SOAR LIKE A SKYHAWK!
New Student Orientation
UT MARTIN MISSION

The University of Tennessee at Martin educates and engages responsible citizens to lead and serve in a diverse world.

DR. Keith Carver
CHANCELLOR
Regional Centers
IMPORTANT OFFICES

Admissions
731-881-7020

Financial Aid
731-881-7040

Bursar
731-881-7810

IT Helpdesk
731-881-7900

Student Affairs
731-881-7700

Disability Services
731-881-7605

Registrar
731-881-7050

Library Information: All extended campus and online/distance students are able to borrow materials from the Martin campus Library (Paul Meek Library). Materials will be shipped to the nearest Center. Online students, located at least 30 miles from one of the center locations, can request that materials be mailed directly to their residence.

2020-2021

- **2020 Fall Semester**: The first day of classes for the 2020 Fall Semester is Monday, Aug. 17, and the last day of in-person classes will be Tuesday, Nov. 24. Fall break has been canceled, and classes will also be held on Labor Day. Final exams will take place online after Thanksgiving.

- **2020 Fall Semester Class Delivery**: Almost half of the classes offered this fall will include an in-person component as part of the university’s reentry plan. For courses that have an in-person component, faculty members are aligning course delivery with recommended spacing and safety measures. For example, hybrid classes can be offered in several ways, such as dividing a class of 30 or fewer students into subgroups and alternating in-person and online sessions. Faculty members are participating in a series of summer online teaching methodology workshops offered by the university to better prepare for online instruction.

**ADMISSIONS REQUIREMENTS**

- Application Fee: $30
- Application Submission: Online
- Transcript Request: High School and any college you have attended
- Immunization Documentation
Enter in your **username** and **password**. If you haven’t received this through email, please contact IT Helpdesk at 731-881-7900 and give them your 960#
Hi, Kara!

UTM Apps

- Banner Administrative
- Banner Self-Service
- CareerShift
- Digital Measures
- Flight Plan
- Gmail
- Lab Apps
- Library Databases
- Outlook
- QuestionPro
- Touchnet
- Website A-Z
- Canvas
- Dynamic Forms
- Handshake
- Microsoft Office 365
- Runway

UTM Announcements

UT Martin currently has no announcements.

Paul Meek Library Search

Search Databases, Articles, and Catalog - Search

Employee Links

- Academic Calendar
- Banner Access Request Form
- Campus Rec Hours
- Argos Enterprise Reporting
- Bookstore
- Change Password

Logout
### General Education

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOLOGICAL AND PHYSICAL SYSTEMS</td>
<td>BIOL 110</td>
<td>Intro Cell Biology &amp; Genetics</td>
<td>A</td>
<td>Fall 2019</td>
</tr>
<tr>
<td></td>
<td>BIOL 120</td>
<td>Intro Plant &amp; Animal Biology</td>
<td>A</td>
<td>Spring 2020</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>ENGL 111</td>
<td>Composition</td>
<td>A</td>
<td>Fall 2019</td>
</tr>
<tr>
<td></td>
<td>ENGL 112</td>
<td>Composition</td>
<td>A</td>
<td>Spring 2020</td>
</tr>
<tr>
<td>English Composition</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINE ARTS</td>
<td>ART 110</td>
<td>Understanding Visual Art</td>
<td>B</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>HIST 112</td>
<td>Dev World Civil I</td>
<td>B</td>
<td>Spring 2020</td>
<td></td>
</tr>
<tr>
<td>HIST 201</td>
<td>Hist of U.S.</td>
<td>A</td>
<td>Spring 2018</td>
<td></td>
</tr>
<tr>
<td>HIST 202</td>
<td>Hist of U.S.</td>
<td>A</td>
<td>Fall 2019</td>
<td></td>
</tr>
<tr>
<td>HUMANITIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>MATH 210</td>
<td>Elementary Statistics &amp; Probab</td>
<td>REG</td>
<td>Fall 2020</td>
</tr>
<tr>
<td>SOCIAL SCIENCE ELECTIVES</td>
<td>ECON 201</td>
<td>Principles of Microeconomics</td>
<td>REG</td>
<td>Fall 2020</td>
</tr>
<tr>
<td></td>
<td>PSYC 101</td>
<td>Introduction to Psychology</td>
<td>C</td>
<td>Fall 2019</td>
</tr>
<tr>
<td>Introduction to Productivity Applications</td>
<td>INF 205</td>
<td>Intro Productivity Application</td>
<td>REG</td>
<td>Fall 2020</td>
</tr>
<tr>
<td>American Political Institutions and Policy</td>
<td>POSC 220</td>
<td>Amer Political Inst &amp; Policy</td>
<td>A</td>
<td>Spring 2020</td>
</tr>
</tbody>
</table>
Welcome, Kara W. Tapp, to Banner Self-Service at The University of Tennessee at Martin
Any student registering for Fall 2020 after **August 3**, will **NOT** receive a statement. Students may view their account on the web and payments must be made by the Drop for Non-payment date.

### Current Schedule

<table>
<thead>
<tr>
<th>Status</th>
<th>Action</th>
<th>CRN</th>
<th>Subj</th>
<th>CRse</th>
<th>Soc</th>
<th>Level</th>
<th>Credit</th>
<th>Grade Mode</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Registered</strong></td>
<td>None</td>
<td>41588</td>
<td>COMM</td>
<td>701</td>
<td>H01</td>
<td>Graduate</td>
<td>1.000</td>
<td>Standard Letter</td>
<td>Professional Seminar I</td>
</tr>
<tr>
<td><strong>Registered</strong></td>
<td>None</td>
<td>41893</td>
<td>COMM</td>
<td>735</td>
<td>OL1</td>
<td>Graduate</td>
<td>3.000</td>
<td>Standard Letter</td>
<td>Introduction to Strategic Comm</td>
</tr>
</tbody>
</table>

**Total Credit Hours:** 4.000  
**Billing Hours:** 4.000  
**Minimum Hours:** 0.000  
**Maximum Hours:** 15.000  
**Date:** Jul 31, 2020 11:46 am

### Add Classes Worksheet

<table>
<thead>
<tr>
<th>CRNs</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>

[Submit Changes] [Class Search] [Reset]
Registration

- Academic Transcript (unofficial)
- Authorization to use Title IV Financial Aid Funds
- Catalog Term Change Request
- Diploma Application
- Final Grades
- How to complete an online class evaluation
- Midterm Grades
- Percentile Rank Calculation
- Specify Authorized Users for Online Payment Account
- View Holds

Student Records

- Account Summary by Term
- Book Loan Application
- Change of Major Form (leaves Banner)
- Education Graduate Program Online Orientation
- Finalize Registration (Review Account Balance or Cancel your plans to attend)
- Intended Date of Graduation Application
- National Student Clearinghouse (official transcript, enrollment certification)
- Request Deferment of Fees
- Student Scores (Admissions)
- **TEST** Apply for Graduation

- Advisor Evaluations
- Flight Plan (DegreeWorks)
- Computer Loan Application
- FERPA Release
- Graduation Date Verification/Change
- Major Field Test Application
- Payments and Deposits
- Request Email Link to Register for Post-Comp Test
- Test Scores Display (ACT, Major Exam, etc)
## Account Balance:

### Fall 2020

<table>
<thead>
<tr>
<th>Detail Code</th>
<th>Description</th>
<th>Charge</th>
<th>Payment</th>
<th>Balance</th>
<th>Expected Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOLG</td>
<td>On Line Support GR</td>
<td>$168.00</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>TPFG</td>
<td>Graduate Program/Service Fee</td>
<td>$81.00</td>
<td></td>
<td>$81.00</td>
<td></td>
</tr>
<tr>
<td>TPHG</td>
<td>Program &amp; Service Fee-Health</td>
<td>$4.00</td>
<td></td>
<td>$4.00</td>
<td></td>
</tr>
<tr>
<td>TUOG</td>
<td>TN RES GR Online Tuition</td>
<td>$1,692.00</td>
<td></td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>TURG</td>
<td>TN Res Graduate Tuition</td>
<td>$505.00</td>
<td></td>
<td>$168.00</td>
<td></td>
</tr>
<tr>
<td>UCOM</td>
<td>Academic Enrichment Fee-Commun</td>
<td>$50.00</td>
<td></td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>FWUE</td>
<td>F/W UT Employee</td>
<td></td>
<td></td>
<td>$2,197.00</td>
<td></td>
</tr>
</tbody>
</table>

**Term Charges:**  
$2,500.00

**Term Credits and Payments:**  
$2,197.00

**Term Balance:**  
$303.00  
$0.00

**Term Balance including Expected Payments:**  
$303.00
<table>
<thead>
<tr>
<th>Award Information</th>
<th>Eligibility</th>
<th>Financial Aid Forms</th>
<th>Federal Shopping Sheet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accept Award by Aid Year</td>
<td>Award History</td>
<td>For additional award information: Award Payment Schedule</td>
<td></td>
</tr>
<tr>
<td>Loan Application History</td>
<td>Tennessee Lottery Scholarship Information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Federal Student Aid website | Overall Status of Financial Aid | Send an Email to the Financial Aid office
Some financial aid information is determined by Aid Year (the academic year for which you are receiving financial aid). Please select an aid year below.

**Select Aid Year**

2020-2021

Submit

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RELEASE: 8.21.1
No award information is available for you at this time, please contact your financial aid office if you have questions.
### Award Decision

<table>
<thead>
<tr>
<th>Fund</th>
<th>Status</th>
<th>Term</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>TN Lottery Freshman/Sophomore</td>
<td>Conditional</td>
<td>Fall 2020</td>
<td>$1,750.00</td>
</tr>
<tr>
<td></td>
<td>Conditional</td>
<td>Spring 2021</td>
<td>$1,750.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fund Total: $3,500.00</td>
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<tr>
<td>Fed Direct Unsub Stafford Loan</td>
<td>Cancelled</td>
<td>Fall 2020</td>
<td>$.00</td>
</tr>
<tr>
<td></td>
<td>Cancelled</td>
<td>Spring 2021</td>
<td>$.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Fund Total: $.00</td>
</tr>
</tbody>
</table>
FINANCIAL AID- STEPS TO SUCCESS

✓ Get your FAFSA and financial aid information in early

✓ Plan financial aid by the year

✓ Undergraduate Students MUST register for at least 6 credits if you want to receive financial aid
Bursar's Office

The Bursar's Office is responsible for all student billing, payments and refunds. The Bursar's Office will often communicate with you by email to your MY UTMARTIN email account.

Things to Remember:

- YOU are responsible for checking your email on a regular basis so you don’t miss any important information.

- Remember that you need to waive out every Fall term, just like updating your FAFSA. Bills for tuition are just like any other bill and must be paid within 30 days of receipt.

- Failure to pay your bill on time will prevent you from registering in future semesters.

Visit [https://www.utm.edu/departments/bursar/](https://www.utm.edu/departments/bursar/) for more information.

The Registrar's Office is responsible for recording students’ grades, add/drops, withdrawals, address and name changes, calendar, course repeats, diplomas, transfer credits, graduation information, and producing transcripts.

Things to Remember:

- If you change your address or phone number, submit a change of address form located in banner self service.

- The only way to change your address is via a signed change of address form.

- Know the Add/Drop date, and always check your schedule online. If you drop a class after the Add/Drop deadline, or neglect to drop a class before the deadline and then don’t show up, you are required to pay for it.

SKYHAWK ID CARD

We will take your picture TODAY!

This card can be used to get discounts at local restaurants and in Martin, TN and here locally. Also, with your ID card you will be able to attend UT Martin football, basketball, baseball games, and other events specified by the university for free.

Your photo can only be submitted online by using the steps below:

Apply for Skyhawk ID card here (Hyperlinked)

- Hit OK then fill in the information on the form. Under the picture of the Skyhawk Card is Attach Picture Here, select it and then select the picture you want to upload and hit Open.
- You will be notified if your photo has been rejected by email. Your default notification is your UTM email address unless you choose to change it.
- The University of Tennessee Skyhawk Office reserves the right to refuse any photos that do not meet our requirements.
DISABILITY SUPPORT

Services for students with disabilities

It is the policy of UT Martin to provide reasonable accommodations (academic adjustments and auxiliary aids) to assist students with disabilities in negotiating the university system.

Any student with a permanent or temporary disability MUST self-identify with the Office of Disability Services in order to receive accommodations. Documentation guidelines must be followed before a student can receive services. Services provided can include but are not limited to: note taker, scribe, extended time on tests, etc.

Documentation Guidelines

- Documentation must be typed or printed on official letterhead and signed by an evaluator qualified to make the diagnosis.
- Current, clearly stated diagnosis of the disability or disabilities.
- Description of the functional limitations as related to an academic setting.
- Complete educational, developmental and medical history relevant to the disability for which accommodations are requested.
- Information on the impact of any medication and/or treatments currently being used.
- Suggested reasonable accommodations that would be most appropriate.
- A list of all test instruments, for use with an adult population, used in the evaluation report.

TRANSFER CREDIT

• Students who have completed 12 hours of college-level courses must have a 2.0 GPA to be admitted.
• Students who have not been enrolled in a college for a semester or longer (excluding the summer) may be considered for admission on probation with less than a 2.0 GPA.
• Students with less than 12 hours of college-level courses will be considered for admissions based on high school GPA & ACT/SAT.

We strive to get back with an applicant within one week of receiving the application via e-mail. Unfortunately, uncontrollable events may occur and it may take a bit longer.
• Check your e-mail often concerning any updates and other notifications we might send.
• Request your transcripts and Immunization records.

Once we have received your transcripts, we will notify you via email concerning your admissions decision.
You may check on the status of your application by calling our office at 731-881-7035 or 731-881-7390.
You may be tentatively admitted if you are still enrolled at another institution AND have a minimum 2.5 GPA. If you are no longer attending another institution, you can be tentatively admitted on your final transcript if you meet the admissions requirements even though we are still lacking other transcripts.
• Once all official complete transcripts are received, a course evaluation will be completed. You will be fully admitted at this time as long as you meet the admissions requirements. You will again receive a notification via e-mail. This e-mail will have your new cumulative GPA listed as well as any entrance deficiencies from high school.
• Once admitted, you may speak with an advisor prior to registration.
• During the summer, we hold a Transfer Orientation and Registration event to assist students with registration and give out helpful information for students transferring in the Fall semester.

Once all transcripts have been received and the grades posted to the UT Martin transcript, the student will be able to review the credit received on Banner Self-Service. The UT Martin course number for equivalent courses, or the designation LD for lower-division credit and UD for upper-division credit if no equivalent course exists, will be posted to the student’s academic transcript. LD and UD credits may be applied toward degree requirements that do not designate specific course number requirements (e.g., Art LD might fulfill a non-specific art course requirement or a general elective). The student’s academic advisor will use the CAPP degree audit to identify how each of the transferred courses may be used to satisfy specific degree requirements.

Visit https://www.utm.edu/departments/admissions/transfer_info.php for more information.
The University of Tennessee at Martin is dedicated to assisting Veterans, Active-Duty service members, National Guard and Reservists and eligible military families in achieving their educational and professional goals.

The University recognizes the adjustment from military service to college life can be very challenging. We are committed in providing our veteran students the tools, support and encouragement needed to successfully transition to the classroom and understand the federal and state benefits that they have earned.

Students receiving educational assistance through the Department of Veteran Affairs must contact the VA Certifying Official in the Business Affairs Office. Student must be enrolled in a degree-seeking program or seeking Licensure to teach to receive benefits. Only classes applying to your degree may be certified for VA benefits.

VA Education Benefits can be received by veterans, reservists/guardsmen, spouses and children of 100% service-connected deceased or disabled veterans under the programs listed below. For information on applying for the benefits, contact the Certifying Official or go to the GI Bill website at www.gibill.va.gov

Visit http://www.utm.edu/departments/veteranaffairs/ for more information.
The Office of Student Conduct is an educational tool with two main objectives:
1. To hold students accountable for unacceptable behavior
2. To modify those behaviors deemed unacceptable by the University

The Office strives to address unacceptable behavior in a manner that is uniform and guides students toward a great sense of personal responsibility. Moreover it focuses on providing students with a perspective which enhances a more mature and ethical sense of behavior regarding future decisions both inside and outside of the classroom.

Thank you for visiting our website and we sincerely look forward to the opportunity to meet with you individually.

Visit https://www.utm.edu/departments/conduct/ for more information on student conduct.
Visit https://www.utm.edu/departments/equalopp/harassment.php for more information on different forms of harassment
WELCOME TO THE THE UTM FAMILY... ARE YOU READY TO SOAR?

The UT Martin Somerville Center is now YOUR UNIVERSITY and we hope you will connect with us throughout your journey. Check our website often for upcoming events and news.

Each and every member of the UT Martin family has a story to tell.

What’s your story?

Connect with us on Facebook and Twitter and share.

Looking for up to date information on snow days, school closings or our latest event? Find us on Facebook and follow us on Twitter @utmsomerville

Remember that electronic communications, including Twitter posts, are viewable by everyone. Messages should be appropriate and in compliance with UT Martin expectations.

We all know things change, so this guide may change too. However, we’ll make sure to keep you updated if they do.
Advice From Upper Classman

• **YOU HAVE TO BE RESPONSIBLE AND YOU HAVE TO SHOW UP!**
  • Make friends and don’t be shy
  • Midterm grades are **okay**
  • Ask for book advice from upper classmen who have had the class, or ask the instructor
  • Be active: We have Student Ambassadors and Healthy Hawks
  • The doors close and lock at 6:15 for night classes and we want to make sure we are secure, so please make sure that the door always closes behind you when you enter and exit the building
  • Work is hard, but the atmosphere is relaxed
  • Check your schedule for room numbers
  • Don’t be afraid to contact your instructors, they do not mind
  • Participate and be involved in class
  • Wear appropriate clothing
  • Make sure to help keep the facility clean. We take pride in this facility and we want it to stay like this for those that come after us