



REGISTRATION PROCEDURES FOR NON-DEGREE SEEKING STUDENTS

1. University of Memphis (hereinafter referred to "UM") Graduate Students may register for courses offered by the various colleges at the University of Tennessee (hereinafter referred to "UT") Memphis under a "Joint Reciprocal Agreement" (hereinafter referred to "JRA") between the two (2) institutions. The Assistant/Associate Dean of Academic Affairs of the respective college in which the course is based must be approved. The student must complete both the "JRA" form and the UT Memphis Non-Degree Student Enrollment Form (note reverse side of "JRA"). The following approval signatures must be obtained.

**Approvals:** "UM" Graduate Dean (Room 308, Administration Building) per "JRA"  
"UT" Memphis Graduate Dean (920 Madison, 4<sup>th</sup> Floor, Suite 407)  
Course Director  
Department Chair of Department in which course is based  
Academic Dean of College in which course is based

2. "UT" Memphis students may register for courses offered by "UM" under the "JRA". Students may obtain "UM" applications and "JRA" forms in "UT" Memphis Registrar's Office (Medical Center Plaza Complex, 910 Madison Avenue, Suite 520). The payment of UM application fees and completion of the UM application form is the responsibility of the student.

**Approvals:** "UM" Graduate Dean (Room 308, Administration Building) per "JRA"  
"UT" Memphis Academic Dean of College in which student/staff is based per "JRA"

3. "UT" Memphis staff (residents, other employees) may register for courses offered by the various colleges at "UT" Memphis. Payment of tuition and fees is the responsibility of the student.

**Approvals:** "UT" Memphis supervisor/mentor (if applicable)  
Course Director/Instructor  
Department Chair of Department in which course is based  
Academic Dean of College in which course is based

4. Individuals not enrolled or employed at "UT" Memphis - contact Academic Affairs Deans in colleges listed below for policies and procedures regarding enrollment of non-degree seeking students.

COLLEGES	BUILDING	TELEPHONE
HEALTH PROFESSIONS*	930 MADISON, 6 <sup>TH</sup> FLR., #600	(901) 448-5581
<i>*The College of Allied Health requires students to submit a petition to the Dean's Office in order to enroll as non-degree student</i>		
DENTISTRY	102 DUNN	(901) 448-6962
GRADUATE HEALTH SCIENCE	920 MADISON, 4 <sup>TH</sup> FLR., #407	(901) 448-5538
MEDICINE	910 MADISON, 10 <sup>TH</sup> FLR., #1002	(901) 448-5506
NURSING	645 LAMAR ALEXANDER 6 <sup>TH</sup> FLR.	(901) 448-6132
PHARMACY	881 MADISON AVE	(901) 448-6036
ENROLLMENT SERVICES	910 MADISON, #520	(901) 448-5264

**THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER**  
**The Office of Enrollment Services**



**NON-DEGREE STUDENT ENROLLMENT FORM**

1. Name: \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

2. \_\_\_\_\_  
Student Identification No. (Social Security No.) (E-Mail address)

3. Permanent mailing address: \_\_\_\_\_  
(Street & Number) (City) (State) (Zip-Code)

4. Telephone No.(s): \_\_\_\_\_  
(Home) (Business) (Cell)

In case of Emergency: \_\_\_\_\_  
(Contact Person) (Telephone No.)

6. Birth Information: \_\_\_\_\_  
(Birth Date) (Birth Place) (Country or Citizenship)

7. Are you presently on a VISA status?  No  Yes, if so, type of VISA: \_\_\_\_\_

8. The U.S. Department of Health and Human Services requires that we collect the following information:  
a) Race:  American Indian or Alaskan Native  Hispanic  Sex:  Male  Marital Status:  Single  
 Asian or Pacific Islander  White  Female  Married  
 African American  Other  Divorced  
Specify: \_\_\_\_\_

**ENROLLMENT CLASSIFICATION INQUIRY**

Enrollment Term:  Fall  Winter/Spring  Summer Year: \_\_\_\_\_

Residency:  In-State County: \_\_\_\_\_  
 Out-of-State County/State: \_\_\_\_\_

Student  Resident  Employee  Other

**LIST ALL COLLEGES, UNIVERSITY, PROFESSIONAL, AND GRADUATE SCHOOLS ATTENDED:**

College and/or University	City, State	Degree Awarded	Dates Attended (MM/YY)	
			From	To
			-	
			-	
			-	
			-	

**APPROVAL IS REQUESTED TO ENROLL IN THE FOLLOWING:**

COURSE NUMBER	DEPT.	COURSE DESCRIPTION	NUMBER OF HOURS	INSTRUCTOR'S INITIAL

APPROVED BY: \_\_\_\_\_  
SIGNATURE OF DEPARTMENT CHAIR DATED

\_\_\_\_\_ DATED  
SIGNATURE OF DEPARTMENT ACADEMIC DEAN

*NOTE: One form must be completed for each course. No more than nine (9) hours may be taken as a non-degree student in the College of Graduate Health Sciences. After all approval signatures have been obtained, this form must be received by the University of Tennessee Registrar Office at least three (3) weeks prior to the beginning of the semester.*



## ***HONOR CODE PLEDGE***

The University of Tennessee Health Science Center (“UTHSC”) expects and requires all students to exemplify personal integrity and responsibility in the classroom, laboratory, clinics, and other academic endeavors. UTHSC also expects and requires UTHSC students to interact with patients, colleagues, and other members of the university community in a professional and ethical manner. These expectations and requirements provide the foundation for the UTHSC Honor System (“Honor System”).

Please read carefully the Honor Code prior to signing the pledge attached below. It is important for you to understand the provisions of the Code as it pertains to all aspects of your academic training.

This signed pledge is an essential part of your registration and should be returned promptly to:

**One Stop Shop**  
910 Madison Ave., Suite 105  
**Memphis, TN 38163**

Your registration is not complete until the Honor Code Pledge is signed and returned.

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### **PLEDGE OF THE HONOR CODE**

I have read carefully the provisions of Honor Code of the University of Tennessee Health Science Center and fully understand its meaning and significance, and I agree to abide by this Honor Code while a student enrolled at this institution and agree to accept all of its implications without reservation.

Student ID Number: \_\_\_\_\_

Name (print): \_\_\_\_\_

City/Town, State, Zip-Code \_\_\_\_\_

College/Department: \_\_\_\_\_

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Student Signature

Date