

WHAT'S INSIDE

Business Hours and Location Information	2
Troy University Information	
Accreditation Statement.	3
Americans with Disabilities Act.	3
Servicemember's Opportunity College Program (SOC).	3
Financial Information	
Payments & Fee Schedule.	4
Term 3 & Term 4 Drop/Add/Withdrawal	5
Financial Aid and VA.	6
MBS Direct—our online bookstore	
Book Voucher procedures.	7
Ordering Books.	7
Important Dates - Undergraduate & Graduate	
Term 3.	10
Term 4.	10
Term 3 Undergraduate Courses (In-Class)	
General Education	10
Business.	10
Criminal Justice	11
Computer Science and Information Systems	11
History and Social Science	11
Undergraduate Weekend Course Information	11
Term 3 Graduate Courses (In-Class) Master of Science	
International Relations	12
Human Resource Management	12
Management	12
Graduate Weekend Course Information.	13

Term 4 Undergraduate Courses (In-Class)	
General Education.	14
Business.	14
Criminal Justice.	15
Computer Science and Information Systems.	15
History and Social Science.	15
Undergraduate Weekend Course Information.	15
Term 4 Graduate Courses (In-Class) Master of Science	
International Relations.	16
Management.	16
Human Resource Management.	16
Graduate Weekend Course Information	17
Required Test Information--Undergraduate Term 3 & Term 4	
CLEP Exams.	18
Math and English Placement Tests.	18
Measure of Academic Proficiency & Progress (MAPP)	18
New Exam Proctor	18
Major Field Test (MFT) --Term 3 and Term 4	
Undergraduate Busines.	19
Undergraduate Criminal Justice.	19
Undergraduate Psychology.	19
Required Test Information--Graduate Term 3 & Term 4	
Miller Analogies Test (MAT).	20
Capstone/Comprehensive Examination ("Comps").	20
National Test Center.	21

Troy University's Columbus/Fort Benning Locations

**506 Manchester Expressway,
Suite B5
Columbus, Georgia 31904**

**2612 Dixie Road
Fort Benning, Georgia 31905**

BUSINESS HOURS

Columbus Location

Monday - Friday 8:00 AM - 6:00 PM

Ft. Benning Location

Monday - Friday 8:00 AM - 5:00 PM

706-660-2300

Troy University Information

Troy University's tradition of teaching excellence dates to its founding on February 26, 1887, when an act of the Alabama Legislature established Troy State Normal School as an institution to train teachers for Alabama's schools. Since then TROY has grown to over 30,000 students in over 60 global locations. TROY has four campuses in Alabama and many teaching sites in the United States as well as in countries such as Germany, Guam, Japan and others. Troy University has served the Columbus/Ft. Benning area since 1976.

The Columbus/Ft. Benning Site teaches night and weekend courses at convenient times for working adults. Associates, bachelor's and master's degrees are available in a wide range of programs which can be completed both online and in the classroom. TROY offers five accelerated 9-week terms each academic year and accepts new students year round during open enrollment. **Go Trojans!**

Troy University has a long history of service to the United States military dating back to its first on base programs in 1950. Today, TROY continues to be a military friendly school and has a presence on military bases around the world to provide support to our armed forces in achieving their academic goals. Troy University has pledged to support military veterans and active-duty personnel attending college by providing the maximum tuition assistance allowed through a special program in the latest version of the G.I. Bill called the Yellow Ribbon Program.



Troy University has been ranked as a leading public institution of higher education by Forbes Magazine, which released in August 2009 the results of its annual college and university survey. TROY received the highest ranking of the Alabama public colleges and universities that were included in the survey.

ACCREDITATION STATEMENT

Troy University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 1-404-679-4501) to award the associate degree, the bachelor's degree, the master's degree, and the education specialist degree. Refer to the college, school and department sections for specialized accreditation information.



Servicemember's Opportunity College Program (SOC)

Troy University is an affiliate member of the Servicemember's Opportunity College Program (SOC) network which is designed to permit active duty military service students/spouses/dependents/Civil Service employees to pursue college level programs without penalty for unusual situations and transfer over which they have no control. For more information, see a Student Services representative.

AMERICAN WITH DISABILITIES ACT

Troy University supports Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act of 1990, which insures that postsecondary students with disabilities have equal access to all academic programs, physical access to all buildings, facilities and events, and are not discriminated against on the basis of disability.

Eligible students, with appropriate documentation, will be provided equal opportunity to demonstrate their academic skills and potential through the provision of academic adaptations and reasonable accommodations. Further information, can be found by visiting the Columbus/Ft. Benning Site website under "Current Students" and clicking "ADA Policy".

Troy University MISSION STATEMENT

Troy University is a public institution comprised of a network of campuses throughout Alabama and worldwide. International in scope, Troy University provides a variety of educational programs at the undergraduate and graduate levels for a diverse student body in traditional, nontraditional, and emerging electronic formats. Academic programs are supported by a variety of student services which promote the welfare of the individual student. Troy University's dedicated faculty and staff promote discovery and exploration of knowledge and its application to life-long success through effective teaching, service, creative partnerships, scholarship and research.

FINANCIAL INFORMATION

Please read carefully! It is your responsibility to be familiar with the payment procedures and Financial Aid.

HOW TO MAKE PAYMENTS?

Students can make payments online through Trojan WebExpress by using a credit or debit card. Access your account by logging on to www.troy.edu. Look under "Financial Information" and select "Make a Payment".

Students can also make a payment by contacting Student Financial Service (SFS) at 334-670-3886/3529.

Late fees will be applied to accounts with remaining balances after the payment due date has passed.

If you have questions about your account call 706-660-2324.

Students are responsible for all charges, regardless of the source of assistance (VA benefits, TA, CAA, employer-paid benefits, grants, loans, etc.). Students are not automatically dropped or withdrawn from courses based on incomplete processing of financial aid or non attendance to classes. **Delinquent student accounts are referred to a collection agency.**

TUITION AND FEES

Undergraduate Tuition (in-class)	\$220.00	per semester hour
Undergraduate Tuition (eTROY)	\$260.00	per semester hour
Graduate Tuition (in-class)	\$270.00	per semester hour
Graduate Tuition (eTROY, non-MBA)	\$440.00	per semester hour
Graduate Tuition (MBA)	\$440.00	per semester hour
Application Fee—Undergraduate	\$30.00	non-refundable
Application Fee—Graduate	\$50.00	non-refundable
Technology Fee	\$8.00	per semester hour
Late Payment Fee	\$50.00	
MFT Business Program	\$30.00	
Miller Analogies Test (MAT)	\$70.00	non-refundable
Intent to Graduate Notice	\$60.00	
Comprehensive Examination	\$50.00	graduate students only
Second Diploma	\$25.00	
CLEP Exam	\$77.00	
Testing Administration Fee	\$20.00	
DANTES	\$100.00	
Proctoring Fee	\$25.00	
TrojanOne Card Replacement Fee	\$15.00	
Official Transcript	\$8.00	

DROPPING or WITHDRAWING FROM A CLASS

Students who contact the Business Office may drop a class or withdraw from the term before the end of the first week of the term without incurring charges, or after the first week with charges listed below. Simply notifying your instructor of the need to drop or withdraw from a course does **NOT** constitute a drop or withdrawal from the term. Non- attendance is **NOT** an automatic drop/withdrawal for the course. Students are responsible for the procedures listed below:

DROP/WITHDRAWAL CRITICAL DATES

If you drop a course after Jan 17, 2012 for Term 3 or after Mar 26, 2012 for Term 4, you will NOT receive a full refund of your tuition, and a penalty will be imposed on your tuition reimbursement according to the Fee Schedules listed below:

TERM 3

By close of business Jan 17. Full Refund
 By close of business Jan 23 90% Refund
 By close of business Jan 30 75% Refund
 By close of business Feb13. 50% Refund
 After Feb 13. No Refund

TERM 4

By close of business Mar 26. Full Refund
 By close of business Apr 2 90% Refund
 By close of business Apr 9 75% Refund
 By close of business Apr 23. 50% Refund
 After Apr 23. No Refund

DROP FEES for eTROY COURSES are as follows:

9 Jan to 17 Jan Full Refund
 18 Jan to 23 Jan. 50% Refund
 After 23 Jan No Refund

DROP FEES for eTROY COURSES are as follows:

19 Mar to 26 Mar Full Refund
 27 Mar to 2 Apr. 50% Refund
 After 2 Apr No Refund

Students who are actively registered for classes and do not attend are still responsible for payment of tuition or fees regardless of the intended method of payment, i.e. TA, VA, CAA, scholarship, employee paid benefit and financial aid.

Attention Columbus/Fort Benning Students:

First, students who are awarded financial aid on a term basis (financial aid broken down by terms and not semesters) **must** register for at least one term course (online or in class) in order to receive your financial aid. In other words, if you elect to only register for a semester course and **do not** register for a term course you will not be awarded your financial aid for that term.

Secondly, students who register for both term and semester courses are reminded to check the balance of your account once financial aid has been received. This will alleviate a possibility of a balance being left on your account for the semester course you have elected to take.

**Attention Students
 Financial Aid Info Update**

Request for Partial Year Loan Request: must be submitted before the last day of free drop/add week.

Proof of Separation Form:

All legal documents must be provided from an Attorney or Court in a Sealed envelope.

Original documents must be provided for all Satisfactory Academic Progress (SAP), Reinstatement Request and Professional Judgement (PJ) Special Circumstance Request.

Award Letter:

Students must now go to www.studentloans.gov and take the loan entrance counseling. Students can also electronically sign their Master Promissory Note (MPN) at the same website by utilizing the pin number used to sign their FAFSA.

Financial Aid, Simple As 1, 2, 3

1. Apply for a PIN www.pin.ed.gov
Use your PIN to access student information, to submit an electronic signature, and to re-apply for FAFSA each year. PIN can also be used to electronically sign your Master Promissary Note.
2. Complete FAFSA www.fafsa.ed.gov
Applicants must have current tax form in order to complete the FAFSA application. PIN required for electronic filing. **Troy University school code: 001047.**
3. The online Financial Aid Certification form and FA Counseling form can be completed by going to the TROY website, www.troy.edu/financialaid
4. Go to www.studentloans.gov
Applicants must complete an entrance counseling form and Master Promissary Note.
5. Students may check Trojan Web Express for additional forms that may be required. (Look under "Communication" and click on "Documents".)

Types of Financial Aid

Federal Pell Grants (UG only), Direct Loans, or Veteran Benefits.

Do you still have questions about financial aid?

Attention All Students

If you accept a loan, **YOU MUST** complete an entrance interview **AND** sign a master promissory note.

www.studentloans.gov

Trojan OneCard & Refunds

How are refunds sent back to the student? There are several ways for this to occur; however, having your refund applied to your Trojan OneCard makes the process very simple and convenient.

The OneCard is issued to new students when they register for classes in their first term at TROY.

Once the student receives his/her Trojan OneCard, the student must go to TrojanOneCard.com to activate their choice of refund delivery methods. The student should activate their choice within two business days.

A student may choose one of the following refund delivery methods:

1. Debit Card OneAccount (Easy Refund)
2. Direct deposit to a bank account of the student's choosing

The Debit Card OneAccount (Trojan OneCard activated as a debit card) is tied to a fully functioning FDIC insured checking account. There is no credit check to open this account. The student may use the debit card anywhere the MasterCard Debit Card is honored. To avoid paying debit fees; choose credit after you swipe your card, and sign.

For more information, please go to troy.edu and TrojanOneCard.com.

Attention V.A. Students

For all students who register and plan on using their V.A. benefits, here are some general reminders about the procedures necessary for each term to be certified efficiently and accurately.

1. For in-class Columbus/Fort Benning courses, students must fill out the VA Certification Request Form at the following website: <https://it.troy.edu/veterans/index.html>
2. For eTROY and Phenix City classes, students must obtain a transient authorization from their academic advisor.
3. All Ch. 30, 1606, and 1607 students must verify their monthly enrollment, either by calling 1.877.823.2378, or by going to www.gibill.va.gov and certifying through W.A.V.E. the last day of each month of the term.
4. Enrollments requirements for Columbus/Ft. Benning full-time undergraduate and graduate students are 6 credit hours per term for both in-class and eTROY courses. Those using the Post 9/11 must have at least one in-class course each term to receive their BAH.

If you have not already done so, please obtain and complete a VA Benefits Checklist with Ms. Tompkins to ensure that you are aware of all the policies and procedures to follow when implementing your benefits. For questions, contact Amanda Tompkins at 706.660.2325, or email her at actompkins@troy.edu.

MBS DIRECT
TROY'S Official Bookstore

MBS Direct is the official bookstore for the Columbus/Fort Benning Site. To confirm or order textbooks, contact MBS Direct during the times and by the methods listed below.

DEADLINE:

To ensure timely receipt of textbooks and course materials (without incurring additional shipping charges) place your orders by noon:

Dec 21, 2011 for Term 3

Mar 15, 2012 for Term 4

NOTICE:

If you do not purchase your materials through MBS Direct, you risk overlooking or obtaining the wrong versions or editions of texts, materials, or supplies that are required for your course. Even if you choose not to utilize MBS Direct, you must have all correct books and materials in hand on the first day of class.

MBS Direct Operating Hours:

Monday-Thursday 7:00AM - 9:00PM CT
Friday 7:00AM - 6:00PM CT
Saturday 8:00AM - 5:00PM CT
Sunday 12:00PM - 4:00PM CT

MBS Direct Phone: 800-325-3252

MBS Direct serves other university systems as well. To avoid confusion when calling, be sure to provide the following information:

Institution: Troy University
Southeast Region
Site: Fort Benning
Course: ENG 1101, HIS 1112, etc.
Start Date: Date of the Term for which you are registered.

MBS Direct FAX: 800-243-2260

Be sure to include in your fax message the same details as those presented above.

MBS Direct URL: <http://bookstore.mbsdirect.net/troy.htm>

ORDERING BOOKS ONLINE!!!

1. Go to Troy University's location on the MBS Direct website:
<http://bookstore.mbsdirect.net/troy.htm>
2. Go To [Order My Books](#)
3. Select payment option
4. Click on [Fort Benning](#)

You will now be presented with a list of all of the courses being offered at the Columbus/Fort Benning Site for the current term. Scroll through the list and select each course for which you are registered. When you have completed your selections of courses, click on the [Submit Course ID Selection\(s\)](#) button at the bottom right.

You will then see a complete list of the books and materials required for the courses that you selected.

To purchase these books and materials from MBS Direct, click on the [Add to Cart](#) button, and then continue by following the instructions given.

Book Voucher Procedures and Information**Electronic Book Voucher**

Students, below you will find the information about using the electronic book voucher. Please take notice of all information listed. There is date sensitive information and instructions for ordering books.

Where to find the electronic form:

1. www.troy.edu/etroy
2. Click on Quick Links at the bottom left corner.
3. Click on Textbooks.
4. Go to Book Voucher Procedure.
5. Click on Submit an Electronic Book Voucher Form

Book Voucher Information

The electronic book voucher program is for student with approved financial aid, VA Chapter 31 benefits, and other tuition assistance programs. The student's VA Form 1905. DD, 1556 or other TA form must authorize book charges and list the amount authorized. A 10% handling fee is charged for using the book voucher system.

The last day and time to submit book vouchers is **12 :00pm** on the last Friday of regular registration. Approved book vouchers must be used by Sunday before the term begins by calling MBS at 1-800-325-3252

1. Register and submit an electronic MBS book voucher. Please list correct email address.
2. MBS will contact you when your voucher is ready.
3. If you do not receive an email please contact MBS, in 12 to 24 hours after submitting your eVoucher at 1-800-325-3252.
4. Choose Option 1 to place an order.
5. Tell the operator you are a voucher student with Troy University.
6. You will only be contacted by Troy University if you **CAN NOT** use the book voucher.
7. The last time and day to submit a book voucher is 12 noon Friday before the term begins.
8. The last day to call and order your books using an approved/submitted book voucher is the Sunday before the term begins.

IMPORTANT DATES FOR TERM 3

Undergraduate and Graduate
Columbus/Ft. Benning Site

Open Registration	12 DEC 2011 -- 8 JAN 2012
<i>506 Manchester Expressway Suite B5</i>	
Classes Begin	9 JAN 2012
<i>Consult specific course schedules and syllabi</i>	
Drop /Add Week.	9 JAN -- 17 JAN 2012
Last Day to Drop without Financial penalty.	17 JAN 2012
<i>See page 18 for tuition refund limits in case of late drops</i>	
Last Day to submit Tuition Vouchers	** 13 JAN 2012
Last Day to submit Book Vouchers	21 DEC 2011
<i>Financial aid, Chap. 31 Voc Rehab students, before noon</i>	
Last Day to withdraw without grade penalty8 FEB 2012
<i>After this date, dropped courses are graded for attendance</i>	
Midterm	8 FEB 2012
<i>Specific midterm exam times will vary (see syllabus)</i>	
Payment Due Date	3 FEB 2012
Last Day to remove incomplete grade from previous term	17 FEB 2012
<i>(Instructor set deadlines take precedence over this date. Please consult your instructor for details.)</i>	
Term Ends	11 MAR 2012
<i>Administrative; last teaching day will vary (see syllabus)</i>	
Graduation	20 JAN 2012
Holiday Schedule.	19 DEC 2011 - 6 JAN 2012, and 16 JAN 2012
Intent to graduate for Term 3.	18 DEC 2011 - 16 JAN 2012
New Student Orientation.	16 DEC 2011
<i>(New students must be signed up to attend.)</i>	

* If you are on active duty, ask your Education Center about processing your TA through the GoArmyEd portal. All active-duty personnel will use the GoArmyEd portal to process their TA requests, in addition to submitting TA paperwork to the Education Center once a year. Registration and drop/add through the portal will end the Thursday before the first day of the term. To find out more go to <http://www.GoArmyEd.com>.

**Beginning August 1, 2011, the United States Army National Guard will begin using the GoArmyEd portal, to process their TA requests.

Sign Up For Classes Now!
Don't wait until the last minute...
register early for your classes
We are here to help!

IMPORTANT DATES FOR TERM 4

**Undergraduate and Graduate
Columbus/Ft. Benning Site**

Open Registration	20 FEB 2012 --18 MAR 2012
<i>506 Manchester Expressway Suite B5</i>	
Classes Begin	19 MAR 2012
<i>Consult specific course schedules and syllabi</i>	
Drop /Add Week.	19 MAR -- 26 MAR2012
Last Day to Drop without Financial penalty.	26 MAR 2012
<i>See page 18 for tuition refund limits in case of late drops</i>	
Last Day to submit Tuition Vouchers	* * 23 MAR 2012
Last Day to submit Book Vouchers	15 MAR 2012
<i>Financial aid, Chap. 31 Voc Rehab students, before noon</i>	
Last Day to withdraw without grade penalty	18 APR 2012
<i>After this date, dropped courses are graded for attendance</i>	
Midterm	18 APR 2012
<i>Specific midterm exam times will vary (see syllabus)</i>	
Payment Due Date	13 APR 2012
Last Day to remove incomplete grade from previous term	17 FEB 2012
<i>(Instructor set deadlines take precedence over this date. Please consult your instructor for details.)</i>	
Term Ends	11 MAY 2012
<i>Administrative; last teaching day will vary (see syllabus)</i>	
Graduation	20 MAY 2012
Holiday Schedule.	16 MAR 2012
Intent to graduate for Term 4.	26 FEB 2012 - 26 MAR 2012
New Student Orientation.	26 FEB 2012 and 9 MAR 2012
<i>(New students must be signed up to attend.)</i>	

* If you are on active duty, ask your Education Center about processing your TA through the GoArmyEd portal. All active-duty personnel will use the GoArmyEd portal to process their TA requests, in addition to submitting TA paperwork to the Education Center once a year. Registration and drop/add through the portal will end the Thursday before the first day of the term. To find out more go to <http://www.GoArmyEd.com>.

**Beginning August 1, 2011, the United States Army National Guard will begin using the GoArmyEd portal, to process their TA requests.

Sign Up For Classes Now!
Don't wait until the last minute...
register early for your classes
We are here to help!

TERM 3

UNDERGRADUATE GENERAL EDUCATION

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
ART 1133	GTVT Visual Arts	2	Tu 1745-2215	Akbari, P.	None	Web-enhanced
BIO 1100	GTAT Principles of Biology	3	Tu&Th 1745-2215	Cannamela, B.	None	Students must register for both class and lab
BIO L100	GTAT Principles of Biology Lab	1	Tu&Th 1745-2215	Cannamela, B.	None	Students must register for both class and lab
BIO 1100	GTAD Principles of Biology	3	Tu&Th 1300-1700	Grilliot, A.	None	Students must register for both class and lab; Class and Lab meet on Tue & Thurs. This class meets in the Daytime from 1-5pm.
BIO L100	GTAD Principles of Biology Lab	1	Tu&Th 1300-1700	Grilliot, A.	None	
BIO 1100	GTKT Principles of Biology	3	20-22 Jan	Lawhon, S.	None	Students must register for both class and lab; This is a Weekend Class
BIO L100	GTKT Principles of Biology Lab	1	3-5 Feb 17-19 Feb 2-4 Mar			
COM 2241	GTAT Fundamentals of Speech	3	Tu 1745-2215	Knight, T.	None	Web-enhanced
COM 2241	GTKT Fundamentals of Speech	3	Th 1745-2215	Lewis, M.	None	Web-enhanced
ENG 1101	GTAT Composition and Modern English I	3	Tu 1745-2215	Whatley, L.	Placement Test	Web-enhanced
ENG 1102	GTAT Composition and Modern English II	3	Th 1745-2215	Lewis, J.	ENG 1101	Web-enhanced
ENG 2205	GTAT World Literature I	3	M 1745-2215	Paquette, P.	ENG 1102	Web-enhanced
ENG 2206	GTAT World Literature II	3	W 1745-2215	Whatley, L.	ENG 1102	Web-enhanced
GEO 2210	GTKT World Regional Geography	3	13 -15 Jan 24 -26 Feb	D'Andrea, N.	None	Web-enhanced
HIS 1101	GTAT Western Civilization I	3	Tu 1745-2215	Roper, M.	None	Web-enhanced
HIS 1102	GTVT Western Civilization II	3	Th 1745-2215	Roper, M.	None	Web-enhanced ; VTC to Albany
HIS 1111	GTAT US to 1877	3	Tu 1745-2215	Zeimet, R.	None	Web-enhanced
HIS 1112	GTVT US since 1877	3	M 1745-2215	Roper, M.	None	Web-enhanced; VTC to Atlanta
IS 2241	GTAT Computer Concepts and Applications	3	M 1745-2215	Alifarhani, S.	None	Web-enhanced
MTH 1105	GTAT Intermediate Algebra	3	M 1745-2215	Hand, W.	Placement Test or C in MTH 1105	Web-enhanced
MTH 1110	GTAT Fundamentals of Algebra	3	M 1745-2215	McCarley, J.	Placement Test or C in MTH 1105	Web-enhanced
MTH 1112	GTAT Pre-Calculus Algebra	3	W 1745-2215	Hand, W.	Placement Test or C in MTH 1105	Web-enhanced
MTH 2201	GTAT Business Calculus	3	Tu 1745-2215	Wilhite, J.	MTH 1112	Web-enhanced
MTH 2252	GTAT Mathematical Concepts II	3	W 1745-2215	Wilhite, J.	MTH 1110 or 1112	Web-enhanced
MUS 1131	GTVT Music Appreciation	2	W 1745-2215	Courson, R.	None	Web-enhanced
POL 2241	GTAT American National Government	3	Tu 1745-2215	Easterday, N.	None	Web-enhanced
SCI 2233	GTKT Physical Science	3	20-22 Jan	Hudson, D.	None	Students must register for both the class and lab
SCI L233	GTKT Physical Science Lab	1	10-12 Feb 24-26 Feb 2-4 Mar			
SCI 2234	GTAT Earth and Space Science	3	M 1745-2215	Pearce, N.	None	Students must register for both the class and lab
SCI L234	GTAT Earth and Space Science Lab	1	W 1745-2215	Pearce, N.	None	Students must register for both the class and lab
SOC 2275	GTAT Introduction to Sociology	3	W 1745-2215	Anderson, Y	None	Web-enhanced
TROY 1101	GTAT University Orientation	1	S 0900-12:00	Carroll, J.	None	Req for 1st-time students; Meets 5 Saturday's Only
TROY 1101	GTAD University Orientation	1	Tu 1130-1300	Roberson, R.	None	Req for 1st-time students; Web-enhanced; Class meets in the Daytime.

UNDERGRADUATE BUSINESS

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
ACT 2291	GTAT Principles of Accounting I	3	Tu 1745-2215	Dansby, R		Web-enhanced
ECO 2251	GTAT Macroeconomics	3	TBA	TBA		Web-enhanced
ECO 2252	GTAT Microeconomics	3	TBA	TBA		Web-enhanced
LAW 2221	GTAT Legal Environment of Business	3	W 1745-2215	Cielinski, M.		Web-enhanced
QM 2241	GTAT Business Statistics I	3	W 1745-2215	Lewis, C.	MTH 1112	Web-enhanced

UNDERGRADUATE CRIMINAL JUSTICE

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
CJ 2221	GTAT Survey of Law Enforcement	3	M 1745-2215	Horiuchi, D.	None	Web-enhanced

UNDERGRADUATE COMPUTER SCIENCE & INFORMATION SYSTEMS

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
IS 2241	GTAT Computer Concepts and Applications	3	M 1745-2215	Alifarhani, S.	None	Web-enhanced

UNDERGRADUATE HISTORY & SOCIAL SCIENCE

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
GEO 2210	GTKT World Regional Geography	3	13 -15 Jan 24-26 Feb	D'Andrea, N..	None	Web-enhanced
HIS 1101	GTAT Western Civilization I	3	Tu 1745-2215	Roper, M.	None	Web-enhanced
HIS 1102	GTVT Western Civilization II	3	Th 1745-2215	Roper, M.	None	Web-enhanced ; VTC to Albany
HIS 1111	GTAT US to 1877	3	Tu 1745-2215	Zeimet, R.	None	Web-enhanced
HIS 1112	GTVT US since 1877	3	M 1745-2215	Roper, M.	None	Web-enhanced; VTC to Atlanta
POL 2241	GTAT American National Government	3	Tu 1745-2215	Easterday, N.	None	Web-enhanced
SOC 2275	GTAT Introduction to Sociology	3	W 1745-2215	Anderson, Y.	None	Web-enhanced

UNDERGRADUATE WEEKEND COURSE INFORMATION

	1st Weekend	2nd Weekend	3rd Weekend	4th Weekend
2-Weekend Schedule (web-enhanced)	Fri 5:30pm - 9:30pm Sat 9:00am - 3:30pm Sun 9:00am - 3:30pm	Fri 5:30pm - 9:30pm Sat 9:00am - 3:30pm Sun 9:00am - 3:30pm		
2-Weekend Schedule (lecture only)	Fri 5:30pm - 9:30pm Sat 9:00am - 6:15pm Sun 9:00am - 6:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 6:15pm Sun 9:00am - 6:15pm		
3-Weekend Schedule (web-enhanced)	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	
3-Weekend Schedule (lecture only)	Fri 5:30pm - 9:30pm Sat 9:00am - 4:00pm Sun 9:00am - 4:00pm	Fri 5:30pm - 9:30pm Sat 9:00am - 4:00pm Sun 9:00am - 4:00pm	Fri 5:30pm - 9:30pm Sat 9:00am - 2:00pm	
4-Weekend Schedule (web-enhanced)	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm
4-Weekend Schedule (lecture only)	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 2:00pm	Fri 5:30pm - 9:30pm Sat 9:00am - 2:00pm

MASTER OF SCIENCE

GRADUATE INTERNATIONAL RELATIONS

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
IR 6620 GTKT	International Political Economy	3	27-29 Jan 17-19 Feb	Merkel, E.		Graduate Standing; crosslisted with ECO 6657
IR 6652 GTKT	Theory and Ideology of International Relations	3	20-22 Jan 2-4 Mar	Krupnick, C.		Graduate Standing

GRADUATE MANAGEMENT

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
ECO 6657 GTKT	International Trade and Economy	3	27-29 Jan 17-19 Feb	Merkel, E.		MSM elective; crosslisted with IR 6620

GRADUATE HUMAN RESOURCE MANAGEMENT

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
HRM 6698 GTVT	Strategic Human Resource Management	3	20-22 Jan 17-19 Feb	Michael, D.	All business foundation courses or equivalent	MSHRM core; VTC to Atlanta

GRADUATE DEGREE PLAN / ADMISSION TO CANDIDACY

The Admission to Candidacy document serves as a formalized degree plan by a graduate student and his/her adviser. Together, the student and advisor plan and sign this document, which is filed with the Graduate Records Office. Because the Program of Study is an outline for graduate students leading to a specified graduate degree, it should be referenced during each registration. If students select courses outside of this plan of study, without prior approval, the credits may not apply toward degree requirements, but will affect the student's grade point average. Students must be admitted to candidacy at least one semester prior to the anticipated semester of graduation.

TERM 4
UNDERGRADUATE GENERAL EDUCATION

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
ART 1133	GTVM Visual Arts	2	Tu 1745-2215	Akbari, P.	None	Web-enhanced; VTC to Brunswick
BIO 1100	GTAM Principles of Biology	3	Tu&Th 1745-2215	Cannamela, B.	None	Students must register for both class and lab
BIO L100	GTAM Principles of Biology Lab	1	Tu&Th 1745-2215	Cannamela, B.	None	Students must register for both class and lab
BIO 1100	GTKM Principles of Biology	3	23-25 Mar	Lawhon, S.	None	Students must register for both class and lab
BIO L100	GTKM Principles of Biology Lab	1	27-29 Apr 4-6 May 18 -20 May			
COM 2241	GTAM Fundamentals of Speech	3	Tu 1745-2215	Knight, T.	None	Web-enhanced
COM 2241	GTKM Fundamentals of Speech	3	Th 1745-2215	Lewis, M.	None	Web-enhanced
ENG 1101	GTAM Composition and Modern English I	3	Th 1745-2215	Whatley, L.	Placement Test	Web-enhanced
ENG 1102	GTAM Composition and Modern English II	3	Tu 1745-2215	Whatley, L.	ENG 1101	Web-enhanced
ENG 2205	GTVM World Literature I	3	W 1745-2215	Whatley, L.	ENG 1102	Web-enhanced; VTC to Augusta
ENG 2206	GTAM World Literature II	3	M 1745-2215	Paquette, P.	ENG 1102	Web-enhanced
GEO 2210	GTKM World Regional Geography	3	23 -25 Mar 4-6 May	D'Andrea, N..	None	Web-enhanced
HIS 1101	GTAM Western Civilization I	3	Th 1745-2215	Roper, M.	None	Web-enhanced
HIS 1102	GTAM Western Civilization II	3	Tu 1745-2215	Roper, M.	None	Web-enhanced
HIS 1111	GTVM US to 1877	3	Th 1745-2215	Zeimet, R.	None	Web-enhanced; VTC to Albany
HIS 1112	GTAM US since 1877	3	M 1745-2215	Roper, M.	None	Web-enhanced
IS 2241	GTKM Computer Concepts and Applications	3	M 1745-2215	Basilio, E.	None	Web-enhanced
MTH 1100	GTAM Fundamentals of Algebra	3	M 1745-2215	McCarley, J.	Placement Test or C in MTH 0096	Web-enhanced
MTH 1112	GTAM Pre-Calculus Algebra	3	W 1745-2215	Hand, W.	Placement Test or C in MTH 1105	Web-enhanced
MTH 2201	GTAM Business Calculus	3	Tu 1745-2215	Wilhite, J.	MTH 1112	Web-enhanced
MTH 2251	GTAM Mathematical Concepts I	3	W 1745-2215	Wilhite, J.	MTH 1110 or 1112	Web-enhanced
MUS 1131	GTVM Music Appreciation	2	W 1745-2215	Courson, R.	None	Web-enhanced
POL 2241	GTAM American National Government	3	Tu 1745-2215	Thomas, S.	None	Web-enhanced
SCI 2233	GTKM Physical Science	3	23-25 Mar	Hudson, D.	None	Students must register for both the class and lab
SCI L233	GTKM Physical Science Lab	1	13-15 Apr 27-29 Apr 4-6 May			
SOC 2275	GTAM Introduction to Sociology	3	W 1745-2215	Anderson, Y	None	Web-enhanced
TROY 1101	GTAM University Orientation	1	S 0900-12:00	Carroll, J.	None	Req for 1st-time students; Web-enhanced; meets 5 Saturday's Only
TROY 1101	GTAE University Orientation	1	Tu 1130-1300	Roberson, R.	None	Req for 1st-time students; Web-enhanced; Class meets in the Daytime.

UNDERGRADUATE BUSINESS

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
ACT 2292	GTAM Principles of Accounting II	3	Tu 1745-2215	Dansby, R		Web-enhanced
ECO 2251	GTAM Macroeconomics	3	TBA	TBA		Web-enhanced
ECO 2252	GTAM Microeconomics	3	TBA	TBA		Web-enhanced
LAW 2221	GTAM Legal Environment of Business	3	W 1745-2215	Cielinski, M.		Web-enhanced

UNDERGRADUATE CRIMINAL JUSTICE

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
CJ 2231	GTAM Survey of Corrections	3	M 1745-2215	Horiuchi, D.	None	Web-enhanced

UNDERGRADUATE COMPUTER SCIENCE & INFORMATION SYSTEMS

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
IS 2241	GTAM Computer Concepts and Applications	3	M 1745-2215	Basilio, E.	None	Web-enhanced

UNDERGRADUATE HISTORY & SOCIAL SCIENCE

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
GEO 2210	GTKM World Regional Geography	3	23 -25 Mar 4-6 May	D'Andrea, N..	None	Web-enhanced
HIS 1101	GTAM Western Civilization I	3	Th 1745-2215	Roper, M.	None	Web-enhanced
HIS 1102	GTAM Western Civilization II	3	Tu 1745-2215	Roper, M.	None	Web-enhanced
HIS 1111	GTVM US to 1877	3	Th 1745-2215	Zeimet, R.	None	Web-enhanced; VTC to Albany
HIS 1112	GTAM US since 1877	3	M 1745-2215	Roper, M.	None	Web-enhanced
POL 2241	GTAM American National Government	3	Tu 1745-2215	Thomas, S.	None	Web-enhanced
SOC 2275	GTAM Introduction to Sociology	3	W 1745-2215	Anderson, Y.	None	Web-enhanced

UNDERGRADUATE WEEKEND COURSE INFORMATION

	1st Weekend	2nd Weekend	3rd Weekend	4th Weekend
2-Weekend Schedule (web-enhanced)	Fri 5:30pm - 9:30pm Sat 9:00am - 3:30pm Sun 9:00am - 3:30pm	Fri 5:30pm - 9:30pm Sat 9:00am - 3:30pm Sun 9:00am - 3:30pm		
2-Weekend Schedule (lecture only)	Fri 5:30pm - 9:30pm Sat 9:00am - 6:15pm Sun 9:00am - 6:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 6:15pm Sun 9:00am - 6:15pm		
3-Weekend Schedule (web-enhanced)	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	
3-Weekend Schedule (lecture only)	Fri 5:30pm - 9:30pm Sat 9:00am - 4:00pm Sun 9:00am - 4:00pm	Fri 5:30pm - 9:30pm Sat 9:00am - 4:00pm Sun 9:00am - 4:00pm	Fri 5:30pm - 9:30pm Sat 9:00am - 2:00pm	
4-Weekend Schedule (web-enhanced)	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm
4-Weekend Schedule (lecture only)	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 4:15pm	Fri 5:30pm - 9:30pm Sat 9:00am - 2:00pm	Fri 5:30pm - 9:30pm Sat 9:00am - 2:00pm

MASTER OF SCIENCE

GRADUATE INTERNATIONAL RELATIONS

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
IR 5552 GTKM	International Law	3	30 Mar-1 Apr 20-22 Apr	Rinehart, J		Graduate Standing
IR 6641 GTKM	Latin America in World Affairs	3	23-25 Mar 13-15 Apr	Ramsey, R.		Graduate Standing

GRADUATE MANAGEMENT

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
HRM 6632 GTVM	Compensation and Benefits	3	30 Mar-1 Apr 4-6 May	Michael, D.	All business foundation courses or equivalent	MSM elective; VTC to Atlanta

GRADUATE HUMAN RESOURCE MANAGEMENT

COURSE & SECTION	COURSE TITLE	SEM HRS	DAY & TIME OR DATES	INSTRUCTOR	PREREQUISITES	REMARKS
HRM 6632 GTVM	Compensation and Benefits	3	30 Mar-1 Apr 4-6 May	Michael, D.	All business foundation courses or equivalent	MSHRM core; VTC to Atlanta

GRADUATE DEGREE PLAN/ADMISSION TO CANDIDACY

The Admission to Candidacy document serves as a formalized degree plan by a graduate student and his/her adviser. Together, the student and advisor plan and sign this document, which is filed with the Graduate Records Office. Because the Program of Study is an outline for graduate students leading to a specified graduate degree, it should be referenced during each registration. If students select courses outside of this plan of study, without prior approval, the credits may not apply toward degree requirements, but will affect the student's grade point average. Students must be admitted to candidacy at least one semester prior to the anticipated semester of graduation.

REQUIRED TEST INFORMATION FOR TERM 3 AND TERM 4

- UNDERGRADUATE STUDENTS -
CLEP Exams

Contact Mr. Leon Johnson at 706-660-2318. Active-duty military may take the CLEP at no cost.

Math and English Placement Tests

All undergraduate students who wish to enroll in Math or English courses must take the placement test prior to registering for a class. Both placement tests are given every Tuesday and Thursday 9:30AM, Bldg. 2612. Contact Leon Johnson at 706-660-2318 for further information. Students can also take the placement tests at 506 Manchester Exp. Suite B-16. Contact Amy Thompson at 706-660-2305 for further information. Students are required to submit an electronic request for the Math or English placement tests. **The online request form is available at <http://benning.troy.edu>. Select: Student Forms and then Math and English Placement Test. Please allow up to 72 hours for the request to be processed and plan accordingly.**

Measure of Academic Proficiency and Progress (MAPP)

Undergraduate students pursuing an associate or bachelor's degree are required to take the Measure of Academic Proficiency and Progress (MAPP) prior to graduation. Students who have earned 60 or more semester hours must take the MAPP. Failure to take this examination during the appropriate term will delay your graduation. This exam must be taken no later than the term for which you filed your Intent to Graduate notice.

Students who plan to take the Measure of Academic Proficiency and Progress (MAPP) are required to be in the testing room by 7:45AM EST on the day of the examination. The examination begins promptly at 8:00AM EST. Doors will be locked promptly at that time and no admittance will be granted. **A reservation is required for this exam. Reservations must be made 72 hours in advance by completing the online MAPP Testing form at <http://benning.troy.edu>. Select Student Forms, and then MAPP Testing form.**

TERM 3 Test Dates

Saturday, Jan 28, 2012, 8:00AM.

Location: Columbus Classroom Suites
506 Manchester Expressway Suite

TERM 4 Test Dates

Saturday, Apr 5, 2012, 8:00AM.

Location: Columbus Classroom Suites
506 Manchester Expressway Suite B-16

Distance Learners: If you are taking classes via a distance learning program and are over 100 miles from the Columbus/Fort Benning Site, you will need to take the Measure of Academic Proficiency and Progress (MAPP) exam with an approved proctor. Your proctor information must be provided to the Columbus/Fort Benning Site Student Services Office via the online MAPP Testing Form early enough to allow Troy University a minimum of two weeks advance notice to verify your proctor's identity and to mail the exam to them by certified mail. This is especially important for those students located outside the continental United States. Please follow the instructions above for accessing the MAPP Testing form. More details regarding proctor qualifications are provided on the form. If you have additional questions, please call our Student Services Office.

New Exam Proctor
Proctored exams anytime, anywhere!

To meet new standards for online courses, the Secureexam® Remote Proctor provides student authentication and removes the need to have a human proctor available when a proctored exam is required. The device is activated when an exam is taken in Blackboard. During the exam, video and audio is streamed to a secure server for faculty members to review.

This allows the proctored exam to be taken whenever it is convenient.



MAJOR FIELD TEST (MFT)

Undergraduate Business/Management Undergraduate Criminal Justice Undergraduate Psychology

Any students seeking a **bachelor's degree in Criminal Justice, Psychology, or a Business program** MUST take the Major Field Test (MFT) **the term they register for the respective capstone course (MGT 4476, CJ 4499 or PSY 4480)**. Students will NOT be allowed to graduate if they do not take the MFT. A lab fee will be assessed as part of registering for MGT 4476 to cover the cost of the testing material. Failure to take this examination during the appropriate term will delay your graduation. **This exam must be taken no later than the term for which you filed your Intent to Graduate notice.**

Students who plan to take the MFT are required to be in the testing room by 8:45AM EST on the day of the examination. The examination will begin promptly at 9:00AM EST. Doors will be locked at that time and no admittance will be granted. **A reservation is required for this exam. Reservations must be made 72 hours in advance by completing the MFT Testing form at <http://benning.troy.edu>. Select Student Resources, Forms and then MFT Testing form.**

Term 3 TEST DATE

Saturday, Feb 4, 2012, 9:00AM

Location: Columbus Classroom Suites
506 Manchester Expressway Suite B-16
Columbus, GA

Term 4 TEST DATE

Saturday, Apr 14, 2012, 9:00AM

Location: Columbus Classroom Suites
506 Manchester Expressway Suite B-16
Columbus, GA

Distance Learners: If you are taking classes via a distance learning program and are over 100 miles from the Columbus/Fort Benning Site, you will need to take the MFT with an approved proctor. Your proctor information must be provided to the Student Services Office via the online MFT Testing Form early enough to allow Troy University a minimum of two weeks advance notice to verify your proctor's identity and mail the exam by certified mail. This is especially important for those students located outside the continental United States. Please follow the instructions above for accessing the MFT Testing form. More details regarding proctor qualifications are provided on the form.

REQUIRED TEST INFORMATION FOR TERM 3 AND TERM 4

- GRADUATE STUDENTS -

<p>Troy University Information</p> <p>Date & Time: TERM 3 Saturday, MAR 24, 2012 9:00 AM Saturday, APR 14, 2012 9:00 AM Saturday, MAY 5, 2012 9:00 AM</p> <p>Date & Time: TERM 4 Saturday, MAR 24, 2012 9:00 AM Saturday, APR 14, 2012 9:00 AM Saturday, MAY 5, 2012 9:00 AM</p> <p>Registration must be made at least one week prior to the exam. You will receive more details regarding payment after registering for the exam. All students seeking graduate business degrees will be required to take either the GRE or GMAT exam rather than the MAT.</p>	<p><u>Miller Analogies Test (MAT)</u></p> <p>To register, E-mail: <i>Reginald Roberson at rroberson14815@troy.edu</i></p> <p>Registration Deadlines: One Week prior to Exam Date</p> <p>Cost: \$70 (must be paid in advance) if you are a TROY Student Cost: \$95 (must be paid in advance) if you are not a TROY Student</p> <p>Test Location: Troy University Columbus/Ft. Benning Site 506 Manchester Expressway, Suite B16 Columbus, GA</p>
--	--

Comprehensive Exam (“Comps”)/Capstone Exam FOR TERM 3 AND TERM 4

TERM 3

General Comps. Sat, JAN 21 2012, 7:45 AM
Business Capstone Part A, Sat, JAN 21, 2012, 7:45 AM
Business Capstone Part B, Sat, JAN 21, 2012, 7:45 AM

TERM 4

General Comps. Sat, MAR 31 2012, 7:45 AM
Business Capstone Part A, Sat, MAR 31, 2012, 7:45 AM
Business Capstone Part B, Sat, MAR 31, 2012, 7:45 AM

All Comprehensive and Capstone exams will be administered at our north Columbus location at
 506 Manchester Expressway, Suite B16
 Columbus, Georgia

Non-business graduate students are eligible to take the **general comps** during their final term, provided they have filed their “Intent to Graduate” notice and paid their exam fee during the registration period prior to their second-to-last term.

Business graduate students will take their **capstone exam** in two parts, on the dates indicated above.

You cannot take the exam if you did not file an “Intent to Graduate” notice by OCT 24, 2011 for Term 3 and JAN 16, 2012 for Term 4 unless you are a business student enrolled in HRM 6698 or MGT 6685 at that time. Please note that the “Intent to Graduate” notice and exam fees are combined when you file. If you must retake the comps (the final strategy exam cannot be retaken), only the exam fee must be paid again.

Graduate Program Coordinator may conduct exam reviews for students in preparation for the comps. Please use the contact information below for proper guidance.

Business (MSHRM, MSM)

Dr. Michael 706-660-2348

Criminal Justice (MSCJ, M.Ed.)

Dr. Lowery 678-763-8317

Instructional Technology (MSPSE, M.Ed.)

Dr. Parker 706-571-2426

History (MSPSE, M.Ed.)

Dr. Zeimet 706-660-2355

Public Administration (MPA)

Dr. Widener 706-660-2354

Sport and Fitness Management (MSSFMM)

Dr. Tomasi 706-660-2353

International Relations

Dr. Van Doorn 706-660-2356

Troy University
National Test Center
Columbus/Ft.Benning Site

MATH AND ENGLISH PLACEMENT TESTING:

All undergraduate students who wish to enroll in Math or English courses must take the placement test prior to registering for a class. Both placement tests are given every Tuesday and Thursday 9:30AM, Bldg. 2612. Contact Mr. Johnson at 706-660-2318 for further information. Students can also take the placement tests at 506 Manchester Exp. Suite B-16. Contact Amy Thompson at 706-660-2305 for further information. Students are required to submit an electronic request for the Math or English placement tests. The online request form is available at <http://benning.troy.edu>. Select: Student Forms and then Math and English Placement Test. Please allow up to 72 hours for the request to be processed and plan accordingly.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) and DANTES STANDARDIZED TEST (DANTES):

Troy University offers all service members, National Guard, Reservists and Civilians the opportunity to take any of the 34 CLEP OR 37 DANTES examinations. Exams are administered by appointment only Monday through Friday. A list of exams can be obtained at bldg. 2612, 2nd Floor, Soldiers Plaza or from <http://ser.troy.edu>, then select the admissions button and scroll down. The Troy University NTC will provide CLEP and DANTES testing for students of any college or university. There is no cost of exams for eligible military personnel but a test center administration fee of \$20.00 applies to all examinees. CLEP and DANTES exam fees for all others are \$77.00.

All examinees should consult with an advisor prior to taking an exam.

Examinees are personally responsible for study material prior to taking CLEP exams. www.Petersons.com, www.collegeboard.com/clep, Books-A-Million CLEP/ DANTES section. Service members can log into AKO, choose Self-Service, My Library for more information. Contact Mr. Leon Johnson at 706-660-2318 for information or schedule an appointment.

PROCTORING SERVICES INFORMATION:

For proctoring services, students should call Mr. Leon Johnson at 706-660-2318 for details on proctoring procedures, costs and to set an appointment date and time. **Proctoring is administered by appointment only.**

For additional information on any of the above areas **contact Leon Johnson at 706-660-2318 or johnsonl@troy.edu.**

Troy University
National Test Center

CLEP TESTS AVAILABLE

AMERICAN GOVERNMENT
 AMERICAN LITERATURE
 ANALYZE. & INTERPRET LITERATURE
 BIOLOGY
 CALCULUS
 CHEMISTRY
 COLLEGE ALGEBRA
 COLLEGE ALGEBRA – TRIG.
 COLLEGE FRENCH LANG.
 COLLEGE GREMAN LANG.
 COLLEGE SPANISH LANG.
 COLLEGE MATH

ENGLISH COMPOSITION
 ENGLISH COMPOSITION w/ESSAY
 ENGLISH LITERATURE
 FRESHMAN COLLEGE COMPOSITION
 HISTORY OF U.S. I
 HISTORY OF U.S. II
 HUMAN GROWTH & DEVELOPMENT
 HUMANITIES
 INFORMATION SYSTEMS AND COMPUTER APPS.
 INTRODUCTION TO EDUCATIONAL PSYCHOLOGY
 INTRODUCTION TO BUSINESS LAW

INTRODUCTION TO PSYCHOLOGY
 INTRODUCTION TO SOCIOLOGY
 NATURAL SCIENCE
 PRINCIPLES OF ACCOUNTING
 PRINCIPLES OF MACROECONOMICS
 PRINCIPLES OF MANAGEMENT
 PRINCIPLES OF MARKETING
 PRINCIPLES OF MICROECONOMICS
 SOCIAL SCIENCE & HISTORY
 TRIGONOMETRY
 WESTERN CIVILIZATION I
 WESTERN CIVILIZATION II

Examinees must schedule an appointment a week in advance. Exams are taken at bldg. 2612, 2nd Floor at Soldiers plaza on Fort Benning. Contact Mr. Leon Johnson at 706-660-2318 with questions or to make an appointment.

Troy University
Columbus/Ft. Benning Site
506 Manchester Expressway, Suite B5
Columbus, Georgia 31904



Educate the mind to think...the heart to feel...the body to act.

(706) 660-2300
enroll@troy.edu
www.troy.edu