

## Important Dates Fall 2009

March 30-April 7      Registration Begins  
 July 15-August 25    Early Fee Payments  
 August 25              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 27-29          Freshman Year Initiative (FYI)  
 August 28              Advising  
 August 31              Classes Begin  
 September 1-4        Late Registration  
 September 4          \*\*End First Adjustment Period:  
                               ✓ (Last day to Add)  
                               ✓ (Last day to Drop with no record of enrollment)

September 4          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 7          Holiday  
 October 14            Fee Deferment Payment Due  
 October 16            Mid-Term Progress Report Due  
 October 17-20        Fall Break  
 October 23            \*\*Last Day to Drop a Class  
 October 28-29        Academic Profile Test (for seniors)  
 November 16-24      Advising & Early Registration (Spring 2010)  
 November 25-29      Holiday  
 December 10          Commencement Practice 4 p.m. (Elam Center)  
 December 10          I's calculate as F's from Spring 2009  
 December 11          I's calculate as F's from Summer 2009  
 December 11          Classes end  
 December 14-18      Final Exams  
 December 19          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:

Dean of Graduate Studies  
Victoria Seng  
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 March 30, 2009 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	March 30, 2009	Monday	8 a.m.-forward
Post-Bac Students	All hours	March 30, 2009	Monday	8 a.m.-forward
Seniors	Above-110	March 30, 2009	Monday	8 a.m.-forward
Seniors	109.9-90.0	March 30, 2009	Monday	12 p.m.-forward
Juniors	89.9-75.0	March 31, 2009	Tuesday	8 a.m.-forward
Juniors	74.9-60.0	March 31, 2009	Tuesday	12 p.m.-forward
Sophomores	59.9-45.0	April 1, 2009	Wednesday	8 a.m.-forward
Sophomores	44.9-30.0	April 1, 2009	Wednesday	12 p.m.-forward
Freshmen	29.9-15.0	April 2, 2009	Thursday	8 a.m.-forward
Freshmen	14.9-00.0	April 3, 2009	Friday	12 p.m.-forward

**Add and Drop Deadlines**

<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. 31, 2009	Dec. 11, 2009	Mar. 30, 2009 thru Sept. 4, 2009	Mar. 30, 2009 thru Sept. 4, 2009	Sept. 5, 2009 thru Oct. 23, 2009
<b>2</b>	Aug. 31, 2009	Oct. 23, 2000	Mar. 30, 2009 thru Sept. 1, 2009	Mar. 30, 2009 thru Sept. 1, 2009	Sept. 2, 2009 thru Sept. 25, 2009
<b>3</b>	Oct. 26, 2009	Dec. 11, 2009	Mar. 30, 2009 thru Oct. 27, 2009	Mar. 30, 2009 thru Oct. 27, 2009	Oct. 28, 2009 thru Nov. 20, 2009
<b>4</b>	Aug. 31, 2009	Oct. 2, 2009	Mar. 30, 2009 thru Sept. 1, 2009	Mar. 30, 2009 thru Sept. 1, 2009	Sept. 2, 2009 thru Sept. 18, 2009
<b>5</b>	Oct. 5, 2009	Nov. 6, 2009	Mar. 30, 2009 thru Oct. 6, 2009	Mar. 30, 2009 Thru Oct. 6, 2009	Oct. 7, 2009 thru Oct. 23, 2009
<b>6</b>	Nov. 9, 2009	Dec. 11, 2009	Mar. 30, 2009 thru Nov. 10, 2009	Mar. 30, 2009 thru Nov. 10, 2009	Nov. 11, 2009 thru Nov. 27, 2009

**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.

## 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 November 10.**

GRADUATE STUDENTS: Report to Coordinator for your graduate program.

### Graduate Programs:

### Coordinators:

- |   |  |
|---|--|
| ✓ <b>Agriculture:</b><br>Master of Agriculture Operation Mgt.                                   | Tim Burcham<br>Brehm Hall 254<br>(731) 881-7275              |
| ✓ <b>Business Administration:</b><br>Master of Accountancy<br>Master of Business Administration | Kevin Hammond<br>Business Administration 9<br>(731) 881-7236 |
| ✓ <b>Education:</b><br>Master of Science  | Staci Fuqua<br>Gooch 237E<br>(731) 881-7123                  |
| ✓ <b>Family and Consumer Sciences:</b><br>Master of Science                                     | 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 March 30, 2009. 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 25, 2009, 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 September 4, 2009 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 31 through 5 p.m. on September 4, 2009**

- ✓ 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): September 5 through 5 p.m. on October 29, 2009\*\***

- ✓ **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 24 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.

Candidates for a degree are requested to file complete personnel material in the Student/Alumni Employment Information Office, University Center, Room 215. This should be done as early as possible in the student's senior year.

## STUDENT IDENTIFICATION (ID)

Report to Room 211 University Center: 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.

## RELEASE OF DIRECTORY INFORMATION

The University of Tennessee at Martin considers the following information to be "directory information" (as defined in the Family Educational Rights and Privacy Act as amended). The information is available for public release unless the student has indicated, in writing that no information is to be released:

- |                       |                        |  |
|-----------------------|------------------------|--|
| ✓ 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 |  |

***Written notice to withhold any or all of this information must be made in the Registrar's Office (AD 103) on or before September 4, 2009.***

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 September 4, 2009.**

## 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 September 4, 2009. 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 & CONTINUING EDUCATION

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

Office of Extended Campus and Continuing Education  
110 Gooch Hall  
The University of Tennessee at Martin  
Martin, TN 38238  
Phone: (731) 881-7080  
<http://www.utm.edu/~ecce>

## 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>

**SCHEDULE OF FALL 2009 SEMESTER FINAL EXAMINATIONS**

<b>Time</b>	<b>Dec 14 Monday</b>	<b>Dec 15 Tuesday</b>	<b>Dec 16 Wednesday</b>	<b>Dec 17 Thursday</b>	<b>Dec 18 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	COMM 230	CHEM 121 CHEM 122	ACCT 201 ACCT 202	MATH 070 MATH 080 MATH 210 MATH 251 MATH 252	
5:15 to 7:15	ENGL 100 ENGL 110 ENGL 111 ENGL 112	ECON 201 ECON 202	MATH 140 MATH 160 FIN 301		
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	

**NOTES:** 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.

Saturday classes will give final exams on Saturday, December 12, 2009.

Final exams for physical education basic activity courses will be given during the last regularly scheduled class meeting.

Courses with separate laboratory exams will give laboratory exams during the last regularly scheduled laboratory meeting.

Variations from this schedule must have the approval of the Dean, Department Chair, and the Instructor.