Dual Enrollment Program Summer and Fall 2015
Admission and Registration Instructions

The University of Tennessee at Martin utilizes a totally online process for admission and registration to provide Dual Enrollment students with similar experiences to what they will encounter when attending college full-time. The process consists of 5 steps for first-time students. Links to these steps can be found by going to www.utm.edu/dualenrollment.

- **Step 1** – All students interested in using the TSAC Lottery to assist with fee payment will complete the lottery application. First-time applicants must have a high school GPA of 3.0 and be a Tennessee resident for one year (as of September 1 of the academic year) to be eligible. Returning students must maintain a 2.75 college GPA to be eligible. The TSAC help desk phone number is: 1-800-342-1663.
  1. First-time students will need to create a username and password by selecting the red sentence below the username. **Once you have your username and password created, then you must log in to complete your TSAC application.**
  2. Once you log into TSAC, select Apply for Scholarships on the left hand side of the screen.
  3. Scroll down and select **Dual Enrollment Grant Spring 2015** from the list.
  4. Select **I Agree**.
  5. Complete the required questions.
     - Under Additional Student Information Section: 1st 3 answers should be **No** and the last answer should be **Yes**.
     - For College/University Information Section, you will select **University of TN, Martin, 003531-00** (this is the 6th option from the bottom of the list).
  6. Select **Continue**.
  7. Check the box at the bottom and then select **Next**. Your application is now complete.

- **Step 2** – Only first-time students will complete an application for admissions to the University of Tennessee at Martin. The $30 application fee is waived for Dual Enrollment students.
  1. Select **First time user account creation** under the Login button.
  2. Create a Login ID (will not use again) and a 6 digit, numerical password.
  3. Application Type is **F. Undergraduate: DUAL Enroll**. Then select **Continue**.
  4. Enter your information and select **Fill Out Application**.
  5. You will select the first option, fill out the required information and select **Continue** each time.
  6. Once completed, select **Application is Complete**. The payment will be waived since you are completing a Dual Enrollment application.

- **Step 3** – Students will complete the Signature Authorization Form (SAF). Once the student completes the top portion of the SAF and presses the Submit button, the SAF will be electronically forwarded to the school counselor for completion. After the counselor completes their portion, they will forward the SAF to the UTM Dual Enrollment office for processing.
• **Step 4** – An e-mail will be sent to the e-mail address entered on the SAF advising the student that they can now go online and register for the current semester. To complete the registration process, follow these simple steps:

1. Go to [www.utm.edu](http://www.utm.edu)
2. Select *myUTMartin* on the upper left of the screen, enter your username and password. Then, click *Sign In*.
   The default username and password are as follows:
   a. Username: first 3 letters of first name, middle initial and first 4 letters of last name (johdsmi).
   b. Password: last 4 digits of SS#, first 3 letters of birth month with first letter capitalized, and last 2 digits of birth year (1234May93).
   c. If you have problems with your username or password, you can contact the help desk at *(731) 881-7900.*
3. Select *Banner Self-Service*. This is located on the top left of the screen, second choice.
4. Terms of Use/Important Announcements – Select *Continue*. (First time access only)
5. You must confirm your Pin (same as your password). (First time access only)
6. Create a security question and answer. This will be used if you ever forget or misplace your password. (First time access only)
7. Select *Student Services*.
8. *Registration (add/drop classes, view schedule, etc).*
10. Select the term, *Spring 2015*. Click *Submit*.
11. At the bottom on the page are several boxes. You will enter the CRN for the course(s) you are taking in these boxes. The CRN can be found on the SAF and in the e-mail telling you to register.
12. *Submit changes*.
13. It should now show that you are “Registered” for the courses you are taking.
14. Select *Exit* in the upper right hand corner.

• **Step 5** – Pay fees before **Friday, May 5, 2015 for Summer 2015 courses or by August 21, 2015 for Fall 2015 courses**. You will be administratively dropped from the course if full payment or a payment plan has not been set up by then. Fees can be paid by using the above steps. However, at Step #8 select *Student Records* *(online payment and deposits, confirm plans to attend, holds, grades, CAPP, and more)*. *IMPORTANT!!!!* A student may set up a deferment plan for payments. $30 is the fee to do this which is added to your first payment. Please pay CLOSE attention to the payment deadlines. If you set up a payment plan and miss a payment, $50 will be charged to your account for each payment missed. These fees can NOT be removed from your account.

If you have any problems or need further assistance, don’t hesitate to contact me.

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