Changing the Term and printing schedule

1. Go to your student profile in your portal account
   1. If you are unable to access your student profile due to change of semester please contact our office and we will assist you.
2. On the left side of the screen, above your picture, it will say term look a little to the right of that
3. Click the drop down arrow to change the term to the correct one, summer, fall, or spring.
4. Once you have done that, look on the left side of the screen this time under your picture for student schedule
5. Click student schedule, this is your concise student schedule print it out

Hand into Doug McClain or the Work-study or Email him at [dmcclain2@una.edu](mailto:dmcclain2@una.edu)

* 1. If you’re going to email it: right click on the schedule, save it on your desktop, upload it to an email from there.

**Failure to hand in a concise schedule will result in non- payment**

Prior to starting your first semester at UNA you must hand in a Veteran’s Benefits Certification work-sheet sent to you by the VA.

Office Number is 256-765-4746, if you have any questions or trouble finding your schedule please don’t hesitate to contact us, or if you have any other questions.