

Schedule of Courses

Spring 2010

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Dates to Remember for Spring 2010

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|------------------|--|
| November 16..... | Advance registration for spring begins |
| January 14..... | Fees due for students who have advanced registered |
| January 18..... | Martin Luther King, Jr. Day (holiday) |
| January 19..... | Classes begin |
| January 25..... | Fees due for students who registered between Jan. 19- 25 |
| January 25..... | Final day to add a class |
| March 4..... | Deferred fees due |
| March 8..... | Mid-term progress reports due |
| March 12 | Last day to drop a course with a W |
| March 15-19..... | Spring Break |
| April 2 | Good Friday (holiday) |
| May 3..... | Classes End |
| May 4-5 | Study Days |
| May 6-12 | Final Exams |
| May 15..... | Commencement |

Fee Payment

Fee Payment–Spring 2010

If you advance registered for the Spring 2010 semester, a fee assessment, along with a copy of your schedule, will be mailed to your home.

- If fee payment is not received by 5:00 p.m. on Thursday, January 14, your reservation for classes will be cancelled and you will be required to register again.
- A \$50 late charge will be assessed if payment is not received by 5:00 p.m. on the appropriate due date.
- Fees may be paid in person at the Business Office or at ECOS offices in Martin, Jackson, Parsons, Ripley, or Selmer. Payment can be made by personal check, money order, VISA, MasterCard, or Discover. If paying in currency, please have the correct amount.
- Fees can also be paid by phone or Web.
- No previous term charges may be paid with current term financial aid, including Stafford Loans.
- Students who owe money may have a hold placed on their record. If so, they will not be able to register until the money is paid and the hold released.

After all financial aid has been applied, a student can defer up to one-half of the remaining balance of deferrable charges. In order to defer fees, you must pay one-half plus a \$30 deferment charge by January 14. The balance of your fees is due by March 4, 2010.

Admission to UT Martin

Admission

All persons desiring to attend UT Martin must be “officially” admitted. UT Martin offers regular admission, non-traditional adult admission, conditional admission, early admission, concurrent admission, dual-enrollment admission (for participating high schools) and special admission (non-degree seeking, transfer admission, or re-admission). Students pay a **one-time** application fee of \$30.

First-time and transfer students are encouraged to begin this process at least one month prior to the start of classes. Students who were not enrolled in the previous semester, excluding summer, must apply for re-admission. For more information, contact any ECOS office.

Fee Waivers

UT Martin accepts the following fee waivers at registration: UT employees, spouse and dependents; UT graduate assistants; Tennessee Board of Regents employees, spouse and dependents; Tennessee Technology Centers employees, spouse and dependents; dependents of licensed public school teachers; student teacher supervisors and outstanding teacher. Fee waiver forms must accompany your registration form. All fee waiver forms may be picked up at your personnel office.

Persons with permanent total disabilities and persons 60 years of age or older, who are domiciled in Tennessee, may audit courses without payment of course fees if space is available in individual classes. Interested persons should inquire at the Registrar's Office, 731-881-7050.

Withdraw/Drop/Add

Students enrolled in extended campus courses must "officially" withdraw from class(es) by contacting the appropriate Extended Campus and Online Studies location or on the Web. Please see Web usage instructions. Students are encouraged to withdraw/drop/add courses via the Web: www.utm.edu.

A student cannot drop or change any course without proper permission. **FAILURE TO ATTEND CLASS(ES) WITHOUT OFFICIAL WITHDRAWAL/DROP WILL CAUSE STUDENT TO RECEIVE THE GRADE OF "F" ON TRANSCRIPT.** Students may add classes with permission during the first week. The date of the official withdrawal is one factor used to determine the amount of fees to be refunded.

Students will be charged a \$25 fee for every course that is dropped after the first week of classes during the fall and spring semesters. Contact Business Affairs for fees that are charged for dropping during the summer semesters.

Inclement Weather

Inclement Weather

If inclement weather forces the cancellation of classes, the following procedure is in place:

1. ECOS Directors and/or the Executive Director will make the decision to close as early as possible so that ECOS staff can contact all students in affected courses. If possible, the decision will be made by 2:00 p.m.
2. For ECOS sites in local schools, ECOS follows the lead of the school district. If the district closes the schools, ECOS classes are cancelled.
3. For other sites, the Director or Executive Director will make the decision, based on local weather reports and current conditions.
4. Once the decision to close is made, the appropriate ECOS Director contacts the instructor and attempts to notify all students affected by the closure.
5. The ECOS Director or Executive Director or a representative from University Relations informs local television stations of the closing.

Web Usage Instructions

Web Usage Instructions

To Access the student Web for registration, transcript, grades, and account summary, navigate to:

- www.utm.edu
- Log in to the my UTMartin portal
- Username is the same as your university email account
- Password begins as the last 4-digits of the social security number followed by the 2-digit birth month and last 2-digits of the birth year
- Click on Banner on the portal title bar

The student may be prompted to enter a hint question & answer. If so, this step must be completed in order to proceed. Click on:

- Student Services and Financial Aid Menu
- Registration
- Select Term: Choose Appropriate Term
- Submit Term

Add/Drop Classes

- Type in a CRN in the small boxes at the bottom of the page, tab, type another CRN, until all desired CRN's have been entered.
- Submit changes to register for classes.

When the window returns with the current schedule, the status on the right will say "Registered" if the student is registered in those classes. If there are errors in the classes such as closed, time conflicts, or corequisites, it will show up as STOP – Registration Errors, and the student is not registered in those classes.

Remember

The student IS registered for the classes that have a status of "Registered" and IS NOT in the ones that are listed as errors. If student is not sure of the CRN# he/she should:

- Click on the "Class Search" button (Choose whatever options s/he wishes, such as subject and course number, etc.)
- Click "Find Classes."
- Click box next to the class for which s/he wants to register.
- Click "Register" to register or "Add to Worksheet" to keep working

To Drop/Delete

- Use the Drop/Delete action drop down menu, which is found on the left of the registered classes, to remove a class from the student's schedule.
- Continue these steps until schedule is correct
- When schedule is complete, click "Return to menu" and "Close the Browser."
- The student will not be permitted to drop his/her last class online. Student should contact Student Affairs if he/she needs to withdraw from school.

Always go back to the Student Detail Schedule on the Web to verify your class schedule. Be aware of scheduled classes which may not appear because they are offered in non-traditional formats and/or times.

THE UNIVERSITY OF TENNESSEE AT MARTIN
Office of Extended Campus and
Online Studies

Martin Office
110 Gooch Hall
Martin, TN 38238
Phone: 731-881-7086 or
800-482-5199
Fax: 731-881-7984

Jackson Office
223 McWherter Building
2046 North Parkway
Jackson, TN 38301
Phone: 731-425-9277 or
888-UTM-GRAD
Fax: 731-425-7901

**UT Martin McNairy County
Center/Selmer**
1269 Tennessee Avenue
Selmer, TN 38375
Phone: 731-646-1636 or
888-654-6897
Fax: 731-646-1648

UT Martin Parsons Center
975 TN Avenue North
Parsons, TN 38363
Phone: 731-847-3880
Fax: 731-847-3866

UT Martin Ripley Center
315 South Washington Street
Ripley, TN 38063
Phone: 731-221-8778 or
866-295-8956
Fax: 731-221-8768

All Sites
E-mail: ecos@utm.edu

Jackson Program Coordinators
*College of Education and Behavioral
Sciences:* Staci Fuqua, Staff Assistant
(731-881-7123; sfuqua@utm.edu)

College of Business and Public Affairs:
Dr. Kevin Hammond
(731-881-7236; bagrad@utm.edu)

Graduate Programs

Inquiries about UT Martin graduate studies can be made directly to the Dean of Graduate Studies at 1-800-829-UTM1 or 731-881-7012. **Graduate Degrees Offered:** *Master of Business Administration* - Coordinator: Dr. Kevin Hammond, 731-881-7236; E-mail: bagrad@utm.edu; *Master of Science in Education* - Staff Assistant: Staci Fuqua, 731-881-7123, E-mail: sfuqua@utm.edu; *Master of Science in Family and Consumer Sciences* - Coordinator: Dr. Lisa LeBleu, 731-881-7116; E-mail: lbleu@utm.edu.

Student Identification (ID)

Student Identification cards will be furnished to regular students upon request to the appropriate ECOS office or to the Skyhawk Card Office at 731-881-7810.

UT Martin Paul Meek Library Hours

Summer

M-Th 8 AM–10 PM; F 8 AM–5 PM;
Sat 1 PM–5 PM; Sun 2 PM–10 PM

Fall & Spring

M-Th 8 AM–11 PM; F 8 AM–6 PM;
Sat 12 PM–5 PM; Sun 2 PM–11 PM

Registration

Students are strongly encouraged to register via the Web. Please see instructions.

Jackson:
Call 888-UTM-GRAD or
731-425-9277 to schedule an
appointment or obtain assistance.
Register early to guarantee your
course selection.

Parsons:
Call 731-847-3880

Ripley:
Call 731-221-8778 or
866-295-8956

Dickson and Paris:
Call ECCE at UT Martin
800-482-5199 or 731-881-7086

**Please check prerequisites before registering,
especially for courses at the 300 level or above.**

UT Martin is an Equal Opportunity Institution. The University of Tennessee at Martin does not discriminate on the basis of race, gender, color, religion, national origin, age, disability or Vietnam veteran status in provision of educational opportunities or employment opportunities and benefits. UT Martin does not discriminate on the basis of gender or disability in the education programs and activities which it operates, pursuant to requirements of Title VI of the Civil Rights Act of 1964 as codified in 42 U.S.C. 2000D; Title IX of the Educational Amendments of 1972, Public Law 92-318; Section 504 of the Rehabilitation Act of 1973, Public Law 93-112; the Americans with Disabilities Act of 1990, Public Law 101-336; and the Age Discrimination in Employment Act. This policy extends to both employment by and admission to the university. Inquiries concerning Title VI, Title IX, Section 504, the Americans with Disabilities Act, and the Age Discrimination in Employment Act should be directed to the Office of Equity and Diversity, 240 Gooch Hall, UT Martin, Martin, TN 38238-5002, 731-881-7202. Charges of violation of the above policy also should be directed to the Equity and Diversity Officer. E05-2311-00-010-10