

**TABLE OF CONTENTS**

Accreditation Information.....	1
University Advising Services .....	1
FERPA .....	1
UNA Policy Statement .....	1
Advisement .....	2
University Calendar .....	2-3
Web Preregistration Info .....	2
Required <b>PIN</b> Information .....	2
Fee Information .....	3
Summer Refund Schedule .....	3
Admission Information .....	4-5
Summer Exam Schedule.....	6
UNA Car Tag.....	6
Withdrawal/Drop Information .....	6
Tuition and Expenses .....	7
Textbook Tips.....	8
Student Financial Aid Information .....	8
Explanation of Abbreviations and Symbols .....	9
Graduation Application Information .....	9
Undergraduate & Graduate Preregistration Info .....	10
Preregistration Via Web .....	11

**ACCREDITATIONS**

The University of North Alabama is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor's, master's and education specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of North Alabama.

**ACCREDITED BY**

- The Bachelor of Arts and Bachelor of Science degrees in Industrial Hygiene are accredited by the Applied Science Accreditation Commission of ABET.
- The Bachelor of Arts and Bachelor of Science degrees in Mass Communication are accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), 1435 Jayhawk Blvd., Lawrence, Kansas 66045-7515, Telephone: (785) 864-3973.
- The Bachelor of Business Administration is accredited by AACSB International.
- The Master of Business Administration is accredited by AACSB International.
- The Bachelor of Business Administration in Computer Information Systems is accredited by the Computing Accreditation Commission of ABET.
- The Bachelor of Science in Computer Science is accredited by the Computing Accreditation Commission of ABET.
- The Bachelor of Science in Human Environmental Sciences, with a concentration in Interior Design, is accredited by the Council for Interior Design Accreditation.
- The Educator Preparation Program is accredited by the National Council for the Accreditation of Teacher Education (NCATE), now the Council for the Accreditation of Educator Preparation (CAEP).
- The Council on Social Work Education (Baccalaureate)
- The National Association of Schools of Music
- The National Association of Schools of Art and Design
- The baccalaureate and master's degree programs in Nursing are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle NW, Suite 530, Washington, DC 20036; Telephone (202) 887-6791.
- The Clinical Mental Health Counseling (M.A.) and the School Counseling (M.A.Ed.) graduate programs in the Department of Counselor Education are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).
- The Bachelor of Science in Human Environmental Sciences, with a concentration in Interior Design, is accredited by The National Kitchen and Bath Association.

**APPROVED BY** • The American Chemical Society

**DESIGNATED AS** • A Literary Landmark by the Friends of Libraries USA

**UNA POLICY STATEMENT-FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

In accordance with the Family Educational Rights and Privacy Act (See 513 of PL 93-380, education amendments of 1974, which amends the General Education Provisions Act, Sec. 438), students of the University of North Alabama are hereby informed of their right to access their official records as described in the act. Students who wish to withhold **DIRECTORY INFORMATION** should file this request in the Office of the Registrar prior to the end of the registration period for any given term - a student may examine his/her official academic record during working hours in the Registrar's Office upon presentation of appropriate **PICTURE** identification.

The following is a list of **DIRECTORY INFORMATION** which may be made available regarding students of the University without their prior consent and is considered part of the public record of their attendance: 1. Name; 2. Permanent and local addresses; 3. Telephone listing; 4. Degree program/major; 5. Dates of attendance; 6. Degree/Awards received and dates; 7. High school and other colleges and universities attended; 8. Participation in officially recognized organizations, activities and sports; 9. Weight and height of members of athletic teams; 10. Photographs and digital imaging; 11. E-mail addresses; 12. Date and place of birth; 13. Enrollment status.

**STATEMENT OF NONDISCRIMINATION**

It is the policy of the University of North Alabama to afford equal opportunities in education and in employment to qualified persons regardless of age, color, creed, disability, gender, national origin, race, or religion, in accordance with all laws, including Title IX of Education Amendments of 1972, Title VII of the Civil Rights Act of 1991, and Executive Order 11246. The coordinator for nondiscrimination policies for students is the Title IX Coordinator, Guillot University Center, 256-765-4223. The coordinator for employees is the Assistant Vice President for Human Resources, Bibb Graves, 256-765-4291. Contact information is on the web at [una.edu/titleix](http://una.edu/titleix).

**ACADEMIC CALENDAR at a glance...**

See expanded calendar page 2-3

**PREREGISTRATION BEGINS NOVEMBER 5, 2018**

<b>April 15</b> .....	<b>DEADLINE</b> • UNA Early College • Admission Credentials Due
<b>May 13</b> .....	Residence Halls <b>OPEN</b> for May Intersession, Session I and Full Term
<b>May 13 - 31</b> .....	<b>MAY INTERSESSION</b>
<b>May 14</b> .....	<b>LAST DAY</b> for 100% refund of tuition and fees for the May Intersession
<b>May 14</b> .....	Payment deadline for May Intersession. Student's schedule will be voided for failure to pay amount due.
<b>May 15</b> .....	BEGIN "W" Period for May Intersession
<b>May 24</b> .....	END "W" Period for May Intersession
<b>May 27</b> .....	<b>PREREGISTRATION • ENDS</b>
<b>May 27</b> .....	<b>HOLIDAY</b> • University Closed
<b>May 28</b> .....	<b>PREREGISTRATION PAYMENT DEADLINE</b> for Full Term, Session I & Session II. Student's schedule will be voided for failure to pay amount due.
<b>May 30</b> .....	<b>REGULAR REGISTRATION • BEGINS</b>
<b>May 30</b> .....	<b>NEW STUDENT</b> Advising and Registration
<b>June 3</b> .....	<b>CLASSES BEGIN</b> • Full Term and Session I
<b>June 4</b> .....	Payment deadline for Full Term and Session I. Student's schedule will be voided for failure to pay amount due.
<b>June 4</b> .....	Last Day for 100% refund of tuition and fees for the Full Term and Session I
<b>June 4</b> .....	<b>REGISTRATION • ENDS</b> for Summer Session I and Full Summer Term
<b>June 27</b> .....	<b>EXAMS</b> for Session I • Session I <b>ENDS</b>
<b>June 27</b> .....	Residence Halls <b>CLOSE</b> at 5 p.m. for May Intersession and Session I
<b>June 27</b> .....	Residence Halls <b>OPEN</b> at 9 a.m. - 4 p.m. for Session II
<b>July 1</b> .....	<b>CLASSES BEGIN</b> • Session II
<b>July 2</b> .....	<b>PAYMENT DEADLINE</b> for Session II. Student's schedule will be voided for failure to pay amount due.
<b>July 2</b> .....	Last Day for 100% refund of tuition and fees for Session II
<b>July 2</b> .....	<b>REGISTRATION • ENDS</b> for Summer Session II
<b>July 3</b> .....	BEGIN "W" Period for Session II
<b>July 4</b> .....	Holiday • <b>CLOSED</b> for Independence Day
<b>July 29</b> .....	Residence Hall Closes — 6 p.m.
<b>July 29</b> .....	<b>EXAMS</b> for Session II and Full Term

**UNDERGRADUATE STUDENTS**

**REQUIRED** Alternate **PIN** must be obtained from your assigned advisor.

(Except those classified as "specials")

**CONTACT THE DEPARTMENT OF YOUR MAJOR FOR YOUR ADVISEMENT INFORMATION.**

**UNIVERSITY ADVISING SERVICES • UAS**

Our office provides you with advising assistance, tutoring, and academic counseling, which offer the support you need to help you achieve academic success. If your GPA is less than you want it to be, we can assist you in determining problem areas and in helping you create strategies to improve your GPA. Tutorial services are free. We offer walk-in tutoring and one-on-one tutoring. To schedule a tutoring session for any general education subject besides mathematics, go to [tutortrac.una.edu](http://tutortrac.una.edu) or contact our Learning Support Coordinator at 256-765-5949.

UAS also offers testing services through CLEP (College Level Examination Program) and DSST (DANTES Subject Standardized Test). For more information about testing, please contact our Testing Coordinator at 256-765-4773.

For students conditionally admitted and those on Academic Warning or Academic Probation, our Intervention Specialists can assist you in understanding what these designations mean, avoiding common academic pitfalls of students, and determining the class schedule that is most suitable for you. To schedule an appointment with our Intervention Specialists, please go to [tutortrac.una.edu](http://tutortrac.una.edu).

Stop by our office on the second floor of the Commons or call us at 256-765-4722 or visit us on the web at [una.edu/successcenter/uas](http://una.edu/successcenter/uas).

The following students are required to take an FYE 101 (First-Year Experience Seminar) during their first semester of enrollment at UNA:

- All first time, full-time freshmen students under the age of 24
- Transfer students entering with less than 24 credit hours of college-level credit

# THE 2019 SUMMER UNA CALENDAR

## PREREGISTRATION BEGINS NOVEMBER 5, 2018

### APRIL 2019

15..... Monday — DEADLINE—UNA Early College — Receipt of credentials and application for admission for registration for 2019 Summer term.

**PREREGISTRATION — FOLLOW SCHEDULE BELOW:**

### MANDATORY ADVISEMENT

**UNDERGRADUATE STUDENTS ARE REQUIRED TO SEE AN ASSIGNED ADVISER PRIOR TO PREREGISTRATION!**

**REQUIRED** Alternate **PIN** must be obtained from your assigned advisor.  
(Except those classified as "specials")

CONTACT THE DEPARTMENT OF YOUR MAJOR FOR YOUR ADVISEMENT INFORMATION.

**REMINDER**  
Advisors are available during regular semester dates.

- Graduates**..... November 5 - December 13
- Seniors**..... November 5 - December 13
- Juniors**..... November 7 - December 13
- Sophomores**..... November 12 - December 13
- Freshmen**..... November 14 - December 13
- SPECIALS**..... November 19 - December 13

\* **PLEASE NOTE** – Registration for May Intersession Courses Ends May 14

### PLEASE NOTE

Payment Deadline is May 28.

\* Deadline is May 14 for Intersession Courses

**REGULAR REGISTRATION will OPEN**  
**December 18 - May 30**

**Web via UNA Portal (unaportal.una.edu) • REGISTRATION is available AROUND-the-CLOCK excluding scheduled downtimes:**  
**UNA Portal** 4:00 a.m. - 6:00 a.m. Daily • **Banner** (including Self-Service) 6:00 a.m. - 6:00 p.m. Saturdays

**PLEASE NOTE:** There will be periodic system downtimes during University closures.  
Check your UNA e-mail and ITS web page for up-to-date information.

### MAY 2019

13..... Monday — Residence Halls **OPEN** 9:00 a.m. - 4:00 p.m. for May Intersession, Session I and Full Term

13..... Monday — May Intersession **CLASSES BEGIN**

14..... Tuesday — Last day for 100% refund of tuition and fees for the May Intersession.

14..... Tuesday — Payment deadline for May Intersession. Student's schedule will be voided for failure to pay amount due.

24..... Friday — End of "W" Period -- May Intersession – After this date withdrawal requires permission of the instructor and department head, and a grade of "WP" or "WF" will be assigned by the instructor(s).

27..... Monday — **HOLIDAY** — Closed for Memorial Day

28..... Tuesday — **PREREGISTRATION PAYMENT DEADLINE** for Full Term, Session I and Session II.  
Student's schedule will be voided for failure to pay amount due.

30..... Thursday — Regular Registration / Drop Add • Begins  
• Web – Access through UNA Portal – (unaportal.una.edu)

30..... Thursday — **New Student Advising and Registration\*** New Freshmen and New Transfers – Advisement and Registration  
*Check-in time is 8:30 a.m. • Second floor • Commons building*

31..... Friday — May Intersession ends

### JUNE 2019

3..... Monday — **CLASSES BEGIN** for FULL TERM (8 weeks) and for SESSION I (4 weeks)

\* **NOTE: ABSENCES WILL BE COUNTED FROM THE DATE OF THE FIRST CLASS MEETING SCHEDULED EACH SEMESTER!**

4..... Tuesday — Payment deadline for Full Term and Session I.  
Student's schedule will be voided for failure to pay amount due.

4..... Tuesday — Last Day for 100% refund of tuition and fees for the Full Term and Session I.

4..... Tuesday — Registration Closes for Full Term and Session I

21..... Friday — End of "W" Period – Session I • After this date withdrawal requires permission of the instructor and department head, and a grade of "WP" or "WF" will be assigned by the instructor(s).

26..... Wednesday — Last day of Class • Session I

27..... Thursday — FINAL EXAMS and close of Session I

# THE 2019 SUMMER UNA CALENDAR

## June 2019

27 ..... Thursday — Residence hall **CLOSE** at 5:00 p.m. for May Intersession and Session I

27 ..... Thursday — Residence hall **OPEN** at 9:00 a.m. - 4:00 p.m. for Session II

## July 2019

1 ..... Monday — **CLASSES BEGIN — Session II (4 weeks)**

2 ..... Tuesday — **REGISTRATION • ENDS** for Session II

2 ..... Tuesday — Payment deadline for Session II. Student's schedule will be voided for failure to pay amount due.

2 ..... Tuesday — Last Day for 100% refund of tuition and fees for Session II

3 ..... Wednesday — BEGIN "W" Period for Session II

4 ..... Thursday — **HOLIDAY** — Closed for Independence Day

19 ..... Friday — Ends "W" Period • Session II and Full Term -- After this date withdrawal requires permission of the instructor and department head, and a grade of "WP" or "WF" will be assigned by the instructor(s).

25 ..... Thursday — Last day of Class • Session II and Full Term

29 ..... Monday — **FINAL EXAMS** • Session II and Full Term

29 ..... Monday — Residence hall **CLOSES** at 6:00 p.m.

### **AUTOMATED GRADE SYSTEM**

*At the end of the semester, you may access your grades by the Web at [unaportal.una.edu](http://unaportal.una.edu).  
The system will be in operation when the University is officially open.*

## 2019 TUITION REFUND SCHEDULE

### **MAY INTERSESSION**

**May 14** ..... Last day for 100% refund of tuition and fees for the Summer May Intersession

### **FULL TERM & SESSION I (June)**

**June 4** ..... Last day for 100% refund of tuition and fees

### **SESSION II (July)**

**July 2** ..... Last day for 100% refund of tuition and fees

### **RESIDUAL CHECK DELIVERY STATEMENT**

The UNA Business Office will process and distribute residual checks to those students who have received more credits applied to their student account than is needed to pay their total charges. Students should allow ten to fifteen business days from the date classes begin for the first mailing of residual checks. Thereafter, residual checks will be disbursed approximately five to ten business days from the date the funds are posted to the student's account.

All residual checks will be mailed to the student's campus mailbox, if the student has a campus mailbox, or to the student's home address if the student has no campus mailbox. The Business Office does not hold checks for pickup. If the payment method was by credit/debit card, the card will be refunded.

### **EFFECT OF WITHDRAWAL ON RESIDUAL CHECKS**

If you have received a residual check and withdraw from any course(s), you may owe a portion or all of the residual amount back to the UNA Business Office. You may consult with the Office of Student Financial Services in The Commons, Room 318 to determine the effect(s) of withdrawing from any course(s).

## STUDENT ACCOUNT INFORMATION

### **FEE INFORMATION • MAY 6, 2019**

Students may access their account information via UNA Portal for the Summer Term. Credit card payments may be made on UNA Portal beginning May 6, 2019.

### **PAYMENT DEADLINES**

The payment deadline for the **May Intersession is May 14 by 4:30 p.m.** The pre-registration payment deadline for **Full Term, Session I and Session II is May 28 by 4:30 p.m.** Student's schedule will be voided for failure to pay amount due by the due date.

# SUMMER ADMISSION INFORMATION - 2019

## New Students

The University of North Alabama welcomes high school graduates or anyone with satisfactory GED exam results.

Applications for Admission are available at [una.edu/apply](http://una.edu/apply).

To be considered for admission for the 2019 Summer Term, the following credentials must be on file in the Office of Admissions prior to registration:

1. *A completed Application for Admission along with the \$35.00 application fee (Application fee not required for students who have previously attended UNA.)*
2. *Official high school transcripts or GED scores.*
3. *Official SAT or ACT scores.*

## Transfer Students

Any degree seeking student with prior college-level work from another institution may apply for admission at [una.edu/apply](http://una.edu/apply).

To be considered for admission for the 2019 Summer Term, the following credentials must be on file in the Office of Admissions prior to registration:

1. *A completed Application for Admission along with the \$35. 00 application fee. (Application Fee not required for students who previously attended UNA.)*
2. *Official transcripts (these transcripts must be sent directly to UNA's Office of Admissions) from each college previously attended.*

## Former Students

Any former UNA student who does not enroll for a Fall or Spring semester must reapply for admission. Those students who attend during a Spring semester, and do not enroll during the Summer Term, may return for the Fall semester *without* reapplying for admission.

The application fee is not required for any former student returning to UNA. Any former student who wishes to register for the 2019 Summer Term must reapply prior to registration. Applications for admission are available at [una.edu/apply](http://una.edu/apply).

## Special Students

Any non-degree seeking student who wishes to enroll in classes at UNA during the 2019 Summer Term must have the following credentials on file in the Office of Admissions prior to registration:

1. *A completed Application for Admission along with the \$35.00 application fee. (Application Fee not required for students who previously attended UNA.)*
2. *Transient Students-letter of good standing from the college currently attending. MBA Prerequisites, Teacher Certification and Nontraditional fifth-year prerequisites-official transcripts from all previously attended institutions. Other special classifications-official transcript from last college attended and, if Bachelors degree earned, official transcript from institution from which degree was earned.*
3. *If no previous college attendance, official high school transcript or GED scores.*

Applications are available at [una.edu/apply](http://una.edu/apply).

# SUMMER ADMISSION INFORMATION - 2019

## UNA Early College

High school juniors and seniors who rank above average in academic achievement and who meet the below requirements may, upon the written recommendation of their principals or guidance counselors, be admitted for approved coursework.

### REQUIREMENTS:

- High school “B” average to be eligible for initial enrollment in the UNA Early College program.
- “C” average on UNA courses for continued participation in the UNA Early College program.
- Course requirements (specific ACT scores, high school courses, etc.) as listed in the current UNA catalog.

Participants in the UNA Early College Program are allowed to enroll in freshmen or sophomore level courses on a space available basis. Students are subject to a course fee in addition to any special fees such as applied music fees, technology fees, transportation fees, etc. Students who enroll in more than one course will be subject to tuition charges plus applicable fees. Only Math 110 or higher level mathematics courses are allowed. No remedial courses may be taken. The following credentials must be on file in the Office of Admissions by **April 15, 2019**.

1. A completed Application for Admission along with the \$35.00 application fee.
2. Early College approval form signed by the high school principal or guidance counselor listing the approved UNA course numbers and titles.
3. Official high school transcript.

**NOTE:** An Early College approval form **MUST** be filed with the UNA Office of Admissions **BEFORE EACH** semester or term. Forms can be obtained from your high school guidance counselor or the UNA Office of Admissions.

## Graduate Students

Any student wishing to apply for admission to a UNA graduate program must have an application, transcripts, and all other credentials for the desired program of study **on file** with the Office of Graduate Admissions **prior to registration**.

The application fee is \$50.00. For graduate admission assistance, call **(256) 765-4447** or e-mail **graduate@una.edu**.

To schedule the GRE, visit **gre.org**. For GMAT, go to **mba.com**. To schedule the MAT at UNA, call **(256) 765-4773**. To schedule Praxis II go to **ets.org/praxis**

For more information, contact the Office of Graduate Admissions, **(256) 765-4447** or visit **una.edu/graduate**.



[una.edu/apply](http://una.edu/apply) • [admissions@una.edu](mailto:admissions@una.edu) • [una.edu](http://una.edu)

**NOTE: ALL UNDERGRADUATE and GRADUATE students who applied for a previous semester to UNA, but did not register, must apply for admission for the 2019 Summer Term prior to registration.**

# 2019 Summer Exam Schedule

## Session I — EXAM: Thursday, June 27

Exam will be given at the same time the class meets

(Example: If the class meets at 11:50 a.m.- 1:50 p.m., the Exam will be given at 11:50 a.m.)

## Session II — EXAM: Monday, July 29

Exam will be given at the same time the class meets

(Example: If the class meets at 2:00- 4:00 p.m., the Exam will be given at 2:00 p.m.)

## FULL TERM (8 weeks)

### EXAM: Monday, July 29

Exam will be given at the same time the class meets

(Example: If the class meets at 7:30 - 8:45 p.m., the Exam will be given at 7:30 a.m.)

## FULL TERM (Evening Classes)

### EXAM: Monday, July 29

#### All Classes that Meet

6:00 p.m. Tuesday & Thursday .....	<u>EXAM PERIOD</u> Last Class Meeting
6:00 p.m. Monday & Wednesday .....	Last Class Meeting

*Follow the above exam schedule unless otherwise indicated by your instructor.*

## UNDERGRADUATE STUDENTS • ADVISEMENT IS MANDATORY

*Required Alternate PIN must be obtained from your assigned advisor.*

# HOW TO Withdraw From A CLASS OR COMPLETELY WITHDRAW

### During Add/Drop:

- ✓ Login to UNA Portal and follow the same steps for registration; select **web drop** beside the desired course(s) and submit.

### During W Period\*:

- ✓ Login to UNA Portal and follow the same steps for registration; select **web withdraw** beside the desired course(s) and submit.

*\*During the summer, students may withdraw with a **W** through the Friday preceding the last class day. After that, withdrawal requires permission from the course instructor and department chair, and a grade of **WP** or **WF** will be assigned by the instructor.*



Show your pride...and support academic scholarships!

Ask for a UNA license plate when you buy or renew!  
\$47.50\* of the \$50 fee goes to student scholarships.

AVAILABLE THROUGH ANY ALABAMA TAG OFFICE Tax deductible as per IRS regulations

*For class updates/changes look on the UNA website at <https://selfserve.una.edu> then click on "Class Schedule."*

# TUITION and EXPENSES

*All expenses and fees are subject to change*

Initial Undergraduate Application Fee (non-refundable).....	\$ 35.00
Initial Graduate Application Fee (non-refundable).....	50.00

## TUITION

### ALABAMA RESIDENT

#### Undergraduate Tuition

1-11 per hour..... 277.00

12-18 hours • **FLAT RATE** ..... 4,155.00

**Graduate Student Tuition** (per credit hour)..... 326.00

### NON-RESIDENT

#### Undergraduate Tuition

1 - 11 per hour ..... 277

12 – 18 hours • **FLAT RATE** ..... 4,155

*(Tuition for non-resident undergraduate students is charged at \$277 per hour for hours 1 – 11 and \$4,155 flat rate for hours 12 – 18)*

**Graduate Tuition** (per semester hour) ..... 652.00

*(Tuition for non-resident undergraduate students is charged at \$326 per hour plus a non-resident charge of an additional \$326 per hour)*

**On-line MBA and Executive MBA** (per hour) ..... 425.00

## RESIDENCE HALLS (Per Semester)

### Mattielou Hall

May – June (7 weeks) Double ..... 525.00

May – June (7 weeks) Single..... 775.00

July Term (4 weeks) Double..... 525.00

July Term (4 weeks) Single ..... 775.00

Entire Summer (11 weeks) Double ..... 925.00

Entire Summer (11 weeks) Single ..... 1,365.00

## FEES (non-refundable)

\*\* Special Course Fee (Labs, etc.)..... varies

Late Registration Fee..... 30.00

Technology Fee (per semester) ..... 15.00

Student Health Fee (per semester) ..... 50.00

Distance Learning Program Fee (per distance learning enrolled hour) ..... 50.00

Nursing Distance Learning Program Fee (per course)..... varies

Student Recreation Facility Fee (per enrolled hour) ..... 10.00

Facilities Fee (per enrolled hour)..... 15.00

**\*\*Selected courses require an additional fee.**

***Please check with the University Catalog for Specific Courses.***

**TUESDAY, MAY 14** ..... Payment deadline for May Intersession.

**TUESDAY, MAY 14** ..... Last day for a 100% refund for dropped courses or complete withdrawals for May Intersession.

**TUESDAY, MAY 28** ..... PREREGISTRATION PAYMENT DEADLINE for Full Term, Session I & Session II.

**TUESDAY, JUNE 4** ..... Payment deadline for Full Term and Session I

**TUESDAY, JUNE 4** ..... Last day for a 100% refund for dropped courses or complete withdrawals for Full Term and Session I.

**TUESDAY, JULY 2** ..... Payment deadline for Session II.

**TUESDAY, JULY 2** ..... Last day for a 100% refund for dropped courses or complete withdrawals for Session II.

**STUDENT'S SCHEDULE WILL BE VOIDED FOR FAILURE TO PAY AMOUNT DUE BY THE DUE DATE.**

Students are expected to meet all financial obligations when due. It is each student's responsibility to be informed of all payment due dates, deadlines and other requirements by referring to official sources of University information such as the catalog, official schedule of classes, or that are disseminated by other means from time to time. A **\$50.00 charge will be added to accounts with delinquent balances. Students with delinquent accounts are subject to disenrollment from the university. If disenrollment occurs the student is still responsible for the entire amount of tuition and fees. If a student wishes to be reinstated after disenrollment, a \$75 reinstatement fee will apply in addition to the outstanding balance.** Students owing charges for prior terms will not be allowed to register for future terms, receive a transcript or other services from the university until all charges are paid. Past due accounts may be referred to a collection agency and collection fees up to 33.33% of the existing balance may be added to the balance due from the debtor.

Any Federal Title IV financial aid recipient who withdraws on or after the official class begins date will be liable for any funds the University of North Alabama repays to the applicable federal program as a result of the withdrawal. These amounts will be charged back to the student's financial account. University collection procedures will apply to recover these funds.

***For questions, please contact the UNA Business Office (256) 765-4442 or (256) 765-4441***

# Student Financial Aid Summer 2019

**Application.** Financial aid may be available for Summer. Summer awards are based on the Free Application for Federal Student Aid (FAFSA). Check your UNA Portal or contact Student Financial Services after you have registered for Summer.

**Financial Aid and Payment of Registration Fees.** Financial aid awards (except work study) may be used to defer full or partial payment of registration fees. Payment may be deferred for a reasonable period of time, then is due, even if financial aid has not been delivered.

**Late Financial Aid Applications.** UNA will accept and process summer financial aid applications through June 2018. However, applications received after mid-April, may not be processed in time to defer payment.

**Enrollment Status.** For financial aid purposes, full-time enrollment for summer requires at least 12 undergraduate hours, 9 graduate hours, half-time enrollment at least 6 undergraduate hours, 5 graduate hours.

- ✓ Pell Grant awards are based on enrollment status.
- ✓ Stafford/PLUS loans require half-time enrollment status.
- ✓ If enrollment status changes, awards may be revised or cancelled.

**Grade Level Classification.** If you advance from freshman to sophomore, from sophomore to junior, from undergraduate to graduate at the end of Spring 2019, you may be eligible for additional Stafford loan funds. Contact UNA Student Financial Services after you receive your Spring 2019 grades.

## GET YOUR STUDENT LOAN MONEY ON TIME

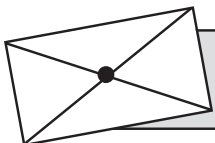
- ✓ Complete all of the steps to secure your loan funds.
- ✓ Check your UNA Portal account frequently for any outstanding requirements
  - Log into UNA Portal
  - Click Billing and Financial Aid
  - Requirements listed on the right side of page
  - Satisfy any outstanding requirements
- ✓ All first-time, beginning freshman students will have a 30-day delay on the delivery of their Stafford loan funds.

**Residual Aid Checks.** All financial aid funds, except work study, are credited to your individual student account. If your payments and financial aid credits exceed your charges, the residual amount will be issued to you in the form of a UNA check. Residual aid checks are written on a regular, timely schedule by the UNA Business Office. See page 3 for details.

**Withdrawal.** If you withdraw or change your schedule after receiving federal student aid (Pell Grant, SEOG, or student/parent loans), a portion of your aid may be returned to these fund(s). This transaction may result in you owing a balance to UNA. For complete details please visit [www.una.edu/financial-aid](http://www.una.edu/financial-aid).



Check out UNA Student Financial Services at [una.edu/financial-aid](http://una.edu/financial-aid).



**NOTE:** All financial aid refund checks will be mailed to campus post office boxes OR if a campus box has not been assigned, the check will be mailed to your permanent address.



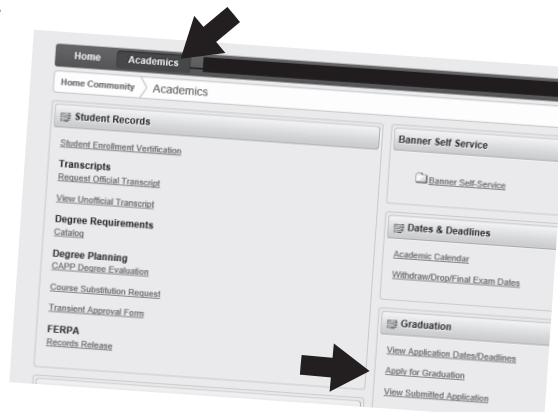
For **TEXTBOOK TIPS** or help in finding your necessary **COURSE MATERIALS** visit the UNA website at <http://www.una.edu/admissions/textbooks.html>.



# DO YOU WANT TO GRADUATE ON TIME?

**STUDENTS MUST APPLY to graduate online via UNA Portal.** Please see the dates below to know when you must apply. *Follow these steps to apply to graduate online:*

- Login to UNA Portal
- Click Academics
- Click Apply for Graduation
- Enter Hometown, Verify, Submit
- Select the most recent term, Submit
- If this Curriculum is correct, click beside Primary Program, Continue
- If this Curriculum is incorrect, fill out a change of major form in the department of your major before proceeding
- Enter all data as requested hitting Continue on each page
- When you get to the Graduation Application Summary page click the Submit Request button
- If at any point you exit without hitting this Submit Request button, your application will not be submitted



MORE INFORMATION ON APPLYING TO GRADUATE CAN BE FOUND AT  
<http://www.una.edu/registrar/graduation.html>

## DATES TO APPLY TO GRADUATE

Baccalaureate Degree Candidates and Graduate students **MUST** apply to graduate according to the dates listed below.

TERM OF GRADUATION	DEADLINE TO APPLY
Fall 2019.....	November 1, 2019
Spring 2020 .....	April 1, 2020
Summer 2020 .....	July 1, 2020

**\*NOTE:** You will be able to Apply to Graduate for these graduation terms **ONLY** within these dates via UNA Portal.\*

**GRADUATION FEE is \$30.00.**  
 THIS FEE IS NON-REFUNDABLE

### BUILDING CODES

<b>ARBLDG</b> - Art Building	<b>GLTHTR</b> - George S. Lindsey Theatre	<b>RABURN</b> - Raburn Wing of Keller
<b>BGHALL</b> - Bibb Graves Hall	<b>MABLDG</b> - Mathematics Building	<b>SETBLD</b> - Science/Engineering Technology
<b>COMBLD</b> - Communications Building	<b>MUBLDG</b> - Music Building	<b>STEVNS</b> - Stevens Hall
<b>COMMON</b> - The Commons	<b>NORTON</b> - Norton Auditorium	<b>STNLDG</b> - Stone Lodge
<b>ENTIND</b> - Entertainment Industry Center	<b>NBKDEI</b> - Noiseblock/DEI	<b>VISART</b> - Visual Arts
<b>FLOWRS</b> - Flowers Hall - Health & PE	<b>PLANET</b> - Planetarium	<b>WESANX</b> - Wesleyan Annex
<b>KELLER</b> - Keller Hall	<b>POWELL</b> - Powell	<b>WESHAL</b> - Wesleyan Hall

# Undergraduate & Graduate PREREGISTRATION Info

## • MANDATORY ADVISEMENT •

**UNDERGRADUATE STUDENTS ARE REQUIRED TO SEE AN ASSIGNED ADVISER PRIOR TO PREREGISTRATION!**

***REQUIRED*** Alternate **PIN** must be obtained from your assigned advisor.

*(Except new students and those classified as "specials")*

CONTACT THE DEPARTMENT OF YOUR MAJOR FOR YOUR ADVISEMENT INFORMATION.

## WHO MAY PREREGISTER?

Undergraduate students currently enrolled for the 2019 Spring semester may preregister according to the classification schedule listed below:

### CLASSIFICATION

*(Classification is based on earned hours)*

Freshmen .....	0-29	Juniors.....	60-89
Sophomores.....	30-59	Seniors .....	90 or more

**NEW FRESHMEN • NEW TRANSFERS • NEW SPECIAL STUDENTS • RETURNING UNA STUDENTS** who have applied and been accepted prior to preregistration may preregister for the 2019 Summer term. All students must preregister according to their assigned time. New UNA students who previously applied but did not register must apply for admission for the 2019 Summer term. Contact the office of Admissions for instructions or visit [una.edu/apply](http://una.edu/apply).

## GRADUATE ADMISSION REQUIREMENTS

Students who have completed an undergraduate degree and wish to enroll in graduate studies must be admitted officially to a graduate program by formal application. Visit [una.edu/graduate](http://una.edu/graduate) for more details.

The following students must apply for admission for the Spring 2019 term prior to preregistration in order to preregister:

- New UNA graduate program students
- Returning UNA graduate program students who did not enroll in the Fall 2018 semester
- And UNA graduate program students who PREVIOUSLY APPLIED – but did not register

For further information, contact the Office of Graduate Admissions at 256-765-4447 or [graduate@una.edu](mailto:graduate@una.edu)

## GRADUATE ADVISEMENT

All graduate students are recommended to meet with an assigned adviser and get schedule approval before attempting to preregister or register. All questions and problems associated with graduate study should be referred to the assigned adviser or the appropriate college dean.

College of Arts and Sciences ..... [una.edu/artsandsciences/graduate-programs.html](http://una.edu/artsandsciences/graduate-programs.html)

College of Business ..... [una.edu/mba/enrolled-student-info](http://una.edu/mba/enrolled-student-info)

College of Education and Human Sciences ..... [una.edu/education/graduate-programs/index.html](http://una.edu/education/graduate-programs/index.html)

College of Nursing ..... [una.edu/nursing/msn-online](http://una.edu/nursing/msn-online)

## COURSE PERMISSION

Courses requiring permission from the department must be obtained prior to attempting to register!

# Web PREREGISTRATION

## *on the Web...* unaportal.una.edu

### FIRST TIME USERS:

- UNA Portal user name should be your first initial followed by your full last name.  
**EXAMPLE:** User name for James Joe Doe would be JDOE.
- UNA Portal password is initially RoarLions!mmddyyyy.  
Where MMDDYYYY is your 8-digit date of birth.

### Before attempting to register, a student must:

- Be advised
- Obtain Alternate PIN from your assigned advisor  
(required for returning undergraduate Students only)
- Resolve all holds
- Resolve prerequisite requirements with the department\*
- Obtain departmental permission for courses requiring a permit

*\*a list of the department chairs/advisors and their extensions can be found on the inside back cover*

### PREREGISTRATION DATES

GRADUATES .....	NOVEMBER 5 - December 13
SENIORS .....	NOVEMBER 5 - December 13
JUNIORS .....	NOVEMBER 5 - December 13
SOPHOMORES .....	NOVEMBER 12 - December 13
FRESHMEN .....	NOVEMBER 14 - December 13
SPECIALS .....	NOVEMBER 19 - December 13

Registration is available **AROUND-the-CLOCK**  
**EXCLUDING** scheduled downtimes . . .

(4:00 a.m. - 6:00 a.m. daily and 6:00 a.m. - 6:00 p.m. Saturdays)

**REGULAR REGISTRATION**  
**will OPEN**  
**December 18 - January 8**

**PLEASE NOTE:** If you have problems accessing your UNA Portal account, please call **256-765-4865** (8:00 a.m. - 4:30 p.m.) or e-mail [helpdesk@una.edu](mailto:helpdesk@una.edu). For other registration problems, contact the Registrar's Office at 256-765-4316 or 256-765-4994 (8:00 a.m. - 4:30 p.m.).

**PLEASE NOTE:** There will be periodic system downtimes during University closures.

### CURRENT UNDERGRADUATE STUDENTS

***REQUIRED*** Alternate **PIN** must be obtained  
from your assigned advisor.

*(Except new students and those classified as "specials")*

CONTACT THE DEPARTMENT OF YOUR MAJOR FOR YOUR ADVISEMENT INFORMATION.

### FEE INFORMATION

**Students will be able to access their account balance via UNA Portal  
for the Spring term on November 15, 2018.**

Electronic Billing (e-bills) is the official means of providing student account statements to all UNA students. A notification of statement availability will be sent to your UNA Portal e-mail account and to your authorized user's e-mail address. Students and authorized users can access the student account by going to the UNA homepage and selecting UNA PORTAL.