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Spring 2010 Semester Calendar

Classes begin	7:30 am	Monday	January 11
Martin Luther King, Jr. Day (offices closed)		Monday	January 18
Classes resume	7:30 am	Tuesday	January 19
University Conference (no classes 7:30 am-5:30 pm; evening classes meet)		Thursday	February 18
First Block classes end	10:00 pm	Wednesday	March 3
Second Block classes begin	7:30 am	Thursday	March 4
Midterm Break begins	7:30 am	Monday	March 8
Classes resume	7:30 am	Monday	March 15
Spring Break	7:30 am	Monday	April 5
Classes resume	7:30 am	Tuesday	April 6
Student Research Conference (no classes 7:30 am-5:30 pm; evening classes meet)		Tuesday	April 13
Last day of classes		Friday	April 30
Final exams begin	7:30 am	Monday	May 3
Reading Day		Wednesday	May 5
Final exams end	10:00 pm	Friday	May 7
Commencement	2:00 pm	Saturday	May 8

NOTICE OF NONDISCRIMINATION—

Truman State University recognizes the worth and dignity of all persons, and the University does not discriminate on any basis not related to the applicable educational requirements of students or the applicable job requirements of employees. The commitment to the consideration only of bona fide qualifications, and the avoidance of improper discriminatory practices, includes but is not limited to the forms of discrimination prohibited by law. Therefore, the University observes and complies fully with federal and state laws prohibiting discrimination on the basis of race, color, religion, national origin, ancestry, sex, age, or handicap in admission or access to, or treatment or employment in, its programs and activities. The President of the University is designated by the Board of Governors to coordinate the University's compliance with the applicable statutes and regulations, and he or she is authorized to delegate assignments to one or more other persons to assure compliance.

Discriminatory practices based on reasons not expressly stated in the policy, such as sexual orientation, veteran status, disability, marital status, and bankruptcy, which are not related to educational or job requirements, are prohibited by the University's non-discrimination policy even though such reasons are not specifically named in the policy. Any person having inquiries concerning the University's compliance with the regulations implementing Title VI or Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, or Section 504 of the Rehabilitation Act of 1973, is directed to contact Sally Detweiler, at 102 McClain Hall on the University campus, telephone number 660-785-6049. Sally Detweiler has been designated by the President of the University to coordinate the institution's efforts to comply with regulations implementing Title VI, Title VII Title IX, and Section 504. Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title VII, Title IX, or Section 504.

Important Dates: Spring 2010 Semester

For Spring 2010, students may add or drop courses from their schedule within the date ranges below via TruView. Online schedule changes must be made by 11:59 p.m. on the date indicated. Schedule changes may also be made in the Registrar's Office, McClain Hall 104, between 8:00-5:00 Monday through Friday. Contact the Registrar's Office for specific add/drop and withdrawal dates for off-schedule courses.

A \$50 Add/Drop fee will be charged for all student schedules changes, *regardless of reason for the change*, made after the first five days of courses for the Fall and Spring semesters, or after the first two days of summer courses. A \$25 Credit/No Credit fee will be charged for all Credit/No Credit forms submitted after the first five days of courses for the Fall and Spring semesters, or after the first two days of summer courses.

Students who need to withdraw from **all** courses should withdraw through TruView by selecting the student tab, then selecting "withdraw from all courses" for the semester. International students must meet with the International Student Office before withdrawing from all courses.

	Full Semester Courses	First Block Courses	Second Block Courses
First Day of Classes	Mon, Jan 11	Mon, Jan 11	Thurs, Mar 4
Last Day to Add a Course *	Fri, Jan 15	Fri, Jan 15	Wed, Mar 17
Last Day to Sign Up for Audit	Fri, Jan 15	Fri, Jan 15	Wed, Mar 17
Last Day to Drop a Course <u>without</u> being charged the \$50 Add/Drop Fee **	Fri, Jan 15	Fri, Jan 15	Wed, Mar 17
Last Day to Sign Up for Credit/No Credit Grading Option without being charged the \$25 Credit/No Credit Fee	Fri, Jan 15	Fri, Jan 15	Wed, Mar 17
Last Day to Drop a Course <u>without</u> a W appearing on Transcript (\$50 Add/Drop fee will be added to student's account)	Fri, Feb 5	Fri, Jan 22	Fri, Mar 26
Last Day to Drop a Course (W grade will be assigned, \$50 Add/Drop fee will be added to student's account)	Fri, Mar 26	Fri, Feb 12	Fri, Apr 9
Last Day to Change to Credit/No Credit Grading Option (\$25 Credit/No Credit Fee will be added to student's account)	Fri, Mar 26	Fri, Feb 12	Fri, Apr 9
Last Day to Withdraw from ALL classes with 100% Reduction in Enrollment Fees	Fri, Jan 8		
Last day to Withdraw from ALL classes and receive a 90% Reduction in Enrollment Fees	Thurs, Jan 21		
Last day to Withdraw from ALL classes and receive a 50% Reduction in Enrollment Fees	Thurs, Feb 4		
Last day to Withdraw from ALL classes and receive a 25% Reduction in Enrollment Fees	Fri, Mar 5		
Last day to Withdraw from ALL classes with No Refund	Fri, April 30		

* Any requests to add courses after this date must be approved by the student's advisor, the course instructor, and the department chair of the course. After the fourth week of the semester, course adds must also be approved by the Provost/Vice President for Academic Affairs. Students petitioning to add courses after the add deadline must personally submit an add/drop form to the Registrar's Office, McClain Hall 104, with all of the required signatures. A \$50 add/drop fee will be added to the student's account for any courses added after the deadline listed above. This add/drop policy does not apply to independent studies, readings, and internship sections that are added to the schedule after the semester begins.

** Students who drop individual courses before this deadline will receive a reduction to their charges if the dropped course results in a change in the student's assessed fees for the semester. In the event of a reduction, the student is also responsible for notifying Financial Aid that their award amount for the semester may need to be adjusted. Individual courses dropped after this deadline are not eligible for a reduction of fees.

ADVISING AND REGISTRATION INFORMATION

Web Registration Dates for Spring 2010

Currently Enrolled Students (Fall 2009)

Note: Web-based registration is on-going through the Last Date to Register or Change Schedule.

Group (by recorded hours Earned as of Oct. 2009)	First Available Date	First Available Time
Graduate Students	M - October 26	5:00 p.m.
110+	M - October 26	5:00 p.m.
100.0 - 109.9	T - October 27	5:00 p.m.
90.0 - 99.9	W - October 28	5:00 p.m.
80.0 - 89.9	R - October 29	5:00 p.m.
70.0 - 79.9	M - November 2	5:00 p.m.
60.0 - 69.9	T - November 3	5:00 p.m.
50.0 - 59.9	W - November 4	5:00 p.m.
40.0 - 49.9	R - November 5	5:00 p.m.
30.0 - 39.9	M - November 9	5:00 p.m.
20.0 - 29.9	T - November 10	5:00 p.m.
10.0 - 19.9	W - November 11	5:00 p.m.
0.0 - 9.9	R - November 12	5:00 p.m.

New and Returning Students (Not Enrolled for Fall 2009)

New and returning students must be accepted for admission or readmission by the appropriate office prior to enrollment. Students wishing to take undergraduate coursework should contact the Admission Office; students wishing to take graduate coursework should contact the Graduate Office. Registration information will be provided upon admission or readmission to the University.

Instructions

Procedures for Registration are currently under review. Please refer to the Registrar's Website for current registration instructions. <http://registrar.truman.edu>

Resolving Errors

Closed Course. Check to see if other sections of the same course are still open. In some cases, you can search for courses by attribute to find other courses that will fulfill the same requirement as the course that is closed. You may want to check TruView periodically to see if seats later open in the course as students drop. You can also contact the appropriate Department Office to request permission to enroll in a closed course.

Link Error: [Link Code] Required or Co-Requisite Error. To enroll in this course, you also need to enroll in another course at the same time. Check the catalog to identify the second course and then add both courses to your schedule at the same time.

Departments have limited some courses to certain students. If you receive a **Pre-Requisite** error, a **Major Restriction** error, or a **Class Restriction** error, check the online course schedule and the 2008-2009 General Catalog to see if you are eligible to enroll in the course. If, after reviewing these criteria, you believe that you are eligible to enroll or would like to request permission to waive these restrictions, contact the appropriate Department Office.

You may also receive a **Class Restriction** if you are an undergraduate student attempting to enroll in a graduate course. Contact the Graduate Office for permission to enroll in graduate courses.

Time Conflict with [CRN#]. If you have already made arrangements to waive a time conflict error, contact the Department Office offering the course for which you received the error.

Maximum Hours Exceeded. See below for overload procedures.

Note: Each Department Office may have different procedures for resolving course errors. Departments may override errors only for their own courses.

Registration Assistance/Disability Services

Students with disabilities or students who need special registration assistance may contact Disability Services located at the Student Health Center in McKinney Center, or at 785-4478.

Help Desk Services

Students who need technical assistance should contact the Information Technology Services Help Desk at 660-785-4544 or at helpdesk@truman.edu.

ADDING AND DROPPING COURSES

To Add a Course or Courses

Add Procedure

You may process course additions on TruView beginning with your group's first available date/time through the end of the designated add/drop period at the beginning of the semester (see important dates). Utilize the Registration Access Code (RAC) provided by your academic advisor to process adds.

Overrides - A Department Office may enter an override to allow you to register in a course that is closed or for which you received a registration error. **If you receive an override, you must log in to TruView and register for that course by entering the CRN in the boxes provided. You are not automatically enrolled in a course when an override is entered.**

Credit Load Restrictions/Overload Permits

Undergraduate - students desiring to enroll in more than 17 undergraduate hours must obtain an overload permit from the Office of the Provost/Vice President for Academic Affairs (MC 203). This form must be submitted to the Registrar's Office for processing before student can enroll via TruView.

Graduate - students desiring to enroll in more than 12 graduate hours must obtain an overload permit from the Dean of Graduate Studies (MC 203). This form must be submitted to the Registrar's Office for processing before student can enroll via TruView.

Late Registration

Late registrants will be accepted only in those classes where the instructors believe that work missed may be conveniently made up. Enrollments must be processed in person at the Registrar's Office. Complete a Add/Drop form and obtain your advisor's sig-

nature. Students must also have the signatures of the instructor and department chair for each course added. Bring the completed form to the Registrar's Office for processing. A late registration fee of \$20 will be assessed in addition to regular registration fees for any student who initially enrolls on or after the first day of class.

To Drop a Course or Courses

Drop Procedure

You may process course drops on TruView beginning with your group's first available date/time through the end of the designated drop period (see important dates).

Be familiar with the deadline dates for dropping courses, as these dates affect your fees and the grades that will appear on your transcript.

Changing all Courses

You will not be allowed to drop all courses via TruView. If you plan to drop all courses and replace them with other courses, drop all but one course, add the new courses, then drop the last course.

Withdrawing from all Courses

If you wish to completely withdraw from the semester, you can do so through TruView. Use the link on the Student Tab that says "withdraw from all courses for a selected semester."

Note: please remember that your instructor cannot drop a course for you, nor can he/she change sections of a class for you. Only **you** can initiate an add or drop. The transaction becomes official when it is processed.

GRADES

Grading Options

Audit

A student may audit a class for no grade and no credit upon approval of the instructor. Regular enrollment fees and enrollment procedures are required. Students should enroll in the course via TruView, complete a Request to Audit form available in the Registrar's Office, obtain the necessary signatures and submit the completed form to the Registrar's Office for processing. Students may change their enrollment to audit only during the first week of the semester. Further information regarding this grading option is included in the *General/Graduate Catalog*.

Credit/No Credit

Only free electives may be taken credit/no credit. Regular enrollment fees and enrollment procedures are required. Students should enroll in the course via TruView, complete a Credit/No Credit Grading form available in the Registrar's Office, obtain the necessary signatures and submit the completed form to the Registrar's Office for processing. A \$25 processing fee is assessed for grading option changes initiated after the first week of the semester. See "Important Dates" for deadlines for submitting Credit/No Credit forms. Further information regarding this grading option is included in the *General/Graduate Catalog*.

Grades Available

Grades will be made available via TruView. Instructions for accessing grades can be found at http://registrar.truman.edu/grades/grade_availability.html

FEES AND FEE PAYMENT

For more information regarding fees and fee payment, go to <http://businessoffice.truman.edu/studentacctcs/>

Enrollment Fees for Spring Semester

The following fees are applicable to the Spring 2010 term. All fees are subject to revision by the Board of Governors.

HRS	Undergraduate Fees		Graduate Fees	
	IN STATE	OUT STATE	IN STATE	OUT STATE
1	269.00	471.00	291.00	499.00
2	538.00	942.00	582.00	998.00
3	807.00	1,413.00	873.00	1,497.00
4	1,076.00	1,884.00	1,164.00	1,996.00
5	1,345.00	2,355.00	1,455.00	2,495.00
6	1,614.00	2,826.00	1,746.00	2,994.00
7	1,883.00	3,297.00	2,037.00	3,493.00
8	2,152.00	3,768.00	2,328.00	3,992.00
9	2,421.00	4,239.00	2,619.00	4,491.00
10	2,690.00	4,710.00	2,910.00	4,990.00
11	2,959.00	5,181.00	3,201.00	5,489.00
12	3,229.00	5,654.00	3,494.00	5,988.00
13	3,229.00	5,654.00	3,494.00	5,988.00
14	3,229.00	5,654.00	3,494.00	5,988.00
15	3,229.00	5,654.00	3,785.00	6,487.00
16	3,229.00	5,654.00	4,176.00	7,086.00
17	3,229.00	5,654.00	4,567.00	7,685.00
18	3,498.00	6,125.00	4,958.00	8,284.00
19	3,867.00	6,696.00	5,349.00	8,883.00
20	4,236.00	7,267.00	5,740.00	9,482.00
21	4,605.00	7,838.00	6,131.00	10,081.00
22	4,974.00	8,409.00	6,522.00	10,680.00
23	5,343.00	8,980.00	6,913.00	11,279.00
24	5,712.00	9,551.00	7,304.00	11,878.00

Other fees include an activity fee of \$39 per semester and a student government fee of \$2 per semester. The total activity fee is \$41 per semester. There is also a \$26 per semester Health Clinic fee and a \$50 per semester student approved Athletic Fee.

First semester freshmen will be assessed a one-time \$305 semester orientation fee including summer orientation and Truman week. First semester transfer students will be assessed a one time transfer orientation fee.

For Undergraduate students, the 18th hour is considered an overload and will be charged the hourly rate above the 12-17 hour range for the 18th hour. Graduate students taking 15 hours will be charged the hourly rate above the standard 12 to 15 hour range for the 15th hour.

Undergraduate hours over 18 will be charged the hourly rate plus \$100 for each hour.

Graduate hours over 15 will be charged the hourly rate plus \$100 for each hour.

Students enrolled in 1/2 hour increments will be charged accordingly.

Students taking a combination of undergraduate and graduate hours will be assessed separately for the number of undergraduate and graduate hours taken.

No enrollment fees are assessed for the Truman Leadership Scholarship program.

Fee Payment

The Business Office general hours of operation are 8:00 a.m. through 5:00 p.m., Monday through Friday. The Cashier Window is open from 9:30 a.m. to 3:30 p.m.

All charges are to be assessed to the student's official account. Payments should be made payable to Truman State University. Questions regarding payments may be directed to Student Accounts at (660) 785-4074 or by e-mail at staccts@truman.edu

For students enrolled in 12-17 undergraduate hours for both fall and spring semesters, charges for Enrollment Fees, Double Occupancy Room in a residence hall having community bathrooms, Student Activity Fee, Health Clinic Fee, student approved Athletic Fee and for first year students, a Truman Week Fee for the 2009-2010 academic year are estimated here. These estimates are for fall and spring terms only:

First Year Student

Missouri Resident \$13,650
Non-resident \$18,500

Returning Student

Missouri Resident \$13,345
Non-resident \$18,195

Additional charges may also include parking permits, lab fees, and/or special class fees. Students taking graduate classes or a combination of graduate and undergraduate courses will be assessed separately for those hours. Students enrolling in summer terms will be assessed separately for those hours.

Housing Costs

For more information regarding University housing, go to <http://reslife.truman.edu/>

Residence Halls Room and Board Fees

(reflects costs per student for the academic year with regular meal plan)

Type of Room/ Occupancy					West	Blanton-
	Ryle	Centennial	Grim	Missouri/ Dobson	Campus Suites	Nason- Brewer
2-Occupant	\$6,415	\$6,590	\$6,340	\$6,800	n/a	\$7,120
3 or 4-Occupant	\$6,035	\$6,190	n/a	\$6,410	n/a	\$6,710
Single Occupant	n/a	n/a	\$7,080	\$7,630	\$8,500	\$7,960
Super Single	\$7,535	\$7,770	\$7,460	\$8,060	\$9,400	\$8,370
Deluxe Double	\$6,885	\$7,080	n/a	\$7,330	n/a	\$7,640
4-Occupant Suite	n/a	n/a	n/a	n/a	\$7,910	n/a

The North side of Ryle will be closed for renovation during the 2009-2010 academic year.

Additional fees are applied if a double room is bought out as a single.

University Apartments Fees Per Occupant

Meal plans are required for Fair Apartments since these apartments are not equipped with kitchens. Rates are based on full occupancy of the apartment.

Type of Occupancy	Fair Apartments <i>(with regular meals plan)</i>	Randolph Apartments <i>(without meals)</i>	Campbell Apartments <i>(without meals)</i>
	Unmarried Student Housing	Unmarried Student Housing	Unmarried Student Housing (when available)
1 Bedrooms, 2 Occupants	\$6,620	\$3,650	\$3,960
2 Bedrooms, 3 Occupants	n/a	n/a	\$3,870
2 Bedrooms, 4 Occupants	n/a	\$3,510	n/a
Married 1 Bedroom <i>(per family, when available)</i>	n/a	n/a	\$6,200
Married 2 Bedroom <i>(per family, when available)</i>	n/a	n/a	\$7,050

Campbell and Randolph Apartments are air-conditioned. Residence Life reserves the right to place married students in Randolph Apartments if space is needed and available.

Housing Application-Contract

For further information regarding University housing, contact the Residence Life Office, Missouri Hall 1100, 100 East Normal Ave., Kirksville, Missouri 63501, or call (660) 785-4227, or visit <http://reslife.truman.edu>.

Payment Options Available

Standard Payment Plan

The first option available for payment of University fees is to pay the semester's fees in total by the end of the first week of classes. Fees not paid by the end of the first week of classes will be considered past due, and interest at 9% per annum (.75% per month) will be assessed on the unpaid balance. An additional \$50 late fee will be assessed if fees are not paid in full by July 5 for the summer term, November 20 for fall semester and April 20 for spring term. Students who do not sign up for the Truman Flexible Payment Plan are expected to pay the semester's fees in full at the beginning of the semester.

Truman Flexible Payment Plan

The second option is to pay fall and spring semester fees in flexible payments throughout the semester. Summer fees are payable in two installments. Under this flexible payment plan, students will receive monthly billings showing the full remaining semester balance due. Payments can be as flexible as your individual circumstances require, as long as you pay an initial 25% (50% for summer terms) by the end of the first week of the semester, and pay the semester fees in full by November 20 for fall semester, April 20 for spring semester, and July 5 for summer terms. Under this plan, interest at 6% per annum (.5% per month) is charged on the unpaid balance. Accounts not paid in full by July 5 for summer, November 20 for fall, and April 20 for spring will include an additional \$50 late fee. To utilize this payment plan, students must sign a Truman Flexible Payment Plan Agreement Form (available on line via TruView, Student Tab and the My Accounts section).

Return of Enrollment Fees

See "Important Dates" section for information on refund of Enrollment Fees.

Students dropping individual courses after the semester begins are not entitled to a reduction in fees.

Fee Waiver for Senior Citizens

Persons 65 years of age or older shall have their instate Enrollment Fees waived and are eligible to enroll in any courses offered in the official university semester class schedule on a space-available basis. The Enrollment Fee waiver will not apply to Professional Development Courses, workshops, books and supplies. Classes may be taken for credit or for audit.

Any new student wishing to apply for enrollment as a Senior Citizen should contact the Office of Admission (Ruth W. Towne Museum and Visitors Center) or telephone 785-4114.

Other Fees

Change of Program Fee

A \$50 fee will be assessed for any student who adds or drops a course after the date listed in the "Important Dates" section of this schedule.

The \$50 fee will be assessed once each day for any add/drop activity that occurs after the printed deadline. The fee will be assessed at approximately midnight each day for changes that have occurred during the prior 24 hours. A maximum fee of \$50 per day will be charged, regardless of the number of changes that have occurred within that 24-hour period.

Credit/No Credit Grading Option Fee

A \$25 fee will be assessed for any student who changes to (or declines) the Credit/No Credit Grading Option after the date listed in the "Important Dates" section of this schedule.

Late Registration Fee

A \$20 late registration fee will be assessed for any student who initially enrolls on or after the first day of the semester.

Registration of Motor Vehicles

It is required that students register all motor vehicles, including two and three wheeled motorcycles that they park or expect to park on University owned grounds, property, or streets. Registration may be made at the Business Office, 105 McClain Hall and should be completed within 48 hours of the time the vehicle is brought to the University following initial enrollment. All students should have license plate numbers and drivers' license numbers available when registering a vehicle. A charge of \$50 is made for the entire year. The charge is reduced to \$25 for parking decals purchased during the spring semester, and \$14 if purchased during the summer term.

FINANCIAL AID

For more information regarding Financial Aid, go to <http://financialaid.truman.edu>

Federal Student Aid Programs

Students who have been notified by the Financial Aid Office that they have assistance for the semester will receive their first billing for the term with the amounts of their estimated aid reflected on but not deducted from the invoice. Instruction will be included regarding the receipt of a direct deposit or a refund check if there are funds in excess of the amount owed the University. Federal aid such as Pell Grant, Perkins Loan, Supplemental Grant, Nursing Loan, and the Federal Family Education Loans (Stafford and PLUS) will be applied toward unpaid fees and housing charges first.

Stafford and PLUS Loan funds will be sent to campus by the lender either via check or electronic funds transfer (EFT). If the funds are sent by paper check, it must be endorsed by the student (or parent for the PLUS Loans) before being credited to the student account. Proceeds received by EFT can be directly credited to the account. Students wanting to use Stafford or PLUS Loan proceeds to pay amounts due for the semester must submit a complete application to the Financial Aid Office by June 1. Applications received after this date will be processed, but funds

will normally not be available at the beginning of the term. A complete application consists of the results of a Free Application for Federal Student Aid (FAFSA), an Award Acknowledgement, and an electronic loan request provided by the Financial Aid Office or electronic application from your lender.

Vocational Rehabilitation

Amounts authorized by Vocational Rehabilitation for tuition, fees, and on-campus housing will automatically be credited to the student's account. If Vocational Rehabilitation authorizes book money, the student should contact the Financial Aid Office to pick up a voucher to take to the bookstore for credit. If the parking sticker charge is covered, contact Student Accounts in the Business Office for credit.

Should Vocational Rehabilitation approval not arrive in the Financial Aid Office in time for the fee payment deadline, the student must pay charges due and be reimbursed later when the authorization is received.

Veterans Benefits

Students who are eligible for Veterans benefits should contact the Veterans Representative in the Registrar's Office for an application and procedural information.

Each semester, students who are receiving Veterans benefits must complete an Intent to Enroll form before an enrollment certification can be submitted to the Veterans Administration for processing. Intent to Enroll forms are available in the Registrar's Office, MC 104. Checks are mailed directly from the Veterans Administration to the address listed by the student on the Intent to Enroll form. Any time a schedule change is made, it is the student's responsibility to immediately notify the Veterans Representative of the change. Schedule changes include adding courses, dropping courses, or withdrawing from the University.

Students who are receiving Veterans Benefits are required to sign an attendance verification sheet for each month enrolled. The Truman Veterans Representative has this form. Failure to sign this form each month will result in the termination of benefits for that semester.

Truman State University is proud to support the Missouri Returning Heroes' Education Act which officially became law on August 28, 2008. If you were a Missouri resident when first entering the military, served in armed combat after September 11, 2001, and were discharged from military service under honorable conditions you may qualify for reduced tuition charges. Please submit a copy of your DD 214 form to the Registrar's office. A review committee will evaluate your record to determine eligibility.

University and Truman State University Foundation Scholarships

Students must complete necessary paperwork, including service renewal proposals, before scholarships can be credited to accounts. All scholarships will be shown as credit via the invoice received from the Business Office. Credits will appear on subsequent invoices for students who complete the required forms after the first billing date. Students will also be able to view their account at any time through TruView. If students have questions about their scholarships, they should inquire at the Financial Aid Office (MC 103).

Faculty and Staff Discounts

All faculty/staff discount recipients should follow this procedure:

1. Obtain their department head's signature on a discount card;
2. Bring the discount card to the Payroll Department (MC 105) for signature;
3. Enroll in class(es); and
4. Take the card to the Business Office Cashier for processing.
5. Inquire at the Business Office for faculty/staff discount policies.

Graduate Teaching/Research Assistants

GTRA recipients should receive the credit for the assistantship on the first invoice received from the Business Office. Students can also view their account at any time through TruView. If the credit does not appear on the billing, students should inquire at the Financial Aid Office (MC 103). All Graduate Assistants must come to the Payroll Department (MC 105) to receive payroll information.

Private Scholarships

Private scholarship checks should be taken to the Financial Aid Office. Private scholarships will be disbursed to the student's account.

ROTC Scholarships

Students on the ROTC Program will receive notification of scholarship application on the student invoice.

If additional ROTC covered charges occur during the course of the semester, the student should report the charges to the Student Accounts section of the Business Office.

GENERAL INFORMATION

Where to Go or Call with Questions

(all area codes are 660)

	LOCATION	PHONE	E-MAIL
Admission Office	RTM	785-4114	admissions@truman.edu
Undergraduate			
Registrar's Office	MC 104	785-4143	registrar@truman.edu
Add/Drop/Registration			
Advanced Placement/Undergraduate Transfer Credit			
Auditing a Course			
Certification/Verification of Attendance			
Graduation Requirements–Undergraduate			
Veteran's Benefits			
Center for International Education Abroad . . .	KB 120	785-4076	ciea@truman.edu
Assessment and Testing Office	VH 1130	785-4140	tests4u@truman.edu
Disability Services	SHC	785-4478	vwehner@truman.edu
Financial Aid Office	MC 103	785-4130	finaid@truman.edu
Graduate Office	MC 203	785-4109	gradinfo@truman.edu
Admission–Graduate			
Graduate Programs/Enrolling in Graduate Courses			
Graduation Requirements–Graduate			
Residence Life	MH 1100	785-4227	reslife@truman.edu
Multicultural Affairs Center	AB	785-4142	
Professional Development	VH 2300	785-4219	
Off-Campus Courses			
Student Accounts	MC 105	785-4074	staccts@truman.edu
Payment of Fees			
Provost/Vice President for Academic Affairs . .	MC 203	785-4105	withdraw@truman.edu or vpaa@truman.edu
Overload Requests			
Withdrawal from the University			

Student Identification Number

The University currently uses a system-generated ID number to identify student records. The ID is printed in boldface on the Truman Student ID Card.

New students and re-applicants will be provided their ID number along with registration materials.

COURSE INFORMATION

Online and Classroom Courses

Truman offers a limited number of undergraduate courses utilizing an online method of instruction. Online courses are available only to degree-seeking students.

Online classes are conducted via your personal computer and modem or direct cable access from your home or office through the Internet. You will need a PC or Macintosh, a modem or direct cable access and your own Internet Service Provider.

Some courses may require meetings either on-campus or off-campus prior to or during the semester. An on-campus final examination may be required at the end of the semester. Refer to specific course meeting times and comments contained in the special section of this booklet for more details.

Online courses provide students the convenience of completing coursework from off-campus locations, while at the same time maintaining student status at Truman for financial aid consideration, enrollment verification and applicability of credit (these courses are the equivalent of regularly offered Truman courses in terms of applicability to degree requirements).

Students are assessed regular enrollment fees based on the number of credit hours enrolled for online and classroom courses. Regular registration procedures are required to enroll in these courses.

Internships

Students interested in an internship should contact their academic advisor or department chair for additional information. Regular registration procedures are required to enroll in these courses, once final approval has been granted. Students are assessed regular enrollment fees based on the number of credit hours enrolled for the internship.

Independent Study

Generally only faculty who are teaching regular courses during the semester are available to work with students on an independent study basis during this period. Regular registration procedures are required to enroll in these courses, once approval has been granted by the faculty member and department chair. Students are assessed regular enrollment fees based on the number of credit hours enrolled for an independent study course.

Workshops and Interim Courses

Truman offers workshops and interim courses between regular semesters. Refer to the Academics page of the Truman website at <http://www.truman.edu> for the listing of courses offered during interim terms.