

Spring 2017 Academic Calendar

November 7, 2016	Registration Begins
January 9	Administrative drop for non-payment.
January 11	Advising
January 12	**Classes Begin
January 16	Holiday
January 12-18	Registration for students who have not previously registered or those whose schedules were deleted.
January 18	✓ Last day to Add ✓ Last day to Drop with no record of enrollment
January 18	Administrative Drop for non-payment.
February 27	Midterm Progress Report Due 8:30 am.
March 3	**Last Day to Drop a Class, Part of term 1
March 4-12	Spring Break
March 20-24	Early Registration begins Summer 2017
March 27-31	Early Registration begins Fall 2017
April 14	Spring Holiday
April 26	Commencement Practice 4 p.m. (Elam Center)
April 28	Classes end
April 28	I's calculate as F's in student's GPA (Fall 2016)
April 29-May 5	Final Exams
May 6	Commencement at 11 a.m. (Elam Center)
May 8	Final grades due by 8:30 a.m.

Fall 2017—Registration times are based on the student’s earned hours for:

<i>Classification</i>	<i>Hours Earned</i>	<i>Registration Date</i>	<i>Registration Day</i>	<i>Registration Time</i>
Graduate Students	All hours	March 27, 2017	Monday	8 a.m.-forward
Post-Bac Students	All hours	March 27, 2017	Monday	8 a.m.-forward
Seniors	113.0--Above	March 27, 2017 ⁶	Monday	8 a.m.-forward
Seniors	106.0-112.9	March 27, 2017	Monday	10 a.m.-forward
Seniors	98.0-105.9	March 27, 2017	Monday	12 p.m.-forward
Seniors	90.0-97.9	March 27, 2017	Monday	2 p.m.-forward
Juniors	83.0-89.9	March 28, 2017	Tuesday	8 a.m.-forward
Juniors	76.0-82.9	March 28, 2017	Tuesday	10 a.m.-forward
Juniors	68.0-75.9	March 28, 2017	Tuesday	12 p.m.-forward
Juniors	60.0-67.9	March 28, 2017	Tuesday	2 p.m.-forward
Sophomores	53.0-59.9	March 29, 2017	Wednesday	8 a.m.-forward
Sophomores	46.0-52.9	March 29, 2017	Wednesday	10 a.m.-forward
Sophomores	38.0-45.9	March 29, 2017	Wednesday	12 p.m.-forward
Sophomores	30.0-37.9	March 29, 2017	Wednesday	2 p.m.-forward
Freshmen	23.0-29.9	March 30, 2017	Thursday	8 a.m.-forward
Freshmen	16.0-22.9	March 30, 2017	Thursday	12 p.m.-forward
Freshmen	8.0-15.9	March 31, 2017	Friday	8 a.m.-forward
Freshmen	0.0-7.9	March 31, 2017	Friday	12 p.m.-forward

REGISTRATION APPOINTMENTS

Students enrolled Fall Semester who plan to attend UTM Spring Semester should register early. Transfers or readmitted students who have received final acceptance for Spring Semester by November 9, 2016 may advance register at the same time that has been established for others with the same number of earned semester hours. Check with individual departments for exact (or earlier) advising times.

Spring 2017—Add and Drop Deadlines

Part Of Term	Beginning Date	Ending Date	Add Dates	Drop: No record of enrollment	Drop: Receive W grade
1	Jan. 12, 2017	April 28, 2017	Nov. 7, 2016 thru Jan. 18, 2017	Nov. 7, 2016 thru Jan. 18, 2017	Jan. 19, 2017 thru Mar. 3, 2017
2	Jan. 12, 2017	Mar. 3, 2017	Nov. 7, 2016 thru Jan. 13, 2017	Nov. 7, 2016 thru Jan. 13, 2017	Jan. 14, 2017 thru Feb. 3, 2017
3	Mar. 13, 2017	April 28, 2017	Nov. 7, 2016 thru March 14, 2017	Nov. 7, 2016 thru March 14, 2017	March 15, 2017 thru March 31, 2017
4	Jan. 12, 2017	Feb. 14, 2017	Nov. 7, 2016 thru Jan. 13, 2017	Nov. 7, 2016 thru Jan. 13, 2017	Jan. 14, 2017 thru Jan. 27, 2017
5	Feb. 15, 2017	Mar. 24, 2017	Nov. 7, 2016 thru Feb. 16, 2017	Nov. 7, 2016 Thru Feb. 16, 2017	Feb. 17, 2017 thru Mar. 3, 2017
6	Mar. 27, 2017	April 28, 2017	Nov. 7, 2016 thru March 28, 2017	Nov. 7, 2016 thru March 28, 2017	March 29, 2017 thru April 7, 2017

DO NOT MISS CLASSES TO REGISTER.

If the student cannot register at his/her appointment time, he/she may register any time after his/her appointment time. STUDENTS WHO ARE ACADEMICALLY INELIGIBLE AT THE END OF SPRING, AND ARE NOT REINSTATED BY THE READMISSIONS COMMITTEE, WILL HAVE THEIR NAMES REMOVED FROM ALL CLASS ROLLS AND THEIR REGISTRATION WILL BE CANCELLED.

STUDENTS WHO ARE ACADEMICALLY INELIGIBLE AT THE END OF FALL, AND ARE NOT REINSTATED BY THE READMISSIONS COMMITTEE, WILL HAVE THEIR NAMES REMOVED FROM ALL CLASS ROLLS AND THEIR REGISTRATION WILL BE CANCELLED.

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.

Students may make necessary adjustments in their schedule according to the following periods:

LATE ADD & UNRECORDED DROP PERIOD: January 12 through 5 p.m. on January 18, 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.

Be aware that off campus classes have a section number that begins with an alphabetic character.

LATE DROP PERIOD (A Grade of W is Assigned): January 19 through 5 p.m. on March 3, 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. If the faculty member chooses and the student does not have holds, this may be done online. Students should always print their schedule to verify that the class was officially dropped.

FINAL PERIOD: March 4 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.

A student will not be permitted to drop a course after the first eight weeks of the semester simply to avoid a poor grade.

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.

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

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

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. A copy of the Student Handbook is available in the University Directory or online at the following link:

NOTICE TO CANDIDATES FOR DEGREES

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

PROCEDURE FOR CHANGING MAJOR

Undergraduate students who wish to change their major must go to the Dean of the College of current enrollment. The Dean will fill out a change of major form and give the form to student to take 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.

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 Registrar's Office (AD 103) Prior To January 18, 2017.**

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 should obtain a pass/fail form from the instructor of the course. This must be done 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 (AD 103) no later than January 18, 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. **ONLY two physical activity (PACT) courses** may be taken during any given semester.