



Troy, Alabama 36082

SCHEDULE OF CLASSES FALL 2007

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

<http://www.troy.edu>



Troy

Troy University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, bachelor's, master's and education specialist degrees.

Troy University is an equal opportunity institution and as such does not discriminate on the basis of sex, race, color, age, disability, or national origin in any of its programs including admission of students and employment.

Although the publisher of this Schedule of Classes has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors, or errors occasioned by honest mistakes. All information contained in this publication is subject to change by the appropriate officials of Troy University without prior notice. Troy University also reserves the right to cancel any class without prior notice.



Registration Schedule

Registration:

August 13-14
8:30 a.m. to 4:30 p.m.
Note: Cashier's office closes at 4:00 p.m.

Late Registration:

August 15-16
8:30 a.m. to 4:30 p.m.
Note: Cashier's office closes at 4:00 p.m.

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. Undecided majors and conditionally admitted undergraduates register in Trojan Center 215; 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 meeting. Any student who fails to do so will be responsible for payment of fees and will be charged with failing grades.

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 **August 13-14** in the department, or on **August 15-16** from **4:30 to 6:00 p.m.** in Adams

Administration Building, Room 111. The textbook center 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**

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 online Trojan Web Express or at the office of Student Financial Services. Troy University accepts Visa, MasterCard, Discover, money orders, checks, and cash.

Payment of Registration Expenses

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

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, August 15, 2007,
Email railey@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	August 15
2nd payment	September 10
3rd payment	October 1

The essential ingredient for a successful registration is for students to plan early.

Payment Plan

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 one-third payment of tuition, fees, and charges have been made.

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

Payment 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.

Transcripts will not be issued if financial obligations have not been satisfied. Failure to meet financial obligations to the University could subject the student to additional late payment charges, as well as collection cost.

Clearance of Obligations

In addition to registration expenses, miscellaneous expenses may be incurred by

students. These charges are payable when incurred.

Miscellaneous Expenses



Online 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 TSAAA); the appropriate term for which you are registering (i.e. 07/FA). 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 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 courses.
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 for which you are registering 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 courses.
 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.**

New students and undecided 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 CIP 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 program leading toward a degree or financial aid will be voided.

To Declare a Major or To Change a Major

Students who, for any reason, register for classes but 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.**

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, Trojan Center Room 215. 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.

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 133) 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 the Trojan Center Room 215 or call (334) 670-3221.

Veterans and Students with Disability


**Registration
Locations**

Trojan Center 215
Malone 132
Stadium Tower 212
Math/Science 213
Bibb Graves 231
Bibb Graves 200
Math/Science 315
Math/Science 320C
McCartha 124, 200, 206
Smith 274
Bibb Graves 305
McCartha 104
Wallace 1st floor
Wright 205

Math/Science 232
Smith 103
Collegeview 20
Math/Science 315
General Academic
Building 219 (GAB)

Wright 215

Undecided Majors and Conditionally Admitted Students
Art and Design and Foreign Languages
Athletic Training
Biology (Pre-Med, Med. Tech., Environmental Analysis)
Business (Graduate)
Business (Undergraduate)
Chemistry
Criminal Justice and Social Science
Elementary and Collaborative Teacher Education
English/Language Arts
History
Human Services, Social Work, Rehabilitation
Journalism, Broadcasting, Public Relations
**Kinesiology & Health Promotion, PE, Sport and
Fitness Mgt., Health Ed**
Math, Pre-Engineering, Computer Science, Geomatics
Music
Nursing
Political Science
Psychology
**Secondary Education
(register in departments of major teaching area)**
Speech & Drama

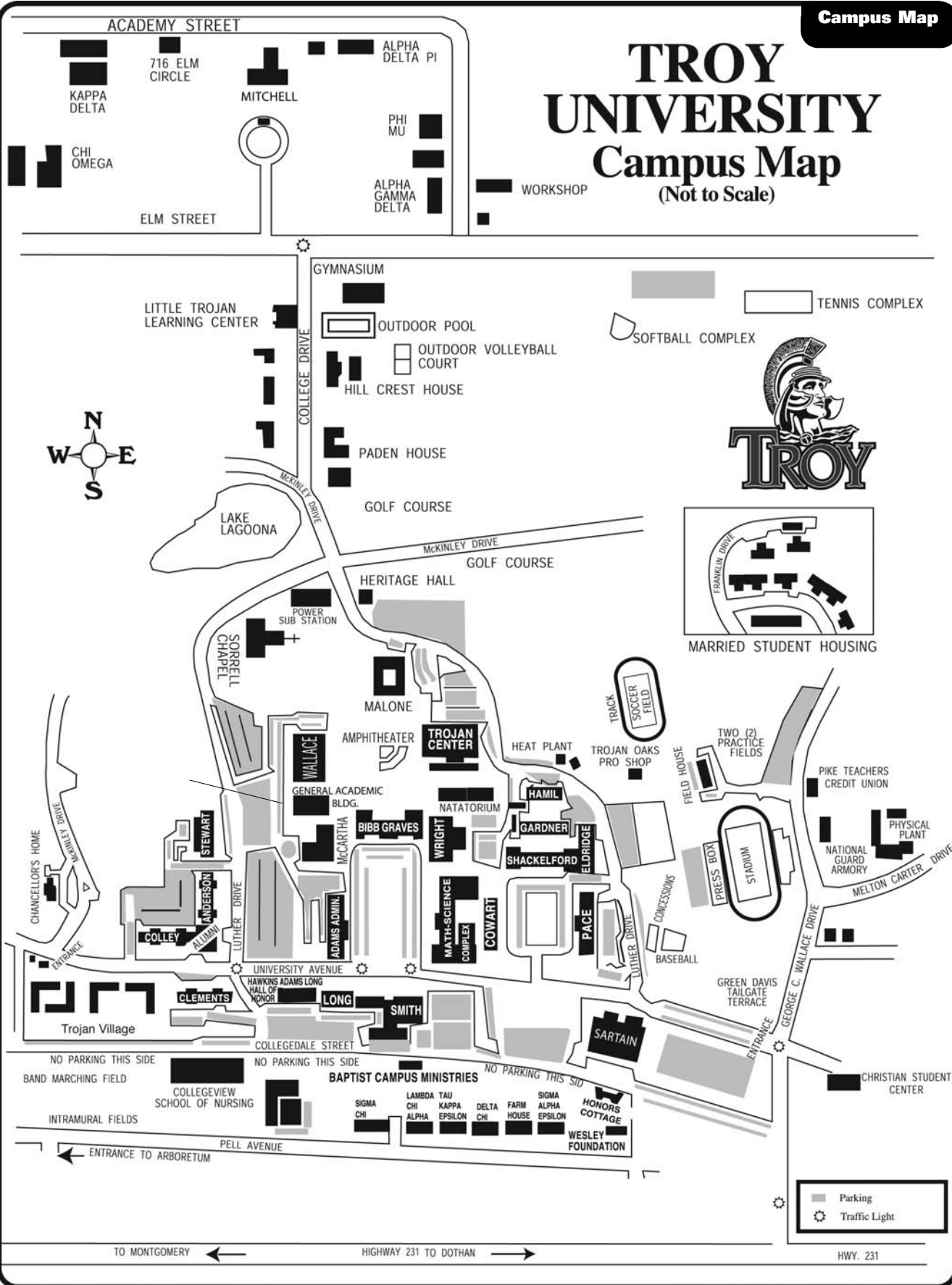
**ALWAYS CONSULT YOUR ACADEMIC ADVISER IF YOU ARE UNCERTAIN
ABOUT ACCEPTABLE DEGREE CREDITS OR REQUIREMENTS!**

Campus Map

TROY UNIVERSITY

Campus Map

(Not to Scale)





Dropping and Adding Courses

Students may drop a course without additional charges through **August 19, 2007**; 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 August 19.

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.

Financial 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
- Student Loans (Stafford and Perkins)
- Federal Supplemental Educational Opportunity Grants (FSEOG)
- Institutional Student Work Program (Workshop)
- 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 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 1**, the USDE will send follow up e-mail reminders or paper mail reminders as appropriate.

Students **MUST APPLY** using the 2006-2007 FAFSA for Summer 2007. The 2007-2008 FAFSA is required for Fall 2007. Students must apply for financial aid as early as allowable. **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 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.

Class Attendance

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 regis-

tered 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.

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

Student Load

- For a typical undergraduate student, a full load is twelve (12) to sixteen (16) semester hours. Each semester hour above sixteen (16) semester hours will be charged to the student at the prevailing overload rate. Scholarship students will similarly be assessed the prevailing overload 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 23 semester hours may be granted in special circumstances by a student's Academic Dean.
- Eight (8) - 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 forthwith.

General Education Competency Exam (GECE)

If you are a junior or senior and have not taken the GECE, please make arrangements to attend one of these sessions listed. If you have any questions contact:

Research, Planning and Effectiveness
 (334) 670-3873 or (334) 670-3640 or
email: dcsander@troj.edu

All sessions are held at Trojan Center Ballrooms.

September 4	8:00 a.m.
September 6	3:00 p.m.
September 11	11:00 a.m.
September 13	5:00 p.m.
September 26	3:00 p.m.
October 3	3:00 p.m.
October 17	3:00 p.m.
October 25	3:00 p.m.
October 31	3:00 p.m.
November 6	9:00 a.m. and 1:00 p.m.
November 7	9:00 a.m. and 1:00 p.m.
November 8	9:00 a.m. and 1:00 p.m.
December 7	2:00 p.m.

General Education Competency Examination

**REGISTRATION IS NOT COMPLETE
 UNTIL TUITION AND FEES HAVE BEEN PAID**



Final Examination Schedule

Classes will continue through **Tuesday, December 4.**

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

M, W, or F

M, W, or F

M, W, or F

M, W, or F

M, W, or F

M, W, or F

M, W, or F

M, W, or F

M, W, or F

T or Th

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T or Th

Special Exams

Beginning Time

8:00 a.m.

9:00 a.m.

10:00 a.m.

11:00 a.m.

12:00 noon

1:00 p.m.

2:00 p.m.

3:00 p.m.

4:00 p.m.

8:30 a.m.

10:00 a.m.

11:30 a.m.

1:00 p.m.

2:30 p.m.

4:00 p.m.

Exam Scheduled

Th Dec 6 8:00-10:00 p.m.

F Dec 7 11:00-1:00 p.m.

M Dec 10 2:00-4:00 p.m.

T Dec 11 8:00-10:00 p.m.

Th Dec 6 2:00-4:00 p.m.

F Dec 7 5:00-7:00 p.m.

M Dec 10 8:00-10:00 p.m.

T Dec 11 11:00-1:00 p.m.

Th Dec 6 11:00-1:00 p.m.

F Dec 7 8:00-10:00 p.m.

M Dec 10 11:00-1:00 p.m.

T Dec 11 2:00-4:00 p.m.

Th Dec 6 5:00-7:00 p.m.

F Dec 7 2:00-4:00 p.m.

M Dec 10 5:00-7:00 p.m.

All Periods W Dec. 12 8:00 - 10:00 a.m.
All Periods W Dec. 12 11:00 - 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 period 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 period 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 period 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 or School.
- 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.

Graduating Spring Semester?

The deadline for filing an Intent to Graduate Form is Friday, September 28, 2007. Forms are available in the Records Office, 135 Adams Administration Building.

I.D. Cards

I.D. Cards will be made between the hours of 8:30 a.m. and 4:30 p.m. in the I.D. Card Center adjacent to the University Post Office in the Trojan Center.

Meal Plans

Meal plans may be purchased in the Housing Office, Pace Hall Room 116. Meal plans are activated through the student I.D. system.

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).

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 nor privilege provided by law will be denied to a student if he or she refuses to disclose his or her Social Security number.

General Information**Go to Troy University Home Page**

(www.troy.edu) and click on "Trojan Web Express"

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

Initial Password: Last 4 digits of Social Security number. 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 1-800-270-5951 or e-mail itshelp@troy.edu

Trojan Web Express**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 e-mail emailhelp@troy.edu

Troy E-mail**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: 1-888-383-6206

Blackboard



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 Trojan OneCard at www.TrojanOneCard.com. For this option, students will need to complete, print, and mail the third party form to the designated address. The third party form is available on www.TrojanOneCard.com.

3. Mailed, as a paper check, to the address designated by the student (5-7 business days)

Students may choose to receive their refund in the form of a paper check. The paper check will be sent to the student via regular mail and may take 5-7 business days from the day the University releases the funds.

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

How are TROY refunds delivered to students?

Each registered TROY student will receive a Trojan OneCard. Your card will arrive in the mail at your address on file with the University. To receive your refund, you must activate your Trojan OneCard. During card activation, you will choose how to receive your refund money. If you want faster access to your funds, simply choose to have your refunds deposited directly into your OneAccount. Activate your card and make your refund selection online at www.TrojanOneCard.com

What are my options for receiving all student refunds, including financial aid refunds?

Your options include having your refund:

1. Directly deposited to your OneAccount - Easy Refund (1 day or less).
2. Deposited to another bank of your choice (2 – 3 business days).
3. Mailed, as a paper check, to the address you designate (5 – 7 business days).

What is the OneAccount?

The OneAccount from Higher One is a fully functioning FDIC insured FREE CHECKING account that allows you to access your stu-

dent 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 as a debit card (NOT A CREDIT CARD) 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?

If you choose to have your refund deposited to a bank of your choice, this transfer may take 2-3 business days from the day the University releases the funds. In order to have your refund deposited to your bank, you must first activate your Trojan OneCard at www.TrojanOneCard.com. For this option, you will need to complete, print and mail the third party form to the designated address. This form is available on www.TrojanOneCard.com.

Can I select a paper check instead?

You may choose to have a paper check sent to you via regular mail. However, a paper check may take up to 5-7 days from the day the University releases the funds. Regardless of how you choose to receive your funds, you still need to activate your card 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.

**NEW POLICY
CHANGES****EFFECTIVE FALL
SEMESTER 2007****No More De-Registrations – Troy**

University will no longer remove students from their courses when students fail to make appropriate payments. When a student registers by any means (mail, fax, internet, walk-in, etc.), the student will owe 100% tuition and fees unless he/she officially drops or withdraws by the deadline date for drops and withdrawals that is posted in the course schedule. The student will owe the tuition and fees even if he/she never attends any classes, unless the student processes the drop or withdrawal request, or makes changes on Web Express. ONCE REGISTERED, IT WILL BE THE STUDENTS' RESPONSIBILITY TO PROCESS ANY CHANGES TO THEIR COURSE SCHEDULES – NOT THE UNIVERSITY'S RESPONSIBILITY. Students who don't pay their required payments on time will be charged a late payment fee of \$50.

**eCampus Online Courses Separately
Priced – Not Part of Flat-Rate Fee –**

Courses taken online through TROY's eCampus will be priced separately based on a per-credit-hour rate. These courses will not be counted in calculating the full-time flat-rate fee. Only those courses taken on the Troy University's Alabama campuses by other delivery methods will be used when calculating the flat-rate.