The Office of Student Engagement, in conjunction with the UT Martin Student Services & Success Mentoring Center (SSSM), is committed to providing outstanding student services for the University of Tennessee at Martin. The SSSM mentors are well-equipped to help students achieve their academic goals. The SSSM mentor contact begins during Summer Orientation And Registration (SOAR) and continues during First-Year Initiative and throughout the student’s college career. Once in classes, students will find a wide range of resources available through the Student Services and Success Mentoring Center.

Academic Advising for:
• Academically eligible-warning students
• Conditional Admission students
• Mandatory placement students
• Transfer students

Academic Resources
The UT Martin Student Services & Success Mentoring Center is committed to helping students be successful at college life.
• The Math Lab
  www.utm.edu/mathlab
• Hortense Parrish Writing Center
  www.utm.edu/writingcenter
• Reading Center
  www.utm.edu/reading
• Small Group Tutoring
  www.utm.edu/tutoring
• Study Skills Counseling
  www.utm.edu/studystest
  • Learning and Study Skills Inventory (LASSI)
  • Myers-Briggs Type Indicator (MBTI)
• Supplemental Instruction (SI)
  www.utm.edu/si

Career Counseling
Visit one of our career counselors for a career assessment including:
• Strong Interest Inventory (SII)
• Myers-Briggs Type Indicator (MBTI)

Career Employment Services
• Career/Major Fair (Fall Semester)
• Upperclassmen may visit www.utm.edu/careers to check on:
  • Interview techniques
  • Post-graduation full-time employment opportunities
  • Résumé writing services

Conditional Admission Program
• Conditional Admission is a special admission category for students whose high school records do not meet regular admission qualifications.
• Visit www.utm.edu/conditional
• Students remain in the Conditional Admission Program for 1 year

Office of Disabilities Services
It is the policy of the University 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 Disabilities in 203 Clement Hall before reasonable accommodations can be implemented.
• Where do I begin?
  • Visit www.utm.edu/disability
  • Complete the Introductory Questionnaire
  • Submit documentation from a licensed professional that you have a disability
  • Documentation must be current (no more than 3-years old)
  • Personal IEPs are not considered documentation
  • Meet with a disabilities services mentor to discuss reasonable accommodations
  
• Fill out an accommodation request form
• Contact Disabilities Services with questions or concerns: 731.881.7605, or sroberts@utm.edu

First-Year Initiative (FYI)
The UT Martin First-Year Initiative is a unique multi-part program designed to help students transition to university life.
• Visit www.utm.edu/fyi
• Summer Orientation and Registration (SOAR) – prospective students meet with academic advisers to register for classes
• Welcome Weekend begins the Thursday before Fall classes begin
• GENS 101 - General Studies

General Studies Classes
GENS 101 - General Studies is taught during Fall semester by SSSM mentors and faculty mentors for incoming freshmen in conjunction with FYI.
• Enrollment automatically enrolls you in FYI and Welcome Weekend
• GENS 201 - Career Exploration is offered both Fall and Spring semesters
• GENS 211 - College Study Skills is offered both Fall and Spring semesters

LEAP
The Learning to Establish Academic Priorities (LEAP) program assists students who have an academically eligible-warning and is administered through the SSSM.
• Visit www.utm.edu/probation
• Students are considered to have an academically eligible-warning standing when their cumulative (overall) GPA falls below a 2.00.
National Student Exchange (NSE)
Provides opportunities for undergraduate students to study for up to one academic year at another NSE member college or university.
- Visit www.utm.edu/nse
- Email nse@utm.edu

Skyhawk Parent Association (SPA)
- myUTMartinParent Portal
- Visit www.utm.edu/parents
- Parents may have access to myUTMartinParent Portal after their student has completed the Student Information Release Form with the Office of Academic Records at www.utm.edu/ferpa or in Banner Self-Service
- SPA membership not required for access
- Free Membership
- Skyhawk Parent Handbook
- Skyhawk Parents’ Meeting (fall semester only)
- SPA Hotline: M-F 8:00 AM-5:00PM, 731.881.7053

Transfer Student Support
Visit our one-stop resource for questions.
- Transfer Student Office Resources:
  - Visit www.utm.edu/transfer
  - Frequently Asked Questions
  - Transfer Student Checklist

Testing Services
The Testing Center offers a variety of both computer-based and paper/pencil tests for prospective, incoming, and graduating students. Visit www.utm.edu/testing. A current list of administered tests include:
- ACT Residual
- CLEP
- CPS
- DSST
- DSES
- GRE
- GMAT
- LSAT
- Major Field
- NLN Pre-RN
- Kaplan Nursing Exam
- LSAT
- MAT
- MCAT
- Service
- Post Comp/Gen Ed.
- PRAXIS I
- PRAXIS II
- Proctoring Service

Business Affairs
- If you have not already done so, upload a photo for your student ID card at www.utm.edu/requestmyid
- Once fees have been assessed in July:
  - Pay fees and confirm enrollment
  - Avoid waiting in lines by signing up for E-refunds at www.utm.edu/bursar
  - Visit www.utm.edu/skyhawkcard for the Skyhawk Card Office (add money to card, advance of excess aid for book/computer store, etc.)

Office of Financial Aid & Scholarships
- Visit www.utm.edu/financialaid
- Complete Tennessee Lottery Scholarship Acknowledgement Form
- If taking loans, accept student loans in Banner Self-Service
- Complete Master Promissory Note at www.studentloans.gov
- Complete Stafford Loan Entrance Counseling at www.studentloans.gov

Housing
- Visit www.utm.edu/housingchecklist
- Apply for housing, pay your deposit, and confirm housing through the housing portal
- Housing assignments are based on date of application and deposit
- Complete housing exemption request if applicable
- Complete Housing Fast Pass paperwork through housing portal

First-Year Initiative
- Visit www.utm.edu/fyi
- Enrollment in GENS 101 automatically enrolls you in First-Year Initiative and Welcome Weekend

Dining Services
- Meal plan required for freshmen living on campus
- Sign up at www.utm.edu/dining

Office of Disabilities Services
- Self-identify if reasonable accommodations are needed
- Visit www.utm.edu/disability

Public Safety
- Register vehicle online through Banner Self-Service
- Visit www.utm.edu/parking

Student Health & Counseling Service
- Complete Immunization Compliance Process
- Visit www.utm.edu/immunization

University Book Store
- Order textbooks in advance through Banner Self-Service
- Visit www.utm.edu/bookstore

myUTMartin Portal
- Login at www.utm.edu for access to:
  - UTM E-mail (UTM’s official form of communication)
  - Banner Self-Service
  - Blackboard
  - And much more!
- Visit www.utm.edu/helpdesk to learn more about Information Technology Services

STUDENT/PARENT SUMMER CHECKLIST

- ACT Residual
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- SAT

The University of Tennessee is an EEO/AA/Title VI/Title IX/Section 504/ADA/ADEA institution in the provision of its education and employment programs and services. All qualified applicants will receive equal consideration for employment without regard to race, color, national origin, religion, sex, pregnancy, marital status, sexual orientation, gender identity, age, physical or mental disability, or veterans status. Employees should be directed to the Office of Equity and Diversity (OED) and the Title IX office for information and application assistance. Inquiries concerning Title II, Title V, Section 105, and Title 504 policies are directed to the Office of Equity and Diversity, 303 Administration Building, Martin, TN 38238, (731) 881-3505 Office, (731) 881-4889 TTY, Hearing Impaired, (731) 881-3507 Fax, equityanddiversity@utm.edu, http://www.utm.edu/departments/equalopp/. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (The Clery Act), UTM’s annual security report includes statistics for the previous three years concerning reported crimes that occurred on or around the campus and UTM’s emergency notification protocol. The Student Services & Success Mentoring Center and myUTMartin Parent Portal provide resources through the Office of Intercollegiate Athletics, 1022 Elam Center, Martin, TN 38238 or by calling (731) 881-7660. E05-4028-00-001-14