## UNA 2018 Fall Schedule of Classes and Examination Schedule — Page 1

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### ACADEMIC CALENDAR at a glance...

See expanded calendar page 2-3

- **April 30**.............. DEADLINE—Graduation Application Due (Fall 2018) Apply online via UNA Portal
- **April 2 – August 2**.... PREREGRISTRATION—Web  • Graduate and Undergraduate Students
- **April 15**.............. DEADLINE—UNA Early College • Admissions Credentials Due
- **August 2**.............. 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 3**.............. Undergraduate Credentials Due for Regular Registration/Orientation
- **August 6**.............. Preregistration schedules subject to cancellation for failure to pay outstanding balance in full.
- **August 9**............. Registration and Drop/Add
- **August 16**........... Residence Hall Check-in for Upperclassmen • 1:00 - 4:00 p.m.
- **August 17**........... Mattieou and Rivers Hall Check-in for Freshmen Only • 9:00 a.m. - 4:00 p.m.
- **August 18**........... Olive Hall Check-in for Freshmen Only • 9:00 a.m. - 4:00 p.m.
- **August 20**........... New Student Advising & Registration GUC 8:30 a.m.
- **August 22**........... CLASSES BEGIN– Late Registration and Drop/Add Begins
- **August 23**........... First 8-Week Session Payment Deadline for Regular Registration
- **August 23**........... Last Day for 100% Refund—for Tuition and Fees for First 8-Week Session
- **August 23**........... Drop/Add Ends for First 8-Week Session
- **August 24**........... Begin “W” Period for First 8-Week Session
- **August 27**........... First 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.
- **August 29**........... Payment deadline for tuition, fees, room & board (if applicable) for Regular Session
- **August 29**........... Last Day for 100% Refund—for Tuition and Fees for Regular Session
- **August 29**........... Late Registration and Drop/Add Ends for Regular Session
- **August 30**........... A $50 late fee will apply to accounts with outstanding balances
- **September 3**........... HOLIDAY
- **September 5**........... Final deadline for payment of outstanding account balance
- **September 6**........... 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 6-13**..... Reinstatement period for cancellation of schedule
- **October 5**........... Last Day of “W” Period for First 8-Week Session
- **October 6**........... Begin “WP/WF” Period for First 8-Week Session
- **October 12**......... Mid Term and Last Day of First 8-Week Session
- **October 15**......... First Day of Second 8-Week Session
- **October 16**......... Second 8-Week Session Payment Deadline for Regular Registration
- **October 16**......... Last Day for 100% Refund of Tuition and Fees for Second 8-Week Session
- **October 17**......... Begin “W” Period for Second 8-Week Session
- **October 18**......... 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.
- **October 19**......... Fall Break
- **October 19**......... Last Day of “W” Period for Regular Session
- **October 20**......... Begin “WP/WF” Period for Regular Session
- **November 21**.... End of WP / WF Period • Last Day to Completely Withdraw
- **November 21-25**..... HOLIDAYS
- **November 30**...... Last Day of “W” Period for Second 8-Week Session
- **December 1**........ Begin “WP/WF” Period for Second 8-Week Session
- **December 5**........ Last Class Day for Regular and Second 8-Week Sessions
- **December 6**........ Study Day
- **December 7-12**...... Semester Exams
- **December 15**....... Commencement

### ACCREDITATIONS

The University of North Alabama is accredited by the Southern Association of Colleges and Commission on Colleges to award bachelor’s, master’s and education specialist degrees. Contact the Commission on Colleges at 1744 Southern Lane, Decatur, 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 degrees in Athletic Training are accredited by the Commission on Accreditation of Athletic Training Education (CAATE).
- The Bachelor of Arts and Bachelor of Science degrees in Elementary and Middle School Education are accredited by the Accrediting Commission of Education in Journalism and Mass Communications (CAEJMCM), 1435 Jayhawk Blvd., Lawrence, Kansas 66045-7515, Telephone: (785) 846-3973.
- The Bachelor of Business Administration is accredited by AACSB International.
- The Master of Business Administration is accredited by AACSB International.
- The Bachelor of Business Administration in Computer Information Systems is accredited by the Computing Accreditation Commission of ABET.
- The Bachelor of Science in Computer Science is accredited by the Computing Accreditation Commission of ABET.
- The Bachelor of Science in Human Environmental Sciences, with a concentration in Interior Design, is accredited by the Council of Interior Design Accreditation.
- The Educator Preparation Program is accredited by the National Council for Accreditation of Teacher Education (NCATE), now the Council for the Accreditation of Educator Preparation (CAEP).
- The Council on Social Work Education (Baccalaureate)
- The Bachelor of Science in Social Work is accredited by the Council on Social Work Education (Baccalaureate).
- The National Association of Schools of Music
- The National Association of Schools of Art and Design
- The baccalaureate and master’s degree programs in Nursing are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle NW, Suite 530, Washington, DC 20036; Telephone: (202) 887-6791.
- The Clinical Mental Health Counseling (M.A.) and the School Counseling (M.A.Ed.) graduate programs in the Department of Counselor Education are accredited by the Council for Accreditation of Counseling and Related Educational Programs (CACREP).
- The Bachelor of Science in Human Environmental Sciences, with a concentration in Interior Design, is accredited by The National Kitchen and Bath Association.

**APPROVED BY**

- The American Chemical Society
- DESIGNATED AS • Alienary 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 34 CFR 99.10), 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 a request in the Office of the Registrar prior to the end of the registration period for any given term - a student may examine his or her official academic record during working hours in the Registrar’s Office upon presentation of appropriate PICTURE identification.

The following is a list of DIRECTORY INFORMATION which may be made available regarding students of the University without their prior consent and is considered part of the public record of their attendance: 1. Name; 2. Permanent and local addresses; 3. Telephone listing; 4. Degree program/major; 5. Dates of attendance; 6. Degree/Awards received and listing; 4. Degree program/major; 6. Dates of attendance; 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. Email addresses; 12. Date and place of birth; 13. Enrollment status.

**STATEMENT OF NONDISCRIMINATION**

It is the policy of the University of North Alabama to afford equal opportunities in education and in employment to qualified persons regardless of age, color, creed, disability, gender, national origin, race, or religion. In accordance with all laws including Title IX of Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and Executive Order 11246. The coordinator for nondiscrimination policies for students is the Title IX Coordinator, Guillot University Center, 256-765-4223. The coordinator for employees is the Assistant Vice President for Human Resources, Bibb Green, 256-765-4291. Contact information is on the web at una.edu/advisement.

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**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.**
THE 2018 FALL UNA CALENDAR

APRIL 2018
2 .......... MONDAY — PREREGISTRATION BEGINS — Follow Schedule below:

UNDERGRADUATE STUDENTS • ADVISEMENT IS MANDATORY

REQUIRED Alternate PIN must be obtained from your assigned advisor.

GRADUATES STUDENTS .......... APRIL 2 - AUGUST 2
Seniors ........................................ APRIL 2 - AUGUST 2
Juniors ............................................ APRIL 4 - AUGUST 2
Sophomores .................................. APRIL 9 - AUGUST 2
Freshmen ........................................ APRIL 11 - AUGUST 2
SPECIALS ........................................ APRIL 23 - AUGUST 2

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

15 ...... SUNDAY — DEADLINE—UNA Early College
Receipt of credentials and application for admission for registration for 2018 Fall term.

AUGUST 2018
2 .......... THURSDAY — PAYMENT DEADLINE – Preregistration payment deadline for tuition, fees, room & board (if applicable)
Student’s schedule will be voided for failure to pay amount due.

3 .......... FRIDAY — DEADLINE — Undergraduates
Receipt of Credentials and Application for Admission due for regular registration/orientation

6 .......... MONDAY — Preregistration schedules subject to cancellation for failure to pay outstanding balance in full.

9 .......... THURSDAY — REGISTRATION OPENS

16......... THURSDAY — Residence Hall Check-in for Upperclassmen • 1:00 - 4:00 p.m.
17......... FRIDAY — Mattielou and Rivers Hall Check-in for Freshmen Only • 9:00 a.m. - 4:00 p.m.
18......... SATURDAY — Olive Hall Check-in for Freshmen Only • 9:00 a.m. - 4:00 p.m.
20......... MONDAY — NEW STUDENT ADVISING and REGISTRATION
New Freshmen – First required assembly for orientation of beginning freshmen
New Transfers – First required assembly for orientation of new transfer students
Check-in time is 8:30 a.m. — Performance Center of the UC

22......... WEDNESDAY — Regular Classes Begin*
*NOTE: ABSENCES WILL BE COUNTED FROM THE DATE OF THE FIRST CLASS MEETING SCHEDULED EACH SEMESTER!

22......... WEDNESDAY — LATE REGISTRATION and DROP/ADD BEGINS

23......... THURSDAY — First 8-Week Session • PAYMENT DEADLINE for Regular Registration
23......... THURSDAY — Last day for 100% refund of Tuition and Fees for First 8-Week Session
23......... THURSDAY — DROP/ADD ENDS for First 8-Week Session
24......... FRIDAY — BEGIN “W” Period for First 8-Week Session

27......... MONDAY — First 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 accounts plus a $75 reinstatement fee.

29......... WEDNESDAY — PAYMENT DEADLINE for tuition, fees, room and board (if applicable) for Regular Session
29......... WEDNESDAY — LATE REGISTRATION and DROP/ADD ENDS
29......... WEDNESDAY — Last day to withdraw from one or more courses and receive 100% refund of Tuition and Fees for Regular Session
30......... THURSDAY — A $50 late fee will apply to accounts with outstanding balance
30......... THURSDAY — BEGIN “W” Period for Regular Session

SEPTEMBER 2018
3 ........... MONDAY — CLOSED for Labor Day holiday

5 ........... WEDNESDAY — Final deadline for payment of outstanding account balance for Regular Session

6 ........... THURSDAY — Registration schedule 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.

6-13 ...... THURSDAY - THURSDAY — Reinstatement period for cancellation of schedules for Regular Session

For withdrawal instructions, please go to una.edu/registrar

Calendar continued on next page
OCTOBER 2018
5 FRIDAY — END of “W” Period for First 8-Week Session
6 SATURDAY — BEGIN “WP/WF” Period for First 8-Week Session
12 FRIDAY — MIDTERM and LAST DAY of First 8-Week Session
15 MONDAY — FIRST DAY of Second 8-Week Session
16 TUESDAY — Second 8-Week Session • PAYMENT DEADLINE for Regular Registration
16 TUESDAY — Last day for 100% refund of Tuition and Fees for Second 8-Week Session
17 WEDNESDAY — BEGIN “W” Period for Second 8-Week Session
18 THURSDAY — Registration schedule 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.
19-21 FRIDAY through SUNDAY — CLOSED for Fall Break
19 FRIDAY — END of “W” Period for Regular Session
20 SATURDAY — BEGIN “WP/WF” Period for Regular Session

NOVEMBER 2018
21 WEDNESDAY — END of “WP/WF” Period for Regular Session with instructor permission only. During the final 2 weeks of class, withdrawal from a course requires permission of both instructor and department head, and a grade of “WP/WF” will be assigned by the instructor. Withdrawal is not permitted except in extraordinary circumstances.
21-25 WEDNESDAY through SUNDAY — CLOSED for Thanksgiving Holidays (Residence Halls Remain OPEN)
30 FRIDAY — END of “W” Period for Second 8-Week Session

DECEMBER 2018
1 SATURDAY — BEGIN “WP/WF” Period for Second 8-Week Session
5 WEDNESDAY — LAST CLASS DAY for Regular and Second 8-Week Sessions
University policy does not support a withdrawal after last day or during final exams.
6 THURSDAY — Study Day
7-12 FRIDAY through WEDNESDAY — SEMESTER EXAMS
15 SATURDAY — COMMENCEMENT
10:00 a.m. CEREMONY 1 • College of Arts & Sciences and College of Nursing
2:00 p.m. CEREMONY 2 • College of Business, College of Education & Human Sciences

2018 FALL REFUND SCHEDULE
REGULAR SESSION
August 29 • Last day for 100% refund of Tuition and Fees. No Refund of tuition and fees after this date.

FIRST 8-WEEK SESSION
August 23 • Last day for 100% refund of Tuition and Fees. No Refund of tuition and fees after this date.

SECOND 8-WEEK SESSION
October 16 • Last day for 100% refund of Tuition and Fees. No Refund of tuition and fees after this date.

UNIVERSITY ADVISING SERVICES • UAS
Our office provides general advising assistance, tutoring, and academic counseling. If your GPA needs improvement, we can assist you in determining problem areas and in helping you create strategies for success. Tutorial services are free to all enrolled students. To schedule a tutoring session for subjects besides mathematics, go to tutortrac.una.edu or contact our Tutoring Coordinator at 256-765-4722. Our office works closely with the Center for Writing Excellence and the Mathematics Learning Center to help you succeed in the classroom.
For students conditionally admitted and those on Academic Warning or Academic Probation, our Intervention Specialists can assist you in understanding what these academic standings mean, avoiding common academic difficulties, and helping you choose the class schedule that is most suitable for you. To schedule an appointment with our Intervention Specialists, please go to tutortrac.una.edu.
UAS also offers testing through CLEP (College Level Examination Program), GRE, Praxis, and MAT. For more information about testing please contact our Testing Coordinator at 256-765-4773.
Stop by our office on the second floor of the Commons, call us at 256-765-4722, or visit us on the web at una.edu/successcenter/uas for more information.
UNA ADMISSION INFORMATION

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

Applications for Admission are available at una.edu/apply.

To be eligible to register during Regular Registration/Orientation for the 2018 Fall Semester, the following credentials must be on file in the Office of Admissions prior to Friday, August 3, 2018:

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 eligible to register during Regular Registration/Orientation for the 2018 Fall Semester, the following credentials must be on file in the Office of Admissions, UNA Box 5011, Florence, AL 35632, prior to Friday, August 3, 2018:

1. A completed Application for Admission along with the $35.00 application fee. (Application Fee not required for students who previously attended UNA.)
2. Official transcripts (these transcripts must be sent directly to UNA’s Office of Admissions) from each college previously attended.

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

The application fee is not required for any former student returning to UNA. Any former student who wishes to register for the 2018 Fall Semester during Regular Registration/Orientation must reapply prior to Friday, August 3, 2018. Applications are available at una.edu/admissions.

Special Students
Any non-degree seeking student who wishes to enroll in classes at UNA during Regular Registration/Orientation must have the following credentials on file in the Office of Admissions prior to Friday, August 3, 2018:

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 alternative prerequisites-official transcripts from all previously attended institutions. Other special classifications—official transcript from last college attended and, if Bachelors degree earned, official transcript from institution from which degree was earned.
3. If no previous college attendance, official high school transcript or GED scores. Applications are available at una.edu/admissions.

For class updates/changes look on the UNA website at https://selfserve.una.edu then click on “Class Schedule.”

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

UNA Early College
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.
- Course requirements (specific ACT scores, high school courses, etc.) as listed in the current UNA catalog.

Participants in the UNA Early College Program are allowed to enroll in freshmen or sophomore level courses on a space available basis. Students are subject to a course fee in addition to any special fees such as applied music fees, technology fees, transportation fees, etc. Students who enroll in more than one course will be subject to tuition charges plus applicable fees. Only Math 110 or higher level mathematics courses are allowed. No remedial courses may be taken. The following credentials must be on file in the Office of Admissions by April 15, 2018.

1. A completed Application for Admission along with the $35.00 application fee. Online applications are available at una.edu/admissions.
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.

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

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

NOTE: All undergraduate students who applied for a previous semester to UNA, but did not register, must update their admission status for the 2018 Fall Semester prior to Friday, August 3, 2018 in order to register during regular registration. Applications are available at una.edu/admissions.
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 fasfa.gov. 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.
It is the student’s responsibility to file an appeal in a timely manner for reinstatement of financial aid.
You must meet minimum standards of progress to receive federal financial aid. Consult the UNA Catalog for full statement and details, or see una.edu/financial-aid/satisfactory-academic-progress.html.

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 call 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 and 4.5 graduate hours.

✔ Pell Grant awards are based on enrollment status.
✔ Stafford/PLUS loans require half-time enrollment status (at least 6 hours).
✔ If enrollment status changes, awards may be revised or cancelled.

GET YOUR STUDENT LOAN MONEY ON TIME
✔ Complete all of the steps to secure your loan funds. Please visit una.edu/financial-aid
✔ Check your UNA Portal account frequently for any outstanding requirements
  • Log into UNA Portal
  • Click Billing and Financial Aid Tab
  • Click Financial Aid Award
  • Select the correct aid year
  • 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 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 statement and examples please visit una.edu/financial-aid.

Check out UNA Student Financial Services at www.una.edu/financial-aid.
Or in person in Room 318 in the Commons or by phone at 1-800-TALK UNA or 256-765-4278

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.

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.
**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>
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<tr>
<td>Initial Graduate Application Fee (non-refundable)</td>
<td>$50.00</td>
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### TUITION

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<tr>
<td><strong>Alabama Resident</strong></td>
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<tr>
<td>Undergraduate Tuition (per credit hour)</td>
<td>$277.00</td>
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<tr>
<td>Graduate Student Tuition (per credit hour)</td>
<td>$326.00</td>
</tr>
<tr>
<td>Non-Resident</td>
<td></td>
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<tr>
<td>Undergraduate Tuition (per credit hour)</td>
<td>$277.00</td>
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<tr>
<td>(Tuition for non-resident undergraduate students is charged at $277 per credit hour plus a non-resident charge of an additional $277 per credit hour)</td>
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<tr>
<td>Graduate Tuition (per semester)</td>
<td>$652.00</td>
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<td>(Tuition for non-resident undergraduate students is charged at $326 per credit hour plus a non-resident charge of an additional $326 per credit hour)</td>
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### RESIDENCE HALLS (Per Semester)

- Covington, Hawthorne or Appleby Double: $2,900.00
- Lafayette - Double: $3,200.00
- Lafayette - Single: $2,700.00
- Mattielou or Olive Double: $3,800.00
- Mattielou or Olive Single: $3,000.00
- Rivers Hall – Double: $1,750.00
- Rivers Hall – Single: $2,750.00

### MEAL PLANS* (Per Semester)

<table>
<thead>
<tr>
<th>Plan Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>100 Block Meals Per Week + $725 Dining Dollars</td>
<td>$1,461.00</td>
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<tr>
<td>235 Block Meals Per Week + $240 Dining Dollars</td>
<td>$1,798.00</td>
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<tr>
<td>Unlimited Meals Per Week + $500 Dining Dollars</td>
<td>$2,092.00</td>
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<tr>
<td>2 Block Meals Per Semester + $200 Dining Dollars</td>
<td>$200.00</td>
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<tr>
<td>5 Block Meals Per Semester + $500 Dining Dollars</td>
<td>$500.00</td>
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<tr>
<td>25 Block Meals Per Semester + $270 Dining Dollars</td>
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<tr>
<td>170 Block Meals Per Week + $475 Dining Dollars</td>
<td>$1,065.00</td>
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<tr>
<td>100 Block Meals Per Week + $725 Dining Dollars</td>
<td>$1,461.00</td>
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*Meal Plans may not be changed after August 29, 2018.

### FEES (non-refundable)

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<tr>
<td><strong>Advanced</strong></td>
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<tr>
<td>Late Registration Fee</td>
<td>$30.00</td>
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<tr>
<td>Technology Fee (per credit hour)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Student Health Fee (per semester)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Distance Learning Program Fee (per distance learning enrolled hour)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Nursing Distance Learning Program Fee (per course)</td>
<td></td>
</tr>
<tr>
<td>Student Activity Fee (per semester)</td>
<td>$56.00</td>
</tr>
<tr>
<td>Student Recreation Facility Fee (per credit hour max $210.00)</td>
<td>$10.00</td>
</tr>
<tr>
<td>Facilities Fee (per credit hour)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Athletic Fee (per credit hour)</td>
<td>$20.00</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></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.

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. On August 30, a $50.00 charge will be added to accounts with delinquent balances. As of September 6, 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 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) 765-4441

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**RESIDUAL CHECK DELIVERY STATEMENT**

The UNA Business Office will process and distribute residual checks to those students who have received additional 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. Refunds to credit card will be processed first, afterwards, any overage will be given in the form of a refund check. 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.

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 2018 will not be processed before September 23, 2018. Any residual amount due will be distributed approximately five to ten business days from the date the funds are posted to the student’s account.

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.

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**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 to determine the effect(s) of withdrawing from any course(s).
# 2018 Fall Exam Schedule

## REGULAR CLASSES

<table>
<thead>
<tr>
<th>Classes Which Meet</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Friday, December 7</strong></td>
</tr>
<tr>
<td>MWF 9:00 a.m. - 9:50 a.m.</td>
<td>8:00 a.m. - 9:45 a.m.</td>
</tr>
<tr>
<td>TR 11:00 a.m. - 12:15 p.m.</td>
<td>10:15 a.m. - 12 Noon</td>
</tr>
<tr>
<td>TR 11:00 a.m. - 11:50 a.m.</td>
<td>10:15 a.m. - 12 Noon</td>
</tr>
<tr>
<td>MWF 2:00 p.m. - 2:50 p.m.</td>
<td>1:00 p.m. - 2:45 p.m.</td>
</tr>
<tr>
<td>MW 2:00 p.m. - 3:15 p.m.</td>
<td>1:00 p.m. - 2:45 p.m.</td>
</tr>
<tr>
<td>TR 10:00 a.m. - 10:50 a.m.</td>
<td>3:15 p.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>MWF 10:00 a.m. - 10:50 a.m.</td>
<td>8:00 a.m. - 9:45 a.m.</td>
</tr>
<tr>
<td>TR 9:30 a.m. - 10:45 a.m.</td>
<td>10:15 a.m. - 12 Noon</td>
</tr>
<tr>
<td>TR 9:00 a.m. - 9:50 a.m.</td>
<td>10:15 a.m. - 12 Noon</td>
</tr>
<tr>
<td>MWF 1:00 p.m. - 1:50 p.m.</td>
<td>1:00 p.m. - 2:45 p.m.</td>
</tr>
<tr>
<td>MWF 8:00 a.m. - 8:50 a.m.</td>
<td>3:15 p.m. - 5:00 p.m.</td>
</tr>
<tr>
<td></td>
<td><strong>Monday, December 10</strong></td>
</tr>
<tr>
<td>TR 8:00 a.m. - 9:15 a.m.</td>
<td>8:00 a.m. - 9:45 a.m.</td>
</tr>
<tr>
<td>TR 8:00 a.m. - 8:50 a.m.</td>
<td>8:00 a.m. - 9:45 a.m.</td>
</tr>
<tr>
<td>MWF 11:00 a.m. - 11:50 a.m.</td>
<td>10:15 a.m. - 12 Noon</td>
</tr>
<tr>
<td>TR 2:00 p.m. - 3:15 p.m.</td>
<td>1:00 p.m. - 2:45 p.m.</td>
</tr>
<tr>
<td>TR 2:00 p.m. - 2:50 p.m.</td>
<td>1:00 p.m. - 2:45 p.m.</td>
</tr>
<tr>
<td>MWF 3:00 p.m. - 3:50 p.m.</td>
<td>3:15 p.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>MW 3:00 p.m. - 4:15 p.m.</td>
<td>3:15 p.m. - 5:00 p.m.</td>
</tr>
<tr>
<td>MWF 12 Noon - 12:50 p.m.</td>
<td>8:00 a.m. - 9:45 a.m.</td>
</tr>
<tr>
<td>TR 12:30 p.m. - 1:45 p.m.</td>
<td>10:15 a.m. - 12 Noon</td>
</tr>
<tr>
<td>TR 12 Noon - 12:50 p.m.</td>
<td>10:15 a.m. - 12 Noon</td>
</tr>
<tr>
<td>MWF 4:00 p.m. - 5:15 p.m.</td>
<td>10:15 a.m. - 12 Noon</td>
</tr>
<tr>
<td>TR 1:00 p.m. - 1:50 p.m.</td>
<td>1:00 p.m. - 2:45 p.m.</td>
</tr>
<tr>
<td>TR 3:00 p.m. - 3:50 p.m.</td>
<td>3:15 p.m. - 5:00 p.m.</td>
</tr>
</tbody>
</table>

## EVENING CLASSES

<table>
<thead>
<tr>
<th>Classes Which Meet</th>
<th>Exam Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Monday, December 10</strong></td>
</tr>
<tr>
<td>M or MW 6:00 p.m.</td>
<td>6:00 p.m. - 8:45 p.m.</td>
</tr>
<tr>
<td></td>
<td><strong>Tuesday, December 11</strong></td>
</tr>
<tr>
<td>T or TR 6:00 p.m.</td>
<td>6:00 p.m. - 8:45 p.m.</td>
</tr>
<tr>
<td></td>
<td><strong>Wednesday, December 12</strong></td>
</tr>
<tr>
<td>Wednesday Only 6:00 p.m.</td>
<td>6:00 p.m. - 8:45 p.m.</td>
</tr>
<tr>
<td>Thursday Only 6:00 p.m.</td>
<td>6:00 p.m. - 8:45 p.m.</td>
</tr>
</tbody>
</table>

**PLEASE NOTE:**

- *Follow the above Exam Schedule unless otherwise directed by your instructor.*
- *Exams for classes scheduled to meet on Saturday will be given on Saturday, December 8, 2018.*
- *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.

**AUTOMATED GRADE REPORT**—At the end of the semester you may access your final grades via the Web (unaportal.una.edu). This system will be in operation when the University is officially open.

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**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.

*Tax deductible as per IRS regulations*
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 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 2018</td>
<td>2 - 2 - 2018 thru 6 - 1 - 2018</td>
</tr>
<tr>
<td>SPRING 2019</td>
<td>6 - 2 - 2018 thru 10 - 1 - 2018</td>
</tr>
<tr>
<td>SUMMER 2019</td>
<td>10 - 2 - 2018 thru 2 - 1 - 2019</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 $30.00. • THIS FEE IS NON-REFUNDABLE AND WILL REFLECT ON YOUR STUDENT ACCOUNT

UNDERGRADUATE STUDENTS • ADVISEMENT IS MANDATORY

Required Alternate PIN must be obtained from your assigned advisor.

HOW TO DROP A CLASS OR COMPLETELY WITHDRAW

During Open Drop/Add Period:
Students may drop online through their Portal Self-Service Registration account. Under Registration- Add/Drop Courses, select ‘Web Drop’ in the Action drop-down for the class. Then, click Submit.

During the “W” and “WP/WF” Grade Withdrawal Period:
Students may withdraw online through their Portal Self-Service Registration account. Under Registration - Add/Drop Courses, select ‘Web Withdraw’ in the Action drop-down for the class. Then, click Submit.

BUILDING CODES

ARBLDG - Art Building
BGHALL - Bibb Graves Hall
COMBLD - Communications Building
COMMON - The Commons
ENTIND - Entertainment Industry Center
FLOWRS - Flowers Hall - Health & PE
HSHD - Human Science, Hospitality and Design
KELLER - Keller Hall
MABLDG - Mathematics Building
MUBLDG - Music Building
NORTON - Norton Auditorium
PLANET - Planetarium
POWELL - Powell
RABURN - Raburn Wing of Keller
SETBLD - Science/Engineering Technology
STEVNS - Stevens Hall
STNLDG - Stone Lodge
VISART - Visual Arts
WESANX - Wesleyan Annex
WESHAL - Wesleyan Hall
# BUILDING AND LOCATION INDEX

**Place Name [#] (Grid)**

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

## ATHLETIC FACILITIES
- Braly Stadium [53] (Inset)
- Flowers Hall [20] (B-2)
- Football / Soccer Practice Field [49] (B-2)
- Hal Self Field House [21] (B-3)
- Leo's Weight Room [87] (A-3)
- Mike D. Lane Baseball Complex [48] (A-1)
- Softball Complex [25] (Inset)
- Tennis Courts [52] (E-3)

## GREEK HOUSES
- Alpha Tau Omega [79] (A-5)
- Appleby East - Phi Mu / Alpha Gamma Delta [74] (F-2)
- Appleby West - Alpha Delta Pi / Zeta Tau Alpha [73] (E-2)
- Delta Chi [70] (B-4)
- Kappa Sigma [76] (B-5)
- Phi Gamma Delta [75] (C-5)
- Pi Kappa Alpha [77] (A-4)
- Sigma Chi [78] (A-5)

## STUDENT HOUSING
- Covington Hall [64] (C-1)
- Hawthorne Hall [62] (B-1)
- Lafayette Hall [68] (C-3)
- LaGrange Hall [67] (C-2)
- Lions Gate Apartments [60] (Inset)
- Mattielou Hall [61] (B-1)
- Olive Hall [63] (C-1)
- Rice Hall [65] (B-1)
- Rivers Hall [66] (B-2)
- Twin Oak Apartments "A" [71] (B-4)
- Twin Oak Apartments "B" [72] (B-4)
- Visiting Scholars Residence [69] (B-5)

## STUDENT SERVICES
- Baptist Student Center [81] (E-2)
- Bennett Infirmary [56] (B-3)
- Christian Student Center [82] (B-4)
- Intramural Field [88] (B-5)
- Intramural Field Restrooms [89] (B-5)
- Outdoor Adventure Center [86] (C-5)
- Powers Hall [57] (C-3)
- Student Counseling Offices [58] (B-4)
- Student Recreation Center [55] (C-2)
- Towers Cafeteria [54] (B-2)
- Wesley Foundation [80] (C-2)

## UNA DESTINATIONS
- Alumni Garden & Dr. Huckaba Sundial [37] (D-4)
- Dr. Luckey Crocker Fountain [46] (D-3)
- Drs. Jack & Margie Crocker Fountain [39] (D-3)
- George H. Carroll Lion Habitat [83] (D-3)
- Joe Keenum Sundial [44] (D-2)
- Joy Holshouser Memorial Garden [47] (D-4)
- Laura M. Harrison Plaza [38] (D-3)
- Mary Francis Potts Wilbanks Memorial Garden [42] (C-3)
- Memorial Amphitheater [41] (D-3)
- Nancy B. & Jack Opler Street Clock [43] (C-2)
- Pride of Lions Sculpture [45] (D-3)
- Smith Bell Tower & Wesleyan Bell [53] (D-2)
- Victory Flame & Frank Fleming Lion [40] (D-3)