

Spring Registration & Add/Drop Procedures - Theatre and Dance Majors

Tiny Link: <https://wikis.utexas.edu/x/lIp0F>

SPRING Session Important Dates							
First Day of Classes Jan 16	MLK Day Holiday Jan 15	12th Day of Classes Jan 31	Spring Break Mar 11 to 15	Last Day to Drop Classes Mar 26	Registration for Summer/Fall Courses Apr 8 to 19	Last Day of Classes Apr 29	Final Exams May 2 to 4 & 6

Registration & Add/Drops:

Registration vs Adding Classes

A student is *registering* if they have NOT already registered and paid/deferred/confirmed the tuition bill for the proposed semester **OR** had all classes dropped due to not paying/deferring/confirming the tuition bill by the appropriate deadline.

A student is *adding* if they have ALREADY registered and paid/deferred/confirmed the tuition bill in a previous registration period.

You should be able to access the [Registration Portal](#) during the dates provided below, but please Check your [Registration Information Sheet \(RIS\)](#) for your access days and times.

To request over 17 hours, please fill out the [Irregular Status Petition](#) online.

To view your classes, please review your Class [Listing](#).

Tuition Payment:

[Pay or Confirm Attendance](#) by deadlines listed below.

Cancellations (Dropping ALL of your classes BEFORE spring semester begins)	
October 31 to November 10:	Go online to drop all of your classes via the Registration Portal .
January: If you HAVE NOT paid tuition or confirmed attendance	Go online and CANCEL YOUR REGISTRATION BEFORE JAN 8th.
If you ALREADY paid tuition or confirmed attendance	CANCEL YOUR REGISTRATION BEFORE spring classes begin by contacting the COFA Office of Student Affairs.
Withdrawals (Dropping ALL of your classes AFTER spring semester begins)	
The deadline to withdraw is March 26.	Please contact the COFA Office of Student Affairs to begin the withdrawal process.

Registration Add/Drop Periods & Payment Deadlines

Jump to specific dates: [Nov 1 to 11](#) | [Dec 12 to 16](#) | [Jan 5 to 8](#) | [Jan 9 to 12](#) | [Jan 20 to 31](#) | [Feb 1 to Mar 26](#) | [Mar 27 to Apr 29](#)

*Deadlines subject to change, so please review the websites below for updates. **Note:** [Canvas](#) updates overnight.

When to [Register & Pay](#) - Tuition [Refunds](#) - Course [Schedule](#) - Spring Session [Calendar](#)

Oct 31 to Nov 10	REGISTRATION for all Continuing and Readmitted students Tuition bills are emailed on November 14 *Pay or confirm attendance by 5pm January 8 or your registered & waitlisted classes will be canceled.
Dec 11 to 15	ADD/DROP for ALL students already registered and paid *Payment for added classes (if applicable) due by 5pm January 25 REGISTRATION for all Continuing and Readmitted students *Pay or confirm attendance by 5pm January 8 or your registered & waitlisted classes will be canceled.

Jan 10 to 14	ADD/DROP for ALL students already registered and paid *Payment for added classes (if applicable) due by 5pm January 31
	REGISTRATION for ALL students not yet registered *Payment due by 5pm January 31
Jan 16 to 19	Course Waitlists Waitlists are active through the end of the day on Thursday, Jan 31. *For instructions on how to add to a waitlist, please review the Registration & Waitlists Wiki page.
	ADD/DROP for ALL students already registered and paid *Payment for added classes (if applicable) due by 5pm January 31
	REGISTRATION for ALL students not yet registered (\$25 late registration fee added) *Payment due by 5pm January 31
Jan 20 to 31	Course Waitlists Waitlists are no longer active.
	DROPPING a Course All students may Drop a Course Online (Q-Drop form required after this date).
	WITHDRAWING from ALL Courses Please visit the Registration Change System to initiate the withdrawal. You will also be prompted to reach out to the COFA Office of Students Affairs to set up a one-on-one meeting with a Student Affairs staff member.
	Late REGISTRATION for ALL students not yet registered (\$50 late registration fee added) Please contact the COFA Office of Student Affairs to begin the registration process. *Payment due by 5pm January 31
	Late ADDS for NON-THEATRE & DANCE Courses Please contact the Department offering the course to find out if late adds are allowed. For example, contact the History Department for History courses. *Payment for added classes (if applicable) due by 5pm January 31

Late **ADDS** for THEATRE & DANCE Courses

Note: Not all late add requests are approved. **If adding this course pushes you over 17 hours**, please fill out the [Irregular Status Petition](#) online.

Please include the following information in your [email request](#) to Mark-Anthony.

Subject line:

Spring 2024 Late Add Request

Message:

*Your First & Last Name

*Your EID

*Course Prefix & Number, Title of Course, Unique #XXXXX, Instructor Name

(Example: TD 353T Acting for Squirrel Friends, Unique #12345, Meryl Streep)

*Permission email from instructor giving consent to late add the course, if required (see below)

For T&D Independent Studies:

Please turn in the completed Independent Study Contract to Mark-Anthony, so he can add the course for you. **No email** from faculty is required because their signature is on the form.

For T&D Required Courses:

If you didn't register for a T&D Required course, **no email** from faculty is required. Examples include BFA courses or courses you already received consent to add.

For Main Stage Performance or New Works Festival Course Credits:

To add TD 323P Adv. Projects in Acting & Directing or ~~TD 324P Festival Project~~, **no email** from faculty is required.

For All Other T&D Courses:

Contact the [instructor](#) of the course to find out if late adds are permitted. If consent is received, please include the message in your add request email to Mark-Anthony.

*Payment for added classes (if applicable) due by 5pm January 31

Feb 1
to Mar
26

DROPPING a Course (Academic drops now count towards the [six-drops limit](#))

You may submit a Q-drop request using the [Registration Change System](#) (select Fine Arts from drop down menu). Please [contact](#) the COFA Office of Student Affairs for additional questions.

WITHDRAWING from ALL Courses

Please visit the [Registration Change System](#) to initiate the withdrawal. You will also be prompted to reach out to the [COFA Office of Students Affairs](#) to set up a one-on-one meeting with a Student Affairs staff member.

Late **REGISTRATION** by **PERMISSION** for ALL students not yet registered (\$200 late registration fee added)

Please [contact](#) the COFA Office of Student Affairs to begin the registration process.

Late **ADDS** for THEATRE & DANCE COURSES

Late add requests are no longer available at this time.

Please [contact](#) Mark-Anthony if you have any questions.

Late **ADDS** for NON-THEATRE & DANCE Courses

After the 12th day of classes, late adds for Non-TD Courses are not allowed.

March
26

Last day to [APPLY for GRADUATION](#)

Last day to [CHANGE](#) a course to or from **PASS/FAIL**

The standard pass/fail option should **only be used for courses taken on an elective basis**. Courses taken on a standard pass/fail basis **may not count towards** core, flags, major requirements, minor/certificate requirements, general education requirements, etc.

- Students must have completed at least 30 hours of college credit to be eligible to take a course on a standard pass/fail grading basis.
- Only final grades of D- or higher will be converted to a passing 'CR' grade.
A final grade of F will be recorded as an 'F' on your transcript, and will affect your GPA.

Mar 27
to Apr
29

DROPPING a Course

- If you haven't already, you may use your [One-Time Exception](#) Drop by 5pm, April 29th. Please submit a OTE Q-drop request using the [Registration Change System](#) (select Fine Arts from drop down menu).
- You may also see if you're eligible for a [Course Load Reduction](#), which is due by 5pm, April 15th. Please [contact](#) the COFA Office of Student Affairs for additional questions.

WITHDRAWING from ALL Courses

If you haven't already, you may use your [One-Time Exception](#) Withdrawal or find out if you're eligible for a [Medical Withdrawal](#). You may initiate the OTE Withdrawal by [contacting](#) the COFA Office of Student Affairs.

Late ADDS for THEATRE & DANCE COURSES

Late add requests are not allowed during this time.
Please [contact](#) Mark-Anthony for possible options.

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