



THE UNIVERSITY OF
TENNESSEE
MARTIN

OFFICE OF REGIONAL CENTERS
AND ONLINE PROGRAMS



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2024 student checklist

1. Complete the Free Application for Federal Student Aid (FAFSA) fafsa.gov

2. View and accept financial aid awards.
Instructions are on page 3.

3. Submit your immunization records at
utm.edu/immunization

4. Enroll in your Regional Center location
(Dashboard - Published Courses)

5. If your parents are teachers or state employees, submit your fee waiver to the Bursar's Office after July 1. This will have to be completed each semester.
utm.edu/bursar

6. Pay fees and secure classes by Sept. 5

7. Purchase books online with the instructions below or visit the UTM Barnes & Noble Bookstore in the Boling University Center.

- Log on to your UT Martin portal
- Click Banner Self-Service
- Click "Students"
- Click "Registration"
- Click "Order Textbooks Online"

8. Classes begin Monday, Aug. 26.

IMPORTANT DATES

Fall 2024

All dates are subject to change, check UTM email for updates.

Aug. 26
Classes Start

Sept. 4
Labor Day

Oct. 14-15
Fall Break

Oct. 18
Last Day
to Drop a Class

Oct. 25-27
Family Weekend

Oct. 26
Homecoming

Nov. 11-15
Begin Advising
& Early Registration
(Spring 2025)

Nov. 27-Dec. 1
Thanksgiving Holiday
Break

Dec. 9-13
Final Exams

Jan. 9, 2025
Spring 2025 Classes
Begin

Money Matters

TYPES OF FINANCIAL AID

Scholarships: Scholarships are given in recognition of what you've accomplished through academic study, talent, service projects and/or future goals.

- For more detailed scholarship information for aid such as the UT Promise, Scholarship Aviator, Academic Merit scholarships, Transfer scholarships and more visit utm.edu/scholarships.

Grants: Grants are typically awarded based on financial need.

Loans: Student loan programs let you borrow money to help pay for your education. Repayment of most educational loans begins after you graduate. Because loans must be repaid, you should plan your borrowing carefully.

Work-Study: If you qualify through the FAFSA, the Federal Work-Study program gives you the opportunity to work part-time while going to school.

GETTING STARTED WITH FINANCIAL AID

File the FAFSA each year beginning October 1.

- If we need additional documents from you for verification purposes, we will let you know via email. You can also view your financial aid requirements in your UT Martin portal.

Receive financial aid awards

- These are available in your UT Martin Portal.

Accept or decline financial aid awards

- Look under "Registration and Aid" in your UT Martin Portal.
- First-time borrowers for loans: Follow through with step 2 (complete the Master Promissory Note) and step 3 (Complete Online Entrance Loan Counseling).
- Satisfactory academic progress: Students receiving federal aid must meet standards in three areas:
 1. Completion rate
 2. Cumulative grade point average
 3. Maximum time frame

utm.edu/finaid

Money Matters

We're here to help you achieve your educational goals. Please remember that we'll communicate all financial aid and payment needs through your UT Martin email. Please check it regularly!

SATISFYING FEES

The Bursar's Office at UT Martin is responsible for billing of student tuition accounts. For the most up-to-date costs, visit the Bursar's Office web site at utm.edu/tuition.

Fees for Fall 2024 will be announced in early July after approval by the University of Tennessee Board of Trustees. All fees for Fall 2024 semester fees or payment arrangements should be satisfied by Thursday, Sept. 5.

Once your fees are assessed in July, you will be able to view your bill in your UT Martin portal.

Installment Payment Plans: You can sign up for an installment payment plan, which distributes your remaining tuition and fees balance into four payments throughout the fall semester. Deadline is 5 p.m., Sept. 5.

Books/Supplies: Students who are receiving more financial aid than they are being billed for may use a portion of that money to pay for books at our bookstore. We refer to it as a book voucher; however, you're actually getting some of your excess financial aid added to your Skyhawk Card in advance. Check with the Bursar's office for more information.

Estimated cost: \$750 per semester

E-Refunds: Refunds can be deposited directly to student bank accounts by signing up for e-refunds as explained at utm.edu/bursar under the E-Refund tab. If direct deposit is not established, then a refund check will be mailed to the student's address. Be advised, there will be a delay with paper checks.

E-Bills: Current students will be billed electronically by email unless they sign an Election for Paper Bill Form in the Bursar's Office.

FALL 2024 SEMESTER FEES ARE DUE THURSDAY, SEPTEMBER 5.

Office of Financial Aid and Scholarships:

224 Clement Hall

utm.edu/financialaid

(731)881-4677

financialaid@utm.edu

Bursar's Office

224 Clement Hall

utm.edu/bursar

(731)881-4677

bursar@utm.edu

Student Success Center

utm.edu/success | (731)881-7744 | success@utm.edu

Testing Services – (Clement Hall, Room 211) (731)881-7727 | utm.edu/testing

We offer a variety of exams, including ACT Residual, Praxis, GRE, MCAT World Language, CLEP, GMAT, Pearson Vue, HiSet, GED and proctoring services.

Accessibility Resource Center – utm.edu/arc

Services include, but are not limited to, approval of academic accommodations, assistive technology for hearing and visually impaired students, and literacy technology accommodation for students with documented disabilities.

Tutoring Services

As a regional center student, you have access to a few tutoring services:

STEM Lab Free Tutoring: The Stem Lab schedule can be found on the SI/STEM One space site in the UT Martin Portal. The courses they offer tutoring in are: ANSC, AGECE, BIOL, CHEM, CSCI, ENGR, GEOS, GEOL, MATH, MBIO, NEUR, NURS, PHYS, PSYC, STAT, VET, ZOOL. For more information, please visit: <https://www.utm.edu/offices-and-services/student-success-center/stem-tutoring-lab.php>

Hortense Parrish Writing Center: The Writing Center is to help UTM students and the surrounding community become better writers by providing individual tutoring, resources, and outreach in person or online. For more information, please visit: <https://www.utm.edu/offices-and-services/hortense-parrish-writing-center/>

Mathematics Learning Center: The math lab offers free tutoring for all mathematics courses as well as self-paces courses with lecture and testing options. Please contact Dr. John Bush jbush@utm.edu for more information on scheduling appointments for tutoring.

If individual tutoring is needed, please contact your center's director for more information!

Skyhawk Card

What is a Skyhawk Card?

Your Skyhawk Card is your campus ID that provides you access to a variety of campus-wide services. It is an all-inclusive card for students, faculty and staff serving as:

- Personal identification
- Campus debit card
- Book and computer advances from pending excess financial aid (available 4 weeks prior to first day of classes)
- Meal plan card

Your Skyhawk Card Grants You Access to:

- Student athletic events
- Student Recreation Center
- Elam Center Campus Recreation facilities
- Printing in computer labs
- Library copier
- Library card
- Assigned residence hall



Skyhawk Card

What are the Benefits?

- No need to carry cash.
- In case of loss or theft, account balances can be suspended immediately on the lost card by visiting the Skyhawk Card Services window in the One Stop Shop (224 Clement Hall) or by calling (731) 881-4677. Balances will be transferred to the new card you purchase at the Skyhawk Card Services window.

To request a Skyhawk Card:

1. From your UT Martin Portal Account, click “Banner-Self Service” and then click “Personal.”
2. Click “Upload a photo for Skyhawk ID Card.”
3. Complete the Skyhawk Card ID Request Form.

Note: Regional center students are encouraged to notify the appropriate regional center staff or skyhawkcard@utm.edu as to the location the card should be sent to for student pick up.

IMPORTANT: Education, nursing, and social work majors may be required to have an individual Skyhawk Card for workplace/clinical site visits. Please be sure to submit your request!

Vehicle Information

Our regional center students are always welcome at UT Martin and the Department of Public Safety would like your time on campus to be successful and enjoyable.

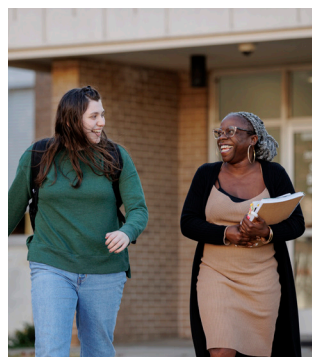
Parking permits are required to use campus parking areas. A visitor parking permit request can be made in advance online and are always available at no charge at the Department of Public Safety, 24 hours a day.

When planning your visit to campus, please plan ahead by requesting a visitor parking permit online. Online visitor parking permits are processed during business hours, Monday through Friday between 7:30 a.m. and 4:30 p.m.

To request a parking permit:

1. Visit utm.edu/publicsafety
2. Click Online Visitor Parking Permit
3. Click Visitor Request Form

If you have any questions, call Public Safety at (731)881-7777.



welcome
to our
west!

UT MARTIN

OFFICE OF REGIONAL CENTERS
AND ONLINE PROGRAMS

utm.edu/centers

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 covered veteran status. Inquiries should be directed to the Office of Equity and Diversity (OED), 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 response and evacuation procedures. You can view the report at <http://www.utm.edu/departments/finadmin/publicsafety/annualreport.php> or you may obtain a paper copy of the report by contacting the Office of Public Safety, 215 Hurt Street, Martin, TN 38238 or calling (731) 881-7777. Data on intercollegiate athletics program participation rates and financial support may be found at http://www.utm.edu/webshare/consumer_docs/09-10%20DOE-EADA%20Report.pdf and printed copies may be obtained through the Office of Intercollegiate Athletics, 1022 Elam Center, Martin, TN 38238 or by calling (731) 881-7660. Eo5-2310-00-010-24