

Important Dates for Student Employment

2019 Spring and 2019 Summer Semesters

For a full listing of payroll deadlines for non-exempt hourly-paid positions and exempt monthly-paid positions, please see Payroll Services website: <https://payroll.utexas.edu/paydays-and-deadlines>

For a full listing of Work-Study deadlines, please visit the Office of Financial Aid website.

January 10 – Thursday

- 5:00 pm: Tuition payment deadline for undergraduate students who registered for the spring semester by November 9. Students with zero (\$0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

January 11 – Friday

- Orientation for new international students.

January 14 – 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 18; graduate and law students must pay tuition by 5:00 pm on January 25.
- Add/drop for the spring semester for students who have registered and paid their tuition.

January 15 – 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 18; graduate and law students must pay tuition by 5:00 pm on January 25.

January 16 – 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 18; graduate and law students must pay tuition by 5:00 pm on January 25.

January 17 – 18 – Thursday – Friday

- Add/drop for the spring semester for students who registered and paid their tuition by January 10. 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 18; graduate and law students must pay tuition by 5:00 pm on January 25.

January 18 – Friday

- 5:00 pm: Tuition bills due for undergraduate students who have registered after January 10, but not paid. Students with zero (\$0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.
- University residence halls open at 9:00 am.
- University Health Services benefits become available to registered students.

January 21 – Monday

- Martin Luther King Jr. Day holiday.

January 22 – Tuesday

- Classes begin.

January 25 – 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 after January 18.

January 28 – Monday

- 5:00 pm: International Office conducts first “soft audit” to confirm that international students who have applied for a student insurance waiver have a work assignment in Workday that is routing for approval. Students who fail the audit will receive a warning email.

January 31 – Thursday

- 5:00 pm: International Office conducts second “soft audit” to confirm that international students who have applied for a student insurance waiver have a work assignment in Workday that is routing for approval. Students who fail the audit will receive a warning email.

January 31 - Thursday

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

February 4 -- Monday

- 5:00 pm: Deadline for international students to request all spring 2019 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 a

work assignment in Workday that is routing for 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.**

February 6 – Wednesday

- Twelfth class day. For students in [student academic positions](#) to be eligible to be for a [resident tuition waiver](#), they must be employed 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 25. 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.
- If [Tuition Reduction Benefit \(TRB\)](#) recipients do not have final-approved eligible Workday jobs, email notifications are sent to the students and TRB creators. TRB awards are canceled on February 14 if final-approved eligible assignments are not in place.

February 22-Friday

- Second tuition payment due for students who selected the installment plan

March 9-Saturday

- Intra-semester reports due in the deans' offices.

March 18-23--Monday-Saturday

- Spring break.

March 29-Friday

- Final tuition payment due for students who selected the installment plan.

April 1-Monday

- Last day to apply for a law degree. Last day a law student may register in absentia.

April 6-Saturday

- 71st Annual Honors Day Program.

April 8-Monday

- Last day an undergraduate student may, with the dean's approval, withdraw from the University or drop a class except for urgent and substantiated, non-academic reasons.

- Last day an undergraduate student may change registration in a class to or from the pass/fail basis.
- Last day a law student may change registration in a class to or from the pass/fail basis. Last day to apply for an undergraduate degree.

April 17-19, 22-26-Wednesday-Friday, Monday-Friday

- Academic advising for continuing and readmitted students for the summer session and the fall semester.

April 19-Friday

- Last day to apply for a graduate degree.

April 22-May 3rd -Daily

- Registration for the summer session and the fall semester for continuing and readmitted students.

April 29-Monday

- Last day a graduate student may change registration in a class to or from the credit/no credit basis.

May 1- Wednesday

- Spring Hire By Date for Work-Study positions

May 6-Monday

- Last class day in the School of Law. Last day a law student may, with the required approvals, drop a class or withdraw from the University.

May 7-Tuesday

- Reading day in the School of Law. Tuition bills for the summer session distributed to students electronically. Notice is sent to the email address on the student's record.

May 8-11, 13-18-Wednesday-Saturday, Monday-Saturday,

- Spring semester final examinations in the School of Law.

May 10-Friday

- Last class day except in the School of Law. Last day to submit master's report, recital, thesis, doctoral dissertation, or treatise to the graduate dean.
- Last day a graduate student may, with the required approvals, drop a class or withdraw from the University.

- Last day an undergraduate student may register in absentia.

May 13-14, 19- Monday-Tuesday, Sunday

- No-class days.

May 15-18, 20-21-Wednesday-Saturday, Monday-Tuesday

- Spring semester final examinations except in the School of Law.

May 22-Wednesday

- University residence halls close at 9:00 a.m. (except for graduating students).

May 23-Thursday

- Tuition payment deadline is 5:00 p.m. for undergraduate students who registered for the summer session during the spring.

May 24-25-Friday-Saturday

- Graduation ceremonies in the colleges and schools.

May 24-Friday

- Commissioning of ROTC graduates.

May 25-Saturday

- Commencement (official graduation date).

May 26-Sunday

- University residence halls close at 9:00 a.m. for graduating students.

May 27-Monday

- Memorial Day holiday.

May 28-30-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 31-Friday

- Work-Study Spring End Date - Last Day students are eligible to work in Spring Work-Study position.

June 1-Saturday

- Summer residence halls open at 9:00 a.m. University Health Services benefits become available to registered students.
- Summer Work-Study Start Date (6/01 – 8/31)

June 3-Monday

- Orientation and testing begin for new undergraduate students.

June 4-5-Tuesday–Wednesday

- Registration for the summer sessions; students who register on these dates can register for any summer session: first term, whole session, nine-week, and second term.
- To complete registration, undergraduate students must pay tuition by 5:00 p.m. on Wednesday, June 5; graduate and law students must pay tuition by 5:00 p.m. on Friday, June 7.

June 5-Wednesday

- Tuition payment deadline is 5:00 p.m. for undergraduates.

June 6-Thursday

- Classes begin for first-term, nine-week, and whole-session classes.
- International Office insurance waivers due by 5 pm

June 7-Friday

- Last day of the official add/drop period for first-term, nine-week, and whole-session classes; after this date, changes in registration may require the approval of the department chair and usually the student's dean. (See *General Information, Academic Policies and Procedures*, for details.)
- Tuition payment deadline is 5:00 p.m. for graduate and law students.
- 5:00 pm: Tuition payment deadline for undergraduate students who registered on or after June 5.
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June 11-Tuesday

- Fourth class day for first-term, nine-week, and whole-session classes; this is the date the official enrollment count is taken.
- Payment for added classes (add bill) due by 5:00 pm.

- 5:00 pm: Tuition payment deadline for undergraduate, graduate and law students who registered after June 5. Students with zero (\$0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration
- Last day an undergraduate student may add a first-term, nine-week, or whole-session class except for rare and extenuating circumstances.
- Last day to drop a first-term, nine-week, or whole-session class for a possible refund. (See *General Information*, Academic Policies and Procedures, for details.)
- Last day a graduate student may, with the required approvals, add a first-term, nine-week, or whole-session class.
- Last day a law student may add a first-term, nine-week, or whole-session class. Last day a law student may drop a class without the approval of the dean.
- If [Tuition Reduction Benefit \(TRB\)](#) recipients do not have final-approved eligible Workday jobs, email notifications are sent to the students and TRB creators. **TRB awards are canceled on June 26th if final-approved eligible assignments are not in place.**

June 12-Wednesday

- Registration for the fall semester begins for new summer session students who have paid their tuition for summer, and for continuing and readmitted students, and for new graduate students who have not yet registered for fall.

June 26-Wednesday

- Last day a student may change registration in a first-term, nine-week, or whole-session class to or from the pass/fail or credit/no credit basis.

July 2-Tuesday

- Last class day for first-term two-hour law classes. Last day to drop a first-term two-hour law class, with required approvals.

July 4-Thursday Independence Day Holiday

July 5-Friday

- Reading day for first-term two-hour law classes.

July 8-Monday

- Final examinations for first-term two-hour law classes.

July 10-Wednesday

- Last class day for first-term three-hour law classes.
- Last day to drop a first-term three-hour law class, with required approvals.

July 11-Thursday

- Last class day for first-term classes. Last day to drop a first-term classes with required approvals.
- Reading day for first-term three-hour law class.

July 12-Friday

- Registration for students enrolling for the second term only. To complete registration, undergraduate students must pay tuition by 5:00 p.m. on Friday, July 12; graduate and law students must pay tuition by 5:00 p.m. on Tuesday, July 16.

July 12-13-Friday-Saturday

- Final examinations for first-term classes, including first-term three-hour law classes. Nine-week and whole-session classes do not meet.

July 13-Saturday

- First session housing must check out of University residence halls by 2:00 p.m.

July 14-Sunday

- Second session housing may check in to University residence halls starting at 9:00 a.m.

July 15-Monday

- Classes begin for second-term classes.

July 16-Tuesday

- Last day of the official add/drop period for the second term; after this date, changes in registration may require the approval of the department chair and usually the student's dean. (See *General Information, Academic Policies and Procedures*, for details.)
- Tuition payment deadline is 5:00 p.m. for graduate and law students.
- 5:00 pm: Tuition payment deadline for undergraduate students who registered after July 12.

July 18-Thursday

- Fourth class day for second-term classes; this is the date the official enrollment count is taken.

- Payment for added classes (add bill) due by 5:00 pm.
- 5:00 pm: Tuition payment deadline for undergraduate, graduate and law students who registered after July 16. Students with zero (\$0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.
- Last day an undergraduate student may add a second-term class except for rare and extenuating circumstances.
- Last day to drop a second-term class for a possible refund. (See *General Information, Registration Tuition and Fees*, for details.)
- Last day a graduate student may, with the required approvals, add a second-term class. Last day a law student may add a second-term course. Last day a law student may drop a second-term course without the approval of the dean.

July 19-Friday

- Last day to apply for an undergraduate or a law degree. Last day a law student may register in absentia.

July 24-Wednesday

- Last day during the summer session for new summer session students and for continuing, readmitted, and new graduate students to register for the fall semester.

July 30-Tuesday

- Tuition bills for the fall semester distributed to students electronically. Notice is sent to the email address on the student's record.
- Last class day for nine-week classes.
- Last day to drop a nine-week class. (See *General Information, Academic Policies and Procedures*, for details.)

July 31-Wednesday Reading day for nine-week law classes.

July 31-August 1-Wednesday–Thursday

- Final examinations for nine-week classes except in the School of Law.

August 1-Thursday

- Summer Hire By Date for Work-Study positions

August 1-2-Thursday-Friday

- Final examinations for nine-week law classes.

August 2-Friday

- Last day a student may change registration in a second-term class to or from the pass/fail or credit/no credit basis. Last day to apply for a graduate degree.
- Summer Work-Study Awards canceled for students that do not have a work-study job

August 3-Saturday

- Nine-week session housing must check out of University residence halls by 9:00 a.m.

August 9-Friday

- Last class day for second-term two-hour law classes.
- Last day to drop a second-term two-hour law class, with required approvals.

August 10-Saturday

- Reading day for second-term two-hour law classes.

August 12-13-Monday-Tuesday

- Final examinations for second-term two-hour law classes.

August 16-Friday

- Tuition payment deadline is 5:00 p.m. for undergraduate students who registered for the fall semester by Wednesday, July 24. The payment deadline for graduate and law students is the fourth class day of the fall semester.
- Last class day for second-term and whole-session classes, including three- and four-hour law classes.
- Last day to submit master's report, recital, thesis, doctoral dissertation, or treatise to the graduate dean. Last day to drop a second-term or whole-session class. (See *General Information, Academic Policies and Procedures*, for details.)
- Last day an undergraduate student may register in absentia.

August 17-Saturday

- Final examinations for second-term and whole-session classes, except in the School of Law.
- Reading day in the School of Law.

August 19- Monday

- Final examinations for second-term and whole-session classes.
- Final examinations for second-term and whole-session law classes.
- Official graduation date (no public exercises).

August 20-Tuesday

- Summer residence halls close at 9:00 a.m.

August 21-Wednesday

- University required Orientation and testing begin for new freshmen students.

August 23-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 p.m. on Tuesday, August 27; graduate and law students must pay tuition by 5:00 p.m. on Tuesday, September 3.
- Last day a graduate student may register in absentia University residence halls open at 9:00 a.m.
- University Health Services benefits become available to registered students.

August 26-Monday

- Registration for the fall semester for new, re-admitted, and continuing students who have not yet registered.
- To complete registration undergraduate students must pay tuition by 5:00 p.m. on Tuesday, August 27; graduate and law students must pay tuition by 5:00 p.m. on Tuesday, September 3.
- Add/drop for the fall semester for students who registered and paid their tuition and fees by Friday, August 16.

August 27-Tuesday

- Registration and add/drop for the fall semester for all students.
- Tuition payment for undergraduate students who registered after Wednesday, July 24 are due by 5:00 p.m.

August 28-Wednesday Classes begin.