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Extended Campus & Online Studies  
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## Extended Campus & Online Studies

### The University of Tennessee at Martin Easy Steps to Dual Enrollment Admissions and Registration for First-Time Students

Revised August 20, 2008

For a printable version of the following steps, [click here](#) (Using the following steps will open a new window as needed).

#### Introduction

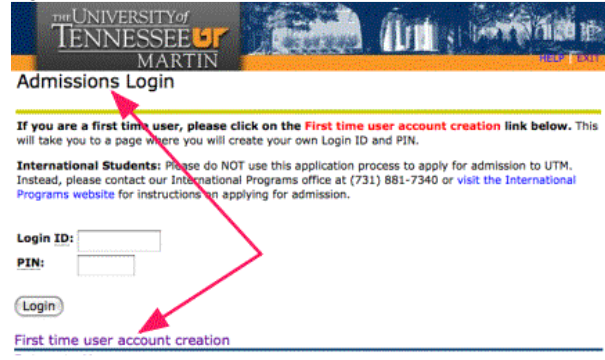
The "Easy Steps to Dual Enrollment Admissions and Registration for First-Time Students" consist of three steps. Step 1: apply online for admissions to The University of Tennessee at Martin, submit a Signature Authorization form, and satisfy all requirements to apply for eligible grants, fee waivers, and scholarships. Step 2: register online for desired class or classes. Step 3: pay fees and confirm online.

#### Step 1: Apply online for admissions to The University of Tennessee at Martin.

1.1 Go online after reviewing instructions for this step, by clicking on the link below (Admissions Login). A new window will open prompting you for a Login ID and PIN.

1.1.1 Login using your self-generated Login ID and PIN by clicking once on "First time user account creation" as shown in figure 1 below.

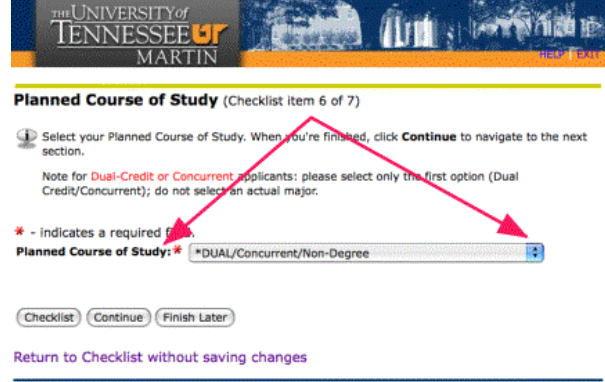
Figure 1



1.1.2 Once logged in, choose "Undergraduate: Dual Credit" as your "Application Type".

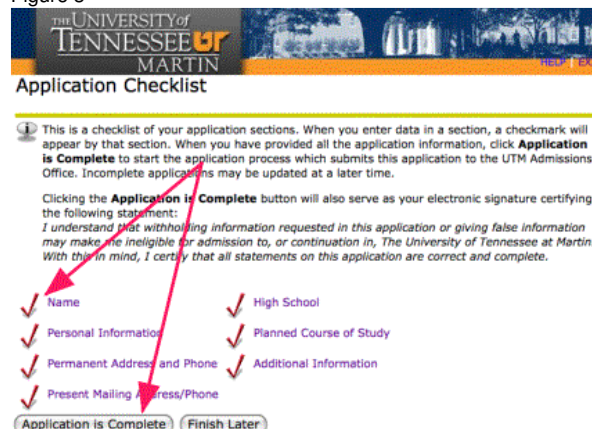
1.1.3 When prompted choose "DUAL/Concurrent/Non-Degree" for "Planned Course of Study" as shown in figure 2 below. Continue until each checklist item has a checkmark.

Figure 2



- 1.1.4 Once you have completed each checklist item of the application and visually see a check beside the checklist title as shown in figure 3 below, click once on "Application is Complete" also shown in figure 3.

Figure 3



- 1.1.5 After completing the online application you should receive an auto-generated email from admitme@utm.edu thanking you for applying. Be sure to check your "junk mail" if you do not see this email in your Inbox within a few minutes. You may also receive an email from houseme@utm.edu letting you know that you may now apply for housing. Please disregard this email if received.
- 1.1.6 **Admissions Login:** Click on this link <https://www.utm.edu/admissionslogin> when you are ready to apply online.

## 1.2 Submit a Signature Authorization Form (SAF)

- 1.2.1 Go online after reviewing instructions for this step by clicking on the link below (SAF for First-Time Students). A new window will open loading the online SAF. Completely fill it out online, print it, sign it (student & parent/guardian), and submit it to your guidance counselor. Your guidance counselor will complete the form and mail it with your most current high school transcript to the UT Martin Admissions Office (address listed below).

Your guidance counselor should mail your SAF and your most current high school transcript to this address:

UT Martin Office of Admissions  
210 Administration Building  
554 University Street  
Martin, TN 38238

- 1.2.2 **SAF for First-Time Students:** click on this link <http://www.utm.edu/departments/ecce/pdfs/DCSAFfirsttime.pdf> when you are ready to complete the SAF online.

- 1.3 The Dual Enrollment Grant can only be used at **one institution per semester**. To accept the Dual Enrollment Grant at the University of Tennessee at Martin, you must go to <https://eग्रands.guarantorsolutions.com/scholarshipapps/> and complete the online application. **The deadline for fall applications is September 1st.** Any application submitted after this date **will not be processed**, resulting in additional fees being charged to the applicant. Also, please make sure that you have applied for all other grants, fee waivers, and scholarships for which you are eligible. Print and obtain all the proper signatures, then make sure these documents have been submitted to the Business Affairs office. For more information about scholarships, grants, and fee waivers, click on this link <https://www.utm.edu/dcscholarships>.

Mail fee waivers to:

UT Martin Office of Business Affairs  
116 Administration Building  
Martin, TN 38238

- 1.4 Once you have completed an online application, submitted a SAF, and satisfied all requirements to apply for eligible grants, fee waivers, and scholarships, you will have completed Step 1.



- 1.5 Allow enough time (approximately 2 to 3 days) for your guidance counselor to verify your SAF and mail it with your most current high school transcript to UT Martin. Allow enough time (approximately 3 to 7 days) after applying online, for UT Martin to process your application and send an acceptance letter to your email address.

## Step 2: Register online for desired class or classes.

- 2.1 Lookup each Course Registration Number (CRN) for your desired class or classes after receiving an acceptance letter from UT Martin. If an Incomplete or Requirement(s) letter is received, verify with your guidance counselor that your SAF and transcript have been mailed to UT Martin.
- 2.1.1 Go online after reviewing instructions for this step by clicking on the link below (Search by Term) to lookup each CRN. A new window will appear prompting you for the following:
- 2.1.2 Select desired Term under Search by Term and click Submit
- 2.1.3 Select Subject (example: English)
- 2.1.4 Select Session (Dual Enrollment)
- 2.1.5 Click Class Search
- 2.1.6 Locate the name of your High School by scrolling up or down.
- 2.1.7 Identify the CRN (XXXXX) (See figure 1 below)
- 2.2 Make note of the CRN for each class or classes you intend to register for. The CRN is located above the Scheduled Meeting Times as shown in figure 4 below.

Figure 4

Class Schedule Listing				
<b>Sections Found</b>				
Comp - 21313 - ENGL 111 - PH1				
Associated Term: Spring 2009				
Registration Dates: Nov 15, 2008 to Jan 16, 2009				
Levels: Post-bac, Undergraduate				
Instructors: Lew Richard Jones (F)				
Dual Credit Campus				
Instructors Schedule Type				
Conventional Methodology Instructional Method				
3.000 Credits				
<a href="#">View Catalog Entry</a>				
<b>Scheduled Meeting Times</b>				
Type	Term Dates	Units Range	Schedule Type	Instructors
Class TBA	Dickson County HS Jan 12, 2009 - Apr 27, 2009	Lecture		Lew R. Jones (F)
Comp - 21314 - ENGL 111 - PH2			Example: CRN for Dickson County	
Associated Term: Spring 2009				
Registration Dates: Nov 15, 2008 to Jan 16, 2009				
Levels: Post-bac, Undergraduate				

- 2.2.1 **Search by Term:** Click on this link <http://www.utm.edu/searchbyterm> when you are ready to lookup each CRN.
- 2.3 Register for your desired class or classes after reviewing instructions for this step, by clicking on the link below (Banner Login) to log into Banner (see instructions below). A new window will appear prompting for the following.
- 2.3.1 Enter User ID and PIN
- 2.3.2 Enter new PIN if prompted (remember your PIN)
- 2.3.3 Accept the Agreement
- 2.3.4 Click on Student Services
- 2.3.5 Click Registration (add/drop classes.)
- 2.3.6 Click on Drop Fee Acknowledgement.
- 2.3.7 Read and then acknowledge the new Drop Fee by clicking Acknowledge
- 2.3.8 After receiving indication that your Drop Fee Acknowledgement Hold as been removed, click on the Student Tab to return to the Registration Menu.
- 2.3.9 Click Registration (add/drop classes).
- 2.3.10 Select Term and click Submit
- 2.3.11 Click on Add/Drop Classes

- 2.3.12 Type in CRN(s) in the small boxes at the bottom of the page
- 2.3.13 Click Submit Changes to register
- 2.3.14 Look for the status to indicate "Registered" (if you have problems call the Help Desk at the number listed below.)

- 2.4. **Banner Login:** Click on this link <https://www.utm.edu/bannerlogin> when you are ready to register.



**Note:** If you have any **Holds** on your account then UT Martin may not have received your SAF and/or your most current transcript. Check your email to see if you have received an acceptance letter from UT Martin. If you are still having problems after submitting your SAF and most current transcript and receiving an acceptance email, please contact UT Martin at the Jackson Office using the contact information at the end of these instructions.

- 2.5. Once you have looked up the course registration number and register online for your desired class or classes you will have completed Step 2.



- 2.6. Allow enough time (approximately 30 business days) **before** UT Martin classes begin (for example: if classes start on January 12th then the first batch of invoices will be mailed around December 2nd) to receive a UT Martin invoice in the mail and/or notification (statement, email, phone call, etc.) that your fees are due and payable and reflect your amount(s) for all eligible scholarships, grants, and fee waivers (the first invoice may not reflect eligible award amounts).

### Step 3: Pay fees, enroll in a payment plan and confirm online.

- 3.1 Pay online by using an electronic check, debit card, or credit card and then confirm (finalize) your class or classes.
  - 3.1.1 Find out how to pay, enroll in a payment plan and confirm online by clicking on this link <https://www.utm.edu/howtopayfees>. A new window will open with detailed instructions.
- 3.2 Once you have paid your fees and confirmed your class or classes, you will have completed step 3.

### Finished

Once you have completed all three steps, you will have completed the "Easy Steps to Dual Enrollment admissions and Registration for First-Time Students".

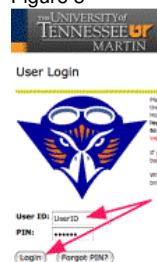
### Login Instructions

Use these login instructions to login to Banner as needed.

#### How to Log into Banner

- 4.1 To login to Banner enter your UserID, PIN, and click once on Login as show in Figure 5 below.

Figure 5



- 4.1.1 Click on <https://www.utm.edu/bannerlogin> when you are ready to login.

#### How to Determine Your UserID and PIN

- 5.1 Your UserID is your official student ID number. This number can be found on your UT Martin Admissions acceptance letter beneath your address formatted as 960XXXXXX. Your default PIN will be your birthday formatted as MMDDYY. You will be required to change your PIN and enter a hint question when you login for the first time. Be sure to select a PIN and hint question that you will remember

Click [here](#) to return to Step 2.

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#### Contact Information for UT Martin

For general **questions about the Dual Enrollment Program** contact the UT Martin Jackson Office by calling (731) 425-9277 or (888) UTM-GRAD (886-4723).

For **technical assistance** available extended hours contact the UT Martin Error! Contact not defined. by calling (731) 881-7900 (For example, if you have **problems logging in**). Extended hours are normally 7:00AM CST until 11:00PM CST, 7 days per week.

For all other questions contact the UT Martin Information Desk by calling (731) 881-7000 or (800) 829-UTM1 (8861), or send email to [dualenrollment@utm.edu](mailto:dualenrollment@utm.edu).

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