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ACCREDITATIONS
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 1864 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of North Alabama.

ACREDITED 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).
- The Bachelor of Science in Computer Information Systems 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) and Master of Social Work are accredited by the Council on Social Work Education.
- 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.

 APPROVED BY
- The American Chemical Society
- The American Library Association

UNA POLICY STATEMENT
FAMILY EDUCATION RIGHTS AND PRIVACY ACT
In accordance with the Family Educational Rights and Privacy Act (20 U.S.C. 1232g; 34 C.F.R. 99-360), UNA has adopted educational policies that protect the privacy of student education records. Student education records are those records that contain personally identifiable information about a student. All students are entitled to access their education records.

STATEMENT OF NONDISCRIMINATION
The University of North Alabama does not discriminate on the basis of race, color, national or ethnic origin, sex, age, handicap, religion, or gender identity in the administration of its policies and procedures,scholarships, and other University-administered programs and activities. This includes student admission, employment, and the administration of education programs and employment to qualified persons regardless of age, color, creed, disability, gender, national origin, race, or religion, in accordance with all applicable laws.

UNA 2019 FALL Schedule of Classes and Examination Schedule — Page 1

ACADEMIC CALENDAR at a glance...

### April
- **1 – August 1**: PREREGISTRATION - WEB: Graduate and Undergraduate Students
- **April 15**: DEADLINE: UNA Early College Admissions Credentials Due
- **August 1**: PAYMENT DEADLINE: Preregistration payment deadline for tuition, fees, room & board (if applicable). Student’s schedule will be voided for failure to pay amount due.
- **August 2**: Undergraduate Credentials Due for Regular Registration/Orientation (SOAR)
- **August 5**: PREREGRISTRATION Schedules subject to cancellation for failure to pay outstanding balance in full.
- **August 8**: Registration and Drop/Add
- **August 15**: Residence Hall Check-In for Hawthorne, Covington, Appleby East & West, Lafayette: 1:00 – 4:00 p.m.
- **April 1 – August 1**: PREREGRISTRATION - WEB: Graduate and Undergraduate Students
- **August 16**: Residence Hall Check-In for Mattielou & Rivers: 9:00 a.m. – 4:00 p.m.

### August
- **22**: First 8-Week Session Payment Deadline for Regular Registration
- **August 22**: Last Day for 100% Refund for First 8-Week Session
- **August 23**: Begin “W” Period for First 8-Week Session
- **August 26**: 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.
- **August 28**: Payment deadline for tuition fees, room & board (if applicable) for Regular Session.
- **August 28**: Last Day for 100% Refund for Regular Session.
- **August 28**: Late Registration and Drop/Add Ends for Regular Session.
- **August 29**: A $50 late fee will apply to accounts with outstanding balances.
- **September 2**: LABOR DAY HOLIDAY
- **September 4**: Final deadline for payment of outstanding account balances.
- **September 5**: 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 a $75 reinstatement fee.
- **September 5-12**: Reinstatement period for cancellation of schedule
- **September 27**: Last Day of “W” Period for First 8-Week Session
- **October 10**: Mid Term (Full Session)
- **October 11**: Last Day of First 8-Week Session
- **October 22**: Fall Break
- **October 14**: First Day of Second 8-Week Session
- **October 15**: Last Day for 100% Refund for Second 8-Week Session
- **October 15**: Second 8-Week Session Payment Deadline for Regular Registration
- **October 16**: Begin “W” Period for Second 8-Week Session
- **October 17**: 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 a $75 reinstatement fee.

### November
- **November 1**: Deadline to apply for Fall 2019 Graduation
- **November 15**: Last Day of “W” Period for Regular and Second 8-Week Session. Last day to completely withdraw from all courses or from the university.
- **November 27-29**: THANKSGIVING HOLIDAYS
- **December 4**: Last Day for Regular and Second 8-Week Sessions
- **December 5**: Study Day
- **December 6-11**: Semester Exams
- **December 12**: 7:00 p.m. – Anderson College of Nursing and Allied Health College of Education and Human Sciences
- **December 13**: 10:00 a.m. – College of Arts and Sciences

DO YOU WANT TO GRADUATE ON TIME?

SEE PAGE 15 FOR INFORMATION ON DEADLINES
TO APPLY TO GRADUATE AND HOW TO APPLY TO GRADUATE ONLINE

Information contained herein is as it currently exists but is subject to change without prior notice.
The 2019 FALL UNA Calendar

APRIL 2019
April 1..........................PREREGISTRATION – Follow Schedule Below:

UNDERGRADUATE STUDENTS • ADVISEMENT IS MANDATORY

REQUIRED Alternate PIN must be obtained from your assigned advisor.

Graduates ..........April 1 – August 1
Seniors...............April 1 – August 1
Juniors..............April 3 – August 1
Sophomores.......April 8 – August 1
Freshmen.........April 10 – August 1
SPECIALS.........April 22 - August 1

APRIL 2019
April 1…………………….PREREGISTRATION
Follow Schedule Below:

UNDERGRADUATE STUDENTS • ADVISEMENT IS MANDATORY

REQUIRED Alternate PIN must be obtained from your assigned advisor.

Graduates ..........April 1 – August 1
Seniors...............April 1 – August 1
Juniors..............April 3 – August 1
Sophomores.......April 8 – August 1
Freshmen.........April 10 – August 1
SPECIALS.........April 22 - August 1

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.

April 15.................DEADLINE: UNA Early College
Receipt of credentials and application for admissions and registration for Fall 2019 semester.

AUGUST 2019
August 1........................PAYMENT DEADLINE: Preregistration payment deadline for tuition, fees, room & board (if applicable).
Student’s schedule will be voided for failure to pay amount due.
August 2....................Undergraduate Credentials Due for Regular Registration/Orientation (SOAR)
August 5....................PREREGISTRATION Schedules subject to cancellation for failure to pay outstanding balance in full.
August 8....................Registration and Drop/Add Opens
August 15..................Residence Hall Check-In for Hawthorne, Covington, Appleby East & West, Lafayette:
1:00 – 4:00 p.m.
August 16..................Residence Hall Check-In for Mattielou & Rivers: 9:00 a.m. - 4:00 p.m.
August 17..................Residence Hall Check-In for Olive Hall: 9:00 a.m. - 4:00 p.m.
August 19..................New Student Advising & Registration: GUC 8:30 a.m.
August 21..................Classes Begins – Late Registration and Drop/Begins for Regular Session and First 8-Week Session.
August 22..................First 8-Week Session Payment Deadline for Regular Registration
August 22..................Last Day for 100% Refund for First 8-Week Session
August 23..................Begin “W” Period for First 8-Week Session
August 26..................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.
August 28..................Payment deadline for tuition fees, room & board (if applicable) for Regular Session.
August 28..................Last Day for 100% Refund for Regular Session.
August 28..................Late Registration and Drop/Add Ends for Regular Session.
August 29..................A $50 late fee will apply to accounts with outstanding balances.

SEPTEMBER 2019
September 2..............LABOR DAY HOLIDAY
September 4 ..............Final deadline for payment of outstanding account balances for Regular Session.
September 5 ..............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 a $75 reinstatement fee.
September 5-12.........Reinstatement period for cancellation of schedule
September 27..............Last Day of “W” Period for First 8-Week Session

OCTOBER 2019
October 10 ...............Mid Term (Full Session)
October 11 ...............Last Day of First 8-Week Session
October 11-13.............Fall Break
October 14...............First Day of Second 8-Week Session
October 15...............Final deadline for payment of outstanding account balances for Second 8-Week Session
October 15...............Last Day for 100% Refund for Second 8-Week Session
October 16...............Begin “W” Period for Second 8-Week Session
October 17...............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 a $75 reinstatement fee.

2019 FALL REFUND SCHEDULE

REGULAR (FULL) SESSION
- August 28 ● Last day for 100% refund. No Refunds after this date.

FIRST 8-WEEK SESSION
- August 22 ● Last day for 100% refund. No Refunds after this date.

SECOND 8-WEEK SESSION
- October 15 ● Last day for 100% refund. No Refunds after this date.

NOVEMBER 2019
- November 11.................Deadline to apply for Fall 2019 Graduation
- November 15.................Last Day of “W” Period for Regular and Second 8-Week Session. Last day to completely withdraw from all courses or from the university.
- November 27-29..........THANKSGIVING HOLIDAYS

DECEMBER 2019
- December 4................Last Class Day for Regular and Second 8-Week Sessions
- December 5..................Study Day
- December 6-11.............Semester Exams
- December 4................Last Class Day for Regular and Second 8-Week Sessions
- December 5..................Study Day
- December 6-11.............Semester Exams

COMMENCEMENT
- December 12................7:00 p.m. - Anderson College of Nursing and Allied Health
  College of Education and Human Sciences
- December 13..............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.
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 Fall 2019 semester, the following credentials must be on file in the Office of Admission prior to registration/orientation, must reapply prior to Friday, August 2, 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 Fall 2019 semester, the following credentials must be on file in the Office of Admission prior to registration/orientation, must reapply prior to Friday, August 2, 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, August 2, 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 Fall 2019 semester must have the following credentials on file in the Office of Admissions prior Friday, August 2, 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 Monday, 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 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 FALL 2019 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. 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.
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**

<table>
<thead>
<tr>
<th>ALABAMA RESIDENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Tuition</td>
<td></td>
</tr>
<tr>
<td>1-11 per hour</td>
<td>$277.00</td>
</tr>
<tr>
<td>12-18 hours • FLAT RATE</td>
<td>$4,155.00</td>
</tr>
<tr>
<td>Graduate Student Tuition (per credit hour)</td>
<td>$326.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NON-RESIDENT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Tuition</td>
<td></td>
</tr>
<tr>
<td>1-11 per hour</td>
<td>$277.00</td>
</tr>
<tr>
<td>12-18 hours • 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)

<table>
<thead>
<tr>
<th>Graduate Tuition (per semester/hour)</th>
<th>$652.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-line MBA and Executive MBA (per hour)</td>
<td>$425.00</td>
</tr>
</tbody>
</table>

**RESIDENCE HALLS (Per Semester)**

<table>
<thead>
<tr>
<th>Covington, Hawthorne or Appleby Double</th>
<th>$2,975.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Covington, Hawthorne or Appleby Single</td>
<td>$3,280.00</td>
</tr>
<tr>
<td>Lafayette - Double</td>
<td>$1,750.00</td>
</tr>
<tr>
<td>Lafayette - Single</td>
<td>$2,750.00</td>
</tr>
<tr>
<td>Mattieou or Olive Double</td>
<td>$3,850.00</td>
</tr>
<tr>
<td>Mattieou or Olive Single</td>
<td>$3,850.00</td>
</tr>
<tr>
<td>Rivers Hall - Double</td>
<td>$1,850.00</td>
</tr>
<tr>
<td>Rivers Hall - Single</td>
<td>$2,300.00</td>
</tr>
</tbody>
</table>

**MEAL PLANS* (Per Semester)**

<table>
<thead>
<tr>
<th>Block Meals per semester + $500.00 Dining Dollars</th>
<th>$500.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block Meals per semester + 200.00 Dining Dollars</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>Unlimited Block Meals per semester + $100.00 Dining Dollars</th>
<th>$2,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>258 Block Meals per semester</td>
<td>$1,650.00</td>
</tr>
<tr>
<td>275 Block Meals per semester</td>
<td>$1,650.00</td>
</tr>
<tr>
<td>150 Block Meals per semester + $25.00 Dining Dollars</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>85 Block Meals per semester + $250.00 Dining Dollars</th>
<th>$850.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>50 Block Meals per semester + 100.00 Dining Dollars</td>
<td>$475.00</td>
</tr>
</tbody>
</table>

**FEES (non-refundable)**

<table>
<thead>
<tr>
<th><strong>Special Course Fee (Labs, etc.)</strong></th>
<th>varies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Late Registration Fee</td>
<td>$30.00</td>
</tr>
<tr>
<td>Technology Fee (per credit hour)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Faculty Fee (per credit hour)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Distance Learning Program Fee (per student credit hour)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Nursing Distance Learning Program Fee (per course)</td>
<td>varies</td>
</tr>
<tr>
<td>Student Activity Fee (per semester)</td>
<td>$56.00</td>
</tr>
<tr>
<td>Student Recreation Facility Fee (per credit hour)</td>
<td>$120.00</td>
</tr>
<tr>
<td>Facilities Fee (per credit hour)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Athletics Fee (per credit hour)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Transportation Fee (per semester)</td>
<td>$34.00</td>
</tr>
<tr>
<td>Dining Dollar (per semester)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Applied Music Fee (per credit hour)</td>
<td>varies</td>
</tr>
<tr>
<td>Graduation Fee (must complete application two semesters in advance)</td>
<td>$30.00</td>
</tr>
<tr>
<td>Transcript of Credit Fee</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

**Selected courses require an additional fee.**

**August 1, 2019**.........Pre-registration payment deadline! Student's schedule will be voided for failure to pay amount due.

**August 28, 2019**.........Payment deadline for regular registration for tuition, fees, room & board (if applicable).

**August 28, 2019**.........Last day for a 100% refund for dropped courses or complete withdrawals.

**August 29, 2019**.........A $50 late fee will apply to accounts with delinquent balances.

**September 4, 2019**.........Final deadline for payment of outstanding account balances.

**September 5, 2019**.........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.

**September 5 – 12**.........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.*

Students owning 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 refer 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 ineligible for any funds.

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

REGULAR SESSION
August 28 .......... Last day for 100% Refund for Regular Session.
NO REFUND after this date.

FIRST 8-WEEK SESSION
August 22 .......... Last day for 100% Refund for First 8-Week Session.
NO REFUND after this date.

SECOND 8-WEEK SESSION
October 15 ......... Last day for 100% Refund for Second 8-Week Session.
NO REFUND after this date.

*After Wednesday, August 28, 2019, 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.
# Fall 2019 Exam Schedule

## Regular Classes

<table>
<thead>
<tr>
<th>CLASSES WHICH MEET</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF</td>
<td>FRIDAY, December 6</td>
</tr>
<tr>
<td>9:00 a.m.-9:50 a.m.</td>
<td>8:00 a.m.-9:45 a.m.</td>
</tr>
<tr>
<td>TR</td>
<td>10:15 a.m.-12 Noon</td>
</tr>
<tr>
<td>TR</td>
<td>10:15 a.m.-12 Noon</td>
</tr>
<tr>
<td>TR</td>
<td>10:15 a.m.-12 Noon</td>
</tr>
<tr>
<td>MWF</td>
<td>10:00 a.m.-10:50 a.m.</td>
</tr>
<tr>
<td>10:00 a.m.-10:50 a.m.</td>
<td>8:00 a.m.-9:45 a.m.</td>
</tr>
<tr>
<td>TR</td>
<td>9:00 a.m.-9:50 a.m.</td>
</tr>
<tr>
<td>TR</td>
<td>9:00 a.m.-9:50 a.m.</td>
</tr>
<tr>
<td>MWF</td>
<td>1:00 p.m.-1:50 p.m.</td>
</tr>
<tr>
<td>MWF</td>
<td>8:00 a.m.-8:50 a.m.</td>
</tr>
<tr>
<td>TR</td>
<td>8:00 a.m.-9:15 a.m.</td>
</tr>
<tr>
<td>TR</td>
<td>8:00 a.m.-9:15 a.m.</td>
</tr>
<tr>
<td>MWF</td>
<td>11:00 a.m.-11:50 a.m.</td>
</tr>
<tr>
<td>TR</td>
<td>2:00 p.m.-3:15 p.m.</td>
</tr>
<tr>
<td>TR</td>
<td>3:00 p.m.-3:50 p.m.</td>
</tr>
<tr>
<td>MW</td>
<td>3:00 p.m.-4:15 p.m.</td>
</tr>
<tr>
<td>MWF</td>
<td>12 Noon-12:50 p.m.</td>
</tr>
<tr>
<td>TR</td>
<td>12:30 p.m.-1:45 p.m.</td>
</tr>
<tr>
<td>TR</td>
<td>12 Noon-12:50 p.m.</td>
</tr>
<tr>
<td>MWF</td>
<td>4:00 p.m.-5:15 p.m.</td>
</tr>
<tr>
<td>TR</td>
<td>1:00 p.m.-1:50 p.m.</td>
</tr>
<tr>
<td>TR</td>
<td>3:00 p.m.-3:50 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>Mor MW - 6:00 p.m.</td>
<td>MONDAY, December 9</td>
</tr>
<tr>
<td>6:00 p.m.-8:45 p.m.</td>
<td></td>
</tr>
<tr>
<td>Tor TR - 6:00 p.m.</td>
<td>TUESDAY, December 10</td>
</tr>
<tr>
<td>6:00 p.m.-8:45 p.m.</td>
<td></td>
</tr>
<tr>
<td>Wednesday only - 6:00 p.m.</td>
<td>WEDNESDAY, December 11</td>
</tr>
<tr>
<td>6:00 p.m.-8:45 p.m.</td>
<td>LAST CLASS MEETING or EVENING OF “STUDY DAY”</td>
</tr>
<tr>
<td>Thursday only - 6:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>6:00 p.m.-8:45 p.m.</td>
<td></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.

## 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 Fall 2019 semester may preregister according to the classification schedule listed below:

CLASSIFICATION
(Classification is based on earned hours)

- Freshmen: 0-29
- Sophomores: 30-59
- Juniors: 60-89
- 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 Fall 2019 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 Fall 2019 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 Fall 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 Spring 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/advise.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 Thursday, August 1, 2019.
Refer to page 12 for more information.
Web PREregistration 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

<table>
<thead>
<tr>
<th>PREREGRISTRATION DATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADUATES ...................... APRIL 1 – AUGUST 1</td>
</tr>
<tr>
<td>SENIORS ........................ APRIL 1 – AUGUST 1</td>
</tr>
<tr>
<td>JUNIORS .......................... APRIL 3 – AUGUST 1</td>
</tr>
<tr>
<td>SOPHOMORES ............. APRIL 8 – AUGUST 1</td>
</tr>
<tr>
<td>FRESHMEN ........................ APRIL 10 – AUGUST 1</td>
</tr>
<tr>
<td>SPECIALS ..................... APRIL 22 – AUGUST 1</td>
</tr>
</tbody>
</table>

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
August 8 – August 28.

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.).

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 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

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>SUMMER 2019</td>
<td>July 1, 2019</td>
</tr>
<tr>
<td>FALL 2019</td>
<td>November 1, 2019</td>
</tr>
<tr>
<td>SPRING 2020</td>
<td>April 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.
<table>
<thead>
<tr>
<th>Department</th>
<th>Chair</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCOUNTING</td>
<td>DR. COREY CAGLE</td>
<td>256-765-4500</td>
</tr>
<tr>
<td>ART</td>
<td>MR. ANTHONY CRISAFULLI</td>
<td>256-765-4384</td>
</tr>
<tr>
<td>BIOLOGY</td>
<td>DR. TINA HUBLER</td>
<td>256-765-4394</td>
</tr>
<tr>
<td>BUSINESS ED</td>
<td>DR. LEAH WHITTEN</td>
<td>256-765-4575</td>
</tr>
<tr>
<td>BUSINESS LAW</td>
<td>DR. COREY CAGLE</td>
<td>256-765-4500</td>
</tr>
<tr>
<td>CHEMISTRY</td>
<td>DR. BRENT OLIVE</td>
<td>256-765-4622</td>
</tr>
<tr>
<td>COMMUNICATIONS</td>
<td>DR. BUTLER CAIN</td>
<td>256-765-4247</td>
</tr>
<tr>
<td>COMPUTER SCIENCE</td>
<td>DR. M. SHANE BANKS</td>
<td>256-765-4734</td>
</tr>
<tr>
<td>COMPUTER INFO SYS</td>
<td>DR. M. SHANE BANKS</td>
<td>256-765-4734</td>
</tr>
<tr>
<td>COUNSELOR EDUCATION</td>
<td>DR. QUINN PEARSON</td>
<td>256-765-4763</td>
</tr>
<tr>
<td>EARTH SCIENCE</td>
<td>DR. BRENDA WEBB</td>
<td>256-765-4334</td>
</tr>
<tr>
<td>ECONOMICS</td>
<td>DR. J. DOUGLAS BARRETT</td>
<td>256-765-4270</td>
</tr>
<tr>
<td>ELEMENTARY ED</td>
<td>DR. LINDA ARMSTRONG</td>
<td>256-765-4251</td>
</tr>
<tr>
<td>ENGINEERING TECHNOLOGY</td>
<td>DR. PETER RIM</td>
<td>256-765-5114</td>
</tr>
<tr>
<td>ENGLISH</td>
<td>DR. CYNTHIA BURKHEAD</td>
<td>256-765-4238</td>
</tr>
<tr>
<td>ENTERTAINMENT IND</td>
<td>DR. ROBERT GARFRERIC</td>
<td>256-765-4342</td>
</tr>
<tr>
<td>FINANCE</td>
<td>DR. J. DOUGLAS BARRETT</td>
<td>256-765-4270</td>
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<tr>
<td>FOREIGN LANGUAGE</td>
<td>DR. CLAUDIA VANCE</td>
<td>256-765-4390</td>
</tr>
<tr>
<td>GEOGRAPHY</td>
<td>DR. FRANCIS KOTI</td>
<td>256-765-4246</td>
</tr>
<tr>
<td>HISTORY</td>
<td>DR. MATTHEW SCHOENBACHLER</td>
<td>256-765-4306</td>
</tr>
<tr>
<td>HPER</td>
<td>DR. J. MATTHEW GREEN</td>
<td>256-765-4377</td>
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<tr>
<td>INDUSTRIAL HYGIENE</td>
<td>DR. BRENT OLIVE</td>
<td>256-765-4622</td>
</tr>
<tr>
<td>MASTER BUSINESS ADMIN</td>
<td>MS. NING WANG</td>
<td>256-765-5048</td>
</tr>
<tr>
<td>MANAGEMENT</td>
<td>DR. JEREMY STAFFORD</td>
<td>256-765-4234</td>
</tr>
<tr>
<td>MARKETING</td>
<td>DR. JEREMY STAFFORD</td>
<td>256-765-4234</td>
</tr>
<tr>
<td>MATH</td>
<td>DR. MARK GREER</td>
<td>256-765-4286</td>
</tr>
<tr>
<td>MILITARY SCIENCE</td>
<td>LTC PERRY BOLDING</td>
<td>256-765-4271</td>
</tr>
<tr>
<td>MUSIC</td>
<td>DR. MEGHAN MERCERS</td>
<td>256-765-4375</td>
</tr>
<tr>
<td>NURSING - UNDERGRADUATE</td>
<td>DR. CLARISSA HALL</td>
<td>256-765-5136</td>
</tr>
<tr>
<td>NURSING - GRADUATE</td>
<td>DR. KRISTY ODEN</td>
<td>256-765-4931</td>
</tr>
<tr>
<td>PHILOSOPHY - RELIGION</td>
<td>DR. MATTHEW SCHOENBACHLER</td>
<td>256-765-4306</td>
</tr>
<tr>
<td>PHYSICS</td>
<td>DR. BRENDA WEBB</td>
<td>256-765-4334</td>
</tr>
<tr>
<td>POLITICS, JUSTICE &amp; LAW</td>
<td>DR. TIMOTHY COLLINS</td>
<td>256-765-5045</td>
</tr>
<tr>
<td>PSYCHOLOGY</td>
<td>DR. RYAN ZAYAC</td>
<td>256-765-4390</td>
</tr>
<tr>
<td>QUANTITATIVE METHODS</td>
<td>DR. J. DOUGLAS BARRETT</td>
<td>256-765-4270</td>
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<tr>
<td>RTF, JN, PR.</td>
<td>DR. BUTLER CAIN</td>
<td>256-765-4247</td>
</tr>
<tr>
<td>SECONDARY EDUCATION</td>
<td>DR. LEAH WHITTEN</td>
<td>256-765-4575</td>
</tr>
<tr>
<td>SOCIAL WORK</td>
<td>DR. JOHN Q. HODGES</td>
<td>256-765-4391</td>
</tr>
<tr>
<td>SOCIOLOGY</td>
<td>DR. YASCHICA WILLIAMS</td>
<td>256-765-4200</td>
</tr>
<tr>
<td>THEATER</td>
<td>DR. ROBERT GARFRERIC</td>
<td>256-765-4342</td>
</tr>
</tbody>
</table>