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## Fall 2024 Semester Calendar

Truman Week begins.....	Wednesday.....	Aug. 14	
Classes begin.....	7:30 a.m.....	Monday.....	Aug. 19
First Block classes end.....	10:00 p.m.....	Tuesday.....	Oct. 8
Second Block classes begin.....	7:30 a.m.....	Wednesday.....	Oct. 9
Midterm Break.....	7:30 a.m.....	Thurs.-Fri.....	Oct. 10-11
Thanksgiving Break.....	7:30 a.m.....	Mon.-Fri.....	Nov. 25-29
Last day of classes.....	Friday.....	Dec. 6	
Final exams begin.....	7:30 a.m.....	Monday.....	Dec. 9
Reading Day.....	Wednesday.....	Dec. 11	
Final exams end.....	10:00 p.m.....	Friday.....	Dec. 13
Commencement.....	11:00 a.m.....	Saturday.....	Dec. 14

**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 Ryan Nely, at Violette Hall 1308 on the University campus, telephone number 660-785-4354. Ryan Nely 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 2024 SEMESTER

For Fall 2024, 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 a.m.-5:00 p.m. Monday through Friday. Contact the Registrar's Office for specific add/drop and withdrawal dates for off-schedule and interim 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 \$35 Credit/No Credit fee will be charged for all Credit/No Credit forms submitted after the first five days of courses. **Note:** When dropping courses if you receive the message "Dropping last class is not allowed", you must withdraw from the semester following the instructions to "Withdraw from ALL courses" in order to drop all courses.

Students who need to **withdraw from ALL courses** must withdraw through TruView ([truview.truman.edu](http://truview.truman.edu)) by selecting Student => Registration Tool from the Tools menu on the left. In the center section of the page, select "Withdraw from All Courses for a Selected Semester" under the "Registration" heading and follow the instructions on the page. International students must meet with CIS before withdrawing from all courses so plan accordingly.

	Full Semester Courses	First Block Courses	Second Block Courses
First Day of Classes	Mon., Aug. 19	Mon., Aug. 19	Wed., Oct. 9
Last Day to <b>Add to Wait List</b> ***	Thurs., Aug. 22	Thurs., Aug. 22	Wed., Oct. 16
Last Day to <b>Add a Course</b> *	Fri., Aug. 23	Fri., Aug. 23	Thurs., Oct. 17
Last Day to Sign Up for <b>Audit</b>	Fri., Aug. 23	Fri., Aug. 23	Thurs., Oct. 17
Last Day to <b>Drop a Course</b> <u>without</u> being charged the \$50 Add/Drop Fee **	Fri., Aug. 23	Fri., Aug. 23	Thurs., Oct. 17
Last Day to Sign Up for <b>Credit/No Credit</b> Grading Option without being charged the \$35 Credit/No Credit Fee	Fri., Aug. 23	Fri., Aug. 23	Thurs., Oct. 17
Last Day to <b>Drop a Course</b> <u>without</u> a W appearing on Transcript and receive a 100% refund of special course fees ( <b>\$50 Add/Drop fee</b> will be added to student's account)	Thurs., Sept. 12	Thurs., Aug. 29	Wed., Oct. 23
Last Day to <b>Drop a Course</b> (W grade will be assigned, <b>\$50 Add/Drop fee</b> will be added to student's account)	Fri., Dec. 6	Tues., Oct. 8	Fri., Dec. 6
Last Day to Change to <b>Credit/No Credit</b> Grading Option (\$35 Credit/No Credit Fee will be added to student's account)	Fri., Dec. 6	Tues., Oct. 8	Fri., Dec. 6
Last Day to <b>Withdraw from ALL</b> classes with 100% Reduction in Enrollment Fees	Sun., Aug. 18		
Last day to <b>Withdraw from ALL</b> classes and receive a 90% Reduction in Enrollment Fees	Wed., Aug. 28		
Last day to <b>Withdraw from ALL</b> classes and receive a 50% Reduction in Enrollment Fees	Thurs., Sept. 12		
Last day to <b>Withdraw from ALL</b> classes and receive a 25% Reduction in Enrollment Fees	Tues., Oct. 8		
Last day to <b>Withdraw from ALL</b> classes with No Refund	Fri., Dec. 6		

\* Any requests to add courses after this date must be approved by the student's advisor, the course instructor, and the Department Chair/Dean of the course. 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. Students cannot add courses online after the add deadline. 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.

\*\*\* Wait List will open at 7:00 am on the first day of registration and will close permanently at 11:59pm on the deadline date - adding to the wait list will no longer be available. The full 24-hour window may not be available to enroll in the Wait Listed course after receiving email notification of seat availability.

# ADVISING AND REGISTRATION INFORMATION

## Web Registration Dates for Fall 2024

### Currently Enrolled Students (Spring 2024)

Note: Web-based registration is on-going through the Last Date to Register or Change Schedules. Students may register at or after the times shown but not before.

Group (by recorded hours Earned as of March 2024)	First Available Date	First Available Time
<b>Graduate Students</b>		
0.0+ hours earned	Friday, March 22	7:00 a.m.
<b>Undergraduate Students</b>		
90.0+ hours earned	Friday, March 22	7:00 a.m.
68.0 - 89.99 hours earned	Monday, March 25	7:00 a.m.
47.0 - 67.99 hours earned	Tuesday, March 26	7:00 a.m.
30.0 - 46.99 hours earned	Wednesday, March 27	7:00 a.m.
15.0 - 29.99 hours earned	Thursday, March 28	7:00 a.m.
1.0 - 14.99 hours earned	Friday, March 29	7:00 a.m.
0.0 - 0.99 hours earned	Tuesday, April 2	7:00 a.m.

### New and Returning Students (Not Enrolled for Spring 2024)

Students who are not currently enrolled or who were never enrolled for Spring 2024 must apply for admission through the Admissions Office or Graduate Office. Registration information will be provided during the admission process.

Students with an approved one or two semester leave of absence must contact their advisor to be cleared to register but do not need to reapply through the Admissions Office.

Non-degree seeking students must reapply each semester. Registration information will be provided during the admission process.

### 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.

### Instructions

Please refer to the Registrar's Website for current registration instructions [www.truman.edu/registrar](http://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 2023-2024 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 Credit Load Restrictions/Overload Permits under ADDING AND DROPPING COURSES.

**Repeat Hours Exceed or Repeat Count Exceed.** You are attempting to register for a class for which you have already earned credit and would exceed 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.

**Reserved Closed.** Each Summer, when the University begins the process of enrolling new students for fall, we save seats in introductory classes for our new students. If you look at the Open Course List via TruView, it appears that there are seats available in these sections, but they are actually "reserved" for incoming first year and new transfer students. Unfortunately, by just looking at "remaining seats" on the open course list, you cannot tell which seats are reserved for the new first year students and which seats are available to upper class students. TruView will, however, give you a "reserved closed" error message if you try to enroll in a seat reserved for new first year students. Upper class students will not be allowed to enroll in a class that is marked as "reserved closed" until after all incoming students have been registered. Generally, the University opens any remaining seats in these classes to upper class students in early August.

**Student Attribute Restriction.** This error occurs when a senior tries to register for a JINS course. Seats in these courses are reserved for students who will be juniors (by cohort or credit hours) the following semester. You can request the attribute to allow you to enroll in a JINS course by completing the form at [https://formbuilder.truman.edu/web/form\\_builder2/form\\_builder.asp?testid=2440](https://formbuilder.truman.edu/web/form_builder2/form_builder.asp?testid=2440).

**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 at [jsneddon@truman.edu](mailto:jsneddon@truman.edu) or visit the office located on the first floor of the library in PML 109A.

## 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](mailto:helpdesk@truman.edu).

# ADDING AND DROPPING COURSES

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## 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"). 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 approval. To request approval, complete the Academic Appeals/Request form by navigating to TruView and selecting Student => Student Tools from the Tools menu on the left. In the center section of the page, click on the "Academic Appeals" link located under the "Courses & Grades" heading. The appeal must be approved before the student may enroll via TruView.

**Graduate** – students desiring to enroll in more than 15 graduate hours must obtain approval. To request approval, complete the Academic Appeals/Request form by navigating to TruView and selecting Student => Student Tools from the Tools menu on the left. In the center section of the page, click on the "Academic Appeals" link located under the "Courses & Grades" heading. The appeal must be approved before the student may 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.

## 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"). 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, check the box for conditional add/drop. This means you will only be dropped if you get into the class you are attempting to register for.

## Withdrawing from all Courses

If you wish to completely withdraw from the semester, you must withdraw through TruView by selecting Student => Student Tools from the Tools menu on the left. In the center section of the page, select "Withdraw from All Courses for a Selected Semester" under the "Registration" heading and follow the instructions on the page. International students must meet with CIS before withdrawing from all courses so plan accordingly.

**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.

# COURSE INFORMATION

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## Online and Classroom Courses

Truman offers some undergraduate and graduate 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 Mac, 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 instructional technology fee. Regular registration procedures are required to enroll in these courses.

Note: Students may not be enrolled in online courses while outside of the United States.

## 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.

# GRADES

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## 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 \$35 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 Student => Student Tools from the Tools menu on the left. In the center section of the page, select the link for "Final Grades" or "View Transcripts" to see your grades. To see the schedule of when grades are available, visit <https://www.truman.edu/registrar/schedules-and-calendars/> and select the link for "Grade Availability and Posting Dates".

# FEES AND FEE PAYMENT

For more information regarding fees and fee payment, go to [www.truman.edu/businessoffice/student-accounts/](http://www.truman.edu/businessoffice/student-accounts/)

## Enrollment Fees for Fall Semester

The following fees are applicable to the Fall 2024 term. All fees are subject to revision by the Board of Governors.

HRS	Undergraduate Fees		Graduate Fees*
	Resident	Non-Resident	Standard Graduate (Tier 2)
1.0	\$395.50	\$759.50	\$507.00
2.0	\$791.00	\$1,519.00	\$1,014.00
3.0	\$1,186.50	\$2,278.50	\$1,521.00
4.0	\$1,582.00	\$3,038.00	\$2,028.00
5.0	\$1,977.50	\$3,797.50	\$2,535.00
6.0	\$2,373.00	\$4,557.00	\$3,042.00
7.0	\$2,768.50	\$5,316.50	\$3,549.00
8.0	\$3,164.00	\$6,076.00	\$4,056.00
9.0	\$3,559.50	\$6,835.50	\$4,563.00
10.0	\$3,955.00	\$7,595.00	\$5,070.00
11.0	\$4,350.50	\$8,354.50	\$5,577.00
12.0	\$4,750.00	\$9,114.00	\$6,084.00
13.0	\$4,750.00	\$9,114.00	\$6,591.00
14.0	\$4,750.00	\$9,114.00	\$7,098.00
15.0	\$4,750.00	\$9,114.00	\$7,605.00
16.0	\$4,750.00	\$9,114.00	\$8,112.00
17.0	\$4,750.00	\$9,114.00	\$8,619.00
18.0	\$5,145.50	\$9,873.50	\$9,126.00
19.0	\$5,641.00	\$10,733.00	\$9,633.00
20.0	\$6,136.50	\$11,592.50	\$10,140.00
21.0	\$6,632.00	\$12,452.00	\$10,647.00
22.0	\$7,127.50	\$13,311.50	\$11,154.00
23.0	\$7,623.00	\$14,171.00	\$11,661.00
24.0	\$8,118.50	\$15,030.50	\$12,168.00

\* Graduate students enrolled in the following graduate program courses are assessed the respective graduate tuition tier rate per credit hour:

Tier 1	\$322	Masters in Gifted Education
Tier 3	\$523	Masters of Athletic Training, Masters of Art in Communication Disorders, Masters of Art in Education, Masters of Art in Music, Data Science Certificate, Masters of Science in Data Science
Tier 5	\$562	Masters of Accountancy, Masters of Arts in Counseling (Mental Health, School, and Rehabilitation)

An instructional technology fee of \$11 per credit hour will be assessed for every Classroom/Lecture, Laboratory, Lecture/Studio, Combined Lecture/Lab, Online Instruction, Combined Classroom/Online Instruction, Online-Synchronous, Online-Low Residency, or HyFlex course. Additional special class and program fees may be assessed depending upon individual course selection.

Other fees include an activity fee of \$46 per semester and a student government fee of \$4 per semester. The total activity fee is \$50 per semester. There is also a \$39 per semester student health 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 \$350 semester orientation fee including summer orientation and Truman Days. First semester transfer students will be assessed a one-time \$150 transfer orientation fee.

Program and/or 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.

Undergraduate hours over 18 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 10:00 a.m. to noon and 1:00 p.m. to 3:00 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 [stacct@truman.edu](mailto:stacct@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 Days Fee for the 2024-2025 academic year are estimated here. These estimates are for fall and spring terms only:

### First Year Student

Missouri Resident.....\$17,804  
Non-resident.....\$26,532

### Returning Student

Missouri Resident.....\$17,454  
Non-resident.....\$26,182

Charges may also include parking permits, lab fees, technology fees, program 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. Meal plans are not included in the above estimates. Meal plan rates vary based on the number of meals selected per week.

## 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 program and/or special course fees.

**FALL 2024**

# Payment Options Available

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## 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. **The initial 25% payment for every term will be due by the end of the first week of classes.** For the fall term, the second 25% payment is due September 15th, the third 25% payment is due October 15th, and the remaining balance is due November 15th. For the Spring term, the second 25% payment is due February 15, the third 25% payment is due March 15th, and the remaining balance is due April 15th. For Summer, the remaining balance is due by July 5th. **This payment method will incur finance charges equal to one half percent (1/2%) per month or six percent (6%) per year on the unpaid balance. Accounts not paid in full by the last due date will be assessed a \$75.00 late payment penalty.** 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.

## Fee Waiver for Senior Citizens

Non-degree seeking persons 65 years of age or older shall have their in-state 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.

Note: The senior citizen fee waiver is not available to persons pursuing microcredentials, certificates, or baccalaureate or graduate degrees.

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.

## Faculty and Staff Discounts

Requests for the Faculty/Staff Enrollment Fee Reduction benefit can be submitted online, and the form will route for signatures electronically. To submit the application, follow the steps below:

1. Log on to TruView and choose the Employee tab.
2. Click on the "Connect with Processmaker" button found on the lower left side of the page. Click "Accept." This opens Processmaker.
3. Select "New Case" on the left side of the page.
4. Click "Faculty/Staff Discount Form (Employee Initialize)" under the Cashier folder.
5. Click "Start Case" on the right side in the Process Information section. This will bring up the fillable form to complete.
6. Electronically sign the form by typing your name and date (can use the calendar shown). When you hit the "Submit" button, locate

your Supervisor/Department Head from the dropdown list. You can also type it in the box, and it should come up as well.

7. Click the "Continue" button. This will send your completed form to your Supervisor/Department Head for approval.

## Graduate Teaching/Research Assistants

GTRA recipients will receive the tuition waiver for up to 9 credits of graduate tuition. The tuition waiver will be processed during the week following the free Add/Drop period. If the credit does not appear on the student account statement by the end of the second week of classes, please contact the Graduate Studies Office.

## Other Fees

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### 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 \$35 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.

### 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 [truman.edu/student-life/](http://truman.edu/student-life/).

### Registration of Motor Vehicles and Bicycles

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 to August 31). Your account will be charged \$135 for a parking decal. This fee is reduced when purchased after Jan. 1, 2025 for Spring Semester and for Summer Semester only.

Parking permit registration for Fall 2024 will begin after July. Check with Public Safety for an exact date. Application for parking permits and bicycle permits can be done online by logging on to TruView and selecting Everyday Tools => Truman Tab Tool from the Tools menu on the left. Then select "Register your Vehicle/Bicycle" under the "Update and View My Personal Information" heading.

Your parking permit and/or bicycle permit will be available at Parking Services within the Department of Public Safety, GS 100, during regular Parking Service hours, Monday-Friday 7:30 a.m. to 4:30 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/](http://www.truman.edu/businessoffice/student-accounts/)

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## 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. Federal aid such as Pell Grant, 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 May 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.

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 February 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. It is also the student's responsibility to notify the Veterans Representative of any **change in major**.

Students who are receiving Veterans Benefits are required to verify monthly with the VA that you are still attending classes by using WAVE (Ch. 1606) or the Text Message Enrollment Verification (Ch. 33). Note: Ch. 35 students do not need to verify enrollment monthly.

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 shortly before or 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) or at [fnaid@truman.edu](mailto:fnaid@truman.edu).

## Private Scholarships

Private scholarships should be submitted 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 department of the Business Office.



# GENERAL INFORMATION

## Where to Go or Call with Questions

(all area codes are 660)

	LOCATION	PHONE	EMAIL
<b>Admission Office</b> Undergraduate Admissions	RTM	785-4114	admissions@truman.edu
<b>Assessment &amp; Testing Office</b>	VH 1130	785-4140	testing@truman.edu
<b>Center for Academic Excellence</b> Advising Center Tutoring Center	PML 109	785-4409	advise@truman.edu
<b>Center for Diversity &amp; Inclusion</b>	BH 109	785-4142	diversity@truman.edu
<b>Center for International Education &amp; Study Abroad</b>	BH 106	785-4076	ciea@truman.edu
<b>Center for International Students</b> International Admissions	BH 104	785-4076	intladmit@truman.edu
<b>Disability Services</b>	PML 109A	785-4478	jsneddon@truman.edu
<b>Financial Aid Office</b>	MC 103	785-4130	finaid@truman.edu
<b>Graduate Studies Office</b> Graduate Admissions	MC 203	785-4109	gradinfo@truman.edu
<b>Information Technology Services</b>	PML 203	785-4544	helpdesk@truman.edu
<b>Institute for Academic Outreach</b> K-12 Programs Graduate Certificates Summer Academies Online Professional Development Summer Session Non-Credit Programs Concurrent Enrollment	MC 303	785-5384	institute@truman.edu
<b>Public Safety</b> University Police Parking Decals SAFE Team Escorts Bike Registrations Lost & Found	GS 100	785-4176	police@truman.edu
<b>Registrar's Office</b>	MC 104	785-4143	registrar@truman.edu
<b>Residence Life Central Office</b>	MH 1100	785-4227	reslife@truman.edu
<b>Student Accounts</b>	MC 105	785-4074	staccts@truman.edu
<b>Student Affairs</b>	SUB 3100	785-4111	stuaffs@truman.edu
<b>Vice President for Academic Affairs &amp; Provost</b>	MC 203	785-4105	vpaa@truman.edu
<b>Writing Center</b>	PML 107	785-4484	write@truman.edu