TROY
UNIVERSITY

Troy, Alabama 36082

SCHEDULE OF CLASSES
SPRING 2016

For more information, call toll-free
1-800-551-9716

http://www.troy.edu

Troy University

Registration Schedule

Registration:

January 4-5
8:00 a.m. to 5:00 p.m.

Late Registration:

January 6-8
8:30 a.m. to 4:30 p.m. in person

Regular Registration Procedures

1. Remove all holds which will prevent your registration (Business Office, Housing, Health Center, Library Fines, Parking Tickets, Adviser, etc.)

2. In consultation with your academic adviser, plan your schedule. List all information requested on the schedule request, including the section identification for each course. You must also list alternative courses. **Your schedule request must be signed by your academic adviser.** If you are unsure of the name of your academic adviser, inquire at the Office of the Department Chair of your academic major.

3. Check carefully the information required to complete the top portion of the schedule request.

4. Check and correct (if necessary) the information required to complete the personal data sheet.

5. Report to your designated registration area according to the registration schedule. Undeclared majors and conditionally admitted undergraduates register in Eldridge Hall 102; other students register in the departmental offices of their declared majors.

6. Present the completed schedule request to the terminal operator who will enter the courses (or alternative courses, if necessary) and print your schedule and statement of fees, or you may register online through Web Express (not available to first time Troy students).

   SPECIAL NOTE: Students who, for any reason, register for classes but do not attend **MUST NOTIFY THE REGISTRAR'S OFFICE IN WRITING TO WITHDRAW** prior to the first class day of the semester. Any student who fails to do so will be responsible for payment of fees and will be charged with failing grades, as noted in the Dates to Remember.

Special Graduate Student Registration

Graduate students who are currently enrolled are encouraged to register during early registration. Those for whom this is not possible may register during registration on **January 4-7** in the department.

The Campus Bookstore will be open during these hours. Graduate students who register early will be responsible for the payment of tuition and fees by the date specified on the early registration statement.

**ALL FINANCIAL AID INFORMATION
MUST BE COMPLETED IN SUFFICIENT TIME
TO BE PROCESSED PRIOR TO REGISTRATION**

Payment of Registration Expenses

The payment of charges for tuition, fees, room, and board is part of the registration process. Troy University encourages full payment of all tuition and related fees by the last day of the regular registration period for the current semester or term.

Payment of fees may be made on-line using Trojan Web Express or at the office of the Student Financial Services. Troy University accepts Visa, MasterCard, Discover, American Express, money orders, checks, and cash.

Payment Plan

Troy University offers a tuition and fees payment plan which helps in budgeting college costs but requires financial planning by students and their families.

The essential ingredient for a successful registration is early planning.

Students are required to pay one-third of all semester charges **by the last day of regular registration for the current semester or term** in order for registration to be completed. Students with an account balance after the first payment due date will be assessed a $25.00 payment plan fee. To meet the one-third requirement, students may apply the following:

• Awarded institutional scholarship
• Awarded financial aid
• Payment by cash, check, money order, or credit card
• Payment from sponsors:
   If students wish to use the payments from the sponsors in the calculation of the one-third payment requirement, the

University must receive the following information prior to 1st payment due date, January 6, 2016:
   Email **sponsorbilling@troy.edu**
• Student Name and ID
• Sponsor Name
• Educational Expenses to be Covered by Sponsor.

The remaining semester balance may be paid in two installments. Failure to pay the entire balance of tuition and fees by the third payment date will result in a late fee of $50.00. Also, failure to satisfy financial obligations to the University will result in having a restriction placed on future class registrations, possibly having the account assigned to a collection agency, and non-release of transcripts.

1st payment January 6
2nd payment February 4
3rd payment March 3

A current semester or term debt must be paid-in-full before a student will be allowed to register during registration dates that occur prior to the third payment due date.

Payment of Account Summary

At least one-third of all tuition, fees, and charges are payable by the last day of regular registration or at the time of late registration. The remaining balance will be required in two payments due approximately one month apart. Failure to pay all charges by the third and final payment date will result in a late payment fee.

Registration is not complete until 1/3 payment of tuition, fees, and charges has been made.

It is the responsibility of the students to pay their account balance by the established payment due dates.

Clearance of Obligations

All financial or other obligations to the University must be cleared prior to the end of each semester or term. An outstanding balance for a prior semester or term must be paid before the student will be allowed to register for subsequent semesters or terms. Failure to satisfy financial obligations to the University will result in having a restriction placed on future class registrations and tran-

scripts. Delinquent student accounts may be reported to a credit bureau and referred to collection agencies or ligated. I agree to pay any and all costs associated with the collection of unpaid fees including any /all cost of collections and collection fees (33.3%), attorney fees, and /or court costs, if such be necessary.

Miscellaneous Expenses

In addition to registration expenses, miscellaneous expenses may be incurred by students. These charges are payable when incurred.

Troy University

On-Line Registration Procedures

1. In consultation with your academic adviser, plan your schedule carefully. Always identify (with your adviser) alternate courses in the event that some courses may be unavailable to you when you access the registration module. SPECIAL NOTE: You will not be able to access the registration module if you have not met with your academic adviser or are a first semester Troy student.

2. Go to **http://www.troy.edu** and click on Trojan Web Express. Click on Continue to Trojan Web Express

(located in the left column of the screen) wait three seconds, and menu appears.

3. Click on the "Log In" button at the top right of the screen. Determine your user name by clicking on "What's My User ID?" The password is initially set to the last 4 digits of the social security number. Note: International students that do not have a social security number will need to use the first four digits of their birth date.

4. Click on "Register for Sections."

5. Click on "Register for Classes."

Express Registration

If you know the exact subject, course number and section number of the classes for which you wish to register, you may then select Express Registration. **Note:** Not available to first semester Troy students.

1. You can register for a course by entering the course subject, course number and section (i.e., ENG 1101 TSAA); the appropriate term (i.e. 10/SP). After entering all of the courses you plan to take, you may click on the "Submit" button.

2. A new screen will show the results of your registration submission. You will need to click on the drop down box below "Action" for each course. Choose RG-Register for each course and click "submit." An error message will appear if you are ineligible to register for course.

3. You may print your schedule by pressing the print icon on the toolbar.

Search and Register for Classes

If you do NOT know the exact subject, course number, and section for the courses for which you plan to register, click on "Search and Register for Classes." You will be able to limit your search by campus or location, term, subject, course level, instructor, and/or meeting days and times. **Note:** Not available to first semester Troy students.

1. Click on the appropriate term or search and end dates.

2. Fill out two additional fields to narrow search. Note—Verify that location of course you are registering for is correct.

3. Click on "Submit."

4. Check the box to the left of the course that you are submitting for registration.

5. Click on "Submit."

6. A new screen will show the results of your registration submissions. You will need to click drop down box below "Action" for each course. Choose **RG-Register** for each course and click "submit." An error message will appear if you are ineligible to register for course.

7. You may print your schedule by pressing the print icon on the toolbar.

* **Check carefully to verify that you have registered for the appropriate campus location.**

Students may drop a course through Trojan Web Express or their departmental registration site through January 11, 2016, without additional charges; however, a fee of thirty dollars ($30.00) will be assessed for each course dropped after this date, and students remain responsible for payment of all tuition and fees. Students may **NOT** add a course after 4:30p.m. in person or on Trojan Express after January 11, 2016.

CAUTION: Students who receive financial assistance should check the Catalog and/or satisfactory progress policy at www.troy.edu/financialaid PRIOR TO dropping below the credit hour requirement for full-time status. Dropping below full time status could adversely affect financial aid award and future eligibility.

Any student whose scholarship or financial aid requires full-time status will be billed for the full amount of tuition and fees if he or she fails to maintain full-time status.

Troy University endeavors to offer the finest education possible at an affordable cost. A Troy University degree is accessible because of the number and types of financial assistance available to students.

- Scholarships
- Athletic Grants-in-Aid
- Federal Pell Grants
- Federal Workstudy (FWS)
- Alabama Student Assistance Program
- Student Loans (Stafford and Perkins)
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Institutional Student Work Program (Workship)
- Veterans' Financial Assistance

The **Free Application for Federal Student Aid (FAFSA), FA Counseling, and other forms** are available online at www.troy.edu/financialaid; although the FAFSA is available on January 1, the other forms are usually not available until February. If you need a paper FAFSA, you may obtain one by calling 800-4-FED-AID or 800-433-3243.

If you have already applied for current year financial aid, the USDE will send a reminder in November/December to all renewal eligible applicants with a valid e-mail address. If e-mail is undeliverable, a paper reminder letter will be sent. Students without a valid e-mail address will receive paper reminders rather than pin mailers.

If the student has not reapplied by **February 1st**, the USDE will send follow up e-mail reminders or paper mail reminders as appropriate.

Students MUST APPLY AS EARLY AS ALLOWABLE for financial aid in order to avoid difficulties. **March 1** is the application priority date. Moreover, students MUST CAREFULLY CHECK the accuracy of their applications to avoid unnecessary delays and other complications.

Note to Borrowers: If you borrowed at Troy University and drop a course or withdraw from the University, you should go to www.troy.edu/financialaid to complete an exit interview and to notify your lender that you are no longer enrolled or enrolled less than half time. Repayment begins in 6 months. There are deferments of payment for unemployment, hardship, etc. See Financial Aid Adviser.

Students who do not attend any classes will forfeit their financial aid. Students who are reported as not attending a class for which they are registered will receive a non-attendance letter/form requiring an instructor's signature or financial aid could be reversed, forfeiting the aid. The student will also be required to pay all tuition and fees. Withdrawal from the University will also require repayment of unused portions of federal assistance.

All students who receive Title IV funds (Pell Grant, FSEOG, and Loans) ARE REQUIRED TO ATTEND THOSE CLASSES FOR WHICH THEY REGISTER. Attendance will be verified by the class instructors. Students who do not attend any classes will forfeit their financial aid. Students who are reported as not attending a class for which they are registered will receive a non-attendance letter/form requiring an instructor's signature or financial aid could be reversed, forfeiting their aid. They will also be required to pay all tuition and fees. Withdrawal from the University will also require repayment of unused portions of federal assistance.

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Registration Locations

Eldridge Hall 102	**Undeclared Majors and Conditionally Admitted Students**
Bibb Graves 155	**Accounting and Finance**
Malone 132	**Art and Design**
Stadium Tower 212	**Athletic Training**
Math/Science 213/317	**Biology (Pre-Med, Med. Tech., Environmental Analysis)**
Bibb Graves 144	**Business (Graduate)**
Math/Science 129	**Computer Science**
Bibb Graves 210	**General Business, Information Systems, Marketing and Management, Human Resource Management/Law**
Math/Science 315	**Chemistry**
Math/Science 327	**Criminal Justice**
Malone 131	**Drama and Dance**
Bibb Graves 137	**Economics**
*Hawkins Hall 310	**Elementary, Collaborative Teacher Education**
*Hawkins Hall 342	**Adult Education, Instructional Leadership Administration, Teacher Leader, and Second Language Instruction**
Smith 274	**English/Language Arts**
Wright 212	**Modern Languages**
Patterson 221	**History**
Stadium Tower 338	**Hospitality, Sport and Tourism Management**
McCartha 104	**Human Services, Social Work, Rehabilitation**
Wallace 103	**Journalism, Broadcasting, Public Relations, Communication Studies**
Wright 112	**Kinesiology & Health Promotion, PE, Sport and Fitness Mgt., Health Ed**
Math/Science 232	**Math, Pre-Engineering, and Geomatics**
Long 109	**Music**
Collegeview 148	**Nursing**
Math/Science 331	**Political Science**
* Hawkins Hall 332	**Psychology (Undergraduate)**
Hawkins Hall 368	**Counseling, Rehbilitation and Interpreter Training**
Bibb Graves 113	**Risk Management and Insurance, Economics, Finance**
	Secondary Education (register in departments of major teaching area)
Math/Science 132	**Social Science**

* All College of Education students (overflow from Departmental offices) - Hawkins Hall 339.
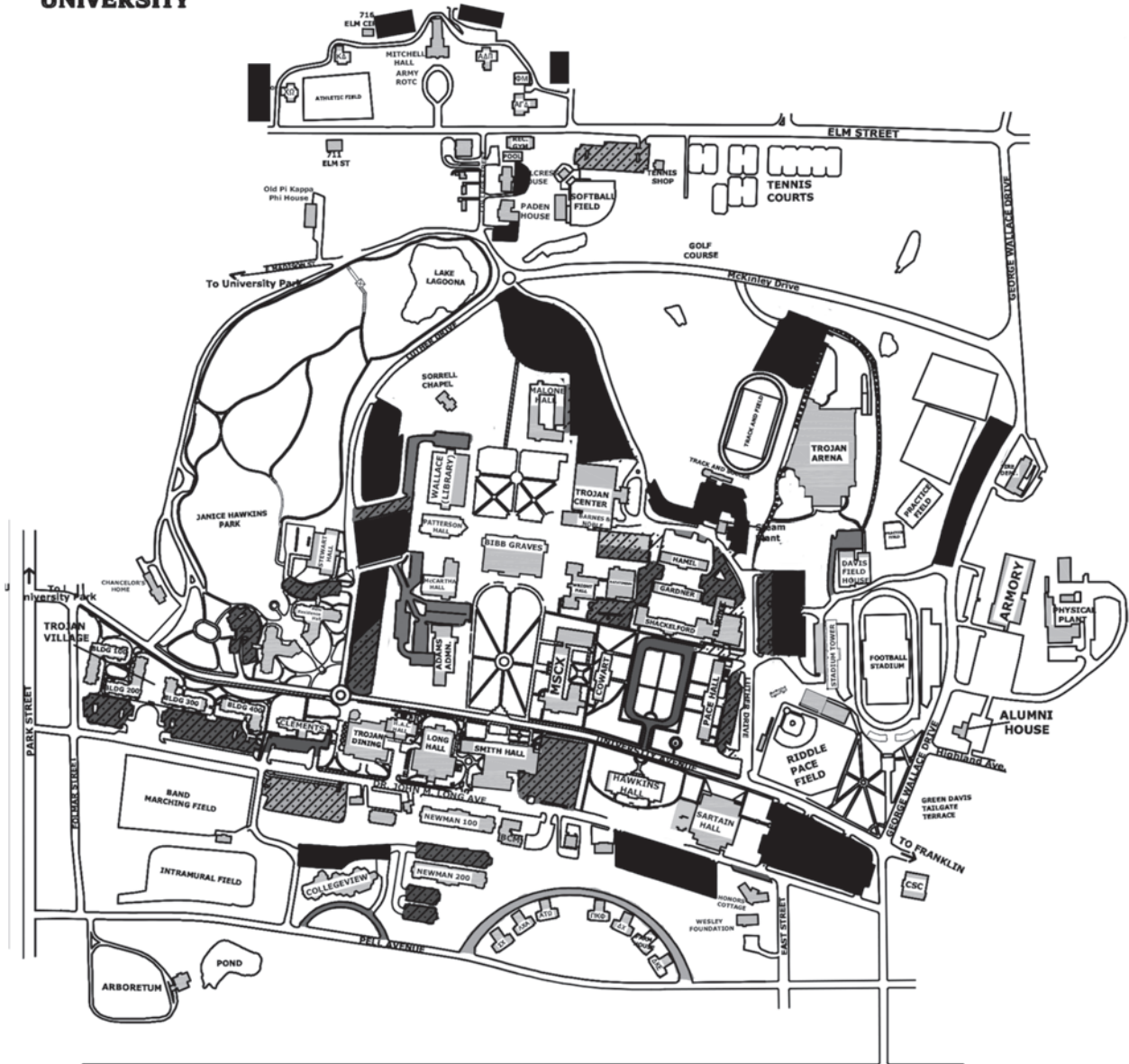
ALWAYS CONSULT YOUR ACADEMIC ADVISOR IF YOU ARE UNCERTAIN ABOUT ACCEPTABLE DEGREE CREDITS OR REQUIREMENTS.

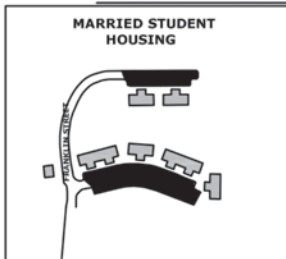**Campus Map**

TROY UNIVERSITY
PARKING MAP
(Not to Scale)

Parking Legend

- Commuter
- Resident
- Faculty/Staff
- Open Lot
- Visitor/Special Parking

MARRIED STUDENT HOUSING

EXTENDED LEARNING CENTER

WACHOVIA BUILDING

University Park

Student Load

Full-time Status:	Undergraduate:	Minimum of 12 hours
	Graduate:	Minimum of 8-9 hours
Normal Load:	Undergraduate:	15 semester hours
	Graduate (FT):	8-9 semester hours

- For a typical undergraduate student, a full load is twelve (12) to sixteen (16) hours. Students will be charged the current tuition rate per semester hour of course registrations. Scholarship students will similarly be assessed the prevailing tuition charge for hours above sixteen.

- **Twelve (12)** semester hours are the minimum number of hours required for full-time undergraduate enrollment.

- **Eighteen (18)** semester hours are the maximum number of hours allowed for full-time undergraduate enrollment. Exceptions of up to 21 semester hours may be granted in special circumstances by a student's Academic Dean.

- **Eight (8) to Nine (9)** semester hours are the minimum number of hours required for full-time graduate enrollment.

- **Six (6)** semester hours are the minimum number of hours required for Graduate Assistants or Graduate Fellows for full-time graduate enrollment.

- **Dual Enrollment Final Semester Seniors Only–** Seniors lacking 6 semester hours or fewer for graduation may enroll in no more than a combined total of **nine (9)** semester hours of undergraduate and graduate work.

NOTE: Recipients of undergraduate scholarships and athletic grants-in-aid must maintain a minimum load of 12 semester hours during the fall and spring semesters. Those **students who drop below the minimum load of 12 semester hours will lose financial aid and be required to remit all tuition and fees**.

Proficiency Profile Exam

As part of TROY's ongoing institutional assessment initiative, the Proficiency Profile assessment is required of a select group of undergraduate students. The assessment is instrumental in demonstrating program effectiveness for accreditation purposes. The results of the Proficiency Profile are beneficial to both the student and TROY.

Students who receive the Leadership, Chancellor, or Millennium scholarship and conditionally admitted students are required to complete the Proficiency Profile during their first semester as a freshman, and a follow-up assessment is required upon acquiring junior classification.

Each student will receive an email explaining expectations and registration for the Proficiency Profile.

For information regarding the Proficiency Profile, you may visit the Educational Testing Services website located at **www.ets.org**. All inquiries regarding the Proficiency Profile should contact Andy Williamson at 334-808-6597 or by email: **tac@troy.edu**.

New students and undeclared majors who wish to declare a major field of study or students who wish to change majors should follow these simple steps:

1. Report to the Department Chair's Office of the major you wish to select.

2. Complete the Classification of Instructional Program form to make your selection official.

3. Request that a faculty adviser in your new major be assigned to you.

4. With your new adviser, carefully plan your semester schedule in accordance with the degree requirements stipulated in the Catalog under which you first enrolled, or agree to change to the current Catalog degree requirements.

5. With your new adviser, carefully complete a Schedule Request.

6. Have your new faculty adviser approve the Schedule Request and remove the Adviser's Hold.

7. Sign the Schedule Request and present it to the terminal operator who will then enter the courses (or alternative courses, as necessary) and print your schedule and statement of fees.

8. Request a revised official Graduation Check Sheet from the Records Office, which will require two to four weeks to prepare.

9. You must be actively working towards a degree or financial aid will be voided.

To Declare a Major or To Change a Major

Students who register for classes but, for any reason, do not attend MUST NOTIFY THE RECORDS OFFICE IN WRITING TO WITHDRAW, PRIOR TO THE FIRST CLASS MEETING. **Any student who fails to do so will be responsible for payment of fees and will be charged with failing grades, as noted in the Dates to Remember.**

Students who withdraw after the last day of registration must complete and process the Official Withdrawal Form to protect their records. (Refer to the current Catalog for refund policy.) This form is available in the Student Development Office, Eldridge Hall 102. Exit Interviews are required for all withdrawals.

Students who withdraw during any term after the last day to withdraw without academic penalty will be awarded the grade of WP (Withdraw Passing) or WF (Withdraw Failing). The WP grade will not affect a student's grade point average; however, the grade of WF will be calculated as an F grade. Students assigned to a residence hall must remove items and return key within 24 hours of withdrawal.

Withdrawal

Withdrawals for Students Receiving Title IV Aid

If a recipient of Title IV Aid withdraws during the term, the university will calculate the amount of aid the student did not earn, and the unearned portion will be returned to the Title IV programs. The student is responsible for any charges which are unpaid as a result of the return of Title IV funds.

Students attending Troy University under G.I. Bills Chapters 31, 34, and 35 MUST report to the Student Financial Aid Office (Adams Administration 116) as soon as they complete registration for courses. Students with documented disabilities, who require assistance with scheduling, academic accommodations, housing, or accessibility, should contact the Adaptive Needs Office in Eldridge Hall 102 or call (334) 670-3221.

Veterans and Students with Disability

Troy University

Final Examination Schedule SPRING 2016

Classes will continue through **Tuesday, May 3.**

No examination may be given prior to the scheduled period and date.

Consult the final examination schedule prior to registering for classes to avoid having several examinations scheduled on the same day.

Check your final examination schedule before making plans to leave the campus for the break. It is in your best interest to secure airline reservations for departure after your last examination.

First Class	Meeting	EXAM DAY/TIME
		Thursday, April 28
M, W, or F	8:00 a.m.	8:00 – 10:00 a.m.
M, W, or F	4:00 p.m.	11:00 a.m. – 1:00 p.m.
M, W, or F	12:00 noon	2:00 – 4:00 p.m.
T or Th	1:00 p.m.	5:00 – 7:00 p.m.
		Friday, April 29
Tu or Th	8:30 a.m.	8:00 – 10:00 a.m.
M, W, or F	9:00 a.m.	11:00 a.m. – 1:00 p.m.
T or Th	2:30 pm	2:00 – 4:00 p.m.
M, W, or F	1:00 p.m.	5:00 – 7:00 p.m.
		Monday, May 2
M, W, or F	2:00 p.m.	8:00 – 10:00 a.m.
Tu or Th	10:00 a.m.	11:00 a.m. – 1:00 p.m.
M, W, or F	10:00 a.m.	2:00 – 4:00 p.m.
T or Th	4:00 p.m.	5:00 – 7:00 p.m.
		Tuesday, May 3
M, W, or F	11:00 a.m.	8:00 – 10:00 a.m.
M, W, or F	3:00 p.m.	11:00 a.m. – 1:00 p.m.
Tu or Th	11:30 a.m.	2:00 – 4:00 p.m.
		Wednesday, May 4
Special Exams	All Periods	8:00 – 10:00 a.m.
		11:00 a.m. – 1:00 p.m.

Additional Examination Notes

- All Physical Education activity classes and all Troy 1101 classes will have their examinations during the last scheduled class day prior to Dead Day.

- Laboratory final examinations will be administered during the last scheduled laboratory period prior to Dead Day.

- One-hour courses meeting one or two periods per week will have their examinations during the last scheduled class day prior to Dead Day.

- Classes scheduled at 7:00 a.m. and those after 5:00 p.m. will have their examinations during the last scheduled class day prior to Dead Day.

- Final Examinations in graduate courses will be scheduled at the discretion of the faculty, as approved by the Dean of the College.

- A student who has more than three examinations on the same day may, with the approval of the Chair of the Department, make arrangement with the faculty member to take the fourth examination during the "Special Exam" period.

- Other requests for changing the examination schedule will be denied unless a student presents bona fide documentation that the student has a conflict because he or she is representing the University in an official capacity, is fulfilling a military obligation, is undergoing medical treatment, or is being restricted by virtue of conditions beyond his or her control.

FOR A COMPLETE LISTING OF CURRENT REGISTRATION AND RELATED FEES, VISIT OUR WEBSITE AT WWW.TROY.EDU

Graduating Summer

The deadline for filing an Intent to Graduate Form is Friday, March 4, 2016. Forms are available from the Academic Records page at http://troy.edu/records

The **Graduating Fall** deadline for filing an Intent to Graduate Form is Friday, July 3, 2015. Forms are available from the Academic Records page at http://troy.edu/records

Access to Textbooks at the University Bookstore

Students can order their textbooks for online (eTROY or Global Campus) and resident courses at the Troy Campus bookstore. Once registered, textbooks can also be ordered online at (www.shoptroytrojans.com) or by logging on to Trojan Web Express and clicking on the (View/Buy Books) link and then select the desired semester/term. For further information about ordering books from the Troy Campus bookstore, go to www.shoptroytrojans.com. Note: The textbook requirement for resident courses, Global Campus courses and eTROY courses may differ. It is the student's responsibility to ensure the correct textbook is purchased.

I.D. Cards

I.D. Cards will be made between the hours of 8:30 a.m. and 4:00 p.m. in the I.D. Card Center at the Cashier's Office in the Adams Administration Building.

Meal Plans

Meal plans may be purchased in the Housing Office, Shackelford Hall room 100. Meal plans are activated through the student I.D. system. Last day to adjust meal plans is January 11.

Student Parking

All vehicles must be properly registered with University police. Everyone on campus benefits by your observing and obeying all traffic and parking regulations. To promote safety and to prevent congestion, students are discouraged from driving on campus during the hours classes are in session. University Police Offices are located in Hamil Hall.

Health Insurance

Students who wish to enroll in the student health insurance program must make application at the Health Center (Hamil Hall).

International students must contact the International Programs office for their health insurance concerns.

Notice Concerning Social Security Numbers

Disclosure of a student's Social Security number is voluntary and not mandatory. A student's Social Security number is solicited pursuant to the authority delegated to the officers of Troy University by the Board of Trustees thereof under Alabama Code, Title 16, SS 56-1; 56-15 and will be necessary if the student is employed by the University, including employment through a student financial aid program. When provided, the Social Security number will be used as the most efficient means of identifying the student and eliminating confusion over similar names and names changed by marriage. No right, benefit or privilege provided by law will be denied to a student if he or she refuses to disclose his or her Social Security number.

Go to Troy University Home Page
(www.troy.edu) and click on "Web Express"

User Name: Determine your new user name by clicking "What's my User ID?"

Initial Password: Initial Password: First initial of your first name capitalized, first initial of your last name lower case and your date of birth. (Ex: Tu06251994) Immediately after logging in you will be prompted to change your password. It must be 6-9 characters with BOTH letters and numbers. Note: Troy Campus International students that do not have a social security number will need to use the first four numbers of their birth date.

Technical Support: If you need to have your password reset click on "What's My Password?" or call 1-800-227-4051 or submit a helpdesk ticket to http://helpdesk.troy.edu

Go to Troy University Home Page
(www.troy.edu) and click on "Trojan E-mail"

User Name: Same user name as Trojan Web Express. See instructions above for how to determine Trojan Web Express user name.

Password: Birth date (ex.June 25, 1988 would be 06251988)

Technical Support: Call the helpdesk at 334-670-5660 or submit a helpdesk ticket.

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Blackboard

Go to Troy University Home Page
(www.troy.edu) and click on "Blackboard"

User Name: Same user name as Trojan Web Express. See instructions above for how to determine Trojan Web Express user name.

Password: Last 4 digits of Social Security number. Note: Troy Campus International students that do not have a Social Security number will need to use the first four digits of their birth date.

Technical Support: http://helpdesk.troy.edu

Student Refunds

Each registered TROY student will receive a Trojan OneCard. The Trojan OneCard will be mailed to the student, using the address on file with the University. To receive any refunds from the University, a student must activate his or her Trojan OneCard. During card activation, the student will choose how to receive his or her refund money. Options available include having the student's refund:

1. Directly deposited to the student's Trojan OneCard Account (1 day or less)

The OneAccount from Higher One is a fully functioning FDIC insured Free Checking account that allows students to access their refunds quick and easy. The OneAccount has no minimum balance, no monthly fees, and free Internet banking features. With the OneAccount, students can use their Trojan OneCard to make purchases anywhere Debit MasterCard is accepted. Students will receive an e-mail when their refund has been directly deposited to their OneAccount. Students may view detail activity of their OneAccount by accessing their OneAccount Statement online at www.TrojanOneCard.com.

2. Deposited to another bank account of the student's choice (2-3 business days)

If students choose to have their refund deposited to another bank account of their choice, the transfer may take 2-3 business days from the day the University releases the funds. In order to have a refund deposited to their bank, students must first activate their **refund preference** at www.TrojanOneCard.com.

Regardless of how students choose to receive their funds, they still need to activate their Trojan OneCard. Students are required to activate their Trojan OneCard and make a refund selection online at www.TrojanOneCard.com.

Trojan OneCard

What is the OneAccount?
The OneAccount from Higher One is a fully functioning FDIC insured FREE CHECKING account that allows you to access your student refunds quicker and easier than ever before. The OneAccount has no minimum balance, no monthly fees, and free internet banking features. With it, you can use your Trojan OneCard to make purchases anywhere Debit MasterCard® is accepted.

What are the advantages of having my refunds deposited directly to my OneAccount?

1. Easy Refund (depositing your refund to your OneAccount) is the quickest way to gain access to your money. In order to have your refund directly deposited, activate your TROY OneAccount as soon as possible.

2. You can use the Trojan OneCard to make purchases at all Debit MasterCard locations, access cash at an ATM, pay bills, send money electronically and so much more.

3. There is no charge to you for receiving your refund directly in your TROY OneAccount. There is no monthly fee or minimum balance for the OneAccount.

How will I know when my refund has been deposited to my OneAccount?
You will receive an e-mail when your refund has been directly deposited to your OneAccount. Additionally, you will be able to see details of your OneAccount by accessing your OneAccount Statement on the website.

Can I have my refund deposited to another bank account?
In order to have a refund deposited to their bank, students must first activate their **refund preference** at www.trojanonecard.com.

Why is the Debit MasterCard® logo on the new Trojan OneCard?
The Trojan OneCard is the card you use to access your funds if you choose to accept the OneAccount. With the Debit MasterCard logo on it, you can use the card as a debit card wherever Debit MasterCard® is accepted. The card is NOT a credit card. It is a DEBIT card.

What will happen to my refund if I don't activate my Trojan OneCard?
TROY will not be able to disburse your refund to you. Regardless of whether you anticipate that you will receive a refund, it is important to activate your card and choose a refund preference at www.TrojanOneCard.com.

What do I do if I did not receive my Trojan OneCard in the mail?
You may log on to www.TrojanOneCard.com and use the "Where's my Card" self help feature that will provide you with the real time status of your card. Or, you may visit the Card Office located in your TROY Business Office.

What if I have additional questions?
For more information about the Trojan OneCard and refunds, please visit www.TrojanOneCard.com/easyhelp.

eTROY Online Courses Separately Priced
Courses taken online through TROY's eTROY will be priced based on a seperate per-credit-hour rate. The per-credit-hour rate for out-of-state students attending Alabama campuses will be two times the regular eTROY tuition rate for any course taken through eTROY. Students should visit the eTROY website at trojan.troy.edu/etroy/tuition.html to view current eCampus online tuition rates.

Troy University

Financial Information

TUITION

Undergraduate Tuition (per Semester Hour)

(In-State) $287.00
(Out-of-State) $574.00

Graduate Tuition (per Semester Hour)

(In-State) $397.00
(Out-of-State) $794.00

Course Audit Tuition . . . . 50% of Tuition

eTROY Online (per Semester Hour)

Courses taken online through TROY's eTROY will be priced separately based on a per-credit-hour rate.

Undergraduate (In-State) $338.00
Undergraduate(Out-of-State) $676.00
Graduate (In-State) $494.00
Graduate(Out-of-State) $988.00

FEES

Application Fee Undergraduate
(Non-Refundable) $30.00

Application Fee Graduate
(Non-Refundable) $50.00

Drop Processing Fee Per Course
(Non-refundable - charged after the
last day to drop or withdraw) $30.00

Dining fee Non-Meal Plan . . . . . . $275 + Tax

General University Fee
(Per Credit Hour) $39.00

Intent to Graduate Filing Fee (By Deadline)
(Non-refundable). $60.00

Laboratory Fee (Varies) . . . .

Late Payment Fee (Non-refundable)
(Charged if you Have a Balance after
Third Payment Due Date). $50.00

Payment Plan Fee (Non-refundable) . . $25.00

Parking Decal Fee
- With Proof of Troy Tag . . . . Free
- (Non-refundable Annual Fee)** $75.00

Replacement ID Fee
(Non-refundable). $15.00

Replacement Parking Decal with
current decal (Non-refundable) $10.00

Replacement Parking Decal without
current decal or second decal
(Non-refundable). $15.00

Registration Fee (Non-Refundable)
(Per Semester and Summer Session) . $50.00

Returned Check Fee
(Non-refundable). $30.00

Transcript Request Fee (Non-refundable)
(Per transcript). $10.00

Transcript sent
U.S. Postal Service Express Mail $20.00
Priority Mail $6.00
Express International $50.00

Trojan OneCard Replacement Fee. . . . $15.00

Withdrawal Processing Fee
(Non-refundable charged after the
last day to drop or withdraw) $50.00

** $15.00 For Second Decal-
 # Must bring in current decal to the University
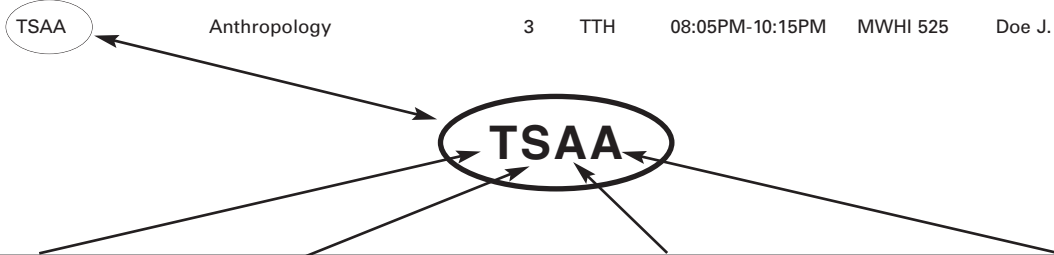   **Police Department.**

"When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction."

IMPORTANT COURSE INFORMATION

Listed below is the explanations of course section designations in the Schedule of Classes:

Anthropology (ANT)

ANT 2200   TSAA   Anthropology   3   TTH   08:05PM-10:15PM   MWHI 525   Doe J.

TSAA

1ST Character	2ND Character	3RD Character	4TH Character
LOCATION (Geographical Location wthin Troy University)	**Flexible Character** (Each location determines a local coding standard for 2nd character.)	**DELIVERY METHOD** (Add same single character codes to the ISTM Instructional Method code file screen so that same codes can be used as Instructional Method when building course sections in the SOFF screen)	**SEQUENTIAL ALPHA IDENTIFIER** (Used to distinguish between multiples of the same course being taught at the same Location in the same Session)
T - Troy	See additional information on attachement	A - In-classroom Lecture B - In-classroom Lab C - In-classroom Lecture (with Live feed into local Cable TV) D - In-classroom Lecture (with class proceedings being video taped) F - Flexible/Blended Classes I - Internet K - Weekend In-classroom Lecture P - Practicum or Internship R - Independent Research S - Independent Study V - In-classroom Lecture (via Videoconference between students and instructor at different location) **Primary Distance Learning Delivery Methods–Internet/Video**	A - 1st section offered within a time period B - 2nd section offering within a time period C - 3rd, etc. Example: 10:00 MWF ENG 1101 TDAA 10:00 TTH ENG 1101 TDAB etc