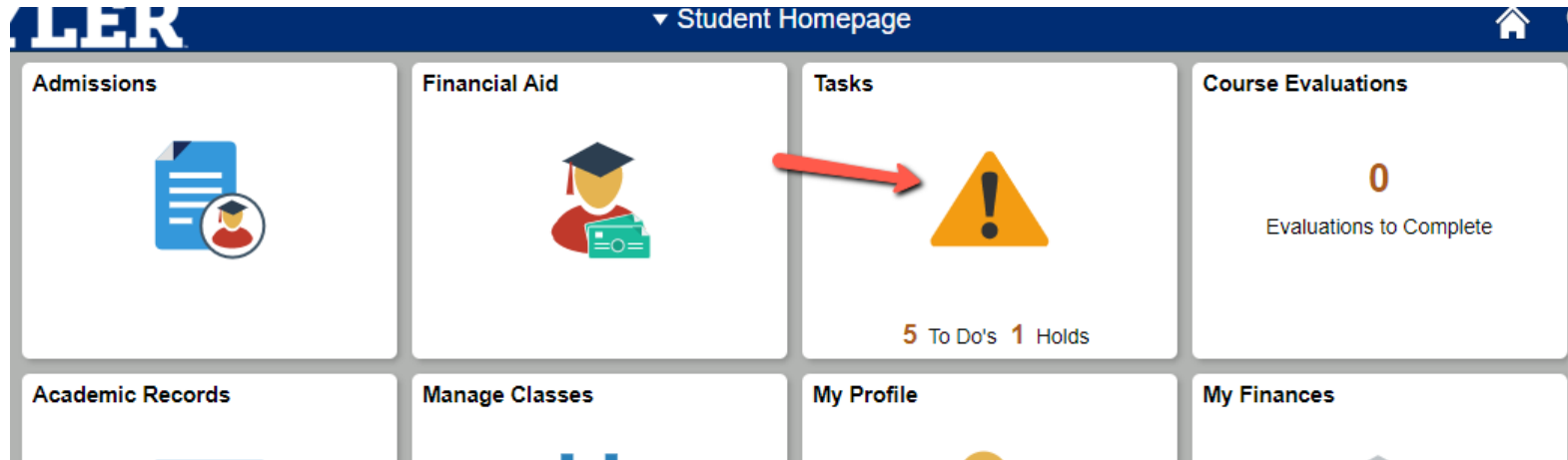
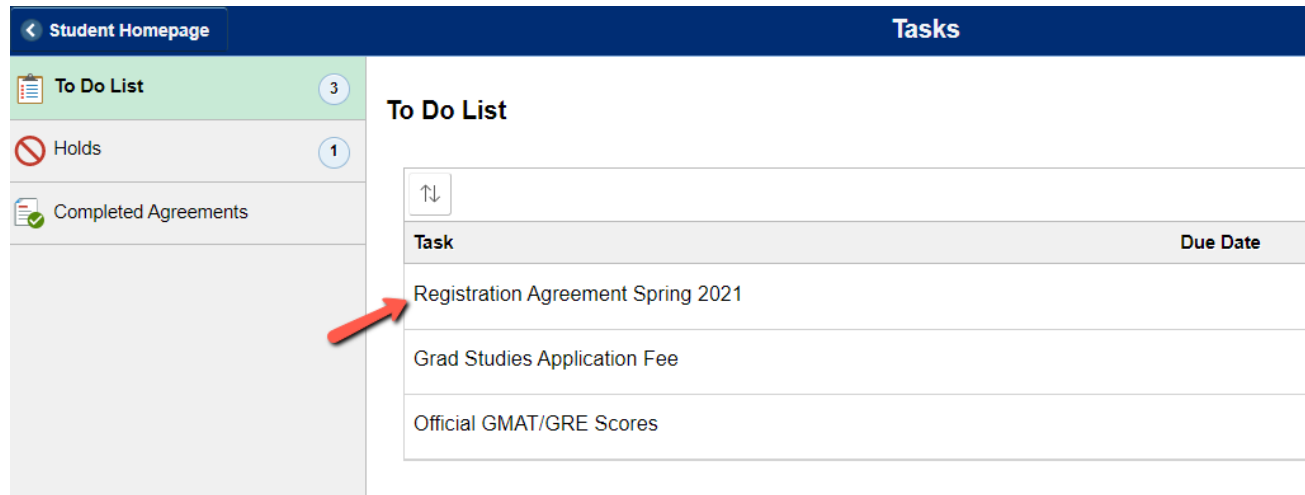


How to View and Accept Your Registration Agreement

Click the Tasks tile from your myUTTyler home page



- Click the "Registration Agreement" link under your To Do List. The upcoming semester will be part of the name.
 - Please note the "Registration Agreement" Hold and To-Do list item will automatically release once you have completed all necessary steps.



Student Homepage Tasks

- To Do List 3
- Holds** 1
- Completed Agreements

Holds ⓘ

Viewing purposes only. Clicking the hold will not take you to the agreement.

Hold	Department
Registration Agreement Needed	Student Business Services

- **Clicking the Registration Agreement link from your to-do list will bring you to the Student Task Work Center.**
 - **Read the instructions, you must click Confirm first, then click Next.** You will then see that the Introduction tab on the left changes to “Complete” when you are taken to the next section. Each section will change to “Complete” as you go through.

✕ Exit **Registration Agreement Spring 2021** Next >

- 1
Introduction
Visited
- 2
Contact Details
Not Started
- 3
Addresses
Not Started

Step 1 of 9: Introduction

Welcome!

Please review the information presented to you throughout the Registration Agreement and update as needed. Once you have reviewed each page, please click Confirm, then click the button in the top right corner to proceed.

Confirm

- You may update your Phone number(s) on the Contact Details screen by clicking the arrow icon to the right of each number or Add a number with the Plus sign. If the information is current, click Confirm; this will populate the Next button for you to click and progress to the next section.

Registration Agreement Spring 2021

1 Introduction Complete

2 Contact Details In Progress

3 Addresses Not Started

4 Emergency Contacts Not Started

5 Student Location Not Started

6 Policy Agreement Not Started

7 Conduct Agreement Not Started

8 Financial Agreement Not Started

9 Complete Task Not Started

Step 2 of 9: Contact Details

Confirm

Email

Email	Type	Preferred
[Redacted]	Campus	✓
[Redacted]	Business	
[Redacted]	Personal	

Phone

+

Phone	Type	Preferred	
[Redacted]	Cellular	✓	>
[Redacted]	Business		>
[Redacted]	Campus		>
[Redacted]	Home		>

21

< Previous Next >

Confirm

- You may update your Address(es) by clicking the arrow icon to the right of each one OR Add where available. If the information is current click Confirm, then Next to continue

Registration Agreement Spring 2021 Exit Previous

Step 3 of 9: Addresses Confirm

1 Introduction Complete

2 Contact Details Complete

3 Addresses In Progress

4 Emergency Contacts Not Started

5 Student Location Not Started

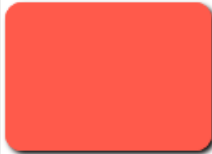
6 Policy Agreement Not Started

7 Conduct Agreement Not Started

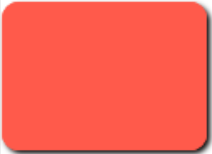
8 Financial Agreement Not Started

9 Complete Task Not Started

Home Address

Address	From
	Current >

Mailing Address

Address	From
	Current >

Diploma Address

No address defined

Add Diploma Address

- You may update your Emergency Contact information by clicking the arrow icon to the right of each one OR click the plus sign to add an emergency contact. If the information is current click Confirm, then Next to continue

Registration Agreement Spring 2021

[Exit](#) [Previous](#)

1 Introduction
Complete

2 Contact Details
Complete

3 Addresses
Complete

4 Emergency Contacts
In Progress

5 Student Location
Not Started

6 Policy Agreement
Not Started

7 Conduct Agreement
Not Started

8 Financial Agreement
Not Started

9 Complete Task
Not Started

Step 4 of 9: Emergency Contacts

[+](#)

Contact	Phone	Preferred	
[Redacted]	[Redacted]	✓	>
[Redacted]	[Redacted]		>

[Confirm](#)

- You must then verify your current living location. For the purposes of this request, “living location” should be the city and state where you will be sleeping the majority of the time while taking your classes. Once you have entered your Student Location information, click Save at the bottom to populate the Next button at the top.

Registration Agreement Spring 2021

Exit Previous

- 1 Introduction Complete
- 2 Contact Details Complete
- 3 Addresses Complete
- 4 Emergency Contacts Complete
- 5 Student Location In Progress
- 6 Policy Agreement Not Started
- 7 Conduct Agreement Not Started
- 8 Financial Agreement Not Started
- 9 Complete Task Not Started

Step 5 of 9: Student Location

Please provide the city and state of your current living location, then save, and click Next to continue. For the purposes of this request "living location" should be the city and state where you will be sleeping the majority of the time while taking your classes.

If you are currently located domestically, you must specify your city, state, and postal code.

Foreign Address

Country

State

City

Postal Code

Save

- You must then review UT Tyler’s Sexual Misconduct Policy. Clicking the link will take you to the PDF webpage – If this does not open a new tab/window, you should be able to navigate back to your Registration Agreement by clicking your browser’s back button. You may also right click and select to open the link in a new tab or window, then simply close it once you have reviewed.

Registration Agreement Spring 2021 ← Previous

Step 6 of 9: Policy Agreement Accept

Sexual Misconduct Policy

Please navigate to the below link by opening a new window or tab, then review the policy. Once you have read the information, please return to this window, click accept, and then next to proceed.

<https://www.uttyler.edu/academicaffairs/files/243sexualmisconduct.pdf> 


- Click Accept, and your agreement to the Sexual Misconduct Policy will be dated. Click Next to continue.
- You must then review UT Tyler’s Student Conduct and Discipline (Code of Conduct) Policy. Clicking the link will take you to the PDF webpage – If this does not open a new tab/window, you should be able to navigate back to your Registration Agreement by clicking your browser’s back button. You may also right click and select to open the link in a new tab or window, then simply close it once you have reviewed.

Registration Agreement Spring 2021 ← Previous ⋮

Step 7 of 9: Conduct Agreement Accept

Student Code of Conduct

Please navigate to the below link by opening a new window or tab, then review the policy. Once you have read the information, please return to this window, click accept, and then next to proceed.

<https://www.uttyler.edu/mopp/documents/8-student-conduct-discipline.pdf> 

- Click Accept, and your agreement to the Code of Conduct Policy will be dated. Click Next to continue.

- Next is the Student Financial Responsibility Agreement. Take care to scroll down, so you review this information in its entirety.

Registration Agreement Spring 2021

Exit Previous

- 1 Introduction Complete
- 2 Contact Details Complete
- 3 Addresses Complete
- 4 Emergency Contacts Complete
- 5 Student Location Complete
- 6 Policy Agreement Complete
- 7 Conduct Agreement Complete
- 8 **Financial Agreement** In Progress
- 9 Complete Task Not Started

Please review UT Tyler's financial agreement. Once you have reviewed the details please select **Accept** to confirm your agreement. Then click **Next** to continue.

Student Financial Responsibility Agreement

If you or your parents would like more information about the Student Financial Responsibility Agreement, you may contact the Student Cashiers Office 903.566.7180 or cashiers@uttyler.edu.
Student Financial responsibility Agreement Acknowledgements – Your agreement to these items are required for your registration at The University of Texas at Tyler.

PAYMENT OF FEES/PROMISE TO PAY

I understand that when I register for any class at The University of Texas at Tyler or receive any service from The University of Texas at Tyler I accept full responsibility to pay all tuition, fees and other associated costs assessed as a result of my registration and/or receipt of services. I further understand and agree that my registration and acceptance of these terms constitutes a promissory note agreement (i.e., a financial obligation in the form of an educational loan as defined by the U.S. Bankruptcy Code at 11 U.S.C. §523(a)(8)) in which The University of Texas at Tyler is providing me educational services, deferring some or all of my payment obligation for those services, and I promise to pay for all assessed tuition, fees and other associated costs by the published or assigned due date.)

I understand and agree that if I drop or withdraw from some or all of the classes for which I register, I will be responsible for paying all or a portion of tuition and fees in accordance with the published tuition refund schedule at [Tuition & Fee Refund Schedule](#). I have read the terms and conditions of the published tuition refund schedule and understand those terms are incorporated herein by reference. I further understand that my failure to attend class or receive a bill does not absolve me of my financial responsibility as described above.

DELINQUENT ACCOUNT/COLLECTION

Financial Hold: I understand and agree that if I fail to pay my student account bill or any monies due and owing The University of Texas at Tyler by the scheduled due date, The University of Texas at Tyler will place a financial hold on my student account, preventing me from registering for future classes, requesting transcripts, or receiving my diploma.

Late Payment Charge: I understand and agree that if I fail to pay my student account bill or any monies due and owing The University of Texas at Tyler by the scheduled due date, The University of Texas at Tyler will assess late payment and/or finance charges at the rate of \$25 for each late payment or payment made after the institutional due date as approved by the Board of Regents.

Collection Agency Fees: I understand and accept that if I fail to pay my student account bill or any monies due and owing The University of Texas at Tyler by the scheduled due date, and fail to make acceptable payment arrangements to bring my account current, The University of Texas at Tyler may refer my delinquent account to a collection agency. I further understand that if The University of Texas at Tyler refers my student account balance to a third party for collection, a collection fee will be assessed and will be due in full at the time of the referral to the third party. The collection fee will be calculated at the maximum amount permitted by applicable law, but not to exceed 30% of the amount outstanding. For purposes of this provision, the third party may be a debt collection company or an attorney. If a lawsuit is filed to recover an outstanding balance, I shall also be responsible for any costs associated with the lawsuit such as court costs or other applicable costs in accordance with Texas Government Code Sec. 2107.003. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus and a state of Texas warrant hold may be placed on my account.

COMMUNICATION



- After reading the entire agreement, scroll back up and click **Accept**, and your agreement to the Student Financial Responsibility Agreement will be dated. Click **Next** to continue.
- This will bring you to the Complete Task page. **DO NOT CLICK EXIT YET**. Click **Submit** in the top right. Please note, the enrollment hold will not be removed from your account unless this step is complete.
 - Note: if routed back to an earlier section of the agreement, you can click the “Complete Task” box on the left side of the page. You may also click to earlier sections of the agreement if you need to make any additional changes at this time.

Registration Agreement Spring 2021

Step 9 of 9: Complete Task

Task Completed

Thank you for completing the registration agreement. Select **Submit** to complete this task, then **Exit** to return to your To-Do List.

1 Introduction
Complete

2 Contact Details
Complete

3 Addresses
Complete

4 Emergency Contacts
Complete

5 Student Location
Complete

6 Policy Agreement
Complete

7 Conduct Agreement
Complete

8 Financial Agreement
Complete

9 Complete Task
In Progress

- You may now click the Exit button in the top left to return to your Task page. You should notice that the financial agreement to-do item and hold have released.

Registration Agreement Spring 2021

[Exit](#)  [Previous](#)

1 Introduction Complete	<h3>Step 9 of 9: Complete Task</h3> <p>Task Completed</p> <p>Thank you for completing the registration agreement. Select Submit to complete this task, then Exit to return to your To-Do List.</p>
2 Contact Details Complete	
3 Addresses Complete	
4 Emergency Contacts Complete	
5 Student Location Complete	
6 Policy Agreement Complete	
7 Conduct Agreement Complete	
8 Financial Agreement Complete	
9 Complete Task Complete	