We have processed your application to Troy University and you have been assigned student identification number ** and a Home Location of *E*. You are now ready to register for classes.

**Registration:** Registration for Term 4 begins February 16, 2009, and will continue through March 15, 2009. Classes will begin March 16, 2009, and end on May 17, 2009. You may register online and pay your application fee at the eCampus website through Trojan Web Express. You will be able to log onto Trojan Web Express to create your user account in two business days. If you experience problems logging in to Trojan Web Express, you may complete the helpdesk form found at https://it.troy.edu/helpdesk/itshelp.html. To determine your user name and password, be sure to read all instructions and access the "What’s my User Name" link on the main menu page of Web Express. New students are limited to 7 semester hours per term. This is considered full time status under the term system.

After you are registered, please go to the eCampus website for directions to order your textbooks, set up your troy.edu e-mail account and get started in Blackboard (online learning management system-to access your course). Trojan email and textbooks can be found under Quicklinks while Blackboard is available on the left side menu. You will not be able to access Blackboard until the first day of the term.

**Email:** All Troy University students are required to have a Troy University Email account and check it regularly. This account should be used for all official Troy University electronic correspondence and will be used as your primary means of communication with the University including advising, instructor and staff contact. This email account will not be active until the first day of your first term. Instructions regarding how to access your Trojan E-mail account can be found at https://it.troy.edu/students/email.html.

Once you have registered and we have received all of your official documents you will be cleared through admissions. This will be the next official communication you will receive from the admissions office.

**Administrative Advising through Home Location:** Should you have questions, or need further assistance in getting started, please feel free to contact your Home Location for assistance concerning degree requirements, transfer credit, or course selection. Your contact person at ** is ** (@troy.edu) and the phone number is **.

**Financial Aid:** The Financial Aid Office halts processing of aid to students who do not have valid application status. If you have already applied for Financial Aid you now have a valid application status and you will need to contact your representative to continue processing of your aid packet. If you have not already done so, you may apply online for financial aid at http://www.troy.edu/financialaid/ using Troy University's institutional code 001047. You may also contact a Financial Aid representative at 1-800-414-5756 for assistance. Please note that students who are not degree seeking such as transient, post-masters and non-matriculated, are not eligible to receive financial aid.

**Veteran Benefits:** You may contact Jason Messick at jmessick@troy.edu for information on VA benefits. Students using VA benefits must complete a VA Information sheet every term they wish to use their benefits. This form is located at https://it.troy.edu/veterans/index.html.

**Tuition Assistance:** Submit your TA form at the time of registration via fax to Cheryl Selwyn at 850-244-6127. Please contact me immediately if you are using Army TA.

If you have not already requested your official transcripts, please have them sent to our office before the end of your first term of enrollment. Official transcripts must arrive in a sealed
envelope from the issuing institution and cannot be stamped issued to student. Official transcripts should be mailed to:

Troy University
eCampus, Student Services
99 Racetrack Road NW Suite 300
Fort Walton Beach, FL  32547

Have a wonderful day.
Debbi DeVenture
Troy University
Student Services Coordinator
Graduate/Undergraduate H - L
99 Racetrack NW, Suite 300
Ft. Walton Beach, FL 32547
(850) 863-2702 fax
(800) 414-5756 toll free