Important Dates for Student Employment
Spring 2017

NOTE: Student positions and assignments can be created at any time. For graduate students in student academic titles, the student must have registered and paid tuition (or confirmed attendance, if the student has a $0 tuition bill) in order for the assignment to route forward. For undergraduates in student academic titles and students in student non-academic titles, assignments can route forward once the student has registered.

For a full listing of payroll dates, please see the Payroll Services website: http://www.utexas.edu/payroll/deadlines/index.html.

Now – January 31
International Office insurance waiver webpage available until 5:00 pm on January 31 for international graduate students requesting Spring 2017 insurance waivers based on benefits-eligible assignments.

Now – June 5
International Office insurance waiver webpage available until 5:00 pm on June 5 for international graduate students requesting Summer 2017 insurance waivers based on benefits-eligible assignments.

November 1 – Tuesday
First day to post Federal Work-Study jobs for the spring semester.

December 1 – May 31, 2017
Students may have spring assignments in non-Work-Study student non-academic positions during this period.

December 5 – Monday
Last class day.

December 15 – Thursday
University residence halls close at 9:00 am.

December 17 – Saturday
Official graduation date. (No public exercises.)

December 31 – Saturday
Last day students are eligible to work in fall Federal Work-Study jobs for the fall semester.

Spring Semester 2017

January 1 – May 17
Students may work in student non-academic Federal Work-Study positions during this period.

January 5 – Thursday
5:00 pm: Tuition payment deadline for undergraduate students who registered for the spring semester by November 6. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

January 6 – Friday
Orientation for new international students.
January 9 – Monday
Orientation and testing begin for new undergraduate students.

Add/drop for the spring semester for students who have registered and paid their tuition.

January 9 – 13 – Monday – Friday
Registration for the spring semester for new, readmitted, and continuing students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on January 13; graduate and law students must pay tuition by 5:00 pm on January 20.

Add/drop for the spring semester for students who registered and paid their tuition by January 5. Payment due February 1.

January 13 – Friday
5:00 pm: Tuition bills due for undergraduate students who have registered after January 5 but not paid. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

Graduate and law students who have not paid by this date may experience delays in assignments to student academic positions, which will affect the processing of employee insurance benefits.

University residence halls open at 9:00 am.

University Health Services benefits become available to registered students.

January 16 – May 17
Students may work in student academic Federal Work-Study positions during this period.

January 16 – May 31
Students may have spring assignments in non-Work-Study student academic positions during this period.

January 16 – Monday
Martin Luther King Jr. Day holiday.

January 17 – 20 – Tuesday – Friday
Registration for the spring semester for new, readmitted, and continuing students who have not yet registered. To complete registration, all students must pay tuition by 5:00 pm on January 20.

Add/drop for the spring semester for students who registered and paid their tuition by January 5. Payment due February 1.

January 17 – Tuesday
Classes begin.

January 20 – Friday
5:00 pm: Tuition payment deadline for graduate and law students. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

5:00 pm: Tuition payment deadline for undergraduate students who registered on or after January 17.

January 23 – Monday
5:00 pm: International Office conducts first “soft audit” to confirm that international students who have applied for a student insurance waiver have an assignment in HRMS that is routed off the creator's desk. Students who fail the audit will receive a warning email.

January 26 – Thursday
5:00 pm: International Office conducts second “soft audit” to confirm that international students who have applied for a student insurance waiver have an assignment in HRMS that is routed off the creator's desk. Students who fail the audit will receive a warning email.
January 31 – Tuesday
5:00 pm: Deadline for international students to request all spring 2017 student insurance waivers. Late submissions are not accepted.

5:00 pm: International Office conducts “hard audit” to confirm that international students who have applied for a student insurance waiver have an assignment in HRMS that is routed off the creator’s desk. Waivers that do not pass the audit are voided and the student will be billed for student insurance. A financial bar will be placed on the student’s record until payment is made.

Employee health insurance cancelation effective at midnight for previously-covered students who do not have final-approved spring assignments.

February 1 – Wednesday
Twelfth class day. For students in student academic positions to be eligible to be for a resident tuition waiver, they must be assigned on or before the 12th class day through the last class day.

5:00 pm: Tuition payment deadline for undergraduate, graduate and law students who registered after January 20. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

5:00 pm: Payment for added classes (add bill) due. Failure to pay results in canceled registration.

If Tuition Reduction Benefit (TRB) recipients do not have final-approved eligible assignments in HRMS, email notifications are sent to the students and TRB creators. TRB awards are canceled on February 13 if final-approved eligible assignments are not in place.

Monthly payroll payday.

February 7 – Tuesday
Semi-monthly payroll payday.

March 1 – Wednesday
Last day to hire a Federal Work-Study student for the spring semester.

March 6 – Monday
5:00 pm: International Office conducts an ongoing audit to confirm that international students who have applied for a student insurance waiver based on an academic assignment are receiving health insurance benefits. Students who fail the audit will receive a warning email.

March 11 – 19
Spring break. Graduate students, international students, and students in Federal Work-Study positions may work up to 40 hours this week.

March 13 – Monday
5:00 pm: International Office conducts an ongoing monthly audit to confirm that international students who have applied for a student insurance waiver based on an academic assignment are receiving health insurance benefits. Waivers that do not pass the audit are voided and the student will be billed for student insurance. A financial bar will be placed on the student’s record until payment is made.

April 10 – April 16
National Student Employee Appreciation Week.

April 17 – 28 - Daily
Registration for the summer session and the fall semester for continuing and readmitted students.

May 1 – August 31
Students may have summer assignments in non-Work-Study student non-academic positions during this period.
May 2 – Tuesday
Tuition bills for the summer session distributed to students electronically.

May 5 - Friday
Last class day.

May 10 – 13, 15 – 16 – Wednesday – Saturday, Monday – Tuesday
Spring semester final exams (except in the School of Law)

May 17 – Wednesday
Last day students may work in Federal Work-Study positions for the spring semester.
University residence halls close at 9:00 am (except for graduating students).

May 18 – Thursday
5:00 pm: Tuition payment deadline for undergraduate students who registered for the summer session by April 29. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

May 20 - Saturday
Commencement (official graduation date).

May 21 – May 31
Graduate students may work up to 40 hours/week during this period.

May 21 – August 29
Continuing international students may work up to 40 hours/week during this period.

May 21 – Sunday
University residence halls close at 9:00 am for graduating students.

Summer Session 2017

Now – June 5
International Office insurance waiver webpage available until 5:00 pm on June 5 for international graduate students requesting Summer 2017 insurance waivers based on benefits eligible assignments.

May 23 – 25 Tuesday - Thursday
Registration for continuing and readmitted students for the summer session for those who have not yet registered.
Add/drop for the summer session for students who have registered and paid their tuition.

May 27 – Saturday
Summer residence halls open at 9:00 am.
University Health Services benefits become available to registered students.

May 29 - Monday
Memorial Day holiday.

May 30 – Tuesday
Orientation and testing begin for new undergraduate students
May 30 – 31 - Tuesday–Wednesday
Registration for the summer session; students who register on these dates will register for all classes to be taken during the summer session. To complete registration, undergraduate students must pay tuition by 5:00 pm on May 31; graduate and law students must pay tuition by 5:00 pm on June 2.

May 31 - Wednesday
5:00 pm: Tuition payment deadline for undergraduate students who register on or after May 23. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

Employee health insurance cancelation effective at midnight for previously-covered students (other than TAs and AIs) who do not have final-approved summer assignments that are eligible for employee insurance and that begin on June 1.

June 1 – August 31
Students may be assigned to work within this time period in non-Work-Study student academic positions for the summer.

Students may be assigned to work within this time period in Work-Study student academic and student non-academic positions for the summer.

June 1 – Thursday
Classes begin for first-term, nine-week, and whole-session classes.

International Office conducts a "soft audit" to confirm that international students who have applied for a student insurance waiver have an assignment in HRMS that is routed off the creator's desk. Students who fail the audit will receive a warning email.

June 2 – Friday
5:00 pm: Tuition payment deadline for undergraduate, graduate and law students. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

Last day of the official add/drop period for first-term, nine-week, and whole-session classes.

June 5 - Monday
5:00 p.m. Deadline for international students to request all Summer 2017 student insurance waivers. Late submissions are not accepted.

5:00 pm: Final deadline for international Spring graduates to submit the graduation waiver for a refund of summer insurance fees. (Spring tuition bills will be recalculated.)

5:00 p.m. International Office conducts a "hard audit" to confirm that international students who have applied for a student insurance waiver have an assignment in HRMS that is routed off the creator's desk and/or passed first approval. Waivers that do not pass the audit are voided and the student will be billed for student insurance. A financial bar will be placed on the student’s record until payment is made.

June 6 - Tuesday
Fourth class day for first-term, nine-week, and whole-session classes.

5:00 pm: Tuition payment deadline for any student who registered on or after June 3. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

5:00 pm: Payment for added classes (add bill) due. Failure to pay results in canceled registration.

If students are not assigned to eligible positions required for TRB awards, email notifications are sent to the students and TRB creators.