

# Spring 2018 Academic Calendar

## Payment Deadlines

Wednesday, January 3	Payment deadline for students who registered October 30 – December 29, 2017.
Thursday, January 4	Students who registered by December 29 and have not paid, or made payment arrangements, will be charged \$100 LATE fee.
Wednesday, January 24 (Census)	Unpaid students will be charged a \$100 LATE fee.
Monday, February 5	Unpaid students will be removed from their classes.

## October 2017

Monday, October 30 Spring 2018 registration begins

## December 2017

December 25–26 Christmas Holiday. University closed.

December 27–29 Winter Holiday. Limited services available.

December 30-31 Registration closed

## January 2018

Monday, January 1 New Year's Day. University closed. Registration closed.

January 2–17 **Late registration and add/drop**

All admitted students may register or add/drop classes via *ASAP* with appropriate approvals.

Wednesday, January 3 **Payment deadline** for students who registered October 30 – December 29, 2017.  
*Bills are not mailed.*

Thursday, January 4 **Late Payment Fee charged.**

**Students who registered by December 29 and have not paid, or made payment arrangements, will be charged a \$100 LATE fee.**

Sunday, January 7 **100% Refund Date**

Last day to withdraw from all classes and receive a 100% refund of tuition and fees.\*

Monday, January 8 First day of Spring 2018 classes

Friday, January 12 **80% Refund Date**

Last day to withdraw from all classes and receive an 80% refund of tuition and fees.\*

Monday, January 15 Martin Luther King, Jr. Birthday Holiday. University closed.

Tuesday, January 16 **Challenge Examination Requests**

Last day to request challenge examination from the instructor. Challenge Examination form must be turned into the One Stop Enrollment Center and the test administered by Jan 29.

Wednesday, January 17 **Deadline to add a class or late register** on *ASAP*.

Wednesday, January 17 **Waitlisting ends**

Thursday, January 18 **Drop/Withdraw Only Begins**

Online registration on *ASAP* closed. Students may only drop individual courses or withdraw from the university. Classes dropped/withdrawn on, or before, Census (January 24) will not receive a grade and will not appear on the student's transcript.

Monday, January 22 **70% Refund Date**

Last day to withdraw from all classes and receive a 70% refund of tuition and fees\*

Wednesday, January 24 **Census Date, 5 p.m.**

**Last day to drop or withdraw without a grade.** Last day to drop an individual course and receive a 100% refund. NOTE: If you are enrolled in only one class, or are dropping your last class, this action is NOT considered a drop. It is a withdrawal and you will be refunded according to the prorated withdrawal refund percentages given on the academic calendar and the [Fiscal Services Webpage](#).

No refunds are given for dropping an individual course after this date.

**Students who have not made payment, or made payment arrangements, will be charged a \$100 LATE fee.**

January 25 – March 20 **Drop Time Frame** (Automatic "W")  
All students (undergraduate & graduate) may drop an individual course via *ASAP*, or withdraw (drop all classes) and receive a grade(s) of "W." Students must see advisor to drop developmental classes.

Monday, January 29 **Challenge Examination Requests Due**  
Last day to submit an approved Request to Challenge Examination form to the One-Stop Enrollment Center. Challenge examinations should be administered by this date.

Monday, January 29 **50% Refund Date**  
Last day to withdraw from all classes and receive a 50% refund of tuition and fees.

## February 2018

Monday, February 5 **25% Refund Date**  
Last day to withdraw from all classes and receive a **25%** refund of tuition and fees. \*

Monday, February 5 **Unpaid students will be removed from their classes.**

Wednesday, February 14 Second installment payment is due for students who select the three payment plan.

Thursday, February 15 Deadline for Spring 2018 Master's and Doctoral degree candidates to apply for graduation. Visit the [Graduation Webpage](#) for more information.

2018–2019 [General Scholarship Application](#) Deadline

Monday, February 26 Midterm Grades Due; 2 p.m. Deadline for faculty to enter midterm grades.

Tuesday, February 27 **Students may view grades on *ASAP***

## March 2018

March 12–17 **Spring Break**  
Classes do not meet. University offices open March 12-15.

March 15–17 **Spring Break Holiday**  
Limited services available March 15. University closed March 16.

Tuesday, March 20 **Drop Deadline**  
Last day for all students (undergraduate and graduate) to drop an individual course via *ASAP* and receive an automatic "W".

Tuesday, March 20 Deadline to choose **credit/no credit grading option** (undergraduate only).

Wednesday, March 21 Final installment payment is due for students who select the three payment plan.

March 21 – April 25 **Withdrawal Only Time Frame** (Automatic "W")  
All students (undergraduate and graduate) may withdraw (**drop all classes**) ONLY.\*\* A grade of "W" will be given for each class. Students must see advisor to drop developmental classes.

## April 2018

Wednesday, April 25 **Withdrawal/Automatic "W" Deadline\*\***  
 Deadline for all students to withdraw (**drop all classes**) ONLY and receive a grade of "W" for each class. Students must see advisor to drop developmental classes.

Students receiving financial aid must submit withdrawal form in person to the One-Stop Enrollment Center. Withdrawal forms are available at  
<http://www.utsa.edu/registrar/forms.html>

Saturday, April 28 Last Day of Classes

Monday, April 30 **Student Study Day.** Classes do not meet.

## May 2018

Tuesday, May 1 **Student Study Day.** Classes do not meet.

Wed–Tue, May 2–8 **Final Exams.** No Final Exams on Sunday.

Tuesday, May 8 End of Term for Spring 2018 Semester

Friday, May 11 Final Grades Due; 2 p.m. Deadline for faculty to enter final grades.

Saturday, May 12 **Students may view grades on ASAP**

TBA **Commencement Ceremonies**

Visit the [Commencement Webpage](#) and click desired ceremony for details.

## July 2018

Sunday, July 15 Deadline for **Fall undergraduate degree candidates** to apply for graduation.  
 Visit the [Graduation Webpage](#) for more information.

### \*Drop/Withdrawal timeframe rules

Students, both undergraduate and graduate, may drop an individual class through the **ninth week** of classes (March 20).

### \*\*Withdrawal procedures

After the *deadline to drop an individual course via ASAP* (March 20) students on financial aid who wish to withdraw (drop all classes) from the University must submit a paper withdrawal form to the One-Stop Enrollment Center for processing. Except for student athletes and international students, only the student's signature is required on the form.

Student athletes must submit a withdrawal form, signed by an advisor in the Collegiate Athletics department, to the One Stop Enrollment Center for processing. International students must submit a withdrawal form, signed by the Director, International Student Services or an International Student Advisor, to the One-Stop Enrollment Center for processing.

After the withdrawal deadline (April 25) students may not drop courses, or withdraw, except with the approval of the course instructor and the Dean of the College in which the student is enrolled.