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Fall 2016 Semester Calendar

Truman Week Begins.....	Wednesday	Aug. 17
Classes begin.....	7:30 am	Monday..... Aug. 22
Labor Day Holiday (no classes, offices closed)	Monday	Sept. 5
Classes resume.....	7:30 am	Tuesday..... Sept. 6
First Block classes end.....	10:00 pm	Tuesday..... Oct. 11
Second Block classes begin.....	7:30 am	Wednesday... Oct. 12
Midterm Break begins (no classes)	7:30 am	Thurs-Friday.. Oct. 13-14
Classes resume.....	7:30 am	Monday..... Oct. 17
Thanksgiving Break.....	7:30 am	Mon-Fri..... Nov. 21-25
Classes resume.....	7:30 am	Monday..... Nov. 28
Last day of classes.....	Friday	Dec. 9
Final exams begin.....	7:30 am	Monday..... Dec. 12
Reading Day.....	Wednesday	Dec. 14
Final exams end.....	10:00 pm	Friday..... Dec. 16
Commencement.....	11:00 am	Saturday..... Dec. 17

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 Jamie Ball, at McClain Hall 101 on the University campus, telephone number 660-785-4354. Jamie Ball 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: FALL 2016 SEMESTER

For Fall 2016, 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 schedule changes, **regardless of reason for the change**, made after the first five days for the Fall and Spring semesters. 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.

Students who need to withdraw from **all** courses should withdraw through TruView by selecting the Student Tab and scrolling down to Student Data. Under the column labeled "Registration" select "withdraw from all courses for a selected semester." International students must meet with the ISAO before withdrawing from all courses.

	Full Semester Courses	First Block Courses	Second Block Courses
First Day of Classes	Mon., Aug. 22	Mon., Aug. 22	Wed., Oct. 12
Last Day to Add a Course *	Fri., Aug. 26	Fri., Aug. 26	Tues., Oct. 18
Last Day to Sign Up for Audit	Fri., Aug. 26	Fri., Aug. 26	Tues., Oct. 18
Last Day to Drop a Course <u>without</u> being charged the \$50 Add/Drop Fee **	Fri., Aug. 26	Fri., Aug. 26	Tues., Oct. 18
Last Day to Sign Up for Credit/No Credit Grading Option without being charged the \$25 Credit/No Credit Fee	Fri., Aug. 26	Fri., Aug. 26	Tues., Oct. 18
Last Day to Drop a Course <u>without</u> a W appearing on Transcript and receive a 100% refund of special course fees (\$50 Add/Drop fee will be added to student's account)	Tues., Sept. 13	Thurs., Sept. 1	Tues., Oct. 25
Last Day to Drop a Course (W grade will be assigned, \$50 Add/Drop fee will be added to student's account)	Fri., Oct. 28	Wed., Sept. 21	Thurs., Nov. 10
Last Day to Change to Credit/No Credit Grading Option (\$25 Credit/No Credit Fee will be added to student's account)	Fri., Oct. 28	Wed., Sept. 21	Thurs., Nov. 10
Last Day to Withdraw from ALL classes with 100% Reduction in Enrollment Fees	Fri., Aug. 19		
Last day to Withdraw from ALL classes and receive a 90% Reduction in Enrollment Fees	Mon., Aug. 29		
Last day to Withdraw from ALL classes and receive a 50% Reduction in Enrollment Fees	Mon., Sept. 12		
Last day to Withdraw from ALL classes and receive a 25% Reduction in Enrollment Fees	Mon., Oct. 10		
Last day to Withdraw from ALL classes with No Refund	Fri., Dec. 9		

* 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 last day to drop without a W of the semester, course adds must also be approved by the Provost/Executive 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 but may still affect financial aid eligibility.

ADVISING AND REGISTRATION INFORMATION

Web Registration Dates for Fall 2016

Currently Enrolled Students (Spring 2016)

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

Group (by recorded hours Earned as of March 2016)	First Available Date	First Available Time
Graduate Students 0.0+	M - March 21	7:00 a.m.
128.0-255.0	M - March 21	7:00 a.m.
116.5 - 127.99	T - March 22	7:00 a.m.
106.0 - 116.49	W - March 23	7:00 a.m.
97.0 - 105.99	R - March 24	7:00 a.m.
87.5 - 96.99	F - March 25	7:00 a.m.
University Closed	M - March 28	
79.0 - 87.49	T - March 29	7:00 a.m.
71.0 - 78.99	W - March 30	7:00 a.m.
62.5 - 70.99	R - March 31	7:00 a.m.
54.0 - 62.49	F - April 1	7:00 a.m.
46.0 - 53.99	M - April 4	7:00 a.m.
37.0 - 45.9	T - April 5	7:00 a.m.
26.5 - 36.99	W - April 6	7:00 a.m.
17.0 - 26.49	R - April 7	7:00 a.m.
0.0 - 16.99	F - April 8	7:00 a.m.
Monday, April 11 at 7 a.m. JINS will open to students whose current plus hours earned is greater or equal to 60.		
JINS	M - April 11	7:00 a.m.

New and Returning Students

(Not Enrolled for Fall 2016)

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 Studies Office. Registration information will be provided upon admission or readmission to the University.

Instructions

Please refer to the Registrar's Website for current registration instructions www.truman.edu/registrar.

Resolving Errors

Closed Course. If the course is closed, you may be given the option to add yourself to a wait list. You may also 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.

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 2016-2017 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 Studies 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.

Repeat Hours Exceed or Repeat Count Exceed. You are attempting to register for a class for which you have already earned credit and would exceeded the repeat limits stated in the catalog. If you wish to enroll in a non-repeatable course for which you previously earned credit and earned a grade of D or better, you need an override from the Office of the Registrar.

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, at 660-785-4478 or at ds@truman.edu.

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 To Drop 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"). If this is your first semester at Truman, you will need to contact your academic advisor to process adds.

You will not be able to register for classes until you have been cleared for registration by your academic advisor.

Wait Lists — A wait list is an electronic list of students who want to enroll in a course that has reached maximum capacity (closed). Wait listing is a registration option, not automatic. Most wait lists are built on a first-come, first-served basis and are prioritized according to the date and time students select the wait list option.

Overrides — A Department Office may enter an override to allow you to register in a course that you believe you may not be able to enroll in even if listed on the wait list.

Credit Load Restrictions/Overload Permits

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

Graduate — students desiring to enroll in more than 14 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 the 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. Complete an Add/Drop form and obtain 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. Students are not allowed to attend any class unless officially enrolled.

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"). If this is your first semester at Truman, you will need to contact your academic advisor to process drops.

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. You can withdraw from all courses by selecting the student tab in TruView. Scroll down to Student Data and under the Registration column, select "withdraw from all courses for a selected semester." International students must meet with the Center for International Students before withdrawing from all courses.

Note: please remember that your instructor cannot drop a course for you, nor can they 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. Sign into your TruView account and select the Truman tab. Under Inside Truman, select Offices. Select Registrar. Select Schedules and Calendars. Select Grade Availability and Posting Dates. www.truman.edu/registrar/schedules-and-calendars/

Housing Costs

Housing Application-Contract

For 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 go to wp-internal.truman.edu/reslife.

FEES AND FEE PAYMENT

For more information regarding fees and fee payment, go to www.truman.edu/businessoffice/student-accounts/

Enrollment Fees for Fall Semester

The following fees are applicable to the Fall 2016 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
1.0	298.00	568.00	350.00	601.00
2.0	596.00	1,136.00	700.00	1,202.00
3.0	894.00	1,704.00	1,050.00	1,803.00
4.0	1,192.00	2,272.00	1,400.00	2,404.00
5.0	1,490.00	2,840.00	1,750.00	3,005.00
6.0	1,788.00	3,408.00	2,100.00	3,606.00
7.0	2,086.00	3,976.00	2,450.00	4,207.00
8.0	2,384.00	4,544.00	2,800.00	4,808.00
9.0	2,682.00	5,112.00	3,150.00	5,409.00
10.0	2,980.00	5,680.00	3,500.00	6,010.00
11.0	3,278.00	6,248.00	3,850.00	6,611.00
12.0	3,576.00	6,818.00	4,205.00	7,214.50
13.0	3,576.00	6,818.00	4,205.00	7,214.50
14.0	3,576.00	6,818.00	4,205.00	7,214.50
15.0	3,576.00	6,818.00	4,555.00	7,815.50
16.0	3,576.00	6,818.00	5,005.00	8,516.50
17.0	3,576.00	6,818.00	5,455.00	9,217.50
18.0	3,874.00	7,386.00	5,905.00	9,918.50
19.0	4,272.00	8,054.00	6,355.00	10,619.50
20.0	4,670.00	8,722.00	6,805.00	11,320.50
21.0	5,068.00	9,390.00	7,255.00	12,021.50
22.0	5,466.00	10,058.00	7,705.00	12,722.50
23.0	5,864.00	10,726.00	8,155.00	13,423.50
24.0	6,262.00	11,394.00	8,605.00	14,124.50

A \$30 fee will be assessed for every online course.

Other fees include an activity fee of \$43 per semester and a student government fee of \$2 per semester. The total activity fee is \$45 per semester. There is also a \$27 per semester Health Center fee, a \$58 per semester student approved athletic fee, a \$5 per student approved environmental sustainability fee, and a \$17 student approved information technology fee.

First semester freshmen will be assessed a one-time \$315 semester orientation fee including summer orientation and Truman week. First semester transfer students will be assessed a one time transfer orientation fee. Additional special class fees may be assessed depending upon individual course selection.

Special class fees are fully (100%) refundable until the last day to withdraw without a W appearing on the transcript. They are non-refundable after the last day to withdraw without a W appearing on the transcript.

For Undergraduate students, the 18th hour is considered an overload and will be charged the hourly rate above the standard enrollment fees for the 18th hour. Graduate students taking 15 hours will be charged the hourly rate above the standard enrollment fees 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. to 5:00 p.m., Monday through Friday. The Cashier Window is open from 10:30 a.m. to 3:30 p.m.

All charges are to be assessed to the student's official account through the Business Office. 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, student approved Information Technology fee, student approved Environmental Sustainability fee and for first year students, a Truman Week Fee for the 2016-2017 academic year are estimated here. These estimates are for fall and spring terms only:

First Year Student

Missouri Resident.....TBA

Non-resident.....TBA

Returning Student

Missouri Resident.....TBA

Non-resident.....TBA

Charges may also include parking permits, lab fees, course 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.

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 \$75 late fee will be assessed if fees are not paid in full by July 5 for the summer term, November 15 for fall semester and April 15 for spring semester. 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 online monthly e-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 15 for fall semester, April 15 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 15 for fall, and April 15 for spring will include an additional \$75 late fee. To utilize this payment plan, students can sign up for the Flexible Plan via TruView, Student Tab, Student Finances section and click Flexible Payment Plan Agreement.

Return of Enrollment Fees

See the "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 with the possible exception of special course 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 Institute for Academic Outreach (McClain Hall 303) or telephone (660) 785-5384.

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

Students are required to register all motor vehicles, including two and three wheeled motorcycles that they park or expect to park on University owned grounds, property, or streets. Parking permits are current through the academic year of issue (i.e., September 1, 2016–August 31, 2017). Your account will be charged \$130 for a parking decal. This fee is reduced to \$75 when purchased at Spring Semester and \$50 for Summer Semester Only.

Application for parking permits can be done online by logging on to your TruView account:

Select TRUMAN Tab and go to "Update and View My Personal Information."

Then select "REGISTER YOUR VEHICLE"

Your parking permit will be available at Parking Services within the Department of Public Safety, GS 100, during regular Parking Service hours, Monday–Friday 8 a.m. to 2:30 p.m.

The Department of Public Safety is located at the corner of Patterson & Franklin Streets – enter at the drive thru canopy on the west side of the building.

FINANCIAL AID

For more information regarding fees and fee payment, go to www.truman.edu/businessoffice/student-accounts/

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. Instructions will be included regarding the receipt of a refund 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 Direct Loans (Stafford and PLUS) will be applied toward unpaid fees and housing charges first.

Students wanting to use Federal aid 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) and any additional forms requested by the Financial Aid Office.

State Programs 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 Truman Bookstore. 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.

Missouri Financial Assistance Programs

The application deadline for state need-based assistance is April 1 for the coming year. The same FAFSA (Free Application for Federal Student Aid) form that is used for federal aid is also used for state aid. Disbursement of state funds does not occur until after the semester has begun and enrollment is certified. Then amounts will be applied toward unpaid tuition, fee, and housing charges first before excess funds are given directly to the student.

Veterans Benefits

Students who are eligible for Veterans benefits should contact the Veterans Representative in the Registrar's Office.

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. 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.

Truman State University is proud to support the Yellow Ribbon Program and the Missouri Returning Heroes' Educational Act.

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 form located on TruView, Employee Tab, under Benefits - faculty and staff enrollment fee reduction application;
2. Bring the discount form to the Human Resource Office (MC 101) for approval and signature;
3. Enroll in class(es); and
4. Inquire at the Human Resources Office or Business Office for faculty/staff discount policies.

Graduate Teaching/ Research Assistants

GTRA recipients will receive the tuition waiver for up to 9 credits of graduate tuition by/before the tuition due date. If the credit does not appear on their student account statement by the start of classes, please contact the Graduate Studies Office.

Private Scholarships

Private scholarships should be turned in to the Financial Aid Office, MC 103.

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

(all area codes are 660)

	LOCATION	PHONE	EMAIL
Admission Office Undergraduate Admissions	RTM	785-4114	admissions@truman.edu
Assessment & Testing Office	VH 1130	785-4140	tests4u@truman.edu
Bookstore	SUB	785-4211	truman@bkstr.com
Center for Academic Excellence			
Advising Center	KB 112	785-4409	
Tutoring Center	KB 110		trumansuccess@truman.edu
Writing Center	KB 120	785-4484	write@truman.edu
Center for International Education & Study Abroad	Grim Hall 1st Floor	785-4076	ciea@truman.edu
Center for International Students International Admissions	Grim Hall 2nd Floor	785-4215	intladmit@truman.edu
Disability Services	SHC	785-4478	ds@truman.edu
Financial Aid Office	MC 103	785-4130	finaid@truman.edu
Graduate Studies Office Graduate Admissions	MC 203	785-4109	gradinfo@truman.edu
Institute for Academic Outreach K-12 Programs Graduate Certificates Summer Academies Online Professional Development	MC 303	785-5384	institute@truman.edu
Multicultural Affairs Center	AB	785-4142	pmoore@truman.edu
Registrar's Office Advanced Placement/Undergraduate Transfer Credit All Registration Functions Certification/Verification of Attendance Graduate Verifications - Undergraduate Veteran's Benefits Transcripts	MC 104	785-4143	registrar@truman.edu
Student Accounts	MC 105	785-4074	staccts@truman.edu
Student Affairs	SUB 110	785-4111	stuaffs@truman.edu
Vice President for Academic Affairs & Provost	MC 203	785-4105	vpaa@truman.edu

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 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. Faculty may ask you to report to a proctoring center near your home or require you to use an online proctoring service to complete some or all of your assessments. 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. Online courses will be assessed an additional \$30 fee per course. 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 Registrar's website at <http://www.truman.edu/registrar>. Select 'Registration' from the links on the left. Select 'How to Search for Courses on the Current Course List' and then select 'Current Course List' link.