

Payment Deadlines

Regular 16-week Term

- January 10 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 26 All students (undergraduate and graduate) who have not made payment arrangements by 5 p.m. on this date will be charged \$100 LATE fee.
- February 1 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 10 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 24 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 14 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 27 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 31, 2022 Spring 2023 registration begins.
- December 26 & 30 Winter Holiday. University closed.
- December 27–29 Winter Holiday. Limited services available.

Regular 16-week Term: January 17 – May 10, 2023

- January 6 **Registration Closes at 11:59 p.m.**, reopens Monday, January 9, at 7 a.m.
- January 9-25 **Late registration and add/drop**
All admitted students may register or add/drop classes via *ASAP* with appropriate approvals.
- January 10 **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 2023–2024 [General Scholarship Application](#) Deadline.
- January 16 **100% Refund Date**
Last day to drop all classes (withdraw) in *ASAP* and receive a 100% refund of tuition and fees.
- January 16 Martin Luther King, Jr. Birthday Holiday. University closed.
- January 17 **First day of Spring 2023 classes**
- January 23 **80% Refund Date**
Last day to withdraw from all classes and receive an 80% refund of tuition and fees.
- January 24 **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 7.
- January 24 **Waitlisting ends**
- January 25 **Deadline to add a class or late register on ASAP.**

January 26	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 30	70% Refund Date Last day to withdraw from all classes and receive a 70% refund of tuition and fees.
February 1	Census Date, 5:00 p.m., for the 16-week term Students who are still unpaid at 5 p.m. on this dated will be removed from their 16-week classes. 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 is considered a withdrawal and you will be refunded according to the prorated withdrawal refund percentages on the academic calendar. No refunds are given for dropping an individual course after this date.
February 2-March 27	Drop/Withdraw Only Time Frame (Automatic "W") All students (undergraduate and 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.
February 6	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 6	50% Refund Date Last day to withdraw from all classes and receive a 50% refund of tuition and fees.
February 15	Deadline for Spring 2023 Master's and Doctoral degree candidates to apply for graduation. Visit the Graduation Webpage for more information.
February 13	25% Refund Date Last day to withdraw from all classes and receive a 25% refund of tuition and fees.
February 21	Second installment payment is due for students who select the three-payment plan.
March 6	Midterm Grades Due; 2 p.m. Deadline for faculty to enter midterm grades.
March 7	Students may view midterm grades on ASAP.
March 13-17	Spring Break. Classes do not meet. University offices will be open.
March 27	Drop Deadline Last day for all students (undergraduate and graduate) to drop an individual course via <i>ASAP</i> and receive an automatic "W". *
March 27	Deadline to choose credit/no-credit grading option (undergraduate only).
March 28 – April 28	Withdraw 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.
March 31	Final installment payment is due for students who select the three-payment plan.
April 19	Student Course Evaluations OPEN in <i>ASAP</i> at 8 a.m.
April 28	Withdraw/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 https://onestop.utsa.edu/forms/registrar/
May 2	Last Day of Classes
May 3	Student Study Day. Classes do not meet.
May 3	Student Course Evaluations CLOSE in <i>ASAP</i> at Midnight

- May 4-10 **Final Exams.** No Final Exams on Saturday or Sunday.
- May 10 **End of Term for Spring 2023 Semester**
Year-old Incomplete ("IN") grades convert to "F" at 5 p.m. (undergraduate and graduate courses)
- May 15 **Final Grades Due;** 2 p.m. Deadline for faculty to enter final grades.
- May 16 **Students may view grades on ASAP.**
- July 15 Deadline for **Fall undergraduate degree candidates** to apply for graduation.
Visit the [Graduation Webpage](#) for more information.
- May 20 **Commencement Ceremonies**
Visit the [Commencement Webpage](#) and click desired ceremony for details.

First 8-week Term (B5): January 17 – March 10, 2023

- January 6 **Registration Closes at 11:59 p.m.,** reopens Monday, January 9, at 7 a.m.
- January 10 **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 a \$100 LATE fee.
- January 16 Last day to withdraw from all classes in the first 8-week (B5) term and receive a **100% refund** of tuition and fees.
- January 17 **First day of 8-week (B5) term classes**
- January 17 **Waitlisting ends**
- January 18 Last day to add a class or **late register** for the first 8-week (B5) term.
- January 19 Last day to withdraw from all classes in the first 8-week (B5) term and receive an **80% refund** of tuition and fees.
- January 23 Deadline for students to bring an approved **Challenge Examination** form to the One-Stop and take the exam.
- January 24 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 24 **Census Date, 5 p.m., for the first 8-week (B5) term**
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 is considered a withdrawal and you will be refunded according to the prorated withdrawal refund percentages on the academic calendar.
No refunds are given for dropping an individual course after this date.
- January 24 Last day to withdraw from all classes in the first 8-week (B5) term and receive a **50% refund** of tuition and fees.
- February 13 **Drop Deadline*** Last day to drop an individual course in the first 8-week (B5) term and receive a grade of "W".
- February 13 Deadline to choose **credit/no credit grading option** (undergraduate only).
- March 2 Student Course Evaluations OPEN in ASAP at 8 a.m.
- March 7 **Withdrawal/Automatic "W" Deadline**** Deadline to withdraw from the first 8-week (B5) term (drop all classes) and receive a grade of "W" for each class.
- March 9 Student Course Evaluations CLOSE in ASAP at Midnight.
- March 10 Last day of classes for the first 8-week (B5) term. No Study Days in 8-week terms.
- March 10 **Final Exams for the first 8-week (B5) term.** Final exams are held during class time.
- March 13 Final Grades Due; 2 p.m. Deadline for faculty to enter final grades for the first 8-week (B5) term.
- March 14 Students may view grades on ASAP.

Second 8-Week Term (B6): March 20 – May 10, 2023

March 14	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 a \$100 LATE fee.
March 19	Last day to withdraw from all classes in the second 8-week (B6) term and receive a 100% refund of tuition and fees.
March 20	First day of second 8-week (B6) term classes
March 20	Waitlisting ends
March 21	Last day to add a class or late register for the second 8-week (B6) term.
March 22	Last day to withdraw from all classes in the second 8-week (B6) term and receive an 80% refund of tuition and fees.
March 24	Deadline for students to bring an approved Challenge Examination form to the One-Stop and take the exam.
March 27	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 27	Census Date, 5 p.m., for the second 8-week (B6) term 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 is considered a withdrawal and you will be refunded according to the prorated withdrawal refund percentages on the academic calendar. No refunds are given for dropping an individual course after this date.
March 27	Last day to withdraw from all classes in the second 8-week (B6) term and receive a 50% refund of tuition and fees.
April 14	Drop Deadline* Last day to drop an individual course in the second 8-week (B6) term and receive a grade of "W".
April 14	Deadline to choose credit/no credit grading option (undergraduate only).
May 2	Student Course Evaluations OPEN in <i>ASAP</i> at 8 a.m.
May 5	Withdrawal/Automatic "W" Deadline** Deadline to withdraw from the second 8-week (B6) term (drop all classes) and receive a grade of "W" for each class.
May 9	Student Course Evaluations CLOSE in <i>ASAP</i> at Midnight.
May 10	Last day of classes for the second 8-week (B6) term. No Study Days in 8-week terms.
May 10	Final Exams for the second 8-week (B6) term. Final exams are held during class time.
May 15	Final Grades Due; 2 p.m. Deadline for faculty to enter final grades for the second 8-week (B6) term.
May 16	Students may view grades on <i>ASAP</i> .

*Drop/Withdraw time frame rules

Students, both undergraduate and graduate, may drop an individual class through the Drop Deadline. The long 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 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.