IMPORTANT DATES
Maymester 2014

March 24-April 1  *Advising/Early Registration Begins
*Contact you advisor for specific appointment days/times.

May 13
Each semester **EVERY STUDENT** must confirm that 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.

This Includes Students with full (or partial):

✓ Any Form of Financial Aid
✓ Fee Waivers
✓ Scholarships and/or Grants

A plan must be submitted to the Business Office!

May 12
Maymester classes begin

May 26
Holiday

May 30
Classes end—Final exams given last day of class

This schedule is not to be construed as a contract. The University of Tennessee at Martin reserves the right to change dates, fees, tuition, or other charges; add or delete courses; revise academic programs; or alter regulations and requirements as deemed necessary.

Maymester Begin, End, Add and Drop Dates

<table>
<thead>
<tr>
<th>Part Of Term</th>
<th>Beginning Date</th>
<th>Ending Date</th>
<th>Add Dates</th>
<th>Drop: No record of enrollment</th>
<th>Drop: W grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>March 24, 2014</td>
<td>thru</td>
<td>May 13, 2014 thru</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>May 12, 2014</td>
<td></td>
<td>May 15, 2014</td>
</tr>
</tbody>
</table>

ADMISSION

UNDERGRADUATE: For information about applying for undergraduate admission contact:

Office of Admissions
The University of Tennessee at Martin
Martin, Tennessee 38238
(731) 881-7024

GRADUATE: For information about applying for graduate admission contact:

Office of Graduate Studies
Administration 227
The University of Tennessee at Martin
Martin, TN 38238
(731) 881-7012
REGISTRATION APPOINTMENTS

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

<table>
<thead>
<tr>
<th>Classification</th>
<th>Hours Earned</th>
<th>Registration Date</th>
<th>Registration Day</th>
<th>Registration Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Students</td>
<td>All hours</td>
<td>March 24, 2014</td>
<td>Monday</td>
<td>8 a.m.-forward</td>
</tr>
<tr>
<td>Post-Bac Students</td>
<td>All hours</td>
<td>March 24, 2014</td>
<td>Monday</td>
<td>8 a.m.-forward</td>
</tr>
<tr>
<td>Seniors</td>
<td>113.0–Above</td>
<td>March 24, 2014</td>
<td>Monday</td>
<td>8 a.m.-forward</td>
</tr>
<tr>
<td>Seniors</td>
<td>106.0-112.9</td>
<td>March 24, 2014</td>
<td>Monday</td>
<td>10 a.m.-forward</td>
</tr>
<tr>
<td>Seniors</td>
<td>98.0-105.9</td>
<td>March 24, 2014</td>
<td>Monday</td>
<td>12 p.m.-forward</td>
</tr>
<tr>
<td>Seniors</td>
<td>90.0-97.9</td>
<td>March 24, 2014</td>
<td>Monday</td>
<td>2 p.m.-forward</td>
</tr>
<tr>
<td>Juniors</td>
<td>83.0-89.9</td>
<td>March 25, 2014</td>
<td>Tuesday</td>
<td>8 a.m.-forward</td>
</tr>
<tr>
<td>Juniors</td>
<td>76.0-82.9</td>
<td>March 25, 2014</td>
<td>Tuesday</td>
<td>10 a.m.-forward</td>
</tr>
<tr>
<td>Juniors</td>
<td>68.0-75.9</td>
<td>March 25, 2014</td>
<td>Tuesday</td>
<td>12 p.m.-forward</td>
</tr>
<tr>
<td>Juniors</td>
<td>60.0-67.9</td>
<td>March 25, 2014</td>
<td>Tuesday</td>
<td>2 p.m.-forward</td>
</tr>
<tr>
<td>Sophomores</td>
<td>53.0-59.9</td>
<td>March 26, 2014</td>
<td>Wednesday</td>
<td>8 a.m.-forward</td>
</tr>
<tr>
<td>Sophomores</td>
<td>46.0-52.9</td>
<td>March 26, 2014</td>
<td>Wednesday</td>
<td>10 a.m.-forward</td>
</tr>
<tr>
<td>Sophomores</td>
<td>38.0-45.9</td>
<td>March 26, 2014</td>
<td>Wednesday</td>
<td>12 p.m.-forward</td>
</tr>
<tr>
<td>Sophomores</td>
<td>30.0-37.9</td>
<td>March 26, 2014</td>
<td>Wednesday</td>
<td>2 p.m.-forward</td>
</tr>
<tr>
<td>Freshmen</td>
<td>23.0-29.9</td>
<td>March 27, 2014</td>
<td>Thursday</td>
<td>8 a.m.-forward</td>
</tr>
<tr>
<td>Freshmen</td>
<td>16.0-22.9</td>
<td>March 27, 2014</td>
<td>Thursday</td>
<td>12 p.m.-forward</td>
</tr>
<tr>
<td>Freshmen</td>
<td>8.0-15.9</td>
<td>March 28, 2014</td>
<td>Friday</td>
<td>8 a.m.-forward</td>
</tr>
<tr>
<td>Freshmen</td>
<td>0.0-7.9</td>
<td>March 28, 2014</td>
<td>Friday</td>
<td>12 p.m.-forward</td>
</tr>
</tbody>
</table>

DO NOT MISS CLASSES TO REGISTER. If the student cannot register at listed registration time, student may register any time after the registration time.

If the student decides not to come to Maymester, but has registered, they must withdraw within the stated adjustment period to receive a refund of fees.

Failure to attend a course is not an official drop and will result in the assignment of an “F” grade.
REGISTRATION INSTRUCTIONS

UNDERGRADUATE STUDENTS: Report to faculty advisors to plan course of study and be registered. Advisor must remove “advisor hold” before students can register. Students can register for a maximum of 6 hours credit during Maymester.

GRADUATE STUDENTS: Report to Coordinator for your graduate program.

Graduate Programs:  

                                                                 Graduate Office:

✓ 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  
  Kevin Hammond  
  Business Administration 109A  
  (731) 881-7236

✓ Education:  
  Master of Science in Education  
  Kristy Crawford  
  Gooch 237E  
  (731) 881-7128

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

Graduate students need to check with the appropriate Graduate Coordinator. Only courses numbered 500 or above may be taken for graduate credit.

Web registration will be available 24-hours a day beginning March 24, 2014. Instructions for student web registration may be found at http://www.utm.edu/departments/registrar/registration.php

FEE PAYMENT:

Important Notice: No Previous Term Charges May Be Paid With Current Term Financial Aid Including Stafford Loans.

Fees for Maymester must be paid by 5:00 p.m. on Friday, May 9, 2014. If you have any questions, please contact Business Affairs at (731) 881-7810.

Always obtain a fees receipt.

STUDENTS WHO ARE DROPPED FROM SCHOOL BECAUSE OF ACADEMIC DEFICIENCIES WILL HAVE THEIR NAMES REMOVED FROM ALL CLASS ROLLS AND THEIR REGISTRATION WILL BE CANCELED.
PROCEDURE FOR CLASS CHANGES AND WITHDRAWAL

A student may not drop nor add a course without permission of the faculty advisor. Failure to attend classes to which a student is officially assigned will result in the grade of ‘F’.

Students may make necessary adjustments in their schedule according to the table on page 1:

Students may drop/add courses at the discretion of the student’s faculty advisor. The web will be available on the above dates to accommodate faculty and students in processing drop/adds.

Be Aware That Off Campus Classes Have A Section Number That Begins With An Alphabetic Character.

Be aware that Hybrid courses have a section number that begins with Hxx (i.e., H01, H02, etc.) . A hybrid is an on line course with a least one mandatory face to face meeting. To determine where the class will meet, please check the location code (building or site code).

The faculty advisor may drop the student on Banner Web or issue and sign a 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.

No course may be dropped after this period unless the appropriate official can verify one of the conditions listed in the current UTM catalog.

REMEMBER:

✓ A student will not be permitted to drop a course after second adjustment period simply to avoid a poor grade.

✓ Under no circumstances may a course be dropped after the last day of class or after administration of the final exam, whichever occurs first.

✓ Students wishing to withdraw from the University (all courses) should fill out the online application in Banner Self-Service to initiate withdrawal procedures.

RESPONSIBILITIES AND REQUIREMENTS

All students, undergraduate and graduate, assume full responsibility for knowledge of the rules and regulations of the university, and departmental requirements, 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.

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:

- 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.

- The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

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.

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.

- 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 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.

Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- 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. The name and address of the Office that administers FERPA is:

  Family Policy Compliance Office  
  U. S. Department of Education  
  400 Maryland Avenue, SW  
  Washington, DC 20202-5901
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:

- Student’s Name
- Address
- Telephone Number
- Home County
- Dates Of Attendance
- Classification
- E-Mail Address
- Participation In Officially Recognized Activities & Sports
- Photograph
- Birthplace And Date
- Weight And Height Of Members Of Athletic Teams
- Major Field Of Study
- Degrees And Awards Received
- 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 (AD 103) On Or Before May 12, 2014.

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

STUDENT IDENTIFICATION (ID)

Report to Skyhawk Card Window at Business Affairs—Room 116 Hall Moody Administration Building. ID’s will be made from 8:00 a.m.-5:00 p.m. Monday-Friday.

CAR REGISTRATION

Report to Room 156 Crisp Hall: Cars must be registered with the Department of Public Safety. Students will need their driver's license number and car license plate number. There will be a charge.

PROCEDURE FOR CHANGE OF MAJOR

Undergraduate students who wish to change their major must go to their Dean of the College of current enrollment. The Dean will fill out a curriculum change form and give the form to the students to take to the Dean of the College in which they wish to enroll. The new Dean will then forward the signed form to the Registrar's Office for processing.

SPECIAL 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 student registers as totally disabled and/or senior citizen.

All Students Who Register Under These Provisions Should Report To The Registrar's Office (AD 103) Prior To May 12, 2014.
PASS/FAIL OPTION AND AUDITORS

Certain courses have been approved for the pass/fail option. Students who desire to take such a course for pass/fail should obtain a pass/fail form from the instructor of the course. This must be done during the first adjustment period.

Students who wish to audit courses must register for the course and file an Approval to Audit Form with the Registrar’s Office (AD 103) no later than the first adjustment (drop/add) period. These forms are available in the deans’ offices.

PHYSICAL ACTIVITY (PACT) COURSES

A student may elect a maximum of eight semester hours of physical activity courses to count toward graduation. ONLY two physical activity courses may be taken during any given semester.

EXTENDED CAMPUS AND ONLINE STUDIES

For additional information concerning off-campus course offerings, you may contact:

Office of Extended Campus and Online Studies
110 Gooch Hall
The University of Tennessee at Martin
Martin, TN 38238
Phone: (731) 881-7080
http://www.utm.edu/~ecos

If students have problems with registration, or have questions, they may come into the Office of Academic Records (AD 103), or call 881-7050, for assistance.

STUDENT HOUSING

For answers to specific questions about pricing information and housing for Maymester, contact the Office of Housing at (731) 881-7730 or e-mail questions to houseme@utm.edu.

FEE SCHEDULE

Tuition and fee information is found at www.utm.edu/bursar under the blue Fee Schedule tab or by calling the Office of Business Affairs at (731) 881-7810.

The general fees are subject to change.

The current catalog contains additional information about expenses.

QUESTIONS

If students have problems with registration, or have questions, they may contact the Registrar’s Office (AD 103), by sending e-mail to registrar@utm.edu, or calling (731) 881-7050 for assistance.

SUBJECT CODES, BUILDING CODES, OFF-CAMPUS SITE CODES, AND SECTION CODES

A description of these codes can be found by clicking on http://www.utm.edu/department/registrar/registration.php