



## Online Student Withdrawal

### Attention All Student Related Services:

There is a new online Withdrawal Application form on Banner Self Service. This new form triggers a process that will help the campus track student withdrawals and hopefully retain students. If you want to know more about this process, please let us know at [bannersupport@utm.edu](mailto:bannersupport@utm.edu).

Also, any departments that have online information regarding student withdrawals on [WWW.UTM.EDU](http://WWW.UTM.EDU), please have it updated.

For Student Withdrawals inquiries, please tell the student:

1. Do Not withdraw from your classes before your withdrawal is processed (the withdrawal process will do that for them)
2. Continue to go to class until the withdrawal is completed
3. To apply please use the **new** online **"Withdrawal Application"** on Banner Self Service under

**Student Services → Registration → Withdrawal Application from The University of Tennessee at Martin**

4. Please warn them that ***DROPPING or WITHDRAWING from classes may result in them owing the university money.***

For your reference, the screen shots of the new online form are included.

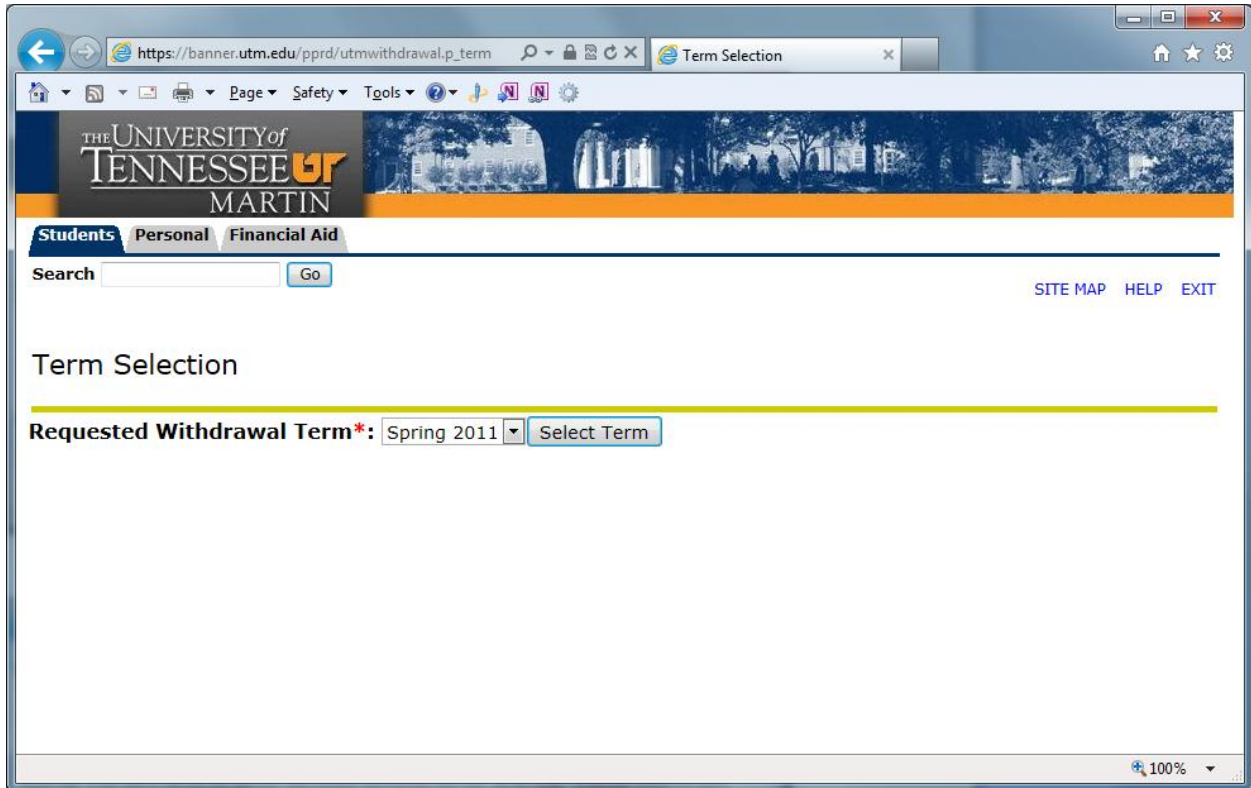
## Online Student Withdrawal

The screenshot shows a web browser window with the URL [https://banner.utm.edu/pprd/twbkwbis.P\\_GenMenu?nar](https://banner.utm.edu/pprd/twbkwbis.P_GenMenu?nar). The page title is "Student & Financial Aid". The navigation menu includes "Students", "Personal", and "Financial Aid". A search bar is present with a "Go" button. Links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT" are visible. The main content area is titled "Student Services" and lists several options: "Registration (add/drop classes, view schedule, etc)", "Student Records (online payment and deposits, confirm plans to attend, holds, grades, CAPP, and more)", and "How to complete an online class evaluation". A "RELEASE: 8.4" notice is at the bottom.

The screenshot shows a web browser window with the URL [https://banner.utm.edu/pprd/twbkwbis.P\\_GenMenu?nar](https://banner.utm.edu/pprd/twbkwbis.P_GenMenu?nar). The page title is "Registration". The navigation menu is the same as the previous page. The main content area is titled "Registration" and contains the following text: "The cost of all required and optional materials for each course and each section can be looked up at this site: [utm.bncollege.com](http://utm.bncollege.com) (click here to open in a new browser window). Please note: If you wish to visit this site with your class schedule automatically sent over, use the **Order Textbooks Online** link below." Below this, there is a list of links: "Registration Instructions (PDF)", "Select Term", "Add/Drop Classes", "Look-up Classes to Add", "Order Textbooks Online", "Change Class Options", "Student Schedule by Day & Time", "Student Detail Schedule", "Schedule Restrictions (classes with missing requisites)", "Registration Fee Assessment", "Check Your Registration Status", "Who Is My Advisor?", and "Drop Fee Acknowledgement New Fall 2009". A link for "Withdrawal Application from The University of Tennessee at Martin" is also present. A "RELEASE: 8.4" notice is at the bottom.



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## Withdrawal Application from The University of Tennessee at Martin

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**NOTE: This application is not official until it has been approved.**

You must fill in all required fields before submitting the form.

**By clicking Submit below, your withdrawal REQUEST is being submitted.**

**You will need to contact the Student Success Center by phone at 731-881-1689 or 731-881-7723 to continue the withdrawal process.**

**Requested Withdrawal Term:** Spring 2011

<b>Name:</b> <input type="text"/>	<b>Student ID:</b> <input type="text"/>
<b>UTM Email:</b> <input type="text"/>	<b>Phone:</b> <input type="text"/>
<b>Major:</b> <input type="text"/>	<b>Classification:</b> <input type="text"/>
<b>Hours Enrolled:</b> <input type="text"/>	<b>GPA:</b> <input type="text"/>
<b>Advisor Email:</b> <input type="text"/>	

**Preferred Method of Contact\*:**

**Housing\*:**

**I Primarily Attend\*:**

**Reason for Withdrawal\*:**

**Comments:**

**Do you plan to return?**

**If planning to return, when?**

**Do you currently have a job?**

**Do you currently work on campus or off campus?**

**On average, how many hours do you work per week?**

**What extra curricular activities are you involved in, if any?**

**\* Required fields.**

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### Confirm Withdrawal Application Submission

By clicking I Agree below, you confirm that you understand and agree to the following:

By submitting this application for withdrawal from the University of Tennessee at Martin, I understand that I may owe the University money and/or the following items may be affected:

- Lottery Scholarship
- Satisfactory Academic Progress
- Transcripts and Registration

Please contact the Student Success Center at 731.881.1689 or 731.881.7723 if you have any questions or need any assistance.

### Warnings before an Add or Drop takes place (#8 was added).

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### Add/Drop Classes:

Fall 2011  
 Sep 12, 2011 11:12 am

Use this interface to add or drop classes for the selected term. If you have already registered for the term, those classes will appear in the Class Registered Successfully section. Additional classes may be added in the Add Class table. To add a class enter the Course Reference Number (CRN) in the Add Class table. Classes may be dropped by using the options available in the Action field. If no options are listed in the Action field then the class may not be dropped. When add/drops are complete click Submit Changes. If you are unsure of which classes to add, click Class Search to review the class schedule.

- 1. Don't unintentionally register for off-campus classes. Click on Help for more info.**
- 2. For any additional section notes ("Self-Paced", etc), click on the CRN number.**
- 3. To view Pre-Requisites or Test Score Requirements for a course, [click here](#).**
- 4. Always process Drops before Adds to avoid loss of your entire schedule.**
- 5. Sections with "NC" are "New College" courses, and may have additional tuition costs. Contact the UT Online office for more info.**
- 6. Pay your fees before the purge date. Also, even if Financial Aid pays all your fees, you must go to the Business Office (or use [Paying Fees Online](#)) to confirm your enrollment, or else your classes will be dropped during the purge.**
- 7. WARNING: Lottery Scholarship recipients must request approval to drop below full-time, in order to retain the scholarship. [Click here for details](#).**
- 8. If you wish to withdraw from UT Martin or drop all classes, please fill out the Withdrawal Request form on the Registration Menu under the Student Services tab. *DROPPING or WITHDRAWING from classes may result in you owing the university money.***

The cost of all required and optional materials for each course and each section can be looked up at this site:  
[utm.bncollege.com](http://utm.bncollege.com) ([click here to open in a new browser window](#))

**Fall 2011 Purge date is August 16.**

**Any student registering for Fall 2011 after August 2, will NOT receive a statement. Students may view their account on the web and payments must be made by the purge date.**