Important Dates for Student Employment
Fall 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 – September 14
International Office insurance waiver webpage available until 5:00 pm on September 14 for international graduate students requesting Fall 2017 insurance waivers based on benefits-eligible assignments.

July 18 – Tuesday
Last day during the summer session for new summer session students, continuing and readmitted students, and new graduate students to register for the fall semester.

July 25 – Tuesday
Tuition bills for the fall semester distributed to students electronically. Any final-approved TRBs will be reflected in the tuition bill.

Last class day for nine-week classes.

August 1, 2017 – January 15, 2018
Students may have fall assignments in student non-academic positions during this period.

August 11 – Friday
Last class day for second-term and whole-session classes.

August 14 – Monday
Official graduation date (no public exercises).

August 15 – Tuesday
Summer residence halls close at 9:00 am.

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

Orientation for new international students

August 22 – Tuesday
Orientation for new undergraduate transfer students.

August 23 – Wednesday
Orientation and testing begin for new freshmen students.

Deadline for graduate students to be registered in absentia for the fall semester.
Fall Semester 2017

**August 25 – Friday**
Registration for the fall semester for new undergraduate students and all graduate students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on August 29; graduate and law students must pay tuition by 5:00 pm on September 5.

University residence halls open at 9:00 am.

University Health Services benefits become available to registered students.

**August 28 – Monday**
Registration for the fall 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 August 29; graduate and law students must pay tuition by 5:00 pm on September 5.

Add/drop for the fall semester for students who registered and paid their tuition and fees by August 18.

**August 29 – Tuesday**
Registration and add/drop for the fall semester for all students.

5:00 pm: Tuition bills for undergraduate students who registered after July 18 are due. 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.

**August 30 – Wednesday**
Classes begin.

**August 31 – Wednesday**
Employee health insurance cancelation effective at midnight for previously-covered who do not have final-approved fall assignments that are eligible for employee insurance and that begin on September 1.

**September 1 – December 31**
Students may have fall assignments in Federal Work-Study positions during this period.

**September 1 – January 15, 2018**
Students may have fall assignments in student academic positions during this period.

**September 4 – Monday**
Labor Day holiday.

**September 5 – Tuesday**
Fourth class day. Last day of the official add/drop period.

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 after August 29. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

**September 6 – Wednesday**
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.
September 8 – Friday
Annual Work-Study Job Fair at the Texas Union, UNB 3.202, from 1:00 pm – 3:30 pm.

September 11 – Monday
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.

September 14 – Thursday
5:00 pm: Deadline for international students to request all Fall 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.**

September 15 – Friday
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 twelfth class day through the last class day.

5:00 pm: Tuition payment deadline for undergraduate, graduate and law students who registered on or after September 6. 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 September 27 (20th class day) if final-approved eligible assignments are not in place.**

September 19 – Tuesday
Assignment deadline for the September pay period for salary to be paid on the October 1 monthly payroll payday.

September 22 – Friday
Semi-monthly payroll payday.

September 27 – Wednesday
If **Tuition Reduction Benefit (TRB)** recipients do not have final-approved eligible assignments in HRMS, awards are programmatically cancelled. Email notifications are sent to all of the assignees on the TRB creator desks and the recipients.

October 2 – Monday
Monthly payroll payday. First monthly payday of the fall semester/fiscal year.

5:00 pm: International Office conducts an 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.

October 6 – Friday
Last day to hire a **Federal Work-Study** student for the fall semester.
**October 9 – Monday**
5:00 pm: International Office conducts an 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.**

**October 30 – November 10 – Daily**
Registration for the spring semester for continuing and readmitted students.

**November 1 – Wednesday**
First day to post [Federal Work-Study](https://example.com) jobs for the spring semester.

**November 7 – Tuesday**
Last day an undergraduate student may, with the dean’s approval, withdraw from the university or drop a class except for urgent and substantiated, nonacademic reasons.

**November 14 – Tuesday**
Tuition bills for the spring semester distributed to students electronically. Any final-approved TRBs will be reflected in the tuition bill.

**November 22 – 25 – Wednesday – Saturday**
Thanksgiving holidays.

**December 1 – May 31, 2017**
Students may have spring assignments in [student non-academic positions](https://example.com) during this period.

**December 11 – Monday**
Last class day.

**December 21 – Thursday**
University residence halls close at 9:00 am.

**December 23 – Saturday**
Official graduation date. (No public exercises.)

**December 31 – Sunday**
Last day students are eligible to work in fall [Federal Work-Study](https://example.com) jobs for the fall semester.

## Spring Semester 2018

**January 1 – May 15**
Students may work in [student non-academic Federal Work-Study positions](https://example.com) during this period.

**January 4 – Thursday**
5:00 pm: Tuition payment deadline for undergraduate students who registered for the spring semester by November 10. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

**January 5 – Friday**
Orientation for new international students.

**January 8 – Monday**
Orientation and testing begin for new undergraduate students.

Registration for the spring semester for continuing and readmitted students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on January 12; graduate and law students must pay tuition by 5:00 pm on January 19.

Add/drop for the spring semester for students who have registered and paid their tuition.
January 9 – Tuesday
Registration for the spring semester for new and readmitted students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on January 12; graduate and law students must pay tuition by 5:00 pm on January 19.

January 10 – Wednesday
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 12; graduate and law students must pay tuition by 5:00 pm on January 19.

January 11 – 12 – Thursday – Friday
Add/drop for the spring semester for students who registered and paid their tuition by January 4.

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 12; graduate and law students must pay tuition by 5:00 pm on January 19.

January 12 – Friday
5:00 pm: Tuition bills due for undergraduate students who have registered after January 4 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 15 – Monday
Martin Luther King Jr. Day holiday.

January 16 – May 15
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 – Tuesday
Classes begin.

January 19 – 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 16.

January 22 – 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 25 – 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 30 – 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.**

January 31 – 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 19. 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 12 if final-approved eligible assignments are not in place.

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