University of North Alabama Student Handbook 2023-2024

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PUBLISHED AUGUST 2023

Content is current at time of publication but is subject to change. Refer to relevant websites for updates.

INTRODUCTION

This handbook is published each year by the Division of Student Affairs to provide student, faculty and staff with detailed and important information about campus life at the University of North Alabama. It includes policies, procedures, practices, and services, as well as students' rights and responsibilities. Each student is responsible for knowing and observing the contents of this handbook and the UNA catalog.

University Mission

The mission of the University of North Alabama is to be:

Innovative. Inclusive. Engaged. Evolving. Global.

University Goals

The University of North Alabama has identified five broad university themes that guide strategic planning and resource allocation throughout the University. These themes represent goals that have aspirations in that they are assumed to inspire, to guide, and to be on-going. The five university themes are:

- Transformational Student Experience
- Academic Excellence and Innovation
- Diversity and Inclusion
- Financial Sustainability
- Institutional Identity

STUDENT AFFAIRS

Mission

Student Affairs promotes lifelong development, healthy living, leadership, integrity, employability, and civic responsibility in a global society.

Vision

Developing Leaders, Inspiring Success

CORE VALUES

- **Integrity** – adhere to professional standards of personal, academic, and intellectual integrity
- **Community** – embrace the diversity of cultural backgrounds, personal characteristics, and life situations represented in this community
- **Social Justice** – value and inspire a just and equitable environment for the free expression of ideas, opinions, thoughts, and differences in people. They understand that their actions serve as an example to student and therefore will challenge actions that may be harmful to and/or diminish the worth of others.
- **Respect** – display respect for the rights, dignity, and property of all
- **Responsibility** – UNA Student Affairs staff members exhibit a high level of responsibility to self, to others, and to the community.

Live the Lion Code!

UNA NONDISCRIMINATION STATEMENT

UNA adheres to all federal and state civil rights laws prohibiting discrimination in public institutions of higher education. UNA will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, sex, pregnancy, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any resolution process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. Reports of discrimination may be reported to the following areas: Human Resources, Student Conduct, University Ombudsman, and Title IX Coordinator. UNA policies specifically prohibit discrimination on the basis of sex under Title IX of the Education Amendment Act of 1972, Title IX regulations including Code of Federal Regulations (C.F.R.) 106. Inquiries related to the application of Title IX may be made to the UNA Title IX Coordinator.

UNA policies cover nondiscrimination in employment and in access to educational opportunities. Therefore, any member of the campus community who acts to deny, deprive, or limit the educational, employment, residential and/or social access, benefits, and/or opportunities of any member of the campus community, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of this UNA statement on nondiscrimination. The University will consider, through appropriate and designated procedures, the report of any member of the University community who has reason to believe they have been affected by discrimination as listed above. Non-members of the campus community who engage in discriminatory actions within University programs or on University property are not under the jurisdiction of this policy, but can be subject to actions that limit their access and/or involvement with University programs as the result of their

misconduct. All vendors serving the University through third-party contracts are subject by those contracts to the policies and procedures of their employers.

Reports of sex- or gender-based discrimination may be made to the UNA Title IX Coordinator Office:

- LOCATION: Guillot University Center Room 202, UNA Box 5023, Florence, AL 35632

  PHONE: 256-765-4223 • EMAIL: titleix@una.edu.

Reports of other forms of discrimination may be reported to the following areas:

- Human Resources • Phone: 256-765-4291 • EMAIL: humanresources@una.edu
- Student Conduct • PHONE: 256-765-5012 • EMAIL: studentconduct@una.edu
- University Ombudsman • PHONE: 256-765-5224 • EMAIL: ombudsman@una.edu

Reports may also be submitted through the Student Complaint Process available at: www.una.edu/policies/appeals/student-complaint-form.html.

UNA STATEMENT ON DISCRIMINATORY HARASSMENT

Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminatory harassment on the basis of sex and gender. The University of North Alabama is committed to offering an environment free of discrimination and harassment in accordance with all laws, including, but not limited to, Title IX of the Education Amendments of 1972 and all related regulations. UNA's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom.

GENERAL INFORMATION

OFFICIAL UNA CORRESPONDENCE AND RESPONSE TO ADMINISTRATIVE NOTICES

The University of North Alabama's official communication vehicle is the UNA Portal accessed through the homepage (una.edu). This communication includes email, student billing, financial aid notification, viewing grades, campus wide notifications including emergencies, and administrative notices. Notices or requests for students to report to an administrative office must be responded to immediately. Such notices are sent only when matters of urgent business or necessary information are involved. A delay in contacting the office concerned may result in a Code of Student Conduct violation for Failure to Comply.

STUDENT ACCOUNT INFORMATION

Electronic Billing (e-bill) 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 email account and to the email address of each of the authorized users the student has identified. Students and authorized users can access the student account by going to the UNA homepage and selecting UNA PORTAL.

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 items that are disseminated by other means from time to time.

Delinquent accounts are subject to a $50.00 late charge. Students with delinquent balances are subject to having their registration schedules cancelled for failure to pay their accounts in full. Reinstatement of their schedule will require that the balance be paid in full, and a reinstatement fee will apply.

Students owing charges for prior terms will not be allowed to register for future terms, receive a transcript, or receive any other services until all charges have been paid. Collection costs, including all attorney fees necessary for the collection of debt to the University, is paid by the debtor.

Any Federal Title IV financial aid recipient who withdraws on or after the official first day of the term 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.

OFF-CAMPUS RESIDENCE

All students living off campus must keep the University informed at all times of their current local (or commuting) addresses and telephone numbers. The need to reach students in the event of emergencies or urgent administrative matters makes it essential that any change of address from that given at registration be promptly reported to the registrar's office. Please send an email from your UNA Portal account to registrar@una.edu.

THE MANE CARD

LOCATION: The Wendell W. Gunn University Commons Building, 1st Floor

PHONE: 256.765.4924 • **EMAIL:** manecard@una.edu • **WEBSITE:** una.edu/manecard

The Mane Card serves as the official UNA Campus ID and is now on your smart phone! Many upperclassmen have already converted to Mobile ID; and, beginning with the Freshman Cass of 2023, using Mobile ID is mandatory. The Mane Card Mobile ID can be used as a debit card, meal card, library card, and residence hall access card. The Mane Card Mobile ID is valid only for the person to whom it is issued and should be carried at all times when the student is on campus. It must be presented to any university official or duly constituted authority upon request. Refusal to identify oneself to a university authority upon request or any other misuse of the Mane Card Mobile ID (including its use by anyone other than the person to whom it is issued) constitutes grounds for serious disciplinary action against all parties involved.

Loss or theft of a Mane Card Mobile ID should be reported immediately to the Mane Card office, located in The Commons, or by visiting una.edu/manecard.

At the beginning of each semester, Mane Card Mobile IDs belonging to enrolled students automatically become active. They have different authorized activities (i.e., door access, meal plans, etc.) dependent upon the student's registration status.

Funds known as "Lion Loot" may be added to your account. A minimum deposit of One Dollar ($1.00) must be applied to activate the debit account, but there is no minimum balance to maintain. This account cannot be overdrawn, and there are no fees associated with the use of this account.

Please follow these steps to get your Mane Card Mobile ID:

- Set up DUO on your personal device: una.edu/its/duo
- Download the Transact eAccounts app: eacct-una-sp.transactcampus.com/eAccounts
- Submit your photo and picture of your government issued photo ID in eAccounts
- After you receive your photo approval in your UNA email account, download your Mane Card Mobile ID by pulling up eAccounts on your phone and clicking on "Add to Apple Wallet" or "Add to Google Wallet"

For more information on how to get your Mobile ID, please visit una.edu/manecard/mobileid. If you do not have a compatible mobile device, no worries! Simply contact the Mane Card Office at 256-765-4924 or manecard@una.edu. Our hours are Monday - Friday, 8:00am - 4:30pm.

ACADEMIC CALENDAR

UNA Academic Calendar and Schedule of Classes

STUDY DAY

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 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 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.

CAMPUS SUSTAINABILITY

The University of North Alabama is a beautiful place for photographing moments of your special occasions. Throughout the year, graduates and others are on campus to capture images at some of our most iconic locations, including the Harrison Fountain, the President's Home, and the George H. Carroll Lion Habitat. We ask that you use:

- Flower petals
- Plant or bird seed
- Vanishing confetti
- Ribbon wands
- Bubbles

Avoid paper, plastic, and/or foil confetti as part of your Instagram-worthy shots. This kind of confetti takes a toll on our environmental footprint, clogging our drains and pumps and getting scattered throughout flowerbeds and walkways. It also can be mistaken for food by birds and other wildlife. Quite simply, throwing confetti and leaving it behind is littering. We take pride in the appearance of our campus, and we ask that you please help us keep the UNA campus beautiful and environmentally sustainable as well as safe for birds and other wildlife.

STUDENT SERVICES

CAREER CENTER

LOCATION: Collier Library, 2nd Floor

PHONE: 256.765.4276 • **EMAIL:** careercenter@una.edu • **WEBSITE:** career.una.edu

The Career Center is a free service supporting all UNA students and alumni through every stage of career development – from choosing a major to finding an internship or job to making a career change. One-on-one sessions with career consultants are available by appointment, and various services and events are offered throughout the semester.

TYPES OF ASSISTANCE PROVIDED AT THE CAREER CENTER

- Major exploration and career counseling
- Personality assessments and interest inventories
- Résumé and cover letter development and edits
- Interview coaching and mock interviews
- Job search (part-time, on-campus, off-campus, internships, co-ops, and full-time). All positions are posted in Symplicity and, coming Fall 2023, on Handshake.
- Graduate school research and preparation
- Informational career events (workshops, panels, roundtables)
- Career fairs throughout the year to connect students to employers

STUDENT EMPLOYMENT

Many offices on campus hire students to fill a variety of part-time positions, and these opportunities are posted on Symplicity (una-csm.symplicity.com). All students enrolled in at least six credit hours are eligible to apply for University Work Study positions. Students must complete the FAFSA and demonstrate unmet financial need in order to be eligible for Federal Work Study positions.

For questions regarding on-campus employment, please contact Stephanie Smith in Human Resources at 256.765.4590.

STUDENT COUNSELING SERVICES

LOCATION: Rice Hall, 1st Floor (Mane Card Mobile ID is required for access to building)

PHONE: 256.765.5215 • **FAX:** 256.765.5132 • **EMAIL:** counselingservices@una.edu

WEBSITE: una.edu/counseling

SERVICES INCLUDE:

- Access to care available to all actively enrolled students.
- Counselors hold State of Alabama licenses within their disciplines.
- Counselors and Masters Level Interns provide additional support services to students
- Most services are completed by appointment and scheduled through the receptionist at 256.765.5215.
- Department operates out of a Stepped-Care Model
- Screening – Assessment
- Campus supports
- Health and wellness apps
- Self-help resources
- Programming and Outreach
- Brief single sessions
- Group therapy
- Individual therapy
- Assistance with off-campus mental health referrals for long-term, more intensive, or specialized care
- All documentation of student contact and session content are maintained in accordance with applicable ethical guidelines and all State/Federal legal mandates regarding confidentiality.

For additional information and appointments, call 256.765.5215.

UNIVERSITY HEALTH SERVICES

LOCATION: 416 N. Seminary Street, Florence, AL 35630

HOURS: Available Monday - Friday. Please visit website for specific hours.

PHONE: 256.765.4328 • **WEBSITE:** una.edu/healthservices

University Health Services (UHS) is an acute care medical clinic designed to meet the basic healthcare needs of UNA students and employees. Services available include treatment of short-term illness and/or injury; physical exams; allergy injections and immunizations; sexual health appointments; and health education offerings. Any UNA student can access services in the clinic and see a provider at no charge. Students may be offered medications, lab tests, and other medical supplies for an additional cost. The clinic is staffed with full-time administrative staff, board-certified nurse practitioners, registered nurses, and a contracted, board-certified physician who serves as the medical director of the clinic. University Health Services does not file insurance. Acceptable forms of payment are credit or debit cards.

UHS also manages the UNA immunization requirements and compliance for all incoming students. Students can find detailed information about UNA's immunization requirements and instructions on how to enter immunization data online by clicking HERE.

UNIVERSITY CASE MANAGER

LOCATION: Guillot University Center, Suite 202

PHONE: 256.765.4531 • **FAX:** 256.765.4235 • **EMAIL:** hunderwood1@una.edu

WEBSITE: una.edu/casemanagement

The University Case Manager is dedicated to promoting the success of all students through advocacy and support. The Case Manager is available to answer questions and/or provide information to students, family members, faculty, and staff. If you know of a student in need of support, a referral can be made by completing the Student of Concern Referral at una.edu/casemanagement.

SERVICES INCLUDE, BUT ARE NOT LIMITED TO:

- Crisis intervention/prevention
- Referrals and resources
- Behavioral intervention
- Medical Withdrawal

THE CASE MANAGER CAN ASSIST STUDENTS EXPERIENCING:

- Illness or injury
- Personal or family crisis
- Difficulty navigating the university experience

- Classroom disruptions
- Poor classroom performance/declining grades
- Stress or feeling overwhelmed
- Emergency Financial Assistance
- Housing and Food Insecurity

CARE TEAM

LOCATION: Guillot University Center, Suite 202

PHONE: 256.765.4531 • **FAX:** 256.765.4235 • **EMAIL:** hunderwood1@una.edu

WEBSITE: una.edu/casemanagement

The CARE Team (Campus Assistance, Referral, and Evaluation Team) is here to support UNA students. We believe all students deserve a safe, happy and healthy college experience. Early response to the needs of distressed students can prevent increased risk and retain the student's success in and out of the classroom. Referrals help us keep students and our campus community safe.

The CARE Team is made up of representatives from Student Conduct, Student Affairs, Housing and Residence Life, the University Police Department, Student Counseling Services, Academic Success, and Disability Support Services.

If you are concerned about a student or are aware of a student in distress, you can make a referral to the CARE Team by completing the Student of Concern Referral found at una.edu/casemanagement.

SIGNS OF DISTRESS INCLUDE, BUT ARE LIMITED TO:

- Decline in performance or preparedness
- Excessive absence or tardiness
- Repeated requests for special consideration
- Disruptive behaviors
- Excessive anxiety
- Verbal or written references to harming self or others
- Isolation/exaggerated emotional responses that are obviously inappropriate to the situation

DIVERSITY, EQUITY, AND INCLUSION

LOCATION: Guillot University Center, Suite 207 • **EMAIL:** ddei@una.edu

The Office of Diversity, Equity, and Inclusion leads the development and implementation of proactive diversity, equity, and inclusion initiatives. The initiatives support the University's mission and strategic plan, and the newly developed strategic diversity and inclusion plan. The office champions the importance of a diverse and inclusive scholarly university campus community by engaging faculty, staff, and students to build a welcoming and inclusive culture at UNA.

THE OFFICE OF DIVERSITY, EQUITY, AND INCLUSION WORKS CLOSELY WITH FIVE DEPARTMENTS:

- Presidential Mentors Academy
- Mitchell-West Center for Social Inclusion
- Center for Women's Studies
- Disability Support Services
- Military and Veteran Services Center

MILITARY AND VETERAN SERVICE CENTER

LOCATION: VA Certifying Official Resources, The Wendell W. Gunn University Commons Building, Study and Resource Center

HOURS: Monday - Friday, 8:00 a.m. - 4:30 p.m. • **COMPUTER LAB:** 8:30 a.m. – 4:00 p.m.

PHONE: 256.765.4832 • **EMAIL:** VeteranAffairs@una.edu

The Military and Veteran Service Center (MVSC) provides a designated campus location for military-connected students (Veterans, Dependents, Reservists, Guardsmen, and their family members) to meet, network, socialize, or study among those with shared military affiliated backgrounds.

Additionally, all students are welcome to visit and/or utilize the facility as we believe in a foundation of inclusion with all University resources. The office of the School Certifying Official for certification of Federal VA/GI Bill Benefits is housed in the Gunn Commons: una.edu/veterans

SERVICES INCLUDE:

- Information for veterans, dependents, reservists, and/or guardsmen concerning Veterans Administration benefits
- Computer lab with printing
- Study and meeting room
- Informal meeting space and break room

MITCHELL-WEST CENTER FOR SOCIAL INCLUSION

LOCATION: Rice Hall, 1st Floor • **PHONE:** 256.765.5158

EMAIL: socialinclusion@una.edu • **WEBSITE:** una.edu/socialinclusion

The Mitchell-West Center for Social Inclusion supports education, research, community, and advocacy by working with diverse groups on campus, in the Shoals, and across the state and region. The Center welcomes everyone by providing an accessible and inclusive space for students and faculty to share knowledge, collaborate on interdisciplinary projects, and build sustainable partnerships with organizations that are committed to addressing some of the most pressing social problems that we face today. The Center works in partnership with existing campus offices and programs to create an environment that is committed to social engagement, empowerment, equity, and justice.

The Center sponsors events and workshops that highlight social problems, often providing expert resources to the campus community and beyond to engage in change-making conversations. Our students, faculty, and staff are involved in educational and campus initiatives designed to increase engagement and build awareness regarding the challenges faced in our society. Each initiative, each conversation, each workshop and event nurtures relationships both on and off campus so that, together, we build a bridge toward a more diverse and inclusive community.

THE CENTER FOR WOMEN'S STUDIES

LOCATION: Rice Hall, 1st Floor • **PHONE:** 256.765.5158

EMAIL: womenscenter@una.edu • **WEBSITE:** una.edu/womensstudies

The Center for Women's Studies (CWS), known to many people as the "Women's Center," was established in 2004 to educate the campus and community about women's and gender issues. The CWS sponsors programs, presentations, and exhibits that focus on the topics of women and gender providing informational programs concerning gender-based violence is of special importance. The CWS also provides mentorship, affinity groups, internships, and volunteer opportunities. The CWS is an inclusive academic and social center that welcomes all students, faculty, staff, and community members.

DISABILITY SUPPORT SERVICES

LOCATION: Guillot University Center, Room 111 • **PHONE:** 256.765.4214 • **FAX:** 256.765.6016

EMAIL: dss@una.edu • **WEBSITE:** una.edu/disability-support

Disability Support Services (DSS) provides academic support and appropriate reasonable academic accommodations to university students with qualifying, documented disabilities. Facilitating equal opportunities for success while maintaining the integrity of academic program requirements, DSS is committed to providing services consistent with ADA, ADAA (Amendments Act), and Section 504 of the Rehabilitation Act of 1973. The staff of Disability Support Services focuses on individual abilities and

needs of each student served and works to ensure that reasonable accommodations are provided in the most effective manner so that the student's overall college experience is enhanced.

A student must request accommodations, provide relevant documentation, engage in an interactive process with the DSS office, and be approved by the DSS Advisory Committee for academic accommodations. We ask students to begin this process as soon as possible as accommodations are not retroactive. If you are a student with a disability, please contact our office to discuss your needs for accommodations while attending UNA.

SERVICES MAY INCLUDE:

- Alternative testing accommodations
- Liaison with other campus entities for specific accessibility issues and education
- Targeted study skills sessions, time management, organization, job coaching
- Assistive technology
- Alternative formats
- Note-taking assistance
- Information on navigating the university experience
- Peer Mentoring Program
- Delta Alpha Pi Zeta Zeta Honor Society
- Self-advocacy workshop

RESOURCES

STUDENT FINANCIAL AID

LOCATION: The Wendell W. Gunn University Commons Building, 2nd Floor UNA Info Desk

HOURS: Monday - Friday, 8:00 a.m. - 4:30 p.m.

PHONE: 256.765.4278

Student Financial Aid is committed to providing student financial assistance to eligible students to help pay the costs associated with attending college. There are various types of student financial assistance that are available through our department. The Office of Student Financial Aid assists students with Federal aid/scholarship application procedures and eligibility requirements.

- Administers Federal student aid (Pell/Direct Student Loans)
- Administers University and Endowed Scholarships
- Offers Financial Aid counseling
- Offers assistance with filling out financial aid forms
- Provides a listing of external financial aid possibilities

STUDENT MEDIA

LOCATION: Student Media Publications Building, 643 N. Wood Ave.

PHONE: *Flor-Ala* editor-in-chief 256.765.4364
Flor-Ala business manager 256.765.4427
Flow executive editor 256.765.5184
Student Media Advisor 256.765.4426

UNA Student Media is part of the Department of Communications and is housed in the Student Publications Building. Its staffs produce award-winning publications and digital platforms for the campus community. Students from all majors are encouraged to participate in the production of each publication; those interested in writing, business, graphic arts, digital media, marketing, and photography are especially sought. UNA Student Media provides practical experience for student editors, reporters, graphic artists, managers, sales staff, and photographers.

The *Flor-Ala* newspaper publishes every other week during fall and spring semesters. *Flow* magazine publishes once every fall and spring semester. Both publications are free and distributed throughout campus and the Shoals. *Flor-Ala* and *Flow* operate separately from UNA administration and are autonomous publications.

The Student Media Advisor in collaboration with faculty members in the Department of Communications interviews applicants for scholarship positions and selects student editors, reporters, photographers, designers, and circulation and business staff members for each semester. Students without prior experience who want to be eligible for staff positions often work for a semester as unpaid volunteers.

TICKETS TO ATHLETIC EVENTS

LOCATION: Flowers Hall • **WEBSITE:** roarlions.com

A regularly enrolled full-time fee-paying student is admitted without charge to all home regular season athletic events upon presentation of a valid Student Mane Card. Each student may receive one free guest ticket to select home athletic events (not including basketball games), but the tickets must be obtained through the University Athletic Ticket Office (located in front of Flowers Hall) prior to game days. Student Guest tickets for football games must be obtained by the Friday before the game by 2 p.m. For all other sports, guest tickets must be obtained by noon on game day. Such students may also purchase up to three student guest tickets for $5.00 each prior to game day, upon presentation of a valid Student Mane Card. Please note that discounted student guest tickets will not be available for dynamic pricing games, those games will be announced and communicated at a later date.

COLLIER LIBRARY

HOURS: Monday - Thursday, 7:00 a.m. - 1:00 a.m. • Friday, 7:00 a.m. - 7:00 p.m.

Saturday, 11:00 a.m. - 7:00 p.m. • Sunday, 2:00 p.m. - 1:00 a.m.

(Different schedules may apply during holidays and breaks, final exams, and summer.)

PHONE: 256.765.4469

HOLDINGS & SERVICES:

- Technology lending – laptops, cameras, AI headsets, Wi-Fi hotspots, projectors, webcams, headphones, chargers, drones, DVDs, and more
- The CELL (Collier Experimental Learning Lab) – 3-D printers, poster printer, digital piano, film editing equipment, drawing tablet, and more
- Research consultations and information literacy instruction
- Course materials on reserve, including many textbooks
- Study rooms and collaboration spaces
- Interlibrary loan – borrow needed material from other libraries
- Library and ITS help desks
- University of North Alabama Archives and Special Collections

- University Success Center
- UNA Career Center
- Podcasting studio
- Juvenile Collection Classroom Area
- Quiet and silent study floors
- Teleconferencing room
- Two classrooms
- Repository of Open Access Research (RoOAR)
- North Alabama Digital Press at Collier Library
- Knowledgeable staff to help you find needed information
- Caffé Dallucci
- 1,022,184 volumes held
- 604,297 ebooks
- 64,926 electronic periodicals
- 122,514 streaming videos

INFORMATION TECHNOLOGIES

WEBSITE: una.edu/its

The University of North Alabama's Information Technology Services (ITS) department provides and supports student access to technologies and services including the Internet, UNA Portal, Office 365, and Windows and Mac lab computers and their software.

Our everyday use of technology is constantly and rapidly increasing. Visit the ITS web pages at una.edu/its for the latest information on campus technologies and the improvements ITS is making to accommodate the ever-growing demand for technology services. The ITS website is a great place to start for informational and instructional content students can use to connect a variety of devices to UNA services like email and campus wireless as well as maintain and secure the devices they use to access these services.

For any issues, questions, or comments, please email helpdesk@una.edu or stop by the Help Desk located on the 1st floor of Collier Library.

GUILLOT UNIVERSITY CENTER

LOCATION: GUC 107

PHONE: 256.765.4658 • **WEBSITE:** una.edu/events

The Guillot University Center (GUC) is the center of the university community. It is intended to provide a place where students can meet and relax. In addition to the GUC Food Court and the University Mailroom, the GUC also offers a variety of meeting places, both formal and informal, and houses numerous offices including: the Vice President for Student Affairs; the Office of Diversity, Equity and Inclusion; Title IX; the Student Engagement Center (Fraternity and Sorority Life, Leadership and Volunteerism, the Student Government Association, and the University Program Council); University Center Operations and Event Management; Disability Support Services; Presidential Mentors Academy; Student Conduct; University Case Manager; UNA Dining (Chartwells); and the University Ombudsman. The GUC also houses the Lion's Den Game Room. Any questions regarding use of the GUC should be forwarded to University Center Operations and Event Management.

UNIVERSITY CENTER POLICIES

HOURS: Monday - Thursday, 7:30 a.m. - 10:30 p.m. • Friday, 7:30 a.m. - 8:00 p.m.

Saturday, 11:00 a.m. - 6:00 p.m. • Sunday, 5:00 p.m. - 10:00 p.m.

(Different schedules may apply during holidays and breaks, final exams, and summer.)

PHONE: 256.765.4469

The Guillot University Center (GUC) is scheduled through the Department of University Center Operations and Events Management. A minimum of 48 business hours' notice is required for booking space. Campus Reservation Forms can be accessed on the University Center Operations and Events Management website: una.edu/events/reservation-forms.

Campus events (colleges, departments, and recognized student organizations) that are scheduled during regular business hours incur no charges for setup, technical support, and staffing. However, events held outside or beyond these hours will be charged after-hours fees. Campus departments and organizations are not permitted to co-sponsor/front activities with outside groups just to have charges waived for those groups.

In compliance with the Americans with Disabilities Act (ADA), service animals are permitted to be in the GUC. However, other pets and animals are not allowed inside unless special circumstances exist and permission is granted.

University Center Operations and Events Management reserves the right to move the location of any scheduled event for prudent reasons, including, but not limited to, safety, user priority, and appropriateness of space. The contact person for the event will be notified.

The website contains the most current policies and procedures with regard to:

- GUC use;

- Scheduling facilities in the GUC and costs;
- Food guidelines;
- Posting and advertising;
- Co-sponsoring and "fronting";
- The Market Place vendor procedures, expectations, and costs;
- Political candidates;
- Outdoor campus decorations;
- Weddings.

MAILROOM

The University Mailroom, located on the first floor of The Guillot University Center, provides mailboxes for faculty, staff, and students. The Mailroom window is open from 8:00 am until 4:30 pm, Monday through Friday during regular semesters. Our phone number is 256-765-4282. Undergraduate students are entitled to a mailbox, provided one is available. Preference will be given to students enrolled for seven or more hours. Only students living in residence halls will be automatically assigned mailboxes. The University Mailroom is not part of the U.S. Postal Service. The purpose of the University Mailroom is solely to serve the communication needs of the campus community; it is not intended as a full–service post office. Specialized postal services such as money orders and certified mail can be obtained at the U. S. Post Offices in Florence.

Upon application and approval, a fee of $500 will be charged for distribution (one per box) of non-campus-wide events notices using UNA's staff. It should be anticipated that general solicitation will not be permitted through mail service facilities.

Mailroom Regulations

To ensure the proper flow of communications, the following regulations will govern the usage of mailboxes and university mail services.

All university mail will be sent directly to assigned boxes in the University Mailroom and will not be sent to residence halls, apartments, home addresses, or any other place of domicile. Students and university employees will be responsible for checking their boxes regularly for mail, particularly for official university mail.

An individual who misplaces or cannot remember the box combination can get the information at the mailroom window computer, when the building is open, by signing on with his/her UNA Portal ID.

To have first-class letter mail forwarded, a student or employee who leaves the University must complete a "Change of Address" form online at usps.com. Mail will be forwarded for one semester for graduates to the address filed with the UNA mailroom.

Boxes that are assigned to employees and students currently enrolled must be checked regularly to prevent the buildup of mail.

Student information:

- Only students who are campus housing residents may use the university mail service to receive personal mail and packages. If not living on campus, all personal mail should be addressed to the student's home or apartment.
- Correspondence containing candy, gum, etc. must be enclosed inside an envelope with the name and box number.
- The University will not assume responsibility for money or other valuables distributed through the University Mailroom, nor does the University guarantee delivery.
- Campus mail that cannot be delivered will be returned to the sender provided the sender's complete and valid address is shown. Mail that cannot be returned will be destroyed.
- In correspondence with postal regulations, packages may only be picked up by the person to whom the package is assigned.

Postal Law §1702. Obstruction of correspondence

"Whoever takes any letter, postal card, or package out of any post office or any authorized depository for mail matter, or from any letter or mail carrier, or which has been in any post office or authorized depository, or in the custody of any letter or mail carrier, before it has been delivered to the person to whom it was directed, with design to correspondence, or to pry into the business or secrets of another, or opens, secretes, embezzles, or destroys the same, shall be fined under the title or imprisoned not more than five years, or both." (June 25, 1948, ch.645, 62 Stat. 778; Pub. L. 103-322, title XXXIII, §330016(1)(I), Sept. 13, 1994, 108 Stat.2147.) While we are not a part of the U.S. Postal Service, federal regulations still apply.

- A UNA Mane Card or Mane Card Mobile ID must be presented for all packages picked up.
- When ordering a package, the first name, last name, and box number must be included for delivery.
- Example: Your Name

  UNA Box ###

  Florence, Alabama 35632

FACULTY/STAFF INFORMATION

- All Intra-Campus Mail must be placed in numerical order or box number. For example, if your department is sending out a notice to all faculty and staff on campus, proper sorting is required. If your mailing is not sorted properly, your mail could be delayed or returned for proper sorting.
- If a large mailing is expected, expedited handling can occur if the mailroom is notified two days in advance.
- An authorization postage card must be brought with each mailing to ensure proper postage charge to each account.
- Official university memoranda addressed to all faculty, administration and staff do not require names and box numbers but must indicate the source of the memorandum.

HOW TO ACCESS YOUR MAILBOX

Use your UNA Portal user name and password to look up your mailbox and combination on the computer screen located at the Mailroom window.

To open your mailbox (instruction cards available at the window):

- Turn to the left at least 4 turns, stopping at the first number.
- Turn to the right, passing the first number once, stopping at the second number.
- Turn to the left, stopping at the third number.
- Turn to the right to open!

Package notices are not placed in the mailboxes until all deliveries are made. Check your box after 2 p.m. If you have a notice in your box, bring it to the Mailroom window to pick up your package. You must have your UNA Mane Card or Mane Card Mobile ID to claim your package.

If you are graduating or not returning to UNA, you must change your address at USPS.com and also complete a change of address form with the UNA Mailroom.

An individual who misplaces or cannot remember the box combination can get the information at the mailroom window computer, when the building is open, by signing on with his/her UNA Portal ID.

The University of North Alabama Mailroom, maintained solely for the convenience of students, faculty and staff, is not a United States Post Office. The mailroom lacks sufficient staff to process commercial mass mailing by advertisers or others. Therefore, the University of North Alabama reserves the right to refuse to deliver, and to destroy, commercial mass mailing that utilizes the addresses of students, faculty, or staff contained herein.

LION'S DEN GAME ROOM

PHONE: 256.765.4977 • **WEBSITE:** una.edu/events/lions-den

Located on the first floor of the Guillot University Center, the Lion's Den Game Room provides a designated campus location for students to socialize, network and relax. Various games are available, including video games, board games, pool, and ping pong. A printer is also available. Please visit una.edu/events/lions-den for more information.

HOURS OF OPERATION

(Hours subject to change depending on demand.)

During Fall and Spring Semesters

Monday - Thursday 10:30 a.m. - 9:30 p.m. • Friday 10:30 a.m. - 7:30 p.m.

Saturday 12:00 p.m. - 5:30 p.m. • Sunday 5:00 p.m. - 9:30 p.m.

During the June and July Summer Sessions:

Monday - Thursday 12:00 noon - 4:00 p.m. • Closed Friday, Saturday, and Sunday.

Closed for any UNA-observed holidays/breaks.

UNA RECREATION

LOCATIONS: Student Recreation Center and Outdoor Adventure Center

PHONE: 256.765.6019 • **INSTAGRAM:** una_recreation • **WEBSITE:** una.edu/recsports

UNA Recreation is committed to providing a positive experience for our members and improving the quality of life on campus and beyond. We strive to accomplish this by providing an atmosphere that promotes a healthy lifestyle through our program offerings as well as fostering personal development through an inviting recreational experience.

OUR OPERATIONS INCLUDE THE FOLLOWING:

- Management of the Student Recreation Center for drop-in recreation, group exercise classes, personal training sessions, and the Fitness Center
- The Outdoor Adventure Center for equipment checkout, trips, and clinics
- The organization and management of Intramural Sports and Club Sports programs

Recreational facilities and equipment are usually available seven days a week. The operating schedule will vary depending on time of year and in conjunction with closings of the University.

We are the largest employer of students on campus with opportunities for leadership in the following areas:

- Patron Assistant

- Group Exercise Instructor
- Personal Trainer
- Intramural Sports Official
- Outdoor Program Assistant
- Club Sports Officer
- Graduate Assistant

STUDENT LIFE

STUDENT'S ROLE AND PARTICIPATION IN INSTITUTIONAL DECISION- MAKING

Students are free, individually and collectively, to express their views on issues of institutional policy and on matters of interest to the student body. The University seeks to ensure that students have appropriate input into the making of major policy, program, procedure, and budget decisions.

The Student Government Association (SGA) serves as the collective voice of the student body. The role and responsibilities of the association are described in detail in the SGA Constitution and Code of Laws. The President of the University, the Vice President for Student Affairs, and the Associate Vice President for Student Affairs maintain a close working relationship with the Student Government Association officers. In addition to the SGA, many other student organizations and groups provide valuable advice to the university administration on matters of particular interest to their membership or to students in general.

Students participate in the deliberations of official decision-making bodies at the university. Most importantly, university committees responsible for making or recommending institutional decisions include student members. The president of the SGA meets regularly with the Board of Trustees to give student viewpoints on issues before the Board.

The university administration uses both formal and informal means in order to maintain an awareness of the needs and views of students. The opinions of students are sought, heard, and considered in major decisions affecting virtually every facet of the university.

STUDENT ENGAGEMENT

LOCATION: Guillot University Center, 1st Floor, Suite 163

PHONE: 256.765.4248 • **FAX:** 256.765.4904 • **EMAIL:** studentengagement@una.edu

WEBSITE: una.edu/students

The Student Engagement Center supports a wide variety of student-led programs designed to provide opportunities for students to become involved on campus. This includes opportunities for students to serve in leadership roles where they may obtain a variety of transferable skills such as conflict management, teamwork, personal responsibility, sharpened communication, and more. These programs should facilitate personal growth, increase self-awareness, and enhance the perceived value of their experience at UNA. Student Engagement programs include student organization registration and support, student government, student events and activities (University Program Council, Student Allocation Funding, Homecoming, Miss UNA Program, Step Sing, Mane Month), community service and

outreach, Feeding the Pride campus pantry, Alternative Breaks, and other development opportunities. The purpose of Student Engagement is to develop leaders and inspire success by supporting co-curricular student experiences.

Mane Month

Student Engagement collaborates with offices and departments across campus to create a master calendar of events and activities for the first full month of the fall semester known as Mane Month. Almost every day is packed with multiple opportunities to get students involved on campus. For information visit una.edu/manemonth.

University Program Council

The mission of the University Program Council (UPC) is to provide student-led programming that supports a vibrant campus experience, values traditions, and creates opportunities for all student populations at UNA. The council consists of 14 paid student workers that are passionate about their campus and providing their peers with a great UNA experience through programs and events. UPC programs include events such as Bingo Bango, silent discos, tailgates, Homecoming activities, Step Sing, Spring Concert, cultural and service events, and more. The Office of Student Engagement provides supervision and administrative support to the University Program Council. Information about UPC events and how to join UPC may be found at una.edu/upc and through Campus Groups.

Student Allocation Funding

Student organization leaders also have the opportunity to plan events for campus. They may apply for Student Allocation funding each semester to cover the costs of events, so long as they are open to all students and the organization is in good standing with Student Engagement. The Student Allocation Budget Oversight Committee consists of members of Student Government Association and faculty and is advised and supported administratively by Student Engagement staff. For more information about student allocation funding, is located at una.edu/students.

Student Organizations

Student Organizations play an important role at the University of North Alabama. Recognized Student Organizations provide unique learning experiences outside of the classroom and create opportunities for students' personal and professional development. UNA also recognizes the positive impact that student organizations can have on recruitment and retention of students.

All student organizations must register with the Office of Student Engagement through Campus Groups in order to be recognized on campus, have access to student allocation funding, and utilize other campus resources. The registration protocol enables the university to maintain communication with student leaders, promote organizations and their activities to other students, and to provide several specialized services for student organizations.

Any university student group that is recognized by the university is subject to the policies and procedures as outlined in the student handbook and in the Student Organization and Student

Activities Handbook. This handbook can be obtained at the Student Engagement Office or found at una.edu/student-activities.

Alternative Breaks

The Alternative Breaks program utilizes university breaks (i.e., Winter Break and Spring Break) in order to make an impact on communities across the United States and the world based on various social justice topics. Participants engage in pre-trip meetings to prepare for the break and spend their time in direct, hands-on service during the breaks. Upon return, students participate in a re-orientation process that connects their experiences back to their own communities in hopes of continuing a lifestyle of mindful service. The Alternative Breaks program has worked with a variety of topics including, but not limited to, homelessness, poverty, education, disaster relief, animal welfare, women's advocacy, financial literacy, and much more!

Community Service

Large-scale community service projects such as the National Volunteer Week and MLK Day of Service provide opportunities for students across campus to participate in serving the local community together. These events allow students to jump-start each semester by volunteering and building relationships with others.

Aside from organized events and programs, there are always opportunities for students to connect with community organizations for volunteer purposes on their own time. Student Engagement focuses on connecting students with meaningful and intentional service experiences and opportunities.

Feeding the Pride Pantry

The mission of Feeding the Pride is to support the basic needs of the UNA community and raise awareness about food insecurity across campus. The campus pantry resource consists of non-perishable food items as well as toiletries and other basic needs items. Requests are submitted via an online form and students are notified through their UNA email account when their order is ready. Feeding the Pride accepts and receives donations from community and campus individuals and organizations and is available free to all students at UNA regardless of the number of classes in which they are enrolled.

Further details are given at una.edu/foodpantry.

STUDENT GOVERNMENT ASSOCIATION (SGA)

LOCATION: Guillot University Center, Room 163 • **PHONE:** 256.765.4248 **OR** 256.765.4207

WEBSITE: una.edu/sga

EXECUTIVE BRANCH

The SGA executive branch oversees the operation of all branches of SGA including communication, goals, training, finances, and record keeping. The executive branch maintains office hours in the Student Government Association Chambers.

LEGISLATIVE BRANCH

The Student Senate and Freshman Forum make up the legislative branch of SGA. The purpose of the legislative branch is to discuss issues relevant to students, prepare legislation, and debate policy resolutions or initiatives related to the issues before casting a vote. Senate meetings occur every Thursday at 3:30 p.m. in the Student Government Association Chambers.

JUDICIAL BRANCH

The student court makes up the judicial branch of SGA. It is available to settle conflicts within the student government association, and interprets the constitution and code of laws. The judicial branch meets as needed.

FRATERNITY AND SORORITY LIFE

LOCATION: Guillot University Center, Student Engagement Center, Suite 163

PHONE: 256.765.4248 • **WEBSITE:** una.edu/fsl

The University of North Alabama's Fraternity and Sorority Life is dedicated to enhancing the undergraduate fraternity and sorority experience by fostering an inclusive community, providing academic, personal, social, service, and leadership opportunities, and promoting a strong values-based fraternity and sorority community.

There are four governing councils which consist of over twenty active organizations: College Panhellenic Council (CPH), Independent Greek Council (IGC), Interfraternity Council (IFC), and National Pan-Hellenic Council (NPHC).

UNA defines a fraternity/sorority as an organization that exists to promote fraternal relationships and personal development; requirement for membership is subjective and is not limited to a specific field of study, class, year, etc; and members are not typically permitted to hold membership in other identified fraternities/sororities at the University. Organizations that engage in new member education, ceremonies of initiation, ritual and/or other Fraternity and Sorority Life artifacts (e.g., bigs/littles, wearing letters, etc.) will be considered a fraternity/sorority.

The University of North Alabama requires that all fraternities/sororities, as defined above, uphold the requirements of the Office of Fraternity and Sorority Life in order to maintain good standing. Most requirements and chapter status definitions can be found in the FSL Handbook at www.una.edu/fsl. Fraternities and Sororities may be exempt from certain renewal and registration requirements when approved by the Office of Fraternity and Sorority Life.

UNIVERSITY AWARDS

KELLER KEY

The Keller Key award was established as a memorial to the late President James Albert and Mrs. Mariglen Keller. A Keller Key is presented at each commencement to the honor graduate(s) who, on the basis of having earned all credits for the bachelor's degree at this university, has made the highest grade point average. The recipient(s) of the Keller Key will be identified by the Registrar's Office in accordance with established guidelines. For this purpose, all academic work ever attempted at UNA will be included in the calculation of the GPA. A student may receive the award only once even though more than one degree may be earned.

TURRIS FIDELIS AWARD

The Turris Fidelis Award may be awarded to no more than two graduating seniors at spring commencement. Students who have graduated since the previous spring semester as well as those planning to graduate in the spring will be considered candidates for the award. The award is made on the basis of outstanding service to the University and scholastic achievement. This honor is the highest that can be conferred upon a graduating senior, and recipients are selected by a joint committee of faculty and students.

DISTINGUISHED ACADEMIC ACHIEVEMENT AWARD

The Distinguished Academic Achievement Award is presented to the UNA graduate with the highest-grade point average who has completed at least 32 semester hours at UNA and is not eligible for the Keller Key Award. The grade point average is based on all work attempted. This award is presented annually at the University Awards Gala.

HALL OF FAME

The Hall of Fame recognition at UNA is awarded annually to no more than four senior students who have demonstrated leadership in campus activities and outstanding service to the University, and have maintained a minimum 2.75 GPA. This recognition is sponsored by the Student Government Association.

Undergraduate Service Awards

The Student Government Association recognizes no more than four students of freshman, sophomore, junior, or non-graduating senior standing who have maintained excellence in scholarship with at least a 2.5 GPA and have made outstanding contributions to the University through campus activities.

University Man and Woman

The Student Government Association recognizes one senior male and one senior female who have maintained academic excellence with a minimum GPA of 3.0 and have made outstanding contributions to the University through non-academic functions.

ROTC Awards

The Department of Military Science makes numerous awards to outstanding military science students. Among these are the Outstanding Basic Cadet and Outstanding MS III and MS IV awards, and the Department of Army Superior Cadet Award. The staff, in cooperation with the Second US Army ROTC Region, also selects Distinguished Military Graduates to be commissioned Second Lieutenants in the Regular Army.

Willingham Award

The Henry J. Willingham Award is conferred upon one teacher candidate majoring in early childhood or elementary education and one teacher candidate majoring in secondary education for exemplifying the professional spirit and personal qualifications required for leadership in the teaching profession and for high academic achievement in the institution's program of teacher education. The presentation is made at the annual University Awards Gala during the spring semester. This award is in memory of the late Dr. Henry J. Willingham, who served as president of the college from 1913 to 1938.

Phi Kappa Phi Awards

The Honor Society of Phi Kappa Phi invites juniors, seniors, and graduate students into its membership once a year with an April initiation ceremony. To be eligible for membership, Juniors must have completed at least 24 semester hours at UNA, have completed at least 72 hours overall, and rank in the upper 7.5% of their class.

Seniors must have completed 24 semester hours at UNA, at least 96 semester hours overall, and rank in the upper 10% of their class. Graduate students must have completed 18 hours of graduate work at UNA and rank in the upper 10% of their class.

Phi Kappa Phi also sponsors a competition and awards two sophomore book scholarships, sponsors a "Student Scholars Forum," and accepts research papers for judging in the following categories: undergraduate individual research, undergraduate collaborative research, graduate individual research, and graduate collaborative research.

University of North Alabama Lion's Cup

The Lion's Cup was created in 2003 to recognize one outstanding student organization. It remains in the Student Engagement Center until it is presented to the president of the selected organization each spring at the University Awards Gala. To be considered the organization's goals and achievements must strengthen the campus community and should include collaborating with other organizations, participating in university-sponsored trainings, and promoting university-sponsored initiatives. A committee selected by the Director of Student Engagement evaluates the organizations that apply.

The organization's projects and achievements during the year should promote the following values:

- Promoting an inclusive campus environment;
- Preserving campus history;
- Listening to, learning from, and valuing others;
- A commitment to the excellence of all members.

Outstanding Volunteerism, Individual

The Dr. Kimberly Greenway Outstanding Service Award recognizes a faculty or staff member who has made significant contributions to students. The award was renamed after Dr. Greenway in honor of how she empowered, encouraged, guided, and educated countless students to reach the full potential of their intellectual and personal growth. Individuals are nominated by student organizations and the winner is selected by a student committee.

Outstanding Volunteerism, Group/RSO

The Outstanding Volunteerism Award for a Group/RSO is presented to a student organization who has contributed their time to bettering the UNA and surrounding communities. The recipient is selected based on the quality of the service they have provided to the community. Groups/RSOs that would like to be considered for the award may submit an application with their outlined volunteer efforts and photos or other documents supporting their volunteer work. The recipient is selected by a faculty/staff panel.

LIVING ON CAMPUS

HOUSING & RESIDENCE LIFE

OFFICE: Rivers Hall, Ground Floor

HOURS: Monday - Friday, 8:00 a.m. - 4:30 p.m.

PHONE: 256.765.5558 • **FAX:** 256.765.5840

EMAIL: housing@una.edu • **WEBSITE:** una.edu/housing

MISSION

The mission of Housing & Residence Life is to provide inclusive communities that engage students in exceptional living and learning experiences within safe, affordable and well-maintained environments.

CORE VALUES

Professional Excellence: We aspire to be exceptional in all that we do and characterize ourselves through actions that endow and add to the future of our university and our profession.

Respect: We cultivate an environment that treats all students, staff, faculty, and visitors with acceptance, compassion and authenticity.

Inquiry: We challenge ourselves and our students in the attainment, application and development of new knowledge that contributes to a culture of lifetime learning.

Diversity: We strive to promote diversity and the uniqueness of each individual and are committed to learning from each member of the university community.

Empowerment: We encourage students to become informed and active members of the university community and to exercise personal responsibility for their decisions and actions while understanding their impact on others.

STAFF

Housing & Residence Life has over 75 professional, graduate and undergraduate student staff to serve the 2,000+ students living in on-campus residence halls and apartments. To learn more about our dedicated staff, please click on one of the links below:

Professional Staff

Our professional staff provide leadership and support for the department in various specialized areas. This includes our Director of Housing & Residence Life, Associate Director of Housing & Residence Life, Assistant Director of Residence Life, Assistant Director of Housing, Area Coordinators, Occupancy & Operations Coordinator, and Senior Administrative Assistant.

Area Coordinators

Our Area Coordinators (ACs) are Master's level professional staff with significant experience in residence life. Area Coordinators supervise graduate assistants and oversee the resident advisor (RA) staff. They are responsible for community development and the operations within each residence hall.

Graduate Assistant

Our Graduate Assistants (GAs) are full-time graduate students that work part-time with Housing & Residence Life in the areas of residential education, supervision, program development, and leadership.

Resident Advisors

Our Resident Advisors are full-time undergraduate students that serve as educators, community builders and mentors to the students on their floors.

Environmental Specialists

Our Environmental Specialists are full-time support staff that oversee the cleanliness and safety sanitation of common areas throughout the residence halls. They are an instrumental part of our residential communities.

Residential Opportunities

Our residential areas contain thriving communities that engage students and contribute to their overall learning experience. Part of our mission is to enable students to foster their personal development and academic success. Living on campus directly exposes students to multiple leadership opportunities and ways to become involved.

We have a multitude of residential options available to students including community-style, suite-style, and hotel style residence halls in addition to eight nearby apartment complexes for upperclassmen students.

Policies and Community Living Standards

In addition to the University Student Conduct Policies (found here), Housing & Residence Life has residential policies that all students and guests are expected to abide by. These policies apply to university apartments and residence halls. Please review the Guide To Campus Living for additional information.

STUDENT CONDUCT

OFFICE OF STUDENT CONDUCT

LOCATION: Guillot University Center, Suite 202

PHONE: 256.765.5012 • **EMAIL:** studentconduct@una.edu • **WEBSITE:** una.edu/student-conduct

UNIVERSITY OF NORTH ALABAMA CODE OF STUDENT CONDUCT

STUDENTS RIGHTS AND RESPONSIBILITIES

Students at the University of North Alabama are responsible for knowing and staying knowledgeable of the Code of Student Conduct and its processes.

Confidentiality of records connected to the Code of Student Conduct and the conduct process is required through the Family Educational Records Privacy Act (FERPA). Waivers of FERPA can be found at
https://www.una.edu/policies/ferpa-notification-family-educational-and-right-to-privacy-act.html

PURPOSE AND GOALS

The University of North Alabama is committed to providing a community that fosters and nurtures individual growth while promoting integrity, community, social justice, respect, and responsibility. By promoting these foundational aspects of maturity and growth, the Code of Student Conduct seeks to provide guidance for student behavior that aligns with the mission and values of the University of North Alabama. Behavior that fails to align with the mission and values of the University of North Alabama will be addressed through a respectful, fair, and educational student conduct process.

The goals of the Code of Student Conduct and its process are:

- Provide an environment that promotes the educational mission of the University of North Alabama.
- Provide an environment that promotes the safety and health of the University of North Alabama students.
- Educate students on appropriate practice of respecting all members of the University of North Alabama community.
- Support a high ethical standard of individual and student organizational behavior.
- Allow the University of North Alabama community to hold each other accountable.

- Build a culture where students and student organizations take responsibility for actions that do not align with the mission and values of the University of North Alabama

JURISDICTION

The Code of Student Conduct and the student conduct process applies to the conduct of students and University of North Alabama affiliated student organizations. For the purposes of student conduct, the University of North Alabama considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University.

The University of North Alabama retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts and/or graduate. All sanctions must be satisfied prior to re-enrollment eligibility.

The Code of Student Conduct applies to behaviors that take place on the campus, at UNA-sponsored events and may also apply off-campus when the Director of Student Conduct or designee determines that the off-campus conduct may present a danger or threat to the health or safety of him/herself or others; and/or impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or is detrimental to the educational mission and/or interests of the University;

The Code of Student Conduct may be applied to behavior conducted online, via email or another electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may act if and when such information is brought to the attention of UNA officials.

The Code of Student Conduct applies to guests of students. Student hosts may be held accountable for the misconduct of their guests.

VIOLATIONS

Although not all inclusive, some aspects of misconduct deemed unacceptable and subject to disciplinary action are as follows:

1. **Academic Dishonesty**. Acts of academic dishonesty such as cheating, plagiarism, and/or misrepresentation will be addressed as outlined in the Academic Honesty Policy;
2. **Alcohol**. Unlawful use, possession, or distribution of alcoholic beverages.
3. **Assisting or cooperating**. Action or inaction with another or others to violate the Code of Student Conduct; Complicity with or failure of any student or organized group to appropriately address known or obvious violations of the Code of Student Conduct or law;

4. **Discrimination.** Any act or failure to act which denies, deprives or limits the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor that is based upon an individual or group's actual or perceived status (race, color, sex, pregnancy status, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law). See the UNA Policy on Nondiscrimination.
5. **Discriminatory and Bias-Related Harassment**. Any unwelcome conduct based on actual or perceived status including: [race, color, sex, pregnancy status, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state or federal law]. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the reporting party and community. *See the UNA Policy on Discriminatory Harassment at* https://www.una.edu/titleix/policies-and-procedures.html
6. **Disorderly conduct/disruption**. Substantial disruption of UNA operations including obstruction of teaching, research, administration, other UNA activities, and/or other authorized non-UNA activities which occur on campus; Causing, inciting, or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property
7. **Drugs**. Unlawful use, possession or distribution of illegal drugs and other controlled substances or drug paraphernalia
8. **Failure to comply**. Abuse or interference with, or failure to comply in, UNA processes including conduct and academic integrity hearings; Attempting to discourage an individual's proper participation in, or use of, the campus conduct system; Failure to follow reasonable directions of UNA officials or law enforcement during the performance of their duties.
9. **Fire Safety**. Violation of local, state, federal or campus fire policies.
10. **Fraud**. Knowingly furnishing, presenting, or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments in order to gain something of value or preferential treatment.
11. **Gambling**. Gambling as prohibited by the laws of the State of Alabama. (Gambling may include lotteries, sports pools and online betting activities);
12. **Harassment**: Unwelcome conduct that is so severe, pervasive, or persistent and objectively offensive, and that so undermines and detracts from the person's educational experience, that it denies or limits a person's equal access to an institution's resources, activities, and opportunities.
13. **Harm to Persons**. Intentionally or recklessly causing physical harm or endangering the health or safety of any person.

14. **Hazing**. An intentional or reckless act that degrades and/or endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, and/or failing to discourage, and/or failing to report those acts may also violate this policy.
15. **Hostile Environment**. Sanctions can and will be imposed for the creation of a hostile environment only when discriminatory and bias-related harassment is sufficiently severe, pervasive (or persistent), and objectively offensive such that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University's educational or employment, social and/or residential program or activities. [2]
16. **IT and Acceptable Use**. Violating the University Acceptable Use and Computing Policy, found online at: http://www.una.edu/its/una-it-policy.html
17. **Ordinances and Laws**. Evidence of violation of local, state or federal laws, when substantiated through the University's conduct process.
18. **Other Policies**. Violating other published UNA policies or rules
19. **Retaliatory Discrimination**. Any intentional, adverse action taken by a responding individual or allied third party, absent legitimate nondiscriminatory purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity under this Code.
20. **Sexual Misconduct**. Refer to the sexual misconduct policy found at https://www.una.edu/titleix/policies-and-procedures.html.
21. **Theft**. The unauthorized taking or maintaining possession of anything of value belonging to another entity.
22. **Threatening Behaviors**. Implied threats or written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
23. **Traffic/Parking Policy**. Violation of traffic and parking rules and regulations.
24. **Trespassing**. Unauthorized access to any UNA building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any University building or failing to timely report a lost UNA identification card or key; Misuse of access privileges to UNA premises or unauthorized entry to or use of buildings.
25. **Vandalism**. Intentional, reckless and/or unauthorized damage to or destruction of UNA property or the personal property of another;
26. **Weapons**. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others, including the storage of any item that falls within the category of a weapon in a vehicle parked on UNA property (for more information, see Weapons Statement at http://www.una.edu/student-conduct/policies/weapons-statement.html);

i. Subject, of course, to statutorily conveyed rights to carry/possess weapons on campus and/or in locked vehicles on campus.
ii. This policy attempts to balance the need of the community to create a civil climate while also embracing the 1st Amendment protection that attaches to most harassing speech that is simply offensive.

CONDUCT SANCTIONS

One or more of following sanctions may be imposed upon any student or student organization for any single violation of the Code of Student Conduct:

Warning: An official written notice that the student has violated UNA policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.

Restitution: Compensation for damage caused to the University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

Fines: Reasonable fines may be imposed.

Community/UNA Service Requirements: For a student or organization to complete a specific supervised UNA service.

Loss of Privileges: The student will be denied specified privileges for a designated period of time.

Confiscation of Prohibited Property: Items whose presence is in violation of UNA policy will be confiscated and will become the property of the University. Prohibited items may be returned to the owner at the discretion of the Director of Student Conduct and/or Campus Police.

Behavioral Requirement: This includes required activities including, but not limited to, seeking counseling or substance abuse screening, writing a letter of apology, etc.

Educational Program: Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted.

Restriction of Visitation Privileges: May be imposed on a resident or non-resident student. The parameters of the restriction will be specified.

UNA Housing Probation: Official notice that, should further violations of University Residences or UNA policies occur during a specified probationary period, the student may immediately be removed from UNA housing. Regular probationary meetings may also be imposed.

UNA Housing Reassignment: Reassignment to another UNA housing facility. University Residences personnel will decide on the reassignment details.

UNA Housing Suspension: Removal from UNA housing for a specified period of time after which the student is eligible to return. Conditions for re-admission to UNA housing may be specified. Under this sanction, a student is required to vacate UNA housing within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, University Residences personnel. This sanction may be enforced with a trespass action if deemed necessary. Prior to reapplication for UNA housing, the student must request a Housing Readmission Review with the Department of Housing & Residence Life to determine whether or not the student may return to University Housing, if so, whether any restrictions apply.

UNA Housing Expulsion: The student's privilege to live in, or visit, any UNA housing structure is revoked indefinitely. This sanction may be enforced with a trespass action if deemed necessary.

UNA Probation: The student is put on official notice that, should further violations of UNA policies occur during a specified probationary period, the student may face suspension or expulsion. Regular probationary meetings may also be imposed.

Eligibility Restriction: The student is deemed "not in good standing" with the University for a specified period of time. Specific limitations or exceptions may be granted by the Director of Student Conduct or his/her designee and terms of this conduct sanction may include, but are not limited to, the following:

a) Ineligibility to hold any office in any student organization recognized by the University or hold an elected or appointed office at the University; or

b) Ineligibility to represent the University to anyone outside the University community in any way including: participating in the study abroad program, attending conferences, or representing the University at an official function, event or intercollegiate competition as a player, manager or student coach, etc.

UNA Suspension: Separation from the University for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. The student is required to vacate the campus within 24 hours of notification of the action, though this deadline may be extended upon application to, and at the discretion of, the Director of Student Conduct or his/her designee. During the suspension period, the student is banned from university property, functions, events and activities without prior written approval from the Director of Student Conduct or his/her designee. This sanction may be enforced with a trespass action as necessary.

UNA Expulsion: Permanent separation from the University. The student is banned from university property and the student's presence at any UNA-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.

Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Conduct or designee.

Student Organization Sanction: Deactivation, de-recognition, loss of all privileges (including status as a UNA registered group/organization), for a specified period of time.

TITLE IX

LOCATION: Guillot University Center, Room 201/202

PHONE: 256.765.4223 • **EMAIL:** titleix@una.edu • **WEBSITE:** una.edu/titleix

The Office of Title IX strives to build a community free from discrimination, including sexual harassment and other forms of sexual misconduct, so that each student, employee, and visitor can work, learn, and succeed in a safe, supportive, and educational environment. UNA has policies and resources in place that prohibit discrimination on the basis of sex or gender, including sexual harassment, sexual assault, dating and domestic violence, stalking, and discrimination against pregnant and parenting students.

Faculty and staff are required to report any observations of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above. Retaliation against any person who reports discrimination or harassment is also prohibited. UNA's Sexual Misconduct Policy may be accessed at una.edu/titleix.

If you have experienced or observed discrimination or harassment, you have several options, including reporting directly to Title IX or law enforcement or speaking with a Confidential Resource.

REPORTING

To report directly, contact:

- Title IX Coordinator • **PHONE:** 256.765.4223 • **EMAIL:** titleix@una.edu
- Title IX Deputy Coordinator • **PHONE:** 256-765-4838
- UNA Police • **PHONE:** 256.765.4357

CONFIDENTIAL RESOURCES

If you're not sure if you want to file a report to Title IX, UNA offers several confidential reporting options to offeradvice and other resources, and if you make the decision to come forward, they can also assist you in contacting Title IX or law enforcement. UNA's Confidential Resources include:

- Student Counseling Services • **PHONE:** 256.765.5215
- University Health Services • **PHONE:** 256.765.4328
- Center for Women's Studies • **PHONE:** 256.765.4380
- Mitchell-West Center for Social Inclusion • **PHONE:** 256.765.5158

Local Resources

- One Place of the Shoals • Phone: 256.284.7600

  One Place of the Shoals is a centralized, collaborative, community effort that provides victims of domestic violence, rape and sexual assault, child physical and sexual abuse, and elder abuse with necessary services under one roof. One Place of the Shoals provides legal assistance, medical exams, and counseling services. One Place of the Shoals is another reporting resource for individuals who may wish to seek legal action.

- North Alabama Crisis Center • Phone: 256-716-1000 (hotline)
- THRIVE Alabama • Phone: 256-764-0492
- SafePlace (domestic violence) • Phone: 256.767.6210 or 256.767.3076 (office)

National Hotlines

- Domestic Violence Hotline • Phone: 1.800.799.7233
- RAINN Sexual Assault Hotline • Phone: 1.800.656.4673
- Suicide Prevention Lifeline • Phone: 1.800.273.8255

Education

UNA has chosen to use Get Inclusive as an online educational tool to educate students on various topics to prepare you for student life. All incoming freshmen and first-year transfer students attending UNA are encouraged to complete Voices for Change through Canvas.

Being an Active Bystander

As a member of the UNA community, students have the ability to act to prevent or intervene in a potentially harmful situation. A bystander is any person who notices a behavior or situation that could lead to harm to another person or group and are faced with the choice to help, do nothing, or contribute to the negative behavior. An active bystander is any person who does something to decrease the likelihood that something harmful will occur or get worse. As an active bystander, there are positive and safe ways to prevent or intervene when there is a risk of behaviors such as discrimination, bullying, sexual harassment, sexual violence, intimate partner violence, or any other type of sexual misconduct that could occur on a college campus.

Students are encouraged to:

1. Recognize behaviors that might be high risk for violence or harm.
2. Attempt to help, but keep yourself safe. Methods of intervention may include:
   a. Checking in with the person to see if they are OK or need help,
   b. Creating a distraction,
   c. Delegating or reporting to someone else who can help, and/or,

d. Checking up on the person later, even after a delay.

UNIVERSITY POLICIES AND PROTOCOLS

ACCOMMODATIONS FOR DISABILITY

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendments Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the accommodation process to develop an accommodation plan. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Disability Support Services (256.765.4214). Accommodations are not retroactive.

UNA SEXUAL MISCONDUCT POLICY

On May 19, 2020, the United States Department of Education released new federal regulations requiring changes to UNA's policies and procedures related to sexual harassment. On July 27, 2020, in order to comply with these new laws, UNA's Executive Council approved the UNA Interim Policy against Sexual Harassment and other Sexual Misconduct. The document was vetted through the Shared Governance process in Fall 2020 and was taken through the Shared Governance process and was fully approved by the Board of Trustees on March 5, 2021.

UNA Sexual Misconduct Policy and Procedures

FREE SPEECH AND ASSEMBLY

The University of North Alabama recognizes that in the community of scholars there are certain indisputable rights to freedom of inquiry, freedom of thought, and freedom of expression. The university encourages the search for truth and knowledge and does not abridge searchers' rights to reveal their findings, by both spoken and written word, even if in so doing they might find themselves at variance with their peers as well as the lay community. Consistent with the mission of the University and in the spirit of academic inquiry, to dissent, to disagree with generally accepted truth and knowledge is acceptable. The university also stands for the right of all the university community to pursue their legitimate activities without interference, intimidation, coercion, or disruption. The university will protect the rights of freedom of speech, expression, petition, and peaceful assembly and affirms all rights and freedoms guaranteed under the Constitution of the United States.

PROCEDURE

Reasonable time, place, and manner restrictions will be enforced. The enforcement will not depend, in any way, on the subject matter involved in an expressive activity. It is strongly suggested that all activities be registered with the appropriate office based on the building you are intending to reserve in advance in order to make adequate arrangements for safety and security and to ensure the space desired is available. Information can be found at Office of University Center Operations and Event Management located in GUC 107.

The University of North Alabama provides forums for the expression of ideas and opinions, such as the following:

1. Traditional public forums include the university's public streets, sidewalks, parks, and similar common areas such as the grass and sidewalk around the Amphitheater. These areas are generally available for non-amplified expressive activity, planned or spontaneous, for the individual or small group at any time without the need for reservation or prior approval, unless the space is already scheduled.
2. Designated public forums include other parts of the campus that may become temporarily available for non-amplified expressive activity as designated by the university. Examples of designated forums include parking lots and athletic fields.
3. Non-public forums are areas that are not traditional public forums or designated public forums. These locations will be restricted to use for their intended purpose and are typically not available for public expressive activity. Examples include, but are not limited to, classrooms, residence halls, faculty and staff offices, academic buildings, administration buildings, medical treatment facilities, libraries, research and computer labs, and private residential housing on campus.
4. Additionally, security considerations may affect the availability of spaces that would otherwise be available.

Disruptive activities will not be allowed. The university has defined a disruptive activity as any action by an individual, group, or organization to impede, interrupt, interfere with or disturb the holding of classes, the conduct of the university business, or the authorized scheduled events and activities of any and all segments of the university. Furthermore, any activity that incites imminent lawless action or that triggers an automatic violent response will be considered disruptive. In addition to any potential criminal penalties, students engaging in disruptive activities will be referred to the Office of Student Conduct, and employees will be referred to Human Resources.

WITHDRAWAL PROCEDURES

WITHDRAWALS FROM COURSES AND/OR THE UNIVERSITY

Students who wish to withdraw from a course or from the University should refer to instructions in the appropriate catalog:

- Undergraduate Catalog
- Graduate Catalog

NO SMOKING POLICY

The University of North Alabama is dedicated to providing a healthy, comfortable and educationally productive learning environment for faculty, staff, students and visitors. The University of North Alabama recognizes that smoking any substance presents a public health hazard. As such, it shall be the policy of the University of North Alabama that smoking shall be prohibited on all university owned and operated property both indoors and outdoors.

"Smoking," as used in this policy, refers to inhaling, exhaling, burning, or carrying any lighted or heated smoking product and to the use of any such other electronic or other device that is used as an alternative to traditional tobacco products and that produces a smoke or vapor when in use. "Smoking products" include, but are not limited to, all cigarette products (cigarettes, bidis, kreteks, e-cigarettes, etc.) and all smoke-producing products (cigars, pipes, hookahs, vaporizers, etc.). "University-owned and operated property" includes, but is not limited to: all outdoor common and educational areas; all university buildings; university-owned/operated housing facilities; campus sidewalks; recreational areas; outdoor stadiums; and university-owned and leased vehicles (regardless of location). Littering campus with the remains of smoking products is also prohibited.

This policy applies to all employees, students, visitors, contractors, and externally affiliated individuals or companies renting university-owned space on university- owned and operated property campus grounds.

Education will be the preferred enforcement method to ensure individuals adhere to the new policy. Individuals that violate this policy will be provided educational information on the new policy and offered a referral for smoking cessation. However, disciplinary action may also be used for repeat violations as indicated below.

- Students will be referred to the student conduct office. Violation of this policy is a violation of the Student Code of Conduct.
- Employees will be referred to their supervisor and/or appointing authority for appropriate action.
- Contractors will be referred to their respective employers for appropriate action.

- Visitors may be required to leave the campus if they fail to conform to the policy when advised.

Additional Resources and Support

The University recognizes that quitting smoking can be a significant personal challenge. As such, the University will provide ongoing information, education, and support to faculty, staff, and students on a variety of wellness initiatives including cessation aids and programs.

[Approved by the Board of Trustees on June 6, 2017]

STUDENT COMPLAINT PROCESS

UNA is committed to reviewing and responding to student complaints appropriately. A complaint is an expression of discontent based on the result of behavior or circumstances that the student believes are unjust, unsafe, inequitable, or create an unnecessary hardship.

This Complaint Procedure applies to student complaints that are not addressed in other University procedures which have established processes for resolution, such as Final Grade Appeal, Academic Dishonestly Appeal, Dismissal from Academic Programs, Student Conduct, or Title IX, unless the complaint is based on discrimination or other forms of inequity, or failure to follow established procedures.

If a complaint does not fall within established procedures, a student may submit a complaint via the following procedures:

A. Informal Complaint Resolution Process

Prior to initiating the formal complaint process, a student complainant should first request to meet with the individual(s) with whom they have a concern. The informal complaint procedure is intended to encourage communication between the parties involved in order to facilitate a mutual understanding of different perspectives regarding the complaint.

There are times when it is not possible to initially address the individual(s) of concern directly. At that point, the student should consider meeting with the Department Chair, Supervisor, or Dean as the first step. If a satisfactory resolution cannot be reached with the individual(s) involved, the student complainant may then request a meeting with the Department Chair, Supervisor, or Dean who shall assist in finding a resolution.

At any point during the informal process, a student may seek resolution with the University Ombudsman.

B. Formal Complaint Resolution Process

If a satisfactory resolution cannot be reached informally, a student complainant may initiate the formal complaint procedures by submitting the Student Complaint Form (online, via email, mail, or hand-delivered) tothe appropriate Vice President's Office: the Vice President

for Student Affairs, the Provost and Executive Vice President for Academic Affairs, or the Vice President for Business and Finance, depending on the area of concern. All formal complaints must be in writing and must be signed by the student. Electronic or digital signatures clearly attributable to the student (i.e., the student's name in an email message received from his or her UNA email account) are acceptable.

Upon receipt of a formal complaint, the Vice President to whom the complaint was submitted will 1) respond to acknowledge receipt of the complaint and to inform the complainant on the next steps, 2) forward the matter to the proper University office for a response, or 3) initiate an investigation as outlined in the following paragraph.

If the complaint can be resolved with a direct response from the appropriate Vice President or by another administrative office, the complaining party will receive a written response within 10 business days of the receipt of the written complaint. If the Vice President feels an investigation is warranted, the complaining party will be informed of the initiation of an investigation, the name of the investigating party, and of the date they should receive a report of its outcome. The investigation should be carried out by the senior administrator of the office/department from which the complaint arose, unless that individual is named in the complaint, and should conclude within 30 business days of the formal complaint, unless extenuating circumstances occur. Once the investigation has been completed, it is the responsibility of the office/department investigating the complaint to recommend resolution to the appropriate Vice President's office, who will determine the resolution.

Following the investigation process and resolution determination outlined above, the Vice President who supervises the area or individual(s) involved in the complaint will provide a written response to the student complainant that will address the appropriate action(s) taken by the University. Once this response has been sent to the student, the matter will be considered closed, and the Vice President's decision is final.

Complaint Tracking

The Vice President for Student Affairs and the Provost and Executive Vice President for Academic Affairs offices will track each formal student complaint and will maintain a record that includes, at a minimum, the following information:

- The names of the student(s) initiating the complaint and the individual(s) named in the complaint;
- The date that the Student Complaint was received;
- The student(s) identified with the complaint;
- The nature of the complaint, including a copy of the Student Complaint, to be retained for not less than two (2) years after its final disposition;
- The University official(s) assigned to investigate the complaint and the steps taken to resolve it;

- The date and final resolution or disposition of the complaint;
- Any external actions taken by the complainant, if any, of which Vice President becomes aware.

Tracking of student complaints helps the University identify any serious or systemic problems affecting the quality of the student life and assists in identifying patterns of conduct that raise a legitimate concern with respect to the University's academic or co-curricular programs, and to comply with obligations imposed by federal regulations for receiving, responding to and tracking student complaints.

The information tracked will be made available to regulatory agencies and accrediting bodies, including the Southern Association of Colleges and Schools Commission on Colleges, as required in accordance with applicable laws, regulations and policies.

[Adopted February 2019; Revised January 2023]

UNIVERSITY OMBUDSMAN

The University Ombudsman is an advocate of collegial relationships and a confidential and informal resource for anyone with a complaint or grievance against the university, its division/unit, employee or student. Acting as a neutral party with independent authority free of conflicts of interests, the University Ombudsman provides an internal and informal avenue toward resolving complaints, conflicts and grievances through involvement of concerned parties, facilitating communications between them, and assisting them to develop and rebuild a collegial relationship of trust.

The Office of the University Ombudsman is located in Room 230 of GUC. To make an appointment with the University Ombudsman, email satakeuchi@una.edu.

GRIEVANCE PROCEDURES

Grievance procedures are available to all members of the university community for resolution of disputes that do not fall within the jurisdiction of the University student conduct system. A grievance is a complaint directed against another member or organization of the University community or against the University. The University Ombudsman provides an informal avenue for grievances and complaints (excluding academic appeals and grade disputes). Students may also use the Student Complaint Form Process if the complaint does not fall within other established procedures (una.edu/policies).

GRIEVANCE DEFINED

A "grievance" is a complaint directed against another member or organization of the university community or against the University, including the departments, divisions, and schools thereof, alleging improper, arbitrary, or discriminatory application of university rules, regulations, standards, practices and/or procedures relating to conditions of employment or enrollment, or other circumstances giving proper grounds for complaint.

A grievant first must seek resolution or redress of the grievance informally through the established administrative channels. If, after exhausting recourse through established administrative channels, the grievant still believes satisfactory remedy or relief has not been provided, the grievant may request a formal hearing.

Informal Procedures

A grievant first must seek resolution or redress of the grievance informally through the established administrative channels. The direction of the informal process is determined by the grievant's classification (student, faculty, or staff) and the nature of the grievance. The process begins with the official at the first or immediate level of authority, and, if required, continues in the chain of authority to the next higher level. For students, a complaint involving services or activities normally will be directed to the appropriate director/coordinator of the service or activity with continuation in line to the Vice President for Student Affairs; on a complaint involving academic or instructional matters, to the academic department head and with continuation in line to the Vice President for Academic Affairs and Provost. Complaint by an applicant who has been denied admission to the University will be directed to the Chief Enrollment Officer.

Formal Hearing

If, after exhausting recourse through established administrative channels, the grievant still feels that a satisfactory remedy or relief has not been provided, the grievant may request a formal hearing. The request shall be directed to the President of the University in writing and shall bear the grievant's name, current address and telephone number; a clear statement of the nature of the grievance and facts supporting it; the remedy or relief sought; the date; and the grievant's signature.

Grievance Committees

On proper request for a hearing, the President of the University shall establish a grievance hearing with an ad hoc committee of three persons. The committees shall be composed of university personnel appointed by the President, according to the classification of the person initiating the request. If a student initiates the request, the committee will be chosen from among members of the university faculty, non-faculty staff and students.

Toward assuring a full and impartial hearing strictly on the merits of the cases, due regard shall be given to appoint committees of persons with appropriate expertise and without bias or direct interest in the outcome, to provision for peer representation where relevant and to adherence to hearing procedures. In making committee appointments, the President may seek nominations from representative organizations such as, respectively, the Faculty Senate, and the Student Government Association. In cases involving a member of the university faculty as grievant or accused, the President shall, if so petitioned by the faculty members in the formal request for a hearing, make the committee appointments from the appropriate list of nominees established for such purposes

by the Faculty Senate at the beginning of each academic year, one list to consist of nine nominees for grievancecommittees.

Persons appointed to grievance committees who deem themselves disqualified by reasons of bias or interest may be excused. The grievant or accused shall have the right of challenge of committee appointments for cause and, if in the judgment of the President a challenge is supported by adequate grounds, the member so challenged shall be excused. The President shall designate one member of the committee to act as chair or may appoint an additional ex officio non-voting member to act as chair. The committees may adopt, for governance and operation, supplemental rules and regulations not in conflict with this resolution.

GRIEVANCE HEARING PROCEDURES

A grievance hearing is not an administrative due process hearing and therefore does not include all the procedures provided for in due process hearings; neither do formal rules of evidence apply. The hearing shall be confidential and only those persons concerned should be included in the hearing.

FUNCTIONS OF THE GRIEVANCE COMMITTEE

The Committee or Committee Chair may confer with the grievant prior to the hearing to schedule witnesses, provide for the exchange of documents and achieve other appropriate objectives to make the procedures fair, effective, and expeditious. In the hearing, the Committee may question the grievant and the witnesses presented by the grievant, may call such witnesses and examine such documents as it considers necessary, and shall keep a record of the hearing.

The Committee's role is to investigate the complaint as presented to the Committee by the grievant, to obtain all the facts in the dispute, and to come to a conclusion as to whether or not the grievant has just cause for complaint. In grievances that are contractual in nature, the committee's role is to determine whether or not the grievant has had all the benefits of the procedures afforded by the rules and regulations of the University, and whether or not the decision that forms the basis for the complaint was the result of adequate consideration in terms of the relevant standards of the University, school, and department. The Committee shall be guided in its decisions only by the evidence presented at the hearing.

RIGHTS AND RESPONSIBILITIES OF THE GRIEVANT

It is the responsibility of the grievant to present all the facts and to prove the merits of the grievance. To this end the grievant shall state the grievance with specificity, shall be allowed to present witnesses and documents on the grievant's behalf and to examine any other witnesses and documents presented. The grievant shall not be represented by counsel but may have the assistance of adviser of his/her choice from among personnel of the university community.

The Committee's Report and Final Action

Upon conclusion of the hearing, the Grievance Committee shall prepare a report summarizing the evidence and rendering its conclusions. Copies of the report shall be sent to the President and to the grievant. Within 14 days of the receipt of the report, the President, giving due weight to the report of the Committee, shall render a decision and so notify the grievant. Should the President's decision be inconsistent with the report of the Committee, the President shall state his reasons to the grievant and to the Committee. The President's action shall be final, except that a grievant may appeal a reversed or modified decision to a subcommittee of the Board of Trustees.

NOTICES, POSTERS, AND BANNERS

The placement of flyers is restricted to public bulletin boards and is limited to one flyer per bulletin board. Flyers shall be no larger than 11"x17". Flyers are NOT to be taped to windows, walls, doors, or any painted surface. Signs, posters, banners, or flyers advertising the sale of alcoholic beverages are prohibited and shall be removed. We reserve the right to remove advertisements containing subject matter considered to be offensive or in poor taste.

To utilize the GUC Atrium Video display, email the file (JPG or MP4 or a direct YouTube link) to studentengagement@una.edu. The file needs to be in a 16:9 aspect ratio or in a film format designed in a landscape layout. The file should be provided no later than a week prior to the event. No profanity, marketing of other universities, or alcohol/drugs/nudity.

No notices of any kind may be displayed on glass doors or on walls of campus buildings. Prior permission from the office concerned must be obtained before notices may be placed on the bulletin boards of the administrative offices or academic departments. Contacts for building coordinators can be found at una.edu/facilities/environmental-health-and-safety.

No sidewalk chalk may be used on campus. Publicity materials with adhesive or gummed surfaces are prohibited in all locations.

Anyone wishing to hang a banner anywhere on campus besides the Guillot University Center must secure approval from the Director of Student Engagement, GUC Student Engagement Center.

PUBLIC ADDRESS SYSTEM AND AMPLIFIERS

Permission to use public address systems in any outdoor area of the campus must be secured well in advance from the Office of the President or the Office of University Center Operations and Event Management. No sound truck is to be operated anywhere on campus at any time without permission. Amplified music in the Amphitheater or any other outside area must be approved in advance by the Office of University Center Operations and Event Management.

WEAPONS & FIREARMS STATEMENT

Except as otherwise stated in this policy or as otherwise allowed by law, the University of North Alabama (UNA) prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus. This policy applies to all persons on campus, including faculty, staff, students, contractors, and visitors. The University Police Department provides temporary storage (no more than 48 hours) for lawfully possessed firearms at its campus police department.

Consistent with Alabama law, all persons are strictly prohibited from possessing firearms at locations where security guards and other security features are employed, such as athletic events.

This policy will be published in the Employee Policy Manual & Handbook, University Police Department Policy and Procedures, and Student Handbook, and supersedes any contrary provisions.

Persons on campus and in violation of UNA policy are trespassers and may be dealt with accordingly, including, but not limited to, being removed from campus and receiving a written directive to remain off campus. Contractors and vendors are expected to comply with policy and contract terms. Violations of Alabama law may be dealt with by appropriate law enforcement. Student violations may be addressed in accordance with the Code of Student Conduct as well as other applicable policies and may include sanctions, up to and including expulsion. Employee violations may be resolved in accordance with employer policies, up to and including termination.

This policy does not prohibit use or possession of dangerous weapons or firearms:

1. By certified law enforcement officers acting within the scope of their employment;
2. By private security, who with express prior permission of the University Police Department, possess firearms or dangerous weapons while in the employ of UNA or for a permitted event;
3. By members, coaches, and authorized staff of a recognized team or course who are acting within the scope of activities that the University Police Department has pre-approved (i.e. ROTC members);
4. At the President's home;
5. By law enforcement officers who are attending classes as students. If, however, law enforcement officers are not in uniform during class, they must keep their weapon(s) concealed.

No other individual may possess a firearm on campus, except for a lawfully-possessed firearm, properly maintained in the individuals privately-owned motor vehicle in a manner that satisfies all requirements and prerequisites of Alabama law. Any other use or possession of dangerous weapons or firearms on campus must be authorized by the University Police Department.

For applicable enforcement procedures by UNA Police Department, refer to una.edu/police.

REGULATIONS AND PROCEDURES

UNIVERSITY OF NORTH ALABAMA POLICE DEPARTMENT

The mission of the University of North Alabama Police Department is to protect life and property of the University Community. University Police Officers are on duty 24 hours a day, 7 days a week enforcing federal, state, and municipal laws, as well as university rules and regulations.

University of North Alabama Police Officers are certified law enforcement officers in the State of Alabama, accredited by the Alabama Peace Officers Standards and Training Commission in accordance with Section 7, Subsection C. Legislative Act 1981, amending Act 156 of the Code of Alabama.

The University of North Alabama Police Department is vested with full police power to serve the University Community, has authority in University-related matters throughout the State of Alabama, and has cooperative agreements with other law enforcement agencies throughout the State. All traffic regulations that apply anywhere in the State, apply while on the University Campus. We encourage you to follow the traffic laws, and watch for pedestrian traffic while on campus.

Updates to the Weapons and Firearms Policy can be found on the UNA Police Department website.

University Police office hours are 8:00 a.m. - 4:30 p.m., Monday - Friday.

REPORTING ON-CAMPUS CRIMES AND OTHER EMERGENCIES

To maximize safety on campus, the University Police Department strongly encourages anyone with knowledge about any crime, suspicious activity, or unsafe actions or conditions on campus (either as a witness or as a victim) to make an immediate report to the University Police in person or by telephone.

Reporting does not mean you must take legal action. It may, however, help police officers stop further incidents as well as help them keep the community informed about criminal activity.

To make a report in person, go to the University Police Department, which is located in the basement of Keller Hall, adjacent to Cramer Way. To make a report by phone, call 256.765.4357 and describe the situation to the communications operator. **In emergency situations, including fires and medical emergencies, call 911.** All 911 calls are routed to Florence Police Department through the Lauderdale County 911 Center.

UNA students requiring non-emergency medical care may contact UNA Health Services at 256.765.4328. Students seeking counseling services may contact Student Counseling Services at 256.765.5215 or the Center for Women's Studies at 256.765.6198.

UNA employees requiring non-emergency medical care may contact UNA Health Services at 256.765.4328. UNA employees who are victims of interpersonal relationship violence may also contact the Center for Women's Studies for counseling and advocacy.

All employees, staff or faculty who become aware of an allegation of violation of university policy, Code of Student Conduct, or civil or criminal law should report the allegation to their supervisor or senior campus administrator. The following people with "significant responsibility" for student and campus activities, known as Campus Security Authorities, must report potential criminal activity of which they are aware: academic deans, directors of admissions, career services, deans, program chairs, financial aid director, student accounts director, housing director, provost, human resources director, president, registrar, private security guards, associate provosts, as well as any assistants and associates.

These individuals should not attempt to investigate, but should instead report and allow police to investigate. Licensed and pastoral counselors are exempted from these reporting procedures. The function of these administrators (significant responsibility) is not to determine whether a crime took place. That is the function of law enforcement professionals working within the criminal justice system.

All persons in the UNA community are encouraged to assist anyone in reporting alleged criminal activity by contacting a campus security authority at the campus where the criminal activity occurred and/or the UNA Police Department, as well as providing assistance in making the incident report. Failure to report criminal activity to the campus security authority in a timely manner may result in disciplinary action by the University. University employees and students, who are not members of the campus security authority, are encouraged to assist anyone reporting alleged criminal activity in contacting the campus security authority and/or the local police department in order to file a criminal report. Criminal activity may be reported voluntarily and confidentially to the campus security authority. Counselors are required to provide statistical information relating to crimes on campus but may continue to honor the confidentiality of victims.

Policy Statement: Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Chief or a designee of University Police Department can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger.

Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

UNA Police Response to a Crime Report

When you report a crime to the UNA Police Department, a UNA police officer will meet with you, listen to what happened, and, if necessary, make a preliminary report. Next, investigators will review the report and conduct a follow-up investigation. If a suspect is found and you decide to press charges, information will be presented to a warrant magistrate, who decides if there is legal reason to arrest the suspect. If there is, you will be asked to sign the arrest warrant, which UNA Police officers will serve. A court date will be set; you may have to be present to testify. See also Crime Alerts/UPD Advisories.

If You Don't Want to Make a UNA Police Report and/or Take Legal Action

The University of North Alabama Police encourages you to report criminal activity even if you do not want to take legal action in order to help us maintain accurate statistical records. The University Police is responsible for preparing the University's Annual Security & Fire Safety Report and for compiling the crime statistics included in the report. We would like to keep the community as informed as possible. The information you report may require the UPD to issue a Crime Alert/UPD Advisory/Lion Alert if they determine that the circumstances warrant such action. Also, see information below regarding another way in which to make a voluntary, confidential reporting of forcible and non-forcible sexual offenses.

Reporting Off-Campus Crimes and Other Emergencies

Victims or witnesses to criminal activity occurring off campus should contact the agency that has jurisdiction:

- Florence Police Department 256.760.6500
- Muscle Shoals Police Department 256.383.6746
- Sheffield Police Department 256.386.5630
- Tuscumbia Police Department 256.383.3121
- Lauderdale County Sheriff's Office 256.760.5757
- Alabama State Troopers 256.383.9212

University Police officers can assist in notifying other law enforcement agencies.

OFF-CAMPUS HOUSING

The UNA Police routinely patrol off-campus apartments and respond to calls for the purpose of reporting statistics and for prevention efforts through the Crime Prevention and Community Outreach program. If you believe a crime has occurred at the off-campus apartments, contact the UNA Police at 256.765.4357.

Fringe Areas of Campus: While the City of Florence Police Department has primary jurisdiction and responsibility in all areas off-campus, UNA Police can and do respond to most incidents that occur in close proximity to campus. UNA Police have fringe patrol duties dedicated to providing

additional law enforcement presence around the perimeter of campus. UNA Police regularly meet and communicate with local law enforcement regarding the occurrence of crimes in fringe areas.

If you believe a crime has occurred in close proximity to campus, please report the crime to the City of Florence Police Department at 256.760.6500.

Daily Crime Logs/Summary of Criminal Incidents

The University of North Alabama Police Department compiles statistical information from the contents of the UPD daily crime log, which contains summaries of each day's crime reports made to UNA Police. The crime log summaries include each incident's location, type, date, time, and disposition of the complaint. UPD crime logs are available for public viewing, 24 hours a day, on the police department website at una.edu/police/crimelog.html.

Tornado Emergency Procedures

Every attempt will be made to announce imminent inclement weather conditions with enough advance notice to facilitate a safe evacuation and closing of the campus and to ensure the safety of staff and students residing on campus. However, should that not be possible, the following information is provided to assist campus community members and visitors in seeking appropriate shelter on campus. During a tornado, stay calm and quickly move to safe areas as noted below:

- If indoors, seek shelter in lowest level of the building. Interior hallways or rooms are preferable. Keep awayfrom windows.
- If outdoors, take cover in the nearest ditch or depression, away from power lines, buildings, and trees. Do not stay in a car or attempt to outrun the tornado.
- After the tornado passes, evaluate the situation and, if emergency help is needed, contact 911 or call the University Police Department at extension 4357 (HELP) or 256.765.4357. Be aware at all times of dangerous structural conditions around you.
- Damaged facilities should be reported to the University Police Department at 256.765.4357. *Note: Gas leaks and power failures create special hazards.*
- Assist the disabled in evacuating the building. Do not use elevators.
- Once outside, move to a clear area away from the affected buildings. Keep streets and walkways clear for emergency vehicles and personnel.
- If requested, assist the University Police Department and/or other responsible parties.
- Do not return to evacuated buildings unless directed to do so by the University Police Department and/or other responsible parties.

Stay calm. All emergency response efforts will require clear thinking and cooperation from all members of the campus community.

TORNADO SHELTER AREAS

Please visit this link for an extensive list of all tornado shelter locations:

una.edu/emergency-management/tornado.html

This list is updated routinely in order to include new properties and any building modifications that may incorporate shelter areas. **You should familiarize yourself with the shelter areas in the buildings you frequent.**

In the event the University closes due to storms or tornadic weather, some buildings will remain open to accommodate those needing shelter until dangerous weather conditions pass. The following buildings will remain open:

- Science and Technology Building Storm Shelter (under parking lot at south end of building)
- Residence Halls
- Laura M. Harrison Hall Storm Shelter (east side of Stevens Hall)

LION ALERT

You may log into Lion Alert using your UNA Portal user name and password. Click on the words Lion Alert at the bottom of the University's main webpage. On this page, you will find the "Lion Alert Login" link along with other valuable information. For general information and technical assistance with logging in, you may contact the Office of the Vice President for Student Affairs at 256.765.4698. Lion Alert FAQ provides answers to frequently asked questions about your information, how notifications will be sent, and supported features.

What is Lion Alert?

Lion Alert is a mass notification system comprised of email, voice, and text messaging, and is designed to send emergency messages to thousands of individuals in minutes. Because students, faculty and staff are constantly on the move, this system provides the flexibility for you to receive emergency messages on multiple devices. It supplements existing means of emergency communication, including outdoor warning sirens and severe weather alert radios.

Everyone who has a University of North Alabama email address will receive emergency alerts to their campus email address. In order to also receive text and voice message alerts, members of the campus community are asked to provide phone contact information. While participation in the text and voice messaging notification is optional, enrollment is strongly encouraged. The information you supply is considered confidential and will not be shared or used for other purposes. You will only be contacted through the system in the event of an emergency.

Who can sign up for Lion Alert voice and text messages?

All UNA students, faculty, and staff who have a valid ID are able to sign up to receive text and voice message alerts. You will need to log into Lion Alert by clicking on "Lion Alert" on the

bottom of the front page of the UNA website. On this page, you will find the "Lion Alert Login" link and use your UNA Portal user name and password to enter the system.

Will I receive Lion Alert Messages if I don't sign up?

If you do not sign up with Lion Alert, you will still receive emergency messages via your official campus email address. However, you will not receive text or voice messages. UNA strongly recommends that you provide at least one phone number (cell phone is recommended) for Lion Alert to ensure that you receive important messages in a timely manner. Any contact information you provide will only be used for emergency notifications.

What kind of alerts will be sent?

The system is only used to distribute information regarding emergencies that dictate immediate action.

Examples of alerts include severe weather, building evacuations, dangers requiring lock-down or shelter-in-place, or other emergencies requiring immediate action. The message will direct you where to go for further information or what action to take. Following a warning, the alert system may be used to provide additional messages or an "all-clear" announcement.

The Lion Alert notification system is tested on a routine basis to ensure that we are able to reach all Lion Alert participants in the event of an emergency.

Less urgent messages will be sent using the campus advisory email system.

How does Lion Alert work?

Lion Alert is a hosted and managed system. You do not need special hardware or software to receive messages. It is a multi-modal service that can disseminate emergency messages through:

- **Email:** An alert message will be sent to your official campus email address. You can also specify a secondary email address for receiving these alerts.
- **SMS Text Messages:** Faculty, staff and students may choose to register a cell phone number for receiving SMS text messages through Lion Alert.
- **Voice Messages:** Faculty, staff, and students may choose to register up to three additional phone numbers withLion Alert. Voice messages will be sent to these phone numbers.

NOTE: You will receive emergency alerts to all phone numbers and email addresses registered with LionAlert.

Can I opt out of the system after I sign up, and can I update my contact information after Ihave registered?

You can opt not to receive text or voice mail alerts; however, you cannot opt out from receiving an alert on your official campus email address.

You can log into Lion Alert at any time to update or delete your contact information. Whenever your phone number or alternate email address changes, it is very important that you update this information with Lion Alert to ensure you continue to receive alerts through the system.

Are there any costs involved if I sign up for the Lion Alert system?

If you do not have a text messaging contract as part of your cellular service, there may be a small charge for any text messages that you receive.

You should check with your cell phone carrier to determine what these costs may be. There is no fee assessed to students, faculty, or staff for gaining access to the system.

How soon will I have the capability to receive text or voicemail emergency messages after I sign up?

You will be able to receive emergency messages within 24 hours of sign-up. The system is updated on a daily basis.

Will my contact information remain secure, and will it be used for any other purposes?

The information collected for Lion Alert is securely maintained and will not be shared. It is only used for notification of emergencies requiring immediate action. How can I recognize messages from Lion Alert?

- **Email**: Email sent from Lion Alert will come from **lionalert@una.edu**.
- **SMS Text Messages:** Text messages will begin with "Lion Alert" and will originate from phone number 866-665-4384.
- **Voice Messages:** The phone number you will see in your caller ID will be 866-665-4384. You should program this number into your phone so you will immediately recognize it as an urgent call.

Where can I find additional information about emergency procedures or emergency situations?

Information about existing emergency procedures and emergency preparedness is posted at una.edu/police. During an emergency, details and updated information regarding the specific emergency will be provided on the UNA home page at una.edu.

Campus Security Report

The University Police Department provides an Annual Security & Fire Safety Report for students to review. This report may be accessed on the UNA Police Department website located at una.edu/police; search for the Annual Security & Fire Safety Report under the Clery Act section. You will also find other valuable tools like the UNA Campus Safety Guide, Emergency Management & Preparedness information, and Crime Prevention and Safety details. Please take the time to review the University Police Department's website for valuable safety and security information.

Police Department's Mission Statement

It is the mission of the University of North Alabama Police Department to maintain a safe and secure campus by providing quality public safety in partnership with the community.

Police Department's Vision

The vision of a safe and secure environment is shared with the University community, which includes students, faculty, staff, and visitors.

- We must maintain a safe and secure environment, free from the distraction of criminal activity and disorder, for the pursuit of education and scholarship that brings people to the University of North Alabama.
- We firmly believe in a community-oriented problem-solving philosophy. The core components of the philosophy are prevention, partnerships, and problem solving.
- Our officers are committed to preventing crime and disorder and focus their efforts on eliminating the underlying causes of those problems.
- We will actively engage in partnerships with the community to address and solve problems.
- Partnerships are the foundation of effective problem solving, safety, security and crime prevention. Through these partnerships and collaborative problem solving, officers deal with problems, prevent crime, and help maintain a community free of disorder and safe from natural and man-made disasters.

Training

Training for new University of North Alabama Police Officers includes:

- 240 hours of orientation training
- 520 hours of training at the Alabama Peace Officers Standards and Training Academy
- 420 hours of field training and evaluation
- 3-month probationary period

Afterwards, an officer attends approximately 60 hours of training every year. UPD maintains 15 authorized sworn positions with arrest powers.

Hours: UPD patrol officers are on duty 24 hours a day, 7 days a week. • **Phone:** 256.765.4357 (HELP) • **Website:** una.edu/police

Protecting a diverse campus requires strong partnerships between campus law enforcement and each member of the community. Safety is everyone's responsibility. "See It, Hear It, Report It."

Types, Frequency, and Descriptions of Crime Prevention Programs

The University uses various mechanisms to inform students and employees about the prevention of crime. For example, the UPD annually publishes the Campus Safety Guide, which provides information on how to report criminal activity as well as practical steps students and employees can take to prevent theft of property and more serious crimes of violence, including physical and sexual assaults. This yearly publication emphasizes that crime and accident prevention starts with the individual, and that becoming informed about the University's safety procedures and services outlined in the guide is a good first step toward preventing crime.

Specifically, this guide:

- Highlights Operation ID, a UPD service that offers engraving tools for use by University community members to mark personal property for identification purposes in case of burglary, theft, or robbery;
- Explains how to operate the blue emergency phones which are directly linked to the UNA Police Department and located throughout campus (see campus map);
- Sets forth practical and easy-to-implement safety tips for on-the-road traveling, visits to public places, and residential living;
- Lists several safety precautions to prevent acquaintance rape and drug-induced sexual assaults, as well as the more frequent theft-related crimes;
- Discusses the Victim Assistance Program, which was developed to assist victims of crimes that occur on campus in the areas of criminal prosecution, victim's rights, and victim assistance;
- Provides tips on how to recognize safe, off-campus apartments;
- Gives advice on how to comply with local and state laws by abiding by traffic, parking, and public nuisance laws and/or city ordinances; and
- Provides information on how to handle medical and safety emergencies and how to implement Emergency Preparedness guidelines in your lifestyle.

The Campus Security Guide is widely distributed to the campus community and can be accessed online at una.edu/police.

The UPD also offers a variety of crime prevention/education programs to UNA students and employees. These programs include, but are not limited to, the following:

Safety Presentations

Addresses all issues of personal safety, including alcohol/drug abuse awareness, prevention of sexual assaults and property crimes, travel safety tips, state/local laws, etc. Safety presentations, accompanied by brochures and other printed materials, are made to the following groups:

- Parents of New Students;

- New Student Orientation Attendees;
- Residence Hall Students;
- Other Campus Groups or Organizations, such as UNA employees, nursing students, students with disabilities, international students, student government, specific campus organizations, and intercollegiate athletes.

Printed Crime Prevention Materials

Crime prevention materials such as the Campus Security Guide are related to personal safety, bicycle safety, residence hall safety, and theft prevention and are widely distributed at safety presentations and at various on-campus locations.

Rape Awareness, Education, and Prevention

The University of North Alabama Women's Center and the Community-Oriented Police program provide rape awareness, education, and prevention presentations to the University community throughout the year.

Crime Stoppers

The University Police Department participates in the local Crime Stoppers program wherein callers may anonymously give information concerning crimes and receive monetary rewards for their help.

Community-Oriented Policing Program (COP)

Upon request by University divisions, departments, and organizations, University Police officers attend meetings to provide up-to-date crime prevention information and to hear the concerns of University community members about crime and safety issues. These officers also offer safety programming to their respective campus communities.

UPD Website

The UPD maintains a Web site at una.edu/police for quick and up-to-date information on police, fire safety, and emergency procedures. The University community is encouraged to take a few minutes to browse this site. If you have any questions, call the University Police Department at 256.765.4357

Community Awareness Programs

Members of the University Police Department are active participants in University and community sponsored awareness programs. One purpose of these programs is to inform the University community about the many resources available to them through various University departments on campus.

UNA TRANSPORTATION SERVICES
PARKING REGULATIONS AND PROCEDURES

The following Traffic and Parking Regulations are effective December 1, 2015 and are subject to change. Any person, who owns, operates, and/or parks a motor vehicle on University of North Alabama (UNA) property submits fully to all rules and regulations outlined in this document. Faculty, staff, and students are responsible for knowing the regulations governing the operation of motor vehicles at UNA as outlined in this publication.

Anyone operating a vehicle in violation of the University parking policy will be held responsible for any such violation. Failure to comply may result in university disciplinary action, fines, vehicle immobilization or impounding of vehicle.

All vehicles operated on the UNA campus must be properly registered and display a current UNA parking permit—twenty-four (24) hours a day, seven (7) days a week.

Registration in itself is no guarantee of a parking space near the place where one works or attends class. The responsibility of finding a legal parking space rests with the vehicle operator. A lack of space where one would like to park is not a valid excuse for violating any parking regulation.

POLICY STATEMENT

These regulations are prepared and distributed to assist individuals operating and/or parking motor vehicles on University of North Alabama property. The University is committed to providing the highest level of service and ensuring the safest and most efficient use of parking resources.

AUTHORITY

These regulations are established by virtue of the authority vested in the Board of Trustees in accordance with state statutes. By virtue of the powers granted to the Board of Trustees by the Constitution, the Board of Trustees has the authority to adopt and promulgate reasonable rules and regulations for the management and governance of the institution. These powers may be delegated to various University officials for the governance of students and the administration of University Affairs, Ref: Alabama Code SS16-47-2, 34 (1975).

The responsibility of obtaining knowledge of all laws and regulations in force rests with the motor vehicle operator. Students, faculty, and staff are expected to be familiar with and abide by these regulations. The factthat a violation notice is not issued when a vehicle is illegally parked does not mean or imply that the regulations or laws are no longer in effect.

All ordinances of the City of Florence, Alabama, related to traffic which are not in conflict with or inconsistent with these regulations, are made a part thereof and are enforceable as provided herein.

Statement of Accuracy

As a result of the dynamic environment, every effort is made to ensure accuracy of information provided on written material such as maps or University signage.

Many parking transactions and inquiries, including permits, citation payments, and appeals, etc., may be found online at una.edu/transportation. One should consult the website for any recent updates pertaining to rules, regulations, and announcements. This website will supersede any written material as a determining factor.

Reservation of Space

The University of North Alabama reserves the right to set aside areas for UNA sponsored and special events (i.e., concerts, athletic events, parades, etc.) in all parking areas of the University campus. The University further reserves the right to temporarily block certain areas of streets and/or parking lots in order to facilitate repairs, with or without notice to the general public. Reasonable efforts will be made to provide the UNA community with notification of reserved parking which may impact the campus.

The policy for reserving space is as follows:

- **All reserved parking requests must be made online at una.edu/police two weeks prior to the event.** Any requests made after such time will be reviewed on a case-by-case basis. The two-week period is necessary to ensure adequate space, personnel, and/or equipment is available to fulfill the request. If the reserved parking request requires police personnel, the requesting department will be charged for personnel costs. If the reserved spaces are not monitored by the requesting department or police personnel, we cannot guarantee protection against the misuse of cones or spaces. Reserved parking requests will not be accepted via email, telephone, or person-toperson.

General Parking Regulations

Anyone who operates a motor vehicle on the University of North Alabama campus is required to register his/her vehicle with UNA Transportation Services and obtain a valid parking permit. This includes all employees, faculty, staff, designated guests, administrative officials, and all students. Persons to whom the parking permit is registered will be held responsible for all citations received by the vehicle. The University of North Alabama assumes no liability for damages to or loss of any vehicle or vehicle contents while parked on or in operation on University property.

All City and State rules and regulations, as well as all directive signs governing the use of motor vehicles, shall be observed at all times. UNA Transportation Services has the authority to require individuals to present a student ID, driver's license, or vehicle registration at any time to address any issues pertaining to permits, citations, towed vehicles or immobilized vehicles.

Employees may not transfer, lend, or give their permit to children, relatives, or acquaintances attending classes at UNA. All students must obtain and display a classified student permit and park in their designated area. Students who park vehicles in GREEN zones will be cited.

The University Police Department may cancel the registration of any vehicle judged to be unsafe or which makes excessive noise.

In the event of mechanical failure, the owner or driver will be responsible for removal of the vehicle as soon as possible. The University Police Department should be notified of its location.

All vehicles must be registered with UNA Transportation Services and must display a permit or request temporary validation virtually through the Transportation Services office.

Parking regulations are in effect 24 hours a day. Bicycles should be left in designated bicycle racks only.

Campers/trailers and boat trailers are prohibited on campus. Space is available on Stewart Avenue (behind the baseball stadium) to accommodate campers/trailers.

Vehicles are to be parked in a designated parking space only (within lined spaces). Vehicles are not to travel on or be parked on sidewalks, paths, lawns, grassed/landscaped areas, curbs, or any other area not designated for vehicular traffic or parking.

Pedestrians shall use crosswalks. No pedestrian shall suddenly leave the curb or other place of safety and travel into the path of a vehicle which is so close as to constitute an immediate hazard. When traffic control signals are not in place or not in operation, motorists shall yield the right of way to pedestrians within a crosswalk. Where traffic control signals are in place, pedestrians shall cross with the pedestrian crossing sign or traffic signal in absence of a crossing sign.

Parking Designations

The University does not guarantee a parking space near the place where one works or attends class. Responsibility for finding an authorized parking space in the proper zone rests with the operator of each vehicle. **Lack of space or inclement weather is not a valid excuse for violation of these regulations**.

Visit una.edu/map for an interactive map of the UNA campus and parking locations.

Student Spaces

- **7:00 a.m. – 4:00 p.m., Monday – Friday**
  Resident students park in designated assigned residential areas and/or RED LINES.
- **7:00 a.m. – 4:00 p.m., Monday – Friday**
  Commuter students park in WHITE LINES.
- **7:00 a.m. – 4:00 p.m., Monday – Friday**
  UNA Transit (Freshmen commuters) have limited parking options with a valid permit.

Parking is allowed in white lines only in the following lots: Lot M, Lot O, Lot W, Connie B. McKinney Center Lot.

- **7:00 a.m. – 4:00 p.m., Monday – Friday**
  UNA offers scheduled transportation to all students to help navigate about campus, Monday through Friday when school is in session during spring and fall semesters. Available route schedules and services are available at una.edu/transportation/bus-transit-lions-lift.html schedule.html.
- **4:00 p.m. – 7:00 a.m., Monday – Thursday**
  RED, WHITE, and GREEN LINES are open to all registered vehicles.
- **4:00 p.m., Friday – 7:00 a.m., Monday**
  RED, WHITE, and GREEN LINES are open to all registered vehicles.

Faculty/Staff Spaces

- **7:00 a.m. – 4:00 p.m., Monday – Friday**
  Faculty/Staff park in GREEN LINES

Handicap Spaces

State-issued handicap placards and license plates are assigned to individuals, and their ownership is nontransferable. Handicap placards may not be used by anyone other than the registered owner who is disabled. Use of a handicap placard or plate by another individual is a misdemeanor and punishable by law.

Parking spaces designated for disabled persons are enforced 24 hours a day, 7 days a week. Vehicles parked illegally in these spaces will receive a hefty violation fine. Handicap placards are subject to verification with the DMV.

Visitors

Visitor parking is located at the Harrison Plaza entrance of the University. Visitor parking permits may be requested online with a valid license plate submission through UNA Transportation Services at no cost: una.edu/transportation/document/VISITORS.pdf

Motorcycle/Scooter Spaces

Motorcycles and scooters must be registered with UNA Transportation Services. Motorcycles and scooters should be parked in designated motorcycle spaces. Automobiles may not park in a motorcycle space.

Health Services Patient Parking

Parking at Wilson Park Medical Arts Building on a daily basis is prohibited unless receiving treatment from Health Services. Signs are clearly posted in this area stating "Employee & Patient Parking Only." To assist in identifying your vehicle while visiting Health Services, you will be offered a temporary pass to avoid a possible citation.

Motor Vehicle Registration

Employees and students operating a vehicle on the University of North Alabama property must be registered with the UNA Transportation Services division and a proper parking permit obtained. Vehicles must be registered through the UNA Parking Portal online at una.edu/transportation. Once a vehicle is registered, you will be instructed how to obtain your hanging permit. One (1) permit is granted per student and may be moved between vehicles as needed on temporary basis.

Employee vehicles are registered once upon employment and terminated upon discontinuance of service. Only one (1) registered employee vehicle may be on campus at any given time. Multiple vehicles will be cited.

Lost, misplaced, or destroyed permits must be replaced at UNA Transportation Services. There is a fee of $25 for a replacement permit under these conditions. In the event a vehicle is sold or traded during the year, you must add the vehicle information to your UNA Parking Portal and transfer your permit to the updated vehicle. If your vehicle was involved in an accident resulting in the loss of the parking permit, the UNA Transportation Services division will issue you a letter for your insurance company requesting reimbursement. Final decisions rest with the insurance carrier.

Initial permits WILL NOT be sent to campus mail boxes. Once new registrant permit application is completed through the UNA Parking Portal, the student may visit our office during business hours and present his/her Mane Card, Mane Card Mobile ID, or driver's license to pick up the physical permit.

Failure to obtain and display a permit will result in a fine for no valid permit.

Documents Needed to Obtain Parking Permit and Justification

Tag Receipt / State Vehicle Registration

This documentation is required to be retained in your vehicle and to be provided with proof of insurance and driver's license in the State of Alabama for moving violations. Transportation Services or UPD may request proof of this documentation to verify and clarify registration information submitted online. The information may also be used by UPD in order to verify/contact the legal owner in case of emergency involving the vehicle.

Mane Card

This document is needed for the purposes of parking enforcement (placing holds on delinquent accounts).

Driver's License

A valid state-issued license is needed to verify the identity of the permit holder and to verify that the holder is legally authorized to operate a motor vehicle.

Written Assurance of Confidentiality

Any information obtained during the vehicle registration process is held in strict confidentiality. Tag and driver's license information cannot be accessed by the general public. Only law enforcement officials can access driver's license and vehicle information via LETS/NCIC.

Display of Parking Permit

Permits must be hung from the rear-view mirror in a manner that is visible from the front of the vehicle and displays all permit information. Permits must be visible at all times. Parking permits not fully displaying all permit numbers will be cited for improper display.

TEMPORARY PARKING PERMITS

Handicapped

Persons with permanent handicaps are required to obtain a handicapped parking permit from the Probate Judge's office of the county in which they reside. Persons who are temporarily disabled may obtain a temporary handicapped parking permit from UNA Transportation Services upon presentation of a doctor's request. A temporary handicapped permit will only be issued for the period that the doctor states to be the expected period of disability. The permit must be renewed should the disability continue after the expiration date. A handicap permit verification will be issued by UNA Transportation Services and will be required to be displayed along with the registered parking permit.

Conferences, Institutes, and Meetings

Visitors attending conferences, institutes, workshops, and meetings will be provided parking as space is available. UNA departments sponsoring such events are responsible for making the necessary arrangements prior to the event through the UNA Police Department, Transportation Services division. Permits will be provided by UNA Transportation Services when necessary and may be issued to an identified "permit custodian" within the requesting department. Reserved parking CANNOT be permitted without prior approval through UNA Police, Transportation Services division.

Temporary Vehicles and Lost/Destroyed Permits

A student or employee having a currently valid registration who must borrow or rent another vehicle due to mechanical failure, loss, theft, or family use of their registered vehicle should add and activate their temporary vehicle to their UNA Parking Portal at http://www.una.ops-com.com/ in order to display their permit in the temporary vehicle. If the permit resides in the registered vehicle, you may request a temporary virtual permit through your UNA Parking Portal under the "Forms" tab. If your vehicle was involved in an accident resulting in the loss of the parking permit, UNA Transportation Services will issue you a letter for your insurance company requesting reimbursement.

Final decisions rest with your insurance carrier. Lost or stolen permits should be reported immediately. Replacements for lost, destroyed, or stolen permits will cost $25.00.

VIOLATIONS, FINES, AND PENALTIES

Moving Violations

All vehicles committing moving violations of the Alabama Uniform Rules of the Road will be issued an Alabama Uniform Traffic Citation by UNA Police Department for appearance at the District Court of Lauderdale County.

Parking Violations

The fine schedule for violation of UNA parking and traffic regulations is as follows:

Note: A discount of $10 is eligible for citations paid within 10 days.

Violation	Fine
Fire Hydrant/Lane Blocked	$110.00
Handicapped Parking	$110.00
Parking on Yellow Curb	$ 40.00
Block/Park in Travel Lane	$ 30.00
Blocking Dumpster	$ 30.00
Employee Parking	$ 30.00
Exceeded Zone Time Limit	$ 30.00
No Parking Permit Displayed	$ 30.00
No Space	$ 30.00
Other Violation	$ 30.00

Violation	Fine
Parked on Sidewalk/Crosswalk	$ 30.00
Parking in Non-Valid Parking Area	$ 30.00
Parking in Reserved Space	$ 30.00
Remove Traffic Boot *	$ 25.00
Double Parking	$ 20.00
Expired Parking Permit	$ 20.00
Park Against Flow of Traffic	$ 20.00
Permit Display-Information Illegible	$ 20.00
Private Property	$ 20.00
Unregistered Vehicle	$ 20.00

** not elligible for discount*

All fines are subject to change and should be viewed at una.edu/transporation for current fine amounts.

Payment of Fines

Fines may be paid in person to UNA Transportation Services by cash, check, or money order. Debit/credit card payments may be submitted online at una.edu/transportation through the UNA Parking Portal. Payment instructions and additional information are provided on the citation.

Students not paying a fine or filing an appeal within ten (10) days of the date of the citation will not be eligible for discount amount stated on the citation. Also, a Financial Hold will be placed on permit owner's University account and will not be removed until all fines and late fees have been paid in full.

APPEALS

Moving Violations

Persons receiving Alabama Uniform Traffic Citations may appear at the Lauderdale County District Court on the date shown on their citation if they wish to contest the citation. Payments for Uniform Traffic Citations are handled by the Lauderdale County District Court Clerk's Office.

Parking Violations

Persons receiving UNA parking citations may appeal through online appeal process at una.edu/transportation.

It is the policy of the University of North Alabama that any appeals should be processed by the University Parking & Traffic Committee. Handicap accessible and fire lane parking violations are non-appealable $100 fines (if paid within 10 days).

Appeals may not be filed more than ten (10) days after the date of issue.

If an appeal is approved by the Parking & Traffic Committee, the citation(s) appealed will be voided.

If an appeal is denied by the Parking & Traffic Committee, the citation(s) must be paid in total and no discount will be eligible. A Financial Hold will result from failure to pay denied appeals in a timely manner. The following reasons are NOT acceptable grounds for dismissing a parking or traffic citation.

- Lack of knowledge of the Traffic and Parking Regulations;
- Inability to find a proper parking space/no parking space available;
- Inclement weather;
- Late for class;
- Parking illegally for a short period of time;
- Parking illegally because other vehicles were doing the same;
- Failure of officers to ticket previously for similar offense;
- Disagreement with the Traffic and Parking Regulations;
- Financial hardship;
- Appeal must show merit and should provide details of extenuating circumstances and truthful information.

Additional Violations/Disciplinary Action

Counterfeiting, altering, defacing, misusing, stealing, or transferring a permit from one person's vehicle to another person's vehicle for which no permit was issued or giving false information in an application for a permit will be referred to the Office of Student Conduct for disciplinary action if a student is involved and referred to a supervisor if an employee is involved. The Department of University Police is authorized to revoke the parking privileges of any person engaging in the above activities. Any person parking a vehicle on campus that has had the registration/permit revoked will be towed or booted at the owner's expense.

Any vehicle accumulating four (4) or more violations will be booted until such time as the vehicle becomes properly registered to park on campus and/or until all fines are paid in full.

Towing/Immobilization of Vehicles

Situations which may warrant towing of vehicles include, but are not limited to, the following: vehicle(s) causing a safety hazard; obstructing traffic; blocking a fire hydrant; parking in a fire lane; parking in a handicapped space, on a yellow curb, or in a loading zone; or abandoning a vehicle. Any person parking a vehicle on campus that has had the registration revoked or in persistent violation of parking regulations may be cited accordingly and towed/booted at the owner's expense.

For more information, contact the University Chief of Police, University of North Alabama, UNA Box 5067, Florence, Alabama 35632-0001 • **Phone:** 256.765.4357

Definitions

- Motor Vehicle: Any self-propelled conveyance, including motorcycles.
- Parked Vehicle: Any vehicle, occupied or unoccupied, utilizing a parking space, or illegally parked on the roadway.
- No Parking Zone: A space or location not designated for parking.
- Faculty/Staff: Any person employed by the University of North Alabama as defined by Human Resources who is working full-time, part-time, or on a contractual basis (graduate assistants and student workers do not qualify for faculty and staff parking privileges).
- Resident Student: Any student residing on campus and presently enrolled at the University of North Alabama for one or more credit-bearing, academic courses.
- Commuter Student: Any student residing off campus and presently enrolled at the University of North Alabama for one or more credit-bearing, academic course.
- Freshman Commuter (UNA Transit): Any student classified as a freshman by the University Registrar's Office that commutes to campus.
- Visitor: Any person not enrolled at the University who is visiting or attending to business.

- University Property: All property owned by the University of North Alabama or properties used for the purposes of university parking by contract/agreement. UNA Transportation Services reserves the right to cite for unauthorized parking at off campus locations at the request of the property owner. Anyone who parks a vehicle on university property must have a parking permit properly displayed.
- No Parking Permit Displayed: The vehicle that is parked on campus does not properly display a parking permit for the current school year.
- Improper Parking: The following violations are enforced 24 hours each day. Vehicles found in violation of the following infractions are subject to being booted or towed at the owner's expense: Parking on sidewalks, grass, and yellow curbs; in a crosswalk or loading zone; double parking; blocking handicap access ramps, dumpsters, and reserved spaces is prohibited. Double parking is defined as illegal parking that consists of a vehicle parked with its tire or tires on the painted line or crossing into another designated parking space. Also defined as the parking of a vehicle in a non-designated area, to the side, or behind another parked vehicle, and blocking another vehicle.
- Obstructing Traffic Flow: Vehicle is parked in a manner that creates a traffic hazard or obstructs vehicle or pedestrian traffic flow.
- Parking in Handicap Zone: A vehicle is parked in a space that is designated by signs, lines, or other method as to reserve a space for persons with special needs.
- Improper Permit Display: A citation for improper display will be issued for permits not hanging properly from rearview mirror or for permits that display obscured or hidden permit information. Permits must be clearly legible and visible at all times when the vehicle is parked on campus. Any temporary permits issued should be hanging from the rearview mirror or placed on the dashboard so that all information is visible.
- Boot Immobilizer: The boot immobilizer is a device that may be applied to vehicles found in violation of University Parking Rules and Regulations. The boot immobilizer will be removed once the owner of the vehicle is identified, outstanding parking citations are paid, and the owner purchases a parking permit. (Unauthorized removal or tampering of the boot immobilizer will result criminal prosecution.)
- Reserved Parking Zone: These parking spaces are located in the visitors' lot or may be designated by traffic cones, barricades, marked with regulatory signs, or have personnel assigned to secure the area. Unauthorized vehicles parked in reserved parking zones may be towed from University property at the owner's expense.

CAMPUS SIGHTS AND SOUNDS

UNA FIGHT SONG

Published in the 1960s, the band members in the late 1970s chose the lyrics.

Go, Fight for U-N-A
We are behind you all the way
Go! Fight! Win Old U-N-A
The Purple and Gold is here to stay
We'll roar on to victory
We'll send that team back on their way
Go! Fight! U-N-A
We are behind you all the way(Chant)

Go! Fight! U-N-A
Go! Fight! U-N-A
Go! Fight! U-N-A
Go! Fight! Lions!

Listen to the "UNA Fight Song" by The Marching Pride of North Alabama

https://www.youtube.com/watch?v=lxX1-Ut5jIE

CAMPUS MAP

Campus Map Courtesy of UNA Student Government Association, UNA Facilities Administration and Planning, the Department of Geography and the City of Florence, Alabama. Cartographer: Paul D. Graham, GIS/Facilities Information Manager, Facilities Administration and Planning.

BUILDING INDEX

Build. No.	STUDENT SERVICES
	Bibb Graves Hall
	-Student Accounts
	-Registrar's Office
	Keller Hall/Raburn Wing
	-College of Business
	Wendell W. Gunn University Commons
	-MANE Card
	-Bookstore
	Rogers Hall
	-University Advancement
	Coby Hall
	-Admissions
	Gulliot University Center
	-Student Affairs
	Laura M. Harrison Hall
	-College of Nursing
	Powers Hall
	-Office of International Affairs
	Rice Hall
58	-Student Counseling Center
16	Betty Jean Cale Greenhouse
22	Planetarium/Observatory
32	Center for Women's Studies
33	Student Publications

Build. No.	FEATURES & GREEK HOUSING
47	Mike D. Lane Baseball Complex
48	Football / Soccer Practice Field
49	Band Field
50	Tennis Courts
72	Appleby West - Alpha Delta Pi / Zeta Tau Alpha
73	Appleby East - Phi Mu / Alpha Gamma Delta
74	Phi Gamma Delta
75	Kappa Sigma
76	Pi Kappa Alpha
77	Sigma Chi
78	Alpha Tau Omega
86	Weight Room
85	Outdoor Adventure Center
87	Intramural Field
88	Intramural Field Restrooms

Build. No.	DESTINATIONS
36	Alumni Garden & Dr. Huckaba Sundial
37	Laura M. Harrison Plaza
38	Drs. Jack & Margie Crocker Fountain
39	Victory Flame & Frank Fleming Lion
40	Memorial Amphitheater
41	Mary Francis Potts Wilbanks Memorial Garden
42	Nancy B. & Jack Opler Street Clock
43	Joe Keenum Sundial
44	Pride of Lions Sculpture
45	Dr. Luckey Crocker Fountain
46	Joy Holshouser Memorial Garden
53	Smith Bell Tower & Wesleyan Bell
82	George H. Carroll Lion Habitat