

# Important Dates for Student Employment Summer 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>.

**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 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 28. 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 cancellation 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.

#### **June 7 - 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 21 - Wednesday**

15<sup>th</sup> 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.

#### **June 30 - Friday**

Last day to hire a [Federal Work-Study](#) student for the summer.

#### **July 1 - Saturday**

First day to post [Federal Work-Study](#) jobs for the fall semester.

#### **July 3 - 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 - Tuesday**

Independence Day Holiday.

#### **July 6 - Thursday**

Last class day for first-term classes.

#### **July 7 - 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 11.

#### **July 10 - Monday**

Classes begin for second-term classes.

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 11 – 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 8 for second-term classes. Students with zero (\$0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

**July 13 – 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 12 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 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.

## Fall Semester 2017

**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.

**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 16.

**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 cancellation 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 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 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 8 - Friday**

Annual Work-Study Job Fair at Texas Union Ballroom, 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 (20<sup>th</sup> class day) if final-approved eligible assignments are not in place.**