

# Important Dates for Student Employment Spring 2012

**NOTE: Student positions and assignments can be created at any time. For graduate students in [student academic titles](#), assignments cannot route forward until the student has registered and paid tuition (or confirmed attendance, if the student has a \$0 tuition bill). For undergraduates in student academic titles and students in [student non-academic titles](#), assignments cannot route forward until the student has registered.**

**For a full listing of payroll dates, please see the Payroll Services website:  
<http://www.utexas.edu/payroll/deadlines/index.html>.**

## **September 9, 2011 – January 31, 2012**

International Office insurance waiver webpage available for international graduate students requesting Spring 2012 insurance waivers based on benefits-eligible assignments (in the case of Teaching Assistants and Assistant Instructors, Spring/Summer 2012 waivers).

## **September 9, 2011 – June 3, 2012**

International Office insurance waiver webpage available for international graduate students requesting Summer 2012 insurance waivers based on benefits-eligible assignments.

## **December 1, 2011 – Thursday**

First day to post [Federal Work-Study](#) jobs for the spring semester.

## **December 1, 2011 – May 31, 2012**

Students may have spring assignments in [student non-academic positions](#) during this period.

## **December 2, 2011 – Friday**

Last class day of fall semester.

## **December 17, 2011 – Saturday**

Official graduation date for fall semester. (No public exercises.)

# Spring Semester 2012

## **January 5 - Thursday**

5:00 pm: Tuition payment deadline for undergraduate students who registered for the spring semester by November 4. Students with zero (\$0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

## **January 6 - Friday**

Orientation for new international students.

Preferred deadline for petitions to the Graduate School for graduate students needing [exceptions](#) for fall employment.

Preferred deadline for [14-semester petitions](#) to the Graduate School for graduate student employment.

## **January 9 - Friday**

Orientation and testing begin for new undergraduate students.

**January 10 - Tuesday**

Registration for the spring semester for new and readmitted students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on January 13; graduate and law students must pay tuition by 5:00 pm on January 20.

**January 11 – Wednesday**

Registration for the spring semester for continuing students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on January 13; graduate and law students must pay tuition by 5:00 pm on January 20.

**January 12–13 - Thursday–Friday**

Registration for the spring semester for new, readmitted, and continuing students who have not yet registered. To complete registration, undergraduate students must pay tuition by 5:00 pm on January 13; graduate and law students must pay tuition by 5:00 pm on January 20.

**January 13 – Friday**

5:00 pm: Tuition payment deadline for undergraduate students who registered on or after January 10. Students with zero (\$0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

Graduate and law students who have not paid by this date may experience delays in assignments to [student academic positions](#), which may affect the processing of [employee insurance benefits](#).

**January 15 – Sunday**

University residence halls open at 9:00 am.

**January 16- Monday**

Martin Luther King Jr. Day holiday.

**January 16 – May 31**

Students may have spring assignments in [student academic positions](#) during this period.

**January 17 – Tuesday**

Classes begin.

**January 17 –May 15**

Students may work in [Federal Work-Study positions](#) during this period.

**January 19 – Thursday**

Assignment deadline for the January pay period for salary to be paid on the February 1 monthly payroll payday.

**January 20 – Friday**

Last day students may register and pay tuition without special approval.

5:00 pm: Tuition payment deadline for graduate and law students. Also, 5:00 pm tuition deadline for undergraduate students who registered on or after January 17. Students with zero (\$0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

**January 23 – Monday**

International Office conducts "initial audit" to confirm that international students who have applied for a student insurance waiver have an assignment in HRMS that is routed off the creator's desk and/or passed first approval. Students who fail the audit will receive a warning email.

**January 26 – Thursday**

International Office conducts "initial audit" to confirm that international students who have applied for a student insurance waiver have an assignment in HRMS that is routed off the creator's desk and/or passed first approval. Students who fail the audit will receive a warning email.

**January 27 – Friday**

Assignment deadline for Teaching Assistants and Assistant Instructors to receive Tuition Assistance payment on the February 7 semi-monthly payday.

**January 31 – Tuesday**

Employee health insurance cancellation effective at midnight for previously-covered students who do not have final-approved spring assignments that are eligible for employee insurance.

5:00 pm: Deadline for international students to request all Spring 2012 student insurance waivers. Late submissions are not accepted.

International Office conducts "initial audit" to confirm that international students who have applied for a student insurance waiver have an assignment in HRMS that is routed off the creator's desk and/or passed first approval. **Waivers that do not pass the audit are voided and the student will be billed for student insurance.**

Final day that Tuition Assistance credits for Teaching Assistants and Assistant Instructors can be applied to student tuition bills.

**February 1 – Wednesday**

Twelfth class day. For students in [student academic titles](#) to be eligible to be for a resident tuition waiver, they must be assigned on or before the twelfth class day through the last class day.

5:00 pm: Tuition payment deadline for any student who registered on or after January 23. Students with zero (\$0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

5:00 pm: Payment for added classes (add bill) due. Failure to pay results in canceled registration.

Monthly payroll payday. First monthly payday of the spring semester.

**February 7 - Tuesday**

Semi-monthly payroll payday. First day for spring semester Tuition Assistance payments.

**February 27 – Monday**

International Office conducts an ongoing monthly audit to confirm that international students who have applied for a student insurance waiver are receiving health insurance benefits through an academic assignment. Students who fail the audit will receive a warning email.

**March 2 – Friday**

Last day to hire a [Federal Work-Study](#) student.

**March 5 – Monday**

International Office conducts an ongoing monthly audit to confirm that international students who have applied for a student insurance waiver are receiving health insurance benefits through an academic assignment. **Waivers that do not pass the audit are voided and the student will be billed for student insurance. A financial bar will be placed on the student's record until payment is made.**

**March 12–17 - Monday–Saturday**

Spring break.

**March 26 – Monday**

International Office conducts an ongoing monthly audit to confirm that international students who have applied for a student insurance waiver are receiving health insurance benefits through an academic assignment. Students who fail the audit will receive a warning email.

**April 2 – Monday**

Final deadline for international Spring graduates to submit the graduation waiver for a refund of summer insurance fees. (Spring tuition bills will be recalculated.)

International Office conducts an ongoing monthly audit to confirm that international students who have applied for a student insurance waiver are receiving health insurance benefits through an academic assignment. **Waivers that do not pass the audit are voided and the student will be billed for student insurance. A financial bar will be placed on the student's record until payment is made.**

**April 16–April 27 - Daily**

Registration for the summer session and the fall semester for continuing and readmitted students.

**April 16 – September 6**

International Office insurance waiver webpage available for Fall 2012 waiver applications.

**May 1 – August 31**

Students may have summer assignments in [student non-academic positions](#) during this period.

**May 1 - Tuesday**

First day to post [Federal Work-Study](#) jobs for the fall semester.

Tuition bills for the summer session distributed to students electronically.

**May 4 - Friday**

Last class day.

**May 15 - Tuesday**

Last day students may work in [Federal Work-Study](#) positions for the spring semester.

**May 16 - Wednesday**

University residence halls close at 9:00 am (except for graduating students).

**May 17 - Thursday**

5:00 pm: Tuition payment deadline for undergraduate students who registered for the summer session by April 27.

**May 19 - Saturday**

Commencement (official graduation date).

**May 20 - Sunday**

University residence halls close at 9:00 am for graduating students.

## Summer Session 2012

**May 26 - Saturday**

Summer residence halls open at 9:00 am.

**May 28 - Monday**

Memorial Day holiday.

**May 29–30 - Tuesday–Wednesday**

Registration for the summer session; students who register on these dates will register for all classes to be taken during the summer session. To complete registration, undergraduate students must pay tuition by 5:00 pm on May 30; graduate and law students must pay tuition by 5:00 pm on June 1.

**May 29 – Tuesday**

Orientation and testing begin for new undergraduate students.

### May 30 - Wednesday

5:00 pm: Tuition payment deadline for undergraduate students who register on or after May 21. Students with zero (\$0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

### May 31 – Thursday

Classes begin for first-term, nine-week, and whole-session classes.

Employee health insurance cancelation effective at midnight for previously-covered students (other than TAs and AIs) who do not have final-approved summer assignments that are eligible for employee insurance and that begin on June 1.

International Office conducts a “soft audit” to confirm that international students who have applied for a student insurance waiver have an assignment in HRMS that is routed off the creator’s desk and/or passed first approval. Students who fail the audit will receive a warning email.

### June 1 – Friday

5:00 pm: Tuition payment deadline for graduate and law students. Students with zero (\$0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

### June 1 – August 31

Students may be assigned to work within this time period in [student academic positions](#) for the summer.

### June 4 – Monday

5:00 p.m. International Office conducts a “hard audit” to confirm that international students who have applied for a student insurance waiver have an assignment in HRMS that is routed off the creator’s desk and/or passed first approval. **Waivers that do not pass the audit are voided and the student will be billed for student insurance. A financial bar will be placed on the student’s record until payment is made.**

### June 5 - Tuesday

Fourth class day for first-term, nine-week, and whole-session classes.

5:00 pm: Tuition payment deadline for any student who registered on/after June 4. Students with zero (\$0) tuition bills must confirm attendance. Failure to pay or confirm results in canceled registration.

5:00 pm: Payment for added classes (add bill) due. Failure to pay results in canceled registration.