Save Your Seat Deadline Extension – FALL & SPRING ONLY

- 1. Navigate using any web browser to https://www.tntech.edu/planning-and-finance/business/financialservices/bursar/saveyourseat
- 2. Read carefully the Save Your Seat Deadline Extension details at the top of the screen. Please note that enrolling in Save Your Seat will not exempt your schedule from any late fees marked on the University Calendar. Also enrolling in Save Your Seat does not pay or confirm your schedule, **it is a deadline extension only**!

Example:

Save Your Seat Fee Payment / Confirmation Deadline Extension - Fall 2016 Please fill out the form below indicating if you will be attending Tennessee Tech University for the Fall 2016 Semester.

Save Your Seat is a deadline extension for students enrolled in the Fall 2016 Semester (this does not include Modular Accelerated Program Students) and does not confirm or pay your schedule. By enrolling, your payment confirmation deadline will be extended to August 31, 2016. It is important to note that you will still be subject to a \$100 late fee if your schedule is not paid and/or confirmed by August 23, 2016 as published on the academic calendar.

- 3. Fill out all required information.
 - a. **Please note**: That the "T-Number" must be 9 characters long and begin with an upper case "T".

Choice I will NOT attend	
FULL T-Number * Must be 9 characters. Currently Entered: 0 characters. Name * First Last]
TTU Email Address *]

Please note that a verification email will be sent to your TTU Email Account upon completing the above form.

4. Enter the CAPTCHA code displayed



5. Click Submit



- 6. Verify you received a receipt email to the email address used when enrolling in the Save Your Seat Deadline Extension.
 - a. If you did not receive a receipt email, your submission was not successful.

Example Receipt Email:

	Mon 8/6/2016 9:25 AM	
	bursar@tntech.edu	
	Save Your Seat Fee Payment / Confirmation Deadline Extension	Fall 2016 [#11725] - Receipt
Smith, Matt	z.	
If there are	problems with how this message is displayed, click here to view it in a web browser.	
Action Items	s.	★ Get more ap
Congratulati	ions, you have saved your seat for the Fall 2016 Semester!	
pay fees and	e: This is only a fee payment/confirmation deadline extension only. Save Your See id confirm your schedule by August 31, 2016 to prevent your schedule from bein s by August 23, 2016 a \$100 late fee will apply.	
Instructions	s on how to pay fees/confirm enrollment can be found HERE.	
	s on how to pay fees/confirm enrollment can be found HERE.	
hoice		
thoice ave My Sea	at	
Choice Save My Sea F ULL T-Nu n	at	
Choice Save My Sea F ULL T-Nu n FO0002633	at	
Choice Save My Sea FULL T-Nun 100002633 Name	at	
Instructions Choice Save My Sea FULL T-Nun TO0002633 Name Matt Smith ITU Email A	at mber	