Opportunities, Announcements & Deadlines

Deadlines

**Spring 2020 Registration and Graduation Deadlines**

**Jan 24:** 4th class day. Last day students may late register online ($25 late fee). Tuition and fee payments due by 5pm. Students must confirm their registration to avoid cancellation.

**Jan 25:** 5th class day. Students can only late register within THE DEPARTMENT OFFERING THE COURSE ($50 late fee).

**Feb 5:** 12th class day. Last day to **delete drop** (full refund) or **add a course** through the department offering the course. All registration changes should be completed by this day. Add bills due 5pm.

**Feb 6:** 13th class day. Late registration fee now $200 (MUST PAY SAME DAY). Dean's approval needed to late register. Form and petition letter required to be walked to Dean's office- cannot be dropped off or mailed in([https://gradschool.utexas.edu/academics/policies/late-registration](https://gradschool.utexas.edu/academics/policies/late-registration))

**Feb 17:** 20th class day. Last day to Q-drop a course without the instructor's approval (no refund). Last day to withdraw from the fall semester with a partial refund. Q/F period begins February 18th.

**Apr 17:** Last day to apply for a graduate degree (master's or doctoral).

**Apr 27:** Last day to change a course's grading status. Last day to switch research or conference course hours to dissertation hours for students who have advanced to candidacy.

**May 8:** Last Class Day. Fall graduates must complete and submit all requirements by 3:00 pm to graduate. (See "Deadlines and Submission Instructions for Graduation" [https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions](https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions)). Last day to Q/F drop a course (no refund, instructor approval required). Last day to withdraw from the fall semester.

Announcements & Opportunities

**Upcoming Workshops from the Graduate School (1/27/2020)**

**Templates & Formatting**

Presented by Bob Penman

Wednesday, March 4, 2020

1PM – 2PM

PCL Learning Lab 1

The Graduate School distributes a set of thesis and dissertation templates in Microsoft Word for Apple and Windows computers, which will help you format your paper according to current requirements. This workshop will help you learn to use the templates, and will cover such topics as the use of styles, correct page numbering, and table of contents generation.

No registration is required for this workshop.

For more information, see: [https://calendar.utexas.edu/event/templates_and_formatting_session_1_1308#.XiCbqMhKlUk](https://calendar.utexas.edu/event/templates_and_formatting_session_1_1308#.XiCbqMhKlUk)

For questions, contact Bob Penman at bpenman@austin.utexas.edu
Doctoral Degree Candidate Workshop

Presented by David Conrad

Tuesday, March 10, 2020
1 PM - 2 PM
POB 2.402

At this workshop, we will review the guidelines and deadlines necessary for graduation this semester. Topics will include applying to graduate, scheduling your defense, submitting your dissertation or treatise to the Texas Digital Library, requesting an embargo, IRB requirements, and reviewing what paperwork you must submit to the Graduate School. There will be time for Q & A.

To register for this workshop, click this link: https://utexas.qualtrics.com/jfe/form/SV_7Vhkur6CmaFyKXz

For more information, see our web site at https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions

For questions, contact David Conrad at david.conrad@austin.utexas.edu

Common Formatting Errors in Theses and Dissertations

Presented by Holly Bhasin

Wednesday, March 25, 2020
1PM - 2PM
POB 2.402

This workshop will cover formatting requirements for theses and dissertations. We will discuss common errors and how to avoid them. This workshop is appropriate for all graduate students who are completing a thesis or dissertation, whether using Word or Latex, since we will not be getting into details of using the templates.

To register for this workshop, click this link: https://utexas.qualtrics.com/jfe/form/SV_77fkivX4HQbQth3

For more information, see our web site at https://gradschool.utexas.edu/academics/theses-and-dissertations/digital-submission-requirement#formatting

For questions, contact Holly Bhasin at holly.bhasin@austin.utexas.edu

Open Access Publication & Embargoes

Presented by TBD

Wednesday, April 8, 2020
1 PM - 2 PM
POB 2.402

UT requires open access publication of all theses, reports, and dissertations. However, the Graduate School can temporarily delay the publication (embargo) of your thesis or dissertation for up to seven years. This workshop will clarify open access publication, your rights as the copyright owner of your thesis or dissertation, reasons why you might want to embargo your thesis or dissertation, and the procedures for doing so. We will also cover general information on copyright and fair use. There will be opportunity for Q&A.

To register to attend the workshop, click this link: https://utexas.qualtrics.com/jfe/form/SV_b1sdsqHblox02yh

For more information, see our web site at https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions

Master's Degree Candidate Workshop

Presented by Holly Bhasin

Monday, April 13, 2020
1PM - 2PM
POB 2.402

At this workshop, we will review the guidelines and deadlines for graduation this semester. Topics will include applying to graduate, how to submit your thesis or report to the Texas Digital Library and your final paperwork submission to the Graduate School. There will be time for Q & A.

To register to attend the workshop, click on this link: https://utexas.qualtrics.com/jfe/form/SV_3KuY66bHhaIOqwd
The Graduate School distributes a set of thesis and dissertation templates in Microsoft Word for Apple and Windows computers, which will help you format your paper according to current requirements. This workshop will help you learn to use the templates, and will cover such topics as the use of styles, correct page numbering, and table of contents generation.

No registration is required for this workshop.

For more information, see: https://calendar.utexas.edu/event/templates_and_formatting_session_2_7349#.XiCb68hKiUk

For questions, contact Bob Penman at bpenman@austin.utexas.edu