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### ACCREDITATIONS

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

#### ACCREDITED BY

- The Bachelor of Arts and Bachelor of Science in Industrial Hygiene are accredited by the Applied Science Accreditation Commission (ASAC) of ABET, Inc. • 111 Market Place, Suite 1050, 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 Computing Accreditation Commission (CAC) of ABET • 111 Market Place, Suite 1050, 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) 466-7496 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, relicensure, or other purposes.
- The Council on Social Work Education (Baccalaureate)
- The National Association of 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) 887-6791
- 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 2001 Standards, and approved by the International Registry of Counselor Education Programs (IRCEP), an international affiliate of CACREP.
- The National Kitchen and Bath Association

**CERTIFIED BY** • The American Chemical Society

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

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

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

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

### STATEMENT OF NONDISCRIMINATION

It is the policy of the University of North Alabama to afford equal opportunities in education and in employment to qualified persons regardless of age, color, creed, disability, 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 1973, American with Disabilities Act, Civil Rights Act of 1991, and Executive Order 11246. The coordinator for nondiscrimination policies for students is Irons Law Firm, 219 N Court Street, Florence, AL 35630. The coordinator for employees is Mrs. Catherine White, Director of Human Resources and Affirmative Action, Room 217, Bibb Graves Hall or telephone - (256) 765-4291.

## ACADEMIC CALENDAR at a glance...

See expanded calendar page 2-3

### PREREGISTRATION BEGINS NOVEMBER 2, 2015

<b>April 15</b> .....	DEADLINE – UNA Early College Admission Credentials Due
<b>May 16</b> .....	Last Day for 100% refund of tuition and fees for the May Intersession
<b>May 16 - June 3</b> ...	MAY INTERSESSION
<b>May 16</b> .....	Payment deadline for May Intersession. Student's schedule will be voided for failure to pay amount due.
<b>May 20</b> .....	Graduate and Undergraduate Admissions Credentials due for regular registration
<b>May 27</b> .....	PREREGISTRATION PAYMENT DEADLINE for Regular Session, Session I & Session II. Student's schedule will be voided for failure to pay amount due.
<b>May 30</b> .....	HOLIDAY — University Closed
<b>June 1- 6</b> .....	ADVISING & REGISTRATION • Drop Add – Returning Students • Web
<b>June 5</b> .....	Residence Hall Opens 1 p.m.
<b>June 6</b> .....	NEW STUDENT Advising and Registration
<b>June 7</b> .....	CLASSES BEGIN — Session I and Full Term
<b>June 8</b> .....	Payment deadline for Regular Session and Session I. Student's schedule will be voided for failure to pay amount due.
<b>June 10</b> .....	Last Day for 100% refund of tuition and fees for the Regular Session and Session I
<b>July 1</b> .....	EXAMS — Session I End — Session I
<b>July 4</b> .....	Holiday—Closed for Independence Day
<b>July 5</b> .....	REGISTRATION and DROP/ADD Session II — Web
<b>July 6</b> .....	CLASSES BEGIN — Session II
<b>July 7</b> .....	Payment deadline for Session II. Student's schedule will be voided for failure to pay amount due.
<b>July 11</b> .....	Last Day for 100% refund of tuition and fees for Session II
<b>August 1</b> .....	Residence Hall Closes — 6 p.m.
<b>August 1</b> .....	EXAMS — Session II and Regular Term

## UNDERGRADUATE STUDENTS

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

CONTACT THE DEPARTMENT OF YOUR MAJOR FOR YOUR ADVISEMENT INFORMATION.

## UNIVERSITY ADVISING SERVICES • UAS

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

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 256-256-765-4773.

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

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

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

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

# THE 2016 SUMMER UNA CALENDAR

## PREREGISTRATION BEGINS NOVEMBER 2, 2015

### APRIL 2016

15..... Friday — DEADLINE—UNA Early College — Receipt of credentials and application for admission for registration for 2016 Summer term.

### PREREGISTRATION — FOLLOW SCHEDULE BELOW:

#### MANDATORY ADVISEMENT

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

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

CONTACT THE DEPARTMENT OF YOUR MAJOR FOR YOUR ADVISEMENT INFORMATION.

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

- Graduates**.....November 2 - May 24
- Seniors**.....November 2 - May 24
- Juniors**.....November 4 - May 24
- Sophomores**.....November 9 - May 24
- Freshmen**.....November 11 - May 24
- SPECIALS**.....November 16 - May 24

**PLEASE NOTE**  
Payment Deadline is May 31.  
\* Deadline is May 16 for Intersession Courses

\* **PLEASE NOTE** – Registration for May Intersession Courses Ends May 13

#### Web via UNA Portal ([unaportal.una.edu](http://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)

**PLEASE NOTE: There will be periodic system downtimes between December 18 and January 3.**

### MAY 2016

- 16..... Monday — Last day for 100% refund of tuition and fees for the May Intersession.
- 16..... Monday — Payment deadline for May Intersession. Student's schedule will be voided for failure to pay amount due.
- 16..... Monday — May Intersession classes begin
- 20..... Friday — UNDERGRADUATE and GRADUATE—Admission credentials due in order to register for SUMMER SESSIONS
- 27..... Friday — End of "W" Period -- May Intersession – After this date withdrawal requires permission of the instructor and department head, and a grade of "WP" or "WF" will be assigned by the instructor(s).
- 27..... Friday — **PREREGISTRATION PAYMENT DEADLINE** for Regular Session, Session I & Session II.  
Student's schedule will be voided for failure to pay amount due.
- 30..... Monday — **HOLIDAY** — Closed for Memorial Day

### JUNE 2016

- 1-6... Wednesday - Monday — Registration\* / Drop Add—Returning Students  
• Web -- Access through UNA Portal –([unaportal.una.edu](http://unaportal.una.edu)) \* Tuition and fees due at time of Registration
- 3..... Friday — May Intersession ends
- 5..... 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.*
- 6..... 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*
- 7..... 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!**
- 8..... Wednesday — Payment deadline for Regular Session and Session I.  
Student's schedule will be voided for failure to pay amount due.
- 10..... Friday — Last Day for 100% refund of tuition and fees for the Regular Session and Session I.
- 24..... 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).
- 30..... Thursday — Last day of Class — Session I

# THE 2016 SUMMER UNA CALENDAR

## July 2016

- 1..... Friday — FINAL EXAMS and close of Session I
- 1..... Friday — Residence hall check-out for ONLY Session I residents by 6:00 p.m.
- 1..... Friday — 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.*
- 4..... Monday — **HOLIDAY** — Closed for Independence Day
- 5..... Tuesday — **REGISTRATION\* for Session II**  
 • Web – Access through UNA Portal – (unaportal.una.edu) \* Tuition and fees due at time of Registration
- 6..... Wednesday — **CLASSES BEGIN — Summer Session II (4 weeks)**
- 7..... Thursday — Payment deadline for Session II. Student's schedule will be voided for failure to pay amount due.
- 11..... Monday — Last Day for 100% refund of tuition and fees for Session II
- 22..... 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).
- 29..... Friday — Last day of Class -- Session II and Regular Summer Term

## August 2016

- 1..... Monday — FINAL EXAMS -- Session II and Regular Summer Term
- 1..... Monday — Residence hall closes at 6:00 p.m.

### AUTOMATED GRADE SYSTEM

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

## 2016 TUITION REFUND SCHEDULE

### MAY INTERSESSION

**May 16**..... Last day for 100% refund of tuition and fees for the Summer May Intersession

### REGULAR SESSION & SESSION I (June)

**June 10**..... Last day for 100% refund of tuition and fees

### SESSION II (July)

**July 11**..... Last day for 100% refund of tuition and fees

**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 ten to fifteen business days from the date classes begin for the first mailing of residual checks. Thereafter, residual checks will be disbursed approximately five to ten business days from the date the funds are posted to the student's account.

All residual checks will be mailed to the student's campus mailbox, if the student has a campus mailbox, or to the student's home address if the student has no campus mailbox. The Business Office does not hold checks for pickup.

### EFFECT OF WITHDRAWAL ON RESIDUAL CHECKS

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

## STUDENT ACCOUNT INFORMATION

### FEE INFORMATION • MAY 2, 2016

Students may access their account information via UNA Portal for the Summer Term. Credit card payments may be made on UNA Portal beginning May 2, 2016.

### PAYMENT DEADLINES

The payment deadline for the **May Intersession is May 16 by 4:00 p.m.** The pre-registration payment deadline for **Regular Session, Session I and Session II is May 27 by 4:30 p.m.** Student's schedule will be voided for failure to pay amount due by the due date.

# SUMMER ADMISSION INFORMATION - 2016

## 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 2016 Summer Term, the following credentials must be on file in the Office of Admissions prior to **Friday, May 20, 2016**:

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

New students who previously applied to UNA but did not register must update their admission status for the 2016 Summer Term prior to **Friday, May 20, 2016**, in order to register during the 2016 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 2016 Summer Term, the following credentials must be on file in the Office of Admissions, UNA Box 5011, Florence, AL 35632, prior to **Friday, May 20, 2016**:

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.*

Transfer students who previously applied to UNA but who did not register must update their admission status for the 2016 Summer Term prior to **Friday, May 20, 2016**, in order to register during the 2016 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 2016 Summer Term must reapply prior to **Friday, May 20, 2016**.

Former students who previously applied to UNA but did not register must update their admission status for the 2016 Summer Term prior to **Friday, May 20, 2016**, in order to register during the 2016 Summer Term. Contact the Office of Admissions for instructions.

To apply on-line, visit [www.una.edu](http://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 **2016 Summer Term** must have the following credentials on file in the Office of Admissions prior to **Friday, May 20, 2016**:

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

Applications are available 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 2016 Summer Term prior to **Friday, May 20, 2016**, in order to register during the 2015 Summer Term. Contact the Office of Admissions for instructions.

# SUMMER ADMISSION INFORMATION - 2016

## 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, 2016**.

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.
4. Official ACT scores for 10<sup>th</sup> 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 \$50.00. 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/praxis](http://www.ets.org/praxis)

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



admissions@una.edu • 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 2016 Summer Semester prior to Friday, May 20, 2016 in order to register during REGULAR REGISTRATION.**

# 2016 Summer Exam Schedule

## Session I — EXAM: Friday, July 1

Exam will be given at the same time the class meets

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

## Session II — EXAM: Monday, August 1

Exam will be given at the same time the class meets

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

## REGULAR SUMMER TERM (8 weeks)

### EXAM: Monday, August 1

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, August 1

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

## TUITION

### Alabama Resident

Undergraduate Tuition (per credit hour) .....	254.00
Graduate Student Tuition (per credit hour) .....	299.00
Interim Term Tuition (per credit hour) .....	254.00

### Non-Resident

Undergraduate Tuition (per credit hour) .....	508.00
<i>(Tuition for non-resident undergraduate students is charged at \$254 per credit hour plus a non-resident charge of an additional \$254 per credit hour)</i>	
Graduate Tuition (per semester hour) .....	598.00
<i>(Tuition for non-resident undergraduate students is charged at \$299 per credit hour plus a non-resident charge of an additional \$299 per credit hour)</i>	

On-line MBA and Executive MBA (per course) .....	1095.00
Continuing Education Courses (for UNA credit—per credit hour plus applicable fees) .....	254.00

## RESIDENCE HALLS (Per Semester)

### MattieLou Hall

May 15 – July 1 Double .....	450.00
May 15 – July 1 Single .....	675.00
July 2 – August 1 Double .....	450.00
July 2 – August 1 Single .....	675.00
May 16 – August 1 Double .....	800.00
May 16 – August 1 Single .....	1,200.00

## MEAL TICKETS (Per Semester)

25 Block Meal Plan + \$275 Dining Dollars .....	475.00
5 Meals Per Semester + \$500 Dining Dollars .....	500.00
2 Meals Per Semester + \$200 Dining Dollars .....	200.00

## FEES (non-refundable)

** Special Course Fee (Labs, etc.) .....	varies
Late Registration Fee .....	30.00
Technology Fee (per semester) .....	13.00
Student Health Fee (per semester) .....	45.00
Distance Learning Program Fee (per course) .....	75.00
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.**

<b>MONDAY, MAY 16</b> .....	Payment deadline for May Intersession.
<b>MONDAY, MAY 16</b> .....	Last day for a 100% refund for dropped courses or complete withdrawals for May Intersession.
<b>TUESDAY, MAY 31</b> .....	PREREGISTRATION PAYMENT DEADLINE for Regular Session, Session I & Session II.
<b>WEDNESDAY, JUNE 8</b> .....	Payment deadline for Regular Session and Session I
<b>FRIDAY, JUNE 11</b> .....	Last day for a 100% refund for dropped courses or complete withdrawals for Regular Session and Session I.
<b>THURSDAY, JULY 7</b> .....	Payment deadline for Session II.
<b>MONDAY, JULY 11</b> .....	Last day for a 100% refund for dropped courses or complete withdrawals for Session II.

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

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

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

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

# Student Financial Aid Summer 2016

**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 2016. 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 2016, you may be eligible for additional Stafford loan funds. Contact UNA Student Financial Services after you receive your Spring 2016 grades.

## GET YOUR STUDENT LOAN MONEY ON TIME

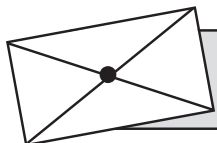
- ✓ Complete all of the steps to secure your loan funds.  
[www.una.edu/financial-aid/loan\\_steps.htm](http://www.una.edu/financial-aid/loan_steps.htm)
- ✓ Check your UNA Portal account frequently for any outstanding requirements
  - Log into UNA Portal
  - Click Self-Service Banner Tab
  - Click Financial 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 3 for details.

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



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

<u>TERM OF GRADUATION</u>	<u>DATES TO APPLY TO GRADUATE</u>
<b>FALL 2016:</b>	1-1-2016 thru 3-31-2016 (REGULAR APPLY TO GRADUATE DATES) 4-1-2016 thru 4-30-2016 (LATE APPLY TO GRADUATE DATES)
<b>SPRING 2017:</b>	5-1-2016 thru 7-31-2016 (REGULAR APPLY TO GRADUATE DATES) 8-1-2016 thru 8-31-2016 (LATE APPLY TO GRADUATE DATES)
<b>SUMMER 2017:</b>	9-1-2016 thru 10-31-2016 (REGULAR APPLY TO GRADUATE DATES) 11-1-2016 thru 11-30-2016 (LATE APPLY TO GRADUATE DATES)

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

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

## BUILDING CODES

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