Important Dates for Student Employment
Summer 2018

**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](http://www.utexas.edu/payroll/deadlines/index.html).

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**April 16 – 27 - 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 1 – Tuesday**
First day to post summer Work-Study position openings on Hire a Longhorn.
Tuition bills for the summer session distributed to students electronically.

**May 4 - Friday**
Last class day.

**May 15 – Wednesday**
Last day students may work in Federal Work-Study positions for the spring semester.

**May 16 – Wednesday**
University residence halls close at 9:00 am (except for graduating students).

**May 17 – Thursday**
5:00 pm: Tuition payment deadline for undergraduate students who registered for the summer session by April 27. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

**May 19 - Saturday**
Commencement (official graduation date).

**May 20 – May 31**
Graduate students may work up to 40 hours/week during this period.

**May 20 – Sunday**
University residence halls close at 9:00 am for graduating students.

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**Summer Session 2018**

**Now – June 11**
International Office insurance waiver webpage available until 5:00 pm on June 11 for international graduate students requesting summer 2018 insurance waivers based on benefits-eligible assignments.

**May 28 - Monday**
Memorial Day holiday.
May 29 – 31 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 - Thursday
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 student academic positions and Work-Study positions for the summer.

June 2 – Saturday
Summer residence halls open at 9:00 am.

University Health Services benefits become available to registered students.

June 4 – Monday
Orientation and testing begin for new undergraduate students

June 5 – 6 – Tuesday–Wednesday
Registration for the summer sessions; students who register on these dates can register for any summer session. To complete registration, undergraduate students must pay tuition by 5:00 pm on June 6; graduate and law students must pay tuition by 5:00 pm on June 8.

June 6 – Wednesday
5:00 pm: Tuition payment deadline for undergraduate students. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

June 7 – 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 8 – 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;

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

June 11 – Monday
5:00 p.m. Deadline for international students to request all summer 2018 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 12 - 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 8. 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.

June 13 - 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 who have not yet registered for fall.

June 27 - Wednesday
15th class day. If Tuition Reduction Benefit (TRB) recipients do not have final-approved eligible assignments in HRMS, TRB awards are canceled. Email notifications are sent to the students and TRB creators.

July 1 – Sunday
First day to post Federal Work-Study jobs for the fall semester.

July 2 – Monday
International Office conducts an ongoing monthly audit to confirm that international students who have applied for a student insurance waiver are receiving health insurance benefits through an academic assignment. Students who fail the audit will receive a warning email.

July 4 – Wednesday
Independence Day Holiday.

July 9 – Monday
5:00 p.m. International Office conducts an ongoing monthly audit to confirm that international students who have applied for a summer student insurance waiver are receiving health insurance benefits through an academic assignment. 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.

July 12 – Thursday
Last class day for first-term classes.

July 13 - Friday
Registration for students enrolling for the second term only.

5:00 pm: Tuition payment deadline for undergraduate students for second-term classes. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration. Graduate and law students must pay tuition by 5:00 pm on July 17.

July 16 - Monday
Classes begin for second-term classes.

Last day to hire a Federal Work-Study student for the summer.
July 17 – Tuesday
5:00 pm: Tuition payment deadline for graduate and law students for second-term classes. 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 July 16 for second-term classes. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

July 19 – Thursday
Fourth class day for second-term classes.

5:00 pm: Tuition payment deadline for undergraduate, graduate and law students who registered on or after July 18 for second-term classes. 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.

July 25 – 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 31 – 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, 2018 – January 15, 2019
Students may have fall assignments in student non-academic positions during this period.

August 1, 2018 - Wednesday
Office of Financial Aid will rescind summer Work-Study awards for students without a current Work-Study assignment.

August 17 – Friday
Last class day for second-term and whole-session classes.

5:00 pm: Tuition payment deadline for undergraduate students who registered for the fall session by July 25. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

Orientation for new international students

August 20 – Monday
Official graduation date (no public exercises).

August 21 – Tuesday
Summer residence halls close at 9:00 am.

Orientation for new undergraduate transfer students.

August 22 – Tuesday
Orientation and testing begin for new freshmen students.
Fall Semester 2018

August 24 – 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 28; graduate and law students must pay tuition by 5:00 pm on September 4.

University residence halls open at 9:00 am.

University Health Services benefits become available to registered students.

August 27 – 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 28; graduate and law students must pay tuition by 5:00 pm on September 4.

Add/drop for the fall semester for students who registered and paid their tuition and fees by August 17.

August 28 – Tuesday
Registration and add/drop for the fall semester for all students.

5:00 pm: Tuition bills for undergraduate students who registered after July 25 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 29 – Wednesday
Classes begin.

August 30 – Thursday
Annual Work-Study Job Fair at Texas Union Ballroom, 11:00 am – 3:00 pm

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.

Last day students may work in Federal Work-Study positions for the summer semester.

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 3 – Monday
Labor Day holiday.

September 3 – Monday
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 4 – 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 28. Students with zero ($0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

**September 10 – 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 13 – Thursday**

5:00 pm: Deadline for international students to request all Fall 2018 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 14 – 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 4. 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 26 (20th class day) if final-approved eligible assignments are not in place.**