

# Official Academic Calendar Spring 2012

**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 ..... Tuesday, January 17  
1st 8-week session ..... Tuesday, January 17  
2nd 8-week session ..... Monday, March 19

## Census Day

Full-term session ..... Wednesday, February 1  
1st 8-week session ..... Tuesday, January 24  
2nd 8-week session ..... Monday, March 26

## Web Registration

Enrollment appointments assigned ..... Monday, October 31  
**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 24

## Last Day for Regular Registration

Full-term session ..... Thursday, January 12  
1st 8-week session ..... Thursday, January 12  
2nd 8-week session ..... Thursday, March 15

## 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 payment fee for late registration. See Bursar's Office information.*

Full-term session ..... Fri., Jan. 13 – Tues., Jan. 24  
1st 8-week session ..... Fri., Jan. 13 – Tues., Jan 24  
2nd 8-week session ..... Fri., Mar. 9 – Mon., Mar.26

## Drop/Withdrawal Deadlines

*Please check Comet calendar for signature procedures.*

### Full-Term Session

Last day to drop a class without a "W" .... Wed., February 1  
Undergraduate Courses  
Signatures required ..... Thurs., Feb. 2 – Mon., Mar. 26  
WP/WF Begins ..... Tuesday, February 21  
WP/WF Ends ..... Monday, March 26  
Graduate Courses  
Withdrawal Ends ..... Thursday, April 5

### 1st 8-Week Session

Last day to drop a class without a "W" ..... Tues., Jan. 24  
Undergraduate Courses  
Signatures required ..... Wed., Jan. 25 – Wed., Feb. 22  
WP/WF Begins ..... Tuesday, February 7  
WP/WF Ends ..... Wednesday, February 22  
Graduate Courses  
Withdrawal Ends ..... Wednesday, February 22

### 2nd 8-Week Session

Last day to drop a class without a "W" ..... Mon., March 26  
Undergraduate Courses  
Signatures required ..... Tues., March 27 – Mon., April 23  
WP/WF Begins ..... Friday, April 6  
WP/WF Ends ..... Monday, April 23  
Graduate Courses  
Withdrawal Ends ..... Monday, April 23

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

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

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

Full-term & 2<sup>nd</sup> 8-week sessions only ..... Mon. & Tues., May 7 & 8

## Final Exams

Full-term session ..... Wed., May 9 – Mon., May 14  
1st 8-week session ..... Mon., Mar. 5 – Sat., Mar 10  
2nd 8-week session ..... Wed., May 9 – Mon., May 14

## Mid-Term Grades Due and Viewable Online

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

## Final Grading Period and Viewable Online (after posting)

**All grades must be received by Thursday, May 17.**  
Full-term session ..... Wed., May 9 – Thurs., May 17  
1st 8-week session ..... Mon., Mar. 5 – Sat., March 10  
2nd 8-week session ..... Wed., May 9 – Thurs., May 17

## Graduation/Commencement (All Spring 2012 Sessions)

Honors Convocation ..... TBA  
Commencement ..... Fri. & Sat., May 18 & 19  
Graduation application ..... Wed., January 25  
Commencement RSVP Deadline ..... Wed., March 28  
Commencement Ticket Pick Up ..... Mon., April 16 – Fri., April 20  
Doctoral hooding ceremony ..... Thurs., May 17  
Degree conferral date ..... Sat., May 19

## Graduating in the Summer, participating in the Spring 2012

**Commencement Ceremony:**  
Graduation Application ..... Wed., January 25  
Summer Intent to Walk ..... Wed., January 25  
RSVP Deadline ..... Wed., March 28

## The following deadlines require visitation to the Graduate

**Dean's Office, FA 3.104:**  
Last day to request scheduling of  
final doctoral oral examination ..... Friday, March 30  
Doctoral students must conduct  
final doctoral exam ..... Friday, April 13  
Final doctoral dissertation copies due ..... Friday, April 20  
Final master's thesis copies due ..... Thurs., April 26

## University Closings

Martin Luther King Day ..... Monday, January 16

## No Classes:

Spring break ..... Sunday, March 11 – Saturday, March 17

## Incompletes

Incomplete grades due for undergraduates and graduates from previous long semester ..... Monday, March 19

# Payment and Refund Calendar Spring 2012

## Bursar's Schedule

As of Dec 7th bills will be available online at [www.utdallas.edu/ezpay](http://www.utdallas.edu/ezpay). Paper bills are not mailed. Financial Aid refunds will be issued as available through Direct Deposit or mailed to your address in the student system starting January 17<sup>th</sup>.

## Payment Options

For details see <http://www.utdallas.edu/finance/bursar/payment-options.html?third=4>

## 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

Employees who have not paid by Jan 18th will be assessed all applicable late fees.

## Full-Term Session

Early Registration Payment Deadline	Dec 21
Registration Payment Deadline	Jan 12
Financial Aid Recipients**	Jan 31
Late Payment fee required beginning:	
\$100	Jan 13
\$150	Jan 20
\$200	Jan 26
\$250	Feb 1

## 1st 8-Week Session Only

Early Registration Payment Deadline	Dec 21
Registration Payment Deadline	Jan 12
Financial Aid Recipients**	Jan 31
Late Payment fee required beginning:	
\$100	Jan 13
\$150	Jan 20

## 2nd 8-Week Session Only

Registration Payment Deadline	Mar 14
Financial Aid Recipients**	Mar 14
Late Payment fee required beginning:	
\$100	Mar 15
\$150	Mar 21

\*\*Financial Aid recipients who have met the necessary requirements have an extended deadline only to allow time for their aid funds to be awarded and pay their tuition. Alternative payment arrangements must be made to avoid possible cancellation of classes and/or late fees. If aid is not received by the posted deadline. **EXTENDED PAYMENT DEADLINE DOES NOT APPLY TO THE REFUND SCHEDULE. PLEASE WITHDRAW BEFORE THE 1<sup>ST</sup> CLASS DAY TO AVOID FINANCIAL PENALTY.**

## Installment Payment Deadlines

The installment plan is only available for those students who are enrolled in the Full-term session. To take advantage of this plan, you must sign an 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 set up and signed an installment contract online, even if the required first payment has been made by the deadline. 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. NOTE: Installment plans are no longer available at the Bursar's Office, and must be filled out online.

First installment payment deadline	
Early Registration	Dec 21
Regular registration	Jan 12
Second installment payment deadline	Feb 15
Third installment payment deadline	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. **THIS REFUND POLICY APPLIES REGARDLESS OF PAYMENT OF TUITION.** Please see the Bursar Office website for more information.

## 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	Feb 1
1st 8 Week Session	Jan 24
2nd 8 week Session	Mar 26

## Complete Withdrawal

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

## Full-Term Session

100% refund through	Jan 16
80% refund through	Jan 23
70% refund through	Jan 30
50% refund through	Feb 6
25% refund through	Feb 13

## 1st 8 Week Session

100% refund through	Jan 16
80% refund through	Jan 19
50% refund through	Jan 24

## 2nd 8 Week Session

100% refund through	Mar 18
80% refund through	Mar 21
50% refund through	Mar 26