

How to Register from Flight Plan SEP Plan Using Banner 9 Registration

Office of Academic Records

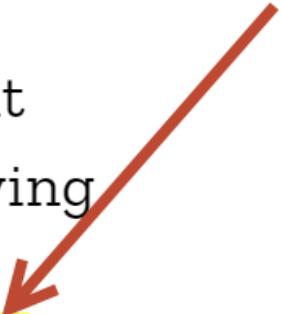


Step 1: Log into your Portal. Click on "my UTMartin" from the main web page

- About UTM
- Admissions
- Academics
- Campus Life
- Athletics
- Plan A Visit
- Alumni & Giving

 my UTMartin

 A-Z





User Name:

Password:

[Forgot your password?](#)

**Step 2: Provide your
user name and
password**

Sign In

You agree to the terms of our [Acceptable Use Policy](#).

Need Assistance? [Get help signing in](#).



- Dashboard
- Canvas
- Google Apps
- Office 365
- Banner Self-Service
- Help
- Logout

Hi, Kiara!

Name: Kiara | ID #: 960 | Username: | Net ID:

UTM Apps

Banner Administrative	Banner Self-Service	Canvas
CareerShift	Digital Measures	Echo 360
Flight Plan	Gmail	Handshake
Library Databases	Microsoft Office 365	OrgSync
Outlook	Qualtrics (Expires 2019)	QuestionPro
Touchnet	Website A-Z	

Step 3: Click on Banner Self-Service from the list of UTM Apps

UTM Announcements

- Group Fitness Instructor Training Class
Posted at March 14, 2019
- SGA Charity Basketball Game
Posted at March 12, 2019
- Student Grad Fair
Posted at March 12, 2019
- Career Peer Educator Leadership Application Due (paid positions)
Posted at March 5, 2019
- UTM Surplus Property Auction
Posted at March 5, 2019

Paul Meek Library Search

Employee Links

Step 4: Click on Students, Registration, and then click "Banner 9 Registration (Beta)" to access the new registration method

Registration Student Records

- Add/Drop Classes
- Course Statistics (Grade Distribution History)
- Order Textbooks Online
- Schedule Restrictions (classes with missing requisites)
- Student Schedule by Day & Time
- Registration History
- Change Class Options
- Drop Fee Acknowledgement
- Registration Fee Assessment
- Select Term
- Who is my Advisor?
- Banner 9 Registration (BETA)
- Check Your Registration Status
- Look Up Classes to Add
- *Registration Instructions (PDF)*
- Student Detail Schedule
- Withdrawal Application

Registration

Step 5: Click "Register for Classes"



What would you like to do?



[Prepare for Registration](#)

View registration status, update student term data, and complete pre-registration requirements.



[Plan Ahead](#)

Give yourself a head start by building plans. When you're ready to register, you'll be able to load these plans.



[View Registration Information](#)

View your past schedules and your ungraded classes.



[Register for Classes](#)

Search and register for your classes. You can also view and manage your schedule.



[Browse Classes](#)

Looking for classes? In this section you can browse classes you find interesting.



[Browse Course Catalog](#)

Look up basic course information like subject, course and description.

How Do I Create/View Student Educational Planner (SEP) Plan

- Advisor Manual

- [https://www.utm.edu/departments/registrar/_pdfs/Degree%20Works%20Flight%20Plan%20Advisor%20User%20Manual April 2018.pdf](https://www.utm.edu/departments/registrar/_pdfs/Degree%20Works%20Flight%20Plan%20Advisor%20User%20Manual%20April%202018.pdf)

- Student Manual

- https://www.utm.edu/departments/registrar/_pdfs/Degree%20Works%20Flight%20Plan%20Student%20User%20Manual.pdf

- NOTE

- Plans must be Active and Locked to be able to register from the plan. Only one plan can be active and locked at a time.

[Student](#) • [Registration](#) • Select a Term

Select a Term

Terms Open for Registration

Spring 2019

Continue



Step 6: Select the term you wish to register and click "Continue".

Register for Classes

Find Classes | Enter CRNs | **Plans** | Schedule and Options

Enter Your Search Criteria ⓘ
Term: Spring 2019

Subject

Course Number

Keyword

[Advanced Search](#)

Step 7: You can either Find Classes by searching, enter the course CRNs to add manually, or "Plans" to register from your plan. Click "Plans" in this instance.

Schedule | Schedule Details

Class Schedule for Spring 2019

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6am							
7am							
8am							
9am							
10am							
11am							

Summary [Tuition and Fees](#)

Title	Details	Hours	CRN	Schedule Type	Status	Action
Principles & Concept Pers Hlth	HLTH 111, H01	3	22362	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 20

Register for Classes

Find Classes | Enter CRNs | **Plans** | Schedule and Options

Register from a plan.

Term: Spring 2019

UG_BA_MATH_17-18_FALL

Created by: You

Critical Indic	Title	Details	Hours	Delivery	Choice Group	Choice Description	Attribute Summary	Note	
	Calculus II	MATH 252	4						View Sections
	Composition	ENGL 112	3						View Sections
	Elementary Statistics & Probab	MATH 210	3						View Sections

Records: 3

Step 8: Your current active plan in Flight Plan will pull in for the term you wish to register for. Each course will allow you to view the available sections and register. Click on "View Sections" for the course you wish to review and register.



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Tuition and Fees

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Principles & Concept Pers Hlth	HLTH 111, H01	3	22362	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 20

Panels

Submit

Register for Classes

Find Classes | Enter CRNs | Plans | Schedule and Options

Step 9: Find the section you would like to add to your schedule and press "Add".

Return to Plan | Search Results — 5 Classes | Term: Spring 2019 | Subject and Course Number: MATH252 | Search

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute	
Calculus II Lecture	Mathematics	252	001	4	21655	Sprin...	Kolitsch, Louis (Primary)	S M T W T F S 08:00 AM - 08:50 AM Type: Class Buil	UT M...	8 of 27 seats rem...		Add
Calculus II Lecture	Mathematics	252	002	4	21656	Sprin...	Niedzialowski, Amanda (P...	S M T W T F S 02:00 PM - 02:50 PM Type: Class Buil	UT M...	12 of 27 seats re...		Add
Calculus II Lecture	Mathematics	252	099	4	22430	Sprin...			UT M...	10 of 10 seats re...		Add
Calculus II Lecture	Mathematics	252	999	4	21824	Sprin...	Niedzialowski, Amanda (P...	S M T W T F S 02:00 PM - 02:50 PM Type: Class Buil	Dual ...	1 of 2 seats remain.		Add
Calculus II Lecture	Mathematics	252	OLA	4	21831	Sprin...	Eskew, Thomas (Primary)	S M T W T F S - Type: Class Building: Online Cours	Dual ...	20 of 25 seats re...		Add

Page 1 of 1 | 10 Per Page | Records: 5

Schedule | Schedule Details

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Panels

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Title	Details	Hours	CRN	Schedule Type	Status	Action
Principles & Concept Pers Hlth	HLTH 111, H01	3	22362	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 20

Submit

Register for Classes

Step 10: The course will highlight in blue at the top and will appear in the bottom right hand corner as "Pending".

Press "Submit" to register for the course.

Find Classes | Enter CRNs | Plans | Schedule and Options

Return to Plan | Search Results — 5 Classes | Term: Spring 2019 | Subject and Course Number: MATH252 | Search

Title	Subject Description	Course Num	Section	Hours	CRN	Term	Instructor	Meeting Times	Campus	Status	Attribute
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Title	Details	Hours	CRN	Schedule Type	Status	Action
Calculus II	MATH 252, 099	4	22430	Lecture	Pending	**Registered**
Principles & Concept Pers Hlth	HLTH 111, H01	3	22362	Lecture	Registered	None

Total Hours | Registered: 3 | Billing: 3 | CEU: 0 | Min: 0 | Max: 20



Submit

Register for Classes

Step 11: Once you press "Submit", if successful you will receive a message at the top stating the save was successful and the status at the bottom will show "Registered" in green.

✓ Save Successful

Find Classes Enter CRNs Plans Schedule and Options

Return to Plan Search Results — 5 Classes Term: Spring 2019 Subject and Course Number: MATH252

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Principles & Concept Pers Hlth	HLTH 111, H01	3	22362	Lecture	Registered	None

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 20

Submit

Register for Classes

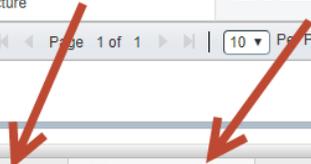
Find Classes | Enter CRNs | Plans | Schedule and Options

Return to Plan | **Search Results — 5 Classes** | Term: Spring 2019 | Subject and Course Number: MATH252 | Search

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Calculus II Lecture	Mathematics	252	OLA	4	21831	Sprin...	Eskew, Thomas (Primary)	S M T W T F S - Type: Class Building:	20 of 25 seats remain.	20 of 25 seats re...

Records: 5

You can review your schedule by day and time by clicking "Schedule" and you can view the details of your schedule by clicking "Schedule Details".



Schedule | Schedule Details

Class Schedule for Spring 2019

- Calculus II** | Mathematics 252 Section 099 | Class Begin: 03/25/2019 | Class End: 04/26/2019 Registered
 - No specified meeting times
 - No specified Instructor
 - CRN: 22430
 - Message: **Registered** | Hours: 4 | Level: Undergraduate | Campus: UT Martin | Schedule Type: Lecture | Instructional Method: Conventional Methodology | Grade Mode: Standard Letter | Waitlist Position: 0 | Notification Expires: None
- Principles & Concept Pers Hlth** | Health 111 Section H01 | Class Begin: 03/11/2019 | Class End: 04/26/2019 Registered
 - 03/11/2019 -- 04/26/2019 S M T W T F S 04:00 PM - 07:00 PM Type: Class Location: UT Martin Building: Skyhawk Fieldhouse Room: 2059
 - Instructor: Gibson, Deborah (Primary)
 - CRN: 22362

Panels

Summary | Tuition and Fees

Title	Details	Hours	CRN	Schedule Type	Status	Action
Calculus II	MATH 252, 099	4	22430	Lecture	Registered	None
Principles & Concept Pers Hlth	HLTH 111, H01	3	22362	Lecture	Registered	None

Total Hours | Registered: 7 | Billing: 7 | CEU: 0 | Min: 0 | Max: 20

Submit

Records: 5

Tuition and Fees

Summary

Title	Details	Hours	CRN	Schedule Type	Status	Action
Calculus II	MATH 252, 099	4	22430	Lecture	Registered	None
Principles & Concept Pers Hlth	HLTH 111, H01	3	22362	Lecture	Registered	None

To view your tuition and fees for your courses, click "Tuition and Fees" in the top right corner of the summary.

NOTE: Please review the Bursar web page regarding when fees are assessed. Fees are subject to change.

Total Hours | Registered: 7 | Billin

Submit

Tuition and Fees for Spring 2019



The total here does not represent everything you owe. Please see your [account information](#) for a detailed view of your account.

Code	Description	Amount	(USD)	
TPFU	Program & Services Fee		\$406.00	
TPHU	Program & Service Fee-Health		\$21.00	
TURU	TN Res UG Tuition & Fees		\$2,345.00	
			Total:	\$2,772.00

Total Credit Hours: 7

Close