

Important Dates Spring 2010

November 16, 2009	Registration Begins
Nov 16, 2009-Jan. 14, 2010	Early Fee Payments
January 14	Classes will be Administratively Dropped if no confirmation of planned attendance and/or payment has been made!
	<i>All students who have not confirmed or made arrangements with the Business Office will have their class schedules deleted from the computer.</i>
	<u>Even students with:</u>
	✓ <u>Financial Aid</u>
	✓ <u>Fee Waivers</u>
	✓ <u>Scholarships</u>
	<u>Must obtain a receipt from the Business Office.</u>
January 15	Advising
January 18	Holiday
January 19	Classes Begin
January 19-25	Late Registration—5:00 p.m.
January 25	**End First Adjustment Period:--5:00 p.m.
	✓ (Last day to Add)
	✓ (Last day to Drop with no record of enrollment)
January 25	Classes will be Administratively Dropped if no confirmation of planned attendance and/or payment has been made by 5:00 p.m.!
March 4	Fee Deferment Payment Due
March 8	Mid-Term Progress Report Due
March 12	Last Day to Drop a Class
March 15-21	Spring Break
March 31-April 1	Academic Profile Test (for seniors) every hour from 3:00-7:00 p.m.
April 3	Major Field Test (for seniors) every two hours from 8:00 a.m.-4:00 p.m.
April 2	Holiday
April 5	Begin Early Registration (Maymester, Summer and Fall 2010)
May 3	Classes End
May 4	I's calculate as F's in Student's gpa (Fall 2009)
May 4-5	Study Days
May 5	Commencement Practice 2 p.m. (Elam Center)
May 6-12	Final Exams
May 15	Commencement

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

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 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 16, 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>Classification</u>	<u>Hours Earned</u>	<u>Registration Date</u>	<u>Registration Day</u>	<u>Registration Time</u>
Graduate Students	All hours	Nov. 16, 2009	Monday	8 a.m.-forward
Post-Bac Students	All hours	Nov. 16, 2009	Monday	8 a.m.-forward
Seniors	Above-110	Nov. 16, 2009	Monday	8 a.m.-forward
Seniors	109.9-90.0	Nov. 16, 2009	Monday	12 p.m.-forward
Juniors	89.9-75.0	Nov. 17, 2009	Tuesday	8 a.m.-forward
Juniors	74.9-60.0	Nov. 17, 2009	Tuesday	12 p.m.-forward
Sophomores	59.9-45.0	Nov. 18, 2009	Wednesday	8 a.m.-forward
Sophomores	44.9-30.0	Nov. 18, 2009	Wednesday	12 p.m.-forward
Freshmen	29.9-15.0	Nov. 19, 2009	Thursday	8 a.m.-forward
Freshmen	14.9-00.0	Nov. 20, 2009	Friday	8 a.m.-forward

Add and Drop Deadlines

Part Of Term	Beginning Date	Ending Date	Add Dates	Drop: No record of enrollment	Drop: Receive W grade
1	Jan. 19, 2010	May 3, 2010	Nov. 16, 2009 thru Jan. 25, 2010	Nov. 16, 2009 thru Jan. 25, 2010	Jan. 26, 2010 thru March 12, 2010
2	Jan. 19, 2010	March 5, 2010	Nov. 16, 2009 thru Jan. 20, 2010	Nov. 16, 2009 thru Jan. 20, 2010	Jan. 21, 2010 thru Feb. 18, 2010
3	March 8, 2010	May 3, 2010	Nov. 16, 2009 thru March 9, 2010	Nov. 16, 2009 thru March 9, 2010	March 10, 2010 thru April 15, 2010
4	Jan. 19, 2010	Feb. 19, 2010	Nov. 16, 2009 thru Jan. 20, 2010	Nov. 16, , 2009 thru Jan. 20, 2010	Jan. 21, 2010 thru Feb. 5, 2010
5	Feb. 22, 2010	April 1, 2010	Nov. 16, 2009 thru Feb. 23, 2010	Nov. 16, 2009 Thru Feb. 23, 2010	Feb. 24, 2010 thru March 12, 2010
6	April 2, 2010	May 3, 2010	Nov. 16, 2009 thru April 5, 2010	Nov. 16, 2009 thru April 5, 2010	April 6, 2010 thru April 21, 2010

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 16.

GRADUATE STUDENTS: Report to Coordinator for your graduate program.

Graduate Programs:

Coordinators:

- | | |
|---|--|
| ✓ Agriculture:
Master of Agriculture Operation Mgt. | Tim Burcham
Brehm Hall 254
(731) 881-7275 |
| ✓ Business Administration:
Master of Accountancy
Master of Business Administration | Kevin Hammond
Business Administration 9
(731) 881-7236 |
| ✓ Education:
Master of Science | Staci Fuqua
Gooch 237E
(731) 881-7123 |
| ✓ Family and Consumer Sciences:
Master of Science | Lisa LeBleu
Gooch 340B
(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 November 16, 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 Thursday, January 14, 2010, 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 Spring Semester, they must withdraw by January 25, 2010 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 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 19 through 5 p.m. on January 25, 2010**

- ✓ 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 26 through 5 p.m. on March 12, 2010**

- ✓ **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 13 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 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.

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 January 25, 2010.

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 January 25, 2010.**

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 25, 2010. 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/~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, sending e-mail to 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 SPRING SEMESTER 2010 FINAL EXAMINATIONS

Time	May 6 Thursday	May 7 Friday	May 10 Monday	May 11 Tuesday	May 12 Wednesday
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	MATH 140 MATH 160 FIN 301	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	CHEM 121 CHEM 122		
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, May 8, 2010.

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.