



TROY

UNIVERSITY™

Schedule of Classes

Troy Campus | Spring 2022



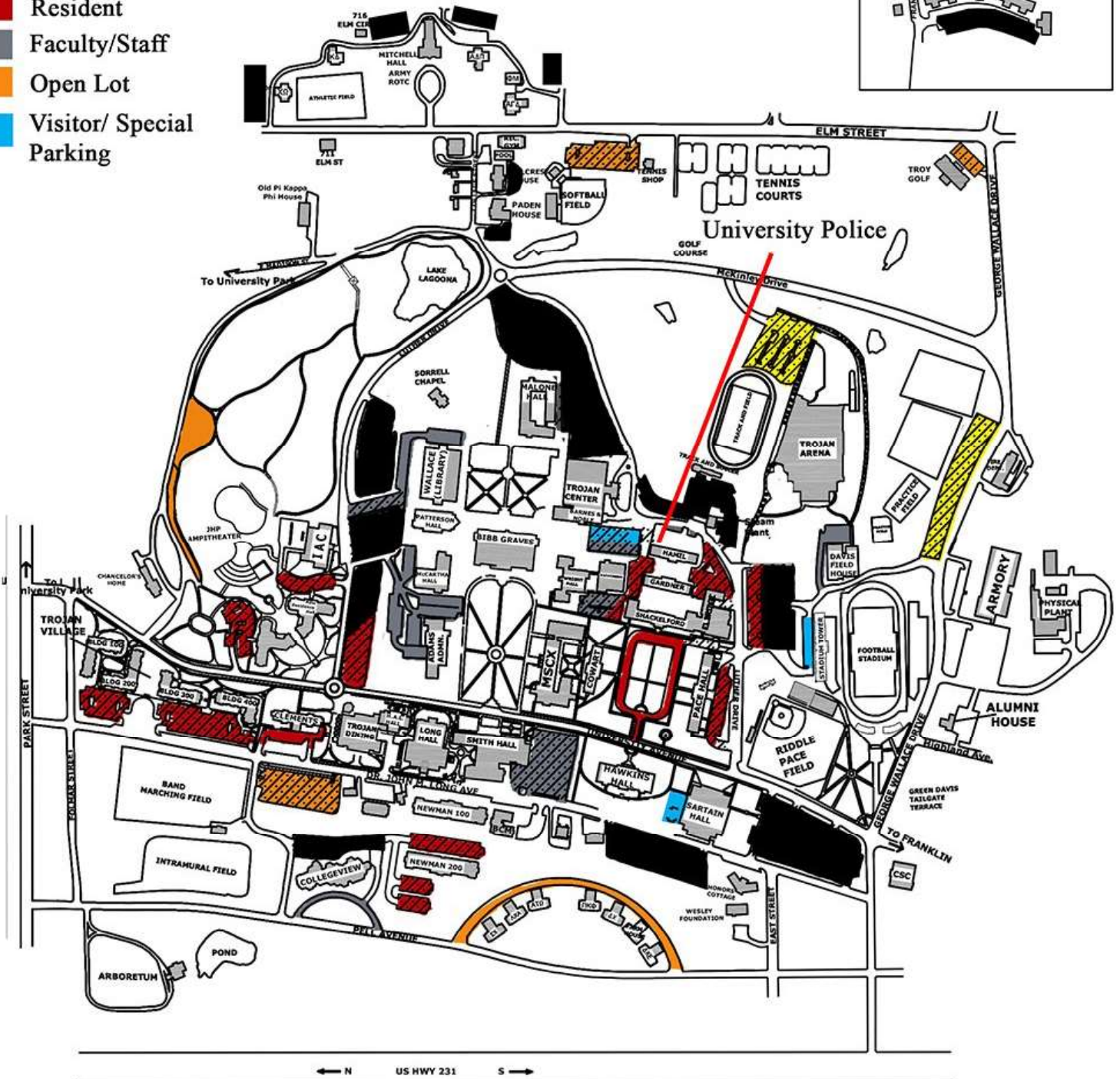
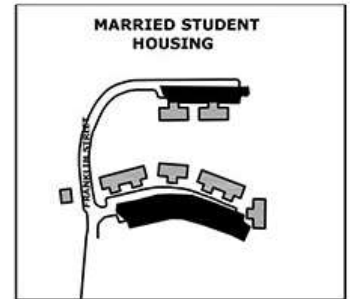
TROY UNIVERSITY

PARKING MAP

(Not to Scale)

Parking Legend

- Commuter (Upperclassmen)
- Commuter (Freshmen)
- Resident
- Faculty/Staff
- Open Lot
- Visitor/ Special Parking



Schedule of Classes | Troy Campus

Spring 2022 • Term 3 2022 • Term 4 2022

Spring Semester 2022 (16-week Classes) January 12 – May 11

Term 3 2022 (9-week Classes) January 10 - March 13 ••• Term 4 2022 (9-week Classes) March 21 – May 22

October	27	W	Early Spring Semester Registration - By Classification Senior/Graduate (90+ Hours) Opens at 8 AM Junior (60-89 Hours) Opens at 1 PM
	28	TH	Early Spring Semester Registration - By Classification Sophomore (30-59 Hours) Opens at 8 AM Freshman (0-29 Hours) Opens at 1 PM
November	12	F	Deadline to File a Graduation Application for Spring Semester and Term 3 2022
	29	M	Registration Begins for Term 3 2022
January	4	T	Offices Reopen
	10	M	Classes Begin for Term 3 2022
	12	W	Classes Begin for Spring Semester 2022
	17	M	Martin Luther King Jr. Holiday, Offices Closed
	18	T	Last Day to Add/Drop/Withdraw for Spring Semester and Term 3 2022 (100% Refund)
	19	W	Census Day Spring Semester and Term 3 2022
	21	F	Deadline to File a Graduation Application for Term 4 2022
	24	M	Last Day to Drop/Withdraw for Term 3 2022 (50% Refund, Online Courses Only)
	25	T	Payment Due for Spring Semester 2022 (Full Payment or 1st Payment of Payment Plan)
	26	W	Expected Refund Disbursement to Bank Mobile for Spring Semester and Term 3 2022
February	4	F	Payment Due in Full for Term 3 2022
	13	SU	Last Day to Change a Grade of "I" from Fall Semester and Term 2 2021
	18	F	Last Day to Drop/Withdraw from Term 3 2022
	28	M	Registration Begins for Term 4 2022
March	9	W	Payment Due in Full for Spring Semester 2022 (Troy Campus Students on Payment Plan Only)
	13	SU	Last Day of Classes for Term 3 2022
	14-20	M-SU	Spring Break for Spring Semester 2022
	15	T	Grades Due for Term 3 2022
	18	F	Administrative Day, Offices Closed
	21	M	Classes Begin for Term 4 2022
	21	M	Last Day to Drop/Withdraw for Spring Semester 2022
	28	M	Last Day to Add/Drop/Withdraw Term 4 2022 (100% Refund)
	29	T	Census Day Term 4 2022
April	1	F	Deadline to File a Graduation Application for Summer Semester and Term 5 2022
	4	M	Last Day to Drop/Withdraw for Term 4 2022 (50% Refund, Online Courses Only)
	5	T	Expected Refund Disbursement to Bank Mobile for Term 4 2022
	6	W	Early Summer Semester Registration - By Classification Senior/Graduate (90+ Hours) Opens at 8 AM Junior (60-89 Hours) Opens at 1 PM
	7	TH	Early Summer Semester Registration - By Classification Sophomore (30-59 Hours) Opens at 8 AM Freshman (0-29 Hours) Opens at 1 PM
	15	F	Payment Due in Full for Term 4 2022
	29	F	Last Day to Drop/Withdraw from Term 4 2022
May	4	W	Dead Day, No Classes
	9	M	Registration Begins for Term 5 2022
	11	W	Last Day of Classes for Spring Semester 2022
	12	TH	Grades Due for Spring Semester 2022

Schedule of Classes | Troy Campus

Spring 2022 • Term 3 2022 • Term 4 2022

Spring Semester 2022 (16-week Classes) January 12 – May 11

Term 3 2022 (9-week Classes) January 10 - March 13 ••• Term 4 2022 (9-week Classes) March 21 – May 22

May	13	F	Troy Campus Spring Commencement
	15	SU	Last Day to Change a Grade of "I" from Term 3 2022
	22	SU	Last Day of Classes for Term 4 2022
	22	SU	Dothan Campus Spring Commencement
	23	M	Montgomery Campus Spring Commencement
	24	T	Grades Due for Term 4 2022
	30	M	Memorial Day Holiday, Offices Closed
	31	T	Classes Begin for Summer Semester and Term 5 2022
June	3	F	Phenix City Spring Commencement

To view the complete academic calendar, please visit
<https://www.troy.edu/academics/calendar.html>

Alabama's
International
University



Department Locations

Room & Building

155 John Lewis Hall
327 MSCX
Mitchell Hall
132 Malone Hall
Memorial Stadium
213 MSCX
315 MSCX
129 MSCX
327 MSCX
137 Bibb Graves
310 Hawkins Hall
268 Smith Hall
344 Wallace Hall
221 Patterson Hall
338 Memorial Stadium
103 Wallace Hall
211 Wright Hall
101 Hawkins Hall
210 John Lewis Hall
232 MSCX
109 Long Hall
148 Collegeview
331 MSCX
332 Hawkins Hall
327 MSCX
115 MSCX
132 Malone Hall
102 Elderidge Hall
212 Wright Hall

Major

Accounting
Anthropology
Army ROTC
Art & Design
Athletic Training
Biology & Environmental Sciences
Chemistry & Physics
Computer Science
Criminal Justice
Economics & Finance
Education
English
Geospatial Informatics
History
Hospitality, Sport, & Tourism Management
Journalism & Communications
Kinesiology (Exercise Science)
Leadership
Management, Marketing, HRM, RMI, & Law
Mathematics
Music
Nursing
Political Science
Psychology
Social Sciences & Sociology
Social Work & Human Services
Theatre & Dance
Undecided
World Languages & Cultures

Always consult with your Academic Advisor if you are uncertain of degree requirements.



Admissions

How to Apply?

1. Go to www.troy.edu
2. Click on Applications & Admissions
3. Click on APPLY NOW
4. Create your Log-In
5. Complete form steps until finished
6. Pay the application *fee online with a debit/credit card

*UNDERGRADUATE Application = \$30 *GRADUATE Application = \$50

**If you are a transfer student or have additional credit from a different institution or testing center, please have Official Transcripts emailed to transcripts@troy.edu or mailed to: Troy University-Admissions, Attn: Transcripts, 100 University Park, Troy, AL 36082

Financial Aid

Available Aid

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
- Federal Direct Loans
- 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.

Students MUST APPLY AS EARLY AS ALLOWABLE for financial aid in order to avoid difficulties.

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 University, you should go to <https://studentaid.gov/> to complete exit counseling and to notify your lender that you are no longer 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.

Financial Aid Continued

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

<https://www.troy.edu/financialaid/>



Student Financial Services

Payment & 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 first payment due date for the current semester.

Payment of fees may be made online using Trojan Web Express or at the Office of Student Financial Services. Troy University accepts Visa, Master Card, Discover, American Express, money orders, checks, and cash.

Payment Plan

Troy University offers a tuition and fees payment plan for the Fall, Spring, and Extended Summer Session.

Students are required to pay half of all semester charges by the first payment due date. Students with an account balance after the first payment due date will be assessed a \$25.00 payment plan fee. To meet the one-half 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 sponsors in the calculations of half payment requirement, the University must receive the following information prior to 1st payment due date:
 - Email T01cashier@troy.edu
 - Student Name and ID
 - Sponsor Name
 - Educational Expenses to be covered by Sponsor

The remaining semester balance is due on the final payment date. Failure to pay the entire balance of tuition and fees by the last 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.

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 final payment due date.

Student Financial Services

Clearance of Account Summary

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 transcripts. Delinquent student accounts may be reported to a credit bureau and referred to collection agencies or litigated. Students will agree to pay any and all costs associated with the collection of unpaid fees including any/all collection agency fees (33.33%), attorney fees, and/or court costs, if such be necessary.

Financial Information

Courses taken through TROY online will be priced based on a separate per-credit-hour rate. The per-credit-hour rate for out-of-state students attending Alabama campuses will be two times the regular TROY online tuition rate for any course taken through TROY online. Students should visit online.troy.edu for TROY online tuition rates.

Refunds - BankMobile

To receive any refunds from the University, a student must select his or her refund preference with BankMobile. For more information about BankMobile, visit this link: <http://bankmobiledisbursements.com/refundchoices/>.

First, check the mail for your Refund Selection Kit, arriving in a bright green envelope. This will be sent to the address that you have on file with the University. Once it arrives, simply follow these steps to make your refund preference selection:

1. Visit refundselection.com
2. Enter your Personal Code (found in your Refund Selection Kit)
3. Select how you'd like to receive your money

Your options for receiving your refunds are:

- DEPOSIT TO AN EXISTING ACCOUNT – Money is transferred to an existing account the same business day BankMobile receives funds from your school. Typically, it takes 1 – 2 business days for the receiving bank to credit the money to your account
- DEPOSIT TO A BANKMOBILE VIBE ACCOUNT – If you open a BankMobile Vibe checking account (upon identity verification), money is deposited the same business day BankMobile receives funds from your school.

BankMobile FAQs

What Kinds of money might I receive from Troy? The most common type of money BankMobile disburses to students are funds left over from financial aid awards, loans, or grants after tuition has been paid. Other types of money may include reimbursement for tuition overpayment or a dropped class.

Why am I getting a Personal Code? You will use your Personal Code to make your refund selection at refundselection.com

How will I get a Personal Code? You will receive your Personal Code in the mail at your primary address on file with TROY. Just look for the bright green envelope and please make sure your address is up-to-date.

How is my money delivered? Delivery of refund money is a multistep process. First, TROY draws funds from the respective loan and/or grant provider and applies it to your student account. Once this information is verified, it is sent to BankMobile. Once the specific refund information is received, it is processed and disbursed according to your selection.

Can I change my preference for receiving money from TROY? Yes. Just log into refundselection.com and select "refund preferences" from the "Refund" menu option. Once on the page, simply make your new selection and click "Update Preference" button to complete the process. Be aware that you selection will only impact future money you receive from TROY.

How will I know when my money has been sent? BankMobile will send you an email to the address you entered during setup. You can also view the status online at refundselection.com.

Will I automatically get sent a BankMobile Vibe Account debit card? No. If you select the BankMobile Vibe Account when you

Student Financial Services Continued

BankMobile FAQs Continued

make your refund preference, a Debit MasterCard will be sent to you and linked to your Vibe Account. BankMobile will send a temporary virtual Debit MasterCard to use until your physical card arrives in the mail.

What is the BankMobile Vibe Account? Designed exclusively with students in mind, BankMobile Vibe is a checking account that offers the power to bank anywhere, anytime.

Does the BankMobile Vibe checking account have a monthly service fee? Yes. The BankMobile Vibe checking account has a \$2.99 monthly service fee for all customers; however, you may avoid this fee by depositing a total of \$300 or more during each statement cycle. For full details, see the Fee Schedule and Terms and Conditions.

What if I have additional questions? Visit refundselection.com or get easy answers anytime by using our online FAQ database.

University Records

Registration

Registration Spring Semester- October 27 - January 18

Registration Term 3 2022 - November 29 - January 18

Registration Term 4 2022 - February 28 - March 28

- Remove all holds which will prevent your registration (Business Office, Housing, Health Center, Library Fines, Parking Tickets, Advisor Holds, etc.)
- Consult with your Academic Advisor when planning your schedule. Your Academic Advisor must approve your schedule before you register.
- Registration must be completed via Self-Service.

SPECIAL NOTE: Students who, for any reason, register for classes but do not attend, MUST NOTIFY THE REGISTRAR'S OFFICE TO WITHDRAW prior to the first day of the semester. Any student who fails to do so will be responsible for payment of fees and tuition and will receive failing grades.

FINANCIAL AID NOTE:

Only courses required for your degree will be eligible for FA/VA. If any course is not properly assigned on your Program Evaluation, request an Official

Program Evaluation at <https://www.troy.edu/academics/academic-resources/records-office/forms/index.html>.

Declare/Change a Major

Students who wish to declare a major field of study or students who wish to change majors should go to the University Records Office, 135 Adams Administration Building, or go to <https://www.troy.edu/academics/academic-resources/records-office/forms/index.html> and complete the Change of Major Form.

Class Attendance

All students who receive Title IV funds (Pell Grants, 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.

Schedule of Classes - Troy Campus



University Records Continued

Student Planning Registration

1. From my.troy.edu, click on Self-Service and then Student Planning.
2. Find "Search for courses..." at the top of the screen and type the first course on your registration sheet (ex. MTH 1112).
3. Look for your course number, without spaces, (ex: MTH 1112), and then click Add Course to Plan. Select the semester or term from the dropdown list, and click Add Course to Plan again.
4. Repeat steps 2 and 3 for each course on you need to register for.
5. Select Student Planning and click Plan & Schedule. Use arrows (< >) to navigate to the semester or term.
6. Click View other sections under your first course. Find a section that fits in your schedule, click on that yellow course block, and then click Add Section. There may be multiple pages of course section options. The section must be **YELLOW**, not **RED** (red courses are full/closed).
7. Repeat steps 5 and 6 for each course on your plan.
8. Click Register Now in the upper right corner of the screen.
9. Click OK to accept the terms.
10. All courses should turn **GREEN** and you will have completed your registration. If any remain **yellow**, contact your advisor or the Records office.

Dropping/Adding Courses

Students may drop a course via Student Planning, with no financial penalty through January 18 (Spring & Term 3) & March 28 (Term 4); however, a fee of \$30.00 will be assessed for each course dropped after this date, and students remain responsible for all fees and tuition. Students may not add courses after the above dates.

NOTE: Students who receive financial assistance should check the Academic Catalog or satisfactory progress policy at <https://www.troy.edu/scholarships-costs-aid/financial-aid/index.html> 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 amount of tuition and fees if he or she fails to maintain full-time status.

Withdrawal

Students who register for classes but, for any reason, do not attend MUST NOTIFY THE UNIVERSITY RECORDS OFFICE TO WITHDRAW.

Any student who fails to do so will be responsible for payment of fees and will be receive failing grades. Students who withdraw after the last day of registration must complete and process the Official

Withdrawal Form to protect their records. This form is located at <https://www.troy.edu/academics/academic-resources/records-office/forms/index.html>.

A student who wishes to withdraw from all courses for a current term/semester may withdraw with no academic penalty with a non-punitive grade of "W" up until the last day to withdraw.

Students may not withdraw from a term/semester via Student Planning. Students may not withdraw after the withdrawal deadline. Any student who fails to do so will be held responsible for all tuition and fees and will receive a grade. Extenuating circumstances must be properly documented.

University Records Continued

Student Load

Full-Time Status: Undergraduate: Minimum of 12 semester hours
Graduate: Minimum of 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 (16).
- 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 Students Only - Seniors lacking six (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. Students must meet the eligibility requirements specified in the Graduate Catalog.

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

Graduation Application

To complete a Graduation Application log into my.troy.edu, go to Self-Service, and select Graduate Overview.

Anticipated Graduation Term/Semester	Graduation Application Deadline
Spring Semester 2022	November 12, 2021
Term 3 2022	November 12, 2021
Term 4 2022	January 21, 2022
Summer Semester 2022	April 1, 2022
Term 5 2022	April 1, 2022



Final Examination Schedule

SPRING Classes will continue through Tuesday, May 3, 2022.

No examinations 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 break. It is in your best interest to secure airline reservations for departure after your last examination.

Class Meeting Day	Class Meeting Time	Exam Day/ Time
Thursday, May 5		
M, W, or F	8:00 a.m.	8:00 a.m. - 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 p.m. (noon)	2:00 p.m. - 4:00 p.m.
T or TH	12:30 p.m.	5:00 p.m. - 7:00 p.m.
Friday, May 6		
T or TH	8:00 a.m.	8:00 a.m. - 10:00 a.m.
M, W, or F	9:00 a.m.	11:00 a.m. - 1:00 p.m.
T or TH	2:00 p.m.	2:00 p.m. - 4:00 p.m.
M, W, or F	1:00 p.m.	5:00 p.m. - 7:00 p.m.
Monday, May 9		
M, W, or F	2:00 p.m.	8:00 a.m. - 10:00 a.m.
T or TH	9:30 a.m.	11:00 a.m. - 1:00 p.m.
M, W, or F	10:00 a.m.	2:00 p.m. - 4:00 p.m.
T or TH	3:30 p.m.	5:00 p.m. - 7:00 p.m.
Tuesday, May 10		
M, W, or F	11:00 a.m.	8:00 a.m. - 10:00 a.m.
M, W, or F	3:00 p.m.	11:00 a.m. - 1:00 p.m.
T or TH	11:00 a.m.	2:00 p.m. - 4:00 p.m.
M, W, or F	7:00 a.m.	5:00 p.m. - 7:00 p.m.
Wednesday, May 11		
Special Exams	All times	8:00 a.m. - 10:00 a.m.

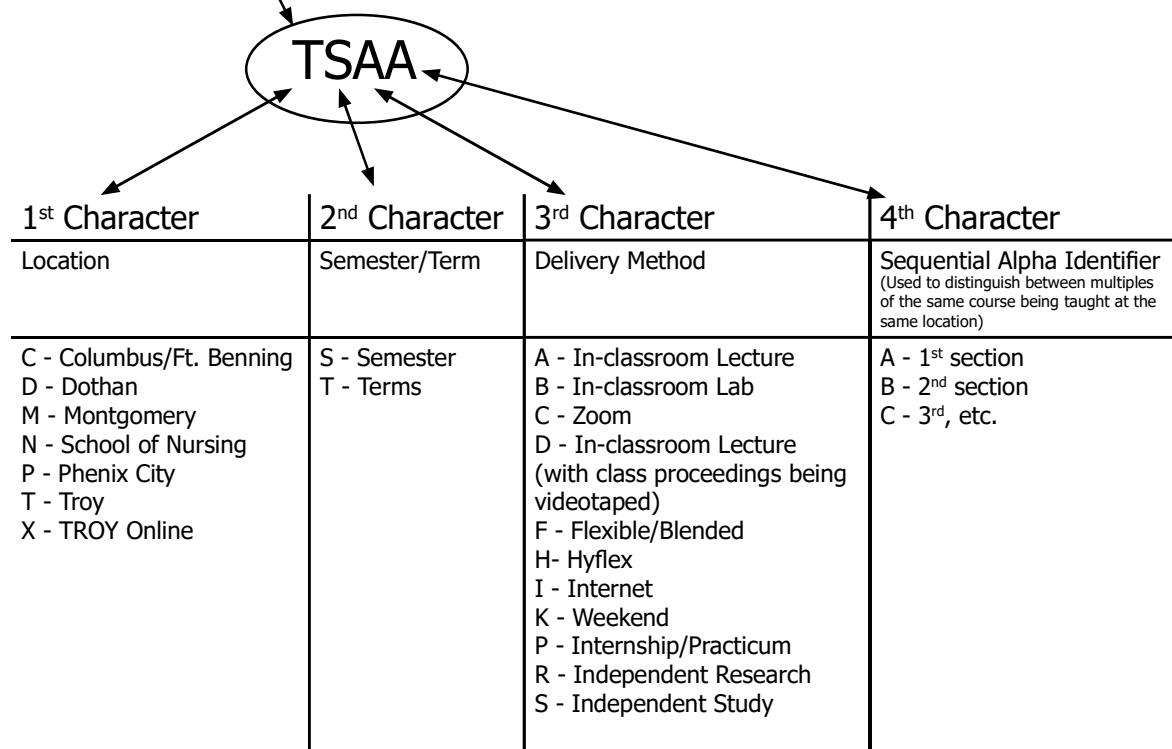
Additional Information

- All KHP 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 examination on the same day may, with the approval of the Chair of the Department, make arrangements 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.

Schedule Information

Explanation of Course Section Designations

TROY 1101 TSAA 8:00 AM - 9:15 AM T TH University Orientation



For all available course offerings, please visit www.troy.edu, Trojan Web Express, or Student Self Service.





Registration/Schedule/Overload Request Form

This form must be approved by your Academic Advisor before proceeding to registration.

I agree to pay all TROY charges on my account. I understand that the university is advancing value to me in the form of educational services and that my right to register is expressly conditioned upon my agreement to pay institutional costs including, but not limited to, tuition, fees, housing, meal plan, and any additional costs, when those charges become due. It is my responsibility to view my charges on TROJAN WEB EXPRESS. I understand that a past due student account balance will result in a financial hold, which prevents future registrations, access to transcripts, as well as other services being offered in accordance with university policy. Delinquent student account balances may be reported to a credit bureau and referred to collection agencies or litigated. I agree to pay any and all costs associated with the collection of unpaid fees, including any/all collection agency fees (33.33%), attorney fees, and/or court costs, if such be necessary. I agree, in order to service my account or to collect monies I may owe, TROY and/or agents may contact me by telephone at any telephone number associated with my account, including wireless telephone numbers, which could result in charges to me. TROY and/or agents may also contact me by sending text messages or emails, using any email address I provide to TROY. Methods of contact may include using prerecorded/artificial voice messages and/or use of automatic dialing devices, as applicable.

Semester/Term

Name

Student ID Number

Telephone Number

Email Address

Student Signature

Date

I request to enroll in the following courses:

Dept.	Crs #	Section	Course Title	Hrs	Day(s)	Start Time	End Time
					M T W TH F		
					M T W TH F		
					M T W TH F		
					M T W TH F		
					M T W TH F		
					M T W TH F		
					M T W TH F		
					M T W TH F		
					M T W TH F		
			Total Hours:				

Alternate Courses:

Dept.	Crs #	Section	Course Title	Hrs	Day(s)	Start Time	End Time
					M T W TH F		
					M T W TH F		
					M T W TH F		

Advisor Approval:

Advisor Signature

Date

Overload Approval: Requires the signature of the Academic Advisor, Department Chair or Dean, and Dean of Undergraduate Studies (undergraduate students) or Dean of the Graduate School (graduate Students). UG students must have a GPA of 3.50 or higher. GR students cannot take subsequent overloads.

Overload Hour Breakdown: Semester (16 Week courses) over 18sh for UG or 12sh for GR students. Term (9 week courses) over 10sh for UG or 6sh for GR students.

Dept. Chair/Dean Signature

Date

Dean of UG Studies/Dean of Graduate School

Date



TROY

UNIVERSITY™

Troy Campus
University Avenue
Troy, AL 36082
1-888-357-8843