

IMPORTANT DATES

Summer 2011

- April 4-11** ***Advising/Early Registration Begins**
 *Contact you advisor for specific appointment days/times.
- June 2** 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!**
- June 6** Classes begin 1st half summer and full summer courses
- June 8** 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.
- June 20** Deferments Due
- July 4** Independence Day Holiday Observed
- July 8** 1st Half of Summer Courses End (Finals will be given on the last scheduled day of class)
- July 12** Classes Begin 2nd Half of Summer Courses
- July 14** 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.
- August 12** Entire Summer and 2nd Half of Summer Courses End (Finals will be given on the last scheduled 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.

Summer Begin, End, Add and Drop Dates

Part Of Term	Beginning Date	Ending Date	Add Dates	Drop: No record of enrollment	Drop: W grade
(1) Entire Summer Course	June 6, 2011	August 12, 2011	April 4, 2011 thru June 8, 2011	April 4, 2011 thru June 8, 2011	June 9, 2011 thru July 14, 2011
(2) First Half of Summer Course	June 6, 2011	July 8, 2011	April 4, 2011 thru June 7, 2011	April 4, 2011 thru June 7, 2011	June 8, 2011 thru June 24, 2011
(3) Second Half of Summer Course	July 12, 2011	August 12, 2011	April 4, 2011 thru July 13, 2011	April 4, 2011 thru July 13, 2011	July 14, 2011 thru July 29, 2011

ADMISSION

UNDERGRADUATE: For information about undergraduate admission, please contact:

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

GRADUATE: For information about graduate admission, please contact:

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 Summer Semester should advance register. All transfer or readmitted students who have received final acceptance for Summer Semester by April 4, 2011 may advance register at the same time that has been established for others with the same number of semester hours.

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	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	0.0-14.9	April 8, 2011	Friday	8 a.m.-forward

DO NOT MISS CLASSES TO REGISTER. If the student cannot register at the listed registration time, student may register any time after the registration time.

See instructions under Fee Schedule if you plan to defer fees for summer.

If students decide not to come to Summer School, but have 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. Undergraduate students registering for more than 18 hours for the entire summer, or 9 hours during one session, must have the approval of their respective dean before the Registrar's Office can raise the student's maximum hours in the computer.

GRADUATE STUDENTS: Report to Coordinator for your graduate program.

Graduate Programs:

Coordinators:

- | | |
|---|---|
| ✓ Agriculture:
Master of Science in Agriculture and
Natural Resources Systems Mgt. | Tim Burcham
Brehm Hall 254
(731) 881-7275 |
| ✓ Business Administration:
Master of Business Administration | Kevin Hammond
Business Administration 109A
(731) 881-7236 |
| ✓ Education:
Master of Science in Education | Sandra Murray
Gooch 237
(731) 881-7128 |
| ✓ Family and Consumer Sciences:
Master of Science in Family and
Consumer Sciences | Lisa LeBleu
Gooch 340B
(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 April 4, 2011. Instructions for student web registration can 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.

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, June 2, 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. Each student should have a fees receipt to insure a place in classes. Payment must be made by this date for all classes listed on the student's schedule. If the student pays fees in advance, and decides not to return for Summer Semester, student must withdraw by June 7 to be assured to receive a full refund of fees. Failure to attend a course is not an official drop and will result in the assignment of an "F" grade. **(Maymester see separate information sheet)**

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 1:

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.

Students may drop courses during this period without being assessed the course change fee.

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.

NOTICE TO CANDIDATES FOR DEGREES

Students who plan to complete the requirements for a degree, and wish that degree to be conferred in August, should apply for a diploma when registering. This is an online process. The information from the application will be used to send graduation information to the student. It will also be used to ensure correct information in the commencement program. August degree candidates will be listed in the December Commencement Program.

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 14th 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 June 8, 2011.

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

STUDENT IDENTIFICATION (ID)

Report to Skyhawk Card Window at Business Affairs—116 Hall Moody Administration Building. 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 a 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 June 8, 2011.

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 week of class.

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 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>

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

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.

FEE SCHEDULE

The general fees are subject to change. Tuition and fee information is found at www.utm.edu/bursar under the blue Fee Schedule tab or by calling the Office of Business Affairs at (731) 881-7810.

Tennessee students pay only the maintenance fee, debt service fee, and technology fee. Non-residents of Tennessee pay tuition in addition. Students whose domiciles are in Hickman, Fulton, and Graves counties in Kentucky may attend UTM without payment of out-of-state tuition but will be classified as Non-Residents for admission purposes.

Students registering for less than the full summer semester may pay fees at the credit hour rate. Room and board will be charged at a rate proportional to the time for which he/she is registered.

If you preregister and pay prior to June 2, 2011, fees can be deferred for summer semester.

You will be required to pay ½ no later than June 2, 2011:

<u>If you are enrolled</u>	<u>Deferment Charge</u>	<u>Balance Due Date</u>
1 st session only	\$30.00	June 20
2 nd session only	\$30.00	June 20
Both 1 st and 2 nd Sessions	\$30.00	June 20

A late charge of \$50.00 will be assessed if payment is not received in the Business Office by 5:00 p.m. on the appropriate due date.

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, or call 881-7050 for assistance.

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

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

