

Payment Deadlines

Full 16-week Term

- January 14 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 30 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 5 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 14 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 28 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 18 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 31 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 28, 2024 Spring 2025 registration begins.
- Dec. 23-31, 2024 Winter Holiday. University closed. Limited services available on Dec. 27 & 30.
- January 1, 2025 New Year's Day. University closed.

Full 16-week Term: January 21 – May 16, 2025

- January 10 **Registration Closes at 11:59 p.m.**, reopens Monday, January 13, at 7 a.m.
- January 13-29 **Late registration and add/drop**
All admitted students may register or add/drop classes via *myUTSA* Account (formerly ASAP) with appropriate approvals.
- January 14 **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 2025–2026 [General Scholarship Application](#) Deadline.
- January 20 **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 20 Martin Luther King, Jr. Birthday Holiday. University closed.
- January 21 **First day of Spring 2025 classes**
- January 27 **80% Refund Date**
Last day to withdraw from all classes and receive an 80% refund of tuition and fees.
- January 28 **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 10.
- January 28 **Waitlisting ends**

January 29	Deadline to add a class or late register using <i>my</i> UTSA Account (formerly ASAP). Registration will close at 11:59pm.
January 30	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 3	70% Refund Date Last day to withdraw from all classes and receive a 70% refund of tuition and fees.
February 5	Census Date, 5:00 p.m., for the full 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 6-March 31	Drop/Withdraw Time Frame (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 10	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 10	50% Refund Date Last day to withdraw from all classes and receive a 50% refund of tuition and fees.
February 15	Final deadline for Spring 2025 undergraduate and graduate degree candidates to apply for graduation. Visit the Graduation Webpage for more information.
February 17	25% Refund Date Last day to withdraw from all classes and receive a 25% refund of tuition and fees.
February 25	Second installment payment is due for students who select the three-payment plan.
March 7	Midterm Grades Due ; 2 p.m. Deadline for faculty to enter midterm grades.
March 10	Students may view midterm grades on <i>my</i> UTSA Account (formerly ASAP).
March 10-15	Spring Break. Classes do not meet. University offices will be open.
March 31	Drop Deadline 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 31	Deadline to choose credit/no-credit grading option (undergraduate only).
April 1 – May 6	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.
April 4	Final installment payment is due for students who select the three-payment plan.
April 24	Student Course Evaluations OPEN in Canvas at 8 a.m.
May 6	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 via the Document Uploader . Withdrawal forms are available at https://onestop.utsa.edu/forms/registrar/
May 8	Last Day of Classes

May 8	Student Course Evaluations CLOSE in Canvas at Midnight
May 9	Student Study Day. Classes do not meet.
May 12-16	Final Exams. No Final Exams on Saturday or Sunday.
May 16	End of Term for Spring 2025 Semester Year-old Incomplete ("IN") grades convert to "F" at 5 p.m. (undergraduate and graduate courses)
May 19	Final Grades Due; 2 p.m. Deadline for faculty to enter final grades.
May 21	Students may view grades on myUTSA Account (formerly ASAP).
TBD	Commencement Ceremonies Visit the Commencement Webpage and click desired ceremony for details.
July 15	Priority deadline for all Fall degree candidates to apply for graduation. Visit the Graduation Webpage for more information. Final deadline is Sept. 15, 2025.

First 8-week Term (B5): January 21 – March 21, 2025

January 10	Registration Closes at 11:59 p.m., reopens Monday, January 13, at 7 a.m.
January 14	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 20	100% Refund Date Last day to withdraw from all classes in the first 8-week (B5) term and receive a 100% refund of tuition and fees.
January 21	First day of 8-week (B5) term classes
January 21	Waitlisting ends
January 22	Last day to add a class or late register for the first 8-week (B5) term.
January 23	80% Refund Date Last day to withdraw from all classes in the first 8-week (B5) term and receive an 80% refund of tuition and fees.
January 27	Deadline for students to bring an approved Challenge Examination form to One Stop and take the exam.
January 28	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 28	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 28	50% Refund Date Last day to withdraw from all classes in the first 8-week (B5) term and receive a 50% refund of tuition and fees.
February 17	Drop Deadline* Last day to drop an individual course in the first 8-week (B5) term and receive a grade of "W".
February 17	Deadline to choose credit/no credit grading option (undergraduate only).
February 28	Student Course Evaluations OPEN in Canvas at 8 a.m.
March 7	Student Course Evaluations CLOSE in Canvas at Midnight.
March 10-15	Spring Break. Classes do not meet. University offices will be open.

March 18	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 21	Last day of classes for the first 8-week (B5) term. No Study Days in 8-week terms.
March 21	Final Exams for the first 8-week (B5) term. Final exams are held during class time.
March 24	Final Grades Due; 2 p.m. Deadline for faculty to enter final grades for the first 8-week (B5) term.
March 25	Students may view grades in <i>my</i> UTSA Account (formerly ASAP).

Second 8-Week Term (B6): March 24 – May 14, 2025

March 18	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 21	100% Refund Date Last day to withdraw from all classes in the second 8-week (B6) term and receive a 100% refund of tuition and fees.
March 24	First day of second 8-week (B6) term classes
March 24	Waitlisting ends
March 25	Last day to add a class or late register for the second 8-week (B6) term.
March 26	80% Refund Date Last day to withdraw from all classes in the second 8-week (B6) term and receive an 80% refund of tuition and fees.
March 28	Deadline for students to bring an approved Challenge Examination form to One Stop and take the exam.
March 31	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 31	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 31	50% Refund Date Last day to withdraw from all classes in the second 8-week (B6) term and receive a 50% refund of tuition and fees.
April 18	Drop Deadline* Last day to drop an individual course in the second 8-week (B6) term and receive a grade of "W".
April 18	Deadline to choose credit/no credit grading option (undergraduate only).
May 5	Student Course Evaluations OPEN in Canvas at 8 a.m.
May 9	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 12	Student Course Evaluations CLOSE in Canvas at Midnight.
May 14	Last day of classes for the second 8-week (B6) term. No Study Days in 8-week terms.
May 14	Final Exams for the second 8-week (B6) term. Final exams are held during class time.
May 19	Final Grades Due; 2 p.m. Deadline for faculty to enter final grades for the second 8-week (B6) term.
May 20	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.