

## Payment Deadlines

### Full 16-week Term

- January 9 Payment deadline. All students (undergraduate and graduate) who have not paid, or made [payment arrangements](#), by 5 p.m. on this date will be charged a \$100 LATE fee.
- January 25 All students (undergraduate and graduate) who have not made payment arrangements by 5 p.m. on this date will be charged \$100 LATE fee.
- January 31 Students who are still unpaid at 5 p.m. on this date will be removed from their 16-week classes.  
(Census)

### First 8-week Term (B5)

- January 9 Payment deadline for courses in the First 8-week term. All students (undergraduate and graduate) who have not made payment arrangements by 5 p.m. on this date will be charged \$100 LATE fee.
- January 23 All students (undergraduate and graduate) who have not made payment arrangements by 5 p.m. on this date will be charged a \$100 LATE fee and will be removed from their First 8-week classes  
(Census)

### Second 8-week Term (B6)

- March 12 Payment deadline for courses in the Second 8-week term. All students (undergraduate and graduate) who have not made payment arrangements by 5 p.m. on this date will be charged \$100 LATE fee.
- March 25 All students (undergraduate and graduate) who have not made payment arrangements by 5 p.m. on this date will be charged a \$100 LATE fee and will be removed from their Second 8-week classes  
(Census)

## Calendar

- October 30, 2023 Spring 2024 registration begins.
- Dec. 25-29, 2023 Winter Holiday. University closed. Limited services available on Dec. 27 & 28.
- January 1, 2024 New Year's Day. University closed.

### Full 16-week Term: January 16 – May 10, 2024

- January 5 **Registration Closes at 11:59 p.m.**, reopens Monday, January 8, at 7 a.m.
- January 8-24 **Late registration and add/drop**  
All admitted students may register or add/drop classes via *myUTSA* Account (formerly ASAP) with appropriate approvals.
- January 9 **Payment deadline.** All students (undergraduate and graduate) who have not made [payment arrangements](#) by 5 p.m. on this date will be charged a \$100 LATE fee.
- January 15 2024–2025 [General Scholarship Application](#) Deadline.
- January 15 **100% Refund Date**  
Last day to drop all classes (withdraw) in *myUTSA* Account (Formerly ASAP) and receive a 100% refund of tuition and fees.
- January 15 Martin Luther King, Jr. Birthday Holiday. University closed.
- January 16 **First day of Spring 2024 classes**
- January 22 **80% Refund Date**  
Last day to withdraw from all classes and receive an 80% refund of tuition and fees.
- January 23 **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 5.
- January 23 **Waitlisting ends**

January 24	<b>Deadline to add a class or late register</b> using <i>my</i> UTSA Account (formerly ASAP). Registration will close at 11:59pm.
January 25	All students (undergraduate and graduate) who have not made <a href="#">payment arrangements</a> by 5 p.m. on this date will be charged \$100 LATE fee.
January 29	<b>70% Refund Date</b> Last day to withdraw from all classes and receive a 70% refund of tuition and fees.
January 31	<b>Census Date, 5:00 p.m., for the full 16-week term</b>  <b>Students who are still unpaid at 5 p.m. on this dated will be removed from their 16-week classes.</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 is considered a withdrawal and you will be refunded according to the prorated withdrawal refund percentages on the academic calendar. <b>No refunds are given for dropping an individual course after this date.</b>
February 1-March 25	<b>Drop/Withdraw Only Time Frame</b> (Automatic "W") All students (undergraduate and graduate) may drop an individual course via <i>my</i> UTSA Account (formerly ASAP), or withdraw (drop all classes) and receive a grade(s) of "W." Students must see advisor to drop developmental classes.
February 5	<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.
February 5	<b>50% Refund Date</b> Last day to withdraw from all classes and receive a 50% refund of tuition and fees.
February 12	<b>25% Refund Date</b> Last day to withdraw from all classes and receive a 25% refund of tuition and fees.
February 15	Deadline for Spring 2024 undergraduate and graduate degree candidates to apply for graduation. Visit the <a href="#">Graduation Webpage</a> for more information.
February 20	Second installment payment is due for students who select the three-payment plan.
March 4	<b>Midterm Grades Due;</b> 2 p.m. Deadline for faculty to enter midterm grades.
March 5	Students may view midterm grades on <i>my</i> UTSA Account (formerly ASAP).
March 11-15	<b>Spring Break.</b> Classes do not meet. University offices will be open.
March 25	<b>Drop Deadline</b> Last day for all students (undergraduate and graduate) to drop an individual course via <i>my</i> UTSA Account (formerly ASAP) and receive an automatic "W". *
March 25	Deadline to choose <b>credit/no-credit grading option</b> (undergraduate only).
March 26 – April 30	<b>Withdraw Only Time Frame</b> (Automatic "W") All students (undergraduate and graduate) may withdraw ( <b>drop all classes</b> ) ONLY.** A grade of "W" will be given for each class. Students must see advisor to drop developmental classes.
March 29	Final installment payment is due for students who select the three-payment plan.
April 19	Student Course Evaluations OPEN in Canvas at 8 a.m.
April 30	<b>Withdraw/Automatic "W" Deadline</b> Deadline for all students to withdraw ( <b>drop all classes</b> ) 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 <a href="https://onestop.utsa.edu/forms/registrar/">https://onestop.utsa.edu/forms/registrar/</a>
May 2	Last Day of Classes

May 3	<b>Student Study Day.</b> Classes do not meet.
May 3	Student Course Evaluations CLOSE in Canvas at Midnight
May 6-10	<b>Final Exams.</b> No Final Exams on Saturday or Sunday.
May 10	<b>End of Term for Spring 2024 Semester</b> <b>Year-old Incomplete ("IN") grades convert to "F" at 5 p.m.</b> (undergraduate and graduate courses)
May 13	<b>Final Grades Due;</b> 2 p.m. Deadline for faculty to enter final grades.
May 15	<b>Students may view grades on myUTSA Account</b> (formerly ASAP).
May 17 (Friday)	<b>Commencement Ceremonies</b> Visit the <a href="#">Commencement Webpage</a> and click desired ceremony for details.
July 15	Priority deadline for all Fall degree candidates to apply for graduation. Visit the <a href="#">Graduation Webpage</a> for more information. Final deadline is Sept. 15, 2024.

## First 8-week Term (B5): January 16 – March 8, 2024

January 5	<b>Registration Closes at 11:59 p.m.,</b> reopens Monday, January 8, at 7 a.m.
January 9	<b>Payment deadline</b> for courses in the first 8-week Term. All students (undergraduate and graduate) who have not made <a href="#">payment arrangements</a> by 5 p.m. on this date will be charged a \$100 LATE fee.
January 15	Last day to withdraw from all classes in the first 8-week (B5) term and receive a <b>100% refund</b> of tuition and fees.
January 16	<b>First day of 8-week (B5) term classes</b>
January 16	<b>Waitlisting ends</b>
January 17	Last day to add a class or <b>late register</b> for the first 8-week (B5) term.
January 18	Last day to withdraw from all classes in the first 8-week (B5) term and receive an <b>80% refund</b> of tuition and fees.
January 22	Deadline for students to bring an approved <b>Challenge Examination</b> form to One Stop and take the exam.
January 23	All students (undergraduate and graduate) who have not made payment arrangements by 5 p.m. on this date will be charged a \$100 LATE fee and will be removed from their first 8-week term classes.
January 23	<b>Census Date, 5 p.m., for the first 8-week (B5) term</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 is considered a withdrawal and you will be refunded according to the prorated withdrawal refund percentages on the academic calendar. <b>No refunds are given for dropping an individual course after this date.</b>
January 23	Last day to withdraw from all classes in the first 8-week (B5) term and receive a <b>50% refund</b> of tuition and fees.
February 12	<b>Drop Deadline*</b> Last day to drop an individual course in the first 8-week (B5) term and receive a grade of "W".
February 12	Deadline to choose <b>credit/no credit grading option</b> (undergraduate only).
March 2	Student Course Evaluations OPEN in Canvas at 8 a.m.
March 5	<b>Withdrawal/Automatic "W" Deadline**</b> Deadline to withdraw from the first 8-week (B5) term (drop all classes) and receive a grade of "W" for each class.
March 8	Last day of classes for the first 8-week (B5) term. No Study Days in 8-week terms.
March 8	<b>Final Exams for the first 8-week (B5) term.</b> Final exams are held during class time.
March 9	Student Course Evaluations CLOSE in Canvas at Midnight.

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| March 11 | Final Grades Due; 2 p.m. Deadline for faculty to enter final grades for the first 8-week (B5) term. |
| March 12 | Students may view grades in <i>my</i> UTSA Account (formerly ASAP).                                 |

## Second 8-Week Term (B6): March 18 – May 8, 2024

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| March 12 | <b>Payment deadline</b> for courses in the second 8-week Term. All students (undergraduate and graduate) who have not made <a href="#">payment arrangements</a> by 5 p.m. on this date will be charged a \$100 LATE fee.                                                                                                                                                                                                                                                                            |
| March 17 | Last day to withdraw from all classes in the second 8-week (B6) term and receive a <b>100% refund</b> of tuition and fees.                                                                                                                                                                                                                                                                                                                                                                          |
| March 18 | <b>First day of second 8-week (B6) term classes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| March 18 | <b>Waitlisting ends</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| March 19 | Last day to add a class or <b>late register</b> for the second 8-week (B6) term.                                                                                                                                                                                                                                                                                                                                                                                                                    |
| March 20 | Last day to withdraw from all classes in the second 8-week (B6) term and receive an <b>80% refund</b> of tuition and fees.                                                                                                                                                                                                                                                                                                                                                                          |
| March 22 | Deadline for students to bring an approved <b>Challenge Examination</b> form to One Stop and take the exam.                                                                                                                                                                                                                                                                                                                                                                                         |
| March 25 | All students (undergraduate and graduate) who have not made payment arrangements by 5 p.m. on this date will be charged a \$100 LATE fee and will be removed from their second 8-week term classes.                                                                                                                                                                                                                                                                                                 |
| March 25 | <b>Census Date, 5 p.m., for the second 8-week (B6) term</b><br><br><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 is considered a withdrawal and you will be refunded according to the prorated withdrawal refund percentages on the academic calendar.<br><b>No refunds are given for dropping an individual course after this date.</b> |
| March 25 | Last day to withdraw from all classes in the second 8-week (B6) term and receive a <b>50% refund</b> of tuition and fees.                                                                                                                                                                                                                                                                                                                                                                           |
| April 12 | <b>Drop Deadline*</b> Last day to drop an individual course in the second 8-week (B6) term and receive a grade of "W".                                                                                                                                                                                                                                                                                                                                                                              |
| April 12 | Deadline to choose <b>credit/no credit grading option</b> (undergraduate only).                                                                                                                                                                                                                                                                                                                                                                                                                     |
| April 29 | Student Course Evaluations OPEN in Canvas at 8 a.m.                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| May 3    | <b>Withdrawal/Automatic "W" Deadline**</b> Deadline to withdraw from the second 8-week (B6) term (drop all classes) and receive a grade of "W" for each class.                                                                                                                                                                                                                                                                                                                                      |
| May 6    | Student Course Evaluations CLOSE in Canvas at Midnight.                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| May 8    | Last day of classes for the second 8-week (B6) term. No Study Days in 8-week terms.                                                                                                                                                                                                                                                                                                                                                                                                                 |
| May 8    | <b>Final Exams for the second 8-week (B6) term.</b> Final exams are held during class time.                                                                                                                                                                                                                                                                                                                                                                                                         |
| May 13   | Final Grades Due; 2 p.m. Deadline for faculty to enter final grades for the second 8-week (B6) term.                                                                                                                                                                                                                                                                                                                                                                                                |
| May 15   | Students may view grades in <i>my</i> UTSA Account (formerly ASAP).                                                                                                                                                                                                                                                                                                                                                                                                                                 |

### \*Drop/Withdraw time frame rules

Students, both undergraduate and graduate, may drop an individual class through the Drop Deadline. The full term (16 weeks) and the 8-week terms have different drop deadlines, please see the dates listed above.

## **\*\*Withdrawal procedures**

After the *deadline to drop an individual course via myUTSA Account (formerly ASAP)*, students on financial aid who wish to withdraw (drop all classes) from the University must submit a [withdrawal form](#) to the One Stop Enrollment Center via the [Document Uploader](#). 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 via the Document Uploader. 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 via the Document Uploader.

After the withdrawal deadline 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.