

ACADEMIC PROCEDURES AND REQUIREMENTS

REGISTRATION

All students must be formally accepted for admission and properly registered each term with all appropriate fees paid before being admitted to classes. Included in the *Schedule of Classes* are procedures for registration, class offerings, and information concerning academic advisement.

Student Advisement. The Center for Academic Advising and Retention Services (CAARS) coordinates advising for new students at all orientations. During the initial semester of attendance, new students are assigned to a faculty advisor in the department of their major. Students that are undecided about their major are assigned to the Coordinator of Academic Advising in the College of Arts and Sciences.

Prior to registration each semester, students must meet with their advisor. Courses to be taken the next semester are discussed as well as student academic progress. Students are then able to register for classes.

Class Schedules. The student is responsible for the correctness of the schedule and for meeting the classes as scheduled. Once approved no changes may be made in the schedule except as provided for below.

Class Load. The normal or average class load for a regular semester is 16 semester hours. Students may take a maximum of 14 hours distributed over the summer (Session I, Session II and/or the regular summer term). A maximum of seven hours may be taken per four-week session (Session I or Session II). Students who earned a grade point average of 2.6 or higher in their last term of full-time study at this institution may register for a maximum of 20 semester hours in a regular semester or 14 semester hours in a full summer term. Students who have a grade point average of less than 2.6 and who are not on academic warning and academic probation may register for a maximum of 18 semester hours while students on academic warning and academic probation may not register for more than 13 semester hours during a regular semester. During a full summer term, students on academic warning and academic probation will be allowed to register for no more than six semester hours per four-week session (Session I and Session II) or 12 semester hours for the entire summer. Interim courses are to be included in these hour load calculations if they occur in any part during a regular academic year or summer term semester. Graduating seniors, with the written approval of the dean of the college in which enrolled, may take up to a maximum of 21 semester hours provided their academic record and other considerations justify the overload. In computing the class load, noncredit and audit courses count as equivalent hours.

Full-Time and Part-Time Students. To be classified as full-time, a student must schedule no fewer than 12 semester hours in a semester and no fewer than six semester hours in a summer term. Students scheduling fewer than these minimal are classified as part-time students and are not eligible for athletics, honors, offices, or benefits requiring full-time status.

Audit. A student who wishes to enroll in a course as an auditor must obtain permission of the dean of the college in which enrolled. Students enrolling as auditors follow regular admission and registration procedures, and are governed by the same regulations applied to regular students. An auditor pays the regular course fees, but does not take examinations or receive a grade. Audit counts as equivalent credit in determining total schedule load. Courses which are audited do not count toward the minimum load required for eligibility for financial aid, athletics, and veterans' benefits. A course may be audited and then repeated for credit.

Course Changes. After initial registration any changes in the student's class schedule must first be officially approved, recorded, and the appropriate fees paid. Approval for change must be secured from the instructor, the department chair, or the dean of the college in which enrolled. No course changes are permitted after the close of the registration period except in the event of approved withdrawals, as provided for under "General Regulations" in this section.

Late Registration. After the initial registration, the time in which a student may enroll extends to the date designated in the University Calendar. Enrollment during this period is considered as late enrollment for which an additional charge is made. Students should also recognize that late enrollment may result in a limited selection of courses or a reduced load, and that initial absences from classes may prejudice the student's academic standing. No student may register after the close of registration.

BASIC PROGRAMS OF STUDY

All university academic programs include a component of general education. The area, course, and sequence requirements outlined below represent the minimum core common to all general education components, and constitute the *basic program of study* for all regularly admitted undergraduate students. *For specific program requirements, the student should refer to the particular degree and major field in "Colleges and Programs."*

Declaration of a Major. Students must declare a major as soon as possible but not later than following completion of 80 semester hours.

GENERAL EDUCATION COMPONENT

Statement of Purpose

The University of North Alabama educates students in an environment of discovery and creative accomplishment. Integral to this endeavor is the UNA General Education Program, which consists of carefully selected courses in written composition; humanities and fine arts; natural sciences and mathematics; and history, social, and behavioral sciences. All courses in the General Education Program are broad in scope, present major intellectual or aesthetic ideas, and are not specialized or vocational in purpose. In addition, they encourage students to consider the subject matter in its relation to their disciplines and its application to human concerns in a dynamic world. More particularly, the General Education Program is essential to students' attainment of the following five Core Competencies at UNA:

1. **Effective Communication** - the ability to communicate orally and/or in writing in a variety of contexts;
2. **Critical Thinking** - the ability to state, understand, and evaluate arguments and evidence;
3. **Use of Existing and New Technologies** - the ability to use information technologies;
4. **Analysis and Reasoning** - the ability to understand and evaluate complex data, information, or arguments; and
5. **Seeking Out and Acquiring Knowledge** - the ability to understand and employ various methodologies for the purpose of seeking out and acquiring knowledge.

To achieve these goals, General Education Program courses present the essential characteristics and basic processes of inquiry and analysis in the discipline, encourage the development of critical thinking and communication skills, and require students to analyze, synthesize, and evaluate knowledge. This broad intellectual experience, common to all students earning baccalaureate degrees from the University, provides a foundation for success in the major programs and assures that graduates possess a breadth of knowledge and competencies necessary for success in their careers; for participation in the civic life of their community, state, and nation; and for an ability to continue the process of learning throughout their lifetimes.

The General Education Program is fully compatible with the Alabama Articulation and General Studies Committee (AGSC) agreement, and UNA welcomes transfer students who have completed all or part of the General Education Program in other institutions whose courses are compatible with those at UNA.

Students should refer to each major for specified course requirements for Areas I-IV

For the Bachelor of Science Degree:

Area I. Written Composition6 semester hours

EN 111 (3) First-Year Composition I

EN 112 (3) First-Year Composition II

or

EN 121 (3) First-Year Composition Honors

EN 122 (3) First-Year Composition Honors II

Area II. Humanities and Fine Arts.....12 semester hours

COM 201 (3) Fundamentals of Speech

6 semester hours selected from the following:

EN 211 (3) Survey of English Literature

EN 212 (3) Survey of English Literature

or

EN 221 (3) American Literature through Whitman

EN 222 (3) American Literature from Whitman to the Present

or

EN 231 (3) Literature of the World I

EN 232 (3) Literature of the World II or

EN 233 (3) Honors Literature of the World I

EN 234 (3) Honors Literature of the World II

3 semester hours selected from the following:

AR 170 (3) Art Appreciation	GR 201 (3) Intermediate German
AR 281 (3) Art History Survey I	GR 202 (3) Intermediate German
AR 282 (3) Art History Survey II	MU 222 (3) Music Appreciation I
COM 133 (3) Cinema Appreciation	*MU 244 (3) Survey of Music Literature
FL 100 (3) Introduction to Language	PHL 201 (3) Introduction to Philosophy
FR 101 (3) Introductory French	PHL 205 (3) Ethics
FR 102 (3) Introductory French	RE 221 (3) Old Testament Introduction
FR 111 (1) Language Laboratory	RE 231 (3) New Testament Introduction
FR 112 (1) Language Laboratory	SP 101 (3) Introductory Spanish
FR 201 (3) Intermediate French	SP 102 (3) Introductory Spanish
FR 202 (3) Intermediate French	SP 111 (1) Language Laboratory
GR 101 (3) Introductory German	SP 112 (1) Language Laboratory
GR 102 (3) Introductory German	SP 201 (3) Intermediate Spanish
GR 111 (1) Language Laboratory	SP 202 (3) Intermediate Spanish
GR 112 (1) Language Laboratory	TH 210 (3) Theatre Appreciation

Area III. Natural Sciences and Mathematics11 semester hours

3 semester hours selected from the following:

MA 110 (3) Finite Mathematics	MA 125 (4) Calculus I
*MA 111 (3) Crucial Skills in Mathematics	MA 126 (4) Calculus II
MA 112 (3) Pre-calculus Algebra	*MA 147 (3) Elementary Statistics
MA 113 (3) Pre-calculus Trigonometry	MA 227 (4) Calculus III
MA 115 (4) Pre-calculus Algebra and Trigonometry	MA 237 (3) Linear Algebra
	MA 238 (3) Applied Differential Equations I

8 semester hours selected from the following:

BI 101 (4) Introductory Biology	ES 131 (4) Earth Science/Physical Geology
BI 102 (4) Introductory Biology	ES 132 (4) Historical Geology
BI 111 (4) Principles of Biology	*ES 133 (4) Earth Science
BI 112 (4) Principles of Biology	GE 111 (4) Principles of Physical Geography I
CH 101 (3) Introductory Chemistry	GE 112 (4) Principles of Physical Geography II
CH 101L (1) Introductory Chemistry Laboratory	PH 101 (4) Interactive Physics
CH 102 (3) Introduction to Organic and Biochemistry	PH 121 (4) Introductory Physics
CH 102L (1) Introduction to Organic and Biochemistry Laboratory	PH 125 (4) Descriptive Astronomy
CH 111 (3) General Chemistry	PH 241 (4) General Physics I
CH 111L (1) General Chemistry Laboratory	PH 242 (4) General Physics II
CH 112 (3) General Chemistry	PH 251 (5) Technical Physics I
CH 112L (1) General Chemistry Laboratory	PH 252 (5) Technical Physics II

Area IV. History, Social and Behavioral Sciences12 semester hours

HI 101 (3) Survey of World Civilization To 1500
HI 102 (3) Survey of World Civilization Since 1500
or
HI 201 (3) United States History To 1877
HI 202 (3) United States History Since 1877

*Course may not transfer for general education program credit.

6 semester hours selected from the following:

COM 205 (3) Communication in a Global Age	FL 201 (3) Global Perspectives through Study Abroad
EC 251 (3) Principles of Macroeconomics	FL 204 (3) Introduction to Latin American Studies
EC 252 (3) Principles of Microeconomics	GE 102 (3) World Regional Geography
ED 299 (3) Human Growth and Development	GE 260 (3) Human Geography
FL 101 (3) Introduction to International Studies	PS 241 (3) United States Government and Politics
FL 101H (3) Honors Introduction to International Studies	PY 201 (3) General Psychology
	SO 221 (3) Introductory Sociology
	SO 222 (3) Current Social Problems

ADDITIONAL GENERAL REQUIREMENTS FOR UNA STUDENTS:

For additional requirements, the student should refer to the particular degree and major field.

If allowed within the major, up to four (4) semester hours of elective credit may be taken from among activity courses in health, military science, and physical education.

General Education English Courses.

All students are required to schedule Freshman and Sophomore required English courses in sequence every semester until all English requirements are satisfied.

Writing Emphasis Course (taken within major field).

All students are required to pass one writing emphasis course in their major fields of study. These courses are designated in the catalog by a **W** following the course number. A student with more than one major will be required to pass a writing emphasis course in each major. EN 112 is prerequisite to all W courses.

Computer Literacy.

All students are required to attain computer literacy through discipline-based instruction within their major fields or through an additional three-semester-hour computer course.

For the Bachelor of Arts Degree:

Areas I-IV are the same as for the Bachelor of Science degree.

- V. Required foreign language at the intermediate level (201, 202)...6
Additional general requirements for UNA students are the same as required for the Bachelor of Science degree.

GRADUATION REQUIREMENTS

General requirements for graduation with a bachelor's degree include:

1. **Hour Requirements:** A minimum of 128 semester hours of credit. At least 36 semester hours must be junior-senior level courses (numbered 300-400). At least one-half of the minimum hour requirements for the