All students will have to complete the Student Authorization Agreement (found in Self Service) before they are able to register. If all sections of the Student Authorization Agreement are not completed, a “hold” will remain on your account. The “hold” will automatically be released once the Student Authorization Agreement has been completed and you will be permitted to register.

If you have questions regarding this process, please contact the One Stop Shop at 901-448-7703 during normal business hours or via email: tmodules104@uthsc.edu

How to Access Banner Self Service
There are two ways to access BANNER Self Service: **CRN & Course number’s for your year are on page 3**

1. Go to banner.uthsc.edu >> Login using your NetID & password (also used to access UTHSC email.)
2. On the UTHSC homepage under “Current Students” on the left side of the page is a link to “Banner Self-Service.” >> Login using your NetID and password >> You are then directed to the main menu >> From Student Self Service >> Select Student >> Click Registration >> Click Add/Drop Classes >> Make sure the term in the drop-down box is correct (e.g. Fall 2014) >> Click Submit >> Type one Course Reference Number (CRN) into each field. >> Click Submit Changes >> A screen confirming your registration should appear.

   *If any of your classes do not appear in the Current Schedule area, scroll down to view the error messages. Please contact the Registrar’s office at 901-448-5568 for help.*

You will be able to view and pay your bill online, using UTHSC ebill system. For future updates regarding the online bill payment visit [http://www.uthsc.edu/financeoper/cashier/](http://www.uthsc.edu/financeoper/cashier/).

Student Authorization Agreement Information
The Student Authorization Agreement contains four sections: Registration, Health Insurance, Financial Aid, and Bursar. All students must complete this form before registration is permitted. Upon completing the form, the “hold” will be removed and registration will be permitted.

Registration Terms & Conditions
Students will be required to electronically acknowledge their registration and agree to pay assessed tuition and fees that result from registration and/or future Drop-Add activity.

   If you have questions or need assistance you may contact:

   Office of the Registrar
   registrar@uthsc.edu
   901-448-5568

Health Insurance Authorization Terms & Conditions
The online Student Authorization Agreement also requires students to provide documentation of insurance coverage (waive) or to enroll (elect) in the mandatory Student Health Insurance Plan each semester.

In order to avoid automatic enrollment and thereby have a semi-annual premium charge applied to your student account, you must take steps to waive health insurance coverage each semester.

   If you have questions or need assistance you may contact:

   The One Stop Shop
   tmodules104@uthsc.edu
   901-448-7703
Student Self-Service Registration

**Financial Aid Terms & Conditions**
PRIOR TERM CHARGES: Federal Title IV financial aid funds are restricted to payment of current period tuition, fees, room and board. Students will be asked to electronically authorize UTHSC to use Federal Title IV financial aid funds to cover any outstanding student account charges they may have up to $200.

CURRENT TERM CHARGES: Federal Title IV financial aid funds require your authorization to pay current term non-institutional charges such as, but not limited to, health insurance, books, miscellaneous fines (e.g. parking and library fines), etc. Students will be asked to authorize use of these funds for these current term non-institutional charges.

If you have questions or need assistance you may contact:
**Office Of Financial Aid**
fao@uthsc.edu
901-448-5568

**Bursar Terms & Conditions**
Students will be required to acknowledge that by submitting course registration that they enter into a financial arrangement with UTHSC and I accept responsibility for all charges billed to their UTHSC account. Students must follow formal add/drop and withdrawal procedures of the University and recognize that non-attendance does not relieve them of charges.

Students will acknowledge that any financial assistance received will be applied against billed charges to reduce their financial obligation. Students are responsible for all outstanding debts and contracts with the University. Federal regulations prohibit federal financial aid from paying non-mandatory university charges unless the student provides UTHSC with authorization to do so.

Students will be required to acknowledge that accounts not paid when due are subject to a late fee and a hold preventing registration, access to grades and transcripts. Information regarding the terms due dates and payment options are available on the Bursar web site. [http://www.uthsc.edu/finance/bursar/](http://www.uthsc.edu/finance/bursar/).

Students will be required to acknowledge that if their account becomes delinquent, they may/will be reported to a credit bureau and referred to an outside collection agency and be liable for service charges, collection costs and legal fees as specified on the Bursar web site. [http://www.uthsc.edu/finance/bursar/](http://www.uthsc.edu/finance/bursar/).

If you have questions or need assistance you may contact:
**The One Stop Shop**
tdavis104@uthsc.edu
901-448-7703

**Bursar’s Office (Student fees)**
cashier@uthsc.edu
901-448-5550
**M2 Registration CRN and Course #’s**

<table>
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<th>CRSE #</th>
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**M3’s & M4’s**

Do NOT put in your clerkships from the clerkship scheduler.
If you put in the “Pre-Clerkship” number listed, it will automatically upload your full clerkship schedule at a later date.

**M3 Registration CRN and Course #’s**

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**M4 Registration CRN and Course #’s**

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