

# Spring 2019 Academic Calendar

## Payment Deadlines

Monday, January 7	Payment deadline for students who registered October 29, 2018 – January 3, 2019.
Tuesday, January 8	Students who registered by January 3 and have not paid, or made payment arrangements, will be charged \$100 LATE fee.
Wednesday, January 30 (Census)	Unpaid students will be charged a \$100 LATE fee.
Monday, February 11	Unpaid students will be removed from their classes.

## October 2018

Monday, October 29 Spring 2019 registration begins.

## December 2018

December 24–26 Christmas Holiday. University closed.

December 27–28 Winter Holiday. Limited services available.

December 31 University closed.

## January 2019

Tuesday, January 1 New Year's Day. University closed.

January 4–6 **Registration Closed**

January 7–23 **Late registration and add/drop**

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

Monday, January 7 **Payment deadline** for students who registered October 29, 2018 – January 3, 2019.  
*Bills are not mailed.*

Tuesday, January 8 **Late Payment Fee charged.**

**Students who registered by January 3 and have not paid, or made payment arrangements, will be charged a \$100 LATE fee.**

Sunday, January 13 **100% Refund Date**

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

Monday, January 14 First day of Spring 2019 classes

Friday, January 18 **80% Refund Date**

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

Monday, January 21 Martin Luther King, Jr. Birthday Holiday. University closed.

Tuesday, January 22 **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 February 4.

Tuesday, January 22 **Waitlisting ends**

Wednesday, January 23 **Deadline to add a class or late register** on *ASAP*.

Thursday, January 24	<b>Drop/Withdraw Only Begins</b> Online registration on <i>ASAP</i> closed. Students may only drop individual courses or withdraw from the university. Classes dropped/withdrawn on, or before, Census (January 30) will not receive a grade and will not appear on the student's transcript.
Monday, January 28	<b>70% Refund Date</b> Last day to withdraw from all classes and receive a 70% refund of tuition and fees*
Wednesday, January 30	<b>Census Date, 5 p.m.</b>  <b>Last day to drop or withdraw without a grade.</b> 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 <a href="#">Fiscal Services Webpage</a> .  No refunds are given for dropping an individual course after this date.  <b>Students who have not made payment, or made payment arrangements, will be charged a \$100 LATE fee.</b>
January 31 – March 25	<b>Drop Time Frame</b> (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.
<b>February 2019</b>	
Monday, February 4	<b>Challenge Examination Requests Due</b> 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, February 4	<b>50% Refund Date</b> Last day to withdraw from all classes and receive a 50% refund of tuition and fees.
Monday, February 11	<b>25% Refund Date</b> Last day to withdraw from all classes and receive a 25% refund of tuition and fees. *
Monday, February 11	<b>Unpaid students will be removed from their classes.</b>
Wednesday, February 13	Second installment payment is due for students who select the three payment plan.
Friday, February 15	Deadline for Spring 2019 Master's and Doctoral degree candidates to apply for graduation. Visit the <a href="#">Graduation Webpage</a> for more information.  2019–2020 <a href="#">General Scholarship Application</a> Deadline.
<b>March 2019</b>	
Monday, March 4	Midterm Grades Due; 2 p.m. Deadline for faculty to enter midterm grades.
Tuesday, March 5	<b>Students may view grades on <i>ASAP</i>.</b>
March 11–16	<b>Spring Break</b> Classes do not meet. University offices open March 11-15.
Wednesday, March 20	Final installment payment is due for students who select the three payment plan.
Monday, March 25	<b>Drop Deadline</b> Last day for all students (undergraduate and graduate) to drop an individual course via <i>ASAP</i> and receive an automatic "W".
Monday, March 25	Deadline to choose <b>credit/no-credit grading option</b> (undergraduate only).

March 26 – May 1 **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 2019

April 1, 8:00 a.m. Student Course Evaluations OPEN in *ASAP*.

April 15, midnight Student Course Evaluations CLOSE in *ASAP*.

### May 2019

Wednesday, May 1 **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, May 4 Last Day of Classes

Mon–Tue, May 6–7 **Student Study Days.** Classes do not meet.

Wed–Tue, May 8–14 **Final Exams.** No Final Exams on Sunday.

Tuesday, May 14 End of Term for Spring 2019 Semester

Friday, May 17 Final Grades Due; 2 p.m. Deadline for faculty to enter final grades.

Saturday, May 18 **Students may view grades on *ASAP*.**

May 18-19 **Commencement Ceremonies**

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

### July 2019

Monday, 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 25).

### \*\*Withdrawal procedures

After the *deadline to drop an individual course via ASAP* (March 25) 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 (May 1) 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.