



UNA EARLY COLLEGE

Student Handbook 2023-2024

The University of North Alabama is proud to offer our Early College program in which high school students earn college credits while still in high school. These students are high achievers who get a jump start on achieving their goals.

Our Early College program offers several options, including classes taught in the student's high school, on-campus face-to-face classes, and online classes. We look forward to having you join this elite group of outstanding students at the University of North Alabama.

This handbook is designed to provide you with valuable information about Early College policies and guidelines. Please read this handbook carefully and refer to it throughout your time in the program.

Why Early College?	3
Academic Expectations.....	3
Academic Policies	3
Eligibility Requirements.....	4
How to Apply	4
Application Deadlines	4
New and Returning UNA Early College Students.....	5
Registration Process	5
Student Financial Responsibility Instructions.....	5
Placement Testing.....	6
Early College Tuition (Costs)	6
Cost of Textbooks/Resources	6
Grades and Grading Policies	7
Grade Reporting.....	7
Courses.....	7
First Steps after becoming an Early College Student.....	7
Course Withdrawal	8
Becoming a UNA student after High School Graduation.....	9
Points of Contact	9
Frequently Asked Questions.....	9
Scholarship Opportunities	13
Early College Scholarship Opportunity	13
Endowed Scholarships for Students	13
UNA LEAD Scholarship for Students	13
Mane Card	14
Campus Resources.....	14
Disability Support Services.....	15
Diversity Statement	16
Title IX	16

Why Early College?

Students who participate in Early College benefit in many ways:

- You will gain a head start over those who do not participate as EC (Early College) students achieve high school and college credit simultaneously.
- Students who participated in Early College have a higher GPA (Grade Point Average) than those who did not participate.
- Students who participated in Early College are more likely to graduate, and graduate in less time than those who did not participate.
- Students who participated in Early College spend less on their college education.¹

Additionally, as an Early College student, remember that you are a UNA student. You have access to all the services and benefits UNA provides its students, including tutoring, support services, and student athletic tickets.

Academic Expectations

UNA is proud of our outstanding EC faculty, and your Early College instructor is required to meet the same high standards as any other UNA faculty member. EC courses are highly selective, and you will find that your instructors expect more of you than in a high school course, but that is because they know you are capable of it. One difference you will notice between a high school course and a college course is that you will play a more active role in your education; it is your responsibility to attend class and submit assignments on time. You should expect to spend more time each week preparing for your EC class, and the responsibility for seeking help and keeping up with your course is on you—just as it is for all UNA students. Please keep these expectations in mind as you select which and how many EC courses to take each semester.

Academic Policies

As an Early College student, you are expected to adhere to all policies that apply to UNA students. These policies can be found in detail in the [UNA Undergraduate Catalog](#).

As an Early College student, you are subject to the [Code of Student Conduct](#). The Code of Student Conduct addresses multiple areas with the aim of creating an environment that promotes the university's educational mission. You are responsible for knowing and adhering to the Code of Student Conduct.

¹ See Southern Regional Education Board. (2020). [Dual Enrollment Research: A Comprehensive Review](#).

UNA has a strict policy on [Academic Honesty](#). Cheating, plagiarism, and other forms of academic dishonesty are not tolerated and may result in severe consequences, including failing the assignment, failing the course, or even expulsion from the program.

Specific information related to programs of study, grading, standards, and general education requirements can be found in the [Academic Procedures and Requirements section of the Undergraduate Catalog](#).

Eligibility Requirements

- Early College is open to students in the 10th, 11th, and 12th grades of High School.
- Students must have a minimum 2.75 unweighted GPA to participate in the UNA Early College Program.
- Students must maintain a “C” average (2.0 UNA GPA) in UNA courses for continued participation in the UNA Early College program.
- Certain courses may have requirements (e.g., specific ACT scores, high school courses, etc.) as listed in this catalog.
- Students must also meet all course prerequisite requirements.

How to Apply

1. [Complete your online application](#).
2. Submit your official high school transcript and test scores*
3. Complete your Early College Course Selection form within your [MyUNA](#) account. (Certain courses, like English, Speech, and Math, require [test scores or placement testing](#).)
4. You will be registered for your Early College Course by a member of our UNA Admissions staff.

Application Deadlines

Semester	Deadlines for Priority Consideration
Fall Semester	August 1st
Spring Semester	November 15th
Summer Semester	May 15th

Applications submitted after the deadline will be considered on a space-available basis. Students are encouraged to submit their application as early as possible to ensure there is adequate time for admission and registration.

New and Returning UNA Early College Students

New and returning Early College students must submit ALL required and acceptable admissions materials by the [deadlines found on the Early College website](#):

- Early College application (for new students only).
- High school transcripts (for new students only). We only accept electronic transcripts; we cannot accept paper transcripts. Please reach out to your high school counselor for assistance with transcripts.
- Test scores (for new and returning students if taking a Math, English, and/or Speech course).
- All other required supplemental items as determined by the student's [MyUNA](#) account (including, but not limited to, Proof of Citizenship, Social Security Card, etc.).
- Course selection form (for new and returning students not taking their Early College course at their high school site).

We will be unable to register students who do not submit all required materials above by the [deadlines found on the Early College website](#).

Registration Process

To register for Early College, follow the steps on this [Early College Admissions and Registration webpage](#).

Student Financial Responsibility Instructions

Effective March 1, 2015, registration at UNA requires that students first read and agree to the Financial Responsibility Agreement set forth by the University. This agreement is a one-time agreement and will remain in effect throughout the student's career at UNA unless it is rescinded or altered at the University's discretion.

Until the agreement is agreed upon by the student, a registration hold will be placed on their account. The agreement outlines the student's commitment to pay all expenses incurred at the University of North Alabama.

- To access the agreement, students log into their UNA Portal account and navigate to: Self-Service Banner → Registration / Billing & Financial Aid → Student Financial Responsibility Agreement → Read and click "I agree"

Placement Testing

Early College students who wish to register for English 111 First Year Composition or Math 110 Finite Mathematics or higher must achieve a certain score on a standardized placement test. This can be achieved by taking the ACT or the placement tests UNA has designated for this purpose. [Some placement tests have a cost associated with them.](#)

Although not required for admission, ACT and/or SAT scores are required for placement in English and Math classes. We STRONGLY encourage students to seek out standardized testing first before placement testing as these may qualify the student for institutional scholarship consideration.

If you have taken or will take the ACT, please be sure to report your scores to UNA as this will save you time and money in the future. For more information on placement, please reach out to your high school counselor, or visit the [Course Placement webpage.](#)

UNA's test codes are:

- ACT code: 0014
- SAT code: 1735

Early College Tuition (Costs)

Early College course tuition will be \$99.00 per course for Fall 2023, up to two courses. Students will receive billing information by email through their UNA Portal account. Payment must be made by published deadlines established in the academic calendar in order to maintain enrollment. Payment deadlines are listed on the [Registrar's Academic Calendars webpage.](#)

Students who request to take a third class must be a junior or senior in high school and have a UNA GPA of 3.0 in at least 6 hours of UNA Early College coursework. Students will be charged full undergraduate tuition price for the third class. EC students are limited to three courses per semester. More information may be found on the [Tuition and Fees website.](#)

Cost of Textbooks/Resources

Students are responsible for the cost of course textbooks and course material. The cost of books varies by course, and some have no additional costs. Check with your instructor to determine if the course you are selecting will have additional costs.

Grades and Grading Policies

Students taking college courses for dual enrollment credit are creating a permanent college transcript that can affect future educational opportunities, such as future college admissions, scholarships, and financial aid as final grades will be posted on students' college transcripts.

Grade Reporting

UNA does not send report cards to students or parents. Students are encouraged to keep current with their course performance throughout the term, and to reach out to their instructor with any concerns about performance. At the end of the semester, grades will be posted online to your Portal account. Portal may be accessed by clicking the [Portal link at the top of the UNA homepage](#).

Courses

Students enrolled in Early College at UNA will focus (in almost all cases) on courses that are part of the General Education curriculum. You might understand these as the “basics” that all students are required to complete, like History, English, and Math, for example. These are the foundational courses of any major or degree program that UNA students take in their first and second years at UNA. Completing these courses as part of Early College allows you to get a head start on your college education. For more information on the General Education curriculum requirements, see the [Undergraduate Catalog on General Education components](#).

First Steps after becoming an Early College Student

Congratulations! We are delighted to welcome you as an Early College student. But, what next?

The following steps will guide you help you get started:

1. Obtain your UNA login credentials. Those credentials can be found in the UNA Early College acceptance email, and they allow you to access email, library materials, and Canvas (UNA's learning management system).
 - a. If you are having issues with your UNA log in, please email helpdesk@una.edu.
2. Explore the UNA [homepage](#). On the homepage, you will find links to various resources you will use as an Early College instructor, including the Library, Portal, the Registrar, Canvas, and much more.

3. Visit [Canvas](#). Here you will log in and find the link to your Early College class.
4. Log in to Portal. Portal provides students with a number of links, including email, schedules, final grades, transcripts, and billing. Portal may be accessed by clicking the [Portal link at the top of the UNA homepage](#).
5. Visit the [Instructional Technology Services website](#). ITS provides technical support, and they are broadly concerned with technology access. If your email does not work, or your login credentials fail, reach out to the ITS help desk through their website. Also, note that you are entitled to free Microsoft Office products. This can also be found on the ITS website.
6. Visit the [Educational Technology Services website](#). ETS is concerned with the instructional side of tech support. ETS can assist you with Canvas-related questions or problems.

Course Withdrawal

We believe you can be successful as an Early College student, but we also know that sometimes life gets in the way. If you have done everything you can, and believe you may not pass your EC course, we encourage you to consider withdrawing. **This will allow you to avoid a failing grade of “F” on your transcript.** Withdrawals appear on the transcript with a grade of “W,” but a “W” does not impact your GPA.

To withdraw from a course taken at your high school:

To submit a withdrawal request, first notify your teacher. Your teacher will then reach out to your high school counselor who will complete the process. You are encouraged to follow up with your teacher and counselor to ensure your withdrawal is complete.

The deadline to submit withdrawal requests may be found on the [Registrar’s Academic Calendars webpage](#). Withdrawal requests will not be processed that are submitted after the deadline has passed.

To withdraw from a course not taken at your high school (on-campus or online):

A student may withdraw from a course with a grade of **W** by the withdrawal period deadline indicated on the [Registrar’s Academic Calendars webpage](#).

Any student wishing to withdraw from a class during the withdrawal (W) period may login to their secure UNA Portal and follow the same steps as when they initially registered, selecting “web withdraw” beside the desired course(s) and clicking “submit.” The student will be

withdrawn from the requested class, and a notification will be sent to the student and instructor.

Becoming a UNA student after High School Graduation

- We would love to welcome you to UNA as a full-time student after your high school graduation. **To do so, please ask your high school counselor to submit your official transcripts to UNA. You will also need to reapply for admission as a full-time student through your [MyUNA](#) account.** If you attend UNA, your Early College credit will automatically be applied to your degree program, and you will not need to go through the credit transfer process.

Points of Contact

Topic	Email Address
What classes can I take?	Your high school counselor
Applying to Early College	Admissions@una.edu
Canvas problems (Canvas is not working properly)	Click the help button within Canvas <u>or</u> email ets@una.edu
Log in problems	helpdesk@una.edu
Student Accounts	studentaccounts@una.edu

Frequently Asked Questions

Does my high school have a dual enrollment agreement with UNA's Early College program?

In order to achieve dual enrollment credit, your high school must have a dual credit agreement with UNA. To check, visit our [Early College webpage](#), and click "Dual Credit Agreement Schools." If your high school does not offer UNA's Early College dual enrollment credit program, please encourage your counselors and teachers to visit our [Early College Professional Development website](#).

Will UNA Early College credit transfer to other universities?

Alabama's STARS system ensures that coursework earned at public institutions will transfer to other public institutions. This means that your UNA EC courses will transfer to any public

institution in the state of Alabama, but you will have to initiate that process with the other university; it is not automatic. If you are planning to attend an out-of-state college or university, you should direct questions about transfer credits to that institution. For more information, visit the [STARS website](#).

What EC courses are offered at my high school?

For the most current information on what EC courses are offered at your high school, you are encouraged to reach out to your high school counselor or teachers. If your high school does not offer UNA's Early College program, please encourage your counselors and teachers to visit our [Early College Professional Development website](#).

I loved Early College during the school year. Are there Early College opportunities in the summer?

Yes, UNA offers online Early College courses during the summer. EC students are eligible to request 100- and 200- level courses. If you wish to enroll for Summer, you should follow the steps for registration found on the [Office of Admissions website](#).

I took one or more Early College courses and soon I am graduating from high school. How do I become a full-time student at UNA?

Congratulations! We are thrilled to welcome you back to UNA, and count you as a full-time student. To do so, you will need to submit your high school transcripts through your [MyUNA](#) account. If you attend UNA, your Early College credit will automatically be applied to your degree program, and you will not need to go through the credit transfer process. Also, remember to apply for financial aid and scholarships by the deadline. Those deadlines can be found on the [Financial Aid Webpage](#).

Should I take Early College or AP classes?

You may be familiar with the Advanced Placement (AP) program. It differs from Early College in several ways. Both AP and Early College offer college-level courses in high school. However, AP differs from Early College in that the course grade does not determine whether college credit is awarded. AP students, in addition to completing the course, must make a predetermined score on a standardized AP exam taken at the end of the course, and that exam has a cost. Early College students are not required to take such an exam.

I am struggling in my Early College Class. What should I do?

First, you should reach out to your instructor. They want you to be successful, and they want to help you. Additionally, as a UNA student, you have access to tutoring, 24 hours a day, 7 days a

week. Visit Tutor.com by clicking on the left-side menu within your Canvas course. For more information, visit the [UNA Success Center website](#).

Early College students also have access to all of our other student support resources, including [Student Counseling Services](#), [Disability Support Services](#), and our [Pantry](#) (assists with meeting basic needs).

I am doing poorly. Should I withdraw?

We believe you can be successful as an Early College student, but we also know that sometimes life gets in the way. If you have done everything you can, and believe you may not pass your EC course, we encourage you to consider withdrawing. This will allow you to avoid a failing grade of “F” on your transcript. Withdrawals appear on the transcript with a grade of “W,” but this does not impact your GPA.

To submit a withdrawal request, follow the steps laid out in this handbook in the “Course Withdrawal” section.

The deadline to submit withdrawal requests may be found on the [Registrar’s Academic Calendars webpage](#). Withdrawal requests will not be processed that are submitted after the deadline has passed.

I am homeschooled. Can I participate in Early College?

Yes, we would love to have you attend UNA as an Early College student. Please follow the steps to apply as laid out on the [Early College Admissions webpage](#). If you have any questions, please reach out via email to admissions@una.edu.

I am under 18 years of age. Do my parents have the right to inspect and review my education records?

The Family Educational Rights and Privacy Act of 1974 (“FERPA”) is a federal law governing the privacy of educational records. The law, also known as the Buckley Amendment, applies to all educational agencies or institutions that receive funds under any program administered by the US Department of Education. At the University of North Alabama, FERPA rights apply to all students. A student is a person who is or has been in attendance at the institution, regardless of the person's age.

If a student is attending UNA—at any age—the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and UNA, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by UNA to the high school. Additionally, UNA may disclose personally identifiable

information from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.

In cases in which FERPA rights are retained by the student, students may complete a release form authorizing University faculty/officials to speak with any designated individual regarding student educational records. Students may complete a FERPA release by logging into their [UNA portal](#) account.

- Select **ACADEMICS** (left side of the screen all the way at the bottom) and students will see **FERPA, Records Release**. Click on Records Release and follow the prompt to add parents, parent, or guardian. Once submitted, their request will be sent to the Office of the Registrar for processing.

More information on FERPA can be found on the [Registrar's FERPA webpage](#). Questions about FERPA and student disclosure should be directed to registrar@una.edu.

I have an IEP (Individualized Educational Plan) accommodation at my high school? Will that automatically transfer to UNA's Early College Program?

If you have an IEP at your high school and desire support and accommodations for your UNA course, you will need to contact UNA's Disability Support Services. More information can be found on the [Disability Support Services webpage](#).

Scholarship Opportunities

Early College Scholarship Opportunity

Students who complete Early College coursework get a jump-start on their college education and can save even more money by qualifying for UNA's Early College Scholarship.

Visit the [Early College Admissions webpage](#) for more information, including funding amounts, eligibility, and deadlines.

Endowed Scholarships for Students

UNA offers a variety of scholarships, and you are encouraged to apply. Please visit the [Endowed Scholarships webpage](#) to learn more about scholarships offered by various colleges, departments, and offices throughout the University. Get started on your scholarship search now. For a complete listing of UNA's Endowed Scholarships, please visit our Endowed Scholarship website [Academicworks.com](#). Remember to apply by the deadlines listed.

UNA LEAD Scholarship for Students

UNA offers the LEAD Scholarship to a graduating senior from each of our LEAD educational partner districts. This scholarship awards \$10,000 per year for four years (\$40,000 maximum). More information on the LEAD Scholarship may be found on the [LEAD Scholarship webpage](#).

Mane Card

The Mane Card is UNA's official ID card. All EC students are eligible for a Mane Card, and it is available to be added to your mobile device. You do not need to come to campus to obtain your Mane Card. The Mane Card allows EC students to check out books from UNA's Collier Library, attend on-campus events at low or no cost, and provides access to student programs. There is no cost associated with obtaining a Mane Card. For more information, visit the [Mane Card website](#).

Campus Resources

- [UNA Homepage](#). On the homepage, you will find links to the Library, Portal, the Registrar, Canvas, and a wide variety of resources and activities.
- [Academic Programs and Departmental Website Links](#). Here you will learn more about UNA's academic offerings.
- [Athletics](#). Here you will find information and schedules for the Lions' outstanding athletic programs and information on [student athletic tickets](#).
- [Canvas Help Website](#). For all questions Canvas related, visit the Canvas Help website.
- [Collier Library](#). UNA's Collier Library provides both electronic and physical access to a variety of materials, including course reserves, electronic journals, and streaming video.
- [Educational Technology Services website](#). ETS is concerned with the instructional side of tech support. ETS can assist you with Canvas related questions or problems.
- [Free Microsoft Office webpage](#). UNA provides free Microsoft Office products for EC students.
- [Instructional Technology Services website](#). ITS provides technical support, and they are broadly concerned with access. If your email does not work, or your log in credentials fail, reach out to the ITS help desk through their website.
- [Mitchell-West Center for Social Inclusion](#). The Mitchell-West Center for Social Inclusion supports education, research, community, and advocacy by working with diverse groups on campus, in the Shoals, and across the state and region. The Center welcomes everyone by providing an accessible and inclusive space for students and faculty to share knowledge, collaborate on interdisciplinary projects, and build sustainable partnerships with organizations that are committed to addressing some of the most pressing social problems that we face today.

- [Student Affairs](#). Here you will find links to many student resources, including Student Counseling Services and UNA Recreation.
- [Student Counseling Services](#). Student Counseling Services offers support services for UNA students to help in the development of coping skills to manage problems that may be affecting their health, well-being, and/or academic performance. Counselors are available for assessment of needs/problems, short-term counseling, group presentations, crisis intervention, and facilitation of referrals for students. Services are provided to students actively enrolled at UNA at no additional fee.
- [Student Engagement](#). Here you will find links to a wide variety of outstanding opportunities and events on UNA's campus, including volunteer opportunities and links to student tickets for non-athletic events on campus.
- [Tutor.com](#). UNA offers free on-demand, online tutoring through Tutor.com. To access Tutor.com, sign into Canvas and select "Tutor.com: 24/7 Online Tutoring" from the menu options.
- [UNA Calendar of Events](#). Here you will find a wide variety of UNA events, both on and off-campus.
- [University Success Center](#). The University Success Center provides a host of services to benefit students, including tutoring, both in-person and online, as well as advising services. The Success Center can also assist you in selecting a major.

Disability Support Services

UNA's Office of Disability Support Services provides support and appropriate accommodations for students with learning, physical, and psychological disabilities. These services include initial determination and application of classroom accommodations, alternative testing program, academic guidance and study skills sessions, assistive technology, and alternate formats. For more information, visit the [Disability Support Services website](#).

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact [Disability Support Services](#) to initiate the process to develop an accommodation plan. This

accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Complete guidelines and requirements for documentation can be found [here](#). For more information and to request accommodations, the student should contact the DSS office at 256-765-4214, email to dss@una.edu, or visit [Disability Support Services](#).

Diversity Statement

The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. It is the exploration of these differences in a safe, positive, and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual.

Title IX

Title IX Coordinator and Deputy Coordinator

Location	Guillot University Center, Room 201/202
Phone	256.765.4223
Website	Title IX @ UNA
Email	Titleix@una.edu

The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty, of all genders, are entitled to a working environment and educational environment free of discriminatory harassment, including discrimination based on sex. At UNA, we have policies in place that prohibit discrimination on the basis of sex or gender, including sexual harassment, sexual assault, dating and domestic violence, stalking, and discrimination against pregnant and parenting students.

Faculty and staff are required to report any observations of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. UNA's Sexual Misconduct Policy may be accessed at <https://una.edu/titleix/>. If you have experienced or observed discrimination or harassment, you have several options, including reporting directly to Title IX or law enforcement or speaking with a Confidential Resource.

Reporting

To report directly, contact:

Title IX Coordinator	256.765.4223 or titleix@una.edu
Title IX Deputy Coordinator	256.765.4838
UNA Police	256.765.4357

Confidential Resources

If you're not sure if you want to file a report to Title IX, UNA offers several confidential reporting options to offer advice and other resources, and if you make the decision to come forward, they can also assist you in contacting Title IX or law enforcement. UNA's Confidential Resources include:

Student Counseling Services	256.765.5215
University Health Services	256.765.4328
Center for Women's Studies	256.765.4380
Mitchell-West Center for Social Inclusion	256.765.5158

Local Resources

One Place of the Shoals	256.284.7600
North Alabama Crisis Center	256.716.1000 (hotline)
THRIVE Alabama	256.764.0492
SafePlace (domestic violence)	256.767.6210; 256.767.3076 (office)

One Place of the Shoals is a centralized, collaborative, community effort that provides victims of domestic violence, rape and sexual assault, child physical and sexual abuse, and elder abuse with necessary services under one roof. One Place of the Shoals provides legal assistance, medical exams, and counseling services. One Place of the Shoals is another reporting resource for individuals who may wish to seek legal action.

National Hotlines

Domestic Violence Hotline	1.800.799.7233
RAINN Sexual Assault Hotline	1.800.656.4673
Suicide Prevention Lifeline	1.800.273.8255