

## **Values**

The members of the University of North Alabama community maintain a culture that:

- Adheres to personal academic and intellectual integrity;
- Embraces the diversity of cultural backgrounds, personal characteristics, and life situations represented in this community;
- Values an environment for the free expression of ideas, opinions, thoughts, and differences in people; and
- Respects the rights, dignity, and property of all.

The members of the community of the University of North Alabama, will promote an atmosphere free of discrimination based on but not limited to the following: age, culture, ethnicity, gender, nationality, national origin, political affiliation, physical ability, physical attributes, race, religion, sexual orientation, and/or socio-economic status.

All members of the University community recognize that we are an integral part of the community and will respect, honor, and protect the freedom and dignity of all individuals.

## **Mission**

As a regional, state-assisted institution of higher education, the University of North Alabama pursues its mission of engaging in teaching, research, and service in order to provide educational opportunities for students, an environment for discovery and creative accomplishment, and a variety of outreach activities meeting the professional, civic, social, cultural, and economic development needs of our region in the context of a global community.

## **Accreditation**

The University of North Alabama is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, and education specialist degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of the University of North Alabama.

## ALMA MATER

IN THE SUNNY HEART OF DIXIE  
ON THE TENNESSEE,  
STANDS THE SCHOOL WE OWE ALL HONOR,  
LOVE AND LOYALTY.

HAPPY DAYS WITHIN THY PORTALS  
BLESS OUR MEMORY;  
FRIENDSHIPS DEAR AND TRUTHS IMMORTAL,  
WE HAVE FOUND IN THEE.  
THROUGH THE FUTURE GENERATIONS  
HONORED BY THY NAME;  
MAY THY SONS AND DAUGHTERS BRING THEE  
EVERLASTING FAME.

## CHORUS

ALMA MATER, ALMA MATER  
BRING WE HOMAGE DUE;  
PLEDGE WE HERE OUR HEART'S DEVOTION  
TO OUR COLORS TRUE.

## UNA FIGHT SONG

GO FIGHT FOR UNA  
WE ARE BEHIND YOU ALL THE WAY  
GO FIGHT WIN OLE UNA  
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! UNA!  
WE ARE BEHIND YOU ALL THE WAY



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# Student Handbook & Planner

## 2011-2012

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*Student Handbook & Planner*, an official publication of the Office of Student Engagement, is meant to be a ready reference for information important to you during your stay at the University. Information in the *Student Handbook* should in no way be regarded as a contract between the student and the University of North Alabama. All information is subject to change without notification.

## Administrative Offices

|  | OFFICE             | UNA MAIL | EXT. |
|--|--------------------|----------|------|
| President.....                                       | G 110              | 5004     | 4211 |
| Vice-Presidents:                                     |                    |          |      |
| Academic Affairs and Provost.....                    | G 214              | 5041     | 4709 |
| Business and Financial Affairs .....                 | G 103              | 5003     | 4233 |
| Student Affairs.....                                 | GUC 201            | 5023     | 4223 |
| University Advancement & Administration.....         | G 110              | 5078     | 4901 |
| Director of Library Services .....                   | Collier            | 5028     | 4821 |
| Admissions.....                                      | Coby Hall          | 5011     | 4139 |
| Alumni Relations .....                               | RH 104             | 5047     | 4201 |
| Athletic Director.....                               | FH-A               | 5071     | 4397 |
| Bookstore.....                                       | GUC                | 5034     | 4400 |
| Business Office.....                                 | G 102              | 5001     | 4231 |
| Career Planning & Development .....                  | GUC 202            | 5066     | 4277 |
| College of Arts and Sciences (Dean).....             | W 129              | 5021     | 4288 |
| College of Business (Dean) .....                     | K-R 315            | 5013     | 4401 |
| College of Education (Dean).....                     | SH 548             | 5031     | 4252 |
| College of Nursing (Dean) .....                      | SH 210             | 5054     | 4984 |
| Computer and Telecommunication Services.....         | CC 2002            | 5061     | 4210 |
| Continuing Studies and Outreach .....                | East Campus        | 5036     | 4862 |
| Counseling .....                                     | Bennett Infirmary  | 5009     | 4328 |
| Disability Support Services .....                    | GUC 111            | 5008     | 4214 |
| Diorama (yearbook) .....                             | 116 E. Irvine Ave. | 5296     | 4426 |
| Flor-Ala (student newspaper) .....                   | 116 E. Irvine Ave. | 5300     | 4364 |
| Greek Life .....                                     | GUC 107            | 5033     | 4248 |
| Health Services, Bennett Infirmary .....             | BI                 | 5009     | 4328 |
| Housing.....   | GUC 112            | 5037     | 4124 |
| Human Resources and Affirmative Action .....         | G 217              | 5043     | 4291 |
| Institutional Research, Planning and Assessment..... | G 326              | 5121     | 4221 |
| International Affairs .....                          | Powers Hall        | 5058     | 6711 |
| Intramural Sports and Recreation .....               | SRC                | 5063     | 6022 |
| Student Conduct .....                                | GUC 209            | 5243     | 5012 |
| Learning Resources Center .....                      | SH 109             | 5005     | 4208 |
| Library: Circulation/Reserves.....                   | Collier            | 5028     | 4241 |
| Mail Room.....                                       | GUC                |          | 4282 |
| Media Services .....                                 | SH 103             | 5005     | 4836 |
| Periodicals .....                                    | Collier            | 5028     | 4241 |
| Physical Plant.....                                  | Maint. Bldg        | 5018     | 4274 |
| Purchasing .....                                     | G 21               | 5025     | 4206 |
| Registrar's Office.....                              | G 119              | 5044     | 4317 |
| Residence Life .....                                 | Rice Hall          | 5057     | 5558 |
| Sports Information Director .....                    | K 336              | 5038     | 4895 |
| Student Affairs Assessment.....                      | GUC 209            | 5243     | 5012 |
| Student Financial Services .....                     | G 226              | 5014     | 4840 |
| Student Engagement .....                             | GUC 107            | 5033     | 4248 |
| Student Recreation Center.....                       | SRC                | 5063     | 6019 |
| University Communications.....                       | Rogers Hall        | 5026     | 4225 |
| University Events .....                              | GUC 202            | 5068     | 4658 |
| University Police.....                               | Keller Hall        | 5067     | 4357 |

## Academic Offices

|  | OFFICE  | UNA MAIL | EXT. |
|--|---------|----------|------|
| Arts and Sciences - Dean .....                   | W 129   | 5021     | 4288 |
| Art.....   | AB 217  | 5006     | 4384 |
| Biology.....                                     | FSB 428 | 5048     | 4394 |
| Chemistry and Industrial Hygiene .....           | FSB 304 | 5109     | 4474 |
| Communications .....                             | CB 105  | 5007     | 4247 |
| Criminal Justice.....                            | WH 007  | 5194     | 5045 |
| English .....                                    | WH 113  | 5050     | 4238 |
| Foreign Languages .....                          | W 204   | 5074     | 4390 |
| Geography.....                                   | W 111   | 5064     | 4246 |
| History and Political Science .....              | WH 107  | 5019     | 4306 |
| Mathematics and Computer Science .....           | MAB 101 | 5051     | 4286 |
| Military Science .....                           | WA 136  | 5024     | 4271 |
| Music and Theatre .....                          | MB 143  | 5040     | 4375 |
| Physics and Earth Science .....                  | FSB 207 | 5065     | 4334 |
| Psychology .....                                 | W 205   | 5074     | 4390 |
| Social Work and Criminal Justice .....           | SH 538  | 5029     | 4391 |
| Sociology .....                                  | SH 559  | 5010     | 4200 |
| Business - Dean .....                            | R 315   | 5013     | 4401 |
| Accounting and Business Law .....                | K 332   | 5056     | 4500 |
| Computer Information Systems .....               | K 231   | 5076     | 4324 |
| Economics and Finance .....                      | K 345   | 5055     | 4270 |
| Management and Marketing .....                   | R 132   | 5017     | 4234 |
| Education - Dean .....                           | SH 548  | 5031     | 4252 |
| Elementary Education .....                       | SH 510  | 5045     | 4251 |
| Counselor Education .....                        | SH 415  | 5107     | 4763 |
| Health, Physical Education, and Recreation ..... | FH 310  | 5073     | 4377 |
| Human Environmental Sciences .....               | FSB 115 | 5030     | 4484 |
| Kilby School .....                               | KS      | 5035     | 4303 |
| Secondary Education .....                        | SH 515  | 5046     | 4575 |
| Nursing - Dean .....                             | SH 210  | 5054     | 4984 |
| Traditional Program .....                        | SH 228  | 5128     | 4892 |
| Online BSN/MSN Programs .....                    | SH 226  | 5127     | 4931 |

## Campus Ministries

|                                    |                     |                 |
|------------------------------------|---------------------|-----------------|
| Baptist Campus Ministry.....       | 670 N. Wood Ave     | 764-5083        |
| Christian Student Center           |                     |                 |
| (Church of Christ).....            | 547 Oakview Circle  | 764-9439        |
| Episcopal Campus Ministries .....  | 410 N Pine Street   | 764-6149        |
| Wesley Foundation (Methodist)..... | 715 Willingham Road | 5263...764-6412 |

## UNIVERSITY AWARDS

**Keller Key**—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 scholastic 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.

**Turrís Fidelis Award**—The Turrís 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, staff, 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 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.

**Who's Who**—Through the national *Who's Who among Students in American Colleges and Universities* publication, the University gives recognition to juniors and seniors who demonstrate outstanding leadership, scholarship, character, and ability.

**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.

In addition to the aforementioned departmental awards, many students qualify for two- and three-year scholarship awards, as well as other university incentives. To find out if you qualify, please call 765-4271.

**Willingham Award**—The Henry J. Willingham Award is conferred upon no more than one member of the senior class at Academic Honors Day 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. 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 annually awards a certificate to the senior, junior, and sophomore who have achieved the highest cumulative grade-point average up to the spring semester in which awards are made.

### 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 e-mail account and to the e-mail 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 that are disseminated by other means from time to time. Delinquent accounts are subject to a \$50.00 late charge. Students with delinquent accounts are subject to disenrollment from the university; once cancelled, a \$75 reinstatement fee will apply. Students owing charges for prior terms will not be allowed to register for future terms or receive a transcript 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.

### REFUNDS FOR TUITION & FEES

No refund will be processed for withdrawals from a course or from the university after the close of business on the eighth calendar day from the date classes begin for the Fall and Spring terms. For Summer terms, no refund will be processed after the close of business on the second day from

the date classes begin.

**Refund Procedures:** A refund is subject to deductions for any indebtedness to the University, including payments under Title IV student aid programs. Refunds for complete withdrawal from all classes are paid by check and mailed to the student's permanent address. Other refunds are mailed to the student's campus post office box. Three weeks should be allowed for processing.

A financial hold will be placed on the student's academic record when there is any past-due financial obligation to the University. When there is a financial hold, the student will not be permitted to reenroll or receive transcripts or any other service from the University.

## THE STUDENT CONDUCT PROCESS

The University of North Alabama is concerned with maintaining an environment in which the rights of all members of the campus community are protected while they pursue their educational objectives. It is important that each student become aware of and abide by the Code of Conduct and other university regulations. Students are obligated at all times to assume responsibility for their actions, to respect constituted authority, to be truthful, to respect the rights of others, and to respect private and public property. It is also important that members of the university community be willing to confront violations and the infringement of another's rights - personally or by filing complaints with the University Police Department, Residence Life, or the Office of Student Conduct as provided by the Vice President for Student Affairs. The Director of Student Conduct and/or designee(s) determines the policy violations as they relate to overall campus violations and on-campus residence hall violations.

For purposes of the student conduct process, the following definitions apply:

**Advisor**—An individual who assists a student or student organization with student conduct conference preparation. An advisor must be a full-time student, faculty, or staff member, administrator, or Recognized Student Organization (RSO) advisor. Attorneys cannot serve as advisors. An attorney may be present only if the student has been charged with a felony offense.

**University Police**—The University Police Department functions to ensure the safety and security of the University of North Alabama campus, its faculty, staff, students, guests, and visitors. Police officers are on duty at all times and have the authority to enforce federal, state, and municipal laws, as well as university rules and regulations. Some of their duties include enforcement of applicable university parking regulations, traffic management, overall safety of persons, and security of property. The officers are certified, upon completion of a police

academy program administered 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 officers have authority in university-related matters throughout the state of Alabama and cooperate with other law enforcement agencies.

**Disciplinary Withdrawal**—a request by a student for voluntary withdrawal from the University in order to delay the University hearing or conduct disposition until pending criminal charges have been resolved when a student is charged both by the University and criminally for the same incident.

**Hearing Officer**—A person who is responsible for facilitating student conduct cases. This individual is the Director of Student Conduct or his/her designee.

**Preponderance of Evidence**— The standard of proof used in student conduct conference. Evidence that suggests that the student charged with misconduct “more likely than not” actually engaged in the alleged misconduct

**Recognized Student Organization (RSO)**—Terms such as “student organization,” “recognized student organization,” or “RSO” refer to a group of students who have complied with the formal requirements for university recognition through the Office of Student Engagement.

**Student Conduct Conference**—A meeting with a student, group of students, or a RSO to discuss policy violations, review procedures, and, if possible, resolve a charge.

**Student**—A person who is taking or auditing classes at or through the University, is matriculated in any university program, or admitted to the University with demonstrated intent to matriculate, or who is residing in any university housing or otherwise has a continuing student relationship with the university, whether or not enrolled.

**University Student Conduct Board**—Persons authorized by the Director of Student Conduct to determine whether a student has violated the Code of Conduct and to decide on sanctions that may be imposed when a standard(s) violation has been committed.

**University Official**—Any person employed by the University, whether paid or volunteer, performing assigned administrative, professional, or staff responsibilities.

## SANCTIONS

The University may issue a sanction to a student or student organization upon the finding of violation of the Student Code of Conduct. Sanctions include, but are not limited to, the following:

**Official Reprimand**—A written warning issued by the University to a student or RSO.

**Behavioral Contract**—A mutually acceptable agreement between the University and a student or RSO that requires certain behavior by the student or RSO.

**Restitution**—A requirement to pay the costs of the replacement or repair of any property damaged or stolen by a student, either by action or failure to act when required to do so.

**Program Participation**—A requirement to participate in a specific program, such as a counseling program, a program designed to stimulate good citizenship within the university community, an alcohol or other drug-education program, or any other activity that would provide educational outcomes or promote civic responsibility or safety issues.

**Community Service**—A requirement to provide a specific service, such as, but not limited to, the repair or restoration of any property damaged or taken by the student or a specific amount of time spent in service to a non-profit or charitable organization.

**CHOICES Class**—CHOICES is a class that addresses alcohol or other drug education. A fee of \$50 is associated with this class.

**Disciplinary Probation**—A written statement to the student indicating that his/her behavior is of such nature as to jeopardize continued enrollment at the University. This probationary condition is in effect for a specified period of time and may involve the loss of specified privileges. A student on probation is required to maintain a minimum of a 2.0 semester GPA and a minimum of 9 credit hours during the semester(s) in which the probation is in effect. If the sanction is given after the eleventh week of the semester, the grade requirement and credit hours will be effective the next enrolled semester. Failure to achieve grade requirement and/or credit hours will result in a one-semester suspension. Students enrolled in non-graded programs/courses must satisfactorily complete a majority of courses in which they are enrolled during the probationary period.

**No Contact Order**—An administrative directive to have no contact, either directly or indirectly, physical or verbal, with designated individuals. Indirect contact includes family, friends, and acquaintances contacting individuals on your behalf.

**Transfer to a Different Housing Unit**—A requirement that an on-campus

student transfer to a different residence hall or apartment. If the student fails to transfer to a different residence hall or housing unit as directed, the student may be subjected to additional sanctions, including lock change at the student's expense, expulsion from university housing, or suspension or dismissal from the University.

**Removal from University Housing**—The removal from university housing pending the outcome of a student conduct case if it is deemed that the student's continued presence in on-campus facilities constitutes a serious threat of harm to the student or to any other person on the campus or to the property of the University or property of other persons on the university campus.

**Expulsion from University Housing**—Expulsion from university housing, rescinding the student's contract for such housing. A student expelled from university housing will be banned from entering any university housing facilities. If the student fails to check out properly, a lock change may be issued at the student's expense. Such students shall not be eligible for a room refund.

**Involuntary Withdrawal**—Students who are a physical threat to themselves or others, or who create a substantial impediment to the lawful activities or basic rights of other students, university employees, or visitors may be involuntarily withdrawn from the University. The Vice

President for Student Affairs or his/her designee may impose conditions for readmission.

**Suspension**—The prohibition from participating in all aspects of university life for a specified period of time, such as the balance of a current semester or all of a subsequent semester. When a student is suspended from the University, the student is prohibited from entering the grounds of any property owned, operated, or controlled by the University. When the term of the suspension has ended, the student may request a readmission review. Suspended students may attend class during the designated appeal period unless stipulated otherwise at the discretion of the Vice President for Student Affairs or the Director of Student Conduct.

**Deferred Suspension**—A Deferred Suspension of a student is for a specified period of time. While permitted to remain enrolled, the student shall not represent the University in any extracurricular activity, run for or hold office in any student group or organization, which may include study-abroad programs, during the period of the Deferred Suspension. Additional restrictions, conditions, or remedial and educational experiences may be required. Established violations of the University Code of Conduct or failure to comply with any assigned conditions during the period of the Deferred Suspension may result in the activation of the assigned Suspension without further review.

**Summary Suspension**—Immediate suspension summarily from the

University and any property associated therewith levied by the Vice President for Student Affairs, the Director of Student Conduct, or designee(s).

Such officials (or designees) may act summarily without following the student conduct procedures established by the University if the official is satisfied that the student's continued presence on the campus constitutes a serious threat of harm to the student or to any other person on the campus or to the property of the University or property of other persons on the university campus.

A student who is summarily suspended and excluded from the University shall be required to leave the property of the University immediately and shall be notified that he or she will thereafter be treated as a trespasser if he or she returns to university property without proper authorization. Within 24 hours after the student is excluded, a written notice must be sent to the student by certified mail at his or her last known home address informing the student of the following:

1. That the student has been summarily suspended from the University;
2. That the student has been excluded from being on university property;
3. That the student will be considered a trespasser if he or she returns to university property without proper authorization;
4. The reasons for the summary suspension from the University and the exclusion from university property; and
5. That the University will be initiating student conduct action against the student.

The University shall initiate conduct proceedings against a student who is summarily suspended and excluded from the University.

1. The student shall thereafter be permitted to enter the university campus only for the limited purpose of participating in the proceedings conducted under this section.
2. The University may require that the student be escorted to and from the student conduct proceedings by members of the university police department.
3. Every attempt will be made to expedite the student conduct proceedings.

**Expulsion**—Dismissal from the University permanently. A student expelled from the University is prohibited from entering the grounds of any property owned, operated, or controlled by the University. The student may not thereafter be readmitted to the University.

**Other Sanctions**—The University may impose other sanctions singularly or in combination with any of the above.

## Jurisdiction

The University reserves the right to initiate conduct proceedings for any student, group of students, or student organization that has allegedly violated a university regulation. Jurisdiction extends not only to violations that occur on university property, but also to off-campus violations when the behavior would constitute a violation of local, state, or federal law and/or when such behavior has an adverse effect upon the university community. Such parties will be afforded all aspects of fairness and due process in all such matters. The student conduct system strives to maintain an educational environment, protecting the rights of others while holding individual students accountable for their actions, in a positive educational manner. Members of the university community may initiate student conduct procedures if they have reason to believe that there has been a violation of university policy or the Code of Conduct. Policy violations should be submitted, in writing, on the University Student Conduct Referral form or through an e-mail that provides the information requested on the form. Forms are available in the Office of Student Conduct, Room 209, Guillot University Center.

### **PREPARING FOR A STUDENT CONDUCT CONFERENCE OR UNIVERSITY STUDENT CONDUCT BOARD (USCB) HEARING**

When a student or student organization representative appears for a student conduct conference before the Director of Student Conduct or his/her designee or before a University Student Conduct Board, the following procedural rights will be accorded:

- To receive a letter of notification with the date, time, and place of the student conduct conference or USCB hearing.
- To have a student conduct hearing that shall be scheduled no earlier than three (3) business days after the date of the notice except in extenuating circumstances with approval from the Director of Student Conduct.
- To have an advisor present during the student conduct conference or USCB hearing; however, the advisor may not participate in presenting the case, question witnesses, or make statements during the conference. The advisor may not act as legal counsel. An attorney may be present only if the student has been charged with a felony offense.
- To have the right to question all witnesses.
- To receive written notification of the decision of the student conduct conference or USCB hearing within ten (10) business days, barring unforeseen circumstances.
- To either accept the decision and sanction from the hearing officer or USCB, or submit a written appeal to the hearing officer within three (3) business days from the date of receipt of the decision letter.

A student may appeal on one or more of the following grounds:

- a. The student has been denied due process.
- b. Discovery of substantive new evidence or substantive evidence of bias on behalf of the hearing officer or USCB.
- c. The sanction(s) recommended was/were not justified by the nature of the violation(s).

## Student Conduct Proceedings

The appropriate official or his/her designee will coordinate the student conduct conference. The conference is an informal, non-adversarial meeting between a student and a Hearing Officer or designee of the Student Conduct Office. The purpose of the conduct conference is to examine the complaint, listen to the student, discuss circumstances regarding the incident, and hear student concerns. Based upon the discussion and the preponderance of evidence, the conference will ultimately result in the student deciding whether to accept responsibility for any charges and/or sanctions assigned by the Hearing Officer or to appeal a sanction. If the student fails to appear for the conference, the meeting may be held without his/her presence or statements. In cases of accusation of violations in the Student Code of Conduct that could result in suspension from the University or removal from the residence halls, the Director of Student Conduct or his/her designee may refer the student conduct case to the USCB at his/her discretion.

### APPEALS AND SANCTION REVIEWS

**Appeals:** A student found responsible for a Code of Conduct violation may only appeal a sanction of Deferred Suspension to Permanent Expulsion from the University. Student may appeal on one or more of the following grounds:

- a. The student has been denied due process.
- b. Discovery of substantive new evidence or substantive evidence of bias on behalf of the hearing officer or USCB.
- c. The sanction(s) recommended was/were not justified by the nature of the violation(s).

Appeals shall only be heard by the Vice President for Student Affairs or his/her designee. A written request for an appeal by the student must be submitted to the Office of Student Conduct within three (3) business days\* of notification of results of the original hearing or conference. The Office of Student Conduct may administer the notification of hearing results either personally or by certified mail to the last known address as maintained by the Director.

**Sanction Reviews:** When a student accepts responsibility for the Code of Conduct violation but contests the sanction recommended by the Office of Student Conduct, the student may request that the recommended sanction be reviewed by the Vice President for Student Affairs or his/her designee. The sanction review will ordinarily be a review on the record of the case, unless otherwise determined by the person reviewing the sanction. The person reviewing the sanction may sustain or modify the sanction set by the Office of Student Conduct when he/she determines that the sanction recommended was outside the University's sanction range for such viola-

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\*Note: Computation of time: When any period of time is referred to, such period in all cases are computed to exclude the first and include the last day of such period. Business days include normal University operating



tions and/or not justified by the nature of the offense. The person conducting the sanction review will forward a written decision and rationale to the Director of Student Conduct within ten (10) business days of receiving the sanction review request.

## PARENTAL NOTIFICATION

A Family Education Rights and Privacy Act (FERPA) amendment adopted in the fall of 1998, permits colleges and universities to inform the family of a student under 21 years of age when their student has been found in violation of university alcohol or other drug policies and/or in the case of a health or safety emergency.

The University of North Alabama is concerned about the use of alcohol among minors and recognizes that parents are important partners in student success. As such, Student Conduct procedures include parental notification once a student under the age of 21 has been found in violation of an alcohol or other drug offense.

A letter of notification is sent by certified mail, generally within three business days of the determination that the student violated University alcohol or other drug policies.

## CODE OF CONDUCT

### 1. Academic Dishonesty (also see University Undergraduate/Graduate Catalogs)

**A. Cheating** - includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

**B. Plagiarism** - includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

### 2. Alcohol (also see Social Policy)

Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age. A "three strikes and you're out" rule will be applied upon the third violation and will result in suspension

for a minimum of one academic year.

### **3. Computer Misuse**

A. No student shall allow any person to use his/her ID and/or password, create access into the computing network in such a way that will bypass University security systems, attempt unauthorized access and use other computing resources or data, violate software licenses or copyrights while using University equipment, or use computing services in any way which may violate federal, state, or local law.

B. No student shall send abusive, obscene, or threatening messages by use of computing facilities and services; attempt to read, delete, copy, or modify electronic mail or files of others without authorization; falsify the identity of the source of electronic mail messages; or send, without official University authorization, for-profit messages, chain letters, or other unsolicited junk.

### **4. Damage or Destruction of Property**

Damage to or destruction of university property or to property of any of its members or visitors.

### **5. Disorderly Conduct**

A. Lewd or indecent action, including but not limited to, public nudity, viewing pornography via University technology, streaking, urinating in public, lewd, or indecent action as defined by Alabama State Law.

B. Taking action that creates hazardous conditions, including, but not limited to, actions such as dropping, throwing, or causing objects to fall from windows, doors, ledges, balconies, or roofs.

C. Taking action that intentionally interferes with or disrupts normal university or university-sponsored activities, including, but not limited to, teaching, service, research, or administration.

### **6. Drugs**

A. Use, possession, manufacturing, or distribution of illegal drugs including but not limited to marijuana, narcotics, methamphetamine, cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB, or other controlled substances are prohibited. Use or possession of prescription drugs other than for the person prescribed, or for use other than the prescribed purpose are prohibited. Possession or use of drug paraphernalia including but not limited to equipment, products, and materials used to cultivate, manufacture, distribute, or use illegal drugs are prohibited.

B. Knowingly associating with a person while they are participating in the above-stated acts.

University Residence Halls operate on a ‘no tolerance’ drug standard. As such, students found in drug violation who reside in University Housing will be removed from residence halls.

#### **7. Failure to Comply**

- A. Failure to comply with any reasonable and lawful request (verbal, written, or other) of university officials acting in the performance of their official duties.
- B. Failure to appear before any university hearing officer as summoned without proper excuse or justification as deemed by the university hearing officer.
- C. Failure to abide by emergency and/or weather alert notification instructions

#### **8. Fire Safety**

- A. Any activity that could potentially compromise fire safety in University buildings or on University property, including, but not limited to, unauthorized burning of candles, incense, open fires, or burning posters and/or other materials, is considered a serious offense, which may result in suspension or dismissal from the University. Withholding information or evidence concerning a fire is also considered a serious offense.
- B. Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations, or emergency exits.
- C. Failure to exit the building while an alarm is sounding could result in disciplinary actions from the university.

#### **9. Furnishing False Information**

Providing false or misleading information to the University or other similar forms of dishonesty in university-regulated affairs, including knowingly making oral or written false statements to any university official and/or falsification, distortion, or misrepresentation of information before a Student Conduct Board.

#### **10. Gambling**

Gambling is prohibited.

#### **11. Harassment**

- A. Behavior that involves an expressed or implied threat through gestures, mannerisms, and /or body language, to interfere with an individual’s personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur; or that has the purpose or reasonably fore-

seeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in university-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.

B. Inflammatory speech, spoken or inflammatory communication (e-mail, posters, social network, etc.) written as a personal insult to the listener(s), on the basis of culture, ethnicity, gender, nationality, national origin, political affiliation, physical ability, physical attributes, race, religion, sexual orientation, and/or socio-economic status in personally abusive language inherently likely to provoke a violent reaction by the listener(s) toward the speaker.

## 12. Harm to Self

Causing or threatening to cause physical harm to self, or taking any action that creates a danger to one's own health, safety, or personal well-being

## 13. Hazing

Any act that endangers the mental or physical health or safety of a university student or guest, 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. Previously relied-upon "traditions," whether fraternity/sorority or other group-related terms, intent of such acts, or consent or cooperation of the recipient will not suffice as a justifiable reason for participation in such acts. Such behavior includes, but is not limited to, the following:

- Misuse of authority by virtue of one's class rank or leadership position
- Striking another student by hand or with any object
- Any form of physical bondage of a student
- Taking of a student to an outlying area and dropping him/her off
- Forcing a student into a violation of the law or a university policy

Having firsthand knowledge of the planning of such activities or firsthand knowledge that an incident of this type has occurred and failing to report it to appropriate university officials constitutes a violation under this section.

*Alabama Hazing Law § 16-1-23.* states that any person who participates in the hazing of another, or any organization associated with a school, college, university, or other educational institution in this state that knowingly permits hazing to be conducted by its members or by others subject to its direction or control, shall forfeit any entitlement to public funds, scholarships, or awards enjoyed by him/her or by it and shall be deprived of any sanction or approval granted by the school, college, university, or other

educational institution.

**14. Interference**

Interference with or disruption of the mission of the University or its campus environment.

**15. Physical Assault**

Physically contacting another person; causing or intending to cause injury or creating or intending to create an imminent fear of injury; or willfully participating or contributing to an incident of physical abuse.

**16. Sexual Misconduct**

Sexual misconduct including but not limited to: obscene, lewd, or indecent behavior; deliberate observation of others for sexual purposes without their consent; taking or posting of photographs/images of a sexual nature without consent; possession or distribution of illegal pornography; viewing or posting pornography in public venues; non-consensual sexual contact or penetration; engaging in coercion or constraint; or engaging in sexual activity with a person who is incapacitated or otherwise unable to give consent.

**17. Slander/Libel**

Knowingly publishing or circulating false and malicious information for the purpose of damaging or potentially damaging the name, character, or reputation of another person.

**18. Student Housing**

Violation of any residence hall regulation (see Residence Life Handbook). Students living in residence halls shall be held responsible for the actions of their guest.

**19. Telephone Misuse**

Misuse of any university telephone by vandalism or by attempting to place a local or long distance call through any method, trick, device, or fraud with intent to avoid payment. Such action will subject a student to prosecution under federal and state laws as well as disciplinary action by the University.

**20. Theft**

Attempted or actual theft of University property or the property of a member of the University community or other personal or public property, on or off campus.

**21. Unauthorized Entry**

Unauthorized access to university facilities; intentionally damaging, tampering, or picking door locks; unauthorized possession or duplication of university keys or access cards, or propping open

exterior doors.

## **22. University Documents**

Forgery, alteration, destruction, misuse, or modification of university documents, records, identification cards, or papers.

## **23. 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.

## **24. Violation of Any Law Adversely Affecting the University of North Alabama**

Behavior that would constitute a violation of local, state, or federal law on university property or off campus when such behavior has an adverse effect upon the university community and/or aiding, assisting, or attempting to commit an act or action that would constitute an offense under any of the types of misconduct described in the Code of Conduct.

## **UNIVERSITY OF NORTH ALABAMA POLICY STATEMENT FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974**

In accordance with the Family Education Rights and Privacy Act (FERPA) (See 513 of PL 93-380, Education Amendments of 1974, which amends the General Education Provisions Act, Sec. 438) students of the University of North Alabama are hereby informed of their right to access their official records as described in the Act.

A student may examine his/her official academic record during working hours in the registrar's office upon presentation of appropriate PICTURE identification.

The following is a list of directory information that may be made available regarding students of the University without their prior consent and is considered part of the public record of their attendance: 1) Name, 2) Permanent and local addresses, 3) Telephone listing, 4) Major fields of study, 5) Dates of attendance, 6) Degrees and awards received, 7) High school and other colleges and universities attended, 8) Participation in officially recognized organizations, activities, and sports, 9) Weight and height of members of athletic teams, 10) Photographs, and 11) E-mail addresses.

Students who wish to withhold directory information should file such a request in the Office of the Registrar prior to the end of the registration period for any given term. A more complete statement of student rights under FERPA is available in the Office of Student Conduct, GUC 209.

## RESPONDING TO 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. Serious consequences may result if there is delay in contacting the office concerned.

## ACADEMIC HONESTY

Students are expected to be honorable and observe standards of conduct appropriate to a community of scholars. Additionally, students are expected to behave in an ethical manner. Individuals who disregard the core values of truth and honesty bring disrespect to themselves and the University. A university community that allows academic dishonesty will suffer harm to the reputation of students, faculty and graduates.

It is in the best interest of the entire university community to sanction any individual who chooses not to accept the principles of academic honesty by committing acts such as cheating, plagiarism, or misrepresentation. Offenses are reported to the Vice President for Academic Affairs and Provost for referral to the University Student Conduct System for disposition."

## MEDICAL AMNESTY/GOOD SAMARITAN POLICY

The health and safety of students is a primary concern at UNA. As such, in cases of severe alcohol/drug intoxication and/or alcohol poisoning, the University encourages individuals to seek medical assistance for themselves or others. If an individual seeks medical attention due to his/her level of intoxication, the Office of Student Conduct will not pursue conduct sanctions against the student for the sole violation of using or possessing alcohol or drugs. Additionally, those students who assist in obtaining medical attention for individuals who are intoxicated will not receive student conduct sanctions for violations of the Alcohol Policy in the Code of Conduct. In lieu of student conduct sanctions, the intoxicated student (and possibly the referring student) will be required to meet with the Director of Student Conduct who may recommend educational components such as alcohol education, counseling, and/or an alcohol and substance abuse assessment.

Serious or repeated incidents will prompt a higher degree of concern/response which may include referral to the student conduct system. The Medical Amnesty Policy does not preclude student conduct sanctions due to any other violations of the Code of Conduct (not related to the Alcohol Policy). Likewise, the Medical Amnesty Policy does not prevent action by University Police or other law enforcement personnel. In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol Policy. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in

determining a sanction for any violations of the Alcohol Policy.

### **INVOLUNTARY WITHDRAWAL POLICY**

The University of North Alabama may at times find itself faced with a situation in which a student's behavior inside and/or outside the classroom demonstrates that he or she poses a potential threat of harm to him/herself or others, or creates a pattern of extreme disruption. In these situations it may be appropriate and necessary to initiate an involuntary withdrawal from the University.

If such behavior constitutes a violation of University Code of Conduct, the case may first be referred to the Office of Student Conduct for initial investigation. Based on the Student Conduct inquiry the student may then be referred to the Vice President for Student Affairs for further intervention. If the student's behavior occurs in the absence of any violation of Code of Conduct, the Vice President for Student Affairs will investigate the situation and the effect of behavior(s) on the student and the University community.

The Vice President may choose to conduct a personal interview with the student or to assemble a CARE Team in order to gather more information. The CARE Team will consist of the Vice President for Student Affairs, as Chair; the University Counselor; the Director of University Police; the Director of Student Conduct; Executive Director of the Health and Wellness Center; Director of Residence Life, and other concerned constituents as identified by the Vice President. The CARE Team will recommend to the Vice President for Student Affairs a course of action to address the individual student's behavior. The CARE Team action plan may include the student's signing an agreement to a specific success plan, or the immediate involuntary withdrawal of the student from the University, along with conditions for readmission.

Permission for readmission will typically be based on the student's demonstration of a period (at least one semester) of stable behavior outside the University and shall require a statement from a physician, psychologist, and/or other qualified professionals external to the campus who can render an opinion that the student is ready to return and cope with university life. Conditions for follow-up services may be required as part of the readmission decision.

It is understood that involuntary withdrawal for a student from the campus will be undertaken as a last resort. Every effort will be made to help the student understand the consequences of his/her behavior, make responsible decisions, and develop skills that will allow him or her to function within the University community.



## PRE-ADMISSION REVIEW AND RE-ENROLLMENT FOR APPLICANTS WITH KNOWN BEHAVIOR PROBLEMS

### *Students with Known Behavior Problems*

Members of the University of North Alabama accept their obligation to provide for its students an atmosphere which protects and promotes an educational mission and which guarantees an orderly and effective operation. To protect the educational process and to provide for the safety of members of the University community and the institution's property, the University has the responsibility to set and maintain standards of conduct for members of that community and for those seeking admission into that community. Therefore, a pre-admission review is required when known facts suggest that an applicant's behavior may, as a student, endanger the health and safety of University community members, jeopardize property of the University or its members and visitors or adversely affect the educational mission of the University.

If the University learns that an applicant for admission or reenrollment has been involved in prior misconduct, incarcerated or has been involved in other illegal activities, the University reserves the rights to determine the acceptability of the applicant or enrollee as a student. Such identified applicants are subject to review procedures administered by the appropriate office, such as Student Conduct, Office of Admissions, or University Health and Wellness Services.

The review procedures may be used in considering requests for non-degree, condition, or degree admission, reenrollment and changes from non-degree to degree status. The following guidelines apply to the circumstances identified:

1. The applicants for admission and reenrollment will not be considered for enrollment on University campuses or property while incarcerated in any federal, state, county or city prison, or jail, including youth detention centers.
2. Applicants on **parole**, **probation** or any type of **intermediate punishment** or **house arrest program** are subject to review procedures prior to consideration for admission, continued enrollment or reenrollment.
3. Applicants with past disciplinary history or any type of disciplinary sanctions are subject to review procedures prior to consideration for admission, continued enrollment, or reenrollment.
4. Incarcerated individuals enrolled in University programs or courses conducted off-campus or off University property are subject to review procedures prior to consideration for a change from non-degree/provisional status to degree status.
5. Applicants with known emotional and/or psychological problems who have engaged in violations of the law, or past misconduct related to a prior university's rules or policies that was disruptive or threatening to the functioning and well-being of self or others

are subject to review procedures prior to an admission, continued enrollment or readmission final decision.

- A. No inquiries shall be made regarding an applicant's background prior to the submission of an application.
- B. When an application for admission is submitted, no pre-admission background inquiries shall be made regarding an applicant. However, if the University has a specific factual basis regarding an individual, which indicates the applicant may pose a substantial risk of harm or disruption to the University community, then exclusion may be warranted.

To be considered for admission, continued enrollment or reenrollment, consistent with these guidelines, the following review procedures will be required of those described by Circumstances 1, 2, 3, and 4.

1. Release of information from previous educational institutions attended, parole officers, prison officials, psychiatrists, psychiatric social workers, pre-college or college administrators, and other professionals will be requested when the information has a direct bearing on the applicant's behavior and suitability for enrollment at the University.
2. Personal meeting with the Director of Student Conduct, the Vice President for Student Affairs, or his or her designee to address the following:
  - A. In detail, the nature of the individual's activities since incarceration, commitment, treatment, or applied sanctions.
  - B. The reasons why the applicant feels he/she should be admitted or reenrolled to the University.
  - C. The reasons why the individual believes he/she would be able to abide by the rules and regulations of the University if permitted to enroll, and;
3. Depending upon the nature of the facts with respect to the applicant's history, special requirements may be stipulated such as, but not limited to, a personal review, a psychiatric or psychological evaluation by University counseling staff or a comprehensive diagnostic/treatment report from a duly recognized mental health practitioner of the University's choice.

### ***Reenrollment Procedures from Suspension***

Suspension from the University is assigned for a specified period of time and excludes the student from registration, class attendance,

residence on campus, and use of University facilities. A student is not permitted on any campus of the University during the period of suspension unless specific permission is obtained from the Director of Student Conduct, the Vice President for Student Affairs, or his or her designee. Disciplinary suspension is recorded on the student's electronic educational record during the period of suspension. Students may apply for readmission through the Office of Student Conduct when the period of suspension is terminated.

### **TRANSFER STUDENT DISCIPLINARY WAIVER POLICY**

Applicants who have attended other colleges or universities will be considered as transfer students. Transfer student applicants must sign a disciplinary waiver form and have it sent to UNA from all institutions previously attended within the last five years. It is recommended that the disciplinary waiver forms be requested at the same time as transcripts from those institutions. However, the waivers must be received by the below-indicated deadline dates. Failure to meet the deadline dates will result in the student being dis-enrolled from the university.

**Fall Term ..... October 1**

**Spring Term ..... February 15**

**Summer Terms ..... July 20**

Transfer Students who are enrolled exclusively in Distance Learning Programs and/or entirely online are exempt from the policy.

### **MISUSE OF MEAL TICKETS**

Meal plans are non-transferable and are for the exclusive use of the purchaser. The user of another student's meal plan will be in violation of the meal plan policy, and will be referred to the Office of Student Conduct for disciplinary action. If it is determined that the owner of the meal plan has permitted use of the plan knowingly and voluntarily, the owner is also in violation of the policy, and will be referred to the Office of Student Conduct for disciplinary action. Lost IDs should be reported immediately to the Mane card office, so that the original owner will not be held responsible for misuse of the meal plan or the ID.

### **WEAPONS STATEMENT**

Possession of firearms or other dangerous weapons is prohibited while on university owned or controlled property. This includes all parking lots, grounds, and facilities. These weapons include but are not limited to:

- Fixed blade knives on the person or in a vehicle or any folding knife with an overall length greater than eleven inches
- Shotgun, rifle, or other shoulder gun
- Pistol or revolver
- Air gun or spring compression gun
- Bow and arrow
- Crossbows
- Slingshots or other throwing weapons

- Spears
- Swords
- Brass knuckles
- Fireworks or explosive devices
- Tasers or stun guns
- Paintball guns
- Explosives or other dangerous weapons

This prohibition applies to all members of the university community, visitors, and guests and applies whether or not a person in possession of such weapon has a permit to carry or possess the weapon. This policy does not apply to:

- Law Enforcement Officers of the Federal Government, state, or of any county, city, or town when in the discharge of their official duties.
- Civil officers of the United States in the discharge of their official duties.
- Private police or security personnel when hired by, or under contract with, the University.
- Law Enforcement Officers attending school as students. Their weapons must be concealed unless wearing a uniform.
- Campus food service knives.
- The President's Residence.

Visitors and guests may temporarily store weapons at the University Police Department for no more than 48 hours. The University Police Department and the University are not responsible for lost or damaged items.

Exceptions to this policy may be granted for certain instructional purposes, displays, ceremonies, drills, reenactments, and performances and must be authorized by the Director of Public Safety (University Police Chief) or his/her designee.

For students, unauthorized possession of weapons shall constitute grounds for summary suspension. For faculty and staff, unauthorized possession of a weapon shall constitute a violation of board policy.

## **GRIEVANCE PROCEDURES**

**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 Dean of Enrollment Management with continuation in line to the Vice President for Academic Affairs and Provost.

**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 grievance committees. 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 witness, 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.

## HARASSMENT POLICIES

The University is committed to offering employment opportunities based on ability and performance, in a productive climate free of discrimination. Accordingly, harassment of any kind, by supervisors, co-workers, or non-employees, in the workplace will not be tolerated.

A. General: Ethnic or racial slurs and other verbal or physical conduct relating to a person's race, color, religion, or national origin constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment..

B. Sexual: Sexual harassment, like other forms of harassment and discrimination, is illegal and will not be tolerated by the University or at any event or function associated with the University. It is the responsibility of all university students, faculty, staff, and administrators to assure that the university community is free from sexual harassment.

Accordingly, all members of the university community must avoid any conduct that is or has the appearance of being sexual harassment. Included are sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or of an individual's status as a student; or

2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions adversely affecting such individual or for decisions adversely affecting the academic or other status of such individual as a student; or

3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or with an individual's performance or achievement as a student, or has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment.

Complaints of alleged sexual harassment may be reported in several ways. Such behavior should be reported to the department chair, dean, director, or their direct supervisor; however, if not appropriate, then to the Director of Human Resources and Affirmative Action, the University Ombudsman, or the President. Complaints will be promptly and thoroughly investigated, and the results will be communicated to the complaining employee or student. Every effort will be made to keep all complaints (and their details) as confidential as possible, but with any investigation, often some disclosure is inevitable. Any supervisor having knowledge or information of sexual harassment gained through direct, indirect, or informal means should report such harassment to the next appropriate supervisory or administrative level.

Prompt disciplinary action will be taken, if necessary. Any student, faculty member, staff member, or administrator who violates this policy is subject to disciplinary action, including possible termination of employment or suspension from the University.

All students, faculty, staff, and administrators have an obligation to report harassment, whether as a victim or as an observer. Any retaliatory action against an employee or student complaining of harassment is illegal and will not be tolerated.

## **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 Director of Student Engagement 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 important, university committees that make or recommend 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.

## **STATEMENT OF NONDISCRIMINATION**

It is the policy of the University of North Alabama to afford equal opportunities in education and in employment to qualified persons regardless of age, color, creed, disability, national origin, race, religion, or sex, in accordance with all laws, including Title IX of Education Amendments of 1972, Title VII of the Civil Rights Act of 1973, Americans with Disabilities Act, Civil Rights Act of 1991, and Executive Order 11246. The coordinators for non-discrimination policies are, for students, Vice President for Student Affairs, Room 201, Guillot University Center, or telephone (256)765-4223, and, for employees, Director of Human Resources and Affirmative Action, Room 222, Bibb Graves Hall, or telephone (256)765-4291.

## **OMBUDSMAN**

The Ombudsman provides an internal avenue for grievances and complaints. The responsibilities of the Ombudsman include resolving faculty, staff, and student complaints through involvement of all concerned parties; informing all parties of their rights established by law; seeking to resolve



problems internally; keeping all information confidential; establishing a relationship of trust with and among all constituencies; providing mediation as an alternative to litigation whenever possible and as necessary and proper, serving as an advocate for resolving the grievances of individuals who have been treated unfairly or improperly. The Ombudsman's office is Room 308 Bibb Graves Hall.

## GRIEVANCE PROCEDURES

**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 Dean of Enrollment Management with continuation in line to the Vice President for Academic Affairs and Provost.

**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 grievance committees. 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.

### **CAMPUS SECURITY REPORT**

The University Police Department provides a Campus Security Report for students to review. The Security report can be accessed on the UNA Police Department website located at <http://www.una.edu/police>, and click on the "Crime Statistics" tab on the left side of the home page. You will also find other valuable tools like the Campus Security Guide, Emergency Management Website and C.A.R.E. Team information. Please take the time to review the University Police Department's website for valuable safety and security information.

### **ACCOMMODATION FOR DISABILITY**

In accordance with the Americans with Disabilities Act (ADA) and Seciton 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 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).

## UNIVERSITY OF NORTH ALABAMA CAMPUS SPEECH POLICY

The University of North Alabama is committed to fostering a learning environment in which free inquiry and expression are encouraged. The University is a diverse community based on free exchange of ideas and devoted to the use of reason and thought in the resolution of differences. In exercising its responsibility to provide and maintain an atmosphere of free inquiry and expression, the University may establish reasonable time, place and manner restrictions for the purpose of avoiding disruption to, or substantial interference with, its regular and essential operations and activities. The University will not base decisions regarding time, place and manner upon the content of the message, except as permitted in those narrow areas of expression devoid of federal or state constitutional protection.

Lawful and peaceful demonstration as an expression will be permitted and protected. On the other hand, the University will not tolerate coercive disruption, defined generally herein as activity that imposes the will of other persons or groups within the University community, outside of the established University procedures and policies for the expression of opinion and the resolution of differences. Coercive disruption is construed to include any activity that, contrary to law:

- Denies the rights of other students, the faculty or the staff of the University.
- Disrupts or obstructs educational and other activities of the University.
- Reacts to the expression of the peaceful dissent of others by attempting to deny their rights.
- Obstructs or restricts free movement of persons on any part of the University campus, including the free entry to or exit from University facilities.
- Denies or interferes with the use of offices or other facilities to the students, faculty, officers, staff or guests of the University.
- Threatens or endangers the safety of any person on the University campus. This includes, but is not limited to, signs on any forms of stakes.
- Results in damage to or destruction of property.
- Contains "fighting words," which are those words that by their very utterance tend to incite an immediate breach of the peace.
- Constitutes "hate violence," meaning any act of physical intimidation or physical harassment, physical force or physical violence, or the threat of physical force or physical violence, that is directed against any person or group, or the property of any person or group because of the ethnicity, race, national origin, religion, sex, sexual orientation, disability, or political or religious beliefs of that person or group. (Acts shall not be considered "hate violence" based on speech alone, except upon a showing that the speech itself threatens violence against a specific person or group, that the person or group against

whom the threat is directed reasonably fears that the violence will be committed because of the speech, and that the person threatening violence had the apparent ability to carry out the threat.)

- Makes sustained or repeated noise in a manner that substantially interferes with a speaker's ability to communicate his/her message or the rights of others to listen.

Since a clear differentiation between lawful or peaceful dissent and coercive disruption may often be difficult, the foregoing list is illustrative and not exhaustive; this list is expected to evolve, based on experience and changes in the law. It should be understood that the application of this policy also takes situational factors into consideration. For example, conduct appropriate at a political rally might constitute a violation of this policy if it occurred within a classroom.

Any coercive disruption initiated by a visitor or a member of the University community or occurring during any University-sanctioned activity or function may be met by action of the University that is necessary to restore the order and communication required for the rational solution of problems and free debate. In addition, any coercive disruption by a visitor or a member of the University community may be subject to disciplinary action and/or legal action through local, state or federal courts. Individuals who damage or destroy University property, including but not limited to campus lawns, shrubs, and trees, shall be held responsible for such damage or destruction.

Enforcement and interpretation of the policy shall be the responsibility of the Vice President for Student Affairs through the Office of University Events. Requests for the use of University space for the purpose of free inquiry and expression should be directed to the Director of University Events, 202 University Center.

*Note: The language in this policy is extracted and/or revised from the University of Southern California Public Speech Policy*

## **MAIL ROOM REGULATIONS**

The University Mail Room, located on the first floor of the Robert M. Guillot University Center, provides mailboxes for faculty and students. Undergraduate students are entitled to a mailbox, provided one is available. Preference will be given to students enrolled in seven or more hours. The University Mail Room is not part of the U.S. Postal Service. The purpose of the University Mail Room is solely to serve the communication needs of the campus community; it is not intended as a full-service post office. Although stamps may be purchased at the mail room, specialized postal services such as money orders, packages, or certified mail can only be obtained at the U.S. Post Offices in Florence.

All university mail will be sent directly to assigned boxes in the University Mail Room 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. Students can receive their mailbox

combination when the assignment is made. The box assignment will remain the same for as long as the student is continuously enrolled.

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

1. 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. University employees may not use the university mail service on a regular basis for non-university-related personal mail.
2. Campus mail shall be addressed to an office or individual with the first and last name and box number. Mail without a box number will not be delivered. Mail with a box number will be placed in the box number indicated. The University assumes no responsibility for improperly or incorrectly addressed mail. All campus mail should have a return box number listed.
3. All campus mail must be at least 3½ inches by 5 inches. Mail deposited in the campus mail that does not meet these minimum requirements will be destroyed.
4. Correspondence containing candy, gum, etc., must be enclosed inside an envelope no smaller than 3½" x 5".
5. Bulk mail or large mailings should be placed in numerical order by box number. If a large mailing is expected, expedited handling can occur if the mailroom is notified two days in advance.
6. 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.
7. Listings of mail box assignments will be available at the mail room.
8. Campus mail that cannot be delivered will be returned to the sender provided the sender's complete name and box number are shown. Mail that cannot be returned will be destroyed.
9. The University will not assume responsibility for money or other valuables distributed through the University Mail Room, nor does the University guarantee delivery.
10. Certificates and other delicate or fragile materials are not to be processed through the mail room. Suggestion: Instead, send the student(s) a 3½ x 5 postcard, indicating where the items may be picked up.
11. Upon application and approval, a fee of \$500 will be charged for distribution (one per box) of noncampus-wide events notices. It should be anticipated that general solicitation will not be permitted through university mail service facilities.
12. In order to have first class mail forwarded, a student or employee who leaves the University must complete a "Change of Address" online at usps.com. Mail will be forwarded for one semester for graduates to the address filed with the UNA mailroom.

13. Boxes that are assigned to employees and students currently enrolled must be checked regularly to prevent buildup of mail.
14. An individual who misplaces or cannot remember the box combination can get the information at the mail room window computer 24/7 by signing on with his/her Portal ID.

The University of North Alabama Mail Room, maintained solely for the convenience of students, faculty, and staff, is not a United States Post Office. The mail room 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.

## THE MANE CARD

The Mane card serves as the UNA identification card (mandatory), campus debit card, meal card, and library card, and is used for access to campus residence halls. The Mane card is valid only for the person to whom it is issued. The Mane card must be carried at all times when the student is on campus; it is strongly recommended that it be carried whenever the student is off campus as well. 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 (including its use by anyone other than the person to whom it is issued) constitutes grounds for serious disciplinary action against all parties involved.

The Mane card is the property of the University and must be returned to the Mane card office if a student withdraws from the University during a semester or summer term. Loss or theft of a Mane card should be reported immediately to the Mane card office in the Guillot University Center or visit [www.lionloot.com](http://www.lionloot.com). Replacement cost for lost, damages, or stolen card is \$10.00. Failure to report a loss, which results in subsequent misuse of the Mane card, will subject the person to whom the card was issued to disciplinary action.

At the start of each semester, every student enrolled in classes has an operational Mane Card. Mane cards have different authorized activities (door access, meal plans, etc.) depending on student's schedule.

Funds, also known as "Lion Loot", may be added to the card. 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.

For more information contact the coordinator of the Mane card, University of North Alabama, Guillot Center, Room 102A, UNA Box 5132, Florence, Alabama 35632-0001. Telephone: (256)765-4924, Email: [manecard@una.edu](mailto:manecard@una.edu)

## **NOTICES, POSTERS, AND BANNERS**

1. All items to be posted must conform to University interest and be noncommercial in nature.
2. Each item posted must be dated with the date on which it is posted. The date should appear in a conspicuous place, i.e., lower right-hand corner.
3. Posters should not be posted for more than three weeks.
4. No more than one poster for a particular event or activity should be posted on a bulletin board.
5. The size of the items posted should be no more than 8½" x 11".
6. No bulletin shall be posted on bulletin boards designated for limited use. Items on limited boards should be posted only by representatives of offices to whom the limited boards are assigned.

No publicity, on- or off-campus, concerning parties or social functions sponsored by individuals or by university-recognized organizations shall include any reference, by word or pictures, to alcoholic beverages. Violation of this policy will result in an automatic fine of \$150.

No notices of any kind may be displayed on glass doors of Bibb Graves Hall or the Guillot University Center, 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.

Anyone wishing to use chalk to advertise on campus sidewalks must obtain approval from the Office of Student Engagement at least five days prior to the event. 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, 107 GUC. Approval for banners in the Guillot University Center itself must be secured through the University Events Office.

## **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.

## **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 Events. 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 Events.

**THE UNIVERSITY'S STATEMENT AND REGULATIONS  
REGARDING ALCOHOLIC BEVERAGES  
AT STUDENT ORGANIZATION SOCIAL FUNCTIONS**

While the university's role is to assist students in developing satisfying lifestyles to equip them for a better quality of life, it cannot and should not stand in the place of a parent. University students, as citizens of the community, of the state, and of the nation, are, like any other adults, expected to be aware of and to abide by pertinent laws and university regulations. The University expects students to conduct themselves at all times as responsible adults and to realize that they may be subject to civil or criminal liability resulting from violation of alcohol and controlled substance laws. Such liability may exist independently of any disciplinary action taken by the University for violation of its regulations.

The following regulations regarding planned social functions held off campus or on the University of North Alabama campus, or on property controlled, owned, or operated by the University shall apply to all student organizations, whether social, academic, honorary, or otherwise, recognized by the University and all UNA Greek-letter social organizations, whether or not housed on university property:

**Guest Lists**

All social functions where alcoholic beverages shall be served or permitted to be consumed shall be by individual invitation only. Parties or other social functions where alcoholic beverages are served or permitted to be consumed cannot be open to non-members without a specific individual invitation. A typed guest list must be compiled prior to the event and be made available upon request by a university official. The guest list must be turned in to the Office of Student Engagement with the Student Organization Activity Registration Form. See **Registering the Event** section regarding due dates. Open parties are prohibited.

**Drinks and Beverages**

1. The sale of alcoholic beverages is prohibited. This restriction applies to all of the various methods of charging for drinks, selling drink tickets, asking for donations, charging for food or other items while providing drinks free, or otherwise obtaining payment or reimbursement of any kind for alcoholic beverages.
2. Alternative beverages such as soft drinks, nonalcoholic punches, and the like must be readily available at all times during parties or social functions at which alcoholic beverages are being consumed.
3. Ample quantities of snack foods, such as meats, brownies, cookies, cheeses, fruits, sandwiches, and raw vegetables or hors d'oeuvres must be readily available in several locations at all times during a party at which alcoholic beverages may be consumed.
4. Glass containers will be prohibited at all social events with alcohol.
5. No common source of alcohol should be provided, such as, but not

limited to, hunch punch, keg, etc.

6. Hard liquor should be prohibited from all "Bring Your Own Beverage" social events.
7. In the event that alcoholic beverages become present at a function that originated as a non-alcoholic function, it is the responsibility of the organization's executive officers to see that all rules governing functions where alcoholic beverages are involved be enforced.

### **University Police**

A University Police officer shall be present at any campus functions where alcohol is to be consumed. The University Police will specify the hourly fee for the officer. Should a social function exceed 250 guests, a second officer may be required, at the discretion of the Chief. It is the responsibility of the respective sponsoring organization to notify the University Police of the planned function five business days prior to the actual function. Furthermore, University Police officers assigned to regulate and/or patrol campus functions will be briefed by University Police as to their specific roles and responsibilities during such functions.

### **Publicity**

No publicity on or off campus concerning parties or social functions sponsored by a university-recognized organization shall include any reference, by words or pictures, to alcoholic beverages. Violation of this policy will result in an automatic fine of \$150.

### **Risk Management Team**

A group of not fewer than six (6) members of the organization will be responsible for monitoring the event. At least two members of the risk management team must be executive officers. At least two members of the risk management team must be 21 years of age. The individuals monitoring the event will not be allowed to consume any alcohol prior or during the event. Their duties will include the following:

1. Checking identification of members and guests.
2. Distributing wristbands to the individuals of drinking age.
3. Coordinating the transportation of members and guests leaving the event intoxicated.
4. Wearing distinctive clothing, such as brightly colored shirts or hats, to identify themselves at all times.
5. Introducing themselves to the police officer(s), if the event is held on campus and requires University Police.

### **Registering the Event**

To better ensure that organizations implement appropriate risk-management measures, any function sponsored by a student organization at which alcohol is served or permitted to be consumed must be registered on the Student Organization Activity Registration form with the Office of Student Engagement no later than 12 noon five (5) business days prior to the function.

Activities held on or off campus sponsored by a recognized university student organization must be concluded no later than 12 midnight, except

on Friday and Saturday when events may go on until 3 a.m., and must have the approval of the person(s) in charge of the facility where the function is to be held. On-campus activities will be limited to six hours. No event is permitted without the knowledge and approval of the faculty/staff advisor of the sponsoring organization.

Each organization assumes full responsibility for the activities and behavior of all persons in attendance at its events. If situations should arise that prove damaging or embarrassing to person(s) in attendance, to the organization itself, or to the University, disciplinary procedures against the organization will be instituted by the appropriate discipline board or by the appropriate administrative officers of the University.

### **Sponsorship**

Organizations shall not sponsor or co-sponsor any function with any beverage distributor or brewing company or lend the organization's name to any such activity at which alcoholic beverages are available, with or without charge or donation. This restriction applies to all activities, including, but not limited to, functions conducted for the benefit of charities and like causes.

## **UNIVERSITY POLICE, PUBLIC SAFETY, TRAFFIC, AND PARKING**

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.

Your 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 Police have authority in University related matters throughout the State of Alabama, and have cooperative agreements with other law enforcement agencies throughout the State. Any questions or issues that arise concerning safety, criminal activity, traffic, lost and found property, or parking may be directed to the University Police. In case of emergency, assistance may be reached by call the Police at 256.765.HELP (4357), or by dialing 911.

The Police Department accepts anonymous reports of sexual assaults as required by the Clery Act. Additionally, criminal statistics, daily police logs and other safety and security information required by the Act can be viewed on the Police Department website at [www.una.edu/police](http://www.una.edu/police).

**Parking.** All vehicles must be registered with the UNA Police Department and must display a decal or temporary parking permit while on campus.

Parking regulations are in effect 24 hours a day.

**7 a.m. to 4 p.m. - Faculty park in GREEN LINES**

**7 a.m. to 4 p.m. - Commuters park in WHITE LINES**

**7 a.m. to 4 p.m. - Residents park in RED LINES**

**4 p.m. to 7 a.m. - Monday - Thursday RED, WHITE and GREEN LINES are open to all registered vehicles**

**4 p.m. Friday to 7 a.m. Monday RED, WHITE and GREEN LINES are open to all registered vehicles**

**Visitors - Park in the Visitor Lot located at the Harrison Plaza entrance of the University.**

**Traffic Regulations.** The University of North Alabama Police Department is vested with full police power to serve the University Community. 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.

University Police office hours are 7:00 a.m. - 5:00 p.m Monday through Friday.

### **1. Definitions**

A. Motor Vehicle: Any self-propelled conveyance, including motor-

cycles.

- B. Employee: Full-time and part-time faculty members, administrative officials, and all other full-time and part-time employees except those employed under the Student Aid program.
- C. Visitor: Any person not enrolled at the University who is visiting or attending to business.
- D. Student: Any person enrolled at the University of North Alabama for one or more credit-bearing, academic courses.

## **2. Scope of Regulations**

- A. University parking, traffic, and safety regulations are issued supplementary to all applicable state laws and City of Florence ordinances.
- B. Parking, traffic, and safety regulations will be enforced by the University Police officers at all times.
- C. University parking, traffic, and safety regulations apply to ALL persons (students, employees, and visitors) while on the campus of the University of North Alabama.

## **3. Motor Vehicle Registration**

- A. Students are automatically charged for and issued a decal permit. Unused decals must be returned within 30 days of issuance.
- B. Student vehicles are registered once for the academic year (September-August) for a fee.
- C. Employee vehicles are registered once upon employment and decals issued. Decals may be updated as needed.
- D. Lost, misplaced, or stolen permits must be replaced at the University Police Department. The fee for a replacement permit under these conditions is \$5.
- E. In the event a vehicle is sold or traded during the year, you must remove the permit and return it to the University Police Department. A new permit will be issued for the replacement vehicle for a fee of \$1. A replacement when the original permit is not returned will be \$5.
- F. It is the student's responsibility to report to University Police to pick up a permit within two weeks of the start of classes. Those students who are attending UNA for the first time during a spring or summer term will be issued decals but they WILL NOT be sent to campus boxes.
- G. Failure to obtain and display a permit will result in a fine for no valid decal.

## **4. Display of Parking Permit**

- A. Permits must be firmly affixed to the registered vehicle on the exterior of the driver-side rear door window, or, on two-door vehicles, on the driver-side door window.
- B. Failure to affix the decal in accordance with these instructions will

result in a fine for improper display of decal.

## **5. Temporary Parking Permits**

- A. **Handicapped:** Permanently handicapped persons 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 the Department of University Police 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. Should the disability continue after the expiration date, renewal of the permit must be made.
- B. **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 Student Auxiliary Services. Hanging permits will be provided by the Department of University Police when necessary. The Visitor Lot cannot be used without prior approval through University Police.
- C. **Borrowed, Rented, and Loaned Vehicles:** 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 will be eligible for a short-term temporary permit. Hanging permits will be provided by the Department of University Police during normal working hours, from 7:00 a.m. to 5:00 p.m., Monday-Friday. Failure to secure a temporary permit is not acceptable grounds for appeal of a citation for Failure to Display Valid Permit.

## **6. Parking**

- A. **Bicycles**—designated bicycle racks only.
- B. **Motorcycles**—designated motorcycle zone spaces only.
- C. **Visitors**—designated VISITOR SPACES ONLY.
- D. **Commuters**—designated WHITE zone spaces only.
- E. **Residents**—designated RED zone spaces only.
- F. **Employees**—designated GREEN zone spaces only. Service and contractor employees will be issued RED zone or WHITE zone permits as requested by their supervisor.

CAMPERS/TRAILERS AND BOAT TRAILERS ARE PROHIBITED FROM PARKING ON CAMPUS. Space is available on Stewart Avenue (behind the baseball stadium) to accommodate campers/trailers.

## **7. General Regulations**

- A. Persons to whom the parking permit is registered will be held responsible for all citations received by the vehicle for violation of parking regulations.
- B. If an employee has children or relatives in school at UNA who drive a vehicle displaying an employee permit, the student must purchase and display a commuter permit and park in commuter

parking. Students who park vehicles in GREEN zones will be cited.

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

### 8. Moving Violations

All vehicles committing moving violations of the Alabama Uniform Rules of the Road will be issued an Alabama Uniform Traffic Citation for appearance at the Municipal Court for the City of Florence.

### 9. Parking Violations

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

|   |             |
|---|-------------|
| <b>Parking in Prohibited Zone .....</b>         | <b>\$20</b> |
| <b>Improper Display of Permit .....</b>         | <b>\$20</b> |
| <b>Parking on Yellow Curb.....</b>              | <b>\$30</b> |
| <b>Handicapped Parking .....</b>                | <b>\$50</b> |
| <b>No Valid Permit Displayed .....</b>          | <b>\$20</b> |
| <b>Remove Traffic Boot.....</b>                 | <b>\$25</b> |
| <b>Exceeding Business Zone Time Limit .....</b> | <b>\$20</b> |
| <b>Other.....</b>                               | <b>\$20</b> |

### 10. Payment of Fines

- A. Fines may be paid in person at the University Police Department. Also, payment may be made online as instructed on the ticket.
- B. Students not paying a fine or filing an appeal within ten (10) days of the date of the citation will be placed on "Financial Hold." A service charge of \$10 for unpaid citation(s) will be assessed to clear unpaid citation(s) from "Financial Hold." Holds are removed at University Police between the hours of 7:30 a.m. and 4 p.m.
- C. Employees not paying fines or filing an appeal within ten (10) days of the date of a citation will be subject to a penalty of \$10 for unpaid citation(s).

### 11. Appeals

- A. Moving Violations: Persons receiving Alabama Uniform Traffic Citations may appear at the Florence Municipal Court on the date shown on their citation if they wish to contest the citation. Payments for Uniform Traffic Citations are handled by the Florence Municipal Court Clerk's Office.
- B. Parking Violations: Persons receiving UNA parking citations may appeal through online appeal form. The form can be accessed on the web at [www2.una.edu/pubsafety/pages/appealform.htm](http://www2.una.edu/pubsafety/pages/appealform.htm). Also, tickets may be appealed online as instructed on the ticket.

Appeals will not be accepted if filed more than ten (10) days after

the date of issue (weekends and holidays excluded).

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

If an appeal is denied by the Parking Committee, the citation(s) must be paid within five (5) days of the date of notification of the appeal results. Failure to pay will result in "Financial Hold" for students.

## 12. Additional Violations

- A. 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 University Hearing Officer 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.
- B. Any vehicle accumulating three (3) or more violations with No Valid Permit Displayed will be towed or booted at the owner's expense for each successive citation until such time as the vehicle becomes properly registered to park on campus.
- C. Any vehicle with a valid permit accumulating five (5) or more unpaid citations will be towed or booted at the owner's expense and the registration of the vehicle will be revoked until such time as all fines and fees are paid in full.
- D. Any person parking a vehicle on campus that has had the registration revoked will be towed or booted at the owner's expense.
- E. Any person parking in a posted FIRE LANE will be cited for Parking on Yellow Curb and towed at the owner's expense.

For more information contact the Director of University Police, University of North Alabama, UNA Box 5067, Florence, Alabama 35632-0001. Telephone: (256) 765-4357.

## STUDY DAY

The intent of Study Day is to provide students time to study before final exams. Consequently, classes that begin before 5 p.m. during the term do not meet on Study Day, and faculty are requested not to schedule the day as a deadline for papers, projects, or tests. **Student organizations likewise** are 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 may be scheduled for the last class meeting prior to Study Day. Academic department requests for exceptions to this policy should consult with the appropriate college dean.

## 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 informa-



tion is provided to assist campus community members and visitors in seeking appropriate shelter on campus.

1. During a tornado, stay calm and quickly move to safe areas as noted below:
2. If indoors, seek shelter in lowest level of the building. Interior hallways or rooms are preferable. KEEP AWAY FROM WINDOWS.
3. 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 OUTFRAN THE TORNADO.
4. After the tornado passes, evaluate the situation and if emergency help is needed, call the University Police Department at extension 4357 (HELP) or 256-765-4357. Be aware at all times of dangerous structural conditions around you.
5. Damaged facilities should be reported to the University Police Department. Note: Gas leaks and power failure create special hazards.
6. ASSIST THE DISABLED IN EVACUATING THE BUILDING. Remember that elevators are reserved for disabled persons' use only. DO NOT USE ELEVATORS IN CASE OF FIRE.
7. Once outside, move to a clear area away from the affected buildings. Keep streets and walkways clear for emergency vehicles and personnel.
8. If requested, assist the University Police Department and/or the Building Coordinator.
9. Do not return to evacuated building unless directed to do so by the University Police Department or the Building Coordinator.
10. STAY CALM. All emergency response efforts will require clear thinking and cooperation from all members of the campus community.
11. Refer to the emergency procedures specific to your building.

*The following locations have been identified as shelter areas:*

- a. Appleby East (first floor cluster-suite common areas)
- b. Appleby West (first floor cluster-suite common areas)
- c. Art Building (band room)
- d. Bibb Graves (basement hallway across from Cashier's Office)
- e. Coby Hall (basement area)
- f. Collier Library (basement area next to OASIS room)
- g. Communications Building (first floor internal hallway)
- h. Covington Hall (first floor cluster-suite common areas)
- i. East Campus (hallway by Drug Task Force)
- j. Flowers Annex (basement area internal hallways)
- k. Flowers Hall (internal hallways on both sides of the gymnasium)
- l. Floyd Hall (go to Stevens Hall shelter area, noted below)

- m. Guillot University Center (Mailroom and storage area next to the Housing Office, first floor)
  - n. Hawthorn Hall (first floor cluster-suite common areas)
  - o. Health Center (common area adjacent to examination room hallways)
  - p. Keller Hall (first floor internal hallways)
  - q. Lafayette Hall (first floor TV lounge)
  - r. LaGrange Hall (second floor hallway)
  - s. Leo's Stone Lodge (basement)
  - t. Maintenance Building (lower interior basement area)
  - u. Math Building (basement area)
  - v. Music Buildings (faculty office and Art Gallery area, Rooms 120 and 121)
  - w. Norton Auditorium (basement dressing room areas)
  - x. Powers Hall (basement computer room)
  - y. Raburn Hall (first floor internal hallways)
  - z. Rice Hall (mezzanine area)
  - aa. Rivers Hall (mezzanine area)
  - bb. Rogers Hall (basement office area)
  - cc. Stevens Hall (first floor hallway by Learning Resource Center)
  - dd. Student Recreation Center (weight room, locker rooms, and first floor bathrooms)
  - ee. University Apartments (interior closet areas)
  - ff. Wesleyan Hall (first floor central hallway)
4. Even in the event of the University's closing due to inclement weather, the following buildings will remain open to accommodate those needing shelter until dangerous weather conditions pass:
- a. Guillot University Center
  - b. Residence Halls
  - c. Student Recreation Center
  - d. Flowers Hall

For more information, see <http://www.una.edu/police/emergency-management/tornado.html>

### COCURRICULAR OPPORTUNITIES

Cocurricular opportunities abound at UNA and reflect the diversity of interests of the campus community. Opportunities for involvement exist in the many recognized student organizations as well as in a wide variety of University committees and special projects. While many organizations and programs are permanent parts of UNA campus life, the institution fosters an environment that encourages growth of new ideas and efforts. Cocurricular opportunities are accepted as an integral part of the University, whether they are designed to complement a student's

academic goals or to fulfill personal interests. Students interested in getting involved may call the Office of Student Engagement at 765-4248 or learn all about current student organizations on the website at [www2.una.edu/studentlife](http://www2.una.edu/studentlife).

## STUDENT GOVERNMENT ASSOCIATION (SGA)

*Location: Guillot University Center, Room 225*

*Phone: 765-4322 or 765-4248*

*[www.una.edu/sga](http://www.una.edu/sga)*

The Student Government Association (SGA) at UNA serves two valuable purposes. First, it allows students the chance to represent their fellow students in providing services and making recommendations to the administration for the benefit of the student body. Second, SGA provides students with challenging opportunities for developing organizational and leadership skills. SGA meetings occur every Thursday at 3:30 p.m. in GUC 200.

## UNIVERSITY PROGRAM COUNCIL (UPC)

*Location: Guillot University Center, Room 200 (meetings)*

*Phone: 765-4248 or 765-4180*

*[www.una.edu/upc](http://www.una.edu/upc)*

The University Program Council (UPC) is the programming branch of the SGA. The UPC, composed solely of students, plans and implements a wide array of social, cultural, recreational, and educational activities for the UNA and Shoals communities. UPC offers students the opportunity to be involved in the planning and implementation of its programs (see UPC offers members a challenging and fun way to develop a wide variety of event-planning and organizational skills. In addition to concerts, movies, and other events, students can be a part of planning traditional campus community events such as Homecoming, Step Show, Step Sing, Spring Fling, and others. Students interested in joining the UPC should stop by the SGA office or the Office of Student Engagement. UPC meetings occur every Monday at 3:30 p.m. in GUC 200.

## GREEK LIFE

*Location: Guillot University Center, Room 107*

*Phone: 765-4248*

*[www.una.edu/greeklife](http://www.una.edu/greeklife)*

Joining a fraternity or sorority means more than just added social activities at UNA. Being a member of the Greek community means involvement, commitment, and personal growth. Academic excellence, scholarship, athletics, service projects and leadership opportunities are all important aspects of Greek life.

The Greek community at UNA consists of seven national sororities: Alpha Delta Pi, Alpha Gamma Delta, Alpha Kappa Alpha, Delta Sigma Theta, Phi Mu, Zeta Phi Beta, and Zeta Tau Alpha. There are also ten national fraternities active on campus: Alpha Phi Alpha, Alpha Tau Omega, Delta Chi, Kappa Alpha Psi, Kappa Sigma, Phi Gamma Delta, Pi Kappa Alpha, Sigma Alpha Epsilon, Sigma Chi, and Phi Beta Sigma.

## STUDENT MEDIA

*Student Publications Building, 116 E Irvine*

*Phone: The Flor-Ala 765-4364; Flor-Ala ad manager 765-4427; adviser; 765-4426*

UNA's student press produces award-winning publications—a weekly newspaper, and a yearbook—for the campus community. Students from all majors are encouraged to participate in the production of each publication; those with talent in the areas of journalism, English, business, art, and photography are especially sought. The student press supplies a learning atmosphere and practical experience for student editors, reporters, artists, managers, and photographers.

The Student Publications Board interviews applicants and selects paid student editors and circulation and advertising staff in the spring. Students who have volunteered with the staffs and shown dedication and responsibility are Announcements seek. Other staff positions are on a volunteer basis.

**DIORAMA**—The campus yearbook, produced throughout the academic year, is distributed free of charge to students, and is distributed on campus in late April. After a lapse of four years, alumni may purchase copies, if sufficient copies are still available.

In order to make a mid-April delivery, the *Diorama* covers campus life from February to February.

**THE FLOR-ALA**—Established in 1931, the campus newspaper continues to provide campus, local, and regional news to the university community. With a circulation of 4,000, The Flor-Ala is published every Thursday in the fall and spring semesters except during exam times. Single copies are free to the university community. The Flor-Ala also publishes an online edition at [www.floral.net](http://www.floral.net).

For copy and ad deadlines, consult the editors or ad manager at the phone numbers listed above.

A special summer edition of The Flor-Ala is produced for the SOAR students to introduce them to campus life. For more information, email The Flor-Ala at [floral@una.edu](mailto:floral@una.edu).

## STUDENT ORGANIZATIONS

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

To function on campus and have access to campus resources, including room reservations and posting privileges, a mailbox, and storage space, all student organizations must register with the Office of Student Engagement. Information provided through the registration process enables the University to maintain communication with student leaders and to provide several special services for student organizations.

Any UNA student group recognized by the University is subject to the

policies and procedures as outlined in the student handbook and in the RSO handbook.

The Office of Student Engagement is committed to helping student organizations thrive at the University of North Alabama. Services include leadership training, office resources, organizational consulting, and advice on activities planning and funding. Please feel free to consult the office at 765-4248 or visit the GUC for assistance with your organization's needs.

**Recognition Policy.** Recognized Student Organization (RSO) standing is defined as the certification that grants the student organization official status as part of UNA's educational and/or extracurricular program. All recognized student organizations must register with the UNA Office of Student Engagement to function on campus. For an organization to maintain university recognition, the following criteria must be met:

1. Submit the RSO Update form at the beginning of each semester by the deadline set by the Office of Student Engagement. Any changes in officers or advisors between these reports must immediately be made in writing to the Office of Student Engagement.
2. Send a representative to the mandatory RSO presidents meeting each fall and spring semester on the date set by the Office of Student Engagement.
3. Submit an updated organization constitution by November 1 of each year.
4. Adhere to all university and RSO policies as listed in the RSO handbook and student handbook.

Organizations that do not maintain up-to-date information may risk the loss of RSO status. Recognition of a student organization may be suspended or terminated pending review of the organization by the Committee on Student Organizations.

All organizations planning to host activities where alcoholic beverages may be consumed must each year attend a Risk Management Education Program facilitated by the Office of Student Engagement. The president, advisor, and risk management officer (if applicable) are required to attend.

**Registering a New Organization.** Students interested in forming a new organization at UNA should first contact the Office of Student Engagement to obtain an RSO handbook and Student Organization Registration form. The students should set a meeting to determine whether there is sufficient interest to form a new organization. Once that has been determined, plans should be made to hold an organizational meeting, at which officers should be elected and future activities planned.

The organization must support and enhance the mission and purpose of the institution in one or more of the following ways:

- a. Develop the personal empowerment of those participating.
- b. Develop academic/career competency of those involved.
- c. Develop social/civic responsibility of those involved.
- d. Continue to improve the effectiveness of the university community.

To register a new organization, these steps should be taken:

1. Submit a list of at least ten (10) full-time enrolled students who wish to be members of the proposed organization. The list should include name, phone number, box number, and student number. The students must have a minimum 2.0 cumulative GPA.
2. Obtain agreement of a full-time faculty or staff member to serve as the organization's advisor.
3. Submit a copy of the constitution under which the organization will operate. This constitution should be approved by a majority of the chartering students.
4. Prepare and submit a list of proposed activities the organization wants to participate in or sponsor.
5. Submit the completed Student Organization Registration form.

## RECOGNIZED STUDENT ORGANIZATIONS

Contact information for Recognized Student Organizations is available from the Office of Student Engagement, 256-765-4248 or [www.una.edu/student-engagement](http://www.una.edu/student-engagement)

### STUDENT SERVICES OFFICE OF STUDENT CONDUCT

*Location: Guillot University Center, Room 209*

*Phone: 256-765-5012*

The Office of Student Conduct strengthens personal responsibility and accountability through investigation and resolution of alleged violations of the University Student Code of Conduct. The Office is committed to providing a fair and educational process that fosters the highest standards of behavior, student learning, and civic responsibility while promoting a safe environment that respects the rights of all students. The Office of Student Conduct strives to adjudicate cases of alleged misconduct in a fair, responsible and timely manner emphasizing respect, trust and integrity. Additionally, the office serves as an advocate for and resource to student victims of crime, illness, harassment, or other crises.

### OFFICE OF STUDENT AFFAIRS ASSESSMENT

*Location Guillot University Center, Room 209*

*Phone: 256-765-5012*

The Office of Student Affairs Assessment promotes rigorous self-regulation and continuous improvement within the Division of Student Affairs. The Office supports, coordinates, and advances empirically based efforts to demonstrate that the Division is fulfilling its mission and enhancing the quality of the co-curricular educational experience within the University community. The Assessment and Planning Office facilitates assessment, planning, and improvement initiatives, and serves as the clearing house for data collection and evaluation.

### OFFICE OF STUDENT ENGAGEMENT

*Location: Room 107, Guillot University Center*

*Hours: Monday-Thursday, 8 a.m.-5 p.m.; Friday, 8 a.m.-4:30 p.m.*

*Phone: 256-765-4248; Fax 765-4904*      [www.una.edu/student-engagement](http://www.una.edu/student-engagement)

The Office of Student Engagement provides a wide variety of programs and services designed to encourage and support growth and development among the University's diverse student population. A comprehensive cocurricular schedule, planned and coordinated by a team of professionals, is implemented throughout the year in an effort to encourage student growth and development outside the classroom. Programs and services include leadership development, recognized student organizations, Student Government Association, Greek life, orientation, community service projects, student discipline, and campus-wide educational and social programming.

## CENTER FOR ACADEMIC ADVISING AND RETENTION SERVICES

*Location: Room 127, Keller Hall*

*Hours: 8 a.m.-4:30 p.m.*

*Phone: 765-4722 Fax: 765-4764*

The Center for Academic Advising and Retention Services (CAARS) provides academic support and advising to promote student academic success. Services include:

- Advising coordination campus-wide during orientation and preregistration periods.
- Advising for students who have an undeclared major.
- Academic Counseling.
- Peer tutoring services free-of-charge to UNA students.
- Study skill-building workshops and consultations on topics that include time management, note taking, memory and concentration, test taking and test anxiety. Workshops and consultations are designed to strengthen student study skills that affect the ability to perform well in the college classroom.
- Administration of national test programs (e.g. ACT, SAT, CLEP, DANTES, CAAP, PRAXIS, MAT) and distance exam proctoring (non-UNA courses).
- Library of resources (books, instructional video tapes, and DVDs) to aid the student in study skill development and test preparation.

## CAREER PLANNING & DEVELOPMENT

*Location: Room 202, Guillot University Center*

*Phone: 256-765-4276*

*Fax: 256-765-4169*

*www.career.una.edu*

*e-mail: careerservices@una.edu*

Career Planning and Development (CPD) helps equip students and alumni with the necessary skills and resources for the lifelong process of career decision making and job searching. Undergraduates, graduate students, and alumni are encouraged to meet individually with staff on choosing a major/career exploration and developing job-search skills.

All students are encouraged to register online with LionJobs (career.una.edu/LionJobs) to view and apply for jobs. LionJobs lists local part-time positions both on- and off-campus, as well as local and national full-time positions, internships, and co-ops. Specific job-search resources, including résumé development assistance and mock interviews, in addition to programs such as etiquette dinners, career fairs, and workshops are available to all UNA students and alumni. Career Planning and Development staff can be reached at 256-765-4276 or careerservices@una.edu or by visiting 202 GUC or career.una.edu.

Contact CPD for assistance with:

- Major/career exploration
- Resumé development and editing



- Interviewing
- Job Search process (part-time, on- or off-campus; internships, co-ops and full-time)
- On Campus Student Employment

#### **Dates to Remember:**

- Career Carnival- Each Spring
- Career Fair- Each Fall
- Graduation Expo- both Fall and Spring semesters
- Etiquette Dinner/Lunch - Each Semester
- NACPED Career Fair - Each Spring,  
Von Braun Center, Huntsville, AL

### **Student Employment**

Career Planning and Development coordinates the Student Employment process at UNA. Many offices on campus look to hire students to fill a variety of part-time positions and these opportunities are posted on LionJobs ([career.una.edu/LionJobs](http://career.una.edu/LionJobs)). All students are eligible to apply for University Work Study positions. Student must complete the FASFA and demonstrate unmet financial need in order to be eligible for Federal Work Study positions. Please contact the Student Employment Specialist in CPD if you have questions about working on-campus.

### **BENNETT HEALTH & WELLNESS CENTER**

*Location: 501 Circular Road (Bennett Infirmary)*

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

*Phone: 256-765-4328; [www.una.edu/healthservices](http://www.una.edu/healthservices) & [www.una.edu/counseling](http://www.una.edu/counseling), or "like us" on Facebook (UNA Health and Wellness Services)*

#### **Health Services:**

- Outpatient, acute care clinic for currently enrolled students.
- Services include: treatment of short term, acute or minor illnesses and minor injuries; basic physical exams; allergy injections; select immunizations; wellness screenings, health education offerings, and some STI (sexually transmitted infection) testing.
- Staffing includes RNs, part-time physicians, Nurse Practitioners and administrative personnel.
- Payment of the Student Health Fee covers the cost to see a physician, nurse practitioner or nurse. Clinic patients are seen on a first-come, first-served basis.
- There are minimal cost-recovery charges for medications, some lab tests, some medical supplies and other diagnostic tests.
- Referrals for specialty or emergency care are arranged as needed.
- Health Services does not file any insurance claims.
- Payment is expected at the time of service and may be made by **Mane Card**, cash, check, and debit or credit cards.

- Please visit our website for more details and informational sites.

### **Counseling Services:**

- Services are available to currently enrolled students and are covered by the Student Health Fee.
- Staffing includes Licensed Professional Counselors, Associate Licensed Counselors, and Master’s Interns from the UNA Counselor Education Department.
- Services are scheduled by appointment through the receptionist at 256-765-4328.
- Outpatient mental health services include: psycho-social assessment, individual and group counseling, psycho-educational group and classroom presentations, referral to community resources.
- All record-keeping and session content are governed by ethical and legal guidelines of confidentiality.
- More information and resources are available at our website at [www.una.edu/counseling/](http://www.una.edu/counseling/).

### **STUDENT HEALTH INSURANCE**

The Student Government Association endorses a low-cost student insurance program. Applications are available in the SGA Office, Guillot University Center 225, the Office of Student Engagement, or at the SGA website [www.una.edu/sga](http://www.una.edu/sga). Students who are dependents of their parents may be covered by insurance policies maintained by the parents or the employer of the parents. Students are encouraged to maintain health insurance.

### **DISABILITY SUPPORT SERVICES**

*Location: Room 110, Guillot University Center*

*Phone: 256-765-4214*

*devservices@una.edu*

*Fax: 256-765-6016*

*[www.una.edu/disability-support](http://www.una.edu/disability-support)*

The University of North Alabama is committed to affording an equal opportunity for education to all qualified students. Disability Support Services provides programs and services consistent with the Americans with Disabilities Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973, as they apply to higher education. The staff of Disability Support Services focuses on the 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.

Services Include:

- Initial determination and application of classroom accommodations
- Confidential records maintenance
- Liaison with other campus entities for specific accessibility issues
- Maintenance and monitoring of the Alternative Testing Program
- Individualized academic coaching and study skills sessions

- Annual campus-wide awareness activities

Students needing assistance should call 256-765-4214 for an appointment.

## THE CENTER FOR WOMEN'S STUDIES

*Location: 663 N. Wood Ave.*

*Hours: Monday-Friday, 8 a.m.-4 p.m.*

*Phone: 256-765-6198/765-4380; e-mail: ekelley1@una.edu (coordinator)*

The Center for Women's Studies, known also as the Women's Center, welcomes women, men, and individuals of all sexual orientations. Its primary mission is academic, and, as part of this mission, the Center hosts community-building outreach activities throughout the academic year. In collaboration with Bennett Infirmary, Rape Response of the Shoals, SafePlace, and several other agencies the Center offers medical and counseling referrals to students demonstrating to Women's Studies students a practical application of Women's Studies theories taught in the minor. The Women's Studies program offers interdisciplinary classes taught at the Center that examine women's experiences, contributions, struggles, goals, and triumphs as they are evident in a variety of academic disciplines.

The Center sponsors co-curricular activities and programs such as O.A.S.I.S., Cancer Caps and One in Four. It encourages student leadership in community-building outreach activities such as Helen's Closet and SafePlace. It builds associations and promotes cooperation between university programs and community agencies like raising money for Rape Response of the Shoals. The Center offers referrals, education, and support around the issue of gender violence with speakers from Rape Response and a Film Series to Raise Awareness of Gender Violence to mention just two programs. Finally, it embraces and celebrates the multicultural nature of women's lives across categories that include ethnicity, class, age, sexual orientation, and abilities.

All use and services of the Center for Women's Studies are free of charge and open to everyone.

## RECREATIONAL SPORTS AND FITNESS PROGRAM

*Location: Student Recreation Center*

*Phone: 765-6019*

*[www.una.edu/recsports](http://www.una.edu/recsports)*

Services provided include the following: management of the Student Recreation Center, management of the Flowers Hall swimming pool for recreational use, aerobics classes, fitness, tennis courts, sand volleyball court, horseshoe pits, outdoor programs, and equipment checkout and rental. Students or groups wishing to sponsor special recreational events are urged to contact the Recreational Sports and Fitness Program (RSFP) for assistance with organization, promotion, facility reservations, and equipment needs. The RSFP is also one of the largest employers of students on campus, with opportunities for employment in several areas.

## **Intramural Sports**

Because competitive and recreational sporting activities are a desirable part of a student's educational program, Intramural Sports offers a wide variety of individual, dual, and team sports for all students. Teams may be organized from any residence hall, Greek organization, independent group, or campus organization. An individual who has no group affiliation and wishes to join a team should contact the Intramural Sports Program (765-6019) for assistance. Information on all events can be found at the website address above or at the Customer Service Desk on the second floor of the Student Recreation Center.

## **Open Recreation**

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

The Student Recreation Center houses the following Open Recreation opportunities:

- **three regulation basketball/volleyball courts**
- **six badminton courts**
- **two electronic dartboards**
- **Xbox lounge**
- **two table tennis tables**
- **one Foosball table**
- **two-lane walking/jogging track**

## **Services and Amenities**

- **locker rooms**
- **locker rentals with towel service**
- **equipment checkout** (*see our website for complete listing of available equipment*)
- **towel checkout**

## **Fitness Center and Group Exercise Classes**

Housed in the Student Recreation Center, the Fitness Center contains state-of-the-art cardio, machine- and free-weight equipment, and the Cardio Theater.

Group exercise classes are offered in a wide array of formats, usually five to six days per week.

The Aerobics Studio, on the third floor of the Student Recreation Center, is a semi-private workout area. Workout stations contain jump ropes, exercise bands, flexibility balls, and dumbbells.

## **Outdoor Programs**

To assist students in taking advantage of the many outdoor recreation opportunities in the region, the following trips and classes are offered:

- **whitewater rafting**
- **canoeing**
- **kayak roll clinics**
- **camping**
- **rock climbing**
- **kayaking**
- **mountain biking**
- **hiking**

The Outdoor Program also offers equipment rental to students who wish to take their own trips. (*see our website for complete listing of available equipment and costs*) Any student interested in participating in trips or classes, or in leading a trip or teaching a class, is encouraged to contact the Recreational Sports and Fitness Program.

## VETERANS AFFAIRS

*Location: Room 119, Bibb Graves*

*Hours: Monday-Friday; 8:00 a.m.-4:00 p.m.*

*Phone: 765-4971*

Services:

- Information for veterans, dependents, and/or reservists-Guardsmen concerning Veterans Administration benefits
- Certification of Federal V.A. benefits
- Information for dependents of veterans who are eligible for the Alabama GI Scholarship (in Bibb Graves 26).

## STUDENT FINANCIAL SERVICES

*Location: Room 226B, Bibb Graves Hall*

*Hours: Monday-Friday, 8 a.m.-4:30 p.m.*

*Phone: 765-4278*

Services:

- Financial aid counseling
- Information on federal financial aid programs
- Electronic filing (limited) of federal financial aid forms
- Assistance with financial aid forms
- Listing of external financial aid
- Student loan processing and counseling

## CHILD CARE

*Location: Kilby Child Development Center*

*Hours: Monday-Friday, 7:45 a.m.-3:00 p.m.*

*Phone: 765-4244*

[www.una.edu/cdc](http://www.una.edu/cdc)

Kilby Child Development Center (CDC) sponsors the following child-care programs available to UNA students:

- Alabama PreK: state-funded for children who are four years old by September 1
- Part-time, multi-age class for three- and four-year-olds. Open to UNA students, faculty, staff, and community members on a first-come, first-served basis, with preference given to UNA students, faculty and staff. Applications for the programs may be made at Kilby CDC. For additional information, visit the CDC website at [www.una.edu/cdc](http://www.una.edu/cdc).

## LION ALERT

Unique Lion Alert log in information is sent out at the beginning of each semester to all new students and to students who have not logged into Lion Alert, via email to your UNA Portal account. This information will include your unique user name and password for your initial log in. Both your user name and password may be changed after your initial log in.

For general information and technical assistance with logging in, you may contact the Office of the Vice President for Student Affairs at 256-765-4223 or [dpshields@una.edu](mailto:dpshields@una.edu) or [adgreen@una.edu](mailto:adgreen@una.edu).

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 comprising of e-mail, voice and text messaging, and designed to send emergency messages to thousands of individuals in minutes. It supplements existing means of emergency communication, including outdoor warning sirens and severe weather alert radios.

Everyone who has a University of North Alabama e-mail address will receive emergency alerts to their campus e-mail address. In order to also receive text and voice message alerts, members of the campus community will be 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.

UNA students, faculty and staff have the opportunity to provide a primary mobile phone number for receipt of text messages, and up to three other phone numbers (mobile or other) for receipt of voice messages. Emergency messages will be sent via a system provided by the High Ground Solutions/SchoolCast. Lion Alert will be used in tandem with other campus communication tools.

***Why should I sign up for the Lion Alert voice and text message components?***

Because students, faculty and staff are constantly on the move, this system provides the flexibility for you to receive emergency messages on multiple devices. Lion Alert will be used to distribute important information regarding emergencies that dictate immediate action. It will be used along with other tools including outdoor warning sirens, severe weather alert radios, e-mail, the University web site, campus media and other methods.

***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 the Lion Alert icon on the bottom of the front page of the UNA website, using the user name and password sent to you in an email at the beginning of the semester (sent to new students or students who have never logged into the system.)

***Will I receive Lion Alert messages if I don't sign up at <https://www.myschoolcast.com/go/una/> ?***

If you do not sign up with Lion Alert, you will still receive emergency messages via your official campus e-mail 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.

### ***Who implements Lion Alert?***

Lion Alert is managed jointly through the Offices of the Vice President for Student Affairs and the Director of University Police.

### ***What kind of alerts will be sent?***

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

Less urgent messages will be sent using the campus advisory e-mail system, PERSONAL ANNOUNCEMENTS.

### ***How does Lion Alert work?***

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

- E-mail: An alert message will be sent to your official campus e-mail address. You can also specify a secondary e-mail 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 with Lion Alert. Voice messages will be sent to these phone numbers.

NOTE: You will receive emergency alerts to all phone numbers and e-mail addresses registered with Lion Alert.

### ***Can I opt out of the system after I sign up and can I update my contact information after I have 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 e-mail address change, 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 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 student, faculty or staff for gaining access to the system.

***How soon will I have the capability to receive text or voice mail 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?***

- E-mail: sent from Lion Alert will come from [lionalert@una.edu](mailto:lionalert@una.edu).
- SMS text messages: Text messages will begin with "Lion Alert" and number 256/765-4992.
- Voice messages: The phone number you will see in your caller ID will be 256/765-4992. 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 [www.una.edu/police/](http://www.una.edu/police/). During an emergency, details and updated information regarding the specific emergency will be provided on the UNA home page at [www.una.edu.w](http://www.una.edu.w)

## WELCOME TO COMMUNITY LIVING

The University of North Alabama offers students a unique educational experience through its on-campus residence hall environment. Each residence hall, a modern living facility, is a community designed to enrich and broaden the educational experiences of students. Living in residence halls provides the student an opportunity to develop lasting friendships, well worth remembering. The residence halls are designed to meet the physical needs of the residents, while providing activities and programs that contribute to the "total educational experience." We welcome you to the residence hall community and hope that this experience will be an integral part of your college life.

**Extended Housing:** For residents who need to live on campus during the times the University is closed (Thanksgiving and Spring Break), extended housing is available in the nine-month traditional halls at a higher rate. These housing facilities retain regular staff during these academic breaks. Athletes are encouraged to discuss the need for the extended housing option with their coaches.

**Summer Housing:** A separate application and contract are required to reserve a space in summer residence halls for housing during June and/or July summer sessions.



## HOUSING OFFICE OPERATION

### Housing Office

The Department of Housing is composed of the Director, Senior Administrative Assistant, and Housing Coordinator. The Director's office, on the ground floor of Rivers Hall, coordinates all aspects of housing, including applications, assignments, facilities, budget, renovations and repairs, refunds, cancellations, and security. The Housing office maintains an open-door policy, so please drop by and meet the staff!

### Summer of Service

Housing offers summer employment to students as part of a work crew designed to perform maintenance and cleaning of the buildings, minor repairs, moving inventory, etc. These students are supervised by the Housing Coordinator.

### RESIDENCE HALL SAFETY

The Housing staff wants your college experience to be educational, fun, and SAFE. We view ourselves as a safety-conscious campus, and keeping all community members safe has long been a high priority. Crime still does occur, but most of it is "crime of opportunity." YOUR first line of defense is a combination of awareness and prevention. This means that YOU can take specific action to prevent, or greatly reduce, the likelihood that YOU will be the victim of a crime.

Relying on your own instincts is an important rule for personal safety. Occasionally, ask yourself what you might do differently in the future. Remember, your personal safety is our primary concern, but we need your help, too. Housing works closely with the University Police to provide for your safety. However, residents must take on responsibility for developing a safe environment in the residence halls.

**1. Do not prop exterior doors open.**

For security reasons, doors in the residence halls are kept locked. A door propped open invites into the building non-residents, some of whom commit crimes against residents. If you come across a propped door, please close it.

**2. Lock your room door when you are sleeping and when you are out of the room.**

Locking your door when you are asleep or gone will probably be the most important thing you can do to ensure residence hall safety. In the time it takes you to shower, a thief can take your wallet and be on the freeway!

**3. If you see an unknown person who is unescorted in the residence halls, confront him or her.**

If you are uncomfortable doing that, please contact a member of the residence hall staff for assistance. Do not let the person continue unescorted. The name of the Resident Assistant (RA) on duty is posted in the lobby of each building.

**4. Escort your guests at all times.**

Even if you trust your guests, be aware that unescorted strangers can frighten others.

5. **Notify a residence hall staff member or the University Police immediately if you receive an obscene or harassing telephone call.**

## **ELIGIBILITY**

To be eligible for on-campus housing, a student must be enrolled at the University of North Alabama and maintain nine semester hours. Any student whose class load drops below nine credit hours must request, in writing to the Director of Housing, permission to remain in the residence halls for the remainder of the semester.

### **Application Process for Returning Students**

Current residents must apply for housing for the upcoming academic year. During the spring semester, each residence hall will post information concerning fall semester application, room preference selection, and contract cancellation procedures. Look for details about Spring Reclaim Week (aka MANE Event) before spring break.

### **Single-Occupancy Housing**

Residents may apply for single occupancy at any time. Single occupancy (other than inside single) in traditional halls will require special approval by the Director of Housing and documented special needs through University Health Services. Upgrade to single in cluster housing is based on availability and date of request. There is an increase in room rent for single-occupancy housing. Payment is due at the time designated on the preregistration bill or when a student registers for classes. Students requesting single occupancy after registration must report to the Housing office and complete an upgrade request. If the request is granted, the student must go to the Business Affairs cashier's office in Bibb Graves Hall to pay the additional rent. The receipt should be returned to Housing. Upon receipt of payment, the resident will be assigned to single occupancy.

### **Changing Rooms or Halls**

Once a room or building assignment has been made, any request for change must be submitted in writing to Housing. All room and building changes must be coordinated and approved by Housing. All approved moves must be made on the posted, designated move day. No further moves will be allowed after that day except in extenuating circumstances and upon approval of Housing. Any student who makes an unauthorized move must pay a \$150 penalty and return to the original assignment.

### **Extended Housing (nine-month halls)**

Extended housing simply applies to any student who has a need to live in a residence hall during the times the University is closed (Thanksgiving and spring break). All other times that the University is closed, there is no extended housing. This option is available in Rice, Rivers, and LaGrange halls, at an additional cost. For further information on those times, please contact the Department of Housing.

### **Contract /Agreement**

All students requesting housing in a residence hall are required to sign a residence hall contract. The term of the contract is for one academic year,

consisting of two semesters, from the first day of the fall semester to the last day of the spring semester. Refer to your copy of the housing contract for details.

### **Contract Cancellation**

*With appropriate documentation, a resident may cancel without penalty for the following reasons:*

1. Marriage, with appropriate documentation, and prior approval from the Director of Housing before signing of the housing contract.
2. Academic requirement to move from the area to fulfill such requirements as internships, field work, or student teaching. Appropriate documentation must be submitted from a supervising faculty member.
3. Ineligibility to continue enrollment due to failure to meet academic requirements.

Any resident who cancels the contract at any time during the middle of the fall or spring semester without going through the proper procedures will not receive a rent refund. These conditions are in conjunction with university refund policies stated in the university catalog.

Any student who desires to cancel a contract for reasons other than those stated in Section III of the housing contract must submit a written appeal to the Director of Housing.

### **Consolidation**

A resident occupying a double room without a roommate may be consolidated. The Housing Department will contact you if this is applicable.

## **NONDISCRIMINATION POLICY**

The University of North Alabama is committed to a policy of nondiscrimination. When the names of roommates are not reciprocally expressed, individuals will be assigned without regard to race, religion, creed, or national origin.

## **EXPECTATIONS**

### **Damages, Vandalism, and Community Property**

Each resident is responsible for the condition of his/her room. Residents are responsible for the accommodations of the room and shall reimburse the University for any damages or loss of items. Residents of an individual floor or residence hall will be required to share the expense of repairing or replacing property in common areas. Charges for damages will be determined by the University at its sole discretion and must be paid before the end of the semester in which the damages occur. Failure to pay will result in placing the student on financial hold with the University.

### **Cleanliness/Inspection**

Each resident is responsible for the care and cleaning of his/her room. It is also the responsibility of residents to dispose of trash in the dumpsters outside and to keep hallways, baths, and all public areas neat and attractive. The Housing and Residence Life staffs reserve the right to inspect rooms for cleanliness and safety at any time. Residents are also expected to dispose of

food in proper trash receptacles, not in the sinks, toilets, showers, or water fountains.

### **Entry/Confiscation**

The University reserves the right of entry to any room at any reasonable time for the purpose of inspection, repairs, pest control, in case of emergencies, or for any other reasonable cause.

The University also reserves the right to confiscate, discard, and hold or surrender to appropriate authorities any item in any room that violates residence hall or university regulations as stated in this handbook, the university catalog, or any other official university publication.

### **Inventory**

A room inventory card is prepared for each room/apartment by the Residence Life staff prior to occupancy. Each resident must sign an inventory card at the time of check-in, thereby acknowledging the condition of the room/apartment and the presence of specific furnishings. When damages occur within a resident's room or in areas adjacent to it (e.g., windows, doors, lobby/study areas), it is ultimately the responsibility of the occupant to pay the costs to replace or repair the damaged property. The purpose of the room inventory card, which residents complete with their RAs at check-in, is to establish the condition of the room at occupancy so that residents can be assessed fairly if damages occur. It is the responsibility of the student to complete the inventory card accurately. If you do not receive an inventory card at the time of check-in, it is your responsibility to obtain one from your RA. Another inventory is completed at the time of checkout. A resident will be charged, at current repair and/or replacement prices, for any damages and/or missing furniture.

### **Keys**

Each resident is required to have a key to his/her room. If a key is lost the student will be charged. A fee of \$5.00 is charged each time a staff person must unlock the resident's room. Unlocking the room doors by staff members should not be viewed as an obligation of the staff member. The lockout service is provided purely out of necessity and is greatly discouraged.

### **Occupancy**

Only those students assigned to a room may occupy that room. If an individual other than those assigned occupies the room, the assigned student may be subject to immediate termination of the housing contract and may forfeit his/her right to remain in university housing. Residence hall rooms may not be sublet to another person.

### **Entering the Residence Halls**

The residence hall is considered a private residence. As such, entrance to the facility is restricted to residents and their invited guests.

Proof of residence in any residence hall is provided by a valid **Mane card** programmed for entry to that building. A room key alone is not considered proof of residence.

Students who fail to provide appropriate identification upon entering the residence halls will be subject to disciplinary action.

### **Card Access to Buildings**

Each residence hall is equipped with card-access doors. These specialized doors provide security and should never be propped open. Access to the building is granted only to the residents of the hall who have their UNA identification number encoded into the card access system by a Housing staff member. Any resident who finds his/her access card not working properly or loses an encoded ID card must notify the Housing Office as soon as possible.

### **Residence Hall Hours and Security**

Each residence hall has an established security system for the protection of the residents. At no time are residence hall doors to be propped open. Any tampering with the doors, locks, or any building security measures will subject the individual to disciplinary action.

### **Hall/Floor Meetings**

Periodically throughout the semester, the Residence Life building staff will conduct hall/floor meetings. Your attendance at these meetings offers you the opportunity to provide feedback and suggestions for Residence Life programs, policies, and procedures. Meetings are called whenever an issue or concern needs to be addressed with the resident population as a whole. Failure to attend mandatory hall/floor meetings without a 48-hour prior approval may result in a \$35 fine established by the Residence Life staff. Watch for posted notice of meeting dates, times, and locations!

### **Custodial Services**

The custodial staff cleans public areas daily. It is the responsibility of residents to dispose of trash and food in the outside dumpsters and to keep hallways, bathrooms, and all public areas neat and attractive. Please help us keep our facilities clean and well maintained. Custodial problems should be reported in writing to the Director of Housing.

Residents of Hawthorne, Covington, and Appleby East and West halls shall maintain their private rooms and baths in a neat, clean, safe, and sanitary condition. Residents agree to be responsible for actual cleaning of these areas. The University shall provide custodial services for cleaning of common areas such as lounge, kitchen, elevator lobby area, laundry room, and public restroom. Residents will, however, be responsible for disposing of food and trash in the outside dumpsters, and for general cleaning of kitchen areas after events and personal cooking. Residents will be assessed a fine for cost of cleaning required beyond normal wear and tear, which includes, but is not limited to, trash not properly disposed of, leaving dirty/used dishes in the sink, food not properly stored, and spills on the floor.

Health and safety checks will be performed by the RA staff the first week of each month. Checks in cluster housing are also done the third week of each month by the Housing Coordinator and the Custodial Supervisor.

### **Trash**

All residents are responsible for disposing of their trash in the outside dumpsters. Custodians will not remove or collect trash in these buildings

except for such common areas as the offices, multi-purpose room, etc. All resident trash must be disposed of by the residents on a regular basis.

### **Maintenance and Repairs**

If a maintenance problem occurs in your room or in a public area, report the problem to the Housing staff. Report emergency maintenance and repair needs immediately to your RA or any other Residence Life staff member in your building. You may also e-mail your request to housing-maintenance@una.edu.

### **Parking**

Hall residents should purchase residential parking decals. Any questions regarding proper decal usage should be referred to UNA Police Department.

### **Pest Control**

The potential for pests exists everywhere. Campus housing is no exception. To eliminate pests, all residence halls are treated regularly. If you see evidence of pests, complete a maintenance request as soon as possible. Keep in mind that the pesticides used are only effective when combined with good housekeeping practices. Follow these guidelines: (1) Store all food in sealed containers. (2) Do not leave food or dirty dishes lying around. (3) Empty liquid contents of cans and bottles into the sink before throwing them in the trash. (4) Empty the trash before leaving for the weekend or holiday.

### **Pets**

Residents are permitted to have fish contained within desktop aquariums that do not exceed a 5-gallon tank capacity. For health reasons, no other pets are permitted in the halls. Violation of the pet policy may subject residents to disciplinary action.

### **Refrigerators**

Individually owned refrigerators may be used in rooms if they are no larger than 4.3 cubic feet. Larger units are prohibited. Refrigerators brought into the residence halls that exceed the set limit will be removed.

### **MicroFridge® Option**

MicroFridge® units are available for use in student rooms. Three units in one, the MicroFridge® has a separate door freezer, auto defrost refrigerator, and a 600-watt microwave oven. A MicroFridge® may be requested before August 1 of each academic year through the Department of Housing. MicroFridges® are rented on a first-come, first-served basis, determined by the application date.

### **Checking Out**

All residents must vacate the residence halls within 12 hours of their last examination or by 12 noon of the last day of exams on the last day the residence halls are open, whichever comes first. See a member of the Housing or Residence Life staff for additional checkout information.

### **Abandoned Items**

There is no provision for storage of personal property in the residence halls. Items left in residence hall rooms or in storage after the owner has

moved out of the residence hall, or to another room, and items not marked as to ownership will be declared abandoned. When possible, a written notification will be sent to a resident whose items have been left behind. If no action is taken by the resident to remove the items from the residence hall within the timeline indicated in the letter, the items will be disposed of by Housing or Residence Life staff.

### **Possible Fines**

The following lists fines possible through the Departments of Housing and Residence Life.

#### **Housing**

|  |                   |
|--|-------------------|
| <b>Unauthorized move</b> .....                 | <b>\$150</b>      |
| <b>Improper checkout</b> .....                 | <b>\$20-\$50</b>  |
| <b>Re-core room lock/key replacement</b> ..... | <b>\$35-\$100</b> |

#### **Residence Life**

|   |             |
|---|-------------|
| <b>Lockout</b> .....  | <b>\$5</b>  |
| <b>Covered/tampered with smoke detector</b> .....               | <b>\$50</b> |
| <b>Missed mandatory meeting</b> .....                           | <b>\$35</b> |
| <b>Covered vents</b> .....                                      | <b>\$25</b> |
| <b>Dirty Bathroom/Common Area 1st</b> .....                     | <b>\$25</b> |
| <b>Dirty Bathroom/Common Area 2nd</b> .....                     | <b>\$50</b> |
| <b>Smoking in Room/Building</b> .....                           | <b>\$50</b> |
| <b>Unauthorized Appliances/heaters/cooking appliances</b> ..... | <b>\$50</b> |
| <b>Router</b> .....   | <b>\$50</b> |

## **RESPONSIBILITY FOR RULES AND REGULATIONS**

In addition to the standards and guidelines set out in this *Student Handbook*, all other rules and regulations of the University of North Alabama and the laws of the state of Alabama and of the United States of America shall be in effect upon students residing in or visiting the university residence halls. Student behavior is governed by the Student Code of Conduct as published in this handbook.

### **Disposal of Hazardous Materials**

Students who use syringes for legitimate medical purposes, such as insulin injections, are required to notify Residence Life staff immediately. It is university policy that all sharps used for legitimate medical purposes be disposed of in the proper manner. Syringes and other “sharps” are not to be put in common area trash receptacles in the residence halls unless they are in a sharps container. Any questions should be directed to the Area Coordinator.

### **Personal Property Liability/Loss**

The University of North Alabama and the Departments of Housing and Residence Life assume no responsibility for theft or casualty losses. To protect your possessions, check your parents’ insurance policy or your personal insurance policy to determine coverage. If your possessions are not covered, you should obtain private insurance (brochure of private agency is available from the Housing office).

### **Smoking**

Smoking is prohibited inside all residence hall facilities. Cigarette bins are located outside each building. Discarding cigarette butts on the ground is considered littering and the privilege of smoking outside the building can be taken away. There is a \$50 fine for smoking in the residence halls.

### **Harassing Phone Calls**

If you receive obscene, harassing, or threatening phone calls, immediately notify the Residence Life staff and UNA Police Department. To assist in the detection of the caller, you should note time, date, length of call, and what the caller said. Do not give personal information to strangers on the phone.

### **Public Areas/Restrooms**

Areas of residence halls where guests are allowed, other than the host's room, are posted in each individual hall. Restroom facilities for guests are available in the lobby of each building. Restrooms on the floors are off-limits to opposite-sex guests.

### **Fire Safety and Procedures**

Emergency procedures are posted on the back of every resident's door. Fire alarm systems are installed in all residence halls. The system includes automatic smoke detectors, alarm signals, and annunciators. There are two methods of notification: manual and automatic. Following a manual alarm, the Residence Life staff member on duty will notify the Florence Fire Department and UNA Police Department. UNA Police Department will investigate and will notify the Florence Fire Department if there is cause. Upon detection, an alarm notifies residents in the area. The alarm is a continuous buzzing noise. As soon as that alarm is heard, residents must vacate the area according to the evacuation procedures posted on the backs of residents' doors in each building. Fire drills will be conducted during the semester. A resident will be subject to disciplinary action for failure to evacuate the building during a drill or for tampering with fire-control equipment. Rendering a false alarm is considered a criminal offense.

It is each resident's responsibility to be familiar with evacuation procedures. In the case of a fire, residents should do the following:

- A. Leave in as quick and orderly a manner as possible, by the stairwell to the parking lot.
- B. Carry a towel for breathing and wear shoes for protection.
- C. Close, but not lock, their room doors.
- D. Feel any closed door for heat before opening.
- E. Have a "buddy system" for physically challenged residents and heavy sleepers set up by the Community Advisor.
- F. Stay out of the building until given official permission to re-enter. In case an exit is not possible, residents should know that the safest thing to do is stay in their rooms with the doors closed. They should put wet towels or clothing around the door to keep out the smoke, then open the window slightly, put a white cloth in the win-



dow, and remain in the room until help arrives. Once evacuated, residents should stay out of the building until the all clear has been sounded.

### **Tornado Safety and Procedures**

“Tornado Watch” means weather conditions are suitable for a tornado. “Tornado Warning” means a tornado has been indicated on radar or sighted. During a tornado drill or an actual emergency, residents will be notified to relocate to designated areas by the sounding of the bell alarm. The alarm will consist of three short rings every five seconds. Tornado safety procedures are posted on the backs of residents’ doors in each room. Tornado drills will be conducted periodically during the semester. A resident will be subject to disciplinary action for failure to follow procedure during a drill.

## **RESIDENCE LIFE**

*Location: Rice Hall main floor (entrance near Towers Cafeteria)*

*Hours: Monday-Friday, 8 a.m.-4:30 p.m.*

*Phone: 765-5558; Fax: 765-5840*

The primary role of the Residence Life staff member is to support the educational goals of the Division of Student Affairs and the University. The staff consists of both full-time (Director, Assistant Director of Residence Life, Assistant Director of Residence Life for Success Initiatives, Area Coordinators and Senior Administrative Assistant) and paraprofessional (Community Advisor, Senior Community Advisor) and first year resident educators student staff. It is their job to provide crisis intervention and act as an emergency resource, help insure a safe and secure living environment, provide routine hall activities, resolve behavioral problems and provide policy enforcement, and assist in the administration of their respective facilities.

**Area Coordinator** is the live-in professional staff member of a particular residence hall area. Area coordinators, who report directly to the Assistant Director of Residence Life or Assistant Director of Residence Life for Success Initiatives, are responsible for the day-to-day management of their areas as well as the supervision of the undergraduate staff living in their facilities.

**Senior Community Advisors** assist the Area Coordinators in the everyday operations of the areas to which they are assigned.

**Community Advisors** are the undergraduate student staff living in a particular residence hall, who are responsible for the day-to-day management of the floor. The Community Advisors staff undergo in excess of 80 hours of training before their first day on the job, and complete the UNA 295 Community Advisor course their first semester in the position. They can assist students with 95 percent of their concerns.

**First-Year Resident Educators** are undergraduate student staff who work with first-year students residing in the S.H.O.C. residential community. They work with the students to assist in their transition to UNA and provide the tools necessary to achieve success.

One of the greatest advantages of living in a residence hall is that

there always seems to be something happening. The student will find all sorts of social, recreational, community service, and educational programs designed to supplement educational goals and activities. Intramurals, outings, special entertainment, and events are offered throughout the year. Volunteers are always needed to help with activities, and getting involved in the Residence Hall Association is the perfect way to make an impact in your hall.

The Department of Residence Life believes in an “open-door” policy and welcomes your ideas, concerns and recommendations. Please feel free to stop by our office in Rice Hall; we will look forward to helping you with your residential needs.

### Revision of Visitation for Opposite-Sex Guests

1. Any proposal for visitation recommendations must be submitted to the Director of Residence Life by the Residence Hall Association.
2. The proposal must have a positive survey of 66.66 percent of all students residing in an individual residence hall in order to affirm a visitation option for recommendation.
3. The Residence Hall Association will supervise and administer the survey process.
4. Each resident wishing to complete a survey will present his/her university student identification card and will be marked off on an official residence hall roster.
5. Survey results are recommendations only and must have administrative approval.

### COLLIER LIBRARY

*Hours: Monday-Thursday, 7:30 a.m.-1 a.m.*

*Friday, 7:30 a.m.-4:30 p.m.*

*Saturday, 9 a.m.-5 p.m.*

*Sunday, 2 p.m.-1 a.m.*

*(Different schedule during holiday periods, final exams, and summer)*

*Phone: 765-4467 (Circulation desk)*

*765-4469 (Reference Desk)*

*765-4939 (Collier hours)*

*Holdings & Services:*

- **398,000 volumes**
- **112,000 government documents**
- **3,800 periodicals**
- **instructional materials**
- **1,081,405 microforms**
- **DVDs, videotapes, audio tapes**
- **reference volumes**
- **study space for individuals and groups**
- **on-line and print bibliographic sources**
- **sessions on use of the library and its materials**
- **knowledgeable staff to help you find needed information**

### INFORMATION TECHNOLOGIES

Effective as of the 1995-96 academic year, the University established a technology fee for “technology renewal and replacement.” A major portion of the money is expended each year upgrading and/or replacing personal computers, network infrastructure, and computer laboratory

equipment. The remainder is held in reserve for maintenance of major software applications.

The University maintains approximately thirty student computer laboratories, ranging from the larger installations found in Collier Library to smaller discipline-specific labs in many academic departments across campus. The equipment in these labs is replaced on a rotational basis under the direction of the Technologies Advisory Committee. Other student services that the technology fee helps maintain include Internet access, online course management, CATV, closed-circuit television and online library access. In addition, the fee supports student organizations' Web pages and software for computer classes. The telephone system, which offers such features as voice mail, caller ID, and call forwarding in the student offices and residence halls, was paid for, in part, by the technology fee.

### GUILLOT UNIVERSITY CENTER

The Guillot University Center (GUC) is the hearthstone of the University community. It is intended to provide a place where students can meet and relax. In addition to the GUC Food Court, the University Bookstore, and the University Mail Room, the GUC also offers a variety of meeting places, both formal and informal, and houses the Office of the Vice President for Student Affairs, Office of Student Engagement, Housing, University Events, Disability Support Services, the Lion's Den game room, and the Offices of Career Planning & Development, Student Conduct, Student Affairs Assessment, **Mane card** and Sodexo. Any questions regarding use of the GUC should be forwarded to University Events.

#### Information Center and UC Banners

If you have an event you wish to advertise on campus, you'll want to let University Events help you spread the word. The University has a limited number of high-visibility spaces to hang banners, which we will be happy to hang for you in high-traffic areas of the GUC. These services are normally restricted to recognized or registered student organizations wishing to advertise events open to the entire campus. Other messages are approved on a case-by-case basis. To have a message advertised, stop by the GUC office, suite 202.

### UNIVERSITY DINING SERVICES

**Sodexo Campus Services** provides food services for the University of North Alabama. Meal plans, retail dining, catered events and gift/goodie baskets are all available. Because everyone's schedule and everyone's needs are a little different, Sodexo offers a variety of dining options including meal plans, which are stored on the participant's **Mane Card** (student ID card). Meal plans carry either meals per week, which reset every Monday morning, or meals per semester. Dining Dollars, which are also part of all meal plans, are per semester, food only, balances that decline as food purchases are made.

All-you-care-to-eat **Value Meals** are served at Towers Dining Hall. One meal per meal period can be used. Meals are non-transferable and may be used only by the meal plan participant.

#### Locations:

**Towers Dining Hall**—This all-you-care-to-eat facility, conveniently located

between Rice and Rivers residence halls, features a full soup and salad bar, hot and cold breakfast items, home-style meals, a deli bar, an innovations station, a grill area, pizza, and a variety of desserts and beverages. Theme meals and taste changers are also featured throughout the year. Towers Dining Hall is convenient for breakfast, lunch, and dinner for resident students. Commuter students, faculty, staff, guests, and visitors are also welcome at Towers. Meal plans, cash, dining dollars, lion loot, credit/debit cards, and Faculty/Staff meal plans are accepted at Towers. Towers Dining Hall is open for breakfast, lunch, and dinner, Monday through Friday, and brunch and dinner on Saturday and Sunday.

**The C-Store/Smart Market** – Smart Market is the convenience store located on campus in the Towers Dining Building. Conveniently located near the residence halls, it carries a wide variety of snacks, beverages, supplies and other items. The C-Store is open Sunday through Thursday evenings, and accepts cash, dining dollars, lion loot, and credit/debit cards.

**WOW (World of Wings)** – World of Wings has recently opened in the Student Recreation Center. It is New Orleans inspired, globally desired! We are passionate about the sauce, sound, soul and spice of southern Louisiana. WOW offers a variety of menu selections from salads and wraps to wings and chicken fingers. WOW also offers appetizers, quesadillas and nine different sauces. Are you chicken? If you think you can handle our hottest sauce we challenge you to our competition. You can order the Wanted Challenge, which is 20 wings tossed in our Buffalo XIII sauce. If you can eat all 20 wings in ten minutes you get a shirt and your picture on the Wall of Flame! WOW is open late and a great place when you want somewhere to hang out and enjoy great food and fun. WOW accepts cash, dining dollars lion loot, and credit/debit cards.

**GUC Food Court** – The GUC Food Court in the Robet M. Guillot University Center is in the heart of the academic portion of campus. The GUC Food Court is convenient for breakfast, lunch, and mid-morning or afternoon snacks. The GUC Food Court features:

- A&W All American Food Express (with those famous root beer floats)
- Pizza Hut Personal Pan Pizza and Pasta
- Subconnection –tasty subs made with fresh ingredients on freshly baked sub rolls
- Rice Box – great authentic Asian food
- Simply To Go – grab and go sandwiches, wraps, salads and snacks
- And a wide variety of other snacks and beverages

The GUC Food Court is open Monday through Friday, and accepts cash, dining dollars, lion loot, and credit/debit cards.

**Einstein Bros Bagels** – Einstein Bros Bagels, scheduled to open Fall 2011, is a nationally acclaimed gourmet bagel, coffee, sandwich, wrap and baked good restaurant located in the Robert M. Guillot University Center atrium (adjacent to the GUC Food Gourt). Einstein Bros Bagels features a wide variety of bagels and toppings, gourmet coffee drinks, as well as freshly baked goods, salads, wraps, and sandwiches. Einstein Bros Bagels is open

Monday through Friday, and accept cash, dining dollars, lion loot, and credit/debit cards.

**Auxiliary Services**—When you visit Gift University, you're enrolling in the "school" of gift-giving run by a faculty of true gourmet, floral, plant and gift experts. Powered by 1-800-FLOWERS.com, Gift University was founded in partnership with Sodexo as a way to send great gifts for any occasion, from birthdays and anniversaries to exams and special holidays. Both parents and students can enjoy sending and receiving care packages, tasty snacks, "just because" surprises and much more! It's exciting—and incredibly easy—to delight family members, friends on campus, or anyone else you're thinking of, with something sensational from our extraordinary gift collection. Gift University can be accessed by visiting our website at [www.una.edu/diningservices](http://www.una.edu/diningservices).

**Meal Plans**—A variety of meal plan options are available to help fit your dining needs. (Plan options and prices are per semester and subject to change.) Up-to-date pricing information may be found in the most current addendum to the university catalog. First-year resident students are required to purchase one of the designated meal plans. All full-time students are required to purchase \$75 per semester in Dining Dollars that may be used at any campus dining location.

**Meal plans offer a variety of important features:**

**Security**—Meal plans offer a predetermined number of meals either weekly or by semester. A meals-per-week plan means that you will have the same number of meals every week, so you will not run out of weekly meals near the end of the semester. A meals-per-semester plan allows you to use your meals any time during the semester. Meal plans with dining dollars allow you to spend your dining dollars how you see fit throughout the semester. If you have a meal plan, you do not have to carry cash for meals on campus.

**Convenience**—Meal plans offer you the freedom not to worry about grocery shopping, cooking, and cleaning. Meal plan participants do not have to waste valuable time leaving campus and trying to get back before their next class or meeting and losing their parking spots.

**Value**—You can use a value meal from your weekly or semester plan for full meals at Towers Dining Hall and your dining dollars at the GUC Food Court, Einstein Bros Bagels and WOW. Additional meals at Towers may also be purchased using dining dollars.

**Nutrition**—You can choose from a wide variety of food options at Towers Dining Hall, the GUC Food Court, Einstein Bros Bagels and WOW. We offer nutritious meals that will help you keep pace with today's active lifestyles.

**Flexibility**—Everyone has different eating habits. No matter how you like to eat or what your schedule looks like, a meal plan can be found to suit your situation.

**How to choose...**

Here are some questions to consider when selecting a meal plan:

- Will you normally remain on campus during the weekends?
- Do you normally skip breakfast or eat only a light breakfast?
- Are you an athlete or a member of the band?
- How many full meals do you eat each day?
- Do you tend to eat small meals or snacks rather than full meals?

Up-to-date pricing information may be found in the most current addendum to the university catalog. Hours of operation for each dining location are posted at each location. Questions on these or other dining service subjects can be answered by visiting the Dining Services office on the second floor of the Guillot University Center, by calling the office at (256) 765-5667, or by visiting the website at [www.una.edu/diningservices](http://www.una.edu/diningservices).

**Employment**—Sodexo frequently has employment opportunities available for students. Convenient locations, flexible hours, and free meals make Sodexo a great place for students to work. Stop by or call the Dining Services office for more information.

**Advisory Committee**—Help Sodexo provide the services and selections you want. Join the UNA Dining Advisory Committee! Watch for meeting times and locations in Towers Dining Hall.

**Special Events**—The Sodexo staff coordinates several special events, theme meals, and taste changers throughout the fall and spring semesters. Watch for information and flyers in the residence halls, Towers Dining Hall, the GUC Food Court, Einstein Bros Bagels and WOW for specific dates and times. You may also find this information on our website at [www.una.edu/diningservices](http://www.una.edu/diningservices) or on our Facebook page (search UNA Dining Services).

**Bring a Friend**—Guests are always welcome to eat in Towers Dining Hall, the C-Store, the GUC Food Court, Einstein Bros Bagels, and WOW. Towers Dining Hall prices for guests are breakfast-\$6.50, lunch/brunch and dinner-\$7.75. GUC Food Court prices are a la carte.

## TICKETS TO ATHLETIC EVENTS

A regularly enrolled full-time student is admitted without charge to all home athletic contests upon presentation of a valid ID card at Gate 2 at Braly Stadium for football, or the Pine Street north door at Flowers Hall for basketball. Each student may receive one free guest ticket to all home athletic contests, but the tickets must be picked up from the ticket office prior to game day. Such students may also purchase up to 3 (three) student guest tickets for \$5.00 each, prior to game day, upon presentation of a valid ID card. Student guest tickets can be purchased at the Athletic Ticket Office in Flowers Hall.