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## Extended Campus & Online Studies

### The University of Tennessee at Martin Easy steps to Dual Enrollment Admissions and Registration for Returning Students

Revised August 20, 2009

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 Returning Students" consist of three steps. Step 1: submit the Signature Authorization Form (SAF, which can be found online), 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: Submit the SAF to The University of Tennessee at Martin.

- 1.1 If you were **not** enrolled as a dual credit student last semester, you must reapply for admissions. To reapply now [click here](#) and follow the first-time instructions. Otherwise, go online after reviewing instructions for this step by clicking on the link below (**SAF for Returning Students**). Once the SAF form loads, completely fill it out online, print it, sign it (student and parent or guardian), and submit it to your guidance counselor. Your guidance counselor will complete the form and mail it to the address in the lower right-hand corner of the SAF form

- 1.1.1 **SAF for Returning Students:** Click on this link <http://www.utm.edu/departments/ecce/pdfs/DCSAFReturning.pdf> when you are ready to access the online SAF form.

- 1.2 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://egrands.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 address below. 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

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



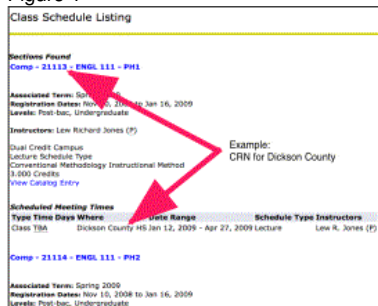
- 1.4 Allow enough time (2 to 3 days) for your guidance counselor to verify your SAF, and mail it to UT Martin. Allow enough time (3 to 5 days) after receipt, for UT Martin to determine eligibility and remove any holds clearing the way for you to register online.

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

- 2.1 After allowing enough time as stated above, and/or receiving a UT Martin email (see how to check your UT Martin E-Mail below) stating that you have been cleared to register online, lookup the **CRN (Course Registration Number)** that corresponds with your desired class or classes.

- 2.2 Go online, only 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:
  - 2.2.1 Select desired Term under Search by Term and click Submit
  - 2.2.2 Select Subject (example: English)
  - 2.2.3 Select Session (Dual Enrollment)
  - 2.2.4 Click Class Search
  - 2.2.5 Locate the name of your High School by scrolling up or down
  - 2.2.6 Identify the CRN (XXXXX) (See figure 1 below)
  - 2.2.7 Make a note of the desired CRN because you'll need it to register for the correct classes
- 2.3 The CRN is located **ABOVE** the Scheduled Meeting Times as shown in figure 1 below.

Figure 1



- 2.3.1 **Search by Term:** Click on this link <http://www.utm.edu/searchbyterm> when you're ready to lookup the CRN.

- 2.4 While online, login to myUTMartin portal (see instructions below) and then into Banner (see instructions below) to register for your desired classes. A new window will appear prompting you for the following.
  - 2.4.1 Click on Banner (as shown in figure 3 below).
  - 2.4.2 Click on Student Services.
  - 2.4.3 Click Registration (add/drop classes.).
  - 2.4.4 Click on Drop Fee Acknowledgement.
  - 2.4.5 Read and then acknowledge the new Drop Fee by clicking Acknowledge.
  - 2.4.6 After receiving indication that your Drop Fee Acknowledgement Hold has been removed, click on the Student Tab to return to the Registration Menu.
  - 2.4.7 Click Registration (add/drop classes).
  - 2.4.8 Select Term and click Submit.
  - 2.4.9 Click on Add/Drop Classes.
  - 2.4.10 Type in the CRN(s) in the small boxes at the bottom of the page.
  - 2.4.11 Click Submit Changes to register.
  - 2.4.12 Look for the status to indicate "Registered" (If you have problems, call the HelpDesk at the number listed below).
  - 2.4.13 Click on Exit and close the browser when finished.



**Note:** If you have any **holds** on your account then UT Martin may not have received your SAF and processed it. Check your UT Martin email Inbox (see instructions below) to see if you have received confirmation. If you're still having problems after submitting your SAF and receiving an email confirmation, then please contact UT Martin at the Jackson office using the contact information below to either email or call.

- 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, to receive a UT Martin invoice in the mail and/or notification (invoice, statement, email, phone call, and etc.) that your fees are due and payable. For

example, if classes start on January 12th then the first batch of invoices will be mailed around December 2nd. Review this invoice to make sure it reflects your award(s) for all eligible scholarships, grants, and fee waivers before proceeding to "Step 3: Pay fees and confirm online".

**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 online, mail your payment, enroll in a payment plan and confirm by mail or 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 Returning Students".

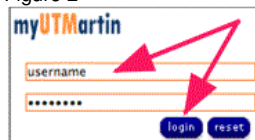
**Login Instructions**

Use these login instructions to access myUTMartin portal, login to Banner, and check your UT Martin email as needed.

**How to Login to myUTMartin Portal**

- 4.1 To login to myUTMartin portal click on the link below (<http://www.utm.edu>). Once the UT Martin home page loads, a myUTMartin portal login will appear prompting you for your username and password. Enter your username and password (see instructions below to determine your default username and password) as shown in figure 2 below and click once on login.

Figure 2



- 4.1.1 Click on this link <http://www.utm.edu> when you're ready to login.

**How to Login to Banner**

- 5.1 To login to Banner first login to myUTMartin portal (see instructions above) and then click on Banner as shown in figure 3 below.

Figure 3



**How to Check Your UT Martin Email Account**

- 6.1 To check your UT Martin email account click on the link below (<http://www.utm.edu>). Once the UT Martin home page loads, a myUTMartin portal login will appear prompting you for your username and password (see instructions below to determine your default username and password).
  - 6.1.1 Click on this link <http://www.utm.edu> when you're ready to login.
  - 6.1.2 Enter your username and password as shown in figure 2 above and click once on login.
  - 6.1.3 Click on Email as shown in figure 3 above.

**How to Determine Your Default Username and Password for myUTMartin Portal**

- 7.1 Your default username is the first three letters of your first name, your middle initial, and the first four letters of your last name.
- 7.2 Your password is the last four digits of your social security number followed by the three characters birth month (with the first character capitalized) and the last two digits of your birth year. For example: Name, John Q. Public SSN, 123-45-6789, Birthday: 01/15/1980 would be Username: johqpubl, and Password: 6789Jan80.
- 7.3 If you have changed your password and cannot remember it, please call the Help Desk number listed below. They will be able to help you by resetting your password to its default. If this happens, we recommend that you change your password to something that will be easy for you to remember.

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### Contact 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** with problems like logging in, contact the UT Martin Help Desk by calling (731) 881-7900. The Help Desk is normally available extended hours from 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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