

Fall 2017 Important Dates Calendar

March 27 – 31	Early Registration Begins
July 11 – August 16	Early Fee Payments
August 23	Each semester every student must finalize registration with payment if they plan to attend UTM. All classes will be removed from the student's schedule if student has not submitted a plan to the Business Office confirming attendance at UTM. This includes students with full (or partial): <ul style="list-style-type: none">✓ <i>Any Form of Financial Aid</i>✓ <i>Fee Waivers</i>✓ <i>Scholarships and/or Grants</i>
August 24 – 27	Freshman Year Initiative (FYI)
August 25	Advising
August 28	**Classes Begin
August 28 – Sept. 1	Late Registration
September 1	End First Adjustment Period: <ul style="list-style-type: none">✓ (Last day to Add)✓ (Last day to Drop with no record of enrollment)
September 1	Each semester every student must finalize registration with payment if they plan to attend UTM. All classes will be removed from the student's schedule if student has not submitted a plan to the Business Office confirming their plan to attend UTM.
September 4	Labor Day Holiday
September 15	Second Deferment Payment Due
October 13	Mid-Term Progress Reports Due
October 15	Third Deferment Payment Due
October 20	**Last Day to Drop a Class
October 14 – 17	Fall Break
November 13 – 17	Advising & Early Registration for Spring 2018
November 15	Fourth Deferment Payment Due
November 22 – 26	Thanksgiving Holiday
December 7	Commencement Practice 4 p.m. Elam Center
December 7	I's calculate as F's from Spring 2017
December 8	I's calculate as F's from Summer 2017
December 8	Classes end
December 11 – 15	Final Exams
December 16	Commencement 11:00 a.m.
December 18	Final grades due 8:30 a.m.

REGISTRATION

Students enrolled during the fall semester who plan to attend UTM in the spring semester should register early. Transfers or readmitted students who have received final acceptance for spring semester by November 13, 2017, may advance register at the same time that has been established for others with the same number of earned semester hours.

Advisors will help the students plan course of study. The advisor must remove the advisor hold before the student can register. Many departments may schedule advising appointments prior to the scheduled week of advising. Check with individual departments for exact (or earlier) advising times.

UNDERGRADUATE STUDENTS: Report to faculty advisor. Undergraduate students registering for more than 20 hours must have the approval of appropriate Dean/Director before the Registrar's Office can increase the student's maximum hours in the computer.

GRADUATE STUDENTS: Report to Coordinator for your graduate program. Graduate students registering for more than 15 hours per session must have special permission from appropriate Graduate Coordinator. Only courses numbered 500 or above may be taken for graduate credit.

- ✓ Agriculture:
Master of Science in Agriculture
and Natural Resources Systems Mgt. Joey Mehlhorn
Brehm Hall 254
(731) 881-7275

- ✓ Business Administration:
Master of Business Administration Denise Williams
Business Administration 126A
(731) 881-7955

- Ashley Kilburn
Business Administration 126D
(731) 881-7231

- Brandon Kilburn
Business Administration 126B
(731) 881-7231

- ✓ Education:
Master of Science in Education Cherry Watts
Gooch 205H
(731) 881-7212

- ✓ Family and Consumer Sciences:
Master of Science in Family and
Consumer Sciences Lisa LeBleu
Gooch 340B
(731) 881-7116

Registration times are based on the student's earned hours:

<i>Classification</i>	<i>Hours Earned</i>	<i>Registration Date</i>	<i>Registration Day</i>	<i>Registration Time</i>
Graduate Students	All hours	November 13, 2017	Monday	8 a.m.-forward
Post-Bac Students	All hours	November 13, 2017	Monday	8 a.m.-forward
Seniors	113.0--Above	November 13, 2017	Monday	8 a.m.-forward
Seniors	106.0-112.9	November 13, 2017	Monday	10 a.m.-forward
Seniors	98.0-105.9	November 13, 2017	Monday	12 p.m.-forward
Seniors	90.0-97.9	November 13, 2017	Monday	2 p.m.-forward
Juniors	83.0-89.9	November 14, 2017	Tuesday	8 a.m.-forward
Juniors	76.0-82.9	November 14, 2017	Tuesday	10 a.m.-forward
Juniors	68.0-75.9	November 14, 2017	Tuesday	12 p.m.-forward
Juniors	60.0-67.9	November 14, 2017	Tuesday	2 p.m.-forward
Sophomores	53.0-59.9	November 15, 2017	Wednesday	8 a.m.-forward
Sophomores	46.0-52.9	November 15, 2017	Wednesday	10 a.m.-forward
Sophomores	38.0-45.9	November 15, 2017	Wednesday	12 p.m.-forward
Sophomores	30.0-37.9	November 15, 2017	Wednesday	2 p.m.-forward
Freshmen	23.0-29.9	November 16, 2017	Thursday	8 a.m.-forward
Freshmen	16.0-22.9	November 16, 2017	Thursday	12 a.m.-forward
Freshmen	8.0-15.9	November 17, 2017	Friday	8 a.m.-forward
Freshmen	0.0-7.9	November 17, 2017	Friday	12 p.m.-forward

DO NOT MISS CLASSES TO REGISTER. If the student cannot register at his/her appointment time, he/she may register any time after the appointment time. If a student decides not to attend in the fall after completing registration, he/she must withdraw within the stated adjustment period to receive a refund of fees.

Web registration will be available 24 hours a day (with limited exceptions) beginning November 13, 2017. Instructions for student web registration are available by clicking on <http://www.utm.edu/departments/registrar/registration.php>

When registering for classes, remember that off-campus classes have a section number that begins with an alphabetic character. Hybrid courses, which are online courses with a least one mandatory face-to-face meeting, have a section number that begins with Hxx (i.e., H01, H02, etc.). To determine where the class will meet, please check the location code (building or site code). A description of subject codes, building codes, off-site codes, and section codes can be found at <http://www.utm.edu/departments/registrar/registration.php>

Fee Payment

Students who advance register must pay fees and/or confirm their attendance, or make proper arrangements with the Business Office, by 5:00 p.m. on Wednesday, August 23, 2017, even if financial aid and/or scholarship pay all fees. **No student's fees are paid automatically.** Fees may be paid on the Web or in person. Students should have a fee receipt to insure their place in classes. **Always obtain a fees receipt.**

Payment must be made by this date for all classes listed on the student schedule. If the students pay their fees in advance, then decide not to return for Fall Semester, they must withdraw by September 1, 2017 to receive a full refund of fees. Failure to attend a course is not an official withdrawal and will result in the assignment of an 'F' grade.

No previous term charges may be paid with current term financial aid, including Stafford Loans.

STUDENTS WHO ARE PLACED ON ACADEMIC SUSPENSION AT THE END OF SPRING OR SUMMER, AND ARE NOT REINSTATED BY THE READMISSIONS COMMITTEE, WILL HAVE THEIR NAMES REMOVED FROM ALL CLASS ROLLS AND THEIR REGISTRATION WILL BE CANCELLED.

Add and Drop Deadlines					
Part Of Term	Beginning Date	Ending Date	Add Dates	Drop: No record of enrollment	Drop: Receive W grade
1	Aug. 28, 2017	Dec. 08, 2017	Mar. 27, 2017 thru Sept. 01, 2017	Mar. 27, 2017 thru Sept. 01, 2017	Sept. 02, 2017 thru Oct. 20, 2017
2	Aug. 28, 2017	Oct. 13, 2017	Mar. 27, 2017 thru Aug. 29, 2017	Mar. 27, 2017 thru Aug. 29, 2017	Aug. 30, 2017 thru Sept. 22, 2017
3	Oct. 18, 2017	Dec. 08, 2017	Mar. 27, 2017 thru Oct. 19, 2017	Mar. 27, 2017 thru Oct. 19, 2017	Oct. 20, 2017 thru Nov. 10, 2017
4	Aug. 28, 2017	Sept. 29, 2017	Mar. 27, 2017 thru Aug. 29, 2017	Mar. 27, 2017 thru Aug. 29, 2017	Aug. 30, 2017 thru Sept. 15, 2017
5	Oct. 02, 2017	Nov. 03, 2017	Mar. 27, 2017 thru Oct. 03, 2017	Mar. 27, 2017 thru Oct. 03, 2017	Oct. 04, 2017 thru Oct. 20, 2017
6	Nov.06, 2017	Dec. 08, 2017	Mar. 27, 2017 thru Nov. 07, 2017	Mar. 27, 2017 thru Nov. 07, 2017	Nov. 08, 2017 thru Nov. 24, 2017

PROCEDURE FOR CLASS CHANGES AND WITHDRAWAL

Students may not drop nor add a course without permission of the faculty advisor. Failure to attend classes to which a student is officially registered will result in the permanent grade of 'F' on the student's academic record. A student will not be permitted to drop a course after the first eight weeks of the semester simply to avoid a poor grade. Students wishing to withdraw from the University (all courses) should fill out the online application in Banner Self-Service to initiate withdrawal procedures. Students may make necessary adjustments in their schedule according to the following periods:

Late Add & Unrecorded Drop Period: August 28 through 5 p.m. on September 1, 2017.

- ✓ Students may drop/add courses at the discretion of their faculty advisor. Banner Web will be available on the above dates to accommodate faculty and students in processing drop/adds.
- ✓ Students dropping courses during this period will not have the Course Change Fee of \$25.00 per course assessed.

Late Drop Period (Grade of W): September 2 through 5 p.m. on October 20, 2017**

- ✓ **NO COURSE MAY BE ADDED.**
- ✓ Courses may be dropped with the approval of the faculty advisor: Grade is W.

The faculty advisor issues and signs the Class Scheduling/Change Form, giving the original and one copy to the student. The student presents the original to the Registrar's Office (AD 103) for processing. This process may be completed online at the discretion of the faculty member if the student does not have any holds. Students should always print their schedule to verify that the class was officially dropped.

Final Period: October 21, 2017 through the last day of class or until the final has been administered, whichever comes first**

- ✓ **NO COURSE MAY BE ADDED.**
- ✓ **NO COURSE MAY BE DROPPED** during this period unless approved by the Registrar and it can be clearly documented that one of the printed conditions found in the section titled "Drop, Add, & Withdrawal from the University" in the current UTM catalog is met.

The faculty advisor issues and signs the Class Scheduling/Change Form, giving the original and one copy to the student. The student presents the original and proper documents that verify an appropriate catalog reason, to the Registrar's Office (AD 103) for approval by the Registrar. If approved, the student's form will be processed.

**See "Add and Drop Deadlines" table (above) for dates concerning partial-term courses.

PASS/FAIL OPTION AND AUDITORS

Certain courses have been approved for the pass/fail option. Students who desire to take a course for pass/fail must obtain a pass/fail form from the instructor of the course during the first week of classes.

Students who wish to audit courses must register for the course and file an Approval to Audit Form with the Registrar's Office no later than September 1, 2017. These forms are available in the deans' offices.

PHYSICAL ACTIVITY (PACT) COURSES

Students may apply a maximum of eight semester hours of physical activity courses (PACT) to count toward their degree. A maximum of two physical activity (PACT) courses may be taken during any given semester.

REGISTRATION FOR TOTALLY DISABLED AND/OR SENIOR CITIZENS

Tennessee residents who are at least 60 years old may audit classes without payment of fees, if space is available. Tennessee residents who are 65 or older may take courses for credit at reduced rates.

Totally disabled persons may be eligible for either option. Extended campus students may call (731) 881-7080 for assistance. Verification of age, residency, and permanent disability must be provided the first time a student registers as totally disabled and/or senior citizen. All students who register under these provisions must report to the Office of Academic Records, 103 Hall Moody, prior to August 28, 2017.

PROCEDURE FOR CHANGING MAJOR

Undergraduate students who wish to change their major must see the Dean of the College of current enrollment to obtain a change of major form. The change of major form must then be submitted by the student to the Dean of the College in which they wish to major. The new Dean will then forward the signed form (via campus mail or the student) to the Office of Academic Records for processing.

RESPONSIBILITIES AND REQUIREMENTS

Students assume full responsibility for knowledge of the rules and regulations of the university, departmental requirements, and other items concerning the individual degree program. A statement on students' rights is included in the Student Handbook. Copies of the Handbook are available in the Office of Student Affairs.

NOTICE TO CANDIDATES FOR DEGREES

Students who plan to complete the requirements for a degree and wish for that degree to be conferred at fall commencement should apply for a diploma before registering. This is an online process. Information from the applications will be used to send graduation information to students and to ensure correct information in the commencement program.

ANNUAL NOTICE TO STUDENTS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives the student's request for access. To exercise this right, a student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
 - a. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.
 - b. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing

procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or a contractor, consultant, volunteer, or other outside party to whom the University has outsourced University services or functions that would otherwise be performed by University employees, the party is under the direct control of the University with respect to the use and maintenance of education records, and the party is subject to the same conditions governing the use and disclosure of education records that apply to other school officials.

- a. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities to the University.
 - b. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the University of Tennessee at Martin to comply with the requirements of FERPA. Complaints may be mailed to the Family Policy Compliance Office, U. S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.
 5. The right to refuse to permit the disclosure of directory information except to the extent that FERPA authorizes disclosure without consent. Directory information is information contained in a student's education record that would not generally be considered harmful or an invasion of privacy if disclosed. The University has designed the following as directory information for each student:
 - a. Name, address, and telephone number
 - b. Home county
 - c. Dates of attendance
 - d. Classification
 - e. E-mail address
 - f. Photograph
 - g. Birthplace and date
 - h. Major field of study
 - i. Participation in officially recognized activities and sports
 - j. Weight and height of members of athletic teams
 - k. Degrees and awards received
 - l. Most recent previous school attended

FERPA permits the University to disclose directory information without a student's consent unless a student, prior to the 14th day after the semester begins, notifies the Office of Academic Records in writing of his or her desire to restrict directory information from being published. **Written notice to withhold any or all of this information must be made in the Registrar's Office located in 103 Hall Moody Administration Building on or before September 1, 2017.**

6. The University of Tennessee at Martin also complies with the regulations set forth in the Solomon Amendment.

SCHEDULE OF FALL 2017 SEMESTER FINAL EXAMINATIONS					
Time	Dec 11 Monday	Dec 12 Tuesday	Dec 13 Wednesday	Dec 14 Thursday	Dec 15 Friday
7:45 to 9:45	8:00 MWF Classes	9:00 MWF Classes	10:00 MWF Classes	11:00 MWF Classes	12:00 MWF Classes
10:00 to 12:00	8:00 TTH Classes	9:30 & 10:00 TTH Classes	11:00 TTH Classes	1:00 TTH Classes	2:30 & 3:00 TTH Classes
12:45 to 2:45	1:00 MWF Classes	2:00 MWF Classes	3:00 MWF Classes	4:00 MWF Classes	4:00 TTH Classes
3:00 to 5:00	MATH 140 MATH 160 FIN 301 PHYS 211 PHYS 212	ACCT 201 ACCT 202	CHEM 121 CHEM 122	MATH 100 MATH 110 MATH 210 MATH 251 MATH 252	
5:15 to 7:15	COMM 230	ENGL 100 ENGL 110 ENGL 111 ENGL 112			
7:30 to 9:30	5:00 p.m. Or later On This Day	5:00 p.m. Or later On This Day	5:00 p.m. Or later On This Day	5:00 p.m. Or later On This Day	
<p>When a mass exam has been scheduled, an instructor may NOT give the test at the regularly scheduled time if the class begins at 4:00 p.m. or earlier. The instructor will decide on the seating arrangement for the mass exams. All other final exams will be given in the regularly scheduled classroom.</p> <p>Final exams for physical education basic activity courses will be given during the last regularly scheduled class meeting.</p> <p>Courses with separate laboratory exams will give laboratory exams during the last regularly scheduled laboratory meeting.</p> <p>Variations from this schedule must have the approval of the Dean, Department Chair, and the Instructor.</p>					

QUESTIONS

If students have problems with registration or have questions, they may contact the Office of Academic Records located at 103 Hall Moody Administration Building, www.utm.edu/registrar, sending e-mail to registrar@utm.edu, or calling (731) 881-7050 for assistance.

STUDENT IDENTIFICATION (ID)

Skyhawk cards can be obtained at the Skyhawk Card Window at Business Affairs, 116 Hall Moody Administration Building. Students must present fee receipts to photographer before an ID can be made. Office hours are 8:00 a.m. – 5:00 p.m., Monday through Friday.

CAR REGISTRATION

Cars must be registered with the Department of Public Safety. Students will need their driver's license numbers and car license plate numbers. There will be a charge.