Good Afternoon,

We have processed your application to Troy University and you have been assigned student identification number *ID#* and a Home Location of *LOC*. 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.

TROY 1101: All students are strongly urged to register for TROY 1101 University Orientation during their first term of enrollment. This course is required for all students pursuing a bachelor degree with Troy University and will introduce you to Troy University and to the Blackboard online learning system. If you have completed an orientation course at another university this course may transfer in. Please check with your academic advisor to see if you need TROY 1101 or if you have questions about any other transfer credit.

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 and an official evaluation of your transfer credits will be completed upon your second or third term of enrollment. This will be the next official communication you will receive from the admissions office. Prior to that time I recommend looking at the degree plan shown on our web site when choosing classes to enroll in. You should only register for classes that you believe you will not receive transfer credit for.

Academic 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 *LOC* is *NAME* (@troy.edu) and the phone number is *PHONE*.

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-bachelors, non-matriculated and, in some cases, undecided, 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](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.

**Active Duty Military, Military Dependents, Reservists and Federal Civil Service:** If you are on active duty, a dependant of an active duty member, a reservist or are in federal civil service in the Coast Guard, Army, Marines or Navy you are eligible to participate in the Servicemembers’ Opportunity College (SOC) Program. Details can be found in our [catalog](https://catalog.troy.edu). Please contact me if you wish to participate in this program.

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 DeVentre  
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