



**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 (Room 210, Hyman Building)  
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 525). 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.

<u>COLLEGES</u>	<u>BUILDING</u>	<u>TELEPHONE</u>
ALLIED HEALTH*	920 MADISON, #600	(901) 448-6304
DENTISTRY	102 DUNN	(901) 448-6962
GRADUATE HEALTH SCIENCE	410 HYMAN	(901) 448-5538
MEDICINE	420 HYMAN	(901) 448-5506
NURSING	645 LAMAR ALEXANDER	(901) 448-6132
PHARMACY	236 JOE AND PAT JOHNSON	(901) 448-6120

*\*Allied Health does not allow enrollment of non-degree students in its courses.*

ENROLLMENT SERVICES	910 MADISON, #525	(901) 448-5264
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**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.

**THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER**  
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  Asian or Pacific Islander  White  African American  Other  
Specify: \_\_\_\_\_  
 b) Sex:  Male  Female  
 c) Marital Status:  Single  Married  Divorced

**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	
			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

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

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