

Spring 2017 Academic Calendar

Payment Deadlines

Tuesday, January 3, 2017 Payment deadline for students who registered Oct. 31 – Dec. 29, 2016. Students who remain unpaid will be charged a \$100 late payment fee.

Wednesday, January 25, 2017 Payment deadline for students who registered Jan. 2 – Jan. 25, 2017.

Students who are still unpaid by February 6, 2017, will be removed from classes and charged an additional \$100 late payment fee.

October 2016

Monday, October 31 Spring 2017 registration begins

December 2016

Friday, December 23 Winter Holiday. Limited services available.

Monday, December 26 Christmas Holiday. University closed.

December 27–30 Winter Holiday. Limited services available.

December 30–31 **Registration closed**

January 2017

January 1 **Registration closed**

January 2–18 **Late registration and add/drop**

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

Tuesday, January 3 **Payment deadline** for students who registered October 31 – December 29, 2016. *Bills are not mailed.* Students who do not make payment or payment arrangements by the due date will be assessed a **\$100** registration late payment fee.

Sunday, January 8 **100% Refund Date**
Last day to withdraw from all classes and receive a 100% refund of tuition and fees.*

Monday, January 9 First day of Spring 2017 classes

Friday, January 13 **80% Refund Date**
Last day to withdraw from all classes and receive an 80% refund of tuition and fees.*

Monday, January 16 Martin Luther King, Jr. Birthday Holiday. University closed.

Tuesday, January 17 **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 30.

Wednesday, January 18 **Deadline to add a class or late register** on *ASAP*.

Wednesday, January 18 Waitlisting ends

Thursday, January 19 **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 Classes dropped/withdrawn on, or before, Census (January 25) will not receive a grade and will not appear on the student's transcript.

Monday, January 23 **70% Refund Date**

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

Wednesday, January 25	Payment deadline for students who registered January 2–18, 2017. <i>Bills are not mailed.</i>
Wednesday, January 25	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.
January 26 – March 21	Drop Time Frame (Automatic "W") All students (undergraduate & graduate) may drop an individual course via <i>ASAP</i> , or withdraw (drop all classes) and receive a grade(s) of "W." Students must see advisor to drop developmental classes.
Monday, January 30	50% Refund Date Last day to withdraw from all classes and receive a 50% refund of tuition and fees. *
Monday, January 30	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.
February 2017	
Monday, February 6	25% Refund Date Last day to withdraw from all classes and receive a 25% refund of tuition and fees. *
Monday, February 6	Late Payment Fee Assessed and Students Dropped for Non-Payment Students who do not make payment or payment arrangements will be assessed a \$100 Registration Late Payment Fee and lose their registration.
Wednesday, February 15	Deadline for Spring 2017 Master's and Doctoral degree candidates to apply for graduation. Visit the Graduation Webpage for more information.
	2017–2018 General Scholarship Application Deadline
Wednesday, February 15	Second installment payment is due for students who select the three payment plan.
Monday, February 27	Midterm Grades Due; 2 p.m. Deadline for faculty to enter midterm grades.
March 2017	
March 13–18	Spring Break Classes do not meet. University offices open.
Tuesday, March 21	Drop Deadline Last day for all students (undergraduate and graduate) to drop an individual course via <i>ASAP</i> and receive an automatic "W".
Tuesday, March 21	Deadline to choose credit/no credit grading option (undergraduate only).
Wednesday, March 22	Final installment payment is due for students who select the three payment plan.
March 22 – April 26	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 2017

Wednesday, April 26 **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 29 Last Day of Classes

May 2017

Monday–Tuesday, May 1–2 **Student Study Days.** Classes do not meet.

Wednesday–Tuesday, May 3–9 **Final Exams.** No Final Exams on Sunday.

Tuesday, May 9 End of Term for Spring 2017 Semester

Friday, May 12 **Final Grades Due;** 2 p.m.
 Deadline for faculty to enter final grades.

Saturday–Sunday, May 13–14 **Commencement Ceremonies**
 Visit the [Commencement Webpage](#) and click desired ceremony for details.

Saturday, 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 21).

**Withdrawal procedures

After the *deadline to drop an individual course via ASAP* (March 21) 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 26) 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.