

IMPORTANT INFORMATION

Business Office

Trinity University offers two payment options to accommodate everyone's budget. The first option is to use the Sallie Mae-TuitionPay Interest-Free Monthly Payment Plan for tuition, fees, and room & board. Information on the Monthly Payment Plan is available by calling 800-635-0120, or by visiting the Sallie Mae web site at <http://www.tuitionpay.com>, or by writing to: Sallie Mae Business Office Solutions, 463 Swansea Mall Dr., Swansea, MA 02777. The second option Trinity offers is E-Bill/E-Pay. Please go to Tiger's Lair and click on View Statement/Pay Online to authorize users (parents, third party payers) and view your bill. You may make a payment by electronic check or credit card-(MC, DISC, or AMEX, NO VISA). Credit card payments are subject to a convenience fee of 2.75% based upon the dollar amount being charged with a \$3.00 minimum. Every student should complete the billing options worksheet, E-sign, and make payment. Payments may also be mailed to Trinity University, P.O. Box 1599, San Antonio, TX 78296-1599. Be sure to include your Trinity student ID# on the payment. Electronic refunds are now available. Please complete an E-Refund Payment profile from the E-Bill/E-Pay/E-Refund website.

Trinity University accepts payment by cash, check, or money order. Payment must be made in U.S. dollars drawn on a U.S. bank. Please be sure to E-sign your billing statement, even if the amount is zero or a credit balance. It is by E-signing your billing statement that you notify Trinity University that you will be in attendance for the semester, and if you fail to do this, your registration may be cancelled. If you decide not to return to Trinity University, you must notify the Office of the Registrar in writing. You may contact the Office of the Registrar at 210-999-7201 and/or via Fax: 210-999-7202. Please consult the Courses of Study Bulletin for procedures on official withdrawal. To avoid unnecessary tuition cost, students who discontinue enrollment at Trinity must formally withdraw **prior** to the first day of classes (**January 16, 2008**).

There are two important programs available to students in order to help them offset the costs of their education: The Hope Scholarship Credit and the Lifetime Learning Tax Credit. Information on both programs is available at http://www.trinity.edu/departments/busso/tax_credits.htm.

Spring 2008 bills with tentative aid will be posted online as E-Bills (unless prior arrangements are made with the Business Office). **Payment is due by January 3, 2008.** Students who have not paid their spring charges or made appropriate arrangements, in writing, with the Business Office by January 3, 2008 may be assessed a \$100 late fee and may have their spring registrations cancelled. Students whose registration is cancelled and returning students who do not register in November must register during LATE REGISTRATION on January 15, 2008 and may be assessed the \$100 late fee. Questions can be addressed by e-mail to Student.Accounts@Trinity.edu. For prior semester information on Walton or Perkins loans, please contact <http://www.ecsi.net> regarding loan amounts. Graduating seniors please visit http://www.trinity.edu/departments/financial_aid/mz3/counseling.shtml for mandatory exit interview information. Continuing students see http://www.trinity.edu/departments/financial_aid/mz3/deadlines.shtml for financial aid deadlines for academic year 2008-2009.

Office of Financial Aid

To be considered for need-based financial aid for the 2008-2009 academic year, students must submit the **2008-2009** Free Application for Federal Student Aid (FAFSA) by **May 1, 2008**. To expedite the financial aid process, please submit the FAFSA on-line at www.fafsa.ed.gov. Trinity's school code is **003647**.

Full-time enrollment status is at least 12 semester hours per term for undergraduate students. Financial aid may be adjusted if the enrollment status drops below full-time at the end of the add/drop period. Undergraduate students in their final term must be enrolled in at least 12 semester hours to be considered full-time for financial aid purposes. **Exception:** Students in their eighth and final term of undergraduate studies may receive their academic scholarship for the final term, regardless of the number of hours enrolled. University funds are capped at tuition and students must be eligible to qualify for this exception. Students who receive financial aid and withdraw from Trinity University may owe a refund to federal, state, or institutional programs. For more information, please contact the Office of Financial Aid (210-999-8315) or financialaid@trinity.edu.

Walton Family and Perkins Loans

For information on your Walton or Perkins loan, please visit <http://www.ecsi.net> and use school code **D2**. For most loans, there is a **mandatory exit interview** process that **must be completed prior to graduation**. Please contact the Student Loans, Business Office at 210-999-7330 for more information. For more information on all other student loans, contact the Office of Financial Aid.

FINANCIAL OBLIGATION

A student who registers for classes at Trinity University assumes a definite financial obligation. Tuition & Fees for the entire semester (less amounts paid by financial aid or an approved contract with an educational plan) are to be paid in full by the published deadline. Registered students who do not pay their charges by the deadline will have their registration cancelled and must re-register and pay their fees at Late Registration.

TUITION & FEES

Full-Time Undergraduate (12 - 18 semester hours):

Tuition*	\$12,432.00	per semester
Activity Fee	<u>79.20</u>	per semester
TOTAL*	\$12,511.20	per semester

Part-Time Undergraduate:

Tuition*	\$1,036.00	per semester hour
Activity Fee	\$6.60	per semester hour

Graduate Student (12 - 18 semester hours):

Tuition*	\$12,432.00	per semester
Activity Fee	<u>9.00</u>	per semester
TOTAL*	\$12,441.00	per semester

Part-Time Graduate Student (Less than 12 hours):

Tuition*	\$1,036.00	per semester hour
Activity Fee (Maximum \$9.00)	\$1.00	per semester hour

**Consult class listings for occasional special fees and the current Bulletin for full information regarding Tuition & Fees.*

TUITION REDUCTION SCHEDULE

A student who **officially withdraws** from the University or drops a course will be eligible for a reduction in tuition charges for the fall semester according to the dates below:

<u>REDUCTION</u>	<u>OFFICIAL WITHDRAWAL DATE</u>	<u>REDUCTION</u>	<u>OFFICIAL WITHDRAWAL DATE</u>
100%	January 24, 2008	50%	February 1, 2008
		0%	February 2, 2008 & thereafter

No reduction in tuition will be made for withdrawals after February 2, 2008. Consult the Courses of Study Bulletin for official withdrawal procedures. New Students will forfeit their deposit if they withdraw during the 100% reduction period. Fees are not subject to reduction or refund. Trinity University offers an elective insurance plan, the **Tuition Refund Plan**, to supplement the refund policy. Consult the current Bulletin for information regarding student expenses, the **Tuition Refund Plan**, and students who receive Federal financial aid.

ACADEMIC CALENDAR

Spring Semester 2008

January 2008

- 1 New Year's Day; Offices Closed
- 3 Spring 2008 tuition Due
- 7-9 Health Care Executive Program begins classes
- 13 Residence halls reopen at 12:00 noon
- 15 Registration for Spring 2008 semester
New & Readmitted Students (Online Registration)
Undergraduate Late Registration (*Late Fee May Be Assessed*)
- 16 **Beginning of classes: 8:30 a.m.**
Add/Drop Begins
- 21 Martin Luther King, Jr. Day; University holiday;
offices closed; no classes
- 24 Add/Drop ends and last day to register
Last day for 100% tuition refund.

February 2008

- 1 **Last day for 50% tuition refund**
- 6 Last day to change Pass/Fail

March 2008

- 10 Last day a GRADUATE student may withdraw
from a course without approval.
- 15-23 Spring break; no classes
Residence halls close at noon on the 15th and reopen
at noon on the 23rd
- 21 Good Friday Holiday; University holiday; offices
closed; no classes
- 24 Mid-semester grades due at 5:00 p.m.
Classes resume at 8:30 a.m.
- 28 Last day an UNDERGRADUATE student may
withdraw from a course with a "W"

April 2008

- 3-18 Advising and registration of currently enrolled students
for Summer and Fall 2008 semesters (Advising begins
April 3rd; Registration begins April 7th)
- 11-13 Spring Family Weekend
- 23 Last day for graduate degree candidates to submit copies
of theses or projects to Office of Academic Affairs for
May degree candidates. Undergraduate honors theses
due in Office of Academic Affairs for May degree
candidates
- 30 Last day to apply for a degree at Winter Commencement

May 2008

- 5-6 Reading Days
Final exams begin at 6:30 p.m. on May 6th
- 6-13 Final exams continue (including Saturday, May 10)
- 14 Grades due for graduating seniors: 12:00 noon.
Residence Halls close at noon on Wednesday, May 14,
except for graduating seniors who may remain until
noon on Sunday, May 18
- 17 Spring Commencement
- 19 Spring Semester grades due at 5:00 p.m.
- 26 Memorial Day, University holiday, offices closed, no
classes

NOTE: It is sometimes necessary to change course offerings, class schedules, and faculty assignments. The University reserves the right to change, cancel, or add to the courses or faculty assignments listed in this class schedule at any time without prior notice. Consult the online class schedule for the most up-to-date course listings and room assignments.

2008-2009 GRADUATION INFORMATION

Both graduate and undergraduate students who plan to graduate from Trinity University must **apply** for graduation & commencement by the deadlines stated in this Schedule of Classes (**no later than April 30, 2008 for December 2008 Commencement; and no later than December 1, 2008 for May 2009 Commencement**). To apply for graduation, please complete the graduation application on TigerPAWS. Once you have applied for graduation, your degree audit will be reviewed and you and your academic advisor will be notified of your status for graduation. **It is the responsibility of the student to apply for graduation & commencement by the stated deadlines and to ensure that he or she has completed all of the degree requirements. Students who apply after the deadline may not be permitted to participate in the commencement ceremony.** Please contact the Office of the Registrar if you have any questions about the graduation & commencement application process. Please contact the bookstore at 210-999-7227 for cap & gown order information.

BUILDING CODES

AMB Art & Music Building	KGC Kings Court	RTT Ruth Taylor Theater
CGC Chapman Center	LA Laurie Auditorium	SLH Science Lecture Hall
COAT Coates University Center	MEB Moody Engineering Building	SML Storch Memorial Building
CLS Cowles Life Science Building	MMS Marrs McLean Science Center	SSAC Southwest School of Arts and Crafts (Off Campus)
EHCL Elizabeth Huth Coates Library	MPC Margarite B. Parker Chapel	WBC William Bell Center
HAS Halsell Administrative Studies	NH Preston Gaines Northrup Hall	
HEID Heidi McFarland Lounge	RCC Richardson Communications Center	

STANDARD TIME CLASS PERIODS

Monday – Wednesday – Friday		Tuesday – Thursday		Monday – Wednesday Afternoon	
1st 08:30– 09:20	5th 12:30– 01:20	1st 08:30– 09:45	5th 02:10– 03:25	7th 02:30 – 03:45	
2nd 09:30– 10:20	6th 01:30– 02:20	2nd 09:55– 11:10	6th 03:35– 04:50	8th 03:55 – 05:10	
3rd 10:30 – 11:20		3rd 11:20 – 12:35	7th 05:30– 06:45	9th 05:30 – 06:45	
4th 11:30 – 12:20		4th 12:45 – 02:00	8th 07:00– 08:15	10th 07:00 – 08:15	
Late Afternoon and Evening Classes					
Late Afternoon 04:30 – 07:25 p.m.		(one meeting a week)			
Evening 06:45 – 09:40 p.m.		(one meeting a week)			

SCHEDULE OF FINAL EXAMINATIONS

SPRING SEMESTER 2008

EXAMINATIONS WILL NORMALLY BE HELD IN THE CLASSROOM IN WHICH THE CLASS USUALLY MEETS. The maximum time for final examinations is three hours. Tests should not be extended beyond that time because such an extension would infringe on students' preparation time for other examinations.

MAY DEGREE CANDIDATES

There is no special examination schedule for degree candidates who are scheduled to graduate on May 17, 2008. Degree candidates are not exempt by institutional policy from final examinations.

GRADES FOR ALL DEGREE CANDIDATES SCHEDULED TO GRADUATE MAY 17, 2008 ARE DUE IN THE OFFICE OF THE REGISTRAR NO LATER THAN 12:00 noon on WEDNESDAY, MAY 14, 2008.

READING DAYS

Reading Days for the fall semester are Monday and Tuesday, May 5-6, 2008. Since Reading Days are for the purpose of providing students with study time prior to final examinations, no classes are held on those days. Also, no major paper may be due and no major examination may be given on the two class days prior to the Reading Days.

FINAL EXAMINATION SCHEDULE

(For Standard Time Classes)

EXAMINATION SCHEDULE

EXAM TIME	MAY 6 Tuesday	MAY 7 Wednesday	MAY 8 Thursday	MAY 9 Friday	MAY 10 Saturday	MAY 12 Monday	MAY 13 Tuesday
8:30 a.m.	Reading	MWF 10:30-11:20	TR 09:55-11:10	TR 11:20-12:35	MWF 12:30-01:20	MWF 01:30-02:20	TR 02:10-03:25
2:00 p.m.	Day	MW 02:30-03:45	MWF 08:30-09:20	MWF 11:30-12:20	TR 12:45-02:00	MWF 09:30-10:20	TR 08:30-09:45
6:30 p.m.	TR 03:35-04:50	MW 03:55-05:10	COMMON EXAM I	COMMON EXAM II	COMMON EXAM III	COMMON EXAM IV	NO EXAM

NOTE: Late Afternoon and Evening classes use the 6:30 p.m. examination period on the night the class usually meets. Instructors whose classes do not meet at standard class periods shown above are responsible for scheduling their final exams in locations and at times that do not conflict with the examination schedule shown above and/or with class members' other examinations.

SCHEDULE OF COMMON EXAMINATIONS

COMMON EXAM I (Thursday, May 8, 6:30-9:30p.m.)	ACCT 1302 (all sections), BUSN 4301 (sections 1-3), ECON 3325 (sections 1&2), ECON 3326 (sections 1&2), ENGR 1382 (sections 1&2), MKTG 2301 (sections 1&2)
COMMON EXAM II (Friday, May 9, 6:30-9:30 p.m.)	ECON 1311 (all sections), ECON 1312 (all sections), ENGR 2364 (sections 1&2), MATH 3357 (sections 1&2), PSYC 2402 (sections 1&2)
COMMON EXAM III (Saturday, May 10, 6:30-9:30 p.m.)	ACCT 1301 (sections 3&4), ECON 3330 (sections 1&2), MATH 1311 (sections 1&2), MATH 1312 (sections 1&2), MATH 3336 (sections 1&2)
COMMON EXAM IV (Monday, May 12, 6:30-9:30 p.m.)	CLAS 1303 (sections 1&2), ENGR 1313 (sections 1&2), PSYC 2330 (sections 1&2)

NOTE: Not all sections of the classes scheduled above will use a Common Examination Period. The instructor will inform the class if the final examination will be at the time scheduled for the class meeting time or at the Common Exam Period time. It is possible that Common Examinations may conflict with other scheduled examinations. In this case, students must contact the instructor of the course for which a Common Examination has been scheduled in order to resolve the conflict.

PASS/FAIL COURSE LIMITATIONS

- No course applied to the major, minor, or Common Curriculum requirements may be taken Pass/Fail.
- Only one course per semester (excluding courses only offered as Pass/Fail) may be taken Pass/Fail.
- Departments may designate courses that may not be taken Pass/Fail.
- No changes to Pass/Fail registration may be made after the 15th class day.

Compliance Policy: Within published requirements for admission, Trinity University does not and will not discriminate in admission of students to study at the University, enrollment in classes, housing, or use of facilities in the academic program because of race, color, religion, sex, age, marital status, national origin, disability, veteran or disabled veteran status. Trinity University does not and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, marital status, national origin, disability, veteran or disabled veteran status. The Compliance Officer is the Director of Personnel Services. Any questions or complaints relative to discrimination should be referred to the Office of Human Resources.

FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT RELEASE OF DIRECTORY INFORMATION

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Federal Law 93-380, as amended, information classified as "Directory Information" may be released to the general public without the consent of the student. Directory information includes: student name, local and permanent addresses, telephone numbers, campus electronic mail address, date of birth, place of birth, photograph, major(s), dates of attendance, previous educational institutions attended, degrees and awards received, enrollment status, and height and weight of athletes.

A student may request in writing that directory information be withheld from the public. This option may be exercised by filing a written request at the Office of the Registrar. The request will remain in effect until revoked or until the student ceases to be enrolled or becomes deceased. The student's name, addresses, telephone numbers, and e-mail address may be published in the **Faculty, Staff and Student Directory** if the Registrar has not received a request to withhold the information within the first 5 class days of the fall semester. If no request is filed, information may be released upon inquiry.

Directory information is the only part of a student's record that may be released without the consent of the student. In accordance with FERPA, education records will not be released without the prior consent of the student specifying the information to be released. Parents who would like to receive grade reports or access to other protected education records should request that their son or daughter sign a Student Consent to Release Educational Records form (available online at www.trinity.edu/departments/registrar/FORMS/student_forms.htm or in the Office of the Registrar). If this form is completed, parents may receive grade reports upon written request unless the student revokes the consent in writing. Although certain exceptions apply, under FERPA, grades, financial information, and other education records are not to be disclosed to parents or anyone else outside the University without a student's prior written permission. Grade reports are available online via TigerPaws.

STUDENT RIGHTS REGARDING EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, Department Chair, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University will make arrangements for access and notify the student of the time and place where the records may be inspected. If the official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.
- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. [NOTE: This section does not refer to improper academic evaluation (grades). See the Joint Statement on Rights and Freedoms of Students (published in the *Student Handbook*), Section II.A. Protection against improper academic evaluation, for the proper procedure to appeal a semester grade which a student believes was based on improper consideration.]
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW., Washington, DC, 20202-4605

Questions regarding Student Rights under FERPA may be directed to the Registrar.

STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

The Student Right-to-Know and Campus Security Act, Public Law 101-542, provides that institutions of higher education disclose information about completion or graduation rates and campus safety policies and procedures to current and prospective students and employees. Pursuant to that requirement, Trinity University has developed (1) a *Crime Awareness and Campus Security* brochure, which reports institutional security and crime statistics available through the campus Security Office and (2) a Six-Year Graduation Rate Analysis report available through the Institutional Research Office and may be found online at <http://www.trinity.edu/departments/ir/web/factbooks.htm>. Current copies of the crime statistics are available at the campus Security Office or online at <http://www.trinity.edu/departments/safe/index.htm>.

SPECIAL OPPORTUNITIES IN AIR FORCE ROTC

The Air Force Reserve Officer Training Corps (ROTC) program is offered to Trinity University students through the University of Texas at San Antonio. Trinity students may attend Air Force ROTC classes at UTSA as part of their Trinity curriculum. Trinity students will pay tuition and fees for Air Force ROTC courses directly to UTSA at the time of their registration at UTSA. The required *Cross Enrollment Form* is available from the Office of the Registrar and must be obtained prior to registration at UTSA. For additional information about Air Force ROTC, contact the Air Force ROTC Office (210-458-4624) located on the fourth floor of the Multidisciplinary Studies Building (M.S. 4:03:36) on the UTSA campus.