

## Important Dates

### Fall 2011

April 4-12 Registration Begins  
July 8-August 16 Early Fee Payments  
August 16 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!

August 18-21 Freshman Year Initiative (FYI)  
August 19 Advising  
August 22 Classes Begin  
August 22-26 Late Registration  
August 26 \*\*End First Adjustment Period:  
    ✓ (Last day to Add)  
    ✓ (Last day to Drop with no record of enrollment)  
August 26 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.

September 5 Holiday  
October 5 Fee Deferment Payment Due  
October 7 Mid-Term Progress Report Due  
October 14 \*\*Last Day to Drop a Class  
October 15-18 Fall Break  
November 7-15 Advising & Early Registration (Spring 2012)  
November 23-27 Holiday  
December 1 Commencement Practice 4 p.m. (Elam Center)  
December 1 I's calculate as F's from Spring 2011  
December 2 I's calculate as F's from Summer 2011  
December 2 Classes end  
December 3-9 Final Exams  
December 10 Commencement 11 a.m.

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

## ADMISSIONS

UNDERGRADUATE: For information about undergraduate admission refer to:

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

GRADUATE: For information about graduate admissions refer to:

Office of Graduate Studies  
Administration 310  
The University of Tennessee at Martin  
Martin, TN 38238  
(731) 881-7012

## REGISTRATION APPOINTMENTS

Students enrolled Spring Semester who plan to attend UTM Fall Semester should register early. Transfers or readmitted students who have received final acceptance for Fall Semester by April 4, 2011 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.

Registration times are based on the student's **earned** hours.

<u><b>Classification</b></u>	<u><b>Hours Earned</b></u>	<u><b>Registration Date</b></u>	<u><b>Registration Day</b></u>	<u><b>Registration Time</b></u>
Graduate Students	All hours	April 4, 2011	Monday	8 a.m.-forward
Post-Bac Students	All hours	April 4, 2011	Monday	8 a.m.-forward
Seniors	110-Above	April 4, 2011	Monday	8 a.m.-forward
Seniors	90.0-109.9	April 4, 2011	Monday	12 p.m.-forward
Juniors	75.0-89.9	April 5, 2011	Tuesday	8 a.m.-forward
Juniors	60.0-74.9	April 5, 2011	Tuesday	12 p.m.-forward
Sophomores	45.0-59.9	April 6, 2011	Wednesday	8 a.m.-forward
Sophomores	30.0-44.9	April 6, 2011	Wednesday	12 p.m.-forward
Freshmen	15.0-29.9	April 7, 2011	Thursday	8 a.m.-forward
Freshmen	00.0-14.9	April 8, 2011	Friday	8 a.m.-forward

<b>Add and Drop Deadlines</b>					
<b>Part Of Term</b>	<b>Beginning Date</b>	<b>Ending Date</b>	<b>Add Dates</b>	<b>Drop: No record of enrollment</b>	<b>Drop: Receive W grade</b>
<b>1</b>	Aug. 22, 2011	Dec. 2, 2011	Apr. 4, 2011 thru Aug. 26, 2011	Apr. 4, 2011 thru Aug. 26, 2011	Aug. 27, 2011 thru Oct. 14, 2011
<b>2</b>	Aug. 22, 2011	Oct. 7, 2011	Apr. 4, 2011 thru Aug. 23, 2011	Apr. 4, 2011 thru Aug. 23, 2011	Aug. 24, 2011 thru Sept. 16, 2011
<b>3</b>	Oct. 10, 2011	Dec. 2, 2011	Apr. 4, 2011 thru Oct. 11, 2011	Apr. 4, 2011 thru Oct. 11, 2011	Oct. 12, 2011 thru Nov. 4, 2011
<b>4</b>	Aug. 22, 2011	Sept. 23, 2011	Apr. 4, 2011 thru Aug. 23, 2011	Apr. 4, 2011 thru Aug. 23, 2011	Aug. 24, 2011 thru Sept. 9, 2011
<b>5</b>	Sept. 26, 2011	Oct. 28, 2011	Apr. 4, 2011 thru Sept. 27, 2011	Apr. 4, 2010 Thru Sept. 27, 2011	Sept. 28, 2011 thru Oct. 14, 2011
<b>6</b>	Oct. 31, 2011	Dec. 2, 2011	Apr. 4, 2011 thru Nov. 1, 2011	Apr. 4, 2011 thru Nov. 1, 2011	Nov. 2, 2011 thru Nov. 18, 2011
<p><b>DO NOT MISS CLASSES TO REGISTER.</b>            If the student cannot register at his/her appointment time, he/she may register any time after his/her appointment time.</p>					

## Registration and Fee Payment

Advisors will help the students plan course of study. The advisor must remove the "advisor hold" before the student can register.

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.

**Note: Many departments may schedule advising appointments earlier than April 4.**

GRADUATE STUDENTS: Report to Coordinator for your graduate program.

### Graduate Programs:

### Coordinator's Office:

- |   |  |
|---|--|
| ✓ <b>Agriculture:</b><br>Master of Science in Agriculture<br>and Natural Resources Systems Mgt. | Tim Burcham<br>Brehm Hall 254<br>(731) 881-7275                  |
| ✓ <b>Business Administration:</b><br>Master of Business Administration                          | Kevin Hammond<br>Business Administration 9<br>(731) 881-7236     |
| ✓ <b>Education:</b><br>Master of Science in Education   | Kristy Crawford, Staff Assistant<br>Gooch 237E<br>(731) 881-7123 |
| ✓ <b>Family and Consumer Sciences:</b><br>Master of Science in Family and<br>Consumer Sciences  | Lisa LeBleu<br>Gooch 340B<br>(731) 881-7116                      |

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.

Web registration will be available 24-hours a day (with limited exceptions) beginning April 4, 2011.

Instructions for student web registration are available by clicking on

<http://www.utm.edu/departments/registrar/registration.php>

### FEE PAYMENT: (See Important Dates)

#### Important Notice:

***No Previous Term Charges May Be Paid With Current Term Financial Aid Including Stafford Loans.***

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 Tuesday, August 16, 2011, 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. 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 August 26, 2011 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.

**Always obtain a fees receipt.**

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.

### **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: August 22 through 5 p.m. on August 26, 2011**

- ✓ 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.

***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): August 27 through 5 p.m. on October 14, 2011\*\***

- ✓ **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: October 15, 2011 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 go to the Office of Student Affairs, AD 223, 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. 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 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.

### **STUDENT IDENTIFICATION (ID)**

Report to Skyhawk Card Window at Business Affairs—116 Hall Moody Administration Building: Students must present fee receipts to photographer before an ID can be made. ID's will be made from 8:00 a.m.-5:00 p.m. Monday-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.

### **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      | ✓ Classification       | ✓ Participation In Officially Recognized Activities & Sports |
| ✓ Address             | ✓ E-Mail Address       | ✓ Weight And Height Of Members Of Athletic Teams             |
| ✓ Telephone Number    | ✓ Photograph           | ✓ Degrees And Awards Received                                |
| ✓ Home County         | ✓ Birthplace And Date  | ✓ Most Recent Previous School Attended                       |
| ✓ Dates Of Attendance | ✓ Major Field Of Study |  |

FERPA permits the University to disclose directory information without a student's consent unless a student, prior to the 14<sup>th</sup> 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 August 26, 2011.***

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

### **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 August 26, 2011.**

### **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 August 26, 2011. 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.

## **EXTENDED CAMPUS & 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>

## **QUESTIONS**

If students have problems with registration, or have questions, they may contact the Office of Academic Records (AD 103), by accessing our website at [www.utm.edu/registrar](http://www.utm.edu/registrar), sending e-mail to [registrar@utm.edu](mailto:registrar@utm.edu), or calling (731) 881-7050 for assistance.

## **SUBJECT CODES, BUILDING CODES, OFF-SITE CODES, AND SECTION CODES**

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

<b>SCHEDULE OF FALL 2011 SEMESTER FINAL EXAMINATIONS</b>					
<b>Time</b>	<b>Dec 5 Monday</b>	<b>Dec 6 Tuesday</b>	<b>Dec 7 Wednesday</b>	<b>Dec 8 Thursday</b>	<b>Dec 9 Friday</b>
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	CHEM 121 CHEM 122	ACCT 201 ACCT 202	MATH 140 MATH 160 FIN 301	ECON 201 ECON 202	
5:15 to 7:15	COMM 230	ENGL 100 ENGL 110 ENGL 111 ENGL 112	MATH 100 MATH 210 MATH 251 MATH 252		
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><b>NOTES:</b> 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>Saturday classes will give final exams on Saturday, December 3, 2011.</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>					