

## IMPORTANT DATES

Maymester 2009

**March 30-April 7** \*Advising/Early Registration Begins  
\*Contact you advisor for specific appointment days/times.

**May 11** Maymester classes begin

**May 12** 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 25** Holiday

**May 29** 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

<i>Part Of Term</i>	<i>Beginning Date</i>	<i>Ending Date</i>	<i>Add Dates</i>	<i>Drop: No record of enrollment</i>	<i>Drop: W grade</i>
<b>(10)</b>	May 11, 2009	May 29, 2009	March 30, 2009 thru May 12, 2009	March 30, 2009 thru May 12, 2009	May 13, 2009 thru May 20, 2009

## 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:

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

## REGISTRATION APPOINTMENTS

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

<u>Classification</u>	<u>Hours Earned</u>	<u>Registration Date</u>	<u>Registration Day</u>	<u>Registration Time</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	14.9-0.0	April 3, 2009	Friday	12 p.m.-forward

**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:**

**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 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 30, 2009.** 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 May 12, 2009. 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 2:

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.**

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 go to the Office of Student Affairs, AD 223, 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.

### **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 the items are not 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 May 12, 2009.***

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

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

Report to Room 211 University Center: Student must present fees receipt 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**

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, 2009.**

## **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 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>

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**

Housing will be available in Cooper Hall for the Maymester term. At noon on the last day of examinations for spring

semester students can move into Cooper for the Maymester term.

For answers to specific questions and pricing information, contact the Office of Housing at (731) 881-7730 or e-mail questions to [houseme@utm.edu](mailto:houseme@utm.edu).

### **FEE SCHEDULE**

Tuition and fee information is found at [www.utm.edu/bursar](http://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](mailto: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>