



2 0 2 2 – 2 0 2 3

MANE BOOK





Mane Book sponsored by



This book belongs to _____

My SOAR Counselor is _____

My group number is _____

TABLE OF CONTENTS

| | |
|--|-----|
| Mission of University | 5 |
| History and Fight Song | 6 |
| Lion Traditions | 7 |
| SOAR INFORMATION | |
| Welcome to SOAR | 10 |
| Meet the SOAR Staff | 11 |
| Student Breakout Sessions | 13 |
| Parent and Family Break Out Sessions | 16 |
| Helpful Definitions | 20 |
| Directory | 22 |
| LION LEARNING | |
| Academic Essentials | 24 |
| University Catalog | 27 |
| Lion Learning Links | 35 |
| Campus Technology | 36 |
| First-Year Experience | 39 |
| Collier Library and Information Services | 40 |
| Global Engagement | 41 |
| ROTC | 44 |
| Career Center | 46 |
| Disability Support Services | 48 |
| Student Conduct | 49 |
| University Student Handbook | 49 |
| University Policies | 49 |
| LION LIFE | |
| Financial Aid | 52 |
| Business Office/Student Accounts | 53 |
| Mane Card | 55 |
| Housing and Residence Life | 56 |
| Move-in Weekend | 62 |
| Dining Services | 64 |
| University Health Services | 69 |
| Case Manager | 71 |
| Student Counseling Services | 72 |
| The Division of Diversity, Equity, and Inclusion | 74 |
| Mitchell-West Center for Social Inclusion | 76 |
| Transportation and Parking | 78 |
| University Police | 81 |
| Bookstore | 87 |
| GETTING INVOLVED | |
| Student Organizations on Campus | 92 |
| Student Engagement Center | 93 |
| Student Activities | 94 |
| Fraternity and Sorority Life | 98 |
| Community Service and Outreach | 101 |
| Athletics | 104 |
| EXTRA INFORMATION | |
| Life in the Shoals | 108 |
| UNA Recreation | 110 |
| Title IX | 112 |
| Publication Page | 115 |



MISSION STATEMENT

The mission of the University of North Alabama is to be:

Innovative. Inclusive. Engaged. Evolving. Global.

THEME ONE

Transformational Student Experience



THEME TWO

Academic Excellence and Innovation



THEME THREE

Diversity and Inclusion



THEME FOUR

Financial Sustainability



THEME FIVE

Institutional Identity

HISTORY



The University of North Alabama traces its roots to 1830 and LaGrange College, the first state-chartered college in Alabama. The original site of LaGrange College was LaGrange Mountain in Leighton, Colbert County. Tuition in 1830 was \$10 per session, and the college opened with 70 students and three faculty members. The main building had dormitory rooms, a chapel, the president's office, and two lecture halls. The school relocated to its current location in Florence from its original site in 1854. The institution would later become the first state-supported teachers college in the South and one of the first coeducational institutions in the nation.

THE UNA FIGHT SONG

Go, Fight for U-N-A
We are behind you all the way
Go! Fight! Win Old U-N-A
The Purple and Gold is here to stay
We'll roar on to victory
We'll send that team back on their way
Go! Fight! U-N-A
We are behind you all the way
(Chant)
Go! Fight! U-N-A
Go! Fight! U-N-A
Go! Fight! U-N-A
Go! Fight! Lions!

SCHOOL COLORS

Purple and gold are the school colors of the University of North Alabama. No one has ever ascertained who or what inspired their adoption. All that is certain is that the 1912 yearbook, published the same year as the inauguration of the football team, was named the "Purple and Gold." And these have been our beloved colors since!



LION PRIDE AND PRIDE ROCK

"Lion Pride" is a term frequently used by members of the UNA community to describe the intense level of commitment to school traditions and activities reflected among students, alumni, and friends of the University. Perhaps nowhere is this level of commitment more strongly expressed than in the University's Pride Rock tradition, which began in 1994. The Pride Rock is a 60-pound, engraved granite stone bearing the actual paw print of Leo II, UNA's second live lion mascot. Placed just behind the north end zone of all UNA home games, the Pride Rock is touched by players as they file past on their way to the field. The Pride Rock serves not only as a motivational tool for the players but also as a tangible expression of the deep well of pride, community, and tradition associated with the University of North Alabama and its athletic program.

SPIRIT HILL, TAILGATING, AND THE LION WALK

Pregame tailgating at Spirit Hill, an area adjoining Braly Municipal Stadium, has developed into a major UNA tradition. The tradition developed through the cooperation of the UNA Greek community, general student organizations, and alumni, and culminates with the highly popular Lion Walk, a pregame parade down Royal Avenue (next to Spirit Hill) that includes Lion athletes, cheerleaders, and the Marching Pride of North Alabama. The parade takes place before every UNA home game.

TRADITIONS

LEOS I AND II

On July 22, 1974, former UNA president, Dr. Robert M. Guillot, brought a 35-pound lion cub to the campus, and Leo spent the next 14 years "roaring" the school to victory. The original Leo died Jan. 20, 1988, and a great outpouring of support from the Shoals community resulted in Leo II being brought to UNA in July 1988. Leo II lived in the compound that once housed the original Leo and grew to a weight of more than 600 pounds at 11 years of age. In 1997, Leo II was selected as the nation's, "Second Best Mascot" by Sports Illustrated. He died in February, 2000.

LEO I



LEO II

LEO III

The tradition of housing live lions on campus continued with the addition of twin lion cubs being brought to campus on Nov. 18, 2002. Leo III and Una, brother and sister pair, were born in New Hampshire and were brought to their new home at UNA by their caregivers, Anne and Dan Howard. Una passed away in June of 2020 at the age of 17.

Leo III continues to reside in the 12,764-square-foot George H. Carroll Lion Habitat. UNA's other mascots are students who don lion costumes, one male and one female, to cheer the lions and to entertain the crowd. They also represent the University at athletic events and other school functions. Mascot tryouts take place each year, and the identity of the student mascot is kept secret for as long as possible.



VICTORY FLAME

The Victory Flame returned to the UNA campus in 1995 through the efforts of the UNA Alumni Association. An important University symbol, the Victory Flame burned on the UNA campus from 1962 to 1986 but was extinguished with the



construction of the Guillot University Center. The new Victory Flame and Victory Garden stand between 601 Cramer Way and the Memorial Amphitheater, directly across the street from the flame's former site. The flame is lit after every Lion victory or significant event in the life of the University. A miniature replica of the Victory Flame also stands atop the Lion football dressing room at Braly Municipal Stadium.

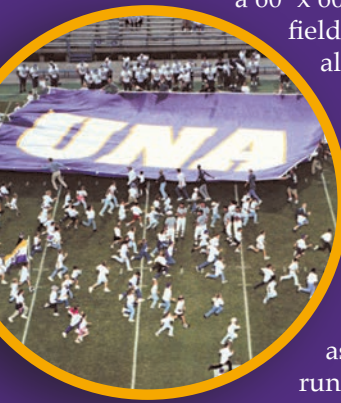
MISS UNA SCHOLARSHIP PROGRAM



The Miss UNA Scholarship Program is an official preliminary for the Miss Alabama/Miss America Program. The Miss UNA Scholarship Program has been a UNA tradition for more than 31 years. The program provides an opportunity for the University's young women to compete for scholarship money and prizes. Each young woman is encouraged and mentored to develop skills that will enrich her personal and professional life beyond her university experience. Miss University of North Alabama spends her year in service to the University

and Shoals community. She promotes the platform of her choice, makes official appearances as a University representative, and represents the University at the Miss Alabama Scholarship Program.

UNA FIELD FLAG



In the mid 1990's the UNA Alumni Association purchased a 60' x 60' field flag that is carried onto the field at Braly Municipal Stadium before all Lion home football games. There are 60 straps on the flag and as many as 60 Lion supporters carry the flag onto the grass at Braly. Before the start of the football season, campus organizations sign-up for their turn to carry the flag. The flag enters Braly from the south end zone and is rotated counter-clockwise on the field as the Lions make their pregame run to the sideline.

HISTORICAL MARKER

When the University of North Alabama football team won an unprecedented third straight NCAA Division II national championship in 1995, the Lions knew they had made history. But on April 30, 1998, the Lions got their own historical marker to prove it when the UNA Alumni Association, UNA Sportsman's Club, and the Florence

Historical Society unveiled an historical marker on Pine Street next to the UNA football practice field. The marker commemorated UNA's three consecutive NCAA Division II football national championships from 1993-95, which made UNA the first school in the history of NCAA scholarship football to win three straight titles.

During the course of that three-year period, the Lions also posted a 41-1 record, making UNA the first school in the history of collegiate football on any level to win as many as 40 games in just three seasons. The Lions also held a record 27 consecutive No. 1 rankings in Division II.

MARCHING PRIDE OF NORTH ALABAMA

The Marching Pride of North Alabama was formed in 1949. It has represented the University at many different events during the past 68 years, perhaps most notably performing for President Jimmy Carter during his historic 1980 visit to neighboring Tuscumbia.

The band appeared in the award-winning movie, *Blue Sky*, starring Jessica Lange, Tommy Lee Jones and Powers Boothe, and also recorded a CD with famed musician and producer, Jimmy Johnson.

With more than 220 members, the group is the largest organization on campus and serves as a major contributor to school spirit, especially at athletic events. The UNA Marching Band performs at all home football games and local parades and travels the state performing in exhibitions at high school competitions. The band is known for precision marching and drill design, while entertaining with strongly played jazz standards.



LIGHT THE FOUNTAIN

The Harrison Fountain slumbers from frost until spring. President Kitts was awakened by the fountain "coming to life" during his first month on campus in March 2015, and he had the idea of making it an event for the entire campus to enjoy. The inaugural Light the Fountain ceremony took place Monday, March 21, 2016.



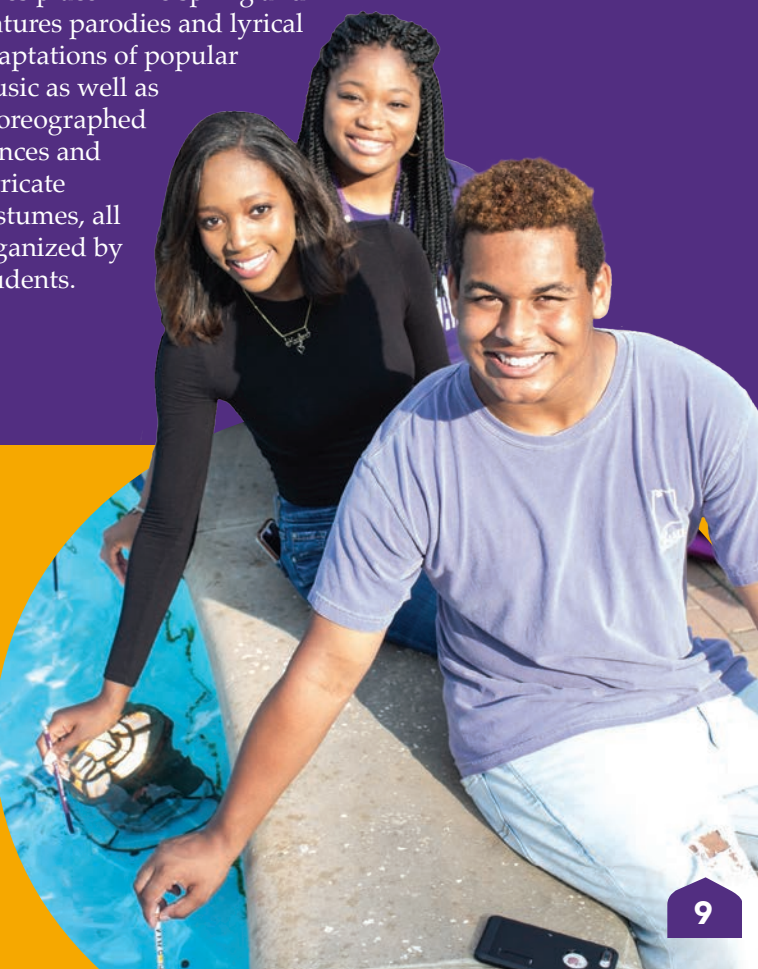
Each year, student groups "step up" to raise money for campus infrastructure improvements. Step Sing takes place in the spring and features parodies and lyrical adaptations of popular music as well as choreographed dances and intricate costumes, all organized by students.

FOUNDERS' DAY

On January 11, 2020, the University of North Alabama inaugurated a new tradition by celebrating Founders' Day at UNA. As an institution, we date our history back to the opening of LaGrange College on January 11, 1830, so we celebrate the anniversary of UNA each year on or around that date. This January marked our 191st anniversary as an institution of higher education. That's a remarkable accomplishment that should fill all of us with Lion Pride.

THE LUCKY DIP

What started as a prank has become a popular campus tradition. In the summer of 2013, the SOAR counselors told their freshman students that if they dipped a pencil in the Harrison Fountain on the first day of class, they would have good luck the entire semester. On that humid August day, the counselors gathered at the fountain to see if anyone would show up. They were amazed at the number of students who did. When the Student Government Association (SGA) got wind of it, they decided to make it an annual event that takes place each August.



Welcome to the University of North Alabama!

We are so excited to have you at SOAR! Orientation is a wonderful opportunity for students and parents to get acclimated to UNA's campus and resources while making connections with peers, staff, and faculty.

Students, absorb every moment of your orientation experience. Learn about the ways you can connect with others and become involved on campus. UNA offers more than 100 student organizations, which include Fraternity and Sorority Life, SGA, academic organizations, campus ministries, and volunteerism opportunities. I encourage you to join at least one student group your first year at UNA because the friendships and memories you make will have a positive impact on your college experience.

Families, you will learn about the academic support services and resources in place for your students to be successful. UNA provides free tutoring and academic advising through the University Success Center. The Career Center is a wonderful place for students to visit as they are contemplating their career path. UNA also offers many support services such as counseling, health services, a food pantry, and so much more. We want you to walk away from SOAR knowing that your students are in good hands!

Welcome to the Lion Pride family!

Tammy Jacques
Assistant Vice President for
Student Affairs

Welcome to the University of North Alabama!

We are so excited that you have chosen to continue your education at UNA and to participate in our summer orientation program! Orientation is designed to introduce you to the University while developing lasting connections with faculty, staff and peers. Our SOAR Counselors and professional staff have been working hard all year to prepare for your arrival and can't wait to meet you!

As a new or continuing student, you are on one of the most transformative journeys of your life. Take this time to absorb your orientation experience and get excited about what is to come in the fall. UNA offers a wide variety of student engagement opportunities, including Fraternity and Sorority Life, academic organizations, community service projects, student government, and more. Use your time at UNA to explore new interests and learn more about the world and others around you! Becoming involved during your time as an undergraduate student is an investment into yourself and your future.

Families, we know that this is as much of a transition for you as it is for your student. Orientation is a great time to interact with UNA faculty and staff while learning about the support services provided to your students. Health and counseling services, the Career Center, Success Center, food pantry and much more are in place to ensure that your students have a helping hand when needed. It is our hope that you leave orientation knowing that your students have the support and resources they need to be successful during their time with us at UNA.

Welcome to the UNA family and Roar Lions!

Mary Harber
Assistant Director, Recruitment & Orientation



MEET THE STAFF

PROFESSIONAL STAFF



Tammy W. Jacques
Assistant Vice President of
Student Affairs



Mary Harber
Assistant Director,
Recruitment and Orientation



Gloria Doxie
Executive Assistant
for Student Affairs

HEAD COUNSELORS



Tevin Pauley
Tusculumbia, AL
Professional Biology



Jasmine Sherman
Birmingham, AL
Criminal Justice



Will Driver
Dozier, AL
Secondary Education,
Mathematics



Olivia Oliphant
Centre, AL
Interior Architecture
and Design



Janese Green
Ozark, AL
Elementary Education



Elizabeth Robinson
Phenix City, AL
Social Work

SOAR SUPPORT STAFF

SOAR COUNSELORS



Colby Allison
Fayette, AL
Music Education



Kemi Anderson
Madison, AL
Fashion
Merchandising



Audrey Beaver
Pike Road, AL
Nursing



Destini Beckwith
Muscle Shoals, AL
Secondary
Education



Jayden Bobo
Boaz, AL
Nursing



Abby Bridges
Murfreesboro, TN
Nursing



Candice Buford
Olive Branch, MS
Computer Science



Keaton Chappell
West Point, AL
Psychology



Gracey Edmondson
Trussville, AL
Marketing



Abby Eggemeyer
East Peoria, IL
Nursing



Makayla Holland
Tuscumbia, AL
Spanish,
Photography



Kiera Lightfoot
Huntsville, AL
Nursing



Patrick McGucken
Birmingham, AL
Entertainment
Industry



Makenzie McGuire
Nashville, TN
Nursing



Shana Melton
Killen, AL
Elementary
Education



Madison Motton
Florence, AL
Elementary
Education



E.J. Powell
Trussville, AL
Marketing



Emma Warren
Scottsboro, AL
Elementary
Education



Brody Sutherland
Graduate Assistant for
Orientation

What do I use this book for?

My SOAR counselor's cell number is:

What is the difference between Lion Loot and Dining Dollars?

What is a Mane Card?

Where is my UNA Mailbox, and when will I get access to it?

VISIT THE ONE STOP

GOT QUESTIONS? WE CAN HELP WITH:

Financial Aid • Mane Card
Billing and Student Accounts
Transcript Requests • Registration
General Questions and more!

MAKE ONE STOP YOUR FIRST STOP!

ONE STOP - UNA STUDENT INFORMATION DESK

Wendell W. Gunn University Commons

256.765.4600 • una.edu/onestop

FOLLOW US!   @unaonestop

What is FERPA?

Where can I find a consent form/FERPA release, if I want to add my parents to my account?

You may complete a FERPA release by logging into your UNA portal. Select ACADEMICS, look on the left side of the screen all the way to the bottom and you will find FERPA, Records Release. Click on Records Release and follow the prompt to add your parents, parent or guardian. Once submitted, your request will be sent to the Office of the Registrar for processing. We recommend writing your Personal Identification Number, or PIN, in your phone, so you have it if you need it.

What is Lion Alert?

Where do I sign up for Lion Alert? una.edu/lionalert

Don't forget to register your Mane Card. una.edu/manecard

My Parent Counselor Is:

Let's stay connected.

We will use **Remind 101** to stay connected at SOAR. You can download the app "Remind," or you can use standard messaging. Your SOAR counselor will walk you through this during your group meeting.

During the academic year, we encourage you to reach out to the Orientation Office at **256.765.4305** for general questions. For specific inquiries, use the campus directory (una.edu/directory) to find the website link and phone extension for each campus department.

The University of North Alabama recognizes that parents and other family members play an important role in a student's life throughout the college years. Research shows that today's college students are in touch with family members using various communication methods every week, sometimes multiple times a day.

For parents, learning when to step in and when to step back during the college years represents a new challenge. You are your student's primary coach and mentor. Students benefit when their families understand and support the college experience, while encouraging students to take personal responsibility for the decisions they make.

The UNA One Stop Information Desk, as well as other departments throughout campus, are here to help parents as you work with your student to identify an appropriate level of involvement.

The Parent Role

Parents contribute to their student's success by:

- Understanding the student experience and knowing about resources available at the University.
- Knowing when to step in to help their student and when to empower their student to take responsibility.
- Becoming an active member of the University community by attending campus events, helping other parents understand the student experience, and advocating for and supporting the University of North Alabama.

The more you understand about UNA and about your student's transition to college, the easier it will be to support your student. Parents' greatest concerns for their students during the first year revolve around safety, finances, health and wellness, academic advising, and career preparation. Therefore, we will use the next day and a half to educate you on the ways UNA supports your students in each of those areas.

MONEY TALKS

Websites to Note

FERPA Information: una.edu/registrar/student-resources/ferpa.html

Financial Aid: una.edu/financial-aid

One Stop Student Information Desk: una.edu/onestop/

Student Accounts: una.edu/tuition

CAMPUS SAFETY | WELL-BEING



STUDENT INVOLVEMENT AND SUCCESS

Websites to Note

Campus Police: una.edu/police
 Housing and Residence Life: una.edu/housing
 Dining Services: dineoncampus.com/una
 Health Services: una.edu/healthservices
 Counseling Services: una.edu/counseling
 Disability Support Services: una.edu/disability-support
 University Case Manager: una.edu/casemanagement
 Bookstore: bkstr.com/northalabamastore
 Mane Card: una.edu/manecard
 Transportation: una.edu/transportation

Websites to Note

Student Engagement: una.edu/students
 Student Organization Events: una.presence.io
 University Success Center: una.edu/successcenter
 Athletics: roarlions.com
 Recreational Sports and Fitness: una.edu/recsports

HELPFUL DEFINITIONS

ACADEMIC ADVISOR - A member of the UNA faculty who, through regular meetings, helps the student plan and implement immediate and long-term academic goals; provides advice and guidance to students on academic matters, such as course selections.

ACADEMIC YEAR - The academic year at UNA is the fall semester plus the spring semester. It does not include summer session.

AUDITED COURSE - A course that is taken without receiving a grade, it does not count in requirements for a degree. In most cases, the course cannot be repeated to receive credit towards a degree.

BACHELOR’S - An undergraduate degree awarded by a university upon successful completion of a program of study, typically requiring at least four years of full-time study. Common degree types include bachelor of arts (B.A.) which refers to the liberal arts, and bachelor of science (B.S.). A bachelor’s is required before starting graduate studies.

BANNER - The official UNA student information database. Banner is accessed by logging into UNA Portal.

BOARD - Board usually refers to “room and board” if the student lives on campus in a residence hall. It is the cost of meals and is separate from room costs.

BURSAR - The University’s official in charge of billing students for expenses such as tuition, fees, room, and board.

CANVAS - UNA uses the online learning management system called Canvas. Instructors use Canvas to distribute course materials, collect assignments, have discussions, or give tests. It is vital for UNA students to be familiar with Canvas. A mobile app is also available.

CLASSIFICATION - Students are designated as freshmen, sophomores, juniors, or seniors by the number of credit hours officially earned by the close of the previous term as recorded in the Office of the Registrar. The designations are as follows:

- Freshmen (FR)..... 0 to 31 credit hours earned
- Sophomores (SO) 32 to 63 credit hours earned
- Juniors (JR) 64 to 95 credit hours earned
- Seniors (SR)..... 96 to 128 credit hours earned

COLLEGE - A division of the university’s academic organization, such as College of Business and College of Arts and Sciences.

COLLEGE CATALOG - This publication is a detailed overview of the University which includes its mission, programs, costs, admissions requirements, faculty and administration, degree requirements, classes and their descriptions, and more. A continually updated online version is available.

COMMENCEMENT - A graduation ceremony where students officially receive their degrees that takes place in May, August, and December.

CONCENTRATION - A specific area of emphasis within a chosen major. Usually optional, it’s a tool to help customize the student’s academic track to take a specific set of courses.

COURSE - A regularly scheduled class on a particular subject. Each college or university offers degree programs that consist of a specific number of required and elective courses.

COURSE NUMBER - Alphabetical and numerical code assigned to a class that designates the subject being taught and the recommended

year in which the student should enroll. Courses primarily for freshman and sophomores are designated as 100 or 200; junior and senior courses are designated at 300 and 400. (Also see Section Number.)

CREDIT COURSE - A course that, if successfully completed, can be applied toward the number of courses required for achieving a degree.

CREDIT HOUR - A unit of measure representing an hour (50 minutes) of instruction during a semester. It is applied toward the total number of hours needed for completing the requirements of a degree. Most classes are three credit hours, meaning their total meeting time for a week is three hours.

DEGREE - An award conferred (awarded) by the University as official recognition for the successful completion of a program of studies.

DEGREE AUDIT - An official review by the Registrar’s office that a student is fulfilling all requirements for their specified degree program.

DROP/ADD - The process to change a class registration from one course/section to another course/section. This is a specified time period in the earliest part of the semester. The Registrar’s website has exact dates and instructions.

DISTANCE LEARNING (DL) - An option for earning course credit online from campus or non-campus locations. UNA uses Canvas for online courses.

ENROLL - To officially agree to instruction in a course and comply with the requirements for successful completion of the course.

FIRST-TIME, FIRST-YEAR STUDENT (FTFY) - A student attending UNA for the first time at the undergraduate level. Includes students enrolled in the fall term who attended college for the first time in the prior summer term. Also includes students who entered with advanced standing (college credits earned before graduation from high school).

FIRST-YEAR STUDENT - A student who has completed less than the equivalent of one full year of undergraduate work; that is, less than 30 semester hours.

FULL-TIME STUDENT - An undergraduate student who is enrolled in at least 12 credit hours for the semester. This is the minimum enrollment required to receive most financial aid and scholarships. Typically, successful completion of 15-16 hours per semester allows a student to complete the undergraduate program in four years.

GRADE POINT AVERAGE (GPA) - The GPA is figured by dividing the total of quality points accumulated by the total of credit hours attempted. For example, if a student has earned 96 quality points for 48 credit hours attempted, the GPA is 2.0. The GPA is cumulative. *See Quality Points.*

HOLDS - Most holds are placed on a student’s account because of outstanding fees or overdue account balances. However, a hold is not always financially related but requires some action on the part of the student before it can be removed. Students are notified of account holds when they are denied access to their account information. The hold is removed from the student’s account once the student has resolved the cause of the hold.

INTERSESSION (INTERIM) - The time period between end of spring semester and start of summer session. A class offered during intersession is typically three weeks long but is equivalent in credit hours to a regular semester.

MAJOR - The concentration of courses in which a student enrolls to earn their undergraduate degree. Students must indicate their major by the start of their junior year and are admitted into the upper division offering the major if certain academic standards are achieved.

MIDTERM - An examination given in a course at the mid-point of the semester to evaluate how a student is mastering the instruction being provided. Midterm grades will count toward the overall grade earned for the course.

MINOR - A secondary concentration of courses that complements the primary course of study for a student’s major. For example, a student may major in Secondary Education with a minor in Spanish that will prepare them to be a high school Spanish teacher.

PART-TIME STUDENT (UNDERGRADUATE) - A student enrolled for fewer than 12 credits per semester.

PORTAL - UNA Portal is the online program students use to register for classes; accept financial aid; and view unofficial transcripts, final grades, and holds. UNA Portal also provides students emails and serves as the official form of communication.

PRE-REGISTRATION - The process of enrolling in a class before the semester in which the course is offered. A student who is taking fall semester classes can pre-register for spring classes.

PREREQUISITE - A course that must be taken before enrollment in another course.

PROGRAM - An academic program is comprised of the core, required, and elective courses that lead to a degree. At UNA, an undergraduate academic program leads to a bachelor’s degree in a particular area of study. These academic programs might offer seminars, internships, workshops, and online courses in addition to traditional live classes. Academic programs leading to a bachelor’s degree require four years of study.

QUALITY POINTS - Based on the grade received for each regular course completed. UNA uses the 4.0 grading system. Each semester hour of credit is equal to 4 quality points if passed with a grade of A; a B equals 3 quality points; a C equals 2 quality points; a D equals 1 quality point. No quality points are given for grades of F or for noncredit courses. A student must earn a minimum GPA of 2.0 on all work attempted at UNA and on all work attempted in the major and minor fields (when required). Example: When the student makes a B in a credit course that has 4 credit hours, the student has earned 3 x 4 = 12 quality points.

REGISTRAR - This is the University’s official who coordinates all student academic records. Processes include pre-registration/registration; drop/add and withdrawals; grade reporting; transcripts; degree audit; commencement; athlete eligibility; veteran credentials; class schedule brochure; Banner student software.

REGISTRATION - The process of officially enrolling in a class for instruction for a selected semester.

RESIDENCY - Refers to permanent address of a student in determining in-state and out-of-state tuition. The Office of Admissions has the most current criteria that a student must have to make a change in residency.

SCHEDULE BUILDER - This is an online schedule planner in UNA Portal for registering for classes. It lists available courses and sections that are offered for the particular semester (fall, spring, summer). Students design their schedule around the courses available, allowing for meal times, work hours, and study breaks.

SECTION NUMBER - The section number refers to the specific class period that a course is offered. This number appears as a hyphen and two digits after the course number. There may be more than one section offered for a course, but a student can only attend the section selected when registering. Changing section number requires the drop/add process as determined by the Office of the Registrar.

SEMESTER - One of the two parts of the academic year. UNA has a fall semester and a spring semester. Each semester is a 17-week period. Fall semester is August to December; the spring semester is January to May.

SUMMER SESSION - A summer session is shorter than a regular semester and not considered part of the academic year. UNA has two 4-week summer terms: one term in June and one in July. Some courses are offered as an 8-week term. An intersession term is offered between end of spring semester and beginning of June summer session.

TRANSCRIPT - The official document containing the record of a student’s academic performance and testing history. It is certified by the signature of the Registrar and has the UNA official seal and watermark. Unofficial transcripts are accessed through Portal in the student’s Banner Self-Service record.

TUITION AND FEES - The cost of classes, labs, and miscellaneous fees (such as health services fee and student activities fee). Tuition is charged per credit hour.

UNDERGRADUATE - A college or university student who has not yet received a degree, particularly a bachelor’s degree.

UPPERCLASSMAN - A student who is classified as a junior or senior.

WITHDRAW - To officially discontinue a student’s enrollment from the University for the selected semester.

During the academic year, we encourage you to reach out to the Office of Admissions at **256.765.4608** for general questions. For specific inquiries, use the campus directory at **una.edu/directory** to find the website link and phone extension for each campus department.

DIRECTORY

ACADEMIC SUPPORT
(University Success Center)
una.edu/successcenter
256-765-4722

ADMISSIONS
una.edu/admissions
256-765-4608

ALUMNI RELATIONS
una.edu/alumni
256-765-4201

ARTS AND SCIENCES, COLLEGE OF
una.edu/artsandsciences
256-765-4288

ATHLETICS
roarlions.com
256-765-4397

BOOKSTORE, UNA
(Follett, Inc.)
bkstr.com/northalabamastore
256-765-4400

BUSINESS, COLLEGE OF
una.edu/business
256-765-4261

CARE TEAM
una.edu/case/care-team
256-765-4531

CAREER CENTER
una.edu/career
256-765-4276

COUNSELING SERVICES, STUDENT
una.edu/counseling
256-765-5215

**DELORES AND WELDON COLE
HONORS COLLEGE**
una.edu/honors
256-765-5057

DISABILITY SUPPORT SERVICES
una.edu/disability-support
256-765-4214

DIVERSITY, EQUITY, AND INCLUSION
una.edu/ddei
256-765-4900

**EDUCATION AND HUMAN SCIENCES,
COLLEGE OF**
una.edu/education
256-765-4252

EMPLOYMENT, STUDENT
Lion Jobs
una.edu/career
256-765-4276

ESCORT, CAMPUS
Student Nighttime Auxiliary Patrol (SNAP)
una.edu/police/snap.html
256-765-4357

FERPA/Alcohol EDU
una.edu/student-conduct
256-765-5012

FINANCIAL AID/TUITION PAYMENT
una.edu/financial-aid
256-765-4278

FIRST-YEAR EXPERIENCE
una.edu/academics/fye
256-765-4683

FRATERNITY AND SORORITY LIFE
una.edu/students/FSL
256-765-4248

HEALTH SERVICES
una.edu/healthservices
256-765-4328

HOUSING
(Housing and Residence Life)
una.edu/housing
256-765-5558

**INTERDISCIPLINARY AND
PROFESSIONAL STUDIES**
una.edu/bis
256-765-5003

INTERNATIONAL AFFAIRS
una.edu/international
256-765-4626

ITS
(Information Technology Services)
una.edu/its
256-765-4865

LIBRARY, COLLIER
una.edu/library
256-765-4469

LION ALERT
una.edu/lionalert
256-765-4698

MANE CARD
una.edu/manecard
256-765-4924

MATHEMATICS LEARNING CENTER
una.edu/successcenter/mlc
256-765-4213

**MITCHELL-WEST CENTER FOR
SOCIAL INCLUSION**
una.edu/socialinclusion
256-765-5158

**NURSING AND HEALTH
PROFESSIONS, ANDERSON
COLLEGE OF**
una.edu/nursing
256-765-4311

ORGANIZATIONS, STUDENT
una.edu/students
256-765-4248

POLICE DEPARTMENT, UNA
una.edu/police
256-765-4357

PRESIDENTIAL MENTORS ACADEMY
una.edu/pma
256-765-4655

**RECREATIONAL SPORTS
AND FITNESS**
una.edu/recsports
256-765-6019

ROTC
una.edu/rotc
256-765-4458

STUDENT CONDUCT
una.edu/student-conduct
256-765-5012

STUDENT AFFAIRS
una.edu/studentaffairs
256-765-4698

STUDY ABROAD
una.edu/study-abroad
256-765-4626

TICKET SALES
una.edu/boxoffice
256-765-5466

TOURS, CAMPUS
una.edu/admissions
256-765-4608

TUTORING SERVICES
una.edu/successcenter/tutorial-services.html
256-765-4722

**MILITARY AND VETERAN SERVICE
CENTER**
una.edu/veterans
256-765-4746

CENTER FOR WOMEN'S STUDIES
una.edu/womensstudies
256-765-4380

WRITING CENTER
(Center for Writing Excellence)
una.edu/writingcenter
256-765-6015

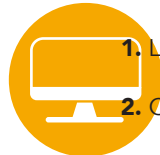
LION LEARNING

ACADEMIC ADVISING

As a UNA student, you have an academic advisor who will assist you in achieving your academic goals. These advisors understand that the transition from high school to college may be a stressful one, and they are able to help you in that transition. Should you need some specific resources, such as tutoring or counseling, they know whom to contact and how to get you the assistance you need. Scan the QR code to learn more.

Have you been checking your UNA email regularly? If not, you definitely need to be. You are missing out on important information and updates not only from your advisor but from UNA!

How do I find the name of my advisor?



1. Log in to your UNA Portal account.
2. Click on the Student Profile tab.



3. You may have to scroll down to view your advisor. Use the UNA directory located on the UNA homepage to find the contact information for your advisor. If no one is listed, please come by the University Success Center, and we will connect you with an advisor.

What should I expect from my advisor?

Have you been checking your UNA email? You should expect to receive many emails from your advisor. You will need to meet with him or her several times during the semester to check in and let them know how you are doing. You should schedule your first appointment within the first three weeks of the semester, another one around mid-term, and the third before you are scheduled to pre-register for spring and summer classes.

Your advisor cannot help you if you do not maintain contact! Your advisor should be a valuable resource for you. They can answer questions regarding university requirements, policies, and procedures, and can direct you to resources across campus if you need assistance.

When you go see your advisor, do the following:

1. Make sure you know where your advisor's office is so that you won't be late to the appointment.
2. Check to see how your advisor would like to schedule meetings with you.
3. Prepare for your meeting. Write down any questions or concerns you have, so you don't go blank when you are in the meeting.
4. When you meet with your advisor to talk about the next semester, bring your course requirements for your program of study. Develop a tentative schedule before the meeting.
5. Keep your appointment, and be on time!
6. Talk with your advisor about your career plans, why you chose the major you did, any long-term goals you might have, or any problems you are having adjusting to college life or college study.
7. Don't be afraid to ask questions!



UNDERSTANDING THE CURRICULUM

GENERAL EDUCATION REQUIREMENT COURSES

Courses that fall under this category are designed to make you a well-rounded student in liberal arts. The General Education curriculum 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.

The “gen eds” or “basics” are organized into the following categories: Written Composition, Humanities and Fine Arts, Natural Sciences and Mathematics, and History, Social and Behavioral Sciences.

CREATING A BALANCED CURRICULUM

Take a combination of major and minor courses along with General Education courses each semester. Don't rush to complete the General Education courses early in your academic program; take them throughout your college career.

SCAN THIS CODE FOR MORE INFORMATION ON ACADEMIC ADVISING:



MAJOR REQUIREMENTS

Courses that fall under this requirement are specific to your major or program of study. These courses are designed to give you in-depth knowledge of subjects that are required for you to be successful in your future career.

MINOR REQUIREMENTS

Most academic majors require a minor in another discipline. Choose a minor that best complements your major or is a subject about which you would like to learn more.

ADDITIONAL GENERAL REQUIREMENTS FOR UNA STUDENTS

All students are required to complete one writing emphasis course in their major field of study. These courses are designed with 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 a prerequisite for all W courses.

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, either CIS 125 Business Software Applications or CS 135 Computer Skills for Problem Solving.

Finally, all UNA students must do the following:

- Complete a minimum of 120 semester hours in order to graduate; all courses in the General Education curriculum as well as the major and minor must be completed.
- Maintain a 2.0 GPA overall as well as in the major and minor to graduate.

Your advisor will be an invaluable resource to you throughout your college career, but you must take responsibility for your education, major choice, and a good GPA. Make certain you are familiar with the requirements of your academic program, all deadlines, and specific college policies.

COURSES/CREDITS

Each course at UNA is assigned a credit value based upon how many hours per week the course meets. While credits range from one to six hours, most courses you take will be three to four credits. A three-hour course typically meets for three hours each week during the regular academic semester. Summer courses meet for an accelerated amount of time per day.



The number of credits you take each semester is known as your course load. The minimum course load for full-time students at UNA is 12 semester hours. UNA offers banded tuition, meaning undergraduates will pay the same basic tuition rate for a course load of 12 to 18 credit hours per semester.

DUAL ENROLLMENT AND AP SCORES

All Dual Enrollment credit must be sent directly from the college from which the credits were earned, even if the credit is on your high school transcript. To do this, contact the Registrar’s office at that college and request that a transcript be sent to UNA. Early College credit for classes taken at UNA is already part of your UNA transcript.

AP scores for tests taken in early May of this year are not released until mid-July. It is important that you have your AP scores sent directly to UNA for proper credit. If you have not done so, log in to your College Board account and request that this year’s scores be sent to UNA. If you have any AP credit from the 11th grade, you need to have those AP scores sent directly to UNA.

You may change your class schedule through UNA Portal through the last day of pre-registration should you receive AP credit for a course in which you previously enrolled. Please give some time for UNA to receive and upload your AP scores to your transcript.

GRADES AND GRADE POINT AVERAGE (GPA)

Every course you take for credit will be assigned a letter grade. These grades range from A for superior quality work to an F, which means failure. Quality points are based on the grade earned for each regular course completed. On the 4.0 system, each semester hour of credit is equal to four quality points if passed with a grade of A, to three quality points if passed with a grade of B, to

two quality points if passed with a grade of C, and to one quality point if passed with a grade of D. No quality points are earned with a grade of F or if you have a W.

Your grade point average or GPA is calculated by dividing the total number of quality points accumulated by the total number of credit hours attempted. GPA can be calculated on a semester-by-semester basis, as well as cumulatively throughout the course of a student’s academic career.

TRACKING AND PLANNING DEGREE PROGRESS

Degree Works is an audit and evaluation tool designed to help a student track their degree progress. Degree Works will list all requirements needed to earn a degree and will track your completion rate of requirements based on what courses you have completed at UNA, transferred into UNA, and have in-progress to ensure timely completion of your degree.

Degree Works also has a ‘What If Analysis’ tool. This tool is designed to allow you to see how your completed course work would apply to a different program should you wish to change your program of study. Degree Works is *NOT* a replacement for advising.

Students may find Degree Works instructions by scanning this QR code:



REGISTRATION TOOLS

UNA’s registration schedule is based on semester hours completed, not attempted. The first to pre-register are seniors, followed by juniors,



sophomores, freshmen, and special students. You will receive an email from the Registrar’s office through your UNA Portal email about the dates that pre-registration are available for the upcoming semester. Pre-registration for spring and summer semesters takes place at the same time.

DATES AND DEADLINES

It is your responsibility to stay current with important academic dates and deadlines such as term start/end dates, end of W period, last day to drop a class, billing due dates, and holidays. The academic calendar for each semester can be found at the Registrar’s website (una.edu/registrar) under Class Schedules.

FIRST SEMESTER COURSE LOAD

We recommend that students enroll in between 12 and 15 hours for their first full-time semester at UNA. That is equivalent to four academic courses (3-4 semester hours each). All science classes have a required lab component and are four semester hours of credit.

In order to maintain your scholarship and/or financial aid, you must earn a minimum of 27 semester hours of credit during the fall and spring semesters. Dropping a class or failing a class reduces the number of completed hours you have earned. If you have financial

aid, always check with Student Financial Aid before dropping a class.

To complete the 120 semester /credit hour minimum for a bachelor’s degree in four years, you must average a course load of 15 credit hours each fall and spring semester, excluding summer hours. The majority of UNA students takes online summer courses, either here or at a college close to home, at some point in their academic career to stay on track to graduate in four years.

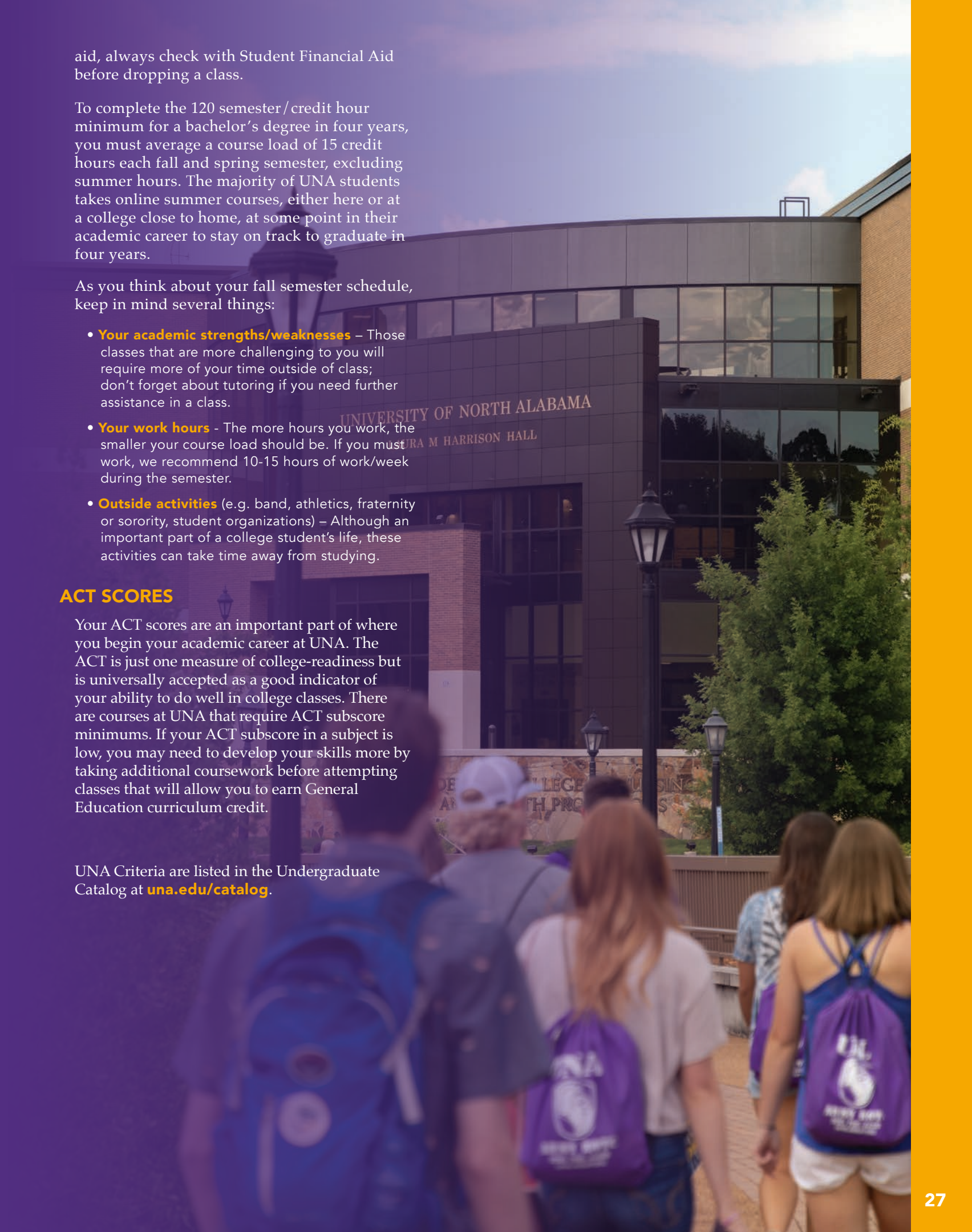
As you think about your fall semester schedule, keep in mind several things:

- **Your academic strengths/weaknesses** – Those classes that are more challenging to you will require more of your time outside of class; don’t forget about tutoring if you need further assistance in a class.
- **Your work hours** - The more hours you work, the smaller your course load should be. If you must work, we recommend 10-15 hours of work/week during the semester.
- **Outside activities** (e.g. band, athletics, fraternity or sorority, student organizations) – Although an important part of a college student’s life, these activities can take time away from studying.

ACT SCORES

Your ACT scores are an important part of where you begin your academic career at UNA. The ACT is just one measure of college-readiness but is universally accepted as a good indicator of your ability to do well in college classes. There are courses at UNA that require ACT subscore minimums. If your ACT subscore in a subject is low, you may need to develop your skills more by taking additional coursework before attempting classes that will allow you to earn General Education curriculum credit.

UNA Criteria are listed in the Undergraduate Catalog at una.edu/catalog.



CLASS SCHEDULE

There is no universal class schedule for every first-year student. The actual classes recommended by your advisor will depend upon your ACT composite and subscores, any AP, dual enrollment, or Early College credit you have earned as well as major requirements.

Here are a couple of things you need to keep in mind as you begin to finalize your fall schedule:

- **If you are not a morning person, don't register for an early class!** Sometimes class availability is limited, but to the best of your ability, schedule classes during your more awake times.
- **Do not schedule all of your classes on Mondays, Wednesdays, and Fridays, or Tuesdays and Thursdays.** Work to schedule classes all five days of the week, so you can have time to absorb material in class and go over lectures while they are fresh on your mind. The best schedules have some classes on MWF and some on TR. You will still have time to study, work, exercise, and relax.
- **Do schedule a lunch break or similar time into your schedule.** Your brain needs energy and rest.

If you have any questions, don't hesitate to contact your advisor or University Advising Services (advising@una.edu or [256-765-4722](tel:256-765-4722)). We will be happy to help you!

TRANSITION TO UNIVERSITY STUDY

College coursework and study will be different from high school. College is more than acquiring information and regurgitating it for an exam. Learning how to learn will help you develop critical thinking skills that will prepare you to research, identify, and analyze information in a variety of contexts and life situations. You will be challenged to think for yourself rather than parroting the beliefs and ideas of your family and friends. Your mind should be opened and broadened with new perspectives and ideas from professors and peers alike. You will strengthen your thinking skills from experiences both in and out of the classroom. The skills you develop at UNA will affect how you live your life in the career that lies ahead and in your personal life.

Take a moment to think back to your high school days and how you studied and prepared for class. If you did no preparation for tests in high school and you believe that you can do the same for college, you are sadly mistaken. You must take time to prepare for exams in college. Most professors expect you to learn the course material and be able to apply what you have learned to new situations. It is not about rote memorization.

How was your attendance in high school? Did you skip classes or days just because you wanted to? What were the

consequences? Probably not very severe. However, college is much different. Should you miss or skip classes in college, the professors still expect you to learn the material that you missed on your own and still come to the next class prepared for that day.

Did you procrastinate on a paper or project? If so, you will find that procrastination is not a successful strategy in college. You must have the self-discipline to work ahead and anticipate deadlines. Should you miss a deadline for a paper or project, don't be surprised if your professor does NOT give you a chance to make it up. In fact, you will very likely earn a grade of "0" on that paper or project.

You have a great opportunity ahead of you as you begin your college career and you need to decide how you will make the best of it. Students who excel have learned that self-discipline and making wise decisions go hand-in-hand. These students understand that the choices they make have consequences. They have found the balance among academics, extracurricular activities, fun, and friends. They have mastered the transition from high school to college. Here is a short list of some of the differences between high school and college. Take a **proactive** approach to your college career rather than a reactive one!

HIGH SCHOOL

Parents monitor when you sleep, eat, get up, and go to school.

Teachers tell you what to study for tests, how to study, and when to study.

Your class schedule is determined by the guidance counselor.

You attend each class every day.

You see your teachers every day, and they get to know you pretty well.

Teachers provide daily and weekly instructions on assignments and upcoming tests.

Teachers cover small amounts of material and test frequently.

Cramming the night before a test could have earned you an A or B.

You allow your parents or friends to motivate you.

COLLEGE

If you live away from home, there is total freedom for you. Even if you live at home, there is usually a relaxed freedom.

Professors expect YOU to know what to study, how to study, and when to study.

YOU create your own class schedule with the assistance of your academic advisor.

Students attend classes on Monday, Wednesday and Friday, or Tuesday and Thursday, or at night.

Because class meets less frequently, professors often don't get to know their students as well. Larger class sizes also hinder professors from getting to know you. Use their office hours for developing a better rapport with them.

Professors distribute a syllabus on the first day of class and/or post the syllabus online. The syllabus outlines assignments, papers, projects, and exams for the entire semester.

Professors cover larger amounts of material, hold you responsible for reading the textbook and any other related material that you need to help you understand concepts, and test much less frequently.

Cramming the night before a test might earn you a C but more likely a D or F.

You decide what is important to you and what you want out of life. You must motivate yourself.

CLASSROOM EXPECTATIONS

The first day of classes is the most important day of the semester. Professors will cover the ground rules, so to speak. You will learn the expectations for classroom participation and attendance and how those affect your course grade. You will also learn how your grade will be determined in each class. There may be some information on how to get help outside of class. All of this is accomplished with the course syllabus.

The course syllabus outlines the course objectives, expectations, reading and paper assignments, dates of exams, University policies, and your professor's contact information. Keep your syllabi in a handy location so that you can reference them easily. Most professors also place a copy of the syllabus on Canvas for your courses.

The typical components of a syllabus include:

- **Name and contact information** – includes office location, phone, and email for your professor.
- **Office hours** – times in which you can visit the professor to ask questions and seek advice; no appointment for these times is necessary. Just drop by.
- **Class information** – course description as well as any pre-requisites necessary for the class. Information about your textbook and other materials in the course are also listed here.
- **Class websites** – online tools that may help your academic performance. Some of these resources are mandatory (i.e. online homework that is graded), and others contain resources for you.
- **Grades and Grading Policy** – lists how you will be assessed in the course, the grading scale, and how individual assignments and exams are weighted. Special circumstances that can affect your course grade are also addressed.
- **Academic Integrity** – includes the professor's policy on how he/she will handle instances of academic dishonesty, plagiarism, and the possible outcomes for the situation.
- **Accommodations** – states that, per Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, reasonable accommodations may be made for students with eligible documented learning, physical, and/or psychological disabilities (with the assistance of Disability Support Services). No fundamental or substantial alteration of academic standards will be allowed.
- **Title IX statement** – The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment. Faculty and staff are required by federal law 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.

TIPS FOR CLASSROOM SUCCESS

There are some unwritten rules about your time in the classroom that you need to know. Your professor might have additional rules on his/her syllabus so pay attention to those as well.

- **Be prompt.** Nothing disrupts a professor's train of thought more than a student who shows up late to class.
- **Turn off your cell phone and NO texting during class.** Some professors have very strict rules about cell phone usage in class.
- **Listen attentively.** If you must sit in the front of the class to do that, then move up.
- **Take good notes.** If you don't know how, please attend one of the study skills workshops offered by the University Success Center.
- **Read the syllabus carefully and often.** Professors vary in their grading and attendance policies and the consequences for missed assignments and tests.
- **Communicate with professors.** If you have a legitimate reason for missing class, notify your professor via email or phone.
- **Do not leave class early except for an emergency.** Getting up and leaving without telling your professor before class has concluded is distracting and rude.
- **Ask questions.** If you have a question about a class lecture, reading assignment, discussion, or something in the textbook, don't be afraid to ask your professor either during class, after class, or during office hours.
- **Seek help.** If you are not pleased with the grade you earned on your first exam, stop by the professor's office during office hours and ask for recommendations on how to study better for the next exam.
- **Find a tutor.** If you are struggling with a course, seek tutoring through the University Success Center.
- **Utilize advisement.** If you decide you must drop a class, discuss this decision with the professor and your advisor.

TIME MANAGEMENT

As you prepare for your college coursework at UNA, you must pay attention to how you will manage your time. College is NOT like high school; you will not be successful if you just pay attention in class and not devote time to studying and understanding the material. The standard expectation is that for each hour you spend in class, you should spend between two and three hours outside of class studying the course material, reading assignments, completing assignments, and preparing for exams. For a 12-credit semester, that means you should anticipate spending 36 hours a week either in class or studying. That is equivalent to a full-time job! So treat college just like a full-time job, which it is.

Ask yourself these questions:

- Would I just skip going to work? So why skip going to class?
- Would I not pay attention to what I am doing at work? So why would you not pay attention in class?
- If I had an assignment or project due at work, would I elect not to do it? What would be the consequences?

HERE IS WHAT WE RECOMMEND: FOR A GREAT START TO THE SEMESTER

- **Get a planner.** Whether you use a paper-pencil calendar, your smart phone, tablet, or laptop, create a system to organize your class schedule, weekly time commitments (such as class and lab, work, volunteering), and your upcoming assignments, deadlines, and exams. It is crucial to create a system that allows you to make modifications to your calendar throughout the day. Use whichever system you believe you will use regularly.
- **Organize your syllabi.** After the first day of class, a great “best practice” is to organize your syllabi and note dates and deadlines that you can place in your planner. Doing this will organize your semester into specific week-blocks which allows you to determine when is a good time to make a trip home or when you need to stay at school to study for three exams the following week.
- **Identify one or two places conducive to efficient studying.** This means “unplug.” No loud music, television, or talking that will distract you. Noise has been shown to limit your ability to concentrate and causes you to take significantly more time to get your work done. You should be able to get comfortable, but not so comfortable that you fall asleep. Make sure your lighting is adequate since eye strain can cause physical discomfort.
- **Study at the time of day when you are most alert.** If you study when you are tired, you are more likely to fall asleep or just waste your time because you won’t remember anything you have read or studied.
- **Take advantage of breaks between classes.** If you review information that you have just covered in class during a break in between classes, you will find that you

significantly increase your ability to retain that information. Also, you won’t have to spend hours studying material because you are already familiar with it!

- **Spend daytime hours on campus** – If you organize your schedule between daytime hours, you are treating your college experience as a full-time job. Completing assignments in breaks between classes and labs will leave your evenings free for eating with friends, time for extracurricular activities, or spending time just hanging out and unwinding from the day.
- **Organize and review your notes within 24 hours after class.** You will remember more information from class, and you can add additional notes from lecture because you remember what was said.

**The University Success Center
can help you investigate and fine-
tune your time management plan.**

ACADEMIC SUPPORT TEAM

Everyone needs help and support to succeed. At UNA, all you need to do is ask, and we will help guide you through your educational journey and help you make informed decisions. It will be *your* job to get to know these resources and utilize them during your time here. Take the time to find the resources and people who will support you on your academic journey. Here is a short list:

ACADEMIC ADVISORS

Your advisor is your “go to” person on the UNA campus. He or she is a partner with you to help you achieve your academic goals. Your advisor will support you, learn about your interests and strengths, and challenge and empower you to meet and exceed your goals. Your advisor might be professional advising staff, or faculty, but two things are certain: They can answer your questions or direct you to the person who can, and they are in your corner!

In order to maximize your relationship with your advisor:

- When you meet with your academic advisor throughout your time at UNA, always be prepared and ready to talk about your interests, goals, strengths, and any areas in which you might need assistance. Planning in advance for your advising meeting is critical!
- Listen up! Your advisor has specific knowledge about University policies, academic procedures, course scheduling, and how to take advantage of University and campus-wide resources. Pay attention and take their feedback seriously.

FACULTY

Your faculty will push you to think critically, engage with course material in new and exciting ways, and challenge you to integrate what you are learning into your everyday life. Remember, UNA faculty have chosen to work at this undergraduate institution which is student-centered. You

matter to them, and they should matter to you. Make use of faculty office hours, introduce yourself after class one day, and ask questions during class and/or lab.

PEERS

On occasion, you will be asked to work collaboratively with other students in your class on assignments. Additionally, forming study groups is a great way to learn and interact with your classmates. Peers and classmates can be an invaluable resource to you throughout your college experience. Remember they are going through the same thing you are in a class. And perhaps they have a different explanation of a concept with which you are struggling.

UNIVERSITY SUCCESS CENTER

When you want to improve your study skills or adjustments to campus, you can attend one of the workshops offered free for UNA students. The available workshops focus on improving:

- Time management skills
- Understanding learning styles
- Note-taking skills
- Transition to University
- The study cycle
- Goal setting skills

If you would like help with your study skills one-on-one, please contact the University Success Center at **256-765-4722** or scan the QR code.



CWE WRITING CONSULTANTS

The Center for Writing Excellence (CWE) offers individual or group consultations that may either be in-house or online. In-house consultations take place on the second floor of Collier Library inside the University Success Center. Online consultations may be conducted through Zoom or TutorTrac Whiteboard. Consultants will assist with any writing assignment (essays, analysis, capstone projects, research papers, proposals), from any course, in any major. They will even help with graduate school application essays and personal/ creative writing.

The Center’s mission is two-fold:

- to provide all UNA students with instruction and writing resources;
- to provide UNA faculty with teaching resource support and professional development opportunities in Writing Across the Curriculum (WAC) and Writing in the Disciplines (WID).

To schedule an appointment with a writing consultant, visit: tutortrac.una.edu and select Center for Writing Excellence.

MATHEMATICS CONSULTANTS

- Do you need help with your math homework?*
- Do you suffer from math anxiety?*
- Does your mind go blank whenever you take a math test?*

Then consider a visit to the Mathematics Learning Center, where experienced and knowledgeable undergraduate UNA students are eager to help you and to answer your questions. All tutoring is **FREE** of charge and scheduled on an individual basis.

The MLC is dedicated to offering support to students enrolled in UNA mathematics courses and other courses which require mathematics (such as dosages in Nursing or calculus in Quantitative Methods). Our goal is to provide assistance to students as they work on understanding and mastering the concepts presented in math courses.

You have access to one-on-one consultations, whether you need help:

- developing basic math skills;
- understanding math concepts; or
- understanding complex math principles.

The Mathematics Learning Center is here to help you improve:

- your understanding of mathematics principles and concepts;
- your ability to apply math principles and concepts;
- your mathematics study skills;
- your mathematics test-taking skills.

To schedule an appointment with a mathematics consultant, visit tutortrac.una.edu and select the Mathematics Learning Center. You may also call the University Success Center (256) 765-4722, email successcenter@una.edu, or visit the University Success Center to make an appointment.

LION LEARNING LINKS

ACADEMIC PROGRAMS AND MAJORS

At the University of North Alabama, you'll receive a top-notch education taught by faculty dedicated to their field and to their students. We offer a diverse range of undergraduate and graduate majors, minors, and concentrations, with on-campus, online, and hybrid options available. Scan this code to explore all the programs UNA has to offer.



SOAR VIDEOS

Have questions about accessing portal, obtaining financial aid, registering for classes, paying tuition and more? If so, our team is here to help. Scan this code to watch individual instruction videos to learn how to perform each of these tasks.



TUITION AND OTHER COSTS

Have questions about the tuition and fees here at the University of North Alabama? If so, scan here to see an up-to-date chart on the cost of tuition, fees, meal plans, and housing.



CAMPUS TECHNOLOGY

INFORMATION TECHNOLOGY SERVICES

The University of North Alabama's Information Technology Services (ITS) department provides and supports student access to technologies and services including the Internet, UNAPortal, Office 365, and Windows and Mac lab computers and their software. ITS maintains a comprehensive Local Area Network (LAN) connecting the majority of buildings at the UNA Main Campus and UNA East Campus to each other. Wireless access is available in 100 percent of the buildings on campus.

Our everyday use of technology is rapidly increasing. Visit the ITS web pages at una.edu/its for the latest information on campus technologies and the improvements ITS is making to accommodate the ever-growing demand for technology services.

DUO/MULTI-FACTOR AUTHENTICATION

UNA uses Duo to protect your e-mail by providing a second point of authentication. This means you will need two things to securely access your e-mail: your password and your device.

To access your e-mail, you will need to register your device in our Duo system. To register your device or manage your settings, go to mfagw.una.edu.

For answers to common questions about Duo, step-by-step instructions, and a video featuring our mascots, go to the Information Technology Services homepage at una.edu/its and click on "Duo".

OFFICE 365

UNA provides email, calendar, and storage services to students and employees through a Microsoft partnership with higher education. The benefits of UNA's Office 365 subscription include 25 GB of email storage, 1 TB of online storage with OneDrive for Business, and a variety of collaboration tools – all by using your @una.edu email address.

Always on the go? Stay connected even when you cannot get to a computer! You can access your university email account, calendar, OneDrive, and more, all from your mobile device.

For more information, check out the Office 365 FAQ by going to una.edu/its and clicking on "Email, Calendar, Storage."

FREE MICROSOFT OFFICE

Currently enrolled students can use Office every day for school, work, and activities that are most important to them. There is no cost to download and run Office 2019 on your personal devices through UNA's Office 365 subscription. This includes the Microsoft Mobile apps for smartphones and tablets.

For more information and instructions on using your UNA credentials to download and install Microsoft Office, go to the ITS homepage at una.edu/its and click on "Free Microsoft Office."

CANVAS

For many of your courses, Canvas will be a very important resource for you. Canvas is an online course management system that allows you access to your syllabus, course handouts, announcements, presentations, discussion forums, quizzes, and exams. It is also the place where you may be required to turn in your assignments for many of your courses.

Some professors will make the course available in Canvas before classes start; others wait until the first day of class before they open their sites. Either way, it is up to you to check and ask questions if you are not able to access it.

To log into your courses through Canvas, all you need is your UNA email address and password. You can login to Canvas by going to una.instructure.com, by following the Canvas link on the UNA website, or by using the Mobile App. If you aren't sure how to start, take a look at the Canvas Resources (Orientation Course, Guides, Video Guides, and Community Forums) and common issues on the following website: una.edu/its/canvas.

If you need technical support, take a look at the **Try This First** section, also on the website, or submit a help ticket in Canvas by going to the Help menu, then Report a Problem. UNA Canvas support should reply within one business day.

Many professors will expect that you are familiar with Canvas and know where to find the course materials online by the first day of class. It is critical that you understand how to do this right away!

Your Canvas-Related To Do List:

- Read your Canvas Quick Start Guide: guides.instructure.com/m/8470
- Watch the video: guides.instructure.com/m/4210
- Go to the Canvas Student Orientation Course: una.instructure.com/courses/70
- Log in to your Canvas account: una.instructure.com
- Spend time looking through all of the course materials.
- Know where to go for help with Canvas. If you are having trouble inside Canvas, go to the page/item where you are having the problem and click Help, Report a Problem.

UNA START HERE FOR WIRELESS

Students and their guests can connect to UNA's wireless services through "UNA Start Here." UNA uses SafeConnect to help ensure devices connected to the UNA network have up-to-date protection from malicious software. All devices accessing the UNA network must authenticate through this system and be running an updated antivirus program – this applies to Windows and Mac computers alike. There are several free antivirus programs available online and approved for access to the UNA network through SafeConnect.

For specific information about connecting various device types through "UNA Start Here" or for more information about SafeConnect, go to the UNA ITS homepage at una.edu/its and check out the "Internet Access" section.

CAMPUS COMPUTER LABS

With more than 40 computer labs across campus, the University of North Alabama provides students with access to the digital resources they need to succeed in their courses. Every University-owned computer has Microsoft Office, including Project and Visio, and most labs have discipline-specific software. In these various locations across campus, students have access to some of the top industry software including: Adobe Creative Cloud, ArcGIS, AutoCAD, ChemBioOffice, Eclipse, Google Earth, Mathematica, NetBeans, Python, Sibelius, and many others.

For more information about lab hours and software, go to the Information Technology Services homepage at una.edu/its and click on "Campus Technology."

RESET YOUR PASSWORD ONLINE

ITS has a 24/7 online password reset application - **first you must ENROLL!** After enrolling in the password reset program, a student who has forgotten his or her password may use alternative credentials



(set up during the enrollment process) to change his or her password and get logged into UNA services including UNA Portal, Canvas, and Office 365. Visit una.edu/its for more information and a link to the password reset service. **Enroll now!**

ITS HELP DESK

The UNA ITS Help Desk is located in Collier Library, Ground Floor, near Café Dalluci. We provide phone, email, and in-person support for all University users who have technology-related issues UNA. The Help Desk provides answers to general computing questions, assistance with connecting your personal devices to UNA Wireless, password issues, and assistance with any UNA software applications.

The Help Desk is open Monday through Thursday, from 7:30 a.m. until 7 p.m., Friday 7:30 a.m. until 4:30 p.m., and Sunday, by e-mail only, from 2:30 p.m. - 7 p.m. Contact the UNA ITS Help Desk by e-mail helpdesk@una.edu or by phone at **256-765-4865**.



@unahelpdesk



@deskuna

ITS WEBSITE

The ITS website – una.edu/its – includes lots of informational and instructional content students can use to connect a variety of devices to UNA services like e-mail and campus wireless, as well as maintain and secure the devices they use to access these services.



SETTING UP SMART DEVICES FOR UNA EMAIL

OPTION 1:

Download the Outlook app from iTunes or Google Play

1. Open the Outlook App.
2. Select Settings.
3. Select Add Account.
4. Enter your full email address.
5. You will be re-directed to our UNA Production Systems login screen; enter your full UNA email address and Portal Password.

If prompted to "allow account to make settings changes on the phone," you must accept in order for setup to complete properly.

3. Tap in the **email box** and enter your full email address.
4. Tap in the email box and enter your full email address again.
5. Tap in the password box and enter your password.
6. Optionally, tap in the description box and enter a short description for the account.
7. Tap **Next** on the upper right corner of the screen.
8. Tap in the **Server** box and enter **outlook.office365.com**. Leave the Domain box empty.
9. Tap in the Username box and enter your full UNA email address.
10. Tap in the Password box, and enter your UNAPortal password. Tap **Next**.
11. Choose the type of information you want to synchronize. By default, Mail, Calendar, and Contacts are all turned on. To turn off synchronization for a type of information, tap and slide the switch to **OFF**.
12. Tap **Save**.
13. If you're prompted to create a new passcode, tap **Continue** and enter a numeric passcode. You'll need to enter the passcode twice.

OPTION 2:

Use Default E-mail Client on Phone

IPHONE USERS

1. If this is the first email account on your iPhone, tap **Mail**. Otherwise, tap **Settings > Mail, Contacts, Calendars > Add Account**.
2. Tap **Microsoft Exchange**.



ANDROID USERS

1. From the default email app, select Settings.
2. Select **Add Account**.
3. Select **Office365**.
4. Enter your full UNA email address; select **Next**.
5. Select **Work or School Account**.
6. You will be redirected to the UNA Production Systems Access screen. Enter your full UNA email address and Portal Password.
7. Click **Sign In**.

Once the account has been verified, warnings about "applying security settings required by ITS" select **Apply**. Once applied, review sync settings, and select **DONE**.

FIRST-YEAR EXPERIENCE

The University of North Alabama is committed to making the first year of college a success for each student. The **First-Year Experience Program** is designed to help new students achieve three goals: First, it helps students get oriented to UNA; second, it helps students develop critical academic and personal management skills; third, it enables students the opportunity to explore majors and career possibilities. The most visible dimension to the program is the seminar component which is taught by faculty or UNA professional staff.

THE FIRST-YEAR EXPERIENCE SEMINAR (FYE 101)

The seminar is a critical component of the First-Year Experience. Here, you will meet new people, connect with faculty and staff, and discover the UNA and Shoals communities.

FYE Seminars are themed, one-hour classes. Themes can involve possibilities for majors, such as Business, Education, Nursing, or History. The themes can also involve areas of interest to students like the Career Center or Service and Leadership. Seminar instructors determine the activities and assignments of the course, often times with your input, so your participation is important.

LEARNING COMMUNITIES

Learning Communities (LCs) are small, diverse groups of First-Year students and faculty who share common intellectual and professional interests.

Each Learning Community at UNA is focused on a theme or interest area and consists of a group of three courses: two General Education courses and one First Year Experience (FYE) course.

A small group of students take these courses together, providing a supportive learning environment for students to cultivate lasting relationships with each other and their professors.

Additionally, each Learning Community will complete an experiential learning project that could consist of field trips, service projects, or research to get students more deeply engaged in their interest areas.

For Students:

Studies have shown that students who participate in Learning Communities have higher GPAs and retention rates than students who do not. There are many other benefits as well, such as:

- meet other like-minded students with similar interest
- ease of registration with a single CRN number automatically enrolling you in all three courses of the Learning Community
- getting to know your professors better; and
- an opportunity to participate in an experiential learning project.

To participate in a Learning Community, tell your Academic Advisor at Orientation.



COLLIER LIBRARY AND INFORMATION SERVICES

RESEARCH CONSULTATIONS

Meet with a librarian for a 30-minute in-person or online research assistance session for help with:

- narrowing a topic;
- locating sources on a topic;
- identifying appropriate databases in your subject area;
- evaluating sources for reliability and credibility;
- searching the web for reliable information; or
- citing sources in-text and on a reference page.

Meetings can be one-on-one or with groups. Book a research consultation, or chat online immediately with a librarian by going to una.edu/library

COLLIER EXPERIMENTAL LEARNING LAB (THE CELL)

Located on the ground floor of the Library, The CELL is a dedicated space within the Collier Library that hosts interactive maker technology to use for academic projects or personal hobbies. Here, you can submit requests to use or borrow:



- 3D Printers
- Poster Printers
- Mac and PC computers with video editing software
- Tablet and digital pen
- Die cutter for cutting out letters and shapes,
- Electronic keyboard for music composition
- Drones, cameras, and wifi hotspots

INFORMATION LITERACY — The set of skills needed to find, retrieve, analyze, and use information.

You will be presented with a fun and engaging information literacy module in your FYE course created by a librarian here at UNA. If you ever need assistance with information usage and research, please reach out to Collier Library and Information Services.

Collier Library is always expanding the technology and resources available to students; follow along on social media to stay up to date!



@unacollierlibrary



@CollierLibrary



@unalibrary

TEXTBOOK AFFORDABILITY INITIATIVE

The library has many of the textbooks required by your professors that you can borrow and use. These courses include BI 101, HI101, EN111, HI201, AR170, and many more. You can check on the library website to see if your book is on reserve, or look for these symbols in your syllabus:



Perhaps your professor has assigned a free Open Educational Resource as your textbook for the semester. These are materials for students and teachers that are either in the public domain or have been released under a license that allows them to be used and shared with others for free. These are also available through Collier Library at no charge to students. To choose classes that use Open Educational Resources, just look for the designation showing "Zero/Low Cost Textbooks" on the course listing page.

GLOBAL ENGAGEMENT

THE OFFICE OF INTERNATIONAL AFFAIRS

Your college education prepares you for your future career and also to be an informed citizen of the United States and the world. UNA's Office of International Affairs (OIA) offers opportunities for you to meet the world right here on campus.

LET US HELP YOU EXPAND YOUR WORLDVIEW.

UNA is home to more than 400 international students from almost 50 countries. The largest numbers of international students recently have come from India, Bangladesh, Saudi Arabia, Ghana, and the Democratic Republic of Congo. Other countries are also represented on campus in smaller numbers.

Each semester the Office of International Affairs, located in Powers Hall, offers programming and events to all UNA students. Participation is free, and you do not want to miss these great learning and networking opportunities as you establish yourself at UNA.

- **Global Lions** – A unique RSO on campus! Global Lions provides opportunities to volunteer and promote international friendships, cultures, and education at UNA and in the community.
- **Conversation Partners** – Native speakers of English are needed Tuesday and/or Thursday from 3 - 4 p.m. in Powers Hall to have informal conversations with international students who are working to improve their English skills. Games and conversation prompts are provided. It's a great program if you need volunteer hours.
- **Travel With Me** – This event features students providing international food, drink, and informative activities about their home countries. It occurs at 3 p.m. on the first Thursday of most months during the school year.
- **International Education Week** – Celebrated every November, IEW features Passport to the World and other events promoting intercultural learning.
- **Global Learning Community** – The Global Learning Community (GLC) in Rice Hall provides a living opportunity that encourages cross-cultural learning through daily interactions, intentional programming, and service-learning activities. Contact the Office of International Affairs at oiaservices@una.edu for more information.
- **Navigator** – UNA students who assist the Office of International Affairs in welcoming new international students and in planning and hosting events such as Passport to the World and the International Tea and Coffee (\$500 scholarship per semester, open to everyone)
- **COIL** – Collaborative Online International Learning (COIL) courses bring UNA students and faculty together with colleagues from other cultures to collaborate, learn, and work together on class assignments and projects.

UNA values the contributions of international students. Intercultural exchange creates rich learning experiences that help develop an appreciation of international cultures and customs within our community.

For more information, visit una.edu/international.





UNIVERSITY OF NORTH ALABAMA DEPARTMENT OF FOREIGN LANGUAGES

INTERESTED IN A MAJOR OR MINOR?

CHOOSE TO MINOR IN: CHOOSE TO MAJOR IN:

- French
- German
- Spanish
- Latin American Studies
- Global Studies
- Foreign Languages (French and/or German Concentration)
- Spanish



EDUCATION ABROAD

Studying, working, or interning abroad can be one of the highlights of your college career. You will have wonderful and challenging experiences that will allow you to grow both academically and personally, and it will help prepare you to compete in today's globalizing world. UNA offers numerous opportunities to engage in hands-on learning around the world. You have the option to participate in short-term (1 – 6 weeks), semester-long, or academic-year programs through UNA.

HOW CAN I AFFORD IT?

Multiple sources of financial aid and scholarships make Education Abroad through UNA more affordable. Funding is an important factor in planning your study abroad experience. There are several resources for students looking for funding, including UNA's \$1,600 Education Abroad Scholarship. You can also use your existing financial aid, scholarships, and other methods of payment here at UNA.

WHAT PROGRAM DO I CHOOSE?

Education Abroad offers three program types to help students find their perfect fit. Read on to learn more about each one!

SHORT-TERM PROGRAMS

The Office of International Affairs partners with UNA's academic colleges and departments to support and promote their short-term Education Abroad experiences. Each academic department develops and administers its own Education Abroad program, which is approved by its respective college. Students wanting more information about a short-term Education Abroad course or to request enrollment must contact the academic program directly.

LONG-TERM PROGRAMS

The Office of International Affairs offers three long-term program types to help students find their perfect fit. Read on to learn more about each one.

International Student Exchange Program (ISEP): Students from EVERY major and minor offered at UNA have numerous options in studying, working, or interning abroad in countless locations through ISEP. All ISEP programs will keep you on track to graduate and allow you to live and learn alongside locals for a uniquely immersive experience. You'll be able to access high-quality courses in any field of study, and you'll be given the opportunity to travel and learn alongside natives of your host country, expanding yourself culturally, academically, and professionally.

Magellan Exchange Programs (MEP): UNA offers College of Business students several summer, semester, or year-long abroad opportunities through MEP. Through the Magellan Exchange Program, UNA students are able to expand their education beyond Florence, Alabama, to more than 15 different countries in the world. Students will be fully immersed in their host country culture, by living abroad for an extended period of time, all while keeping on track to graduate on their expected date.

Bilateral Exchange: UNA students have a choice of attending any of the University of North Alabama's partner universities in several different countries for one or two semesters. Traveling to one of UNA's partner universities is a prestigious opportunity for those who have demonstrated outstanding academic success at UNA and are interested in expanding their education beyond the University of North Alabama.

For additional information on how you can study abroad, please visit una.edu/education-abroad.



BE THERE! DO THAT!

Explore the world with the Department of Foreign Languages.

BROADEN YOUR HORIZONS
...and show future employers your versatility by graduating with a Bachelor of Arts! Add just one year (two semesters) of a language to qualify for a Bachelor of Arts degree at graduation.



UNA Department of
Foreign Languages



@unalanguages



ARMY ROTC



WHAT IS ARMY ROTC?

- Army ROTC is a four-year program that develops and commissions Army Officers
- First two years is the Basic Course, which is open to all UNA students.
- Last two years is the Advanced Course.

BASIC COURSE

Is taken during the freshman and sophomore years. These courses are open to all students on an elective basis. These courses are taught to meet the requirements to enter into the Advanced Program, incur NO Military Obligation, and are open to all registered full-time students.

FRESHMAN CLASSES

- Military Science (MS) 111 - Fundamental Concepts of Leadership
- Military Science (MS) 112 - Basic Leadership

SOPHOMORE CLASSES

- MS 211 - Advanced Leadership
- MS 212 - Tactics and Officership

ADVANCED COURSE

Is taken during the junior and senior years of the four-year program. Students in the Advanced Course must have completed the Basic Course, or have credit from prior military service, have two years remaining in college, and enter into a contract* with the United States Army to serve as an Army Officer in the Active or Reserve Forces upon graduation.

JUNIOR CLASSES

- MS 311 - Small Organization Leadership
- MS 312 - Small Organizational Operations

SENIOR CLASSES

- MS 411 - Leadership, Management, and Ethics
- MS 412 - Transition to Lieutenant

SCHOLARSHIPS

Scholarships available for all majors (four-, three- and two-year). Benefits include tuition and fees (or room and board), \$1,200 book fee per school year, monthly stipend (\$420).

MINIMUM ELIGIBILITY REQUIREMENTS FOR ROTC CONTRACTING:

- Be a US citizen between the ages of 17 and 26;
- Possess a high school GPA of at least 3.0 on a 4.0 scale;
- Have a high school diploma or equivalent;
- Have a minimum score of 1030 on the SAT (verbal/math) or 22 on the ACT;
- Be active in your school, church, scouting, civic organizations, etc.;
- Have no civil convictions or been in trouble with law enforcement;
- Meet Army physical and fitness standards and agree to accept a commission and serve as an Army Officer in the Active Army, US Army Reserve, or Army National Guard.

FOR MORE INFORMATION, CONTACT

Colonel (Retired) Rae Atencio
Wesleyan Annex, Room 142
O: 256-765-4458 • C: 256-625-9318

**Incur an eight-year service obligation as an Army Officer. Can be served either on Active Duty, Army National Guard, Army Reserves, or a combination of Active and Reserves.*



YOU SERVED US, NOW LET US SERVE YOU!

SERVICES WE PROVIDE:

- Education benefits information
- Access to veteran-specific scholarships
- Assistance with Canvas and Portal
- Student services information
- Study area, computer lab, and lounge space
- Veteran-to-Veteran Mentoring Program and Book Lend Program
- Place to connect with other student veterans

At UNA,
you'll join more than 300
current veterans, dependents,
Active Duty, National Guard,
and Reserve members
attending as undergraduate
and graduate students.



una.edu
una.edu/rotc
una.edu/financial-aid
una.edu/veterans
GUC 220 • 256.765.4746

The Career Center is committed to empowering students and alumni in all phases of their career development. In support of this mission, the Career Center serves as the primary resource on campus for career-related information, providing necessary resources, services, and programs to facilitate successful career development for students, alumni, faculty, and employers.

CAREER GUIDANCE AND MAJOR EXPLORATION CHECKLIST

- ✓

EXPLORE YOUR OPTION.

The career decision-making process begins early as you explore majors and job paths. The Career Center offers career counseling and assessments to assist you in this process.
- ✓

GET INVOLVED.
- Join a student organization or volunteer locally.
- ✓

PARTICIPATE IN EXPERIENTIAL EDUCATION:
- INTERNSHIPS** — typically last 6-12 weeks, may be full-time or part-time, paid or unpaid.


CO-OPS — Often alternates between full-time employment and attending school; because of the variety of online course options, parallel co-op may also be available.

EXTERNSHIP/JOB SHADOWING — short-term opportunity that can allow students to determine if they like a specific job, organization, or work environment.
- ✓

VISIT THE CAREER CENTER FOR:
- Major and career counseling
 - Résumé and cover letter writing assistance
 - Interview preparation
 - Networking and job search strategies
 - Career Fairs and workshops
- ✓

ACCESS YOUR LIONJOBS ACCOUNT.
- Search for both on- and off-campus part-time, full-time, and internship / co-op positions.
- ✓

DECIDE ON A MAJOR.
- Review the list of UNA majors (una.edu/academics/academic-departments.html) and research related job paths in majors that are of interest. The Career Center offers resources that assist you with major and career exploration, including:

 - WHAT CAN I DO WITH THIS MAJOR?** Review career possibilities in majors that appeal to you.
 - CANDID CAREERS** – Professionals share insights about their career paths.
 - OCCUPATIONAL OUTLOOK HANDBOOK** – Enter the job title or field you wish to research in the search box.
- 

SCAN THIS CODE TO GO DIRECTLY TO THE LIST OF ACADEMIC MAJORS ON UNA'S WEBSITE!

Our website includes links to our [LionJobs](#) employment site, Career Guide, instructional videos, interview tips, sample résumés, job search advice, and more. Visit una.edu/career

careercenter@una.edu • una.edu/career • 256-765-4276
UNA Box 5066, Florence, AL 35632 • Collier Library • 2nd Floor

A NOTE FOR FAMILIES

INDECISION IS NOT UNCOMMON, BUT IT CAN BE OVERWHELMING. ENCOURAGE YOUR STUDENT TO SEEK OUT EVERY RESOURCE THE CAREER CENTER OFFERS - AND TO DO SO EARLY AND OFTEN!

The Career Center works with students to explore their interests and abilities, select a major, and set career goals. The Career Center will also assist with résumé development, interviewing skills, and provide resources that will guide your student to future success. A parent's role in the career decision-making process can be very beneficial to your student's success.

PLEASE REMEMBER THESE IMPORTANT FACTORS:

- Encourage your student to explore options, get involved, research various majors and career choices, and use the Career Center as a resource.
- Listen to your student, and keep an open mind about their likes and dislikes. Knowing that you will listen is key to helping your student make a decision.
- Support your student as they talk to you about choosing a major or career, and empower them to make their own decision.

ACTION PLAN

Freshman

Inquiry and Awareness

- Plan a course of study with your adviser.
- Log in to your LionJobs account.
- Meet with a Career Counselor to identify skills, abilities, interests, and values as they relate to a possible career choice.
- Get involved on campus.
- Develop healthy habits.

Junior

Gaining Career Experiences

- Confirm degree requirements with adviser.
- Attend Career Fairs.
- Discuss career choices with Career Counselor.
- Update your résumé.
- Develop skills and abilities through student organizations, internships, part-time jobs, and community services.

Sophomore

Assessment and Exploration

- Clarify skills, interests, and abilities.
- Explore job shadowing and internships.
- Stay involved on campus.
- Develop a professional résumé.
- Still undecided? That's OK! Meet with academic advisers and Career Center Counselors to develop a plan.

Senior

Job Search

- Apply for graduation.
- Attend Career Fairs, workshops, and other recruiting events.
- Participate in Mock Interviews.
- Continue to explore experiences that will strengthen your résumé. Meet with the Career Center staff about internships, part-time jobs, and job shadowing.

CONSIDER THIS:

Students who participate in self-discovery and exploration of occupational information tend to have decreased career-related anxiety.

It is estimated that 75-85 percent of students will switch majors at least once before they graduate

Freshmen have become increasingly anxious about selecting a major, and anxiety has become the most common mental health issue among college students.

Students who are open to exploration and change their major are more likely to graduate than those who stay in a major they are not interested in.



DISABILITY SUPPORT SERVICES

OUR SERVICES

The Disability Support Services (DSS) office provides support and appropriate accommodations for students with learning, physical, medical, and psychological disabilities.

A student must register, request accommodations with DSS, and be approved by the DSS Advisory Committee for academic accommodations. We ask students to begin this process as soon as possible, as accommodations are individualized and approved on a case-by-case basis.

If you are a student with a disability, please contact our office to discuss how you can arrange academic accommodations.

OUR MISSION

The mission of Disability Support Services (DSS) is to facilitate appropriate and reasonable accommodations for students with disabilities. It is our goal to ensure that students with disabilities have an equal opportunity to achieve their academic goals while maintaining the integrity of UNA's academic program requirements. DSS provides reasonable accommodations for qualified students.



Not all disabilities are
VISIBLE

ACCOMMODATIONS

Possible accommodations for qualifying students may include, but are not limited to:

- Extended test time
- Recording lectures with professor's notification
- Alternate formats and assistive technology
- Distraction-reduced testing
- Priority registration
- Interpreter services (ASL/CART)
- CCTV and magnification tools

DSS staff are also available to provide the following services:

- Accommodation assistance for qualified students
- Academic guidance
- Study skills instruction
- Alternative testing
- Assist qualified students with the transition to college
- Presentations on disability-related topics
- Faculty and staff consultation (awareness) on working with individuals with disabilities
- Referrals to the Alabama Department of Rehabilitation Services (ADRS)
- Information regarding community and campus resources

DOCUMENTATION

- All accommodations are arranged on an individual basis. Students must provide qualifying medical or psychological documentation that indicates the specific need for a reasonable accommodation.
- Documentation must adequately verify the nature and extent of the disability in accordance with current professional standards and techniques, and it must clearly substantiate the need for all of the student's specific accommodation requests.
- A high school IEP or 504 plan is not sufficient documentation of disability for receiving accommodations at the university level.



GUC 111
256.765.4214
dss@una.edu

- Acceptable types of documentation for each type of disability are listed on our website: una.edu/disability-support

DSS provides academic support to university students with qualifying, documented disabilities. Facilitating equitable opportunities for success while preserving the integrity of academic program requirements, DSS is committed to providing services consistent with ADA, ADA (Amendments Act) and Section 504 of the Rehabilitation Act of 1973.

UNA Box 5008
Florence, AL 35632
FAX: 256.765.6016

Jeremy Martin
Director

Megan Simmons
Assistant Director

R. Darlene Crowden
Senior
Administrative
Assistant

STUDENT CONDUCT

The Office of Student Conduct strengthens personal responsibility and accountability through investigation and resolution of alleged violations of the Code of Student Conduct. We are committed to providing a fair and educational process that fosters the highest standards of behavior, student learning, and civic responsibility, while promoting a safe environment that respects the rights of all students. We strive to adjudicate cases of alleged misconduct in a fair, responsible, and timely manner emphasizing integrity, community, social justice, respect and responsibility. Additionally, we serve as an advocate for and resource to student victims of crime, illness, harassment, or other crises.

The University of North Alabama is concerned with maintaining an environment in which the rights of all members of the campus community are protected while they pursue their educational objectives. It is important that each student become aware of and abide by the Code of Conduct, found at una.edu/student-conduct, and other university regulations. Students are obligated at all times to assume responsibility for their actions, to respect established authority, to be truthful, to respect the rights of others, and to respect private and public property.

FREQUENTLY VIOLATED POLICIES

Alcohol: Unlawful possession, use, or distribution of alcohol by students and student organizations.

Drugs: All students are prohibited from the use and possession of illegal drugs.

Failure to Comply: Failure to comply with the reasonable directives of UNA officials or law enforcement officers during the performance of their duties and /or failure to identify oneself to these persons when requested to do so.

COMMON SANCTIONS

Behavioral Requirement: This includes required activities including, but not limited to, seeking counseling or substance abuse screening, writing a letter of apology, etc.

Educational Program: Requirement to attend, present and /or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible.

UNA Housing Probation: Official notice that, should further violations of University Residences or UNA policies occur during a specified probationary period, the student may immediately be removed from UNA housing.

UNA Probation: The student is put on official notice that, should further violations of UNA policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

UNA Suspension: Separation from the University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension.

ONLINE REPORTING

Anyone can submit a report to the Office of Student Conduct. We act on reports of alleged violations from students, faculty and staff, law enforcement, and/or members of the community. Each report is reviewed by the Office of Student Conduct staff. To submit a report, please click "Public Incident Report Form" at una.edu/student-conduct.

GET INCLUSIVE

As a part of UNA's effort to maintain a safe and educational learning environment, all first-year freshman students complete the Voices for Change online course provided by Get Inclusive. This course is used at more than 200 universities nationwide and uses scientific-based research to educate students. Students will learn more about UNA's policies while engaging in a short video series, text, and quizzes filled with information about each topic related to alcohol, drugs, sexual violence, and diversity. Students will receive instructions on how to complete the course via the UNA email account, and more information about the course is available on the website. Students will receive correspondence about the course during the summer with instructions on how to complete it before the start of the semester.

UNIVERSITY STUDENT HANDBOOK

The Student Handbook contains information about available services, policies and procedures, conduct standards, and involvement opportunities.

The full University Student Handbook can be found at una.edu/student-handbook/.

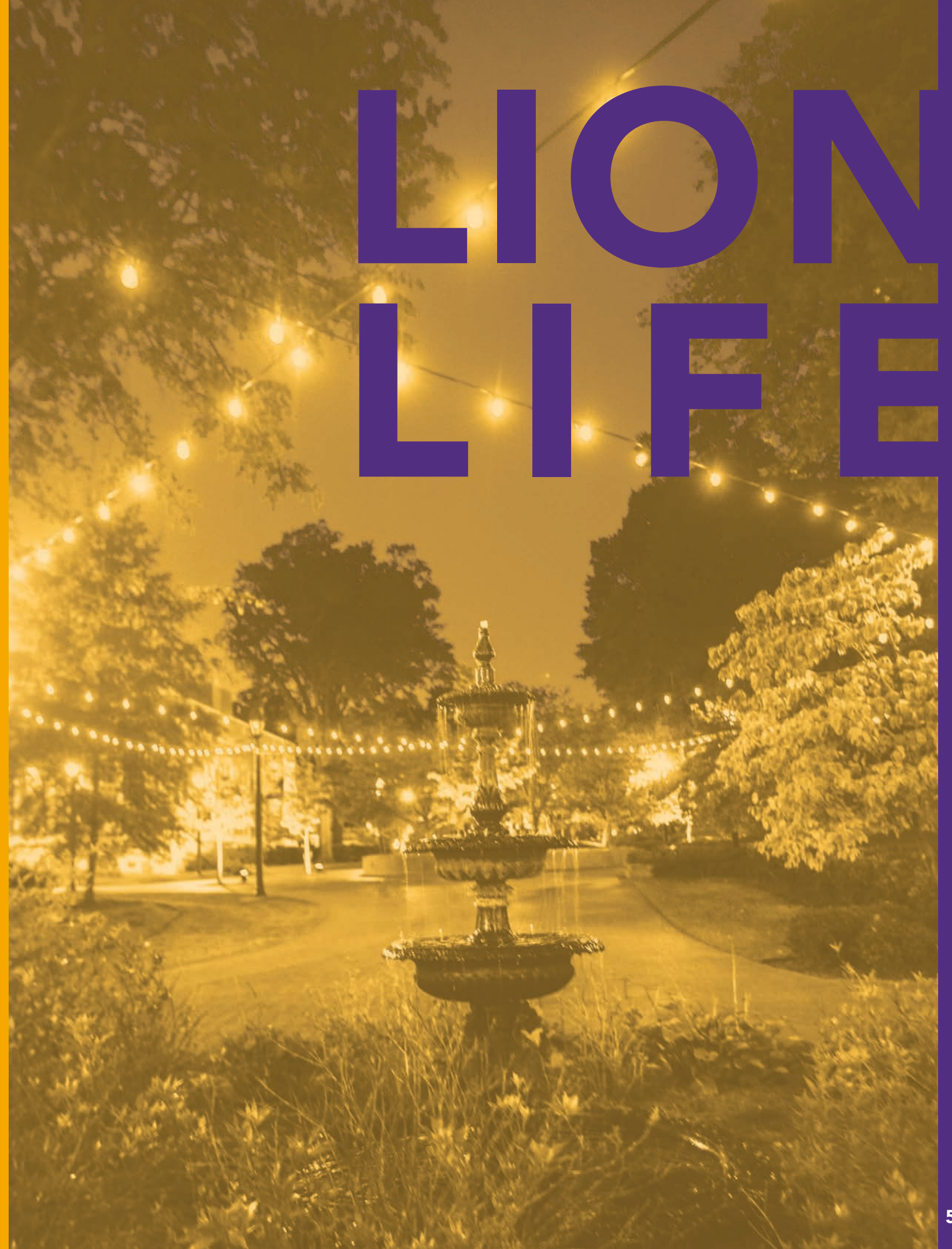
UNIVERSITY POLICIES

University policies include:

- Free Speech and Assembly Policy
- Family Educational
- Right To Privacy (FERPA) Notification
- Medical Withdrawal Policy
- No Smoking Policy
- And more

Students may learn about various campuswide policies at una.edu/policies.

LION LIFE



STUDENT FINANCIAL AID

Student Financial Aid processes federal aid and scholarship awards used to assist students in paying for their college expenses. Federal funding includes Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Work Study, Federal Student Loans, and Parent/Graduate PLUS loans. To apply for federal student aid, students must complete a Free Application for Federal Student Aid (FAFSA) at studentaid.gov. To complete the FAFSA, you and one parent will need a FSA ID, username and password combination that allows you to sign your application. Parent and Graduate PLUS loans are applied for at studentaid.gov. Students must renew their application each year to continue receiving federal financial aid. Scholarship programs include our academic excellence scholarships and endowed scholarships. For a full list of scholarship programs and application processes, please visit our website una.edu/financial-aid/scholarships.

Outstanding requirements may prevent financial aid from disbursing in a timely manner. To prevent this from occurring, please check outstanding requirements by logging into the UNA Portal account, clicking Billing and Financial Aid Tab, clicking Progress under the financial aid requirement box, then selecting Aid Year to see any outstanding requirements.

The Financial Aid Office sends all communication to your UNA email address. It is your responsibility to keep your UNA email account active and to check messages frequently.

RECEIVING FINANCIAL AID

When all requirements have been met, your financial aid will disburse into your student account. Students receive financial aid in two installments (one half is disbursed for fall semester; the second half is for spring semester), unless otherwise noted. Disbursements are made directly to your student account. *First time freshman student loan borrowers receive their first loan disbursement 30 days after the beginning of their first term of attendance.* If you are receiving a federal student loan for one semester (for example fall semester only or spring semester only) your loan will be disbursed in two installments with one disbursement at the beginning of the semester and the second disbursement at mid-semester.

Financial aid funds will pay tuition, fees, contracted room and board (where applicable), and other related educational expenses, including, but not limited to, charges from Health Services, the Library, and University Police. If all charges have been paid and a credit results, remaining funds will be returned to the student via a refund check or e-refund.

MAINTAINING ELIGIBILITY FOR FINANCIAL AID

All undergraduate and graduate students enrolled at UNA must be making Satisfactory Academic Progress (SAP) towards graduation to receive federal financial aid. The SAP guidelines are set in accordance with regulations issued by the U.S. Department of Education. The progress standards include both qualitative and quantitative components:

1 GPA Requirement
Students must meet the University's minimum academic GPA requirements for their respective academic class level.

2 Completion Rate
The completion rate is a percentage of classes completed to attempted hours. This includes all course hours attempted at UNA, as well as any course hours which may have been dropped or for which there was a failing grade.

3 Time Frame
A student is allowed to take a maximum of 150 percent of the published length of their education program to complete their degree.

Complete details on the University's Satisfactory Academic Progress Policy, including reinstatement and appeal options, are available at una.edu/financial-aid/satisfactory-academic-progress.html or upon request from Student Financial Aid.

STUDENT ACCOUNTS

TUITION AND FEES

The University of North Alabama Cost Calculator is designed to help you estimate your cost of attendance at UNA by calculating tuition, fees, and on-campus housing, and meal plan charges (if applicable). Visit our website at una.edu/bursar to calculate your estimated cost.

YOUR STUDENT ACCOUNT

BILLING STATEMENTS

Electronic Billing (E-bills) is the official means of providing student account statements to all current UNA students. When a new bill is available, an email notification will be sent electronically to the student's UNA Portal email account and any authorized users established by the student. Students are advised to check their email regularly.

Students are responsible for checking their UNA Portal on a regular basis. Keep in mind that even if someone else is paying for the tuition and fees, the student is ultimately responsible for the charges. Please be sure to make E-bill available to those who need access to make payments and view statements. Students are expected to meet all financial obligations when due. It is each student's responsibility to be informed of all payment due dates.

VIEW/PAY BILL

There are two ways to access your student account:

1 From the UNA homepage, select Quick Links at the top of the page then Pay Tuition. Login with your UNA Portal Username and Password

2 Go to una.edu and select Portal. Log in and select the following options:

- Billing and Financial Aid
- View Account and Pay Bill
- For security reasons, you will be required to log in again using your Portal Username and Password

AUTHORIZED USER

Non-student payers who have been authorized by a UNA student may view and pay a student's bill on the student's behalf. Authorized users can only be established by the student. UNA cannot establish an authorized user for the student. Authorized users will first be prompted to log into a secure site with the appropriate ID and password combination.

• To add an authorized user to your student account:

- ✓ Follow one of the above steps to log into your Student Account.
- ✓ Click on the Authorized Users Tab, and follow the prompts.
- ✓ The authorized user you have specified will

receive an email notification which contains initial E-bill password and login instructions. An email notification will be sent to each address provided when a new E-bill becomes available.

• To access the account for which you are authorized:

- ✓ Visit the Authorized User Login Page by going to the UNA home page (una.edu), selecting Quick Links at the top of the page, then Pay Tuition, Authorized User Login.
- ✓ Log in with your email address and the initial password provided in your E-bill welcome message. If you have logged in before, you will use the password you selected upon first login instead.

REPORTING NON-UNA SCHOLARSHIPS, EMPLOYER EDUCATION PLANS, STATE BENEFITS, ETC., TO UNA

✓ GI Dependent Benefits

Veterans Affairs will issue the student and UNA a certificate of eligibility once the application has been approved.

✓ Vocational Rehabilitation Benefits

Vocational Rehabilitation should notify the Business Office of eligibility.

✓ PACT (Prepaid Alabama Affordable College Tuition)

PACT should issue the student an eligibility card or letter. The student should send a copy of the documents to the Business Office. The student is responsible for the remainder of the balance not covered by PACT

✓ External Scholarships from schools, churches, organizations, etc.

Students who are receiving an external scholarship should have the checks mailed to the Business Office at UNA Box 5045, Florence, AL, 35632.

✓ Employer Sponsorship Assistance Programs

Employers may submit payment vouchers or checks to the Business Office.

- Be sure that documentation (e.g. Employer Vouchers, GI Dependent, Voc. Rehab., PACT) and payments are submitted to UNA before the payment deadline. Please remember that payment of amount due is always the student's responsibility.

PAYMENT PLANS

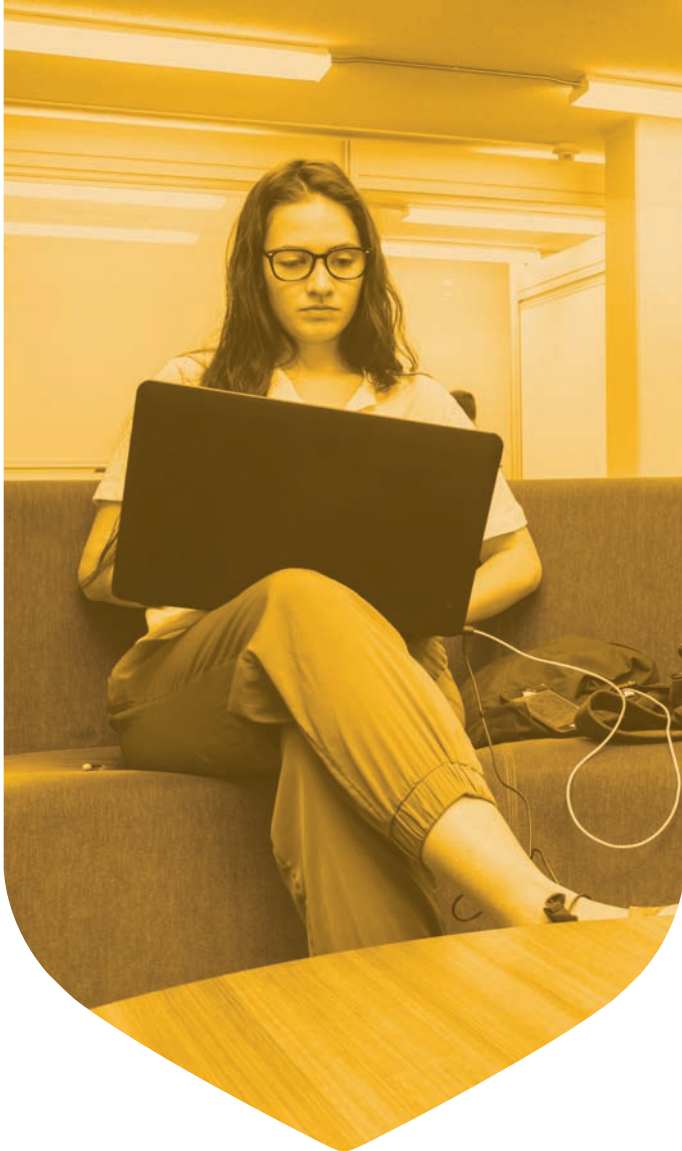
UNA offers an interest-free monthly payment plan:

1. \$45 per semester enrollment fee.
2. Enroll online via your student's online Student Account or as an Authorized User (see instructions in above section).
3. Fall Payment Schedule:
 - 5 Month Plan: Enroll by July 20, last payment will be November 10.
 - 4 Month Plan: Enroll by August 10, last payment will be November 10.

For additional information, visit our website at una.edu/tuition.

REFUNDS FOR TUITION AND FEES

No refund will be processed for withdrawals from a course or from the University after the close of business of the eighth calendar day from the date classes begin for the fall and spring terms. For summer terms, no refund will be processed after the close of business on the second day from the date classes begin. All other fees are non-refundable unless the withdrawal occurs before the date that classes begin.



A refund is subject to deductions for any indebtedness to the University, including payments under Title IV student aid programs. Refunds for complete withdrawal from classes are paid by check and will be mailed to the student's permanent address. Other refunds are mailed to the student's campus mailbox. Three weeks should be allowed for processing.

BUYING BOOKS USING FINANCIAL AID

UNA offers students the opportunity to purchase books at the UNA Bookstore using their awarded and authorized financial aid.

Students who have been awarded financial aid by UNA's Office of Student Financial Aid and have excess funds of \$100 or greater after all tuition, fees, meals, and housing have been paid, may charge up to \$600 (or the available balance, whichever is less) of book purchases at the UNA Bookstore. Bookstore charges will be placed on the student's account and paid from the excess financial aid disbursement.

Books may be charged to financial aid for the fall 2022 semester beginning Friday, August 12, 2022, through Tuesday, August 23, 2022, only.

THE MANE CARD

The Mane Card is your official University of North Alabama photo ID card. Carry it with you at all times. You will use it for entry into secure locations, such as your residence hall.

To obtain your first Mane Card:

- If going through SOAR, you will receive it during your SOAR experience.
- If not going through SOAR, you may stop by our office and pick yours up.

There are now 2 ways to attach your photo to your Mane Card:

- We can take your photo when you stop by to get your first Mane Card, or
- You can upload a photo by going to una.edu/manecard. Click on "Lion Loot Deposit/Check Balances/Create an Account". If you have not already done so, please first create your account by entering your Portal information, followed by your student ID#...use only the first 8 number (do not put the L). Then at the top of the page, you will see a dark gray bar with "Accounts, Card Services, and Profile". Click on "Profile". Under "Personal Information", you will see a blue line that says "Click to submit a new photo". You will upload a photo, followed by a picture of your government issued photo ID.

Your Mane Card has 3 accounts associated with it: Lion Loot, Dining Dollars, and meal plans. You can use your Mane Card as a way to pay for goods and services on campus.

You can use your Mane Card to receive tickets for athletic events, and other special events. Add money to your card so you can use it at Collier Library and computer labs for printing. Your Mane Card allows you access to the Student Recreation Center and Game Room.



Report lost or stolen Mane Cards immediately. Call the Mane Card Office at 256-765-4924, visit the Mane Card website at una.edu/manecard, or go to your eAccounts to deactivate your card. Deactivating your Mane Card cancels all account and access privileges/permissions. If you find your Mane Card after deactivating it, you must either go to the Mane Card Office, or email them from your UNA email, and request for it to be reactivated.

Card replacement cost is \$15.

To check Mane Card balances, add funds, or for additional information, please visit una.edu/manecard.

WHERE CAN MY MONEY BE SPENT?

DINING DOLLARS:

All undergraduate students taking on-campus courses, enrolled in 12 hours or more, participate in the Dining Dollars program. A \$150 fee is charged to student accounts automatically when the 12-hour criterion is met for the fall or spring semesters. Dining Dollars may roll over for any semester a student is actively enrolled during each academic year and expire July 31. Dining Dollars can be used at all on-campus retail dining locations for food or merchandise purchases.

LION LOOT:

Lion Loot can be used at all dining locations, and also for printing in the library, and for anything in the Bookstore.



HOUSING AND RESIDENCE LIFE



Welcome to your UNA Home! Housing & Residence Life’s (HRL) mission is to provide inclusive communities that engage students in exceptional living and learning experiences within safe, affordable, and well-maintained environments. Read on to learn about the basics of living on campus, how to use HRL resources and staff, policies and procedures, and making the most of your residential experience!

GET AN APPLICATION

Housing assignments are distributed monthly depending on when your application and contract are submitted. Your assignment, roommate information, move-in reservation link, and related information will be sent to your official UNA email account. You may find specific information on the application process, identifying a roommate, how room/hall assignments are made, and opening weekend at una.edu/housing.

GET A MOVE-IN TIME

Our move-in reservation system will open July 15, but you must have your hall/room assignment before you sign-up for an arrival time. The reservation link will be available at una.edu/housing on July 15 at 10 a.m.

- Early move-in options will be available for university affiliated reasons.



GET CHECKED-IN

Move-in can be exciting and stressful – for students and parents. Expect a busy day, but try to enjoy the experience. There are several things you can do in advance to make your arrival a little easier, and we’ll be happy to help you once you arrive!

- **Residents:** You will receive traffic instructions before arrival, and we offer drive-through check-in for your convenience.
- We have a limited supply of items to assist with moving, so bring any dollies, hand trucks, or carts that you may have!
- Pack and label all your items! Printing your name and room number with a bright, bold Sharpie marker goes a long way toward making sure that your items arrive at the correct location!
- Use as few vehicles as possible to pack items, and leave your U-Hauls at home! We have an amazingly beautiful campus, but the scenery doesn’t leave much room for unloading zones, so the less congestion the better!
- You will be directed to parking areas immediately after unloading, so wear your walking shoes as there will be some back and forth involved!

GET COMFORTABLE

Preparing for move-in may be a bit overwhelming, but we have an amazing amount of experience helping students make their transition to living on campus. We provide each resident with an extra-long twin bed (80 inches), a closet or wardrobe, a desk and chair, a dresser, and wireless internet connection. We recommend contacting your roommate before moving in to avoid duplicating oversized items. A detailed list of what to bring and what to leave is available at una.edu/housing.

- **Approved appliances include:** mini-fridge (4.3 cubic feet or less) and microwave (700 watts or less), individual coffee makers (Keurigs), blenders, hair dryers, and vacuum cleaners.
- **Must-have student survival items include:** sheets, pillows, blankets, towels and washcloths, alarm clocks, laundry baskets/bags and detergent (Did we mention that laundry is free?), toiletries, computers/laptops, dishes/silverware, first-aid kit and prescriptions, insurance information, cleaning supplies, toilet paper, and surge protectors.
- **Things that may make life easier include:** bicycles, televisions, radios, storage boxes, fans, decorations, blue painter tape for hanging items, carpet or rugs, futons, snacks, personal property insurance, and photos of those you may miss.
- **Items that you cannot keep on campus include:** pets (except fish in a 5-gallon tank), candles, space heaters, oil-based and wax electric air fresheners, halogen lamps, open coil appliances, routers, weapons, fireworks, explosives, cooking appliances such as grills, toasters, toaster ovens, hot plates, ovens, griddles, and adhesives and attachment items that may damage walls or doors.

GET ACQUAINTED

You will often hear that the first six weeks are most critical in a student’s transition to college, and we agree! Residents will never encounter a shortage of ways to get involved on campus, and the residential community is no exception. Community meetings will occur within the first 24-48 hours of arriving on campus and periodically throughout the semester. It is important to attend these meetings as it’s a great way to meet your neighbors, but there is often a wealth of information distributed that you will need to know about living on campus! We recommend that you get acquainted with your roommate, your neighbors, your hall staff, residential policies, and the many opportunities available to students living on campus!

GET A ROOMMATE

Incoming residents may request a roommate when completing the application process. You are welcome to request a specific roommate; although, we do encourage students to step outside their comfort zone and live with someone you may not have known your entire life. Sometimes, the best of friends don’t always make the best of roommates,



and this is an opportunity to meet someone new. Residents also complete a compatibility questionnaire in their initial application that can be used to identify someone with similar interests and habits. You may choose a roommate using the Residence system between February 1 and June 1, or we can assign someone for you! Please note that any resident residing in a double room is required to have a roommate by contract. If you don't have a roommate upon arrival, we will assist you in finding one through the consolidation process.

GET UNITY IN YOUR COMMUNITY



The University wants to ensure a healthy and respectful environment for all students and that is the basis of Community Behavioral Standards. These standards reflect a respect for rights and responsibilities necessary in community living situations and help to ensure the safety of our residential communities. When students violate HRL or UNA policies, they go through the student conduct process which is designed to be educational. Through this process, HRL finds that students learn the importance of personal responsibility, the value of fairness, and the crucial role of honesty and integrity in our university community. HRL refrains from any decision or behavior that discriminates against an individual or group because of their race, color, sex, pregnancy, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, or predisposing genetic characteristics, and this includes the assignment process, room changes, staff hiring and placement processes, etc.

GET INVOLVED

There are regular opportunities to get involved when living on campus, including events that focus on academic, personal, and social development, volunteer opportunities, committees, and employment. Our goal is for each resident to say that living on campus helped them acquire their desired degree at UNA, make lifelong friends, and learn how to be a productive and contributing member of society.

GET TO KNOW YOUR HALL STAFF

Housing & Residence Life has more than 75 professional, support, graduate, and undergraduate student staff to serve the more than 2,000 students living in on-campus residence halls and apartments.

- **Area Coordinators:** Each apartment and residence hall is directly overseen and managed by an Area Coordinator (ACs). Area Coordinators are full-time, master's-level staff members who reside on campus and supervise our graduate assistants and resident advisors. ACs are highly skilled in the areas of student and community development, programming, supervision, crisis management, conflict resolution, and the operational management of their assigned facilities.
- **Graduate Assistants:** Our Graduate Assistants (GAs) are full-time graduate students who work part-time with Housing & Residence Life in the areas of residential education, supervision, program development, marketing, and leadership.
- **Resident Advisors:** Our Resident Advisors (RAs) are full-time undergraduate students who serve as educators, community builders, and mentors to the students on their floors. Each residence hall and apartment has an assigned RA staff, and they are likely the first individuals that our residents will encounter and get to know. RAs are one of UNA's most valuable resources and serve in a variety of capacities which benefit our residential students. For example, RAs create regular opportunities for residents to get involved and become academically successful.



They also cover "duty," which means they are available any time our central office is closed, including nights, weekends, and holidays. RAs will assist in almost every facet of residential living, including conflict mediation if roommates need assistance learning to compromise; providing instructions in emergencies, such as inclement weather; distributing information on room changes, holiday closdowns, RA selection and hiring, and how to submit a maintenance request. We take great pride in our Resident Advisor staff and the dedication members show in creating a supportive UNA Home.



- **Environmental Specialists:** Our Environmental Specialists are full-time staff that oversee the cleanliness, safety, and sanitation of common areas throughout the residence halls. They are an instrumental part of our residential communities and love to interact with our residents. The ES staff does an amazing job at taking care of our facilities, but we encourage and expect our residents to take responsibility for their personal living spaces and will hold them accountable when necessary.



GET EDUCATED

Our student conduct process is mentioned earlier, but it is important that each resident take the time to familiarize themselves with their residential contract, university and residential policies, and the expectations of on-campus living. All of our policies are equally important, but the consequences of violating a policy may vary depending on specific circumstances. Our most up-to-date policy information and full descriptions of each can be found at una.edu/housing, but we'll briefly address a few that we encounter the most often or receive the most questions about.

- **Abandoned Items Policy:** Public areas of residence halls and apartments, including lounges, community bathrooms, hallways, etc. are not intended for storage of personal belongings. If students leave their personal belongings in these areas, the items will be considered abandoned property and may be removed or disposed of by staff.
- **Alcohol Policy:** Alabama State Law prohibits the possession or consumption of alcohol by anyone under the age of 21. UNA and Housing & Residence Life expect students and their guests to comply fully with these laws.
- **Appliances and Electrical Items Policy:** Because the University takes the safety of everyone in university housing very seriously, we cannot allow students to bring certain items into their room/apartment. Prohibited items may differ depending on location. During health and safety inspections, university officials will require the removal of prohibited appliances or materials from residence hall rooms.
- **Cohabitation Policy:** Cohabitation is not permitted in residence halls/apartments. Cohabitation exists when a person who is not assigned to a particular room/apartment uses that room/apartment as if he/she were living there. Examples of this may include, but are not limited to, accessing the room/apartment while the assigned occupants are not present, utilizing a key to enter a room/apartment to which one is not assigned, keeping clothing and other items in the room, sleeping overnight in the room/apartment on a regular basis, and using the bathroom and shower facilities as if they lived in that room. Residents are permitted to have a guest or guests spend the night for a maximum of three nights in any 30-day period. Cohabitation is defined as visitors residing with a resident, in a residence hall/apartment for more than a total of three (3) nights in a 30-day period. All overnight visitations must be consistent with any applicable roommate agreements. Any resident found having an individual living with them is subject to immediate termination of their residence hall/apartment contract. When a guest's continual presence hinders a roommate's ability to study, sleep, and/or occupy their room, this will be considered a violation of this policy.



- **Consolidation Policy:** If a vacancy occurs in an assigned room, the remaining resident agrees to pay the additional fee necessary to occupy the room for the remainder of the semester as a private. Private rooms will be approved on a first-come, first-served basis, and are contingent upon space and availability, OR seek out another roommate and request a room change with someone who has no roommate, OR allow the Occupancy Coordinator to assign a new resident to the room, or move to another room that has only one occupant.





- **Damage to Public Areas Policy:** Individual or group activities that may result in disturbance or distress to others or that cause, or may reasonably be expected to cause, damage or destruction to self or property are prohibited. When individual responsibility cannot be determined, the residents of a floor or building may become collectively responsible for restoration costs.
- **Damage to Rooms Policy:** Each resident is responsible for the ongoing condition of his/her room and shall reimburse the University for any damages or loss of items. Charges for damages will be determined by the University at its discretion and must be paid before the end of the semester in which the damages occur.
- **Decorations Policy:** We encourage students to make your residence hall and room feel like your UNA home. However, there are decorative guidelines that must be followed in order to preserve the quality of residence hall rooms. Decorations (e.g. pictures, posters, etc.) may be attached using blue painter tape. Double-sided tape, 3M Command Strips, nails, and non-removable decals should not be applied to any surface. Do not attach items to the ceiling, and refrain from using combustible materials (e.g. cotton, paper, straw, etc.) for safety reasons. Decorations are prohibited from obstructing sprinkler heads, smoke detectors, exits and signage, emergency lighting, or corridors.
- **Fire Safety Equipment Policy:** Fire safety equipment is provided to help ensure everyone's safety. Tampering with alarms, extinguishers, or smoke detectors is a violation of local, state, and federal laws, as well as a violation of university policy. Tampering with fire safety equipment is a criminal offense and a ticket/fine may be issued.
- **Hall Sports and Horseplay Policy:** Housing & Residence Life does not condone activities that could result in damage to a residence hall or accidental injury to residents and guests. The noise from these activities may also negatively affect the living community. Therefore, horseplay and sports activities which include, but are not limited to, food fights, water fights, running, hacky sack, hockey, in-line skating, skateboarding, bouncing balls, riding bikes, wrestling, remote control toy operation, and other athletic/sport-type activities are prohibited in the residence halls. Staff members reserve the right to confiscate equipment used in violation of this policy.
- **Pets Policy:** Pets are not permitted in the residence halls, with the exception of fish. Fish tanks may be no larger than five gallons total capacity per room.
- **Public Area Decoration Policy:** Any mode of decoration that contains obscene, profane, pornographic, or otherwise offensive elements as determined by professional staff will not be permitted.
- **Quiet Hours / Courtesy Hours Policy:** Residents have the right to sleep and study in their rooms at any time. When asked by someone to respect this right, residents are expected to demonstrate courtesy and consideration by complying with the request. As a general rule, at no time should noise be heard from a resident's room more than two doors away or from another floor. Courtesy hours are in effect 24 hours a day, seven days a week. Quiet hours are effective in each residence hall between 10 p.m. and 10 a.m. daily. Quiet hours are in effect 24 hours a day during the fall and spring finals period.
- **Smoking Policy:** University of North Alabama is a tobacco-free campus effective Fall 2017. Smoking is prohibited in and around all campus facilities. Please note that monetary sanctions will apply for any smoking policy violation in the residence halls or apartments.
- **Trash Removal Policy:** Students are responsible for disposing of their own trash in appropriate exterior trash receptacles or interior trash chutes. Students found to have disposed of any waste inappropriately may be processed through student conduct.
- **Visitation Policy:** A guest is someone who visits a residence hall at the invitation of the resident inviting him/her as a guest. Guests are permitted in a residence hall room if all occupants consent, and they are to be escorted at all times. Guests may be accommodated in university housing for no more than three nights in any 30-day period per resident. Guests under the age of 18 are not allowed visitation without permission from the designated Area Coordinator at least 24 hours in advance. Residents are responsible for the actions of their guests and ensuring that they abide by all applicable policies and regulations. Housing & Residence Life reserves the right to distinguish visitors from residents and revoke privileges in the event of inappropriate activities/behaviors at any point during the visit.

GET (AND STAY) INFORMED

HRL would love for you to “Like Us” on Facebook or “Follow Us” on Twitter and Instagram (@unahr1) and share the excitement of living on campus at UNA! However, the most important way for our residents to stay informed is to check their official UNA email account often and regularly. This is the university’s official means of communication and how we consistently share need-to-know details about living on campus. We also encourage residents and family members to check our website often at una.edu/housing. You can view a list of important dates, frequently asked questions, information on upcoming events, and almost everything you need to know about living on campus at this location. Before moving in, we encourage you to review the Campus Living section so you will be familiar with cleaning guidelines, hall amenities, and how to make the most of your residential experience.

GET TO KNOW US

We invite you to visit our Housing & Residence Life office in Rivers Hall. This is where you will find our professional staff, including our Director, Assistant Director for Residence Life, Assistant Director for Housing, Occupancy and Business Coordinator, Senior Administrative Assistant, Residential Support Service Coordinator and Area Coordinators. You may also contact us anytime by emailing housing@una.edu or calling 256-765-5558.

SENDING AND RECEIVING MAIL

All undergraduate students residing on campus are assigned a campus mailbox that is their official address. Assignments are made in early August and should be available when you move into the residence halls. Undergraduate students who do not live on campus, but who are enrolled in at least seven hours, may request a campus mailbox on a first-come, first-served basis. Please note that if you have a UNA mailbox, all University mail will be sent there.

To find out your mailbox assignment, go to the Mail

Room on the first floor of the Guillot University Center, and use your portal username and password to look up your box number and combination on the screen by the Mail Room window.

TO OPEN YOUR MAILBOX

(instruction cards are available at the window):

1. Turn the dial to the left at least 4 turns, then stop at the first number.
2. Turn to the right, passing the first number once, and stop at the second number.
3. Turn to the left and stop at the third number.
4. Turn slowly to the right and open!

The Mail Room is not a branch of the U.S. Postal Service, but its functions are similar. All University mail is delivered to the Mail Room, and staff members distribute the mail to student and departmental boxes. You may purchase stamps and mail packages from there. Cards, letters, and magazines are placed in your box. If you have a package, then a notice is placed in your box. Take the notice to the window, and your package will be retrieved for you. **YOU MUST HAVE YOUR UNA MANE CARD TO CLAIM YOUR PACKAGE.** Package notices are not placed in the mailboxes until all deliveries are made to campus, so check your box after 2 p.m.

If you are graduating or not returning to UNA, you must change your address at **USPS.com** and also complete a change of address form with the UNA Mail Room.

For more information, go to:
una.edu/events/mail-room.html

GET INSURANCE!

We do recommend that each resident obtain renter’s insurance. You can find additional property insurance information at una.edu/housing/residential-services/renters-insurance.html.

Your UNA address is:
YOUR NAME
UNA Box ____
Florence, AL 35632-0001



MOVE-IN WEEKEND



THINGS TO KNOW ABOUT MOVE-IN WEEKEND

- **Be on time**, but don't be early! Each resident will choose their designated check-in time (please see website for additional details), and it's important that you stick to that time. We have a limited amount of space for unloading and parking, so early arrivals will be directed to a holding area until their designated time.
- **Pack the necessities!** We want students to bring all the things they need to be comfortable and feel at home, but there is a limited amount of space in the residence hall rooms. Be strategic. We recommend that students contact their roommates in advance to coordinate larger items, such as refrigerator, microwave, TV, etc.
- **Bring tools!** If you think you may need a screwdriver or wrench, bring it with you!
- **Leave your U-Haul at home!** The best way to move your student is to pack items in mid-sized boxes that are easy to lift; label them clearly with student's last name and room number, and choose one vehicle to pack large items that must be unloaded close to the hall and one vehicle to pack smaller items that can be carried from a distance. One vehicle per student is even better!
- **Bring help!** You cannot leave vehicles in the unloading zone, so make sure you have at least one individual to help oversee the unloading process. We will have volunteers available to assist, but please make sure to wear tennis shoes and comfortable clothing so you can help move things in quickly.
- **Check out Tent City!** We will have an area between Mattielou and Olive halls where several University departments and services will be set-up. If you have any concerns with your room (maintenance, furniture, access, etc.), then come to our Command Center, and we'll find someone to help you. We're sure to have some sweet treats, so you're welcome to just stop by and say hi!
- **Be patient, and cool off!** We're absolutely thrilled to welcome our Class of 2026 on move-in weekend. Please be patient as we work to get everyone physically into their halls. August in Alabama can really bring the heat, so pack plenty of water and patience!
- **Say hello to the staff!** Each floor in each residence hall has a Resident Advisor (RA) assigned to it. These are undergraduate students who are well-trained in community development and serve as a resource for

any academic and/or personal needs that may arise. They will help your student get acquainted with their residence hall and the UNA campus. We also have full-time, professional staff members who live on campus and oversee the RAs. They will work to make sure your student's transition is as smooth as possible and that they begin to succeed as soon as they arrive.

- **Go home!** We have a lot of exciting events planned for your student, and informational community meetings will begin the evening they arrive. There is a list of area hotels on the University's website (una.edu/visit/where-to-stay-eat.html) if you would like to stick around and spend time in the Shoals. However, we would like your student to begin staying in their residence hall room and meeting their fellow community members as soon as they arrive.
- **Encourage involvement!** UNA hosts a number of events during Mane Month, which takes place the first few weeks of class. These are educational, social, cultural, and developmental events that allow your student to meet their peers, have fun, learn about college, and become a true member of the UNA community. Encourage them to get out of their rooms and participate in these events. There is a huge variety available, so it's easy to find something that will appeal to everyone. Housing & Residence Life RAs are always happy to attend these events with residents if they feel more comfortable going with someone.

- **Stay in contact!** It's important for your student to learn independence as they are acclimating to their new collegiate lifestyle. However, there are many ways for you to stay in touch and show your support. You can order care packages through the UNA Bookstore, send old-fashioned snail mail to their campus mailbox (Trust us, they will love it!), and call on occasion. You'll probably want to touch base regularly, but don't be concerned if your student seems to need a little space while they learn what it means to be a UNA student.

We encourage you to check the Housing & Residence Life website at una.edu/housing often for updates and information. You can find details on move-in weekend, hall programs, staff, departmental events, and our residential communities. We can also be reached at housing@una.edu with any specific questions.



DINING SERVICES

THE DINING EXPERIENCE

The University of North Alabama dining experience centers around our vision of a community where hungry minds gather. We provide locations where the campus family can come together to enjoy an environment focused on food, value, quality, and convenience.

Our mission is to provide the University of North Alabama campus and all of its community members food and hospitality where and when they want it. Our cuisine derives inspiration from the Shoals as well as all parts of the globe.

Why should you dine on campus? Simply because it's the right thing to do! Dining on campus provides the opportunity to enhance student engagement. Our dining venues offer cuisine that is not only nutritious and comforting, but it's essential to the campus way of life. We have eight conveniently placed dining venues that offer variety and value. You can see these locations on the next pages.

At the University of North Alabama, dining services focus on building an environment that aids the campus community. We are able to meet these challenges because of our ROARING culinary team.

Our responsibility is to ensure that each customer receives exceptional customer service and quality food that is safely prepared. Our team works diligently to maintain this service to our campus.

SCHOLARSHIP OPPORTUNITY

In partnership with Compass Group, UNA is offering a tuition discount of 25% for applicable undergraduate, graduate, certificates, and micro-credentials as well as the New Start Scholarship, offering one free course and no application fee for new online degree program enrollees. Those who have completed one year of employment with

Compass Group and meet the admission standards of their program may apply today. For more information, please email unadining@una.edu.

OUR TEAM

Susan Breer
Dining Director

Ed Homskie
Executive Chef

Susan Charpentier
Director of Residential Dining

Ashley Terry
Director of Retail Dining

Lindsey Neff
Associate Director of Retail Dining

Denise Seagraves
Director of Catering

Nia Minor
Director of Marketing

And a host of amazing associates!

MEAL PLAN INFORMATION

Choosing a meal membership gives you the opportunity to enhance the collegiate experience. Each meal plan is created to fit the average residential and commuter student. These plans are created through statistical data that reflects the campus population in regards to demographics, affordability, and preference. Each plan offers unique value. Meal plans along with their price and descriptions can be found at dineoncampus.com/UNA.

Every residential student is required to be on a meal plan.



MEAL PLAN LANGUAGE

Meal Swipes are specific to our dining hall, Mane Market. Each swipe gives you access to this facility. Meal swipes are non-transferrable. Dining Dollars are dollars designated to be spent at any of our dining locations on campus, including Mane Market. Meal equivalencies are exclusive to select residential memberships. Meal equivalencies allow a student to use a resident dining meal swipe towards the purchase of a retail meal. Meal equivalencies are limited to 1 per meal period up to 50 total in a semester.

JOIN OUR TEAM

We are now hiring at all our on-campus dining locations. Apply today by texting **JOB** to 75000 or visiting compassgroupcareers.com.

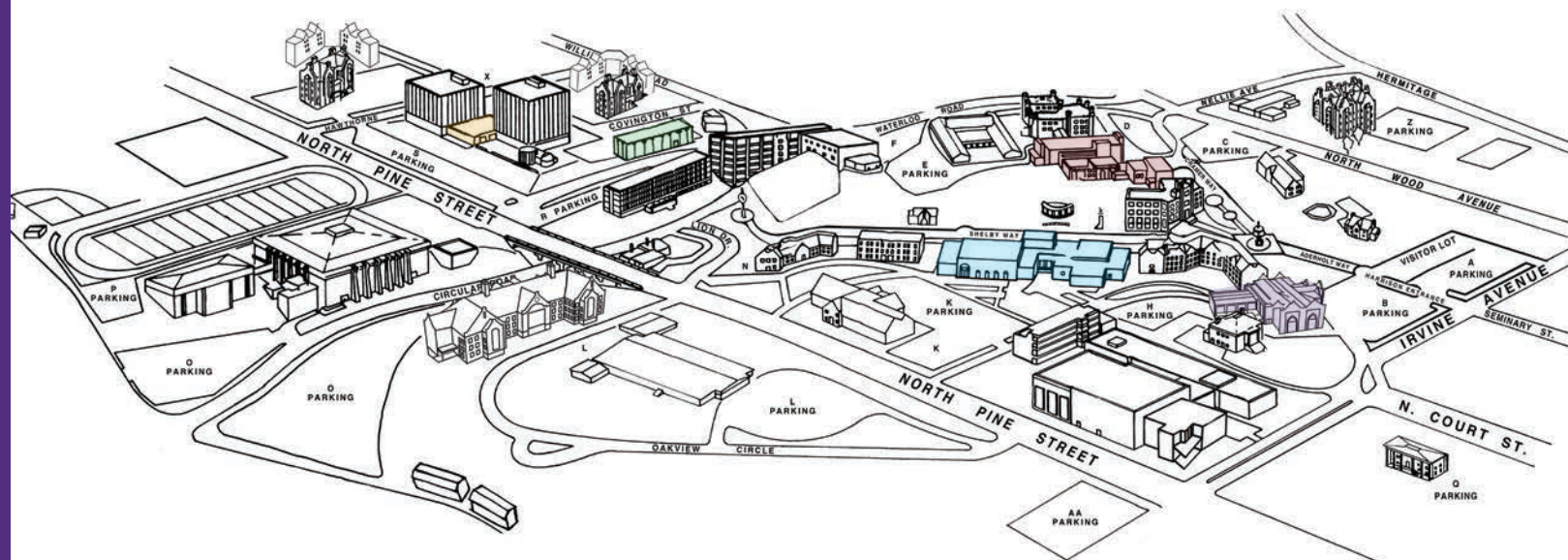
Perks include a free meal, a schedule that works around your classes, working minutes from your dorm room, and more!

PURCHASING A PLAN

To purchase a plan, follow these three easy steps:

- 1** Log in to UNA Portal
- 2** Click the Billing and Financial Aid Tab
- 3** Click the Sign Up/Update Meal Plan link

If you need any additional help with choosing a plan, send us an email at unadining@una.edu, or give us a call at **256-765-5829**. We would be happy to assist you with this process. For more questions about choosing a meal plan, visit us online at dineoncampus.com/una.



WENDELL WILKIE GUNN COMMONS

Chick-Fil-A – Who doesn't love Chick-Fil-A? By providing 100 percent real chicken, delicious waffle fries, and unlimited sauces, Chick-Fil-A will give you all the reasons to spend your Dining Dollars.

Starbucks – Starbucks is the place where many of our students go to enjoy their favorite espresso beverages and pastries. This location offers the full Starbucks experience which includes seasonal drinks, Starbucks swag, and fun promotions.



STUDENT RECREATION CENTER

Create and Outtakes – Create offers healthy options like tasty wraps and salads. With the recreational gym being located next door, Create is the perfect place to recharge after a long workout. This location features Market, our campus convenience store, which gives you the opportunity to fuel up before any workout or grab a forgotten personal care item.

MANE MARKET

Mane Market – Mane Market is our residential dining hall that provides a wide range of flavor and creativity, as well as a flair of sustainability. This location offers variety at every station with a rotating menu uniquely designed to meet the taste and preferences of our UNA community.

Stations include a grill, made to order deli, and full soup and salad bar to complement our hot entrée line. Kiosks are available for guests to order personalized omelets, waffles, and grill orders. You are sure to find what you are looking for! For our students in a hurry, we offer to-go containers as an alternative to dining in.



GUILLOT UNIVERSITY CENTER

Burger 256 – Burger 256 is your classic American-style venue that offers gourmet burgers and fries. Each burger combination represents a culinary invention that is created to satisfy your taste buds.

Moe's Southwest Grill – "WELCOME TO MOE'S!" This is the sound you will hear when you experience Moe's. This venue offers great food quality in the Mexican Grill-style cuisine. Moe's creates a space every food lover would enjoy.

Panda Express – Panda Express offers fast-casual American Chinese cuisine. You are able to choose from Panda's favorites or build your own meal. Their bold spices and flavorful ingredients will definitely leave your taste buds happy.

Lion's Corner – This campus convenience store, on the first floor of the GUC, offers grab-and-go breakfast, lunch, and snack items. Also, Lion's Corner is beside the GUC food court with lots of seating.



COLLIER LIBRARY

Caffè Dallucci – On the first floor of Collier Library, this café offers hot and cold hand-crafted beverages, a choice of fresh salads and sandwiches, and delicious pastries. Also, this venue features local favorites, Piper and Leaf teas, and Turbo coffee. Caffè Dallucci prides itself on "Fresh Food, Great Coffee, and Good Company."



ON-CAMPUS DINING APPS

Follow us on social media and download our **"Dine on Campus"** app for the latest updates on events, promotions, daily menus, and more. Our **"Dine on Campus"** app provides access our daily menu options, nutritional information, dining hours of operation, and specials. For more information about UNA Dining, visit us online at dineoncampus.com/una.



UNA
dining



@UNA_Dining

OUR OFFICIAL HASHTAG
#unadining

NOW AVAILABLE

TRANSACTION Mobile Ordering

- Download Transact Mobile Ordering
- Select University of North Alabama
- Allow Notifications
- Login with campus ID

Transact Mobile Ordering

App Store Google Play

Download the **"Transact Mobile Ordering App"** to place mobile orders at your favorite on-campus retail locations.

The Transact mobile app, available on both the App Store as well as the Google Play Store, allows guests to order ahead and pay for customized meals at their favorite campus dining locations. Students are able to sign up using their Student ID and add their Mane Card.

Benefits of the app include:

- No fees to the guest on pick-up
- Order ahead and avoid lines
- Use declining balance dollars, credit cards, Apple pay, and Google pay.

HEALTH SERVICES

ABOUT US

Maintaining good health is essential for maximizing your college experience. University Health Services (UHS) operates an outpatient clinic designed to provide UNA students and employees with easy access to short-term care for minor illness and injury. UHS is staffed with board-certified physicians, nurse practitioners, registered nurses, and administrative personnel. Students can call 256-765-4328 to make an appointment.

PHYSICAL ADDRESS:

Wilson Park Medical Arts Building
416 N. Seminary Street
Florence, Alabama 35630

MAILING ADDRESS:

UNA Box 5009
Florence, Alabama 35632
P: 256-765-4328 | F: 256-765-4815

Check the webpage at una.edu/healthservices for any changes in clinic operations including intersession and summer hours. UHS closes during all University holidays/closing.



HOURS OF OPERATION

University Health Services (UHS) is open for walk-in patient visits Monday – Friday, 8 to 11:30 a.m. Afternoon appointments are available between 1 and 4 p.m. Well patients are encouraged to use the afternoon scheduled appointments to reduce exposure to illness.

OUR SERVICES

UHS offer an array of preventive services and treatment options for minor illness and injury, including physical examinations, women's health services, and allergy injections. UHS offers some in-house laboratory (lab) testing, as well as on-site dispensing of common medications. UHS providers are available to provide testing, education, counseling, and treatment for sexually transmitted illnesses (STI). Some STI tests are available to students at no charge. UHS, along with Student Counseling Services and University Case Management, partners with FastPace Behavioral Health to provide access to additional mental health services to all UNA students.

COST

All students who are enrolled at UNA can see a provider (physician or nurse practitioner) free of charge. However, there are minimal charges for medications, procedures, lab work, etc. Payment is due at the time of service and may be made by check or debit/credit card.

UHS does not accept insurance or file claims, but your health insurance will be needed for off-campus prescriptions, specialists, or after-hours care. **Students should have a copy of their insurance card.**

UHS is open for walk-in patients every day of the week 8 – 11:30 a.m.



Thank you for choosing to dine with us!
We cannot wait to SOAR through the semester with you.



PATIENT PORTAL

All patients are now required to fill out new patient paperwork electronically via our Patient Portal. The Patient Portal can be accessed from our website, una.edu/healthservices. Students will log in using their UNA credentials. The required forms are under the forms tab and are marked with a red asterisk (*). Patients are required to update these forms annually. All students are encouraged to fill out their forms before arriving to the clinic to expedite their care.

IMMUNIZATIONS

All students entering UNA for the first time are required to provide proof of immunization against the following vaccine preventable diseases: Measles, Mumps, Rubella, Meningitis, Tetanus, Diphtheria, Acellular Pertussis (whooping cough) and Varicella (chickenpox/shingles). Students who believe they should be exempt from the vaccine requirement may request consideration for exemption from any or all vaccines.

Students are required to complete a Tuberculosis (TB) screening questionnaire. All immunization information and the TB screen must be submitted through the Patient Portal under the immunization tab. Additional information and submission instructions are available at una.edu/healthservices.

ADDITIONAL INFORMATION

University Health Services (UHS) is not a substitute for a student's primary health care provider. The UHS providers are happy to work with a student's primary health care provider to continue an existing treatment plan or to help a student establish services in the area. UHS providers do not prescribe or refill narcotics or medications prescribed for the treatment of ADHD, mood disorders, or chronic conditions. UHS is not equipped to provide care for emergency conditions, and students should call 911 or present to the nearest emergency department for an emergency.

CASE MANAGER

The University Case Manager can be a great resource for students and family members. Transitioning to the college campus setting can be an exciting time but can offer some challenges. Students may often have trouble with academic and/or social adjustment, responsibilities, independence, time management, financial obligations and balancing school, work, and leisure time.

When these changes become overwhelming, a student may not know where to turn. The University Case Manager can offer emotional support, referral to support services, and linkage to resources on and off campus with the goal of promoting a student's success and improving the overall college experience.



Contact the University Case Manager if you are a student struggling to meet academic goals because of any of the following:

- Illness or injury
- Mental health concerns
- Personal or family crisis
- Financial concerns
- Difficulty navigating the university experience
- Adjusting to campus life
- Medical withdrawal

If you are concerned about a student at UNA:

Complete the Student of Concern Referral at una.edu/casemanagement or contact the University Case Manager at **256-765-4531** or hunderwood1@una.edu.

University Case Management • Division of Student Affairs • GUC 202

STUDENT COUNSELING SERVICES

WHY COUNSELING?

Your mental health will affect your academic performance, relationships, and the overall quality of your experience as a student at UNA. Student Counseling Services is a student support department that exists to help students achieve and maintain mental health and emotional wellness while reaching academic and personal goals during their college experience.

WHAT WOULD I TALK ABOUT?

SCS is staffed by licensed counseling professionals who will help you with issues related to:

- Mood disruptions, such as stress, anger, depression, and anxiety.
- Life changes, such as loss, relationship conflicts, transition issues, and trauma.
- Academic problems related to motivation, procrastination, learning, and study styles.
- Decision-making skills for navigating relationships, adjustment to a new environment, and overall resiliency.

First Floor Rice Hall
Across from the Mitchell-West
Center for Social Inclusion
256.765.5215



HOW DO I GET STARTED?

Call us! The Student Counseling Services office is open during regular business hours (8 a.m. - 4:30 p.m.). Call and schedule a same-day appointment for urgent needs. Our open consultation clinic for emergent needs is in the morning from 8:30 a.m. until noon. We encourage students to use afternoons for scheduled appointments. The receptionist will coordinate an appointment for you and answer questions you may have about the process.

The experienced and licensed professionals at SCS provide services to students actively enrolled at UNA at no additional fee. The first session is used for information-gathering and assessment of your current needs. Your Counselor will then suggest the most appropriate level of care to meet those needs. Services and recordkeeping are CONFIDENTIAL! Your Counselor will provide more information about confidentiality and will answer other questions that you may have.

SERVICES THROUGH OUR STEPPED CARE MODEL:

- Screening – triage and assessment
- Self-help direction through psychoeducation
- Emotional wellness workshops
- Solution-focused single sessions
- Group therapy
- Individual therapy
- Assistance with off-campus mental health referrals for long-term, more intensive, or specialized care

Be sure to check out our Zen Den! Call to schedule a 30-minute session to connect with self through the use of relaxation, mindfulness, and movement in a safe, private, and peaceful environment.

DID YOU KNOW?

Student Counseling Services are now offering tele-mental health counseling appointments via a HIPPA compliant Zoom platform to assist in meeting our students where they are! Call our office to schedule your confidential appointment today!

WANT MORE INFORMATION?

Visit us on the web at una.edu/counseling. You will find more information about our services, staff biographies, links to college-specific resources, and confidential screening programs for mental health issues and alcohol/other drug use. Be sure to follow us on social media!



@unastudentcoun1



@una_scs

THE DIVISION OF DIVERSITY, EQUITY, AND INCLUSION

DEVOTED TO INCLUSION

At UNA, we boast a proud tradition when it comes to diversity and inclusion. The Division of Diversity, Equity, and Inclusion leads the development and implementation of proactive diversity, equity, and inclusion initiatives.

MISSION 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.

SIGNATURE PROGRAMS AND EVENTS

- Access @ UNA - Diversity Day
- Culture Fest
- MLK Jr. Day March and Luncheon
- Black History Gala
- Black History Month Speaker Series
- Diversity Awareness and Education Week

There's a place for YOU @ UNA. There are many organizations on campus to support the diverse needs of our students.

CONTACT US

Guillot University Center
Room 207
ddei@una.edu
256.765.4900

The Division of Diversity, Equity, and Inclusion champions the importance of a diverse and inclusive scholarly university campus community by engaging faculty, staff, and students to build a welcoming and inclusive culture at UNA.

The offices that make up the division include:

PRESIDENTIAL MENTORS ACADEMY

Scholarship, mentoring, and leadership development for underrepresented minority high school graduates.

P: 256.765.4655
lmdavidson@una.edu

MITCHELL-WEST CENTER FOR SOCIAL INCLUSION

Promotes equitable opportunities and affirming action for all.

P: 256.765.5158
ahunt3@una.edu
abergner@una.edu

OFFICE OF DISABILITY SUPPORT SERVICES AND ADA COMPLIANCE

Facilitates appropriate and reasonable accommodations for students with disabilities.

P: 256.765.4214
dss@una.edu

CENTER FOR WOMEN'S STUDIES

Education, support, and resources for women on our campus in the context of a global community.

P: 256.765.6198
larieff@una.edu

MILITARY AND VETERAN SERVICE CENTER

Assists veterans, active duty military, guardsmen, and reservists and their family members in taking full advantage of the educational benefits available to them.

P: 256.765.4746
dmcclain2@una.edu



MITCHELL-WEST CENTER FOR SOCIAL INCLUSION

EDUCATE. ENGAGE. EMPOWER.



@unainclusion

Mitchell-West Center for Social Inclusion

The **Mitchell-West Center for Social Inclusion** was founded on the University of North Alabama campus in the fall of 2019 thanks to a generous gift by Elliott Mitchell and Clark West.

The Center, which is housed in Rice Hall, provides everyone — students, faculty, and staff alike — an accessible and inclusive space 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.



☆ You ☆
belong!
☆

HERE
4
YOU

YOU
MATTER

DIVERSITY
EQUITY
INCLUSION



ROAR!

CONTACT US:

1st Floor, Rice Hall • 256.765.5158
socialinclusion@una.edu
una.edu/socialinclusion

Each initiative, conversation, workshop, and event helps build relationships both on and off campus so that, together, we build a bridge toward a more diverse and inclusive community that's committed to social engagement, empowerment, equality, and justice.



TRANSPORTATION



Campus parking can be a challenge; therefore, the University provides shuttle buses to transport people around the campus and to and from remote parking to the campus core. Using the shuttle reduces the number of cars seeking parking on campus and reduces the number of tickets for violation of parking regulations.

UNA BUS TRANSIT DAILY ROUTES

The University offers bus service Monday through Friday from 7 a.m. until 5 p.m. during the fall and spring semesters. These buses offer rides to and from multiple locations on campus, to and from our remote parking areas, and to and from East Campus and the Connie D. McKinney Center.

SATURDAY SHOPPING SHUTTLE

Provides service to and from the Rice/Rivers and Appleby parking lots to various shopping areas throughout the greater Florence area, including the Florence Mall, Wal-Mart, and Target shopping center. It operates on Saturdays when school is in session (check our website for times and destinations).



Visit una.edu/transportation/bus-schedule.html for potential route updates

PARKING

MOTOR VEHICLE REGISTRATION AND PERMITS

- All University students and employees are required to register their vehicle with University Transportation Services and obtain a permit.

- To access your UNA Parking Portal to register a vehicle or obtain a permit, visit <https://una.ops-com.com/login>. For instructional video or step by step instruction, please visit our New Registrants section at <https://www.una.edu/transportation/new-registrants.html>

- Permits allow the University to designate parking in an effort to minimize parking congestion and serve as identifiers to contact an owner if circumstances occur with the vehicle.

- Students are issued one initial permit at no cost and are required to update this permit on a yearly basis at the Transportation Services office. Students are responsible for managing their personal accounts on their UNA Parking Portal at una.ops-com.com to assure vehicle and personal information is current.

- Lost, misplaced, or stolen permits must be replaced at Transportation Services. The fee for a replacement permit under these conditions is \$25.

- The person with whom the parking permit is registered will be held responsible for all citations received by the vehicle for violation of parking regulations.

- Handicapped: Permanently handicapped persons are required to obtain a handicapped parking permit from the Probate Judge's office from the county in which they reside. Persons who are temporarily disabled may obtain a temporary handicapped parking permit from University Transportation Services through the "Forms" feature in their UNA Parking Portal account with documented doctor's approval.

Visit una.edu/transportation for more information about parking on campus.

PARKING GUIDELINES

Detailed Parking guidelines specific to your permit can be located on your UNA Parking Portal account under the "Permits" tab.

- **COMMUTERS** – Park in designated **WHITE** zone spaces only.
- **RESIDENTS** – Park in designated **RED** zone spaces or the **PARKING DECK** only (residents of Appleby or Lafayette are notified of some exclusions when permit is obtained in office).
- **FRESHMAN COMMUTERS** - Freshman commuters are defined as any student living off campus and commuting to campus, with less than 30 college credits. The University allocates designated parking for freshman commuters in **LOTS M, O, & W** in **WHITE** lines only.
- **EMPLOYEES** – Park in designated **GREEN** zone spaces.
- **VISITORS** – Park in designated **VISITOR LOT ONLY**, unless a temporary permit is obtained through the "Visitors" section on the University Transportation website at una.edu/transportation. Any person not employed or enrolled at the University is defined as a visitor.
- **HANDICAPPED** – Permanently handicapped persons are required to obtain a handicapped parking permit from the Probate Judge's office from the county in which they reside. Persons who are temporarily disabled may obtain a temporary handicapped parking permit from Transportation Services through the "Forms" feature in their UNA Parking Portal account with documented doctor's approval.
- **BICYCLES** – Park in designated bicycle racks only.
- **MOTORCYCLES** – Park in designated motorcycle zone spaces only.

PARKING GUIDELINES ARE IN EFFECT 24 HOURS A DAY

7 a.m. until 4 p.m.

All vehicles must park in their assigned color or designated areas.

4 p.m. until 7 a.m. MONDAY - FRIDAY

RED, WHITE, and GREEN LINES are open to all registered vehicles

4 p.m. FRIDAY until 7 a.m. MONDAY

RED, WHITE, and GREEN LINES are open to all registered vehicles

Please consult the transportation services website for the most recent and accurate information regarding parking. This website will supersede any written material. Lack of knowledge of the University's parking regulations or guidelines is not accepted for grounds for appeal or avoidance of any citation.

una.edu/transportation

UNIVERSITY POLICE

The University of North Alabama is a safe learning environment for students. The safety of those on campus is not only the responsibility of the University of North Alabama Police Department but also the students, faculty, and staff.

UNIVERSITY POLICE

The University of North Alabama Police Department (UPD) is a full-service law enforcement agency established to provide the highest degree of safety and security possible for the University of North Alabama community. We employ Alabama-certified law enforcement officers and provide 24-hour patrol and protection of campus and local assets, enforcing all laws and ordinances.

We are committed to the prevention of crime and the protection of life and property. We have a criminal investigations division dedicated to investigating crimes occurring on our campus, a patrol division, and specialized units responsible for duties unique to the campus environment.

Every member of the UNA community should be familiar with the UNA Police Department and the services we offer. Protect yourself by becoming informed and using good judgment. UNA officers are committed to providing personal and property safety information and programs designed to help make your educational, living, and working experience at UNA as enjoyable and as crime-free as possible. You may contact the UNA Police Department by phone at **256-765-4357** or by email at police@una.edu.



EMERGENCIES ON CAMPUS

As part of UNA's ongoing effort to safeguard students, faculty, and staff, the University has implemented an emergency communications system, known as Lion Alert. The system allows students, faculty, and staff to receive time-sensitive emergency messages in the form of email, voice, and text messages.

Everyone who has a UNA email address will receive emergency alerts to their campus email address. In order to receive text and voice message alerts, members of the campus community are asked to provide phone contact information. While participation in the text and voice messaging notification is optional, enrollment is strongly encouraged. The information you supply is considered confidential and will not be shared or used for other purposes. You will only be contacted through the system in the event of an emergency.

As you make your way around campus, you will notice blue emergency poles. Each pole houses a phone that is clearly marked and is a direct line to the University Police communications operation. No dialing is necessary. In an emergency, all you need to do is push the red button.

CLERY ACT & ASFSR

Each year, the University of North Alabama publishes the Annual Security and Fire Safety Report (ASFSR) in compliance with the Jeanne Clery Act and the Department of Education regulations. The University of North Alabama publishes crime statistics for the three most recent calendar years and UNA security-related policies and procedures. This information is distributed each year to enrolled students and current employees and is also made available to prospective employees and students.

To view UNA's current Annual Security and Fires Safety Report, please visit una.edu/police and locate this report and more campus safety information from the home page under "Clery Act."

EASY SAFETY PRECAUTIONS

If you decide to walk on or off campus at night, go as a group and come back as a group. There is safety in numbers. When you are out and about, be aware of your surroundings. If you see something suspicious, call 911. Do not text, talk on the phone, or listen to music with earphones while walking or biking. Do not leave your property unattended. If you are in the library, the Guillot University Center (GUC), or a classroom and have to leave for any reason, take your property with you. Always lock your residence hall room - even if you will only be gone for a minute - every time.

UNIVERSITY POLICE

UNA Box 5067
Keller Hall Basement
256-765-4357
police@una.edu

FOR EMERGENCIES DIAL

911

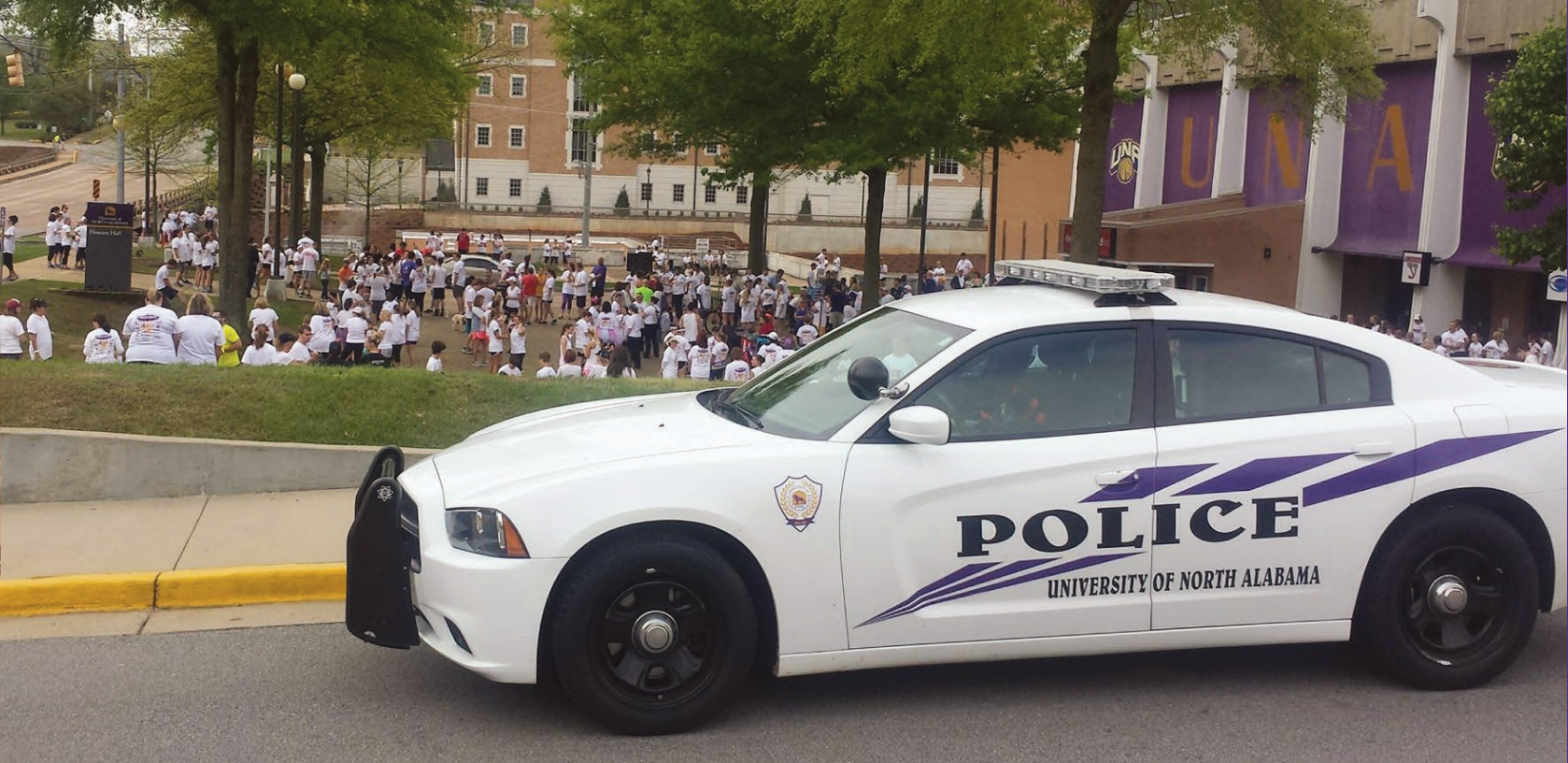
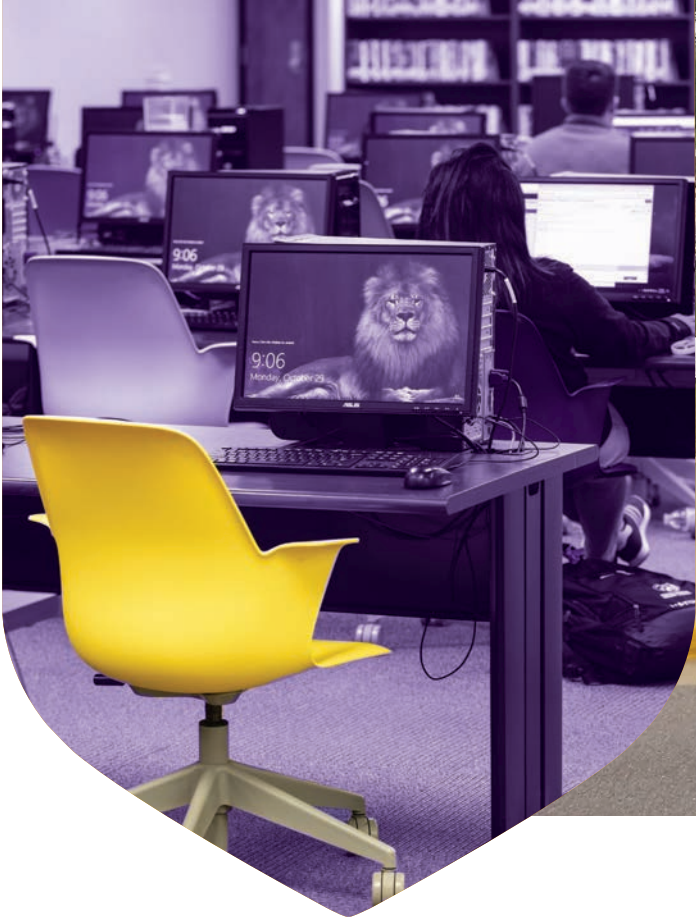
on any campus phone.

SAFE COMPUTING PRACTICES

- Never open an email attachment from a questionable source.
- When communicating on the Internet, don't share personal information or pictures that you do not wish to be public.
- Maintain multiple strong passwords. Don't use the same password for your online banking that you do for your email.
- Do not download and run files you receive from chat buddies without first making sure that the person intentionally sent you the message.
- Whenever you download software, make sure you read the user agreement. Many programs that you download from the Internet come with unwanted programs known as spyware.
- Back up your data on an external hard drive, USB flash drive, or CD-R/RW.
- Before you download copyrighted music, movies, TV shows, software, or games from the Internet, make sure it is authorized and appropriate. You can be held responsible for substantial costs and fees for illegal downloading.
- Never leave your tech devices unattended, and buy a laptop lock for when you are on the go.
- Record and keep serial numbers for any valuable property that you own. This greatly reduces your risk of losing an item due to theft.

SAFETY IN RESIDENCE HALLS

LOCKED DOORS – All doors leading to residence hall rooms are locked 24 hours a day. Access to your residence hall is controlled by your Mane Card. If your Mane Card is lost or stolen, deactivate it online right away at una.campuscardcenter.com and obtain a replacement at the Mane Card office on the second floor



of The Commons. There is a \$15 fee to replace the card. Once you obtain your replacement card, access to your hall will update automatically, but be advised that the updates run on a schedule, which means that it may be a few hours before you have full access. The Mane Card office can tell you when to expect your access to be restored.

SECURITY CAMERAS – Cameras are installed in every residence hall in public areas such as lobbies, mezzanines, and laundry rooms.

RESIDENT ADVISORS (RAs) – RAs are on-call weekdays from 4:30 p.m. until 8 a.m. and from Friday at 4:30 p.m. until Monday at 8 a.m. If the RA needs assistance, an Area Coordinator is available 24 hours a day.

OPERATION ID – Marking valuables provides the best chance for recovering them, and it's a proven way to discourage theft in the first place. Operation ID makes it easy. The UPD has easy-to-use engravers that you may borrow. Engrave your name on all items that might interest a thief: smart home devices, bike, computer, iPad, phone, refrigerator, etc.

SAFETY ON-THE-GO

Everyone wants to be safe. That means watching out for one another. Here are tips to keep you safe.

DRIVER SAFETY

- Always wear your seat belt.
- Be aware of pedestrian and bicycle traffic around campus. There's a lot of it.

- Always close your windows and sunroof and lock the doors, even if you will only be gone a short time.
- Put valuables and packages in the trunk.
- Have your keys in your hand before arriving at your car.
- Lock your door while driving.

BIKE SAFETY

- Never ride on a campus sidewalk unless it is designated as a bike lane with pavement markings.
- Obey all traffic signs, signals, and laws.
- Yield to pedestrians in crosswalks.
- Always wear a bike helmet.
- Ride in the direction of traffic.
- Use headlights and reflectors for night riding.
- For maximum protection, use a U-lock.
- Keep a written record of your bike's serial number.

PEDESTRIAN SAFETY

- Obey "Don't Walk" and other traffic-control signals.
- Cross within the marked crosswalk. Jaywalking may be subject to a fine.
- Be aware of your surroundings: Don't be distracted with electronic devices.
- Be careful of blind spots around cars, trucks, and buses. Always assume the driver does not know you are there.
- Walk confidently; look ahead, and make eye contact.

SAFETY TIPS AND LEGAL REMINDERS

- Students must be aware of and comply with all state and local laws.

- Take steps to avoid identity theft: Secure data – lock your mailbox, shred documents containing your personal information, safeguard bank accounts, and don't respond to emails asking for sensitive information. Don't keep your Social Security card with you, and never give out the number unless absolutely necessary. Report suspected identity theft to the police.

• **IDENTIFICATION CARD:** Mane Card thefts are becoming more prevalent. Protect your card like you would protect one of your credit cards. If it is lost or stolen, immediately go to una.campuscardcenter.com or call the Mane Card office at **256-765-4924**.

• **DRIVER'S LICENSE:** If you are going to drive in Alabama, you must have a valid driver's license. If you move to Alabama permanently, you must get an Alabama license within 30 days.

• **AUTO INSURANCE AND VEHICLE REGISTRATION:** If you drive in Alabama, you must have auto insurance for your vehicle. Always carry proof of insurance and vehicle registration in your vehicle. Lack of insurance is a crime.

• **CRIMINAL CONVICTIONS OR CHARGES:** Bad conduct can result in academic discipline and impact your future educational and employment opportunities. (International students: Certain criminal acts could result in loss of status and removal.)

• **ALCOHOL USE:** The drinking age is 21. If you are under 21, you may not possess or consume alcohol. Doing so is a crime. Providing alcohol to someone under the age of 21 is also a crime.

• **FALSE IDENTIFICATION:** It is a crime to use a false I.D. identifying yourself or your age inaccurately.

• **ILLEGAL DOWNLOADS:** Before you download copyrighted music or movies, software, or games from the Internet, make sure it is authorized. Severe penalties can result from illegal downloading.

SEE SOMETHING,
SAY SOMETHING

In order for the University Police Department to maintain a safe and secure environment for the students, faculty, and staff, it needs help from the community. As noted, take precautions to protect your property by never leaving it unattended in public and by locking your room when you leave it, even for a moment. Maintain your safety while traveling throughout the campus at night by walking with others on well-lit streets, and by using the shuttle bus or taking advantage of the Student Night-time Auxiliary Patrol (SNAP) program.

Additionally, we need you to serve as our eyes and ears. You are in a better position to identify behavior and activities that are out of the ordinary in your residence halls or classrooms. When you identify suspicious behavior, we need you to contact the UNAPD. You should trust your instincts. If something doesn't seem right, it probably isn't. Don't ignore it or keep it to yourself. Call us – even if you are unsure about what is occurring. We are not encouraging you to intervene or take actions on your own. We just need you to take a moment to call us to alert us to the situation. We will then dispatch officers immediately to investigate the situation and take appropriate actions. For emergencies dial 9-1-1. For non-emergencies call 256-765-4357.

For additional safety and emergency information, please refer to the UPD's Campus Safety Guide that can be found at: UNA.EDU/POLICE



STUDENT NIGHT-TIME AUXILIARY PATROL (SNAP)

Did you know there is a free service that offers nightly escorts anywhere on campus? It is called SNAP and is staffed by students equipped and supervised by the University Police Department. All you have to do is call **256.765.4357 (EXT. 5)** and provide your first name, location of pick-up and destination, and the dispatcher will send an escort, either on foot or in a University Police golf cart.

TO DO LIST:

- ✓ Read the Campus Safety Guide.
- ✓ Know the University of North Alabama Police Department phone number - **256.765.4357 (HELP)**, and store it in your cell phone. In case of emergency, you should call 911.
- ✓ Actively participate in maintaining a safe and secure campus by adopting a, "see something, say something," philosophy.
- ✓ Call UPD immediately if you observe suspicious activity or if you are victimized.
- ✓ Familiarize yourself with designated pathways through the campus, make use of the escorts provided by the SNAP program, and know the locations of the blue light poles/phones.
- ✓ Read and adhere to the crime prevention tips and take part in Operation ID.
- ✓ Store your "In Case of Emergency" contacts in your cell phone.
- ✓ Contact UPD to organize a safety talk with a UPD officer for yourself and your student organization.
- ✓ Sign up for Lion Alert.
- ✓ Visit our website at una.edu/police.



COLLEGE FLIES BY FAST.
WITH LISTERHILL,
YOU CAN SOAR.

Our partnership with UNA empowers you to build a strong financial foundation, while still having fun - it is college, after all.

So while you're studying, we'll help with the "adulting" - becoming financially secure, and saving (and spending) wisely.

Visit listerhill.com/soar to learn how we're helping UNA Lions, like you, succeed with their finances.

ROAR LIONS!

Come and say hello at our full-service branch, **The Hill**, located in the Commons.



UNIVERSITY OF NORTH ALABAMA SHOP

Order at NorthAlabamaShop.com,
FREE pick up in store.



UNIVERSITY
BOOKSTORE

256-765-4400
northalabamashop.com

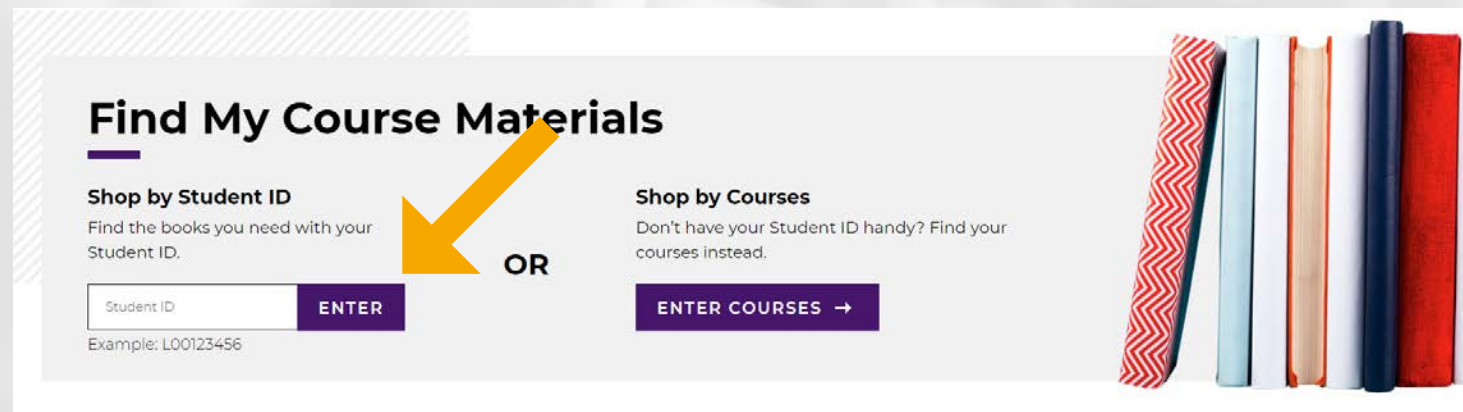
GEAR
UP LIONS.

UNA BOOKSTORE

Your one stop shop from day one!

HOW TO SHOP FOR TEXTBOOKS:

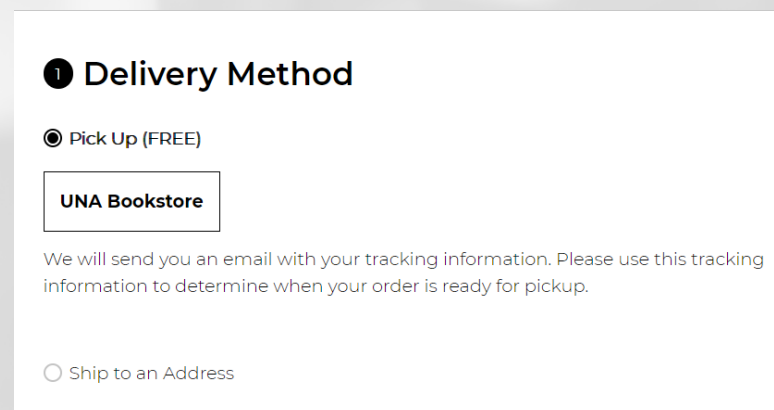
1. Go to NorthAlabamaShop.com
2. Scroll down till you see the “Find My Course Materials” Section.



3. Enter your Student ID (Ex. L00123456)
4. Select the term.
5. Choose your textbook option. RENTAL, NEW, USED, and DIGITAL.

CHECKOUT PROCESS:

Select ‘Pick Up (FREE)’ to ship to the UNA Bookstore or enter an address for your delivery.



You will be emailed when your books are ready!

FINANCIAL AID:

Your financial aid is now available to use at the University Bookstore. Use your funds to shop both in store and online.

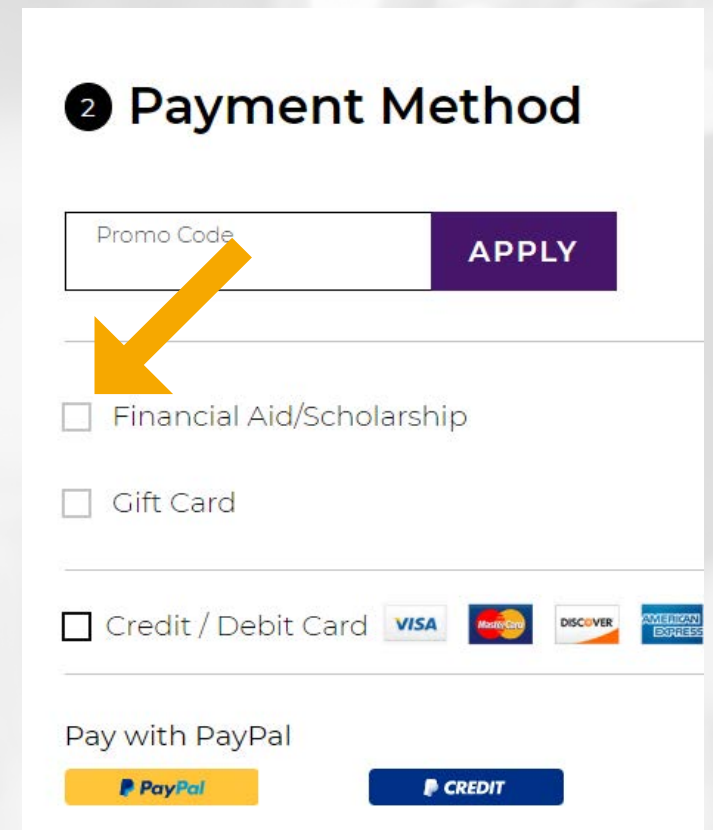
HERE’S WHAT YOU NEED TO KNOW:

Account Name: Financial Aid

Account Number: Student ID
(Example L00123456)

TO USE FINANCIAL AID ONLINE:

1. At checkout select “Financial Aid”.
2. Use your Student ID (Ex. L00123456)



UNIVERSITY
BOOKSTORE
256-765-4400
northalabamashop.com

Visit NorthAlabamaShop.com for store hours,

location information or to start shopping today!

GETTING INVOLVED



STUDENT ORGANIZATIONS

Academic and Professional

Accounting Scholars
Alpha Epsilon Delta (AED)
American Choral Directors Association (ACDA)
American Institute of Chemical Engineers
American Marketing Association (AMA)
American Sign Language Club (ASL)
Association for Computing Machinery (ACM)
Collegiate Entrepreneur Organization (CEO)
Council for Interior Architecture and Design (CIAD)
Criminal Justice Student Association (CJSA)
Digital Media Club (DMC)
Elementary Education Research Team
English Graduate Student Organization (EGSO)
Fashion Association (F.A.)
German Club
Honors Student Organization
HOSA Future Health Professionals
Institute of Electrical and Electronic Engineers (IEEE)
Lion PR
Math and Computer Science Research Team
Music Entertainment Industry Student Association (MESIA)
National Association for Music Education (NAfME)
Psychology Club
Social Work Organization (S.W.O.)
Society of Physics Students (SPS)
Sports and Recreation Management Association (SRMSA)
Student Chapter of American Chemical Society (SCACS)
Student Nurses Association (SNA)
Tau Beta Sigma
The Low Brass Studio
The Percussion Association (TPA)
Women in Business
Women's and Gender Studies Association (WGSA)

Campus Ministry

Baptist Campus Ministries
Campus Outreach
Catholic Campus Ministries (CCM)
Christian Student Center (CSC)
Delight Ministries
Life Underwood Baptist Church (LIFE UBC)
MERGE
The Point
The WELL

Registered Club Sports

Bass Fishing Club
Men's Club Tennis Team
Women's Club Tennis
Men's Rugby Club
North Alabama Gaming Club
Swim Club

Distinguished University Service

College of Arts & Science Ambassadors (COAS)
College of Business Ambassadors (COB)
College of Education and Human Sciences Ambassadors (COEHS)
Diversity Student Ambassadors (DSA)
Global Lions
Healthy Lion Council
LaGrange Society (LGS)
Navigators
Student Alumni Association Ambassadors (SAA)

Faith-Based

Encounter
ONE

Fraternities and Sororities

Alpha Delta Chi
Alpha Delta Pi
Alpha Gamma Delta
Alpha Kappa Alpha Sorority, Inc.
Alpha Mu Lambda
Alpha Phi Alpha Fraternity, Inc.
Alpha Tau Omega
Alpha Sigma Phi
Delta Chi
Delta Sigma Theta Sorority, Inc.
Kappa Alpha Psi Fraternity, Inc.
Kappa Sigma
Lambda Sigma Phi
Phi Gamma Delta
Phi Beta Sigma Fraternity, Inc.
Phi Mu
Phi Mu Alpha Sinfonia
Pi Kappa Alpha
Sigma Alpha Epsilon
Sigma Alpha Iota
Sigma Chi
Sigma Gamma Rho Sorority, Inc.
Zeta Phi Beta Sorority, Inc.
Zeta Tau Alpha

Honor Societies

Beta Alpha Psi (BAP)
Beta Beta Beta (Tri Beta)
Beta Gamma Sigma
Chi Sigma Iota (CSI)
Delta Alpha Pi
Gamma Sigma Alpha
Kappa Mu Epsilon (KME)
Order of Omega
Rho Lambda
Presidential Mentors Academy (PMA)
The National Society of Leadership and Success (NSLA)

Multicultural

Black Lioness Alliances (BLA)
Black Student Alliance (BSA)
Chinese Student Organization (CSO)

Special Interest

Chess Club
The Historical Fencing Club
Photo Club
Rec and Trek
Rotaract Club
Student Alliance for Equality
Turning Point USA (TPUSA)

University-Sponsored

American Association of University Women (AAUW)
College Hellenic Council (CPH)
The Flor-Ala
Flow Magazine
Independent Greek Council (IGC)
Interfraternity Council (IFC)
Military Veterans Alliance
National Pan-Hellenic Council (NPHC)
Student Government Association
Student Veterans of America
University Program Council

STUDENT ENGAGEMENT CENTER

On the first floor of the GUC, the Student Engagement Center supports multiple opportunities to get involved with campus life and the local community. Once you are involved, Student Engagement is the place to find the resources an organization needs to be successful. Use the information below to help you begin taking advantage of the resources offered by the Student Engagement Center. **For more information, please visit una.edu/students, or call 256-765-4248.**

STUDENT GROUPS AND CLUBS

The first step toward getting involved at UNA is to know what organizations and opportunities are available. This information is easily available and searchable by visiting the Student Engagement Center's webpage at una.edu/students. From there, you can use the tabs to gather information about the various programs managed through our office or use the organization search tool to browse the more than 100 student organizations recognized on campus by category or keyword. From there, you can find every organization's purpose, meeting time, location, and contact information. If you want to learn how to join an organization, get access to resources, or find out information about upcoming events and activities planned for campus, as a student, you can log into the **Student Engagement Center Online** using your UNA Portal username and password.

The student organization categories include:

- Academic and Professional Organizations
- Campus Ministry
- Club Sports
- Distinguished University Service
- Faith-based
- Fraternities and Sororities
- Multicultural
- Special Interest
- Student Governance
- University Sponsored



For a complete list of student organizations go to una.edu/students.

STUDENT ACTIVITIES

Getting Involved

Check out upcoming events and activities by downloading the **UNA Student Engagement App** on your mobile device. It is a simple app that displays upcoming events. You can sort by sponsoring organization or event tags like "Free Food," "Movie," or "Weekend."

If you have questions about an event and are in the GUC, stop by the Student Engagement Center and ask one of our Student Leadership Consultants for assistance.

University Program Council

From free pre-release movies on Friday nights to star-studded concerts, the University Program Council (UPC) guarantees to bring fun and excitement to the campus. As an initiative of the Student Government Association, the UPC operates out of an office on the first floor of the Guillot University Center. The UPC is run by students for students. Annual events hosted by the University Program Council include:

- Football Tailgate on "Sprit Hill"
- Pre-Release Movie Nights
- Homecoming Spirit Challenge
- Bingo Bango
- Miss UNA Program
- Step Sing
- Spring Concert
- Comedy Shows
- Guest Speakers

To get a more comprehensive list of student events brought to you by the UPC, login to the Student Engagement Center online and check out the main calendar, or visit una.edu/upc.

UNIVERSITY OF NORTH ALABAMA

STUDENT GOVERNMENT ASSOCIATION

LEADERSHIP, ADVOCACY, AND SERVICE

Student Government Association (SGA) strives to promote campus unity, defend the rights of students, and cultivate a better relationship between students, administration, and faculty.

OUR BRANCHES

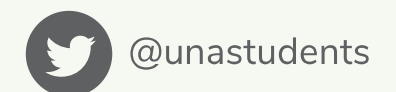
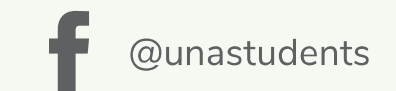
- **Executive branch** consists of the SGA President, Vice President, Secretary, Treasurer, Chief of Staff, Communications Director, and Diversity and Inclusion Ambassador.
- **Legislative branch** encompasses Senate. They vote on policies and decisions that affect the student body such as academics, parking, and safety.
- **Judicial branch** has jurisdiction in all cases involving the SGA Constitution as well as in conflicts involving students, campus clubs, organizations, and special groups.

CONTACT US!

sgafeedback@una.edu

LEARN MORE!

<http://una.edu/sga>



CHURCH DIRECTORY

Sherrod Avenue Church of Christ

Location: 1207 Sherrod Ave., Florence
Web address: sherrodfamily.org
Phone: 256-764-3253
Worship Times: Sunday Worship Services at 9 a.m. and 5:30 p.m.; Bible Class at 10 a.m.; Wednesday Night 5:45 p.m. Free Meal in Family Life Center
College Ministry Gathering: 6:30 p.m. on Wednesday in the building
Campus Ministry Affiliation: Christian Student Center

St. Joseph Catholic Church

Location: 203 Plum St., Florence
Phone: 256-764-3303
Web address: stjosephflorence.org
Times (Holy Day Hours may vary): Reconciliation 3:30 - 5 p.m. Saturday; Mass 5:30 p.m. Saturday; 8:15 a.m. Monday, Tuesday, Thursday, Friday; 8:30 a.m. and 11 a.m. Sunday; 5:30 p.m. Wednesday
College Ministry Mass: 5 p.m. Sunday (CCM meeting and free meal after Mass according to UNA schedule)
College Ministry Contact: Kim Kroeger kkroeger@stjosephflorence.org
Campus Ministry Affiliation: Catholic Campus Ministries

Tuscumbia First United Methodist Church

Location: 103 E 3rd St., Tuscumbia
Phone: 256-383-2853
Web address: tuscumbiaumc.org
Worship times: Sunday morning 8 a.m. (Blended Worship), 9:30 a.m. (Contemporary Worship), and 11 a.m. (Traditional Worship)
College Age Class/Gathering Time: Thursday at 7 p.m. at the address above
College Ministry Leader: Chad Kennington - bro.chad@tuscumbiaumc.org
Campus Ministry Affiliation: Wesley Foundation

Underwood Baptist Church

Location: 5091 Highway 157, Florence
Web address: underwoodbaptist.org
Phone: 256-766-4838
Worship Times: Sunday at 8:30 a.m. Worship; Small Groups at 9:45 a.m.; 11 a.m. Worship
College Gathering: Life Worship Wednesday at 8:30 p.m. at The Hub (metal building behind the main building)
College Minister: Trey Mitchell - tmitchell@underwoodbaptist.org
Campus Ministry Affiliation: Baptist Campus Ministries/Life UBC

The Well Church (Baptist)

Location: 219 Simpson St., Florence - Gymnasium
Phone: 256-764-1396
Web address: wellchurchnetwork.com
Worship times: Sunday at 10:15 a.m.; Wednesday at 7:30 p.m.
Student-led Small Groups: Weeknights on campus and throughout the week. Specific times and locations can be found at wellchurchnetwork.com/tribes. The gymnasium is at the back of Highland Baptist on the right.
College leader: Allen Tate - allen@wellchurchnetwork.com
Campus Ministry Affiliation: Baptist Campus Ministries/The Well

Wood Avenue Church of Christ

Location: 400 N. Wood Ave, Florence
Web address: woodavenue.com
Worship Times: Sunday Bible Class - 9 a.m., Worship Service - 10 a.m., Evening Worship - 5: p.m.; Wednesday College Gathering 7 p.m. at the building, College Meal every Wednesday at 6 p.m.
Campus Minister: Josh Webster
Campus Ministry Affiliation: Christian Student Center



LIFELONG FRIENDSHIPS

With more than 100 groups to join on campus, you have hundreds of opportunities to make new lifelong friends. Whether you decide to join a fraternity, a sorority, a recognized student organization, or get involved with a campus ministry, the friendships you make will impact your college career and the rest of your life.



STUDENT ENGAGEMENT
University of NORTH ALABAMA

Above churches are affiliated with recognized UNA campus ministry organizations. For a complete list of local places of worship, visit una.edu/students.

FRATERNITY AND SORORITY LIFE

The University of North Alabama's Fraternity and Sorority Life is dedicated to enhancing the undergraduate fraternity and sorority experience by fostering an inclusive community, providing academic, personal, social, service, and leadership opportunities, and promoting a strong values-based fraternity and sorority community. Check out una.edu/FSL for more information on Fraternity and Sorority Life.

COLLEGE PANHELLENIC COUNCIL (CPH)

The College Panhellenic Council is governed by the National Panhellenic Conference, which is made up of 26 international organizations. The primary recruitment period for potential new members (PNMs) to join a sorority is through Primary Recruitment, which is a mutually selective process. UNA hosts Primary Panhellenic Recruitment a few days before the start of the fall semester. Registration for this event must be completed online at una.edu/cph and requires a registration fee. There is not a set minimum grade point average for PNMs to register for Primary Recruitment; however, all UNA chapters strongly prefer new members to have at least a 3.0 high school GPA. Membership after the primary recruitment period can still be an option for interested students if chapters are open for membership. This process is referred to as Continuous Open Bidding. Four sororities comprise Panhellenic at the University of North Alabama, and each have individual floors and chapter rooms in the Appleby Residential Complex. Each Panhellenic chapter has a one-year live-on campus requirement for the sorority residence hall.

The four UNA Panhellenic chapters are:

- Alpha Delta Pi
- Alpha Gamma Delta
- Phi Mu
- Zeta Tau Alpha



INDEPENDENT GREEK COUNCIL (IGC)

The IGC chapters at the University of North Alabama are not independent from the fraternity and sorority community; however, each chapter in this council has varying independent interests (e.g., spiritual, music, etc.). Each Independent Greek Council chapter has its own recruitment and new member process. The best way to become involved in one of these organizations is to connect with the members individually and by filling out the recruitment form at una.edu/igc.

The IGC at the University of North Alabama has three fraternities and two sororities:

- Alpha Delta Chi
- Alpha Mu Lambda
- Lambda Sigma Phi
- Phi Mu Alpha Sinfonia
- Sigma Alpha Iota



INTERFRATERNITY COUNCIL

Men interested in joining an Interfraternity Council fraternity at the University of North Alabama have multiple options for seeking membership. Traditionally, groups recruit members during the summer before their first fall semester. The IFC encourages recruitment 365 days of the year; however, during fall recruitment, IFC provides ample opportunities to meet with the men of the IFC fraternities. During this time, prospective members have the opportunity to interact with individuals from each fraternity and learn more about the standards and values of the organization. To express interest, please fill out the IFC recruitment form at una.edu/ifc.

Seven fraternal organizations comprise the Interfraternity Council at UNA:

- Alpha Tau Omega
- Alpha Sigma Phi
- Delta Chi
- Kappa Sigma
- Phi Gamma Delta
- Pi Kappa Alpha
- Sigma Alpha Epsilon
- Sigma Chi



NATIONAL PAN-HELLENIC COUNCIL (NPHC)

NPHC is the governing council for our historically Black Greek letter organizations. Chapters advertise their membership intake process through fliers labeled Interest Meeting, Informational, or Rush, which all students are welcome to attend should they want to learn more about the organization and potentially join. Before attending an interest meeting of any sort, an interested student must attend NPHC convocation, which takes place each semester. The convocation provides insight and basic information regarding each chapter. To learn more about convocation and intake, please visit una.edu/nphc.

NPHC is frequently referred to as the "Divine Nine," made up of nine historically Black Greek letter organizations. NPHC at the University of North Alabama is proud to boast the presence of seven of the Divine Nine and looks forward to the addition of new organizations in the near future:

- Alpha Kappa Alpha Sorority, Inc.
- Alpha Phi Alpha Fraternity, Inc.
- Delta Sigma Theta Sorority, Inc.
- Kappa Alpha Psi Fraternity, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Zeta Phi Beta Sorority, Inc.

GAMMA SIGMA ALPHA - GREEK ACADEMIC HONOR SOCIETY

Gamma Sigma Alpha is an academic honor society for members of fraternity and sorority organizations. Gamma Sigma Alpha recognizes junior and senior members who have achieved a cumulative grade point average of 3.5 or higher at the start of their junior year or a grade point average of 3.5 or higher at any semester during their junior or senior years. Once eligible, students will be notified to register as a member.



ORDER OF OMEGA - GREEK LEADERSHIP HONOR SOCIETY

Order of Omega is a leadership honor society for members of fraternity and sorority organizations. Order of Omega recognizes juniors and seniors who have exemplified high standards in the areas of scholarship, leadership, and involvement within their respective organization and within the fraternity/sorority, campus, and local community. Members are selected from the top 5 percent of Greek students at each institution. Once eligible, students will be notified to apply for membership.

RHO LAMBDA - SORORITY HONOR SOCIETY

Rho Lambda is an honor society for sorority members. Rho Lambda recognizes juniors and seniors who are actively involved in their sorority and who serve the campus and community, while maintaining excellent academics. Eligible students are notified to apply for membership.



COMMUNITY SERVICE AND OUTREACH



The act of service is not only good for the people and places that are being helped, but it is also a great way for students to connect with other peers on campus, develop leadership skills, and become a catalyst for social change. We aim to have students asking “why” certain social issues exist and figuring out what they can do to make the world a better place. There are a variety of opportunities offered through the Student Engagement Center that encourage volunteerism and community service.



ALTERNATIVE BREAKS

Alternative Break (AB) trips take place during University breaks (i.e., Spring Break, Fall Break, etc.) in which groups of students travel to communities throughout the United States and the world to provide a service that is focused on a specific social issue. Our trips are both domestic and international depending on the issues and locations that are selected. We travel outside of our own community in order to get students out of their comfort zone, fully aware of their surroundings, and focused on creating positive change. Throughout the duration of the trip, the groups participate in daily reflection in order to address how the same social issues impact our own community and how the students can best apply themselves when they return home, thus moving along the Active Citizen Continuum.

Each trip is led by student site leaders who are selected based on AB experience and ability to plan and execute impactful experiences. Site leaders assist in the logistical planning process, pre-trip meetings and service, group reflections during the trips, and post-trip service and reorientation. Our program has focused on social issues of homelessness and poverty, human trafficking awareness and prevention, animal rescue, disaster relief, environmental conservation and much more! To find out more about upcoming trips, read about past experiences, and apply to participate, visit una.edu/ab.

UServe is a civic engagement program coordinated by the Office of Student Engagement and the Mitchell-West Center for Social Inclusion. It is an interactive program that incorporates education, training, hands-on service, and reflection to connect students with the social challenges of today. Each month is focused on a different topic. The topics have included homelessness, hunger, youth mentoring, healthy relationships, disability support, and Alzheimer's and related disorders.

The UServe programs are decided by student advocates. UServe Advocates are campus leaders at the forefront of creating change in our community. Advocates have the opportunity to choose the social topics for our UServe months and help organize the details to build thought-provoking and engaging programs.



COMMUNITY PROJECTS

During the first week of classes in the fall semester, UNA hosts a volunteer fair on campus where students can learn more about the community organizations and volunteer opportunities. This event is called "Lions Lend a Hand."

Students also have the opportunity to take part in the MLK Day of Service where they can serve the local community by packing nutritious meals for a local food pantry. Recently, more than 300 students packaged 30,000 meals that were given to the Shoals Dream Center. This event takes place in conjunction with other service projects across the United States.

Aside from the large community service projects, there are always opportunities for students to connect with community organizations to volunteer. Information about events, requests, and ways to get more involved can be found at una.edu/communityservice.

FEEDING THE PRIDE

The Feeding the Pride pantry offers food assistance to any UNA student who needs it. The pantry includes non-perishable food items, men's and women's hygiene items, and other basic necessities. When available, the pantry will offer grab-and-go items, catered meals, and fresh produce.

There are two permanent pantry locations on campus: GUC Student Engagement Center and Rice Hall ground floor. Pre-bagged items can be picked up in the lobby of Collier Library when available.

Feeding the Pride Campus Pantry is part of the Alabama Campus Coalition for Basic Needs, along with nine other universities in Alabama. Donations are accepted in item or monetary form and are used to provide resources and meal plan scholarships for students in need. For more information about how to donate, how to access, and hours of operation, please visit una.edu/foodpantry.



FEEDING THE PRIDE CAMPUS PANTRY

Student Engagement Center — GUC Suite 163
Monday – Friday
8 a.m. – 4:30 p.m.

Rice Hall — Ground Floor
Monday – Friday
8 p.m.
Saturday – Sunday
2 p.m. and 8 p.m.
Open During University Closings (Spring Break, Thanksgiving, etc.)

Collier Library — Pre-packaged pick-up only



SUPPORT THE LIONS

STUDENT BENEFITS

- **FREE** admissions to all UNA regular season home games
- **FREE** guest ticket to select UNA football regular season home games when requested 24 hours in advance at the UNA ticket office
- Gift card and other giveaways
- Many swag item giveaways such as shirts, hats, and more
- Tailgating at football, baseball, and softball games
- In-game contests, games, and various halftime performances and entertainment

**Must have Mane Card for entry, participation, and price claiming*



2022  2023

ROAR LIONS



NORTH ALABAMA
ATHLETICS

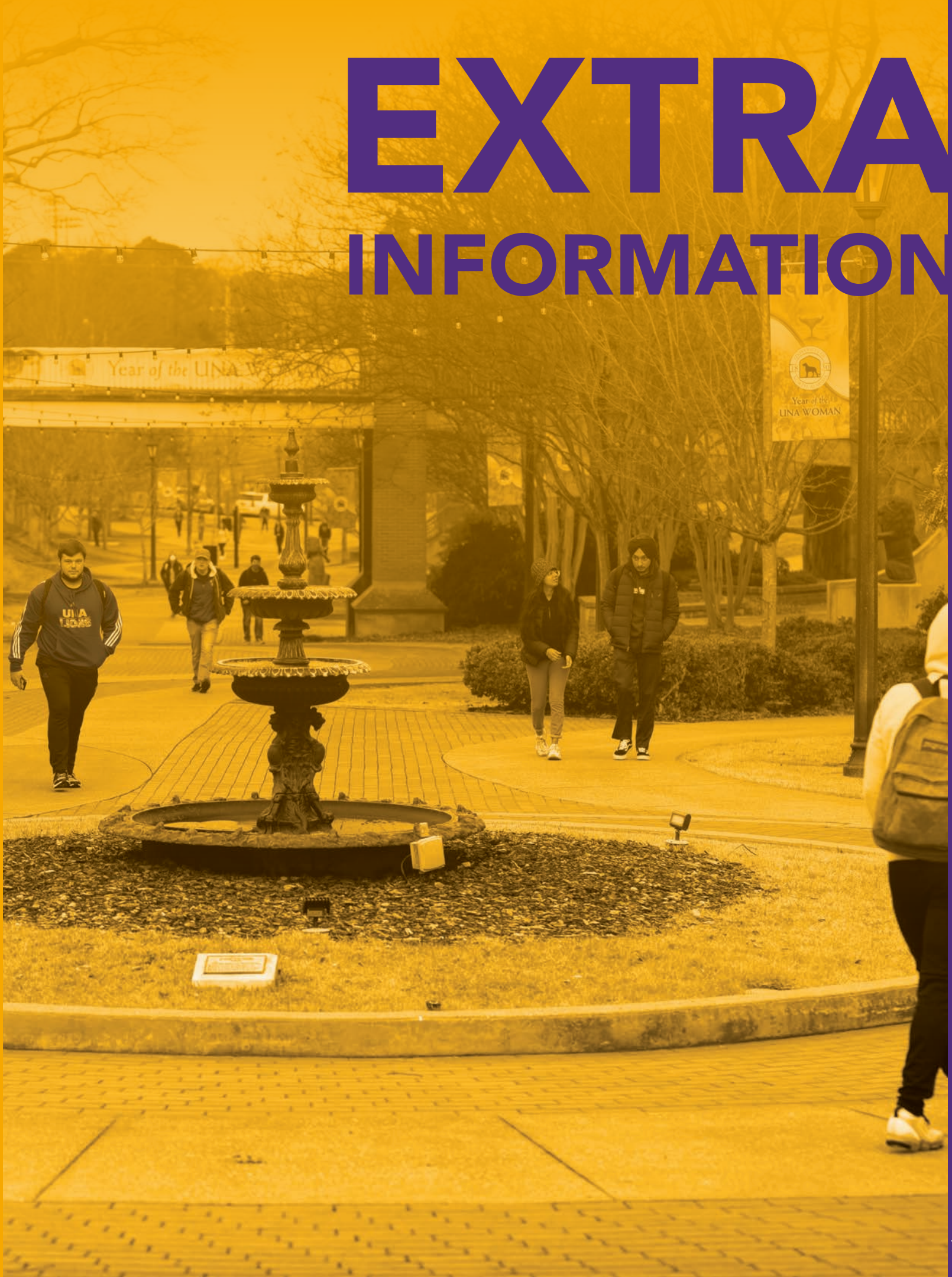


@UNA_ATHLETICS



@UNAATHLETICS

EXTRA INFORMATION



LIFE IN THE SHOALS

Earliest history noted the thunderous stretch of shallow rapids where the Tennessee River flowed through the hills and valleys of northwest Alabama. At least 79 species of freshwater mussels were found in abundance among the river rocks. Folklore tells us that the American Indians used “much muscle” to power their canoes through the swift waters. They called the place Muscle Shoals.

Today the treacherous waters have been stilled and the area is home to four towns, perched on the banks of the Tennessee River, united by the ancient paths where early Native American settlers carved out a thriving community imbued with their mystical culture. The Singing River influenced their way of life, just as it compelled William Christopher Handy to reproduce the sounds of our unique southern soul.

The towns are Florence, Muscle Shoals, Sheffield, and Tuscumbia – collectively called the Shoals.

The small-town flavor and large-city refinement are evident as you stroll through our charming historic downtowns, play 18 holes of world-class golf, reel in a trophy-size bass, or indulge yourself in our tantalizing array of southern cuisine while enjoying the musical rhythms of the famous “Muscle Shoals Sound.”

MUST SEE AND GOTTA DO!

- Reel in a trophy bass, bluegill, catfish, striper or crappie on Pickwick, Wilson, or Wheeler lakes.
- Play world-class golf on the Robert Trent Jones Golf Trail.
- View the “Wright Stuff” at Alabama’s only structure designed by architect Frank Lloyd Wright – The Rosenbaum House.
- Visit the simple log cabin where blues was born – the birthplace of “Father of the Blues” W.C. Handy.
- Hear the distinctive “Muscle Shoals Sound” at local live music venues.
- See the birthplace of Helen Keller, “America’s First Lady of Courage.”
- Learn Civil War history at Pope’s Tavern Museum.
- Choose bird watching, hiking, biking, picnicking, or even a visit to the only Coon Dog Cemetery in the nation.
- Climb the steps of history at the Florence Indian Mound, or follow the Trail of Tears at Tom’s Wall.
- Shop at internationally recognized fashion designer Billy Reid’s Clothing, Alabama Chanin’s eco-chic The Factory, quaint boutiques, and antique shops.



WHERE TO EAT!

One thing for sure is that residents of the Shoals are spoiled by the amazing selection of excellent eating establishments available. The problem is trying to fit them all in! You can’t go wrong with any of them, but make sure you try the following options that are included in the publication, “100 Dishes to Eat in Alabama Before You Die.”

- Bread, herbs, and olive oil at Ricatoni’s, downtown Florence, 256-718-1002
- Crab cakes at 360 Grille at Marriott Hotel & Spa, Florence (adjacent to Wilson Dam), 256-246-3600
- Hand scooped orange-pineapple ice cream at Trowbridge’s, downtown Florence, 256-764-1503 (since 1918)
- Dale’s Steak Seasoning (available in most grocery stores)
- Duke Rustler Burger with applewood bacon and fried snake eyes (jalapenos) at the Rattlesnake Saloon, Tuscumbia, 256-370-7220
- Harvey’s milkshake at The Palace, Tuscumbia, 256-386-8210
- Pecan chicken salad plate at Claunch Café, Tuscumbia, 256-386-0222
- Ribeye at George’s Steak Pit, Sheffield, 256-381-1531



UNA RECREATION

INTRAMURAL SPORTS

- Basketball
- Bowling
- Flag Football
- Frisbee Golf
- Futsal (indoor soccer)
- Indoor Volleyball
- Kickball
- Ping Pong
- Sand Volleyball
- Soccer
- Softball
- Spades
- Tennis



CLUB SPORTS

- Disc Golf
- Bass Fishing
- E-Sports
- Rugby
- Swim
- Tennis



STUDENT EMPLOYMENT OPPORTUNITIES

- Personal Trainer
- Patron Assistant
- Outdoor Adventure Leader
- Intramural Official
- Group Exercise Instructor



OUTDOOR ADVENTURE CENTER

NEED EQUIPMENT?

We have kayaks, ENOs, bikes, Frisbees, backpacks, coolers, sleeping bags - anything you need to make your outdoor trip complete. Your Mane Card is all you need to check items out.



ENJOY OUTDOOR ADVENTURES, BUT DON'T WANT TO GO IT ALONE?

Join us as we create fun and memories. Bring your ideas and help us design the next great adventure!

JUST WANT TO HANG OUT?

The OAC is the place for you! We have basketball goals and picnic tables in the back and couches in the house.

FOR MORE INFORMATION:
256.765.6019 • una.edu/recsports

@UNA_Recreation

@una_recreation



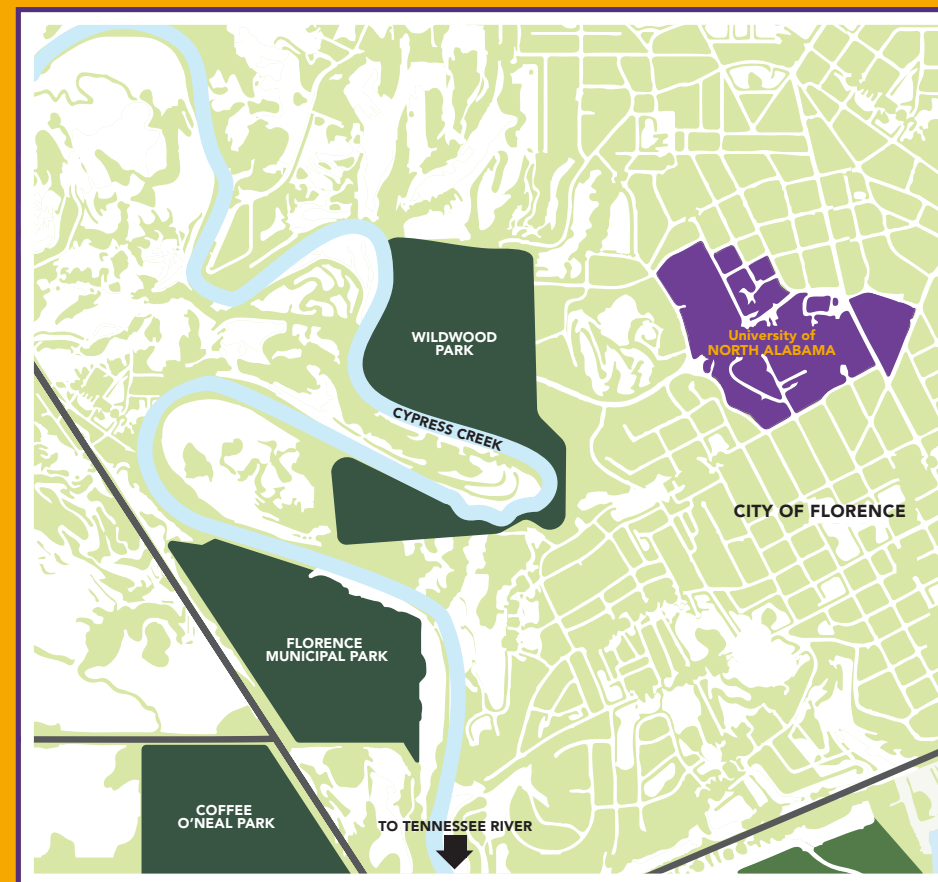
University of North Alabama Office of Environmental Health and Safety

LIONS DON'T LITTER

Welcome to the beautiful University of North Alabama campus!

We are fortunate to have an abundance of natural resources nearby for the campus community to enjoy. Cypress Creek, a great spot for kayaking, is less than one mile from the UNA campus.

Any litter from our campus can easily end up in Cypress Creek. Litter can suffocate or disable ducks, fish, turtles, and birds. It can also degrade the local water quality.



It is within every person's control to reduce litter. There are meaningful ways we can all contribute to litter prevention.

Here are five ways YOU can make a difference:

1. Put litter in trash bins or recycling containers.
2. Use a reusable waterbottle. UNA has more than 20 water bottle filling stations on campus.
3. Use a fabric bag for groceries, or no bag at all.
4. Share this message with friends and family.
5. Participate in a campus sponsored litter pick up event.

WHAT STARTS HERE

ENDS HERE.

If it's on the ground, it's in our water. Please help keep our waterways free of pollution.

TITLE IX

WHAT DOES TITLE IX COVER?

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

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

— *Title IX of the Education
Amendment of 1972*

HOW DO I FILE A TITLE IX COMPLAINT?

If you have experienced or observed discrimination or harassment, you have several options. First, you may file a report directly to the Office of Title IX or to the UNA Police Department. Additionally, faculty and staff are required by University Policy 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. If you're not sure if you want to file an official report to Title IX, UNA offers several confidential reporting options. There, you can get advice and other resources, and if you make the decision to come forward with a formal report, they can also assist you.

TO REPORT DIRECTLY

Kayleigh Baker, Title IX Coordinator
UNA Police
File a report online

256-765-4223
256-765-4357
una.edu/titleix

CONFIDENTIAL RESOURCES

| | |
|---|--|
| Student Counseling Services | 256-765-5215 |
| Mitchell-West Center for Social Inclusion | 256-765-5158 |
| University Health Services | 256-765-4328 |
| Center for Women's Studies | 256-765-4380 |
| For community resource info | una.edu/titleix |



WHAT DOES THE OFFICE OF TITLE IX DO?

The Office of Title IX emphasizes UNA's focus on educating, based on evidence-based practices and our own campus trends, to prevent acts of sexual violence, sexual harassment, and other forms of discrimination before they occur. The foundation of this commitment lies in the policies and procedures we follow as they emphasize and rely on due process and campus safety while we investigate, resolve reports, and provide support and appropriate interim measures to individuals involved in the Title IX Process.

WHAT IS BYSTANDER INTERVENTION?

We all have the ability to act to prevent or intervene in a potentially harmful situation. UNA wants to be on the forefront when it comes to educating our students on what it means to be an active bystander. Bystander intervention education will be provided throughout the academic year. In the meantime, students are encouraged to:

1 Recognize behaviors that might be high risk for violence or harm.

2 Attempt to help, but keep yourself safe. Methods of intervention may include:

- Directly intervening (check in with the person; do they need help?);
- Creating a distraction;
- Calling for help and delegating the situation to someone with more authority; and/or
- Checking in with the people involved, even after a delay.

WHERE CAN I FIND MORE INFORMATION?

All incoming freshmen and first-year transfer students will be required to complete training approved by the Office of Title IX. This year, UNA is celebrating 50 years of Title IX. This fall, be sure to look out for ways to connect with the Office of Title IX and learn more about the history of Title IX. For other inquiries and concerns, please contact the Office of Title IX. Minnette Ellis, Interim Title IX Coordinator and Compliance Administrator, currently oversees the Office of Title IX. Her office is located in Guillot University Center, Room 202. She can be reached by phone at **256-765-4223** or email at titleix@una.edu.



TITLE IX

University of NORTH ALABAMA

CELEBRATE!

January Local art exhibits and plays

February Shoals Symphony Winter Concert

April Earth Month Activities

May Arts Alive Festival

June Frontier Days
Walking Tours
Year of the UNA Woman

July Helen Keller Festival
Spirit of Freedom Celebration
W.C. Handy Festival
Bluegrass Festival

August Killen Founders Day

September ... George Lindsey/UNA Film Festival
Trail of Tears Motorcycle Ride
Oka Kapassa: Return to
Coldwater Native American Festival

October Alabama Renaissance Fair
Arx Mortis Haunted Attraction
Sam Phillips Roctoberbest
St. Florian Oktoberfest

November W.C. Handy Birthday Celebration

December Christmas Events

Florence First Fridays

Rogersville First Saturdays

Sheffield Second Saturdays



PUBLICATION PAGE

This publication is produced by the
Division of Student Affairs.

UNA Box 5023
Florence, AL 35632-0001
256-765-4305 or 800-825-5862 ext. 4305
una.edu/studentaffairs

EDITOR:

Joshua Yohn
*Office of Enrollment Marketing and Digital
Communications*

DESIGNER:

Taylor Simpson
*Office of Enrollment Marketing and Digital
Communications*

Kali Daniel
Media and Public Relations

CHIEF PHOTOGRAPHER:

Sam Thigpen
*Office of Enrollment Marketing and Digital
Communications*

SUPPORTING PHOTOGRAPHERS:

Leah Johnson
Nathan Brooks
Abby Folsom
Taranae Cooley
Lindsey Owens
Joseph Romans Photography
Zoe Sparks
Jackson Townsend
Shannon Wells

STATEMENT OF NONDISCRIMINATION

UNA adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. UNA will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of race, color, sex, pregnancy, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. This policy covers nondiscrimination in employment and in access to educational opportunities. Reports of discrimination may be reported to the following areas: Human Resources, Student Conduct, University Ombudsman, Title IX Administrator.



una.edu