UNA 2015 Summer Schedule of Classes and Examination Schedule — Page 1

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**ACCREDTIONS**

The University of North Alabama is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor’s, master’s and education specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Shooer, Georgia 30033-4097 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 in Industrial Hygiene are accredited by the Applied Science Accreditation Commission (ASABE) Inc. • 111 Market Place, Suite 1000, Baltimore, MD 21202; Telephone (410) 347-7700
- Accreditation Council for Business Schools and Programs
- The Bachelor of Business Administration in Computer Information Systems is accredited by the Commission on Accreditation in Business Education (CABE) • 111 Market Place, Suite 1000, Baltimore, MD 21202; Telephone (410) 347-7700
- The College of Education at the University of North Alabama is accredited by the National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts NW, Suite 500, Washington, D.C. 20036; Telephone (202) 468-7490. This accreditation covers institutions’ initial teacher preparation and advanced educator preparation programs at the University of North Alabama. However, the accreditation does not include individual education courses that the institution offers to P-12 educators for professional development, licensure, or other purposes.
- The Council on Social Work Education (Baccalaureate)
- The National Association Schools of Music
- The National Association of Schools of Art and Design
- Commission on Collegiate Nursing Education • One Dupont Circle NW, Suite 530, Washington, DC 20036; Telephone (202) 897-6791
- The Community 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) under the 2011 Standards, and approved by the International Registry of Counselor Education Programs (IRCEP), an international affiliate of CACREP
- The National Library of Health and Human Services

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

In accordance with the Family Educational Rights and Privacy Act (See 313 of P.L. 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:


**STATEMENT OF NONDISCRIMINATION**

It is the policy of the University of North Alabama to afford equal opportunities in education and employment to qualified persons regardless of age, color, creed, disability, national origin, race, religion or sex, in accordance with all laws, including Title IX of Education Amendments of 1972, Title VII of the Civil Rights Act of 1963, Americans with Disabilities Act, Civil Rights Act of 1991, and Executive Order 11246. The coordinator for nondiscrimination policies for students is the Gender & Diversity Coordinator, Room 211, Bibb Graves Hall or telephone - (256) 765-5429.

**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 what 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 https://unataunting.mywconline.com 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 https://unadvising.mywconline.com.

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 www.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 2015 SUMMER UNA CALENDAR

## MARCH 2015

13.... **Friday** — GRADUATES & UNDERGRADUATES—Receipt of Credentials and Application for Admission due for students wishing to **preregister**

## APRIL 2015

15.... **Wednesday** — DEADLINE—UNA Early College — Receipt of credentials and application for admission for registration for 2015 Summer term.

6 - **May 15** **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.**

<table>
<thead>
<tr>
<th>Graduates</th>
<th>APRIL 6 - MAY 15</th>
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<tbody>
<tr>
<td>Seniors</td>
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</tr>
<tr>
<td>SPECIALS</td>
<td>APRIL 27 - MAY 15</td>
</tr>
</tbody>
</table>

### PLEASE NOTE

Payment Deadline is May 22.

* Deadline is May 11 for Intersession Courses

### Web via UNA Portal (unaportal.una.edu)

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)

## MAY 2015

8.... **Friday** — Last day for 100% refund of tuition and fees for the May Intersession.

11.... **Monday** — DEADLINE — Tuition and fees for the May Intersession

11.... **Monday** — May Intersession classes begin

15.... **Friday** — UNDERGRADUATE and GRADUATE—Admission credentials due in order to register for SUMMER SESSIONS

22.... **Friday** — FEE DEADLINE — Fees due for Preregistered Students

22.... **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).

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

29.... **Friday** — May Intersession ends

31.... **Sunday** — Residence halls* open for check-in after 1:00 p.m.

New residents for Appleby East & West, Covington, and Hawthorne will check in at this time.

## JUNE 2015

1.... **Monday** — **New Student Advising and Registration*** New Freshmen and New Transfers – Advisement and Registration

**Check-in time is 8:30 a.m. -- Performance Center of the University Center**

1.... **Monday** — **Registration**/ Drop Add--Returning Students

<table>
<thead>
<tr>
<th>Web -- Access through UNA Portal -- (unaportal.una.edu)</th>
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</thead>
<tbody>
<tr>
<td>* Tuition and fees due at time of Registration</td>
</tr>
</tbody>
</table>

2.... **Tuesday** — **CLASSES BEGIN** for SUMMER SESSION I (4 weeks) and for REGULAR SUMMER TERM (8 weeks)

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

2.... **Tuesday** — Last Day for 100% refund of tuition and fees for the Regular Session and Session I.

3.... **Wednesday** — Last Day for 50% refund of Tuition Only for the Regular Session and Session I.

12.... **Friday** — A $50.00 charge will be added to accounts with delinquent balances.

19.... **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).

25.... **Thursday** — Last day of Class — Session I

26.... **Friday** — **FINAL EXAMS** and close of Session I

26.... **Friday** — Residence hall check-out for ONLY Session I residents by 6:00 p.m.

29.... **Monday** — Residence halls check-in for Session II **ONLY** residents after 1:00 p.m.

* LaGrange is co-ed for summer. New residents for Appleby East & West, Covington, and Hawthorne will check in at this time.

29.... **Monday** — **REGISTRATION*** for Session II

<table>
<thead>
<tr>
<th>Web — Access through UNA Portal — (unaportal.una.edu)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Tuition and fees due at time of Registration</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)

**Calendar continued on next page**
**THE 2015 SUMMER UNA CALENDAR**

**July 2015**

1......Wednesday — Last Day for 50% refund of Tuition Only for Session II
3......Friday — HOLIDAY — Closed for Independence Day
10.....Friday — A $50.00 charge will be added to accounts with delinquent balances
17.....Friday — Ends “W” Period -- Session II and Regular 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).
24.....Friday — Last day of Class -- Session II and Regular Summer Term
27.....Monday — FINAL EXAMS - Session II and Regular Summer Term
27.....Monday — Residence hall closes at 6:00 p.m.
27.....Monday — Appleby East and West, Covington, and Hawthorne close at 11:00 a.m.

**AUTOMATED GRADE SYSTEM** — At the end of the semester, you may access your grades by the Web at unaportal.una.edu.

**2015 TUITION REFUND SCHEDULE**

**MAY INTERSESSION**

May 8..........................Last day for 100% refund of tuition and fees for the Summer May Intersession

**REGULAR SESSION & SESSION I** (June)

June 2..........................Last day for 100% refund of tuition and fees
June 3..........................Last day for 50% refund of tuition only

**SESSION II** (July)

June 30..........................Last day for 100% refund of tuition and fees
July 1............................Last day for 50% refund of tuition only

**NOTE:** Fees are non-refundable after the 100% refund period

**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 five to ten 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.

**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 room 226 to determine the effect(s) of withdrawing from any course(s).

**STUDENT ACCOUNT INFORMATION**

**FEE INFORMATION**

May 4, 2015

Students may access their account information via UNA Portal for the Summer Term. Credit card payments may be made on UNA Portal beginning May 4, 2015.

May 22, 2015

Payment is due for students who preregistered for summer classes. Your classes will be voided if payment does not reach the Business office by 4:30 p.m., Friday, May 22, 2015.
New Students

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

Applications for Admission are available in Coby Hall, on the UNA campus or may be requested by calling (256) 765-4608.

To be eligible to register for the 2015 Summer Term, the following credentials must be on file in the Office of Admissions prior to Friday, May 15, 2015:

1. A completed Application for Admission along with the $25.00 application fee. (Application fee not required for students who have previously attended UNA.)

2. Official SAT or ACT scores.

New students who previously applied to UNA but did not register must update their admission status for the 2015 Summer Term prior to Friday, May 15, 2015, in order to register during the 2015 Summer Term. Contact the Office of Admissions for instructions.

Transfer Students

Any degree seeking student with prior college-level work from another institution may obtain an Application for Admission in Coby Hall on the UNA campus or request an application by calling (256) 765-4608.

To be eligible to register for the 2015 Summer Term, the following credentials must be on file in the Office of Admissions, UNA Box 5011, Florence, AL 35632, prior to Friday, May 15, 2015:

1. A completed Application for Admission along with the $25.00 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.

Transfer students who previously applied to UNA but who did not register must update their admission status for the 2015 Summer Term prior to Friday, May 15, 2015, in order to register during the 2015 Summer Term. Contact the Office of Admissions for instructions.

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 2015 Summer Term must reapply prior to Friday, May 15, 2015.

Former students who previously applied to UNA but did not register must update their admission status for the 2015 Summer Term prior to Friday, May 15, 2015, in order to register during the 2015 Summer Term. Contact the Office of Admissions for instructions.

To apply on-line, visit www.una.edu (The application fee is required to apply on-line).

Special Students

Any non-degree seeking student who wishes to enroll in classes at UNA during the 2015 Summer Term must have the following credentials on file in the Office of Admissions prior to Friday, May 15, 2015:

1. A completed Application for Admission along with the $25.00 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 on the UNA campus in Coby Hall, or by calling (256) 765-4608.

Special students who previously applied to UNA but did not register must update their admission status with the Office of Admissions to the 2015 Summer Term prior to Friday, May 15, 2015, in order to register during the 2015 Summer Term. Contact the Office of Admissions for instructions.
UNA Early College
(former “Early Scholar” program)

High school sophomores, 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.
- 10th grade students must have a composite ACT of 22 or above.
- 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 one freshman or sophomore level 3- or 4-hour course tuition-free per semester on a space available basis. A second course will be charged tuition. The summer is considered one semester. Only Math 110 or higher level mathematics courses are allowed. UNA Early College students are subject to any applicable fees. The following credentials must be on file in the Office of Admissions by **April 15, 2015**.

1. A completed Application for Admission along with the $25.00 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.
4. Official ACT scores for 10th graders and/or to meet specific course requirements.

**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 **at least two work weeks prior to registration.**

The application fee is $25.00. For graduate admission assistance, call (256) 765-4447.

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

For more information, contact the Office of Admissions, (256) 765-4608 or visit [www.una.edu/graduate](http://www.una.edu/graduate).

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

**NOTE:** **All UNDERGRADUATE and GRADUATE** students who applied for a previous semester to UNA, but did not register, must update their admission status for the 2015 Summer Semester **prior** to Friday, May 15, 2015 in order to register during REGULAR REGISTRATION.
<table>
<thead>
<tr>
<th>2015 Summer Exam Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Session I</strong> — EXAM: Friday, June 26</td>
</tr>
<tr>
<td>Exam will be given at the same time the class meets</td>
</tr>
<tr>
<td>(Example: If the class meets at 11:50 a.m.-1:50 p.m., the Exam will be given at 11:50 a.m.)</td>
</tr>
<tr>
<td><strong>Session II</strong> — EXAM: Monday, July 27</td>
</tr>
<tr>
<td>Exam will be given at the same time the class meets</td>
</tr>
<tr>
<td>(Example: If the class meets at 2:00-4:00 p.m., the Exam will be given at 2:00 p.m.)</td>
</tr>
</tbody>
</table>

| **REGULAR SUMMER TERM** (8 weeks) |
| EXAM: Monday, July 27 |
| 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.) |

| **REGULAR SUMMER TERM** (Evening Classes) |
| EXAM: Monday, July 27 |
| All Classes that Meet EXAM PERIOD |
| 6:00 p.m. Tuesday & Thursday ............................................................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 DROP A CLASS OR COMPLETELY WITHDRAW**

For a course drop, the student must:

✔ 1. Obtain signed drop slip from instructor and bring to Room 119 Bibb Graves; OR
✔ 2. Send an email from your UNA Portal Account to the instructor AND copy to registrar@una.edu

For a complete withdrawal, the student must contact the Registrar’s Office by one of the following:

✔ 1. In person at Room 119 of Bibb Graves Hall; OR
✔ 2. Send an e-mail from your UNA Portal Account to registrar@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
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 Application Fee (non-refundable) ................................................................. $ 25.00

TUITION

Alabama Resident

Undergraduate Tuition (per credit hour) ................................................................. 244.00
Graduate Student Tuition (per credit hour) ............................................................ 287.00
Interim Term Tuition (per credit hour) ................................................................. 244.00

Non-Resident

Undergraduate Tuition (per credit hour) ................................................................. 488.00
Graduate Tuition (per semester hour) ................................................................. 574.00

(Tuition for non-resident undergraduate students is charged at $244 per credit hour plus a non-resident charge of an additional $244 per credit hour)

On-line MBA and Executive MBA (per course) .................................................. 1095.00
Continuing Education Courses (for UNA credit—per credit hour plus applicable fees) ................................................................. 244.00

RESIDENCE HALLS (Per Semester)

Room Rent (Double—4 wks) ................................................................................. 375.00
Room Rent (Single—4 wks) ................................................................................. 489.00
Room Rent (Double—8 wks) ................................................................................. 663.00
Room Rent (Single—8 wks) ................................................................................. 889.00
Room Rent (Double) - Hawthorne, Covington and Appleby ........................................ 890.34
Room Rent (Single) - Hawthorne, Covington and Appleby ........................................ 890.34
Room Rent (Double—4 wks) ................................................................................. 489.00
Room Rent (Double—4 wks) ................................................................................. 375.00

MEAL TICKETS* (Per Semester)

50 Block .............................................................................................................. 347.00
75 Block .............................................................................................................. 492.00
100 Block .............................................................................................................. 600.00

FEES (non-refundable)

Late Registration Fee .......................................................................................... 30.00
Technology Fee (per semester) ......................................................................... 12.00
Student Health Fee (per semester) ..................................................................... 80.00
Distance Learning Program Fee (per course) ..................................................... 60.00
Nursing Distance Learning Program Fee (per course) ......................................... varies
Student Recreation Facility Fee (per enrolled hour) ........................................ 10.00
Facilities Fee (per enrolled hour) ........................................................................ 14.00

**Selected courses require an additional fee.
Please check with the University Catalog for Specific Courses.

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 form 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) 765-4443
Student Financial Aid Summer 2015

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 2015. 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 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 2015, you may be eligible for additional Stafford loan funds. Contact UNA Student Financial Services after you receive your Spring 2015 grades.

GET YOUR STUDENT LOAN MONEY ON TIME

✔ Complete all of the steps to secure your loan funds.
   www.una.edu/financial-aid/loan_steps.htm

✔ Check your UNA Portal account frequently for any outstanding requirements
   • Log into UNA Portal
   • Click Self-Service Banner Tab
   • Click Financial Aid
   • Click Financial Aid Status
   • 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 5 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 your owing a balance to UNA. For complete details please visit www.una.edu/financial-aid.

Check out UNA Student Financial Services at www.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 Self-Service Banner
- Click Student
- Click Student Records
- Click Apply to Graduate
- Enter Hometown, Verify, Submit
- Enter Degree Evaluation Address, 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>DATES TO APPLY TO GRADUATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FALL 2015:</td>
<td>1-1-2015 thru 3-31-2015 (REGULAR APPLY TO GRADUATE DATES)</td>
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<tr>
<td></td>
<td>4-1-2015 thru 4-30-2015 (LATE APPLY TO GRADUATE DATES)</td>
</tr>
<tr>
<td>SPRING 2016:</td>
<td>5-1-2015 thru 7-31-2015 (REGULAR APPLY TO GRADUATE DATES)</td>
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<td>8-1-2015 thru 8-31-2015 (LATE APPLY TO GRADUATE DATES)</td>
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<tr>
<td>SUMMER 2016:</td>
<td>9-1-2015 thru 10-31-2015 (REGULAR APPLY TO GRADUATE DATES)</td>
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<tr>
<td></td>
<td>11-1-2015 thru 11-30-2015 (LATE APPLY TO GRADUATE DATES)</td>
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</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 $30.00.
THIS FEE IS NON-REFUNDABLE

BUILDING CODES

<table>
<thead>
<tr>
<th>CODE</th>
<th>BUILDING</th>
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<tbody>
<tr>
<td>ARBLDG</td>
<td>Art Building</td>
</tr>
<tr>
<td>BGHALL</td>
<td>Bibb Graves Hall</td>
</tr>
<tr>
<td>COMBLD</td>
<td>Communications Building</td>
</tr>
<tr>
<td>COMMON</td>
<td>The Commons</td>
</tr>
<tr>
<td>ENTIND</td>
<td>Entertainment Industry Center</td>
</tr>
<tr>
<td>FLOWRS</td>
<td>Flowers Hall - Health &amp; PE</td>
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<tr>
<td>FSBLDG</td>
<td>Floyd Science Building</td>
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<tr>
<td>KELLER</td>
<td>Keller Hall</td>
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<tr>
<td>MABLDG</td>
<td>Mathematics Building</td>
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<tr>
<td>MUBLDG</td>
<td>Music Building</td>
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<tr>
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<td>Norton Auditorium</td>
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<td>Planetarium</td>
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<td>POWELL</td>
<td>Powell</td>
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<td>RABURN</td>
<td>Raburn Wing of Keller</td>
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<tr>
<td>SETBLD</td>
<td>Science/Engineering Technology</td>
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<td>Stevens Hall</td>
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<tr>
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<td>Stone Lodge</td>
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<tr>
<td>VISART</td>
<td>Visual Arts</td>
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<td>Wesleyan Annex</td>
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<td>WESHAL</td>
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