TABLE OF CONTENTS

Policy Statement .............................................1
Statement of Nondiscrimination ..............................1, 15
Graduation Application Information ..........................1, 15
University Calendar ...........................................2, 3
Admission Information ........................................4, 5
Student Financial Aid Information ............................6, 7
Tuition and Expenses ..........................................8
Examination Schedule .........................................10
Preregistration via Web ......................................11-13
Registration & Drop/Add Information ........................14
University Advising Services ..................................14
Campus Map ...................................................16
Telephone Numbers ............................................17

ACCRREDITATIONS

The University of North Alabama is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor's, master's and education specialist degrees. Contact the Commission on Colleges at 1785 State Road, 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 degrees in Industrial Hygiene are accredited by the Applied Science Accreditation Commission of ABET.
• The Bachelor of Arts and Bachelor of Science degrees in Mass Communication are accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), 1432 Jayhawk Blvd., Lawrence, Kansas 66045-7155, Telephone: (785) 864-3973.
• 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 for Interior Design Accreditation.
• The Educator Preparation Program is accredited by the National Council for the Accreditation of Teacher Education (NCATE), now the Council for the Accreditation of Educator Preparation (CAEP).
• The Council on Social Work Education (Baccalaureate) is accredited by the Council on Social Work Education.
• The National Association of Schools of Music
• The National Association of Schools of Art and Design
• The baccalaureate and master's degrees in Nursing are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle NW, Suite 530, Washington, DC 20030; Telephone: (202) 887-6471.
• 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
• The American Library Association
• The American Chemical Society
• The American Chemical Society
• The American Chemical Society

UNA POLICY STATEMENT

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, gender, national origin, race, or religion, in accordance with all applicable laws, including Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Executive Order 11246. The coordinator for nondiscrimination policies for students is the Title IX Coordinator, Guilford University Center, 236-765-4223. The coordinator for employees is the Assistant Vice President for Human Resources, Barnes-Brown-Gree, 236-765-4291. Contact information is on the web at una.edu/titleix.

STATEMENT OF NONDISCRIMINATION

In accordance with the Family Educational Rights and Privacy Act [20 U.S.C. § 1232g, as amended] of 1974, which amends the General Education Provisions Act, Sec. 438], the University of North Alabama is hereby informed of their right to access their official records as described in the act. Students who wish to withdraw DIRECTORY INFORMATION should file this request in the Registrar’s Office prior to the end of the registration period for any given term- 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. Degree program/major; 5. Dates of attendance; 6. Degrees/ Awards received and dates; 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; 12. Date and place of birth; 13. Enrollment status.

ACADEMIC CALENDAR

at a glance...

See expanded calendar page 2-3

November 6................. PREREGRISTRATION BEGINS + WEB
November 13............. DEADLINE • UNA Early College Admission Credentials Due
December 1.............. DEADLINE • GRADUATES Admission Credentials Due
December 1.............. DEADLINE • UNDERGRADUATES Admission Credentials Due
December 14........... PREREGRISTRATION ENDS

December 14........ PAYMENT DEADLINE • Preregistration payment deadline for tuition, fees, room & board (if applicable). Student’s schedule will be voided for failure to pay amount due.

December 15........... PREREGRINATION SCHEDULES Subject to cancellation for failure to pay outstanding balance in full

December 19........... REGISTRATION BEGINS
January 8.............. Residence Halls Open for NEW STUDENTS at 9 a.m.
January 8.............. New Student Advising & Registration
January 9............. Registration & Drop/Add
January 10........... Classes Begin: Late Registration & Drop/Add Begins
January 11........... Last day for Refund of Tuition and Fees for First 8-Week Session
January 15............. Holiday—Martin Luther King
January 17........... Payment deadline for tuition, fees, room & board (if applicable)
January 17........... Late Registration & Drop/Add ENDS
January 17........... LAST DAY FOR 100% REFUND of Tuition and Fees for Regular Session
January 18........... A $50 late fee will apply to accounts with outstanding balances
January 18........... “W” Period Begins
January 24........... Final deadline for payment of outstanding account balance
January 25........... 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.

January 25 – February 1.............. Reinstatement period for cancellation of schedules

February 16........... Winter Break
March 2............. Mid Term
March 6.............. LAST DAY FOR REFUND of Tuition and Fees for Second 8-Week Session
March 9.............. Last Day of “W” Period
March 10........... Begin “WP / WF” Period
March 26 - April 1........... Spring Holidays
April 18.............. End of “WP / WF” Period
April 18.............. Last day to drop a class or completely withdraw
May 3.............. Study Day
May 4 - 9........... Semester Exams
May 7.............. Freshmen Halls CLOSE at 5 p.m.
May 12........... Commencement
May 13........... Residence Halls close at 12 noon

See expanded calendar page 2-3

DO YOU WANT TO GRADUATE ON TIME?

See page 15 for information on deadlines to apply to graduate and how to apply to graduate online.
The 2018 Spring UNA Calendar

NOVEMBER-DECEMBER 2018

Nov. 6 - Dec. 14 ……….. PREREGISTRATION — WEB (see page 12 & 13 for details)

Nov. 15 … Wednesday — Deadline — Early College — Receipt of Credentials and Application for Admission for registration for the 2018 Spring Semester

Dec. 1 ……….. Friday — Deadline — Graduates — Receipt of Credentials and Application for Admission due for regular registration

……………. Friday — Deadline — Undergraduates — Receipt of Credentials and Application for Admission due for regular registration

Dec. 14 ……….. Thursday — Deadline — Preregistration Fees Due

Student’s schedule will be deleted for failure to pay amount due.

Dec. 19 ……….. Tuesday — Regular Registration • BEGINS

UNDERGRADUATE STUDENTS ADVISEMENT IS MANDATORY

REQUIRED Alternate PIN must be obtained from your assigned advisor.

Graduates ……….. November 6 - December 14
Seniors ……….. November 6 - December 14
Juniors ……….. November 8 - December 14
Sophomores ……….. November 13 - December 14
Freshmen ……….. November 15 - December 14
SPECIALS ……….. November 20 - December 14

JANUARY 2018

8 ……….. Monday — Residence Halls open for occupancy for NEW students at 9 a.m.

8 ……….. Monday — New Students Advising and Registration

……………. New Freshmen — First required assembly for ADVISING of beginning freshmen, Performance Center of the UC. Check-in begins at 8:30 a.m.

……………. New Transfers — First required assembly for ADVISING of new transfer students, Performance Center of the UC. Check-in begins at 8:30 a.m.

9 ……….. Tuesday — Registration and Drop/Add (see page 13 for complete details)

10 ……….. Wednesday — Classes Begin* • Late Registration Begins & Drop/Add — Web

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

11 ……….. Thursday — Last day for Refund of Tuition and Fees for First 8-Week Session

15 ……….. Monday — CLOSED for Dr. Martin Luther King, Jr. Day holiday — MLK Service Day in the GUC. Check-in at 10:00 a.m. in the Performance Center.

17 ……….. Wednesday — Payment deadline for tuition, fees, room and board (if applicable)

17 ……….. Wednesday — Last day to drop one or more courses and receive a 100 percent refund of tuition and fees for Regular Session

17 ……….. Wednesday — Late Registration & Drop/Add • ENDS

18 ……….. Thursday — A $50 late fee will apply to accounts with outstanding balances.

18 ……….. Thursday — “W” Period Begins

24 ……….. Wednesday — Final deadline for payment of outstanding account balance

25 ……….. Thursday — 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.

25 - Feb. 1 … Reinstatement period for cancellation of schedules

Web via UNA Portal (unaportal.una.edu) • REGISTRATION is available AROUND-the-CLOCK excluding scheduled downtimes:

UNA Portal 4:00 a.m. - 6:00 a.m. Daily • Banner (including Self-Service) 6:00 a.m. - 6:00 p.m. Saturdays

PLEASE NOTE: There will be periodic system downtimes during University closures. Check your UNA e-mail and ITS web page for up-to-date information.
The 2018 Spring UNA Calendar

REFUND SCHEDULE
REGULAR SESSION
January 17....... Last day for 100% Refund of Tuition and Fees for Regular Session.
NO REFUND of tuition and fees after this date.

FIRST 8-WEEK SESSION
January 11....... Last day for 100% Refund of Tuition and Fees for First 8-Week Session.
NO REFUND of tuition and fees after this date.

SECOND 8-WEEK SESSION
March 6............. Last day for 100% Refund of Tuition and Fees for Second 8-Week Session.
NO REFUND of tuition and fees after this date.

FEBRUARY 2018
16........... Friday—CLOSED for Winter Break

MARCH 2018
2............ Friday—MIDTERM
6............ Tuesday—Last day for Refund of Tuition and Fees for Second 8-Week Session
9............ Friday—End of “W” period
10.......... Saturday—Begin “WP/WF” period
26 - April 1. CLOSED — SPRING HOLIDAYS

APRIL 2018
18........... Wednesday—End of “WP/WF” Period with instructor permission only. During the final
two 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. After this
deadline, withdrawal is not permitted except in extraordinary circumstances.

MAY 2018
3............ Thursday—STUDY DAY
7............ Monday—Freshmen Halls CLOSE at 5 p.m.
4 - 9 ......... Friday through Wednesday—SEMESTER EXAMS (see page 10)
12.......... Saturday—COMMENCEMENT, Flowers Hall

CLOSE OF SEMESTER
13.......... Sunday—Residence Halls close at Noon for Graduating Students
(non-graduating students must check-out within 24 hours of their last final)

AUTOMATED GRADE SYSTEM
One week after the end of the semester, you may access your grades,
on the Web at unaportal.una.edu.
The system will be in operation when the University is officially open.

SHOW YOUR PRIDE...
and support academic scholarships!

Ask for a UNA license plate when you buy or renew! $47.50* of the $50 fee goes to
student scholarships.

AVAILABLE THROUGH ANY ALABAMA TAG OFFICE.
UNA Admission Information

NEW STUDENTS

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

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

To be eligible to register during Regular Registration for the 2018 Spring semester, the following credentials must be on file in the Office of Admissions prior to FRIDAY, DECEMBER 1, 2017:

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 for the 2018 Spring semester, the following credentials must be on file in the Office of Admissions, UNA Box 5011, Florence, AL 35632, prior to FRIDAY, DECEMBER 1, 2017:

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 Spring semester during Regular Registration must reapply prior to FRIDAY, DECEMBER 1, 2017. Contact the Office of Admissions for instructions or visit una.edu/apply.

NOTE: All undergraduate students who previously applied to UNA, but did not register must apply for admission for the 2018 Spring Semester PRIOR to Friday, December 1, 2017, in order to register during REGULAR REGISTRATION.

admissions@una.edu • www.una.edu
256.256-765.4608 • 1.800.TALK.UNA

Admissions Information continued on next page
SPECIAL STUDENTS
Any non-degree seeking student who wishes to enroll in classes at UNA during Regular Registration must have the following credentials on file in the Office of Admissions prior to **FRIDAY, DECEMBER 1, 2017**:

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 at [una.edu/apply](http://una.edu/apply).

UNA Early College
High school juniors and seniors who rank above average in academic achievement and who meet the below requirements may, upon the written recommendation of their principals or guidance counselors, be admitted for approved coursework.

**REQUIREMENTS:**
- High school “B” average to be eligible for initial enrollment in the UNA Early College program.
- “C” average on UNA courses for continued participation in the UNA Early College program.
- Course requirements (specific ACT scores, high school courses, etc.) as listed in the current UNA catalog.

Participants in the UNA Early College Program are allowed to enroll in freshmen or sophomore level courses on a space available basis. Students are subject to a course fee in addition to any special fees such as applied music fees, technology fees, transportation fees, etc. Students who enroll in more than one course will be subject to tuition charges plus applicable fees. Only 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 **November 15, 2017**.

1. A completed Application for Admission along with the $35.00 application fee.

2. Early College approval form signed by the high school principal or guidance counselor listing the approved UNA course numbers and titles.

3. Official high school transcript.

**NOTE:** An Early College approval form **MUST** be filed with the UNA Office of Admissions **BEFORE EACH** semester or term. Forms can be 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.

To schedule the GRE go to [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) 256-765-4773 or ATHENS STATE at 1-800-522-0272. To schedule Praxis II, go to [www.ets.org/praxis](http://www.ets.org/praxis).

For more information or assistance, contact the Office of Graduate Admissions, (256) 256-765-4447.
APPLICATION. Federal financial aid awards are based on the Free Application for Federal Student Aid (FAFSA).
Your electronic application record must be added to the UNA database prior to awards. To be considered for financial aid:

✔ Apply for admission to UNA.
✔ Complete FAFSA and list UNA as a college of choice, using school code 001016. FAFSA forms are available online at www.fafsa.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.
You must meet minimum standards of progress to receive federal financial aid. Consult the UNA Catalog for full statement and details, or see www.una.edu/financial-aid/satisfactory-academic-progress.html.

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

AWARD NOTICE. Official notice of your financial aid awards will be e-mailed to your UNA Portal account. If you do not receive this notice, please 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 January, you are responsible for payments as billed by UNA Business Office.

ENROLLMENT STATUS. For financial aid purposes, full-time enrollment is at least 12 undergraduate hours, 9 graduate hours; half-time enrollment is 6 undergraduate hours, 5 graduate hours.

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

NOTE: All financial aid refund checks will be mailed to campus post office boxes OR if a campus box has not been assigned, the check will be mailed to your permanent address.
WITHDRAWAL. If you withdraw after receiving federal student aid (Pell Grant, SEOG, or student/parent loans), a portion of your aid may be returned to these fund(s). This transaction may result in you owing a balance to UNA. For complete statement and examples please visit www.una.edu/financial-aid.

STUDENT LOAN FUNDS. Student loan funds (subsidized and unsubsidized Stafford) are transferred electronically from the U.S. Department of Education to UNA. To receive credit for loan funds you must:

✔ Be registered at least half-time
✔ Be eligible for type, amount disbursed
✔ Complete all steps to secure your loan funds

GET YOUR STUDENT LOAN MONEY ON TIME

✔ Complete all of the steps to secure your loan funds.
www.una.edu/financial-aid and SELECT “My Financial Aid”
Choose “Steps to Secure Financial Aid Funds”

✔ Check your UNA Portal account frequently for any outstanding requirements
  • Log into UNA Portal
  • Click Billing and Financial Aid
  • Requirements listed on the right side of page
  • Satisfy any outstanding requirements

✔ All first-time, beginning freshman students will have a 30-day delay on the delivery of their Stafford loan funds.

✔ All student loan borrowers have to complete a master promissory note (MPN) and entrance counseling with the Department of Education, www.studentloans.gov.

RESIDUAL AID CHECKS. All financial aid funds, except work study, are credited to your individual student account. If your payments and financial aid credits exceed your charges, the residual amount will be issued to you in the form of a UNA check. Residual aid checks are written on a regular, timely schedule by the UNA Business Office. See page 9 for details.
**TUITION and EXPENSES**

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

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

<table>
<thead>
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<th>Type</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Alabama Resident</td>
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<tr>
<td>Undergraduate Tuition (per credit hour)</td>
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</tr>
<tr>
<td>Graduate Student Tuition (per credit hour)</td>
<td>$326.00</td>
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</table>

<table>
<thead>
<tr>
<th>Type</th>
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<tbody>
<tr>
<td>Non-Resident</td>
<td>$554.00</td>
</tr>
<tr>
<td>Undergraduate Tuition (per credit hour)</td>
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</tr>
<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>
<td></td>
</tr>
<tr>
<td>Graduate Tuition (per semester hour)</td>
<td>$652.00</td>
</tr>
<tr>
<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) On-line MBA and Executive MBA (per hour)</td>
<td>$425.00</td>
</tr>
</tbody>
</table>

**RESIDENCE HALLS (Per Semester)**

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

**MEAL PLANS* (Per Semester)**

- 100 Block Meals Per Week + $725 Dining Dollars: $1,461.00
- 170 Block Meals Per Week + $475 Dining Dollars: $1,695.00
- Unlimited Meals Per Week + $50 Dining Dollars: $2,092.00
- 5 Block Meals Per Semester + $500 Dining Dollars: $500.00
- 5 Meals Per Week + $255 Dining Dollars: $835.00

**FEES (per non-refundable)**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Activity Fee (per semester)</td>
<td>$56.00</td>
</tr>
<tr>
<td>Distance Learning Program Fee (per distance learning enrolled hour)</td>
<td>$75.00</td>
</tr>
<tr>
<td>Nursing Distance Learning Program Fee (per course)</td>
<td>varies</td>
</tr>
<tr>
<td>Student Recreation Facility Fee (per credit hour max $120.00)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Facilities Fee (per credit hour)</td>
<td>$15.00</td>
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<tr>
<td>Athletic Fee (per credit hour)</td>
<td>$8.00</td>
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<tr>
<td>Transportation Fee (per semester)</td>
<td>$54.00</td>
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<tr>
<td>Dining Dollar (per semester)</td>
<td>$150.00</td>
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<tr>
<td>Applied Music Fee (per credit hour)</td>
<td>varies</td>
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<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>

**DINING DOLLAR* (Per Semester)**

- 2 Block Meals Per Semester + $200 Dining Dollars: $200.00

**ONE OF THE FOLLOWING MEAL PLANS IS REQUIRED FOR NEW RESIDENTS LIVING ON CAMPUS.**

- Unlimited Meals Per Week + $50 Dining Dollars: $2,092.00
- 250 Block Meals Per Week + $200 Dining Dollars: $1,792.00
- 170 Block Meals Per Week + $475 Dining Dollars: $1,695.00
- 100 Block Meals Per Week + $725 Dining Dollars: $1,461.00

**SELECTED COURSES REQUIRE AN ADDITIONAL FEE.**

**For questions, please contact the UNA Business Office 256-765-3442 or 256-765-3411**
TUITION REFUND SCHEDULE

REGULAR SESSION
January 17 ............ Last day for 100% Refund of Tuition and Fees for Regular Session.
NO REFUND of tuition and fees after this date.

FIRST 8-WEEK SESSION
January 11 .......... Last day for 100% Refund of Tuition and Fees for First 8-Week Session.
NO REFUND of tuition and fees after this date.

SECOND 8-WEEK SESSION
March 6 ............... Last day for 100% Refund of Tuition and Fees for Second 8-Week Session.
NO REFUND of tuition and fees after this date.

After Wednesday, January 17, 2018 withdraw from any course(s) by following these steps*:

✔ Login to UNA Portal and follow the same steps for registration; select web withdraw beside the desired course(s) and submit.

*Students may withdraw with a W up to and including the Friday that falls one week after designated midterm date. After that deadline, a student may withdraw with a WP or WF up to the Wednesday that falls two weeks prior to the last day of class. No withdrawal permitted during final two weeks of class, except in extraordinary circumstances.

RESIDUAL CHECK DELIVERY STATEMENT

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

First-time, beginning FRESHMAN students should note that there is a 30-day delay on the delivery of student loan funds for their first semester due to federal regulations. Residual funds after loan payments for Spring 2018 will not be processed before February 16, 2017. Any residual amount due will be distributed approximately five (5) to ten (10) business days from the date the funds are posted to the student’s account.

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

EFFECT OF WITHDRAWAL ON RESIDUAL CHECKS

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

For TEXTBOOK TIPS or help in finding your necessary COURSE MATERIALS visit the UNA website at http://www.una.edu/admissions/textbooks.html.
# 2018 Spring Exam Schedule

## Regular Classes

<table>
<thead>
<tr>
<th>CLASSES WHICH MEET</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF 9:00 a.m. - 9:50 a.m.</td>
<td>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>
</tbody>
</table>

**FRIDAY, MAY 4**

| MWF 10:00 a.m. - 10:50 a.m. | 8:00 a.m. - 9:45 a.m. |
| TR 9:30 a.m. - 10:45 a.m. | 10:15 a.m. - 12 Noon |
| TR 9:00 a.m. - 9:50 a.m. | 10:15 a.m. - 12 Noon |
| MWF 1:00 p.m. - 1:50 p.m. | 1:00 p.m. - 2:45 p.m. |
| MW 2:00 p.m. - 3:15 p.m. | 1:00 p.m. - 2:45 p.m. |
| MWF 8:00 a.m. - 8:50 a.m. | 3:15 p.m. - 5:00 p.m. |

**MONDAY, MAY 7**

| TR 8:00 a.m. - 9:15 a.m. | 8:00 a.m. - 9:45 a.m. |
| TR 8:00 a.m. - 8:50 a.m. | 8:00 a.m. - 9:45 a.m. |
| MWF 11:00 a.m. - 11:50 a.m. | 10:15 a.m. - 12 Noon |
| TR 2:00 p.m. - 3:15 p.m. | 1:00 p.m. - 2:45 p.m. |
| TR 2:00 p.m. - 2:50 p.m. | 1:00 p.m. - 2:45 p.m. |
| MWF 3:00 p.m. - 3:50 p.m. | 3:15 p.m. - 5:00 p.m. |
| MW 3:00 p.m. - 4:15 p.m. | 3:15 p.m. - 5:00 p.m. |

**TUESDAY MAY 8**

| MWF 12 Noon - 12:50 p.m. | 8:00 a.m. - 9:45 a.m. |
| TR 12:30 p.m. - 1:45 p.m. | 10:15 a.m. - 12 Noon |
| TR 12 Noon - 12:50 p.m. | 10:15 a.m. - 12 Noon |
| MWF 4:00 p.m. - 5:15 p.m. | 10:15 a.m. - 12 Noon |
| TR 1:00 p.m. - 1:50 p.m. | 1:00 p.m. - 2:45 p.m. |
| TR 3:00 p.m. - 3:50 p.m. | 3:15 p.m. - 5:00 p.m. |

**WEDNESDAY, MAY 9**

| MWF 12 Noon - 12:50 p.m. | 8:00 a.m. - 9:45 a.m. |
| TR 12:30 p.m. - 1:45 p.m. | 10:15 a.m. - 12 Noon |
| TR 12 Noon - 12:50 p.m. | 10:15 a.m. - 12 Noon |
| MWF 4:00 p.m. - 5:15 p.m. | 10:15 a.m. - 12 Noon |
| TR 1:00 p.m. - 1:50 p.m. | 1:00 p.m. - 2:45 p.m. |
| TR 3:00 p.m. - 3:50 p.m. | 3:15 p.m. - 5:00 p.m. |

## Evening Classes

<table>
<thead>
<tr>
<th>CLASSES WHICH MEET</th>
<th>EXAM TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>M or MW - 6:00 p.m.</td>
<td>6:00 p.m. - 8:45 p.m.</td>
</tr>
<tr>
<td>T or TR - 6:00 p.m.</td>
<td>6:00 p.m. - 8:45 p.m.</td>
</tr>
</tbody>
</table>

**MOUNT MAY 7**

| Wednesday only - 6:00 p.m. | 6:00 p.m. - 8:45 p.m. |

**TUESDAY MAY 8**

| Wednesday only - 6:00 p.m. | 6:00 p.m. - 8:45 p.m. |

**WEDNESDAY MAY 9**

| Wednesday only - 6:00 p.m. | 6:00 p.m. - 8:45 p.m. |

**LAST CLASS MEETING or EVENING OF “STUDY DAY”**

Thursday only - 6:00 p.m. ..........6:00 p.m. - 8:45 p.m.

## 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, May 5, 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.
WHO MAY PREREGISTER?

Undergraduate students currently enrolled for the 2017 Fall semester may preregister according to the classification schedule listed below:

<table>
<thead>
<tr>
<th>CLASSIFICATION</th>
<th>0-29</th>
<th>30-59</th>
<th>60-89</th>
<th>90 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sophomores</td>
<td>30-59</td>
<td>30-59</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Juniors</td>
<td>0-29</td>
<td>0-29</td>
<td>60-89</td>
<td></td>
</tr>
<tr>
<td>Seniors</td>
<td>0-29</td>
<td>0-29</td>
<td>60-89</td>
<td>90 or more</td>
</tr>
</tbody>
</table>

NEW FRESHMEN • NEW TRANSFERS • NEW SPECIAL STUDENTS • RETURNING UNA STUDENTS who have applied and been accepted prior to preregistration may preregister for the 2018 Spring semester. All students must preregister according to their assigned time. New UNA students who previously applied but did not register must apply for admission for the 2018 Spring semester. Contact the office of Admissions for instructions or visit una.edu/apply.

GRADUATE ADMISSION REQUIREMENTS

Students who have completed an undergraduate degree and wish to enroll in Graduate Studies must be admitted officially to graduate studies by formal application.

Returning UNA graduate students who have completed a program or have not been enrolled since the 2017 Spring semester and graduate students who PREVIOUSLY APPLIED—but did not register—must update admission status with the Office of Graduate Admissions for the 2018 Spring semester prior to preregistration in order to preregister. For further information, contact Hillary Coats in the Office of Graduate Admissions at 256-765-4447.

GRADUATE ADVISEMENT

All graduate students are recommended to meet with an assigned adviser and get schedule approval before attempting to preregister or register. All questions and problems associated with graduate study should be referred to the assigned adviser or the appropriate college dean.

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

COURSE PERMISSION

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

FEES

Tuition and fees are due on Thursday, December 14, 2017. Refer to page 12 for more information.
**Web PREregistration**

**on the Web...**

unaportal.una.edu

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

**Before attempting to register, a student must:**
- Be advised
- Obtain Alternate PIN from your assigned advisor  
  (required for returning undergraduate Students only)
- Resolve all holds
- Resolve prerequisite requirements with the department*
- Obtain departmental permission for courses requiring a permit

* a list of the department chairs/advisors and their extensions can be found on the inside back cover

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**PREREGRISTRATION DATES**

GRADUATES ...............NOVEMBER 6 - December 14
SENIORS ..................NOVEMBER 6 - December 14
JUNIORS ...................NOVEMBER 8 - December 14
SOPHOMORES ............NOVEMBER 13 - December 14
FRESHMEN ..............NOVEMBER 15 - December 14
SPECIALS .................NOVEMBER 20 - December 14

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)

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**PLEASE NOTE:** If you have problems accessing your UNA Portal account, please call 256-765-4865 (8:00 a.m. - 4:30 p.m.) or e-mail helpdesk@una.edu. For other registration problems, contact the Registrar’s Office at 256-765-4316 or 256-765-4994 (8:00 a.m. - 4:30 p.m.).

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**CURRENT UNDERGRADUATE STUDENTS**

REQUIRED Alternate PIN must be obtained from your assigned advisor.  
(Except new students and those classified as “specials”)  
CONTACT THE DEPARTMENT OF YOUR MAJOR FOR YOUR ADVISEMENT INFORMATION.

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**FEE INFORMATION**

Students will be able to access their account balance via UNA Portal for the Spring term on November 13, 2017.

Electronic Billing (e-bills) is the official means of providing student account statements to all UNA students. A notification of statement availability will be sent to your UNA Portal e-mail account and to your authorized user’s e-mail address. Students and authorized users can access the student account by going to the UNA homepage and selecting UNA PORTAL.
WEB REGISTRATION Info

LIONS ENROLL ONLINE

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

WEB REGISTRATION is easy...

- Obtain REQUIRED Alternate PIN From Your Assigned Advisor
  (current undergraduate students only)
- Login to UNA Portal
- Click on REGISTRATION
- Click on ADD OR DROP CLASSES
- Select the Correct Rerm • SUBMIT!
- If prompted, enter Alternate PIN • SUBMIT!
- Enter the Correct Five-digit CRN for Each Course
- SUBMIT!

STUDENT SCHEDULE

Click on Week at a Glance – Enter a date within the upcoming spring term – Submit for the most complete schedule

STUDENT ACCOUNT SUMMARY

Electronic Billing (e-bills) is the official means of providing student account statements to all UNA students. A notification of statement availability will be sent to your UNA Portal e-mail account and to your authorized user’s e-mail address. The e-mail will include a link to account statements and payment information.

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

OR
- Login into your UNA Portal Account
- Select Billing and Financial Aid
- Select View Account and Pay Bill
- Login Using Your UNA Portal ID and Password to Login
**Undergraduate & Graduate Registration and Drop / Add Schedule**

Alternate **PIN** will be **REQUIRED** for returning undergraduate students

**TUESDAY, Dec. 19**.................... REGULAR REGISTRATION • OPEN

**MONDAY, Jan. 8**...................... NEW STUDENT ADVISING / REGISTRATION
Performance Center, University Center; Check-in 8:30 a.m.

**WED., Jan. 10**........................ CLASSES BEGIN!
Please note: Absences are counted from the date of the 
first class meeting scheduled each semester.

**WED., Jan. 10**........................ LATE REGISTRATION & DROP / ADD • BEGINS
• WEB — unaportal.una.edu

**WED., Jan. 17**........................ LATE REGISTRATION & DROP / ADD • ENDS
• WEB — unaportal.una.edu

• LATE REGISTRATION FEE - $30.00 •

Tuition and fees are due at the time of Registration or Drop / Add.
Please contact the UNA Business Office at 256-765-4442 or 256-765-4441

**UNIVERSITY ADVISING SERVICES • UAS**

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

UAS also offers testing services through CLEP (College Level Examination Program) and DSST (DANTES Subject Standardized Test). For more information about testing, please contact our Testing Coordinator at 256-765-4773.

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

Stop by our office on the second floor of the Commons or call us at 256-765-4722 or visit us on the web at una.edu/successcenter/uas.

The following students are required to take an FYE 101 (First-Year Experience Seminar) during their first semester of enrollment at UNA:
• All first time, full-time freshmen students under the age of 24
• Transfer students entering with less than 24 credit hours of college-level credit
DO YOU WANT TO GRADUATE ON TIME?

STUDENTS MUST APPLY TO GRADUATE ONLINE via UNA Portal. Please see the dates below to know when you must apply.

Follow these steps to apply to graduate online:

- Login to UNA Portal
- Click Academics
- Click Apply to Graduate
- Enter Hometown, Verify, Submit
- Select the most recent term, Submit
- If this Curriculum is correct, click beside Primary Program, Continue
- If this Curriculum is incorrect, fill out a change of major form in the department of your major before proceeding
- Enter all data as requested hitting Continue on each page
- When you get to the Graduation Application Summary page click the Submit Request button
- If at any point you exit without hitting this Submit Request button, your application will not be submitted

More information on applying to graduate can be found at http://www.una.edu/registrar/graduation.html

DATES TO APPLY TO GRADUATE

Baccalaureate Degree Candidates and Graduate students MUST apply to graduate according to the dates listed below.

<table>
<thead>
<tr>
<th>TERM OF GRADUATION</th>
<th>DATES TO APPLY TO GRADUATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUMMER 2018</td>
<td>10-2-2017 thru 2-1-2018</td>
</tr>
<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>
</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
ACCOUNTING ........................................ DR. COREY CAGLE ........................................ 256-765-4500
ART ..................................................... MS. CHIONG-YIAO CHEN ................................ 256-765-4384
BIOLOGY ............................................. DR. THOMAS HAGGERTY ................................ 256-765-4394
BUSINESS ED ..................................... DR. LEAH WHITTEN ..................................... 256-765-4675
BUSINESS LAW .................................. DR. COREY CAGLE ..................................... 256-765-4500
CHEMISTRY ........................................ DR. BRENT OLIVE ........................................ 256-765-4622
COMMUNICATIONS ......................... DR. BUTLER CAIN ........................................ 256-765-4247
COMPUTER SCIENCE ....................... DR. DAVID NICKELS .................................... 256-765-4734
COMPUTER INFO SYS ........................ DR. DAVID NICKELS .................................... 256-765-4734
COUNSELING ..................................... DR. QUINN PEARSON .................................. 256-765-4763
EARTH SCIENCE ................................... DR. BRENDA WEBB ...................................... 256-765-4334
ECONOMICS ....................................... DR. J. DOUGLAS BARRETT .............................. 256-765-4270
ELEMENTARY ED ................................. DR. KATIE KINNEY ..................................... 256-765-4251
ENGINEERING TECHNOLOGY ............ DR. PETER RIM .............................................. 256-765-5114
ENGLISH ............................................. DR. CYNTHIA BURKHEAD ......................... 256-765-4238
ENTERTAINMENT IND ...................... DR. ROBERT GARFRERICK ............................. 256-765-4342
FINANCE ............................................ DR. J. DOUGLAS BARRETT ............................. 256-765-4270
FOREIGN LANGUAGE ......................... DR. CLAUDIA VANCE .................................... 256-765-4390
GEOGRAPHY ...................................... DR. FRANCIS KOTI ...................................... 256-765-4246
HES .................................................. DR. JILL ENGLETT, Interim ............................. 256-765-4313
HISTORY ............................................. DR. JEFFREY BIBBEE .................................... 256-765-4306
HPER .................................................. DR. J. MATTHEW BIBBEE, Interim ........................ 256-765-4377
INDUSTRIAL HYGIENE ...................... DR. BRET OLIVE ............................................. 256-765-4622
MASTER BUSINESS ADMIN. .............. MS. NING WANG .......................................... 256-765-5048
MANAGEMENT ..................................... DR. JEREMY STAFFORD, Interim .................... 256-765-4234
MARKETING ....................................... DR. JEREMY STAFFORD, Interim .................... 256-765-4234
MATH .................................................. DR. CYNTHIA STENGERT .............................. 256-765-4286
MILITARY SCIENCE ......................... LTC WILLIAM PRUETT ..................................... 256-765-4271
MUSIC ................................................. DR. TERRANCE BROWN, Interim ..................... 256-765-4375
NURSING - ONLINE ......................... DR. LINDA AUSTIN .......................................... 256-765-4936
NURSING - TRADITIONAL .................. DR. TERA KIRKMAN ....................................... 256-765-4580
PHILOSOPHY - RELIGION .................. DR. JEFFREY BIBBEE ..................................... 256-765-4306
PHYSICS ............................................ DR. BRENDA WEBB ..................................... 256-765-4334
POLITICS, JUSTICE & LAW ............... DR. TIMOTHY COLLINS ................................... 256-765-5045
PSYCHOLOGY ...................................... DR. RICHARD HUDIBURG ....................... 256-765-4390
QUANTITATIVE METHODS .................. DR. J. DOUGLAS BARRETT ............................. 256-765-4270
RTF, JN, PR ....................................... DR. BUTLER CAIN ........................................ 256-765-4247
SECONDARY EDUCATION ................... DR. LEAH WHITTEN .................................... 256-765-4575
SOCIAL WORK ................................. DR. JOHN Q. HODGES ................................ 256-765-4391
SOCIOLOGY ....................................... DR. YASCHICA WILLIAMS ............................. 256-765-4200
THEATER ............................................ DR. ROBERT GARFRERICK ......................... 256-765-4342