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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
DESIGNED 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

April 30	DEADLINE—Graduation Application Due (Fall 2017) Apply online via UNA Portal
March 10	Graduate and Undergraduate Admissions • Credentials Due • Preregistration
April 3 - August 3	PREREGISTRATION—Web • Graduate and Undergraduate Students
April 15	DEADLINE—UNA Early College • Admissions Credentials Due
July 28	Graduate and Undergraduate Credentials Due for Regular Registration
August 3	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 7	Preregistration schedules subject to cancellation for failure to pay outstanding balance in full.
August 10	Registration and Drop/Add
August 17	Residence Hall Check-in for Upperclassmen • 1:00 - 4:00 p.m.
August 18-19	Residence Hall Check-in for Freshmen • 9:00 - 11:30 a.m. and 1:00 - 4:00 p.m.
August 21	New Student Advising & Registration GUC 8:30 a.m.
August 23	CLASSES BEGIN— Late Registration and Drop/Add Begins
August 30	Payment deadline for tuition, fees, room & board (if applicable)
August 30	Last Day for 100% Refund—for Tuition and Fees
August 30	Late Registration and Drop/Add Ends
August 31	A \$50 late fee will apply to accounts with outstanding balances
August 31	Begin "W" Period
September 4	HOLIDAY
September 6	Final deadline for payment of outstanding account balance
September 7	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 7-14	Reinstatement period for cancellation of schedule.
October 12	Mid Term
October 13	Fall Break
October 20	Last Day of "W" Period
October 21	Begin "WP/WF" Period
November 22	End of WP / WF Period • Last Day to Completely Withdraw
November 22-26	HOLIDAYS
December 7	Study Day
December 8-13	Semester Exams
December 16	Commencement

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 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

THE 2017 FALL UNA CALENDAR

MARCH 2017

10..... **FRIDAY** — GRADUATES and UNDERGRADUATES — Receipt of Credentials and Application for Admission due for students wishing to preregister

APRIL 2017

3..... **MONDAY** — PREREGISTRATION BEGINS — Follow Schedule below:

UNDERGRADUATE STUDENTS • ADVISEMENT IS MANDATORY

REQUIRED Alternate PIN must be obtained from your assigned advisor.

GRADUATES STUDENTS	APRIL 3 - AUGUST 3
Seniors	APRIL 3 - AUGUST 3
Juniors	APRIL 5 - AUGUST 3
Sophomores.....	APRIL 10 - AUGUST 3
Freshmen	APRIL 12 - AUGUST 3
SPECIALS	APRIL 24 - AUGUST 3

REMINDER
Advisors are available during regular semester dates.

Web via UNA Portal (unaportal.una.edu)

Registration is available AROUND-the-CLOCK *excluding* scheduled downtimes. • 4:00 a.m. - 6:00 a.m. daily and 4:00 a.m. - 6:00 p.m. Saturdays

15..... **SATURDAY** — DEADLINE-UNA Early College
Receipt of credentials and application for admission for registration for 2017 Fall term.

JULY 2017

28..... **FRIDAY** — DEADLINE — Undergraduates & Graduate
Receipt of Credentials and Application for Admission due for regular registration

AUGUST 2017

3..... **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.

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

10..... **THURSDAY** — REGISTRATION OPENS

17..... **THURSDAY** — Residence Hall Check-in for Upperclassmen • 1:00 - 4:00 p.m.

18-19... **FRIDAY - SATURDAY** — Residence Hall Check-in for Freshmen • 9:00 - 11:30 a.m. and 1:00 - 4:00 p.m.
See una.edu/housing for Additional Details

21..... **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

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

23..... **WEDNESDAY** — LATE REGISTRATION and DROP ADD BEGINS

30..... **WEDNESDAY** — PAYMENT DEADLINE for tuition, fees, room and board (if applicable)

30..... **WEDNESDAY** — LATE REGISTRATION and DROP ADD ENDS

30..... **WEDNESDAY** — Last day to withdraw from the university or from one or more courses and receive 100% refund of tuition and fees

31..... **THURSDAY** — A \$50 late fee will apply to accounts with outstanding balance

31..... **THURSDAY** — BEGIN “W” Period

REFUND SCHEDULE

August 30 is the last day to withdraw from the university or from one or more courses and receive a 100% refund of tuition and fees. **AFTER** 4:30 p.m. on August 30, 2017, there is no refund of tuition and fees.
This refund schedule applies to full-term classes that begin August 23 and end December 13.

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

THE 2017 FALL UNA CALENDAR

SEPTEMBER 2017

4.....**MONDAY** — CLOSED for Labor Day holiday

6.....**WEDNESDAY** — Final deadline for payment of outstanding account balance

7.....**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.

7-14.....**THURSDAY - THURSDAY** — Reinstatement period for cancellation of schedules

OCTOBER 2017

12.....**THURSDAY** — MIDTERM

13-15...**FRIDAY through SUNDAY** — CLOSED for Fall Break

20.....**FRIDAY** — End of "W" period.

21.....**SATURDAY** — Begin "WF/WP" period.

NOVEMBER 2017

22.....**WEDNESDAY** — End of "WP/WF" Period 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.

22-26..**WEDNESDAY through SUNDAY** — CLOSED for Thanksgiving Holidays

DECEMBER 2017

7.....**THURSDAY** — Study Day

8-13.....**FRIDAY through WEDNESDAY** — SEMESTER EXAMS

16.....**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

..... **CLOSE OF SEMESTER**

TUITION REFUND SCHEDULE

Wednesday, August 23, 2017 thru Wednesday, August 30, 2017

Drop any course(s) via your UNA Portal and receive a 100% refund of tuition and fees.

For **WITHDRAWAL INSTRUCTIONS**, Please go to una.edu/registrar

You must return all residual check amounts BEFORE a complete withdrawal will be processed.

PLEASE NOTE: After 4:30 p.m. on Wednesday, August 30, 2017, there is no refund of tuition and fees.

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.

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 2017 will not be processed before September 24, 2017. 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.

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).

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 2017 Fall Semester, the following credentials must be on file in the Office of Admissions prior to **Friday, July 28, 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 2017 Fall Semester, the following credentials must be on file in the Office of Admissions, UNA Box 5011, Florence, AL 35632, prior to **Friday, July 28, 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 2017 Fall Semester during Regular Registration must reapply prior to **Friday, July 28, 2017**. 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 must have the following credentials on file in the Office of Admissions prior to **Friday, July 28, 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 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, 2017**.

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 visituna.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 2017 Fall Semester prior to Friday, July 28, 2017 in order to register during **REGULAR REGISTRATION**. Applications are available at una.edu/admissions.

UNA FALL STUDENT FINANCIAL AID 2017

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

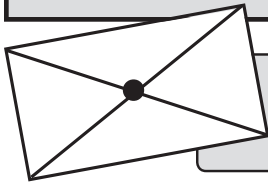
- ✓ Complete all of the steps to secure your loan funds. Please visit una.edu/financial-aid
- ✓ Check your UNA Portal account frequently for any outstanding requirements
 - Log into UNA Portal
 - Click Billing and Financial Aid Tab
 - Click Financial Aid Award
 - Select the correct aid year
 - Satisfy 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

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

TUITION

Alabama Resident

Undergraduate Tuition (per credit hour)	264.00
Graduate Student Tuition (per credit hour).....	311.00
Interim Term Tuition (per credit hour).....	264.00

Non-Resident

Undergraduate Tuition (per credit hour)	528.00
<i>(Tuition for non-resident undergraduate students is charged at \$264 per credit hour plus a non-resident charge of an additional \$264 per credit hour)</i>	
Graduate Tuition (per semester hour)	622.00
<i>(Tuition for non-resident undergraduate students is charged at \$311 per credit hour plus a non-resident charge of an additional \$311 per credit hour)</i>	
On-line MBA and Executive MBA (per hour)	425.00

RESIDENCE HALLS (Per Semester)

Covington, Hawthorne or Appleby Double.....	2,787.00
Covington, Hawthorne or Appleby Single	3,075.00
Lafayette - Double.....	1,600.00
Lafayette - Single	2,575.00
MattieLou or Olive Double	2,862.00
MattieLou or Olive Single	3,650.00
Rivers Hall - Double.....	1,662.00
Rivers Hall - Single	2,650.00

MEAL PLANS* (Per Semester)

5 Meals Per Week + \$275 Dining Dollars	835.00
25 Block Meals Per Semester + \$275 Dining Dollars	475.00
5 Block Meals Per Semester + \$500 Dining Dollars	500.00
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 + \$100 Dining Dollars	2,092.00
235 Block Meals Per Week + \$175 Dining Dollars.....	1,798.00
170 Block Meals Per Week + \$500 Dining Dollars.....	1,695.00
100 Block Meals Per Week + \$750 Dining Dollars.....	1,461.00

**Meal Plans may not be changed after August 30, 2017.*

FEES (non-refundable)

**Special Course Fee (Labs, etc.)	varies
Late Registration Fee.....	30.00
Technology Fee (per credit hour)	14.00
Student Health Fee (per semester)	100.00
Distance Learning Program Fee (per course).....	75.00
Nursing Distance Learning Program Fee (per course).....	varies
Student Activity Fee (per semester).....	56.00
Student Recreation Facility Fee (per credit hour max \$120.00).....	10.00
Facilities Fee (per credit hour).....	15.00
Athletic Fee (per credit hour).....	8.00
Transportation Fee (per semester).....	34.00
Dining Dollar (per semester)	135.00
Applied Music Fee (per credit hour)	60.00
Graduation Fee (must complete application two semesters in advance)	30.00
Transcript of Credit Fee	5.00

***Selected courses require an additional fee.*

August 3, 2017	Preregistration Payment Deadline
August 7, 2017	Preregistration schedules subject to cancellation for failure to pay outstanding balance in full.
August 30, 2017	Regular/Late Registration Payment deadline
August 30, 2017	Last day for a 100% refund for dropped courses or complete withdrawals
August 31, 2017	A \$50 late fee will apply to accounts with outstanding balances
September 6, 2017	Final deadline for payment of outstanding account balance
September 7, 2017	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 7 - 14, 2017	Reinstatement period for cancellation of schedules

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 31, a \$50.00 charge will be added to accounts with delinquent balances. As of September 7, 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 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

2017 Fall Exam Schedule

REGULAR CLASSES

CLASSES WHICH MEET

EXAM TIME

		FRIDAY, December 8
MWF	9:00 a.m. - 9:50 a.m.....	8:00 a.m. - 9:45 a.m.
TR	11:00 a.m. - 12:15 p.m.....	10:15 a.m. - 12 Noon
TR	11:00 a.m. - 11:50 a.m.....	10:15 a.m. - 12 Noon
MWF	2:00 p.m. - 2:50 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.
TR	10:00 a.m. - 10:50 a.m.....	3:15 p.m. - 5:00 p.m.

MONDAY, December 11

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.
MWF	8:00 a.m. - 8:50 a.m.....	3:15 p.m. - 5:00 p.m.

TUESDAY, December 12

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.

WEDNESDAY, December 13

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

CLASSES WHICH MEET

EXAM TIME

M or MW - 6:00 p.m.	MONDAY, December 11
	6:00 p.m. - 8:45 p.m.
T or TR - 6:00 p.m.	TUESDAY, December 12
	6:00 p.m. - 8:45 p.m.
Wednesday Only - 6:00 p.m.	WEDNESDAY, December 13
	6:00 p.m. - 8:45 p.m.
Thursday Only - 6:00 p.m.	<i>Last Class Meeting or Evening of "Study Day"</i>
	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, December 9, 2017.
- 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.



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

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.

<u>TERM OF GRADUATION</u>	<u>DATES TO APPLY TO GRADUATE</u>
FALL 2017.....	2 - 2 - 2017 thru 6 - 1 - 2017
SPRING 2018.....	6 - 2 - 2017 thru 10 - 1 - 2017
SUMMER 2018	10 - 2 - 2017 thru 2 - 1 - 2018

***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

UNDERGRADUATE STUDENTS • ADVISEMENT IS MANDATORY
Required Alternate PIN must be obtained from your assigned advisor.

HOW TO DROP A CLASS OR COMPLETELY WITHDRAW

During the "W" - 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, check Submit.

During the "WP/WF" - Grade Withdrawal Period:

Students may withdraw from a class by sending a detailed e-mail request from their Portal e-mail account to the instructor **AND** the Office of the Registrar at registrar@una.edu.

BUILDING CODES

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