### 2nd 8-Week Session

100% refund through .....Sunday, Mar 16  
80% refund through .....Wednesday, Mar 19  
50% refund through .....Monday, Mar 24