

# UNA IMMUNIZATION REQUIREMENTS

## WHAT YOU NEED TO KNOW

1. Who must complete the immunization and TB screen forms?  
All students admitted to UNA for the first time for the fall 2017 semester must complete and submit the UNA Immunization Requirements and TB Screen forms.
2. When are the forms due?  
Mail the completed immunization and TB screen forms and supporting documentation to University Health Services no less than 30 days prior to registration. The earlier the better!
3. Where do I send the forms?  
The mailing address is:  
University of North Alabama  
Health Services Clinic  
UNA Box 5009  
Florence, AL 35632
4. Does a health care provider have to sign my form?  
UNA will accept a copy of the State Department of Public Health Immunization record but the student must enter the dates into the immunization form. UHS will not accept the immunization record without a completed form. A health care provider must sign the form for any immunization administered by the health care provider, or if proof of disease is used in lieu of the vaccine. The student signs the TB screen form.
5. I am admitted to UNA as a student, but I have not attended class for a while. Do I have to meet the immunization requirements and submit an immunization form?  
Students admitted to UNA for the first time for the fall of 2017 semester are required to provide proof of immunity. University Health Services advises **all adults** to be properly immunized, but the effective date of the UNA immunization policy is for students entering UNA for the first time in the fall of 2017.
6. I am taking one class on campus, do I have to meet the immunization requirements and submit an immunization form?  
Yes, if you are entering UNA for the first time in the fall of 2017.
7. I am taking online classes; do I have to meet the immunization requirements and submit an immunization form?  
Yes, if you are entering UNA for the first time in the fall of 2017, you are required to complete the immunization form. If your classes are fully on line and you will not be on campus, you may request consideration for exemption by completing a waiver request form.
8. What if there is a reason that I cannot meet the immunization requirements?  
A request for exemption must be requested for each vaccine requirement that is not met, regardless of the reason. Please check with your health care provider to see if your "medical reason" is based on current information.
9. What if I fail to meet the immunization requirements or I don't send in my forms? Students that have not completed the immunization requirements by the first day of class will be assigned a default temporary waiver and asked to schedule an appointment at the health services clinic. Students that default into a non-compliance waiver may be asked to leave the campus if there is an outbreak of one of the vaccine preventable diseases.
10. When is the deadline for submitting my forms?  
Documentation should be submitted at least 30 days prior to registering for the first term of study. The sooner the better! Please allow two weeks to process the forms. Late submissions will NOT be expedited

and forms are processed in the order that they are received. If compliance has not been established by the first day of class or residence hall move in, students will default into temporary waiver status.

11. Will University Health Services notify me that I have met all of the immunization requirements?

No, if you submit all of the appropriate documentation and meet the requirements, there is no reason to notify you. If you are missing information, University Health Services will notify you by email. Please be sure to provide a valid email address and check it often. Once you receive a UNA email address, that address is used for all communication.

12. Can I call University Health Services if I have a question?

The best and quickest way to receive an answer to your question(s) is to type immunization question into the subject line and send the question by email to [healthservices@una.edu](mailto:healthservices@una.edu). Someone will respond to your question within two business days of receiving the inquiry. The Health Services staff are busy providing healthcare for students and return non-urgent calls at the end of the day or as time permits.

13. I cannot find my immunization information, how else can I meet the requirements?

The first and best option to show proof of the university-required immunizations is your childhood immunization records from your health care provider or the state department of public health. If you are unable to locate your immunization records, there are two options:

- a) Obtain the vaccination(s) from your local or family doctor's office. Many walk-in clinics will also provide the required immunizations.
- b) If you are sure that you received the vaccine at some point in your life but you cannot locate the necessary supporting documentation, you may choose to obtain a blood test known as a titer. This can be done at your local or family doctor's office. The blood test can determine if you are immune to the disease. If the blood test shows that you are immune, nothing more is needed. If the blood test shows that you are not immune, you will need to receive the vaccine.

14. Where do I get the form?

The form is available for download on the Health Services webpage.  
<https://www.una.edu/immunizationform>