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*Different is good!*
Welcome to the UT Martin Dual Enrollment Program!

Dual enrollment allows students to receive both high school and college credit for courses taken during high school. These courses are taken at your high school during your regular school schedule.

What Does it Take to be a UT Martin Dual Enrollment Student?

- Minimum 3.0 cumulative GPA
- Junior or Senior High School standing
- Parent’s (or guardian’s) approval
- Superintendent’s or designee’s approval
- Approved dual enrollment online application
- Dedicated, committed and motivated student!

www.utm.edu/dualenrollment
Dual Enrollment Courses

Agricultural Economics 110: Introduction to Agricultural Business (3 credits)
An introduction to the field of agricultural business and some of the basic tools and concepts of decision-making. Concepts are illustrated in terms of selected current social and economic issues in the industry of production agriculture, agricultural business and the computer application of those concepts.

Agricultural Engineering 110: Introduction to Agricultural Engineering (3 credits)
Survey of basic engineering principles and terms. Engineering applications in agriculture. Prereq: Students must have satisfied entrance requirements in mathematics.

Animal Science 110: Introduction to Animal Science (3 credits)
Fundamental principles of animal agriculture. Biological and scientific aspects of development, inheritance and feeding. Animal products and scope of the animal industry.

Animal Science 210: Introduction to Horse Science (3 credits)
An introductory course that surveys the breeds of horses and scope of the industry. Course modules will focus on selection, feeding, disease control, breeding and reproduction, health and welfare, tack and equipment, facilities, transportation and fundamental management practices. Two one-hour lectures and one three-hour lab.

Art 110: Understanding Visual Art (3 credits)
An introduction to the aesthetic principles of visual art as exemplified in selected masterpieces.

Art 120: Two-Dimensional Design (3 credits)
Application of basic design elements and principles as defined in effective two-dimensional compositions.

Art 130: Three-Dimensional Design (3 credits)
Studio projects are concerned with the elements and composition of form and mass in three-dimensional space. Prereq: ART 120 and 140.

Art 140: Drawing I (3 credits)
Placement, scale, perspective, composition and other problems involved in representing forms and objects in two dimensions.

Art 150: Drawing II (3 credits)
Advanced study of placement, scale, perspective, composition and other problems involved in representing forms and objects in two dimensions. May be repeated for credit. Prereq: ART 140.

Economics 201: Principles of Macroeconomics (3 credits)
An introduction to the economic problem, the basics of supply and demand, national income accounting, fiscal and monetary policy and other topics.

continued
Economics 202: Principles of Microeconomics (3 credits)
An in-depth analysis of supply and demand, the economics of production and cost and analysis of firm behavior in various market models, resource markets and the international economy and other topics.

English 111: Composition (3 credits)
Introduction to the fundamentals of written discourse. Study of rhetoric, grammar, and style as means to effective prose. Readings and concomitant writing assignments. Predominantly a skills course. Students must complete English 111 and 112 in sequence. In order to proceed to English 112, students must complete English 111 with a grade of C or higher.

English 112: Composition (3 credits)
Further study of written English and practice in composition. Readings and research writing with documentation. Predominantly a skills course. English 111 a prerequisite. Students must complete English 111 and 112 in sequence. For successful completion of English 112, students must earn a grade of C or higher.

Finance 160: Financial Planning (3 credits)
An introductory course designed to teach students to manage their personal finances. Topics include saving and investment for retirement, insurance, taxes, the responsible use of credit, and the societal problems by irresponsible use of credit including bankruptcy and divorce.

Geology 110: Introduction to Physical Geology (4 credits)
An examination of the composition and structure of the earth and its internal and surface processes with applications to the environment, natural resources and geologic hazards. Three hours lecture and two hours lab. GEOL 110 is a prerequisite to GEOL 120.

Geology 120: Environmental Geology (4 credits)
The application of the principles of physical geology to environmental problems, including pollution, natural hazards and resource production. Topics include: volcanic, earthquake, flood, and landslide hazards; surface and ground water pollution, economic resources and reserves including transportation, production, and use; and broader issues such as global warming. Three hours lecture and two hours lab. Prereq: Geology 110.

History 201: History of the United States I (3 credits)
A study of the main currents and developments in American life from colonial times to 1877.

History 202: History of the United States II (3 credits)
A study of the main currents and developments in American life from 1877 to the present.

Math 140: College Algebra and Elementary Functions (3 credits)
Functions (e.g., polynomial, exponential and logarithmic). Zeros of polynomials. Solutions of systems of equations and inequalities. Conic Sections. Selected topics from algebra such as matrices and determinants and arithmetic and geometric sequences. Prereq: Two units of high school algebra. Credit may not be recieved for both MATH 140 and MATH 185.

continued
Math 160: Calculus for Business and Life Sciences (3 credits)
Average and instantaneous rates. The derivative and its application to curve tracing and max-min theory. Antiderivative, area under a curve, fundamental theorem. Natural logarithm and its application to interest, growth and decay. Prereq: Math 140 or 185 or appropriate mathematics placement.

Math 170: Trigonometry (3 credits)
Trigonometric functions, identities, graphs, equations, harmonic motion, trigonometric form of complex numbers, vectors and dot product. Applications of trigonometric functions. Prereq: EITHER two units of high school algebra, one unit of high school geometry OR completion of MATH 140 with a grade of C or better. Credit may not be received for both MATH 170 and 185.

Math 185: Precalculus (5 credits)
Algebraic properties of real numbers. Solutions of equations and inequalities. Logarithmic and exponential equations. Survey of conics. Trigonometric functions, identities, graphs and equations. Trigonometric applications. Prereq: Two units of high school algebra and one unit of high school geometry. Credit may not be received for either MATH 140 or MATH 170 after completing MATH 185 and credit may not be received for MATH 185 after completing either MATH 140 or MATH 170.

Music 111: Masterpieces of Music (3 credits)
A survey of world masterpieces of music from the Baroque period to the present.

Natural Resource Management 100: Introduction to Natural Resource Management (3 credits)
Survey of natural resources management career opportunities; a history of resource management; forests, wildlife, soils and recreation components; government and private management entities; commercial, conservation and preservation philosophies of land management discussed.

Plant Science 110: Introductory Plant and Soil Science (3 credits)

Psychology 101: Introduction to Psychology (3 credits)
This is an introductory course which surveys the field of psychology including the following major areas: research methods and findings, biological, learning and cognition, developmental, social, personality, and abnormal. Student may receive credit for either the Psychology 110-120 sequence or Psychology 101, not both.

Spanish 111: Elementary Spanish (4 credits)
An introductory course emphasizing listening, speaking, reading and writing. May be used to remove an entrance deficiency or for students with no prior experience in this language. Three one-hour lectures and two one-hour labs. After passing 111, students will take the second semester of the elementary sequence, 122.

Spanish 122: Elementary Spanish (4 credits)
An introductory course emphasizing listening, speaking, reading, and writing. Three one-hour lectures and two hours of lab. Prereq: SPAN 111 or 115 or equivalent as determined by the department.

continued
Theatre 110: Understanding Theatre (3 credits)
An overview of contemporary theatre and drama, initiating basic critical analysis of art and theatre as art in relation to various other art forms and popular entertainment. Particular attention is given to theatre’s place in society, its diversity and its relevance to students today. Notable connections are made between theatre and the familiar world of Hollywood, television and film. The roles of the actor, director, playwright and designer are surveyed.

Theatre 111: Understanding Theatre (3 credits)
An overview of the history and literature of theatre with various representative theatre eras presented in a broad social, political and economic context. Critical analysis concerning art and theatre as art in relation to various other art forms and popular entertainment, as it applies to the history of theatre, bringing theatre from the past to life today is a major component of the course.

Theatre 220-221: Acting (3 credits, 3 credits)
Introduction to acting involving improvisation and other exercises. Development of concentration, contact between actors, stage movement, voice production, character/text analysis skills and confidence. May be taken out of sequence.

FAQs

1. Do dual enrollment courses transfer to other institutions?
   In most cases, UT Martin’s courses transfer to other institutions. It is the student’s responsibility to contact the college or university they plan on attending to ensure that the courses will be accepted at those institutions. The official UT Martin transcript is used for this purpose, not the high school transcript. If a student encounters any difficulty in transferring a course, they should contact the UT Martin dual enrollment office at 731-425-9277 or 1-888-UTM-GRAD.

2. Can students withdraw from a dual enrollment course after the course begins?
   Yes, a student may withdraw from a dual enrollment course and receive a refund in accordance with the University of Tennessee at Martin policies. Students that fail to withdraw from their dual enrollment course following the proper University guidelines will receive a failing grade on their transcript. You can find withdrawal dates and procedures on the Office of Academic Records web site under Adds/Drops: www.utm.edu/registrar

3. Who teaches dual enrollment courses?
   All dual enrollment courses are taught by either a UT Martin regular or adjunct faculty member. High school teachers who meet the adjunct faculty criteria may teach dual enrollment courses.

continued
4. Are dual enrollment courses different from other similar courses offered on the main campus at UT Martin?
No, dual enrollment courses meet the same academic standards and quality as all other courses offered by UT Martin.

5. How are dual enrollment courses graded?
Dual enrollment courses are graded in accordance with criteria and standards established in the course syllabus. It is the student’s responsibility to check their UT Martin grades online (mid-term and final) and to ensure that they are registered for their dual enrollment course(s).

6. What do I need to do if I want to attend UT Martin when I graduate?
Dual enrollment students wishing to continue taking UT Martin courses after high school must formally apply to the University.

Registration

The admissions and registration process consists of these 5 online steps:
1. Apply for the Tennessee Dual Enrollment Grant.
2. Apply online for admission to the University of Tennessee at Martin. (Only for first-time or readmit students.)
3. Complete a Signature Authorization Form (SAF) and electronically submit it to a guidance counselor or teacher.
4. Register online for desired courses by logging into “myUTMartin”.
5. Pay fees and confirm class attendance while in “myUTMartin”.
To find out more information on how to complete these steps, go to www.utm.edu/dualenrollment.

What is myUTMartin?
The myUTMartin Portal is a website that UT Martin students can use to get access to services that UT Martin provides. For example, when a student uses myUTMartin, they can get access to their UT Martin email account, the Banner Self Service, the Blackboard Course System, and campus information that is relative to students.
How do I log into myUTMartin?

Go to www.utm.edu

The login location for the myUTMartin portal is located on the right of the UT Martin Website page. When the Website loads, the cursor is normally placed in the username field.

Enter your username where indicated (your username is the first 3 letters of your first name, your middle initial, and the first four letters of your last name). Enter your password where indicated [your default password is the last 4-digits of your social security number followed by the 3-character birth month (with the first character capitalized) and the last 2-digits of the birth year.]

continued
For example:
Name: John Q. Public  
SSN: 123-45-6789  
Birthday: 01/15/1980  
Username: johqpubl  
Password: 6789Jan80

The myUTMartin portal will allow the user to directly check his/her UT Martin email account, go to Blackboard, and go to Banner. The student can also check his/her email account by selecting the “Check UTM webmail” from the “Main Quick Links” drop-down menu on the left-hand side of the UT Martin homepage. The username and password information will be the same as the above example.

If you experience any problems, please contact the UT Martin Helpdesk at (731) 881-7900.

**Tuition**

Dual enrollment students pay reduced fees—no admission application fee, no program and services fee, and no facility fee. Dual enrollment students are eligible for the Tennessee Dual Enrollment Grant! To be eligible for a dual enrollment grant for any semester beyond the first semester of receipt, the student shall continue to meet all eligibility requirements for the grant and shall achieve a cumulative grade point average of 2.75 for all postsecondary courses attempted while participating in the Tennessee Dual Enrollment Grant program.

**Fee Waivers:**
Dependents of State, University of Tennessee (UT) or Tennessee Board of Regents (TBR) employees are eligible for fee waivers:
- 25% fee waiver for dependents of Tennessee public school teachers and state employees
- 50% fee waiver for dependents of UT/TBR employees
Tuition Deferment:
Students may defer half of their tuition if their balance is $100 or greater. Students pay half of tuition and a $30 deferment charge at the beginning of the semester, and the other half of the tuition is due by a later-specified date in the semester. It is the student's responsibility to pay the remainder of their tuition by the deadline.

Payment Information:
Students may pay tuition by cash, check, or credit card (Mastercard, Visa, and Discover). Please mail your check (along with your fee waiver if applicable) to: Business Affairs, UT Martin, 116 Administration Building, Martin, TN 38238
You can call Business Affairs with your credit card information at 731-881-7810.
You may also pay at the UT Martin Center in your area or online.

To Pay Online:
Go to www.utm.edu
Select “myUTMartin Portal”
Login with your "user name" and your "password"
Select "Banner Self-Service"
Select “Student Services”
Select “Student Records”
Select “Paying fees online” and follow prompts as they apply to you
Click the “Exit” button to properly logout

Getting Your Grades on the UT Martin Website
Students do not receive grades by mail. Students must access the UT Martin website to obtain their grades. The UT Martin grade may not necessarily be the same as the high school grade. Before you can access your grades you must verify your address.

Go to www.utm.edu
Select “myUTMartin Portal”
Login with your "user name" and your "password"
Select "Banner Self-Service"
Select “Student Services”
Select “Student Records”
Select “Address Verification”
Follow the prompts on the screen,

Click on “Students” which will take you back to the “Student Services” menu
Select “Student Records”
Select “Final Grades”
Select the “Term” and “Submit”
Click “Exit” button to properly logout

To Access the UT Martin Library Databases From Your Home or Any Other Computer

Go to www.utm.edu
Select “Library” from the menu located on the middle of the page.
Click on the source that you wish to use.
You will now be prompted to enter your username and password.

Students use the same username and password as listed under "How do I log into myUTMartin" on page 9 of this booklet. If you are unable to access the library, please contact the computer help desk at 731-881-7900, and have your student ID handy. You will be required to give this information when you call the help desk.

Example:
    Name: John Q. Public
    SSN: 123-45-6789
    Birthday: 01/15/1980
    Username: johqpubl
    Password: 6789Jan80
How Do I get a Transcript?

To request a transcript go to www.utm.edu/registrar. Select Transcripts from the option on the left and then complete the “Transcript Request Form.” Transcripts can only be obtained by the students’ written request. There is a $5 charge for each transcript requested. There is an additional $5 charge for having a transcript faxed.

You can either mail or fax your request to:

Office of Academic Records
University of Tennessee at Martin
103 Administration Building
Martin, TN 38238
Fax request to 731-881-7048

Identification Cards

Dual Enrollment students can request an official University of Tennessee at Martin Skyhawk Picture ID Card. The ID application can be found on the Dual Enrollment web page under "Request UTM Student ID." The ID card enables students to use the university library and access online resources. Also, students may receive discounts at businesses where college IDs are honored.

To Find Out Your Student ID Number:

Go to www.utm.edu
Select “myUTMartin Portal”
Login with your "user name" and your "password"
Select "Banner Self-Service"
Select “Personal Information”
Select “What is My ID Number?”
A screen will come up with your ID number. Please print it out or write it down for future reference.
Important contact information:

UT Martin Dual Enrollment Office:
731-425-9277/9229,
1-888-UTM-GRAD,
731-425-7901 (fax)
futurenow@utm.edu

UT Martin Business office: 731-881-7810
UT Martin Records office: 731-881-7050
UT Martin toll-free number: 1-800-829-8861
Your
FUTURE
Now!

www.utm.edu/dualenrollment

All qualified applicants will receive equal consideration for employment and admissions without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or covered veteran status. Eligibility and other terms and conditions of employment benefits at The University are governed by laws and regulations of the State of Tennessee, and this non-discrimination statement is intended to be consistent with those laws and regulations. In accordance with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, The University affirmatively states that it does not discriminate on the basis of race, sex, or disability in its education programs and activities, and this policy extends to employment by the University. Inquiries and charges of violation of Title VI (race, color, national origin), Title IX (sex), Section 504 (disability), ADA (disability), Age Discrimination in Employment Act (age), sexual orientation, or veteran status should be directed to the Office of Equity and Diversity (OED), Gooch Hall, Room 240F, Martin, TN 38238, telephone (731)881-7847 (TTY available) or (731) 881-7202. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Equity and Diversity. E05-02311-00-018-11
UT Martin Dual Enrollment Office:
731-425-9277/9229
731-425-7901 (fax)
1-888-UTM-GRAD
www.utm.edu/dualenrollment
futurenow@utm.edu

UT Martin Business office:  731-881-7810
UT Martin Records office:  731-881-7050
UT Martin toll-free number:  1-800-829-8861