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ACCRREDITATIONS
The University of North Alabama is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor, master and education specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4907 or call 404-679-4500 for questions about the accreditation of the University of North Alabama.

ACCRREDITED BY
• The Bachelor of Arts and Bachelor of Science degree in Music
• The Bachelor of Science degree in Interior Design
• The Bachelor of Science degree in Chemistry
• The Bachelor of Science degree in Environmental Sciences

UNA POLICY STATEMENT-FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974
In accordance with the Family Educational Rights and Privacy Act (20 U.S.C. 1291-1295), 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 withdraw DIRECTORY INFORMATION should file this request in the Office of the Registrar prior to the end of the registration period for any given term.

STUDENT-CENTERED LEARNING

ACADEMIC CALENDAR at a glance...

November 4 – December 13 .. PREREGISTRATION – WEB: Graduate and Undergraduate Students
November 15 .. DEADLINE: UNA Early College Admissions Credentials Due
December 13 .. PAYMENT DEADLINE: Preregistration payment deadline for tuition, fees, room & board (if applicable). Student’s schedule will be voided for failure to pay amount due.

January 9 .. First 8-Week Session Payment Deadline for Regular Registration
January 9 .. Last Day for 100% Refund for First 8-Week Session
January 10 .. Begin “W” Period for First 8-Week Session
January 10 .. First 8-Week Session Registration schedules subject to cancellation for failure to pay outstanding balance in full. Students who are reinstated be required to pay the balance due on their account plus $75 reinstatement fee.

January 15 .. Payment deadline for tuition fees, room & board (if applicable) for Regular Session.

January 15 .. Last Day for 100% Refund for Regular Session.

January 15 .. Late Registration and Drop/Add Ends for Regular Session.

January 16 .. A $50 late fee will apply to accounts with outstanding balances.

January 16 .. Begin “W” Period for Regular Session
January 20 .. Martin Luther King, Jr. Holiday - UNIVERSITY CLOSED
January 22 .. Final deadline for payment of outstanding account balances.

January 23 .. Registration schedules subject to cancellation for failure to pay outstanding balance in full. Students who are reinstated will be required to pay the balance due on their account plus $75 reinstatement fee.

January 23 .. January 30 .. Reinstatement period for cancellation of schedule
February 21 .. Deadline for “W” Withdrawal Period for First 8-Week Session
February 21 .. Winter Break - UNIVERSITY CLOSED
February 28 .. Last day of class for First 8-Week Session
February 28 .. Midterm
March 2 .. Classes Begin for Second 8-Week Session
March 2 .. Late Registration and Drop/Add Begins for Second 8-Week Session
March 3 .. Drop/Add period ends and payment deadline for Second 8-Week Session
March 4 .. Begin “W” Withdrawal Period for Second 8-Week Session
March 4 .. Second 8-Week Session. Registration schedules subject to cancellation for failure to pay outstanding balance in full. Students who are reinstated will be required to pay the balance due on their account plus $75 reinstatement fee.

March 23 - March 29 .. Spring Break – UNIVERSITY CLOSED
April 1 .. Deadline to apply for Spring 2023 Graduation
April 16 .. Last Day of “W” Period for Regular and Second 8-Week Session. Last day to completely withdraw from all courses from the university.
April 29 .. Last Class Day for Regular and Second 8-Week Sessions
April 30 .. Study Day
May 1 - May 6 .. Semester Exams
May 8 .. 7:00 p.m. – Anderson College of Nursing and Allied Health
WEB: Graduate and Undergraduate Students
May 9 .. 10:00 a.m. - College of Arts and Sciences
2:00 p.m. - College of Business

DO YOU WANT TO GRADUATE ON TIME?

Information contained herein is as it currently exists but is subject to change without prior notice.
# The 2020 Spring UNA Calendar

## NOVEMBER 2019

November 4.....................PREREGISTRATION – Follow Schedule Below:

**UNDERGRADUATE STUDENTS • ADVISEMENT IS MANDATORY**

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

<table>
<thead>
<tr>
<th>Graduates</th>
<th>November 4 - December 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seniors</td>
<td>November 4 - December 13</td>
</tr>
<tr>
<td>Juniors</td>
<td>November 6 - December 13</td>
</tr>
<tr>
<td>Sophomores</td>
<td>November 11 - December 13</td>
</tr>
<tr>
<td>Freshmen</td>
<td>November 13 - December 13</td>
</tr>
<tr>
<td>Specials</td>
<td>November 18 - December 13</td>
</tr>
</tbody>
</table>

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

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.

November 15.....................DEADLINE: UNA Early College Receipt of credentials and application for admissions and registration for Spring 2020 semester.

December 2019

December 13.....................PAYMENT DEADLINE: Preregistration payment deadline for tuition, fees, room & board (if applicable). Student’s schedule will be voided for failure to pay amount due.

December 13.....................PREREGISTRATION Schedules subject to cancellation for failure to pay outstanding balance in full.

## January 2020

- January 6 ..................New Student Advising and Registration (The Commons)
- January 6 ..................Residence Hall opens up for New Students - 10 AM
- January 8 ..................Registration and Drop/Add
- January 8 ..................Classes Begin - Late Registration and Drop/Add Begins for Regular Session and First 8-Week Session
- January 9 ..................First 8-Week Session Payment Deadline for Regular Registration
- January 9 ..................Last Day for 100% Refund for First 8-Week Session
- January 10 .................Begin "W" Period for First 8-Week Session
- January 10 .................First 8-Week Session Registration schedules subject to cancellation for failure to pay outstanding balance in full. Students who are reinstated be required to pay the balance due on their account plus $75 reinstatement fee.
- January 15 .................Payment deadline for tuition fees, room & board (if applicable) for Regular Session
- January 15 .................Last Day for 100% Refund for Regular Session.
- January 15 .................Late Registration and Drop/Add Ends for Regular Session.
- January 16 .................A $50 late fee will apply to accounts with outstanding balances.
- January 16 .................Begin "W" Period for Regular Session
- January 20 ..................Martin Luther King, Jr. Holiday - UNIVERSITY CLOSED
- January 22 .................Final deadline for payment of outstanding account balances.
- January 23 .................Registration schedules subject to cancellation for failure to pay outstanding balance in full. Students who are reinstated be required to pay the balance due on their account plus $75 reinstatement fee.
- January 23 - January 30 ..........Reinstatement period for cancellation of schedule

## FEBRUARY 2020

- February 21 .................Deadline for "W" Withdrawal Period for First 8-Week Session
- February 21 - February 23 .......Winter Break - UNIVERSITY CLOSED
- February 28 ..................Last day of class for First 8-Week Session
- February 28 .................Midterm

## MARCH 2020

- March 2 .....................Classes Begin for Second 8-Week Session
- March 2 .....................Late Registration and Add/Drop Begins for Second 8-Week Session
- March 3 .....................Drop/Add period ends and payment deadline for Second 8-Week Session
- March 4 .....................Begin "W" Withdrawal Period for Second 8-Week Session
- March 4 .....................Second 8-Week Session Registration schedules subject to cancellation for failure to pay outstanding balance in full. Students who are reinstated be required to pay the balance due on their account plus $75 reinstatement fee.

March 23 - March 29 ..........Spring Break - UNIVERSITY CLOSED
2020 SPRING REFUND SCHEDULE

REGULAR (FULL) SESSION
January 15 • Last day for 100% refund. No Refunds after this date.

FIRST 8-WEEK SESSION
January 9 • Last day for 100% refund. No Refunds after this date.

SECOND 8-WEEK SESSION
March 3 • Last day for 100% refund. No Refunds after this date.

APRIL 2020
April 1..................Deadline to apply for Spring 2020 Graduation
April 16...............Last Day of "W" Period for Regular and Second 8-Week Session. Last day to completely withdraw from all courses or from the university.
April 29.............Last Class Day for Regular and Second 8-Week Sessions
April 30.............Study Day

MAY 2020
May 1 - May 6...............Semester Exams

COMMENCEMENT
May 8...............7:00 p.m. - Anderson College of Nursing and Allied Health
College of Education and Human Sciences
May 9...............10:00 a.m. - College of Arts and Sciences
2:00 p.m. - College of Business

AUTOMATED GRADE SYSTEM
One week after the end of the semester, you may access your grades, via your portal at unaportal.una.edu.

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.
UNA Admission Information

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.

To be considered for admission for the Spring 2020 semester, the following credentials must be on file in the Office of Admission prior to registration/orientation, must reapply prior to Friday, December 6, 2019:

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.

To be considered for admission for the Spring 2020 semester, the following credentials must be on file in the Office of Admission prior to registration/orientation, must reapply prior to Friday, December 6, 2019:

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 prior to Friday, December 6, 2019. Those students who attended during a Fall 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. Applications for admission are available at una.edu/apply.

SPECIAL STUDENTS
Any non-degree seeking student who wishes to enroll in classes at UNA during the Spring 2020 semester must have the following credentials on file in the Office of Admissions prior to Friday, December 6, 2019.

1. A completed Application for Admissions 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 Bachelor’s 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.
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 MA 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 Admission by Friday, November 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 found at www.una.edu/earlycollege.

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.

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

For more information or assistance, contact the Office of Graduate Admissions at 256-765-4447

NOTE: All undergraduate students who previously applied to UNA, but did not register must apply for admission for the SPRING 2020 semester PRIOR to registration. Applications for admission are available at una.edu/apply.
APPLICATION
Federal financial aid awards are based on the Free Application for Federal Student Aid (FAFSA). Your electronic application record must be added to the UNA database prior to awards. To be considered for financial aid:

- Apply for admission to UNA.
- Complete FAFSA and list UNA as a college of choice, using school code 001016. FAFSA forms are available online at [www.studentaid.ed.gov/sa/fafsa](http://www.studentaid.ed.gov/sa/fafsa). Allow 3-4 weeks for processing.
- Review your Student Aid Report.
- If you need to make corrections, contact UNA Student Financial Services at 256-765-4278.
- Submit signed copies of verification documents. If these documents are required, you will be notified via your UNA Portal e-mail account.

SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID PURPOSES
You must meet minimum standard of progress to receive federal financial aid. Consult the UNA catalog for full statement and details, or see [www.una.edu/financial-aid/satisfactory-academic-progress.html](http://www.una.edu/financial-aid/satisfactory-academic-progress.html).

It is the student’s responsibility to file an appeal in a timely manner for reinstatement of financial aid.

AWARD NOTICE
Official notice of your financial aid awards will be e-mailed to your UNA Portal account. If you do not receive this notice, please contact 256-765-4278.

FINANCIAL AID AND PAYMENT OF TUITION AND FEES
Financial aid awards (except work study) may be used to defer all or part of your initial tuition and payment of registration fees. After school begins in August, you are responsible for payments as billed by UNA Business Office.

ENROLLMENT STATUS
For financial aid purposes, full-time enrollment is at least 12 undergraduate hours, 9 graduate hours; half-time enrollment is 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.

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.
WITHDRAWAL
If you withdraw 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 statement and examples, please visit una.edu/financial-aid.

STUDENT LOAN FUNDS
Student loan funds (subsidized or unsubsidized Stafford) are transferred electronically from the U.S. Department of Education to UNA. To receive credit for loan funds, you must:
- Be registered at least half-time
- Be eligible for type, amount disbursed
- Complete all steps to secure your loan funds

GET YOUR STUDENT LOAN MONEY ON TIME
- Complete all of the steps to secure your loan funds. (Go to www.una.edu/financial-aid and SELECT “My Financial Aid”. Choose “Steps to Secure Financial Aid Funds”.)
- Check your UNA Portal account frequently for any outstanding requirements. (Log into UNA Portal, click “Billing and Financial Aid”, view the requirements listed on the right side of the page, and satisfy any outstanding requirements.)
- All first-time, beginning freshman students will have a 30-day delay on the deliver of their Stafford loan funds.
- All student loan borrowers have to complete a master promissory note (MPN) and entrance counseling with the Department of Education. Visit www.studentloans.gov for more information.

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 9 for details.

Check out UNA Student Financial Services at una.edu/financial-aid.

Or in person in The Commons, Room 318, 8-4:30 M-F
Or by phone at 1-800-TALK UNA or 256-765-4278
# TUITION and EXPENSES

**ALL EXPENSES AND FEES ARE SUBJECT TO CHANGE**

<table>
<thead>
<tr>
<th>Initial Undergraduate Application Fee (non-refundable)</th>
<th>$35.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial Graduate Application Fee (non-refundable)</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

## TUITION

### ALABAMA RESIDENT

**Undergraduate Tuition**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-11</td>
<td>200.00</td>
<td>277.00</td>
</tr>
<tr>
<td>12-18</td>
<td>320.00 FLAT RATE</td>
<td>4,155.00</td>
</tr>
</tbody>
</table>

**Graduate Tuition**

<table>
<thead>
<tr>
<th>Rate (per credit hour)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$326.00</td>
<td>362.00</td>
</tr>
</tbody>
</table>

### NON-RESIDENT

**Undergraduate Tuition**

<table>
<thead>
<tr>
<th>Credit Hours</th>
<th>Rate</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-11</td>
<td>200.00</td>
<td>277.00</td>
</tr>
<tr>
<td>12-18</td>
<td>320.00 FLAT RATE</td>
<td>4,155.00</td>
</tr>
</tbody>
</table>

**(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**

<table>
<thead>
<tr>
<th>Rate (per credit hour)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$326.00</td>
<td>362.00</td>
</tr>
</tbody>
</table>

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

**On-line MBA and Executive MBA**

<table>
<thead>
<tr>
<th>Rate (per credit hour)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$425.00</td>
<td>425.00</td>
</tr>
</tbody>
</table>

## RESIDENCE HALLS (Per Semester)

**Corvington, Hawthorne or Appleby Double**

<table>
<thead>
<tr>
<th>Rate (per semester)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,975.00</td>
<td>2,975.00</td>
</tr>
</tbody>
</table>

**Corvington, Hawthorne or Appleby Single**

<table>
<thead>
<tr>
<th>Rate (per semester)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,280.00</td>
<td>3,280.00</td>
</tr>
</tbody>
</table>

**Lafayette - Double**

<table>
<thead>
<tr>
<th>Rate (per semester)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,750.00</td>
<td>1,750.00</td>
</tr>
</tbody>
</table>

**Lafayette - Single**

<table>
<thead>
<tr>
<th>Rate (per semester)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,750.00</td>
<td>2,750.00</td>
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</table>

**Mattieou or Olive Double**

<table>
<thead>
<tr>
<th>Rate (per semester)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,850.00</td>
<td>3,850.00</td>
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</table>

**Mattieou or Olive Single**

<table>
<thead>
<tr>
<th>Rate (per semester)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,850.00</td>
<td>3,850.00</td>
</tr>
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</table>

**Rivers Hall - Double**

<table>
<thead>
<tr>
<th>Rate (per semester)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,850.00</td>
<td>1,850.00</td>
</tr>
</tbody>
</table>

**Rivers Hall - Single**

<table>
<thead>
<tr>
<th>Rate (per semester)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,300.00</td>
<td>2,300.00</td>
</tr>
</tbody>
</table>

## MEAL PLANS (Per Semester)

<table>
<thead>
<tr>
<th>Rate (per semester)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Block Meals</td>
<td>500.00</td>
</tr>
<tr>
<td>2 Block Meals</td>
<td>200.00</td>
</tr>
</tbody>
</table>

**ONE OF THE FOLLOWING MEAL PLANS IS REQUIRED FOR FRESHMEN RESIDING IN THE RESIDENCE HALLS**

<table>
<thead>
<tr>
<th>Rate (per semester)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlimited Block Meals</td>
<td>2,000.00</td>
</tr>
<tr>
<td>255 Block Meals</td>
<td>1,650.00</td>
</tr>
<tr>
<td>200 Block Meals</td>
<td>1,650.00</td>
</tr>
<tr>
<td>150 Block Meals</td>
<td>1,550.00</td>
</tr>
</tbody>
</table>

**ONE OF THE FOLLOWING MEAL PLANS IS REQUIRED FOR SOPHOMORES, JUNIORS AND SENIORS RESIDING IN RESIDENCE HALLS**

<table>
<thead>
<tr>
<th>Rate (per semester)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>85 Block Meals</td>
<td>850.00</td>
</tr>
<tr>
<td>50 Block Meals</td>
<td>475.00</td>
</tr>
</tbody>
</table>

**Meal Plans may not be changed after August 28, 2019.**

## FEES (non-refundable)

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Course Fee (Labs, etc.)</strong></td>
<td>varies</td>
</tr>
<tr>
<td><strong>Late Registration Fee</strong></td>
<td>30.00</td>
</tr>
<tr>
<td><strong>Technology Fee (per credit hour)</strong></td>
<td>15.00</td>
</tr>
<tr>
<td><strong>Student Health Fee (per semester)</strong></td>
<td>100.00</td>
</tr>
<tr>
<td><strong>Distance Learning Program Fee</strong></td>
<td>50.00</td>
</tr>
<tr>
<td><strong>Nursing Distance Learning Program Fee</strong></td>
<td>varies</td>
</tr>
<tr>
<td><strong>Student Activity Fee (per semester)</strong></td>
<td>56.00</td>
</tr>
<tr>
<td><strong>Student Recreation Facility Fee</strong></td>
<td>10.00</td>
</tr>
<tr>
<td><strong>Facilities Fee (per credit hour)</strong></td>
<td>15.00</td>
</tr>
<tr>
<td><strong>Athletics Fee (per credit hour)</strong></td>
<td>8.00</td>
</tr>
<tr>
<td><strong>Transportation Fee (per semester)</strong></td>
<td>34.00</td>
</tr>
<tr>
<td><strong>Dining Dollar (per semester)</strong></td>
<td>150.00</td>
</tr>
<tr>
<td><strong>Applied Music Fee (per credit hour)</strong></td>
<td>varies</td>
</tr>
<tr>
<td><strong>Graduation Fee</strong></td>
<td>30.00</td>
</tr>
<tr>
<td><strong>Transcript of Credit Fee</strong></td>
<td>5.00</td>
</tr>
</tbody>
</table>

**Selected courses require an additional fee.**

### Important Dates

- **December 13, 2019** — Preregistration payment deadline. Student's schedule will be voided for failure to pay amount due.
- **January 15, 2020** — Payment deadline for regular registration for tuition, fees, room & board (if applicable).
- **January 15, 2020** — Last day for a 100% refund for dropped courses or complete withdrawals.
- **January 16, 2020** — A $50 late fee will apply to accounts with delinquent balances.
- **January 22, 2020** — Final deadline for payment of outstanding account balance.
- **January 23, 2020** — Registration schedules subject to cancellation for failure to pay outstanding balances in full. Reinstatement requires students to pay the balance due on their account plus a $75 reinstatement fee.
- **January 23-30, 2020** — Reinstatement period for students whose registration was cancelled.

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. Registration schedules are subject to cancellation for failure to pay outstanding balances in full. Reinstatement requires students to pay the balance due on their account plus a $75 reinstatement fee.

Studentsowing charges for prior terms will not be allowed to register, receive a transcript or any other services 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 or after the official class begins date will be ineligible for any funds.

For questions, please contact the UNA Business Office 256-765-4442 or 256-765-4441
TUITION REFUND SCHEDULE

REGULAR SESSION
January 15.......Last day for 100% Refund for Regular Session.
NO REFUND after this date.

FIRST 8-WEEK SESSION
January 9.......Last day for 100% Refund for First 8-Week Session.
NO REFUND after this date.

SECOND 8-WEEK SESSION
March 3.......Last day for 100% Refund for Second 8-Week Session.
NO REFUND after this date.

*After Thursday, January 16, 2020, withdraw from any course(s) by following these steps:

• Log into UNA Portal and follow the same steps for registration; select Web Withdraw beside the desired course(s) and submit.

*Students may withdraw with a W grade by the deadline listed on the Academic Calendar.

Residual Check Delivery Statement

The UNA Business Office will process and distribute residual refunds to those students who have more credits applied to their student account than is needed to pay their total charges. Refunds are issued by check unless payment(s) was made by credit card. Students should allow ten (10) to fifteen (15) business days from the date classes begin for the first mailing of residual checks. Thereafter, residual checks will be disbursed approximately five (5) to ten (10) business days from the date the funds are posted to the student’s account.

First-time, beginning FRESHMAN students should note that there is a 30-day delay on the delivery of student loan funds for their first semester due to federal regulations. Residual funds after loan payments for Fall 2019 will not be processed before (date). Any residual amount due will be distributed approximately five (5) to ten (10) 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 permanent address if the student has no campus mailbox. The Business Office does not hold checks for pickup.

Effect of Withdrawal on Residual Checks

If you have received a residual check and have or will withdraw(s) 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).

For TEXTBOOK TIPS or help in finding your necessary COURSE MATERIALS, visit the UNA website at http://www.una.edu/admissions/textbooks.html.
### Spring 2020 Exam Schedule

#### Regular Classes

<table>
<thead>
<tr>
<th>CLASSES WHICH MEET</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF 9:00 a.m.-9:50 a.m.</td>
<td>FRIDAY, May 1 8:00 a.m.-9:45 a.m.</td>
</tr>
<tr>
<td>TR 11:00 a.m.-12:15 p.m.</td>
<td>10:15 a.m.-12 Noon</td>
</tr>
<tr>
<td>TR 11:00 a.m.-11:50 a.m.</td>
<td>10:15 a.m.-12 Noon</td>
</tr>
<tr>
<td>MWF 2:00 p.m.-2:50 p.m.</td>
<td>1:00 p.m.-2:45 p.m.</td>
</tr>
<tr>
<td>MW 2:00 p.m.-3:15 p.m.</td>
<td>1:00 p.m.-2:45 p.m.</td>
</tr>
<tr>
<td>TR 10:00 a.m.-10:50 a.m.</td>
<td>3:15 p.m.-5:00 p.m.</td>
</tr>
<tr>
<td>MWF 10:00 a.m.-10:50 a.m.</td>
<td>MONDAY, May 4 8:00 a.m.-9:45 a.m.</td>
</tr>
<tr>
<td>TR 9:30 a.m.-10:45 a.m.</td>
<td>10:15 a.m.-12 Noon</td>
</tr>
<tr>
<td>TR 9:00 a.m.-9:50 a.m.</td>
<td>10:15 a.m.-12 Noon</td>
</tr>
<tr>
<td>MWF 1:00 p.m.-1:50 p.m.</td>
<td>1:00 p.m.-2:45 p.m.</td>
</tr>
<tr>
<td>MWF 8:00 a.m.-8:50 a.m.</td>
<td>3:15 p.m.-5:00 p.m.</td>
</tr>
<tr>
<td>TR 8:00 a.m.-9:15 a.m.</td>
<td>TUESDAY, May 5 8:00 a.m.-9:45 a.m.</td>
</tr>
<tr>
<td>TR 8:00 a.m.-8:50 a.m.</td>
<td>8:00 a.m.-9:45 a.m.</td>
</tr>
<tr>
<td>MWF 11:00 a.m.-11:50 a.m.</td>
<td>10:15 a.m.-12 Noon</td>
</tr>
<tr>
<td>TR 2:00 p.m.-3:15 p.m.</td>
<td>1:00 p.m.-2:45 p.m.</td>
</tr>
<tr>
<td>TR 2:00 p.m.-2:50 p.m.</td>
<td>1:00 p.m.-2:45 p.m.</td>
</tr>
<tr>
<td>MWF 3:00 p.m.-3:50 p.m.</td>
<td>3:15 p.m.-5:00 p.m.</td>
</tr>
<tr>
<td>MW 3:00 p.m.-4:15 p.m.</td>
<td>3:15 p.m.-5:00 p.m.</td>
</tr>
<tr>
<td>MWF 12 Noon-12:50 p.m.</td>
<td>WEDNESDAY, May 6 8:00 a.m.-9:45 a.m.</td>
</tr>
<tr>
<td>TR 12:30 p.m.-1:45 p.m.</td>
<td>10:15 a.m.-12 Noon</td>
</tr>
<tr>
<td>TR 12 Noon-12:50 p.m.</td>
<td>10:15 a.m.-12 Noon</td>
</tr>
<tr>
<td>MWF 4:00 p.m.-5:15 p.m.</td>
<td>10:15 a.m.-12 Noon</td>
</tr>
<tr>
<td>TR 1:00 p.m.-1:50 p.m.</td>
<td>1:00 p.m.-2:45 p.m.</td>
</tr>
<tr>
<td>TR 3:00 p.m.-3:50 p.m.</td>
<td>3:15 p.m.-5:00 p.m.</td>
</tr>
</tbody>
</table>

#### Evening Classes

<table>
<thead>
<tr>
<th>CLASSES WHICH MEET</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>M or MW - 6:00 p.m.</td>
<td>MONDAY, May 4 6:00 p.m.-8:45 p.m.</td>
</tr>
<tr>
<td>T or TR - 6:00 p.m.</td>
<td>TUESDAY, May 5 6:00 p.m.-8:45 p.m.</td>
</tr>
<tr>
<td>Wednesday only - 6:00 p.m.</td>
<td>WEDNESDAY, May 6 6:00 p.m.-8:45 p.m.</td>
</tr>
<tr>
<td>Thursday only - 6:00 p.m.</td>
<td>LAST CLASS MEETING or EVENING OF “STUDY DAY” 6:00 p.m.-8:45 p.m.</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

- Follow the above Exam Schedule unless otherwise directed by your instructor.
- Exams for classes scheduled to meet on Saturday will be given on Saturday, December 8.
- Any exam NOT listed should be scheduled by the Department Chair.

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**STUDY DAY POLICY**

The intent of Study Day is to provide students with a period of time to study before final exams. Consequently, classes that begin before 5:00 p.m. during the term are **NOT** to meet on Study Day and faculty are requested not to schedule this day as a deadline for papers, projects or tests. Student organizations are likewise requested not to schedule mandatory events or activities for this day. Final exams may be given on Study Day in classes that begin at or after 5:00 p.m. on that day or the final exam in these classes may be scheduled for the last class meeting prior to Study Day. Academic departments requesting exceptions to this policy should consult with the appropriate college dean.
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 Spring 2020 semester may preregister according to the classification schedule listed below:

CLASSIFICATION
(Classification is based on earned hours)
Freshmen ..................0-29 Junior ..................60-89
Sophomores .............30-59 Senior ..................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 Spring 2020 semester. 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 Spring 2020 semester. Contact the office of Admissions for instructions or visit 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 for more details.

The following students must apply for admission for the Spring 2020 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 2019 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.

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
College of Business ........................................una.edu/mba/enrolled-student-info
College of Education and Human Sciences ..................una.edu/education/advisement.html
College of Nursing ...........................................una.edu/nursing/msn-online

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

FEES
Tuition and fees are due on Friday, December 13, 2019.
Refer to page 12 for more information.
Web PREgistration on the Web...
unaportal.una.edu

FIRST TIME USERS:
- UNA Portal username should be your first initial followed by your full last name. **EXAMPLE: Username for James Doe would be JDOE.**
- UNA Portal password is initially RoarLions!mmddyyyy. (MMDDYYYY is your 8-digit date of birth.)

Before attempting to register, a student must:
- Be advised
- Obtain Alternate PIN from their 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

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**PREREgISTRATION DATES**

GRADUATES.....NOVEMBER 4 - DECEMBER 13  
SENIORS ..........NOVEMBER 4 - DECEMBER 13  
JUNIORS ..........NOVEMBER 6 - DECEMBER 13  
SOPHOMORES..NOVEMBER 11 - DECEMBER 13  
FRESHMEN.......NOVEMBER 13 - DECEMBER 13  
SPECIALS .........NOVEMBER 18 - DECEMBER 13  

Registration is available AROUND-the-CLOCK EXCLUDING scheduled downtimes ...  
(4:00 a.m. - 6:00 a.m. daily and 4:00 a.m. - 6:00 p.m. Saturdays)

REGULAR REGISTRATION will OPEN  
January 8 - January 15.

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**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. For other registration problems, contact the Registrar’s Office at 256-765-4316 (8:00 a.m. - 4:30 p.m.).

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

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**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.

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**FEE INFORMATION**

Students will be able to access their account balance via UNA Portal for the Fall 2019 term on November 12, 2019.

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.
WEB REGISTRATION Info

LIONS ENROLL ONLINE

Unaportal.una.edu
Or...
www.una.edu
(click on UNA Portal icon)

WEB REGISTRATION is easy...

- Obtain REQUIRED Alternate PIN From Your Assigned Advisor (current undergraduate students only)
- Login to UNA Portal
- Click on REGISTRATION
- Select REGISTER FOR CLASSES
- Select the Correct Term • CONTINUE
- If prompted, enter Alternate PIN • CONTINUE
- Select ENTER CRNs
- Enter the Correct Five-digit CRN for Each Course
- SUBMIT

STUDENT SCHEDULE

Click on Week at a Glance – Enter a date within the upcoming spring term – Submit to view full schedule

STUDENT ACCOUNT SUMMARY

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. The e-mail will include a link to account statements and payment information.

To access your account:
- Go to the UNA Home Page • una.edu
- Click the “Quick Links” Tab
- Use your UNA Portal User ID and Password to Login

OR

- Login into your UNA Portal Account
- Select Billing and Financial Aid
- Select View Account and Pay Bill
- Login Using Your UNA Portal ID and Password to Login
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 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.

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.

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
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 to Graduate
- 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](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.

<table>
<thead>
<tr>
<th>TERM OF GRADUATION</th>
<th>DEADLINE TO APPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING 2020</td>
<td>April 1, 2020</td>
</tr>
<tr>
<td>SUMMER 2020</td>
<td>July 1, 2020</td>
</tr>
<tr>
<td>FALL 2020</td>
<td>November 1, 2020</td>
</tr>
</tbody>
</table>

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

GRADUATION FEE is **$45.00. THIS FEE IS NON-REFUNDABLE.**
UNA FACILITIES LOCATOR

BldgName[Bldg#](Grid)

ACADEMIC & ADMINISTRATION

Art Building [8] (E-4)
Band Field [50] (B-2)
Bibb Graves Hall [1] (F-3)
CDC - Child Development Center [14] (C-4)
Center for Women’s Studies [32] (F-3)
Coby Hall [5] (E-6)
College of Nursing [23] (D-3)
Collier Library [30] (F-3)
Communications Building [11] (D-4)
Culinary and Continuing Education [84] (Off-Campus)
Facilities Administration and Planning [85] (Off-Campus)
Flowers Hall [20] (C-3)
George S Lindsey Theater [9] (E-5)
Grounds / Environmental Services [36] (A-4)
Guillot University Center [12] (E-4)
Information Technology [31] (F-3)
Keller Hall/Rabum Wing [2] (F-4)
Kilby School [13] (D-4)
Leo’s Stone Lodge [26] (E-3)
Mane Room [91] (Off-Campus)
Mathematics Building [27] (E-2)
McKinney Building [90] (Off-Campus)
Music Building [6] (E-5)
Norton Auditorium [10] (E-5)
Planetarium/Observatory [22] (C-2)
President’s Home [35] (F-4)
Rogers Hall [4] (E-5)
Science and Engineering Building [15] (C-4)
Science Greenhouse [16] (C-4)
Science Mechanical [18] (C-3)
Science Storm Shelter [17] (C-4)
Steam Plant [19] (D-3)
Stevens Hall [24] (E-2)
Student Commons [3] (F-4)
Student Publications [33] (F-3)
University Art Gallery [7] (E-5)
Wesleyan Annex [28] (F-2)
Wesleyan Hall [29] (F-2)
Willingham Hall [34] (F-3)

ATHLETIC FACILITIES

Braly Stadium [53] (Off-Campus)
Football / Soccer Practice Field [49] (B-2)
Hal Self Field House [21] (B-3)
Leo’s Weight Room [87] (B-3)
Mike D Lane Baseball Complex [48] (B-2)
Softball Complex [25] (Off-Campus)
Tennis Courts [52] (H-3)

GREEK HOUSES

Alpha Tau Omega [79] (A-6)
Appleby East - Phi Mu / Alpha Gamma Delta [74] (H-3)
Appleby West - Alpha Delta Pi / Zeta Tau Alpha [73] (H-3)
Delta Chi [70] (C-5)
Kappa Sigma [76] (B-5)
Phi Gamma Delta [75] (D-5)
Pi Kappa Alpha [77] (B-5)
Sigma Chi [78] (B-5)

STUDENT HOUSING

Covington Hall [64] (D-2)
Hawthorne Hall [62] (C-1)
Lafayette Hall [68] (D-3)
LaGrange Hall [67] (D-2)
Lions Gate Apartments [60] (Off Campus)
Mattilou Hall [61] (C-1)
Olive Hall [63] (D-1)
Rice Hall [65] (C-2)
Rivers Hall [66] (C-2)
Twin Oak Apartments A [71] (C-5)
Twin Oak Apartments B [72] (C-5)
Visiting Scholars Residence [69] (C-6)

STUDENT SERVICES

Baptist Student Center [81] (G-2)
Bennett Infirmary [56] (C-3)
Christian Student Center [82] (C-5)
Intramural Field [88] (B-5)
Intramural Field Restrooms [89] (B-5)
Outdoor Adventure Center [86] (D-6)
Powers Hall [57] (D-3)
Student Counseling Center [59] (C-5)
Student Counseling Offices [58] (C-5)
Student Recreation Center [55] (D-2)
Towers Cafeteria [54] (C-2)
Wesley Foundation [80] (D-2)

UNA DESTINATIONS

Alumni Garden & Dr Huckaba Sundial [37] (F-4)
Dr Lucky Crocker Fountain [46] (F-3)
Dr Jack & Margie Crocker Fountain [39] (F-4)
George H Carroll Lion Habitat [83] (F-4)
Joe Keenum Sundial [44] (F-3)
Joy Holshouser Memorial Garden [47] (F-4)
Laura Mt Harrison Plaza [38] (F-4)
Mary Francis Potts Wilbanks Memorial Garden [42] (E-3)
Memorial Amphitheater [41] (E-3)
Nancy B & Jack Opier Street Clock [43] (D-3)
Pride of Lions Sculpture [45] (F-3)
Smith Bell Tower & Wesleyan Bell [53] (F-3)
Victory Flame & Frank Fleming Lion [40] (E-3)