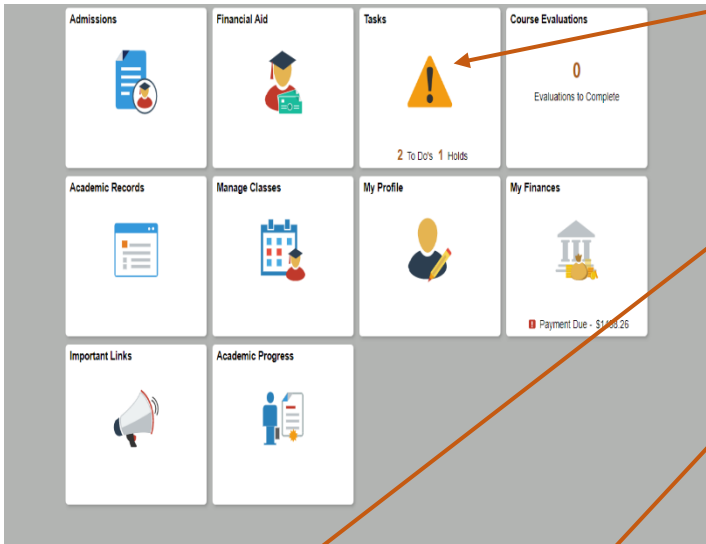
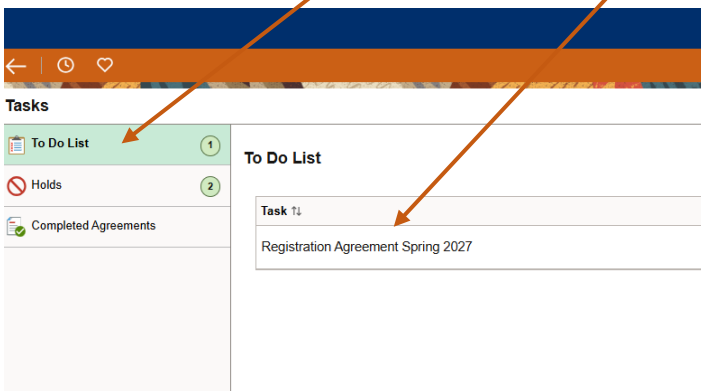


Complete the Registration Agreement



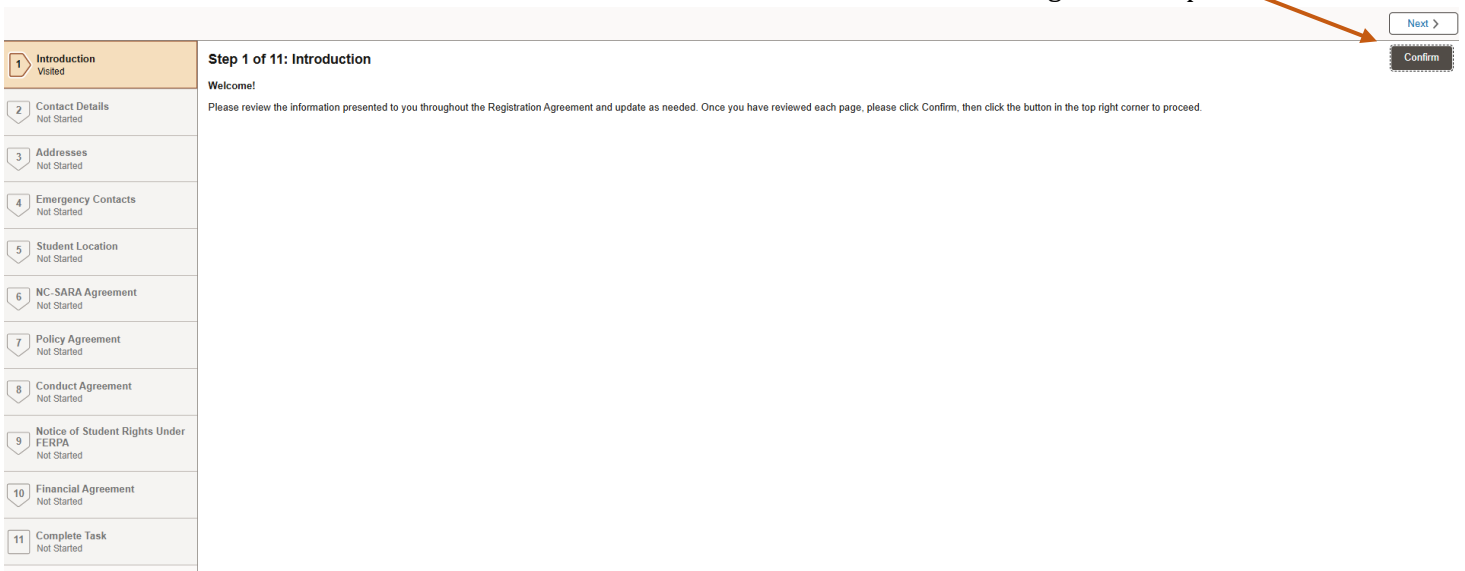
When in your MyUTTyler Student Homepage, select the Tasks tile.



On the left-hand menu select "To Do List"

Select Registration Agreement from the To Do List items.

- The agreement will open. The left-hand column will display your progress through the Steps. After you have confirmed each page, you will may see "Confirm" and then "Next" options at the top of each page. Remember to select each of these options to move forward through each step.



Exit [Redacted] < Previous

Introduction Visited

Contact Details In Progress

Addresses Not Started

Emergency Contacts Not Started

Student Location Not Started

Financial Agreements Not Started

Complete Task Not Started

Step 2 of 7: Contact Details

Email

Email	Type	Preferred
[Redacted]@patriots.uttyler.edu	Campus	✓
[Redacted]@UTTYLER.EDU	Business	
[Redacted]@uttyler.edu	Personal	

Phone

+ |

Phone	Type	Preferred
903 [Redacted]	Cellular	✓

Confirm

Review your contact details and correct any errors by selecting the line item that needs to be edited.

Edit the information and select "Save"

Cancel **Edit Phone** Save

Type Cellular

Country Code

*Phone Number 903 [Redacted]

Extension

☒ Preferred

☐ Enable Texts

Once all the information is correct select "Confirm" You should then see a "Next" option appear at the top of the page.

Exit [Redacted] < Previous **Next** >

Introduction Visited

Contact Details Complete

Addresses Complete

Emergency Contacts Not Started

Student Location Not Started

Financial Agreements Not Started

Complete Task Not Started

Step 3 of 7: Addresses

Home Address

+ |

Address	From
[Redacted]	
Tyler TX 75703-2731 Smith	Current

Mailing Address

+ |

Address	From
[Redacted]	
Tyler TX 75703-2731 Smith	Current

Confirm

Review your address information and correct any errors. Once everything is correct select "Confirm" and then "Next" in the top right corner.

Exit [Redacted] < Previous **Next** >

Introduction Visited

Contact Details Complete

Addresses Complete

Emergency Contacts Complete

Step 4 of 7: Emergency Contacts

+ |

Contact	Phone	Preferred
[Redacted]	903 [Redacted]	✓
[Redacted]	903 [Redacted]	

Confirm

Review your Emergency Contact information. Correct any errors or add a new contact. Once this section is complete select "Confirm" and then "Next" in the top right corner.

Step 5 of 11: 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, two letter state abbreviation, and postal code.

Foreign Address ☐

Country

State

City

Postal Code

Enter your current living information for your State, City, and Postal code. Once this is complete select the green "SAVE" option at the bottom of the screen.

- The next several steps will be contractual agreements you as the student are abiding by as part of your enrollment with UT Tyler. Those are items like student ethics and conduct agreement, statement of financial responsibility, and student rights acknowledgment along with a few others.

Step 6 of 7: Financial Agreements

Student Financial Responsibility Agreement

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. 2107.001. 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.

ENTIRE AGREEMENT

This agreement supersedes all prior understandings, representations, negotiations and correspondence between the student and The University of Texas at Tyler, constitutes the entire agreement between the parties with respect to the matters described, and shall not be modified or affected by any course of dealing or course of performance. This agreement may be modified by The University of Texas at Tyler if the modification is signed by me. Any modification is specifically limited to those policies and/or terms addressed in the modification.

Agreement Date 10/19/2020

Please read each page fully before completing the "Confirm" or "Accept" options and moving to the next page.

You will have the option to print the agreement from your records at the bottom of the screen. To move forward select "Next" in the top corner.

When you come to the final page, Select "Submit" in the top right corner to complete your to do item.

- The Exit option will then be displayed in the top left corner.

Exit

Introduction Visited	Step 7 of 7: Complete Task Task Completed Thank you for completing the financial agreement. Select Submit to complete this task, then Exit to return to your To-Do List.
Contact Details Complete	
Addresses Complete	
Emergency Contacts Complete	
Student Location Complete	
Financial Agreements Complete	
Complete Task In Progress	

- Once you exit you will notice that the item has now been removed from your to-do list and holds.