

Values

The members of the community of the University of North Alabama, do hereby establish and 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

The University of North Alabama engages 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.

Vision

The University of North Alabama will build on nearly two centuries of academic excellence. We commit ourselves to design and offer a rich undergraduate experience; to respond to the many educational and outreach needs of our region, including the provision of high-quality graduate programs in selected disciplines; to provide an extracurricular environment that supports and enhances learning; to provide a global education and participate in global outreach; and to foster a diverse and inclusive academic community. We promote global awareness by offering a curriculum that advances understanding of global interdependence, by encouraging international travel, and by building a multinational student population. We pledge to support and encourage intellectual growth by offering primarily small, interactive classes taught by highly educated professionals, and through mentoring, internships, and other out-of-class educational opportunities.

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



UNIVERSITY
of NORTH
ALABAMA

Student Handbook & Planner 2008-2009

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Student Handbook & Planner, an official publication of the Office of Student Engagement and the Departments of Housing and Residence Life, 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.

Fall Semester 2008

- Aug. 16.....Saturday — residence halls open after 1 p.m.
 Aug. 18Monday — New student advising and registration for beginning freshmen and transfer students who did not attend Student Orientation, Advisement, and Registration (SOAR), GUC Banquet Halls.
 Aug. 20Wednesday — regular classes begin
 Sept. 1Monday — closed for Labor Day holiday
 Oct. 10.....Friday — Midterm; last day to apply for graduation for 2009 Summer Term
 Oct. 17-19.....Friday-Sunday — closed for Fall Break
 Nov. 26-30Wednesday-Sunday — closed for Thanksgiving holidays. Nine-month residence halls close at 6 p.m. Nov. 25 and reopen after 1 p.m. Nov. 30.
 Dec. 4Thursday — Study Day
 Dec. 5-11Friday 8 a.m. -Thursday noon — semester examinations
 Dec. 12Friday — close of term; midyear Commencement, Flowers Hall
 Dec. 15Monday, Nine-month residence halls close for Christmas break at 4 p.m.

Spring Semester 2009

- Jan. 4Sunday — residence halls open after 1 p.m.
 Jan. 5Monday — New student advising and registration for beginning freshmen and new transfer students, GUC Performance Center
 Jan. 7.....Wednesday — regular classes begin
 Jan. 19.....Monday — closed for Dr. Martin Luther King Jr. Day holiday
 Feb. 20-22Friday-Sunday — closed for Winter Break
 Feb. 27Friday — Midterm; last day to apply for graduation for 2009 Fall Semester
 Mar. 20.....Friday —Nine-month residence halls close at 6 p.m. for spring holidays
 Mar. 23-29.....closed for spring holidays (None-month residence halls reopen after 1 p.m. on March 29.)
 April 10.....University closed.
 April 30.....Thursday — Study Day
 May 1-7Friday 8 a.m.-Thursday noon — semester examinations
 May 9Saturday — close of term; Commencement, Flowers Hall
 May 11Monday—Nine-month residence halls close at 4 p.m.

Interession Period

The Interession Period runs from May 11 through May 30, 2009.

Summer Term 2009

Session One

- May 31Sunday — residence halls open for occupancy after 1 p.m.
- June 1Monday — New student advising and registration for beginning freshmen and new transfer students, GUC Performance Center
- June 2Tuesday — regular classes begin
- June 25Thursday — last day of classes; last day to apply for 2010 Spring Semester graduation.
- June 26Friday — Final examinations and close of session one. (Nine-month residence halls close for Session One at 6 p.m.)

Session Two

- June 28Sunday — residence halls open for occupancy after 1 p.m.
- June 30Tuesday — regular classes begin
- July 3Friday — closed in observance of Independence Day holiday
- July 24Friday — last day of classes
- July 27Monday — final examinations and close of session two. (Nine-month residence halls close at 6 p.m.)

Sessions One & Two Combined (evening program and special courses)

- May 31Sunday — residence halls open for occupancy after 1 p.m.
- June 1Monday — New student advising and registration for beginning freshmen and new transfer students, GUC Performance Center
- June 2Tuesday — regular classes begin
- June 25Thursday — last day to apply for 2010 Spring Semester graduation
- July 3Friday — closed in observance of Independence Day holiday
- July 24Friday — last day of classes
- July 27Monday — final examinations and close of summer term. (Nine-month residence halls close at 6 p.m.)

NB: Dates in this calendar are subject to change without prior notice.

Administrative Offices

	OFFICE	UNA MAIL	EXT.
President.....	G 110	5004	4211
Vice-Presidents:			
Academic Affairs and Provost.....	G 214	5041	4258
Business and Financial Affairs	G 103	5003	4233
Student Affairs.....	GUC 201	5023	4223
University Advancement & Administration	G 110	5078	4901
Dean of Enrollment Management	G 119	5044	4316
Director of Library Services	Collier	5028	4241
Admissions.....	G 122	5011	4608
Alumni Relations.....	RH 104	5047	4201
Athletic Director.....	FH-A	5071	4397
Bookstore.....	GUC	5034	4400
Business Office	G 102	5001	4231
Career Services	GUC 107	5066	4276
Center for International Programs	Powers Hall	5058	4626
College of Arts and Sciences (Dean).....	W 129	5021	4288
College of Business (Dean)	K-R 311	5013	4261
College of Education (Dean).....	SH 548	5031	4252
College of Nursing (Dean)	SH 210	5054	4984
Computer Center.....	CC 202	5061	4210
Continuing Studies and Outreach	Coby Hall	5036	4289
Counseling	Bennett Infirmary	5009	4328
Developmental Student Services	GUC 111	5008	4907
Diorama (yearbook)	116 E. Irvine Ave.	5296	4296
Flor-Ala (student newspaper)	116 E. Irvine Ave.	5300	4364
Greek Life	GUC 202	5033	4248
Health Services, Bennett Infirmary	BI	5009	4328
Housing.....	GUC 112	5037	4124
Human Resources and Affirmative Action	G 222	5043	4291
Intramural Sports and Recreation	SFC	5063	6019
Judicial Affairs	GUC 202	5033	5012
Learning Resources Center	SH 109	5005	4208
Library: Circulation/Reserves.....	Collier	5028	4467
Mail Room.....	GUC		4282
Media Services	SH 103	5005	4836
Periodicals	Collier	5028	4472
Physical Plant.....	Maint. Bldg	5018	4274
Public Safety.....	706 Waterloo Rd.	5067	4357
Publications.....	Rogers Hall	5027	4363
Purchasing	G 21	5025	4206
Registrar's Office.....	G 119	5044	4316
Research, Planning, and Institutional Effectiveness.....	G 17	5121	4221
Residence Life	Rice Hall	5057	5558
Sports Information Director	K 335	5038	4595
Student Affairs Assessment & Planning	GUC 202	5033	5012
Student Financial Services	G 226	5014	4279
Student Engagement	GUC 202	5033	4248
Student Recreation Center.....	SFC	5063	6019
University Apartments	GUC 112	5037	4124
University Events	GUC 202	5068	4658
University Relations	Rogers Hall	5026	4225

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 211	5049	4622
Communications and Theatre	CB 105	5007	4247
Computer Science	MAB 101	5051	4286
English	WH 113	5050	4238
Foreign Languages	W 204	5074	4390
Geography.....	W 120	5064	4246
History and Political Science	WH 107	5019	4306
Mathematics	MAB 101	5051	4286
Military Science	WA 137	5024	4271
Music	MB 143	5040	4361
Physics and Earth Science	FSB 207	5065	4334
Psychology	W 205	5039	4390
Social Work and Criminal Justice	SH 538	5029	4391
Sociology	SH 559	5010	4200
Business - Dean	R 311	5013	4261
Accounting and Business Law	K 317	5056	4500
Computer Information Systems	K 212	5076	4324
Economics and Finance	K 205	5055	4270
Management and Marketing	R 316	5017	4234
Education - Dean	SH 548	5031	4252
Elementary Education	SH 510	5045	4251
Counselor Education	SH 412	5107	4313
Health, Physical Education, and Recreation	FH 301	5073	4377
Human Environmental Sciences	FSB 109	5030	4313
Kilby School	KS	5035	4303
Secondary Education	SH 515	5046	4575
Nursing - Dean	SH 210	5054	4984

Campus Ministries

Baptist Campus Ministry.....	670 N. Wood Ave	764-5083
Catholic Campus Ministries.....		765-4541
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	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.

Turrís Fidelis Award—The Turrís Fidelis Award may be awarded to not 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.

Hall of Fame—The Hall of Fame recognition at UNA is awarded annually to not 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.

THE STUDENT DISCIPLINE 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 Department of Public Safety, Residence Life, or the Office of Judicial Affairs and Student Affairs Assessment as provided by the vice president for Student Affairs. The Director of Judicial Affairs and/or designee(s) determines the policy violations as they relate to overall campus violations and on-campus residence hall violations.

DEFINITIONS

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

Advisor—An individual who assists a student or student organization with student discipline 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.

Department of Public Safety—The Department of Public Safety (DPS) functions to ensure the safety and security of the University of North Alabama campus, its faculty, staff, students, guests, and visitors. DPS's 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 adjudicating stu-

dent discipline cases. This individual is the Director of Judicial Affairs or his/her designee.

Preponderance of Evidence— The standard of proof used in student discipline 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 Discipline Conference—A meeting with a student, group of students, or an 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 for the purpose of being enrolled, or who is residing in any university housing or otherwise has a continuing student relationship with the university, whether or not enrolled.

University Committee on Discipline—Persons authorized by the Director of Judicial Affairs 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.

RAVE Class—Responding to Alcohol Violations through Education (RAVE) class is a four-week alcohol education program. This program addresses topics including legal aspects, physical concerns, and lifetime impacts. A fee of \$100 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.

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 discipline 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 apply for readmission.

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 Judicial Affairs, or designee(s).

- a) Such officials (or designees) may act summarily without following the student discipline 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.
- b) 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 discipline action against the student.
- c) The University shall initiate disciplinary 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 discipline proceedings by members of the university police department.
 3. Every attempt will be made to expedite the student discipline 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 discipline proceedings for any student, group of students, or student organization that has allegedly violated a university regulation. Such parties will be afforded all aspects of fairness and due process in all such matters. The student discipline 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 discipline 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 Discipline Referral form or through an e-mail that provides the information requested on the form. Forms are available in the Office of Judicial Affairs, Room 202, Guillot University Center.

PREPARING FOR A DISCIPLINE CONFERENCE OR UCD HEARING

When a student or student organization representative appears for a student discipline conference before the Director of Judicial Affairs or his/her designee or before a University Committee on Discipline, the following procedural rights will be accorded:

- To receive a letter of notification with the date, time, and place of the student discipline conference or UCD hearing.
- To have a student discipline 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 Judicial Affairs.
- To have an advisor present during the student discipline conference or UCD 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 discipline conference or UCD hearing within ten (10) business days, barring unforeseen circumstances.
- To either accept the decision and sanction from the hearing officer or UCD, 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 UCD.
 - c. The sanction(s) recommended was/were not justified by the by nature of the violation(s).

STUDENT DISCIPLINE PROCEEDINGS

The appropriate official or his/her designee will coordinate the student discipline conference. The conference is an informal, non-adversarial meeting between a student and a Hearing Officer or designee of the Judicial Affairs Office. The purpose of the disciplinary 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 Code of Conduct of University Standards or Residential Standards that could result in suspension from the University or removal from the residence halls, the student will have the right to request that the case be heard by the UCD. The Director of Judicial Affairs or his/her designee may refer the student discipline case to the UCD at his/her discretion.

APPEALS AND SANCTION REVIEWS

Appeals: A student found responsible for a Code 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 UCD.
- c. The sanction(s) recommended was/were not justified by the by 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 Judicial Affairs within three (3) business days* of notification of results of the original hearing or conference. The Office of Judicial Affairs 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 (charges), but contests the sanction recommended by the Office of Judicial Affairs, 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 Judicial Affairs when he/she determines that the sanction recommended was outside the University's sanction range for such violations 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 Judicial Affairs within ten (10) business days of receiving the sanction review request.

CODE OF CONDUCT

I. UNIVERSITY STANDARDS

1. Academic Dishonesty

Academic dishonesty such as cheating, theft of examinations and/or other class-related materials, or plagiarism.

2. Alcohol (also see Social Policy on page 29)

Alcohol is not allowed on university property or at university functions unless specifically so designated. No kegs are allowed on campus, in the residence halls, and/or the university campus apartments. Students who are living on campus and are 21 years or older but have a roommate who is under the age of 21 may not possess alcohol in the residence hall room or university apartment. Students and guests at UNA are expected to abide by Alabama State Law. Persons less than 21 years of age may not

*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 days and exclude holidays and weekends. The last business day ends at 4 p.m.

purchase, consume, possess, or transport alcohol, liquor, or malt or brewed beverages within the state of Alabama. Alabama State Law prohibits furnishing alcoholic beverages to minors.

3. Computer Misuse

Conduct that involves the misuse of computer facilities and data networks includes, but is not limited to, the following:

- A. Violating university security or damaging university systems
- B. Attempts to circumvent data protection schemes or uncover security loopholes. This includes creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
- C. Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan Horses, and worms.
- D. Attempted use, or possession in one's university account, of programs intended to crash the system, fraudulently imitate system responses, "sniff" secure or encrypted information, or gain unauthorized access to privileges, accounts, data, software, computers, or networks.
- E. Attempting to damage, disrupt, or impede the operation of computing and information technology resources equipment; data, voice, and video communication equipment; or data, voice, and video communication lines.
- F. Deliberately wasting/overloading computing resources, such as printing too many copies of a document.
- G. Transmitting or reproducing materials that are slanderous or defamatory in nature, or that otherwise violate existing laws or regulations.
- H. Displaying obscene, lewd, or sexually harassing images or text in a public computer facility or location that can be viewed by others.
- I. Violating copyright and software agreements, including, but not limited to, copying university-owned or -licensed software or data to another computer system.
- J. Attempting to make unauthorized modifications to university-owned or -licensed software or data.
- K. Storing excessively large files or amounts of data on university-owned computer systems. The University reserves the right to periodically purge excessively large files.

- L. Installing or running any software and hardware, such as routers, that the University has not granted express permission to install or run.
- M. Knowingly accepting or using software or data obtained by illegal means or by methods violating university policy.
- N. Accessing data belonging to an individual or university department, even if access was inadvertently given to such information. For example, if a person fails to log off his/her computer system and another individual comes behind that person and uses an account accidentally left open, this statement has been violated by the second person. In this situation, the person finding the open account should report it so the account can be safely logged out.
- O. Failure to remove files, including e-mail, from university-owned systems in a prompt and timely fashion. The University reserves the right to periodically purge files and e-mail that have not been removed in a timely manner.
- P. Misrepresenting your identity or affiliation, or the falsification of information.
- Q. Disrupting or monitoring the activity or communications of other users. This includes, but is not limited to, electronic "stalking" and harassment of others, sending electronic chain letters, or using information technology resources for unauthorized commercial or profit-making purposes.
- R. Allowing another person the use of your computer password(s). Computer accounts are to be used only by the person to whom they are issued. The individual to whom the account(s) is issued will be held responsible for all activity on that account.
- S. Using computers and/or network facilities in ways that impede the computing activities of others. For example, in a student laboratory, an individual who attempts to use several computing stations at the same time is preventing other students from reasonable use of the computing lab. This also includes using computers for games or recreational use while other students require access for course assignments.
- T. Removing or defacing hardware, software, manuals, supplies, etc., from computing sites.
- U. Disobeying lab and system policies, procedures, and protocol (e.g., time limits on workstation usage).
- V. Destroying or damaging equipment, software, or data that belongs to the University or to other users.

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. Taking disorderly, lewd, or indecent action, or being found in an intoxicated condition 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

Use, possession, or being under the influence of stimulant, depressant, narcotic, or hallucinogenic drugs or other agents having potential for abuse, except as permitted by law. Possession of any drug paraphernalia is prohibited.

7. Furnishing False Information

Furnishing 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.

8. 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.

9. Gambling

Gambling is prohibited.

10. Harassment (Physical and Verbal)

- A. Behavior that involves an expressed or implied threat 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 foreseeable 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, etc.) written as a personal insult to the listener(s) in personally abusive language inherently likely to provoke a violent reaction by the listener(s) toward the speaker.

11. Harm to Self

No student shall cause physical harm or threaten to cause physical harm to himself/herself, nor shall any student take any action that creates a danger to his/her own health, safety, or personal well-being.

12. 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.

13. Interference

Interference with or disruption of the mission of the University

or its campus environment.

14. Physical Assault

Physically contacting another person without his or her permission 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.

15. Sexual Assault

Any physical contact of a sexual nature with any person that occurs without that person's consent or when the individual is unable to give consent due to being mentally incapacitated, unconscious, or sufficiently impaired so as to be unable to render sound judgment. Consent is not implied or effective when physical or emotional harm or the threat of such harm exists.

16. 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.

17. 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.

18. Theft

Theft of any type, or the removing or possession of property that is not the student's own, or the unauthorized sale of property that is not the student's own.

19. Unauthorized Entry/Tampering

- A. Unauthorized access to university facilities; intentionally damaging door locks; unauthorized possession or duplication of university keys or access cards; or propping open of exterior doors; or
- B. Tampering with fire safety equipment, such as fire extinguishers, smoke detectors, alarm pull stations, or emergency exits.

20. University Documents

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

21. 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, abetting, 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.

22. Weapons

Use, possession, or carrying of fireworks, firearms—including, but not limited to, pistols, air rifles, paintball guns, or shotguns (or ammunition)—billy clubs, dangerous knives, explosives, or other dangerous weapons while on university-owned or -controlled property, or at activities sponsored by the University or university organizations, except by authorized law officers or other persons specifically authorized by the University is prohibited.

II. RESIDENCE HALL STANDARDS

1. Activities Resulting in Disturbance, Distress, or Damage

Individual or group activities that may result in disturbance or distress to others or that cause, or may reasonably be expected to cause, damage or destruction to self or property are prohibited. When individual responsibility cannot be determined, the residents of a unit or floor may become collectively responsible for restoration costs. Examples of behavior covered by this policy include, but are not limited to, noise; damage to a building, laundry equipment, or furniture; sports in the hallway; smoking; graffiti; publicly spoken or displayed materials that are pornographic, obscene, sexist, racist, or homophobic; vandalism; and disregard for bathroom cleanliness, including the disposal of food or any foreign objects in sinks, toilets, water fountains, etc.

2. Advertising/Solicitation

Flyers and other advertising must have approval through the Department of Residence Life for posting in on-campus residential facilities under its jurisdiction. Once approved, flyers/posters will be posted by Residence Life staff within the residence halls on Tuesday and Thursday each week. Solicitation is not allowed in the residence halls or university apartments.

3. Arson

- A. Any activity that could potentially compromise fire safety in the halls, including, but not limited to, burning candles, incense, fires, or burning posters, is considered a serious offense, which could result in suspension or dismissal from the University. Withholding information/evidence concerning a fire is a serious offense.

B. Fire drills will be conducted during the semester. A resident will be subject to disciplinary action for failure to leave the building during a drill. Please refer to emergency procedures posted on the back of your room door.

4. Candles, Incense, and Potpourri

Candles, decorative or otherwise, incense, potpourri, and/or other items that generate open flame are prohibited in the residence halls. Melted wax, burned wicks, lingering aroma, etc., may be considered evidence of a violation of this policy.

5. Cooking and Appliances

Students are not allowed to cook in residence hall rooms. With the exception of the microwave oven, all cooking appliances are prohibited in students' rooms. Other prohibited appliances include space heaters and halogen lamps. All violations will result in confiscation and discarding of the unauthorized appliance. There will also be a \$50 fine assessed to the student.

6. Escort

Students and visitors may not enter a residence hall where they do not live without an escort who is a resident of that hall and is the one who actually checked in the guest(s). Allowing unescorted non-residents access to a building or living area is a violation of this policy.

7. Fire Safety Equipment

Fire safety equipment is provided to help ensure everyone's safety. Tampering with alarms, extinguishers, or smoke detectors is a violation of local, state, and federal laws, as well as a violation of university policies. Tampering with fire safety equipment is a criminal offense, and if the incident is reported to the Fire Department, a ticket may be issued.

8. Flammable Liquids/Explosives

Possession of containers holding fluids used for igniting fires is prohibited. Prohibited fluids include, but are not limited to, charcoal lighter, gasoline, propane, and cigarette lighter refueling containers.

9. Guests

Residents are responsible for the actions of their guests and are responsible for making sure their guests adhere to Residence Hall policies. First-time offense for late check-out or failure to sign your guest out will result in an automatic loss of one month of visitation in any hall. Further disciplinary action will be taken for multiple offenses, including possible revocation of living in the residence halls.

10. Pets

Pets are not permitted in the residence halls, with the exception of fish. Fish tanks may be no larger than five gallons total capacity per room. It is not the responsibility of hall staff to feed fish in a student's absence.

11. Public Area Decorations

Any mode of decoration that contains obscene, profane, pornographic, or otherwise offensive elements, as determined by the hall staff, will not be permitted.

12. Public Area Usage

Area Coordinators must approve any usage of residence hall facilities by residents, students, recognized student organizations, and/or any other person or group. Generally, residence hall spaces are reserved for the exclusive use of the staff and residents of that building.

13. Public Property as Decoration

Possession of stolen property, including city, county, or state government property, such as road signs, is not permitted. Students wishing to display public road signs, traffic cones, real-estate signs, etc., in their rooms may be asked to provide proof of ownership by a receipt or some other official means. Possession of stolen property is a violation of state law and university policy. Stolen or unauthorized property is subject to confiscation.

14. Quiet Hours/Courtesy Hours

Residents have the right to sleep and study in their rooms at any time. When asked by someone to respect this right, residents are expected to demonstrate courtesy and consideration by complying with the request. Courtesy hours are in effect 24 hours a day, seven days a week. As a general rule, at no time should noise be heard from a resident's room more than two doors away or from another floor.

Until otherwise established, quiet hours are in effect from 10 p.m. until 10 a.m. daily. During finals week, 24-hour quiet hours will be in effect and a \$50 fine will be assessed for a first offense.

15. Smoking

Smoking is not permitted in any residence hall. Students must confine smoking to designated smoking locations outdoors. Cigarette butts must be properly discarded or the student's privilege of smoking outside may be revoked. All violators will be assessed \$50 plus disciplinary action.

16. Sports in the Halls

Running, hackey sack, hockey, in-line skating, skateboarding, bouncing balls, riding bikes, wrestling, and other athletic/sport-type activities are prohibited in the residence halls. No remote control toys are to be operated in the hallways. Staff members reserve the right to confiscate equipment used in violation of this policy.

17. Stairwells

Opposite-sex guests are not allowed in the building stairwells unless there is an emergency evacuation or the elevator(s) are out of order.

18. Trash Removal

Students are responsible for taking out their own trash. Students found to have disposed of any waste inappropriately will face disciplinary action.

19. Vents and Windows

Opening windows and closing or covering vents is prohibited in all residence halls. Entering, exiting or passing any object through a window is prohibited.

20. Visitation

All residents must register their guests' arrival and departure in person at the check-in/-out table. A guest is one who visits in a residence hall at the invitation of the resident registering him/her as a guest. Lobbies and Lounges are considered part of the residence hall and thus all policies apply to them as well.

- A. Opposite-sex visitation will not exceed the maximum hours set in a particular hall.
- B. Guests are permitted in a residence hall room only by consent of all occupants of the room.
- C. The visitation policy applies to all family members as well.
- D. A guest must be signed in and out by the resident in person. The resident will escort the guest at all times.
- E. Opposite-sex visitation hours for all residence halls are as follows:

Rice and Rivers

Sunday-Thursday	10 a.m.-12 a.m.
Friday-Saturday	10 a.m.-1 a.m.

LaGrange, Lafayette, Hawthorne, Covington, Appleby East and West

Sunday-Thursday	9 a.m.-12 a.m.
Friday-Saturday	9 a.m.-1 a.m.

- G. Guests of the same sex may be accommodated in university

housing for no more than three nights in any 30-day period, providing they are registered at the front desk. Opposite-sex guests are not permitted to stay overnight at any time. Guests under the age of 18 are not allowed visitation without permission from the designated Area Coordinator at least 24 hours in advance.

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, including charging admission to parties, 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.

Public Safety

A University Public Safety officer shall be present at any campus functions where alcohol is to be consumed. The Department of Public Safety will specify the hourly fee for the officer. Should a social function exceed 100 guests, a second officer may be required, at the discretion of the Director of Public Safety. It is the responsibility of the respective sponsoring organization to notify the Department of Public Safety of the planned function five business days prior to the actual function. Furthermore, Public Safety officers assigned to regulate and/or patrol campus functions will be briefed by Public Safety 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 less 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 Public Safety officer(s), if the event is held on campus and requires Public Safety.

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 judicial 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 TOBACCO, FOOD, AND DRINKS POLICY

By Board of Trustees action, the University of North Alabama is a "tobacco-free" campus. The use of tobacco products is prohibited within all university facilities except designated university apartments. "Tobacco-free" shall be interpreted to mean all forms of smoking tobacco such as cigarettes, cigars, and pipes, as well as smokeless tobacco products such as snuff and chewing tobacco. Food and beverages are prohibited in Collier Library, all university classrooms, laboratories, lecture rooms, performance centers, and any other posted areas unless permission is granted by the building supervisor. Students, faculty, staff, alumni, and visitors are to comply with these policies at all times.

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.

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. 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.

1) Name, 2) Permanent and local addresses, 3) Telephone listing, 4) Date and place of birth, 5) Major fields of study, 6) Dates of attendance, 7) Degrees and awards received, 8) High school and other colleges and universities attended, 9) Participation in officially recognized organizations, activities, and sports, 10) Weight and height of members of athletic teams, 11) Photographs, and 12) E-mail addresses. A more complete statement of student rights under FERPA is available in the Office of Judicial Affairs, GUC 202.

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 Judicial Affairs for initial investigation. Based on the Judicial Affairs 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 Public Safety; the Director of Judicial Affairs; 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.

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 Judicial Affairs 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 Judicial Affairs 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.

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.

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 314, Keller-Raburn Wing.

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 provides a Campus Security Report for students. Students may contact the Department of Public Safety or go to www2.una.edu/pubsafety and click on Clery Act Information.

ACCOMMODATION FOR DISABILITY

It is the policy of the University of North Alabama to afford equal opportunity in education to qualified students. If you have a disability that may prevent you from meeting the course requirements, contact the instructor or the Developmental Services office to file for an ADA Accommodation Form and to develop an accommodation plan. Course requirements will not be waived, but accommodations may be made to assist you in meeting the requirements. Students needing assistance should arrange an appointment with the Developmental Services staff in Guillot University Center, suite 111, phone 765-4907.

MAIL ROOM REGULATIONS

The University Mail Room, located on the first floor of the Robert M. Guillot University Mail 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 will 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" card at the University Mail Room. Mail will be forwarded for one semester for graduates to the address filed with the registrar's office.
13. All students living in residence halls who will not be enrolled for the summer term must fill out a "Change of Address" card. Failure to do this will result in mail being handled as "undeliverable." It will be handled according to the postal regulations outlined in the Domestic Mail Manual.
14. Boxes that are assigned to employees and students currently enrolled must be checked regularly to prevent buildup of mail.
15. An individual who misplaces or cannot remember the box combination after receiving it twice in one semester incurs a \$5 charge for each subsequent issuance.

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 by e-mail at manecard@una.edu. Replacement cost for a lost, damaged, or stolen card is \$10.

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.

Mane cards are activated at the start of the initial semester of enrollment. There is a \$1 minimum deposit, but there is no minimum balance to maintain. Funds deposited to the **Mane card** do not have to be used by the end of the semester. The balance will carry forward from one semester to the next. Cash may not be withdrawn from the **Mane card**. When a student graduates or withdraws from the University, s/he must notify the card office for a full refund of the balance.

For more information contact the coordinator of the **Mane card**, University of North Alabama, Guillot University Center, Room 102A, UNA Box 5132, Florence, AL 35632-0001. Telephone: (256) 765-4924, e-mail 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, 202 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 Student Engagement. 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 Student Engagement.

PUBLIC SAFETY, TRAFFIC, AND PARKING

The mission of the Department of Public Safety is to protect life and property, and serve the needs of the University. Public Safety officers are on duty at all times and have the responsibility for enforcing federal, state, and municipal laws, as well as university rules and regulations. Some of their duties include enforcement of university parking regulations, traffic management, overall safety of persons, and security of persons.

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.

Public Safety has authority in university-related matters through the state of Alabama and cooperates with other law enforcement agencies. Problems with safety, criminal activity, traffic, or parking may be directed to the Department of Public Safety.

In case of an emergency, assistance may be reached through the Department of Public Safety. Call 765-HELP (4357) or the university operator (0).

Public Safety accepts anonymous reports of sexual assault as required by the Jeanne Clery Act. In addition, criminal statistics and other information required by the Act can be viewed at <http://www2.una.edu/pubsafety/Pages/Criminal%20Statistics.htm>.

Parking. All vehicles must be registered with UNA Public Safety and must display a decal or temporary permit.

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. - RED, WHITE, and GREEN LINES are open to everyone with a decal or temporary permit

4 p.m. Friday to 7 a.m. Monday - RED, WHITE, and GREEN LINES open to everyone with a decal or temporary permit.

Visitors - Park in Visitor Lot at the Harrison Plaza entrance.

Traffic Regulations. Your University Department of Public Safety is invested with full police powers to serve students, university employees, and visitors and to make your stay at UNA as enjoyable as possible.

Public Safety office hours are 7:30 a.m. - 10 p.m.

1. Definitions

- A. Motor Vehicle: Any self-propelled conveyance, including motorcycles.
- 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's Public Safety 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 40 days of issuance.
- B. Student vehicles are registered once for the academic year (August-July) for a fee.
- C. Employee vehicles are registered once upon employment and a decal issued. Decals may be updated as needed.
- D. Lost, misplaced, or stolen permits must be replaced at the Department of Public Safety. 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 Department of Public Safety. 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.

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 Public Safety 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. Dashboard permits will be provided by the Department of Public Safety when necessary. The Visitor Lot cannot be used without prior approval through Public Safety.
- 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 Public Safety during normal working hours, from 7:30 a.m. to 4:30 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 Department of Public Safety 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 Public Safety 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:

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

10. Payment of Fines

- A. Fines may be paid in person either at the business office in Bibb Graves Hall (credit card payment only) or at the Department of Public Safety on Waterloo Road. Also, payment may be made online as instructed on the ticket. Fine payments may also be mailed or placed in one of the curbside boxes on campus.
- 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” at the business office. A service charge of \$10 for unpaid citation(s) will be assessed to clear unpaid citation(s) from “Financial Hold.”
- 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. 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 Public Safety 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 Public Safety, University of North Alabama, 706 Waterloo Road, 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 the 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 before Study Day. Academic department requests for exceptions to this policy should be submitted to 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 information 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:
 - a. If indoors, seek shelter in lowest level of the building – interior hallways or rooms are preferable. KEEP AWAY FROM WINDOWS.
 - b. If outdoors and unable to get to a building’s shelter area, 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.
2. After the tornado passes, evaluate the situation and if emergency help is needed, call the Department of Public Safety at 256-765-4357 (256-765-HELP). Be aware at all times of dangerous structural conditions around you.
3. 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 help ensure the safety of staff and students living on campus. Should weather conditions necessitate, seek safety shelter. 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

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.

STUDENT GOVERNMENT ASSOCIATION (SGA)

Location: Guillot University Center, Room 225

Phone: 765-4322 or 765-4248

www2.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.

UNIVERSITY PROGRAM COUNCIL (UPC)

Location: Guillot University Center, Room 225

Phone: 765-4248 or 765-4180

www2.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. The UPC offers students the opportunity to be involved in the planning and implementation of its programs on a variety of levels (i.e., officer, committee chairperson, committee member). 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.

GREEK LIFE

Phone: 765-4248

www2.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 nine 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, and Sigma Chi.

STUDENT PRINT MEDIA

Student Publications Building, 116 E Irvine

Phone: 765-4426, adviser; 765-4427, FA ad manager; 765-4364, Flor-Ala; 765-5296, Diorama.

UNA's student press produces award-winning publications—a weekly newspaper, a yearbook, and an annual literary/art magazine—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 names paid student editors and circulation and advertising staff in the spring, after applications have been submitted to the student publications adviser. Other staff positions are on a volunteer basis.

DIORAMA—The campus yearbook, produced throughout the academic year, is distributed free of charge to full-time students enrolled for both fall and spring semesters. Anyone enrolled full-time for only one semester during the academic year pays half of the production cost of the book (usually \$15). 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. Circulation 4,500, The Flor-Ala is published every Thursday in the fall and spring semesters except during exam times. Single copies and classified ads are free to the university community. For copy and ad deadlines, consult the Student Publications adviser.

A special-edition summer tabloid publication of The Flor-Ala is produced for the SOAR students, to introduce them to campus life. For more information, visit floralane.net.

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

African Student Organization	Alpha Phi Sigma (Criminal Justice)
Alpha Chi	Alpha Psi Omega
Alpha Delta Chi (Psi Chapter)	Alpha Tau Omega
Alpha Delta Pi	American Society for Interior Design
Alpha Epsilon Rho (Broadcasting Society)	Art Student Association
Alpha Gamma Delta	Ascending Voices
Alpha Kappa Alpha	Association of Computer Machinery
Alpha Lambda Delta (Freshman Honor Society)	BAPS Campus Fellowship
Alpha Phi Alpha	Baptist Campus Ministries
	Beta Beta Beta/Tri Beta (Biology)

Contact information for Recognized Student Organizations is available from the Office of Student Engagement, 765-4248.

Black Student Alliance

Campus Civitan Club

Campus Outreach (non-denominational)

Catholic Campus Ministry

Chi Sigma Iota (Counseling academic & professional honor society)

Christian Student Fellowship

Circle K

College Democrats

College Republicans

Collegiate Singers

Computer Information Systems Club

Criminal Justice Club

Delta Chi Fraternity

Delta Epsilon Iota

Delta Mu Delta (business honorary)

Delta Sigma Theta

Diorama (yearbook)

English Club

Episcopal Campus Ministries

Fashion Forum

Fellowship of Christian Athletes (FCA)

Flor-Ala (student newspaper)

Freshman Forum

Gamma Beta Phi Honor Society

Gamma Theta Upsilon (geography)

Gay Straight Alliance

Geography Club

Global Friendship Organization (GFO)

Globally Green

Habitat for Humanity

History Club

Human Environmental Services

IMPACT (formerly LEAD Team)

Indian Student Organization

Industrial Hygiene Organization

Interfraternity Council (IFC)

Japanese Global Network

Japanese University Meal Project

K-6 Education professional organization

Kappa Alpha Psi

Kappa Delta Pi (education)

Kappa Mu Epsilon (mathematics)

Kappa Omicron Nu (HES)

Kappa Pi (art)

Kappa Sigma

Kilby Child Development Center

LaFayette Hall Council

LaGrange Society

Lambda Pi Eta

Lions Paws Dance Team

Lions Tennis Club

MBA Club

MEISA

National Association of Music Education (MENC)

National Kitchen & Bath Association Club (NKBA)

National Pan-Hellenic Council

Nursing Honor Society of UNA

Omicron Delta Kappa (leadership)

Order of Omega

Outdoor Recreation Club

Panhellenic Council

Phi Alpha Honorary Society (social work)

Phi Alpha Theta

Phi Beta Delta (Zeta Mu chapter)	(SGA)
Phi Beta Lambda (business)	5336
Phi Delta Kappa	Student Nurses Association (SNA)
Phi Eta Sigma (freshman)	Student Publications
Phi Gamma Delta	Students Affiliates/American
Phi Kappa Phi (academic honor society/Convocation)	Chemical Society (SAACS)
Phi Mu	Students for a Democratic Society
Phi Mu Alpha Sinfonia music fraternity	Tau Beta Sigma (band sorority)
Phi Sigma Iota (foreign language)	Tau Epsilon Kappa (theater)
Pi Kappa Alpha	The Well
Pi Sigma Alpha (PSA)	Turkish Association
Pinnacle Honor Society	University Players
Presidential Mentors Academy	University Program Council (UPC)
Psi Chi (psychology)	
Psychology Club	Vocal Jazz Ensemble
Public Relations Council	
	Wesley Foundation
Reading Partner Mentor	Women's Studies Association
Residence Hall Association (RHA)	Word of Mouth (WOM)
Rotaract Club of the Shoals at UNA	
	Zeta Phi Beta Sorority
Secondary Education Association	Zeta Tau Alpha
Sigma Alpha Epsilon	
Sigma Alpha Iota	
Sigma Chi	
Sigma Pi Sigma (physics)	
Sigma Tau Delta (English)	
Sino—Chinese Student Organization	
Social Work Organization	
Society for Collegiate Journalists (honorary)	
Society of Physics Students	
Sociology Club	
Spanish Club	
SPIC MACAY UNA	
Student Alumni Association	
Student Athlete Advisory Committee (SAAC)	
Student Government Association	

DIVISION OF STUDENT AFFAIRS

OFFICE OF JUDICIAL AFFAIRS

Location: Guillot University Center, Room 202

Phone: 256-765-4248

The Office of Judicial Affairs 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. Judicial Affairs strives to adjudicate cases of alleged misconduct in a fair, responsible and timely manner emphasizing respect, trust and integrity. Additionally, Judicial Affairs serves as an advocate for and resource to student victims of crime, illness, harassment, or other crises.

OFFICE OF STUDENT AFFAIRS ASSESSMENT AND PLANNING

Location Guillot University Center, Room 202

Phone: 256-765-4248

The Office of Student Affairs Assessment and Planning 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 202, Guillot University Center

Hours: Monday-Thursday, 8 a.m.-6 p.m.; Friday, 8 a.m.-4:30 p.m.

Phone: 765-4248; Fax 765-4904

www2.una.edu/studentlife

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.

ACADEMIC RESOURCE CENTER (ARC)

Location: Room 114, Guillot University Center

Hours: M-T 8 a.m.-9 p.m., F 8-4:30; S,S-3-9; Summer: M-F, 7:30 a.m.-4:30 p.m.

Phone: 765-4677; Fax: 765-5693

The Academic Resource Center (ARC) is conveniently situated in room 114 of the Guillot University Center. It provides UNA stu-

dents with an excellent atmosphere for studying and working. Windows and Macintosh computers are available, with general and specialized software, internet access, scanners, CD writers, fax machine, and laser network printing for student use. Students must have a **Mane card** to print from ARC printers. TV/DVD combinations are available for watching instructional DVDs, which are on reserve. The ARC is equipped with a CCTV for the visually impaired and an accessibility ramp for students with physical disabilities. Academic assistance is provided through the faculty mentoring program and free peer tutoring programs. A group of dedicated professors spend time in the ARC each week helping students with class work, giving advice, or sometimes simply providing the encouragement students need to succeed in college.

- Study skills workshops
- Tutoring

CAREER SERVICES

Location: Room 107, Guillot University Center

Hours: M,W, F, 8 a.m.-4:30 p.m.; T Th, 8 a.m.-6 p.m. (fall/spring semesters, excluding breaks)

Phone: 765-4276; www2.una.edu/career e-mail: careerservices@una.edu

Career Services assists students in preparing for the world of work through the following services:

- Individualized employment and career advising
- Assistance in choosing a major
- Full-time, part-time, summer job, and internship listings online
- Free EASE Career Services registration and job referral service for seniors and alumni.
- Campus interviews and career fairs
- Salary information and job market reports
- Personality and interest inventory assessments
- The Résumé Center
- Cooperative Education program
- Résumé and letter-writing critiques
- Mock Interview program
- Career Resource Library and free handouts
- Workshops on numerous topics

Off-campus and on-campus part-time and internship job listings are provided on the web page for students seeking work while enrolled in school.

On-campus interviews and job fairs provide students opportunities to interview for jobs during their senior year. A computer job-referral system is also available for full-time positions.

TESTING SERVICES

Location: Center for Academic Advising, Room 110, Keller Hall

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

Phone: 765-4722

Testing required for undergraduate admission, credit by examination, and admission to graduate or professional school and for the University's Planning and Effectiveness Program includes the following:

- College Level Examination Program (CLEP)
- American College Test (ACT)
- Scholastic Aptitude Test (SAT) I, II
- General Educational Development Test (GED)
- American College Test-Residual (ACT Residual)
- Distance Proctoring Tests
- Major Field Test (MFAT)
- Defense Activity for Nontraditional Educational Support (DANTES)
- Collegiate Assessment of Academic Proficiency (CAAP)
- Advising
- Study Skills

BENNETT HEALTH & WELLNESS CENTER

Location: 501 Circular Road (Bennett Infirmary)

Hours: M,T,W,F, 8 a.m.-noon, 1-4:15 p.m.; R, 8 a.m.-noon, 1-2 p.m.

Phone: 765-4328; www2.una.edu/healthservices/index.html

Health Services:

- Outpatient, acute care clinic for students, faculty, and staff
- Services include: treatment of minor illnesses and injuries; basic physical exams; allergy injections; select immunizations and vaccines; limited wellness, screenings, health education, and short-term counseling.
- Staffing includes two RNs, two part-time physicians, a Nurse Practitioner, and a Licensed Professional Counselor.
- There is no charge for a student to see a nurse, physician, or counselor. Clinic patients are seen on a first-come, first-served basis. Appointments are made for the counselor at 765-4328.
- Minimal cost-recovery fee is charged for medications, lab tests, and some medical supplies.
- Students may be referred for specialty or emergency care as needed.
- Health Services does not file insurance claims.
- The **Mane card** is accepted, as are cash, check, and debit or credit cards.
- Please visit our website for more details and informational sites.

STUDENT HEALTH INSURANCE

Although the University makes limited health services available for students, faculty, and staff through the Health Center, the Student Government Association does endorse 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 www2.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.

DEVELOPMENTAL SERVICES

Location: Room 111, Guillot University Center

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

Phone: 765-4907; Fax: 765-6016

- Assistance for students with physical, learning, or psychological disabilities
- Individual educational counseling on topics such as time management, test preparation, and note-taking
- Counseling services are available on a limited basis. These sessions are confidential and do not become part of permanent student records.
- RAVE (Responding to Alcohol Violations through Education)

WOMEN'S CENTER

Location: 663 N. Wood Ave.

Hours: Monday-Friday, 9 a.m.-4 p.m.

Phone: 765-4380; e-mail: womenscenter@una.edu

The Women's Center provides a variety of services concerned with various issues. Its resource room offers books, videos, and DVDs on such topics as sexual assault, masculinity, child abuse, psychology/health, and more. The staff works to expand the library to better serve the needs of the students, staff, and faculty, and offers support groups and short-term counseling, as well as educational programs and awareness campaigns, such as the White Ribbon campaign, Jeans for Justice, and V-Day. The Women's Center hosts various community-building events throughout the academic year. Free and confidential HIV testing is offered during business hours. The Women's Center takes as its purpose increasing objective knowledge and raising awareness of women's issues with the objective of raising the level of respect for women on campus and worldwide. All services are free of charge and open to everyone.

RECREATIONAL SPORTS AND FITNESS PROGRAM

Location: Student Recreation Center

Phone: 765-6019; www2.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**
- **towel checkout**
- **equipment checkout** (*see our website for complete listing of available equipment*)

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 each semester:

- 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.

Student Employment

The Recreational Sports and Fitness Program (RSFP) offers **leadership opportunities** and employment in several areas. Any student interested in working in an exciting and fun environment is encouraged to contact the RSFP for information on, and assistance in, the hiring process.

Program offerings are updated constantly on the basis of student input. The latest changes are posted at www2.una.edu/recsports.

VETERANS AFFAIRS

Location: Room 133, Powers Hall

Hours: Monday-Friday; 9 a.m.-5:30 p.m.

Phone: 765-4450

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 Bill.

STUDENT FINANCIAL SERVICES

Location: Room 206B, 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

Student Employment

Work-Study: A variety of jobs are available through work study on campus. These jobs give students an opportunity to earn money for college expenses and gain valuable work experience at the same time. Students usually work 10-12 hours/week and earn the current minimum wage. About half of the 450 available jobs are tied to federal regulations, and

eligibility is based on financial need.

CHILD CARE

Location: Kilby Child Development Center

Hours: Monday-Friday, 7:45 a.m.-3:30 p.m.

Phone: 765-4244; www2.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. Applications for the programs may be made at Kilby CDC. For additional information, visit the CDC website at www2.una.edu/cdc.

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 life community and hope that this experience will be an integral part of your college life.

RESIDENCE HALLS

General Information

The University occupies a beautiful campus of more than 130 acres in a residential section of Florence, Alabama. Within the beautifully landscaped campus you will find residential facilities to meet the needs of today's college student. UNA offers housing within walking distance to classes and the added convenience of exclusive parking, laundry facilities, and custodial services. Each residence hall offers designated study areas for students who desire a quiet, study-oriented environment. Smoking is not permitted anywhere within the residence hall community.

Rice and Rivers Halls are on Pine Street. Rice houses 322 female students and Rivers houses 431 male students. The campus parking deck and parking lots are convenient to the buildings. The Towers Cafeteria connects Rice and Rivers to the Towers Complex. Convenient card access is available 24 hours a day. Each floor offers high-speed Internet and UNA network access for educational purposes.

LaGrange Hall, on Circular Road, houses 227 co-ed students. Parking is available directly behind the building and in the adjacent parking deck. The Towers Cafeteria and the Guillot University Center Food Court are easily accessible. Convenient card access is available 24 hours a day. LaGrange Hall is also the home to the Leadership and Life House floors, UNA's newest theme housing option! A special LaGrange Theme application, in addition to the on-campus housing application and contract, must be completed for residency. A screening committee selects LaGrange Leaders and Life House residents.

Lafayette Hall, next to the Guillot University Center, is a coeducational facility that houses 60 Honors Program students.

Hawthorne and Covington Halls are two of UNA's newer coeducational residence halls, dedicated primarily to upperclass students. Each can accommodate 92 men and women, on three floors and a basement. Hawthorne Hall is at the corner of Pine and Hawthorne streets, to the north end of Rice Hall. Covington is directly behind Rice and Rivers Halls, between Covington and Hawthorne streets. Four residents compose a mini-cluster and share a full bathroom, designed for student

privacy. The typical mini-cluster has two single-occupancy bedrooms and one double-occupancy bedroom. Three mini-clusters form a cluster of 12 residents, who share a lounge and a kitchen.

Appleby East and West Halls are UNA's newer female residence halls, dedicated primarily to upperclass students. Each hall can accommodate 74 women on three floors. Appleby East and West are at the corner of Hermitage Drive and Nellie Avenue, next to the UNA tennis courts. Four residents compose a mini-cluster and share a full bathroom, designed for student privacy. The typical mini-cluster has two single-occupancy bedrooms and one double-occupancy bedroom. Three mini-clusters form a cluster of 12 residents, who share a lounge and a kitchen. Four sororities occupy the second and third floors of each building.

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 housing 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, in Room 112, Guillot University Center, 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 central office staff!

Summer of Service

Housing offers summer employment to students who live in the residence halls 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 Director of Housing and the Residence Hall Custodial Supervisor.

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 Department of Public Safety 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 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 Department of Public Safety immediately if you receive an obscene or harassing telephone call.

APPLICATION PROCESS

Application, Assignment, Application Fee, and Contract

A \$100 (nonrefundable) application fee must accompany the housing application and contract. The application fee remains on file with the University throughout the resident's period of occupancy. The application fee is carried over to the following academic year upon meeting the terms and conditions of the contract for the current academic year. The housing contract is a very important agreement between the resident and the University. The terms and conditions of the contract are stated in the document. Some of the items listed in the contract are outlined in this section; however, please refer to the contract for detailed information concerning the terms and conditions of occupancy.

Eligibility

To be eligible for on-campus housing, a student must be enrolled at the University of North Alabama and maintain full-time status. 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.

Assignment of Building

Building/floor assignments are made according to date of contract, application, and application fee received, with preference given to residents who sign up during Spring Reclaim Week. Building assignments for LaGrange Theme Housing and Lafayette Honors are based on university involvement and selection committee approval or being a member of the Honors Program. Should a student receive an assignment to a building that is not his/her preference, Housing staff will work with the student in placing him/her in the preferred residence hall once space becomes available.

Single-Occupancy Housing

Residents may apply for single occupancy at any time. However, requests will be honored each semester only after all applicants have been assigned on a double-occupancy basis. 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 pick up a request change form. If the request is granted, the student must go to the business office to pay the additional rent. The receipt should be returned to Housing. Upon receipt of payment, the resident will be assigned to single occupancy.

Assignment of Roommates

Space is provided on the application for students to list roommate preference. The request must be mutual. For students requesting roommates, it is advisable that the applications be made at approximately the same time. Every effort is made to honor roommate requests and to assign students to their preference. Students who do not state any preferences will be randomly assigned to a roommate.

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 \$50 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. For further information on those times, please contact 112 GUC.

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. Residents of Lafayette Leadership Hall are also bound by the Lafayette Honor Code.

Contract Cancellation

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

1. Graduation or marriage, with appropriate documentation.
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 and meeting the appropriate deadlines listed above 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 will be consolidated. The room consolidation procedure is as follows:

1. Housing compiles a list of all residents without roommates within the hall.
2. Housing provides each resident on the list with an explanation of the consolidation policy and the names of residents in the same situation. When necessary, Housing staff will assist the resident in selection of a roommate.
3. All residents have five (5) calendar days from date of official written notification to voluntarily choose a roommate and consolidate. The res-

ident must inform the Assignments Coordinator of the mutual decision to room together. This gives the resident an opportunity to find a roommate of his/her choice. If there is some difficulty locating a new roommate, the resident should contact the Housing staff for assistance within the five-day period.

4. By the end of the sixth day, residents who have not voluntarily moved together will be fined and a new roommate placed with them, or they will be asked to relocate to a new room.

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.

Bunk Beds

Some beds may be bunked using the appropriate equipment available through the residence hall staff in your building.

Cable Television and Internet Access

All residence hall rooms are wired for cable television hookup and data access. The cost for basic television cable is included in the room rent fee. To receive HBO or any other premium channel, students will contract directly with Comcast Cable Services. For cable and internet problems, notify the Department of Housing at extension 4124.

Computers and Computer Labs

Hawthorne, Covington, and Appleby East and West have study labs equipped with computers and printers. Computer labs in Rice and LaGrange Halls are equipped with Gateway computers as well as network printers. The computers in those labs are equipped with word processing, database, and spreadsheet programs. Internet access is available in all residence hall computer labs. Use of residence hall computer labs requires a valid UNA student ID card. Time limits on Internet computers may be enforced during high-demand periods. Hours of availability are posted on the door of the lab.

Lobbies and Lounges

Main lobbies on the ground floor of each residence hall are open as reception areas to residents' friends, families, and guests during the hours of operation of the halls. Lounges on the floors and other public areas of residence halls are to be used for Housing and Residence Life-sponsored activities or other programmed activities when the staff or RHA determine that a majority of the residents on each floor desire the activities. Television and study lounges are also available.

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 general cleaning of kitchen areas after events and personal cooking. 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, residents will be assessed a fine.

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

Trash

All residents are responsible for disposing of their trash in the in the outside dumpsters. Custodians will not be handling the removal or collection of 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.

Laundry Facilities

Coin- and **Mane card**-operated washers and dryers in the residence halls are for residents' use only. To receive a refund of money lost in laundry machines, please report to the Associate Director of Housing in the Guillot University Center.

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 the maintenance staff at housing-maintenance@una.edu.

Parking

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

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 aquari-

ums 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.

Programming

The Residence Life staff, along with RHA, encourages social, intellectual, cultural, and recreational growth of residents by planning and promoting programs and activities throughout the year. We encourage you to get involved by either helping to plan or by attending the events. If you have a great idea for a program, want to help, or just want to know when the next program is, become an active member of the RHA.

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

Proper checkout is required. Proper checkout includes:

1. Making an appointment with an RA at least 24 hours in advance of your checkout time.
2. Removing all personal belongings and cleaning the room so that it is ready for the next occupant. Cleanup includes removing all trash to the appropriate garbage dumpster outside your building, not to the hall trash bins.
3. Returning the inventory sheet with a staff member and signing it.
4. Returning all keys issued.

Failure to check out may result in an improper checkout fee of \$50.

All residents must vacate the residence halls within 12 hours of their last examination or by 12 noon of the last day of exams, whichever comes first. See a member of the Housing and 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

Unauthorized move.....	\$50
Improper checkout.....	\$20-50
Re-core room lock/key replacement	\$35-\$100

Residence Life

Lockout	\$5
Covered/tampered with smoke detector.....	\$50
Missed mandatory meeting.....	\$35
Open windows	\$20
Covered vents	\$10
Dirty Bathroom/Common Area 1st.....	\$25
Dirty Bathroom/Common Area 2nd.....	\$50
Smoking in Room/Building	\$50
Unauthorized Appliances/heaters	\$50
Router.....	\$50

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.

Paint Policy / Decoration

The Department of Housing wants you to feel at home in your room and encourages you to decorate it. In order to help maintain the condition of the rooms, certain rules must be observed when decorating. In certain assigned areas, residents may paint their rooms in accordance with the guidelines established in the Housing Paint Policy Agreement. Copies of the guidelines may be obtained from a member of the Housing staff in each building. The agreement must be signed by all residents of the room and approved by the Director of Housing before a room may be painted. All painting will be inspected by the Housing staff.

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. The University Health Center will provide you with a "sharps container" to use for disposal of used syringes. There will be no charge for this service. 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 Public Safety. 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.

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.

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 Public Safety. UNA Public Safety 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 Resident Assistant.
- 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 window, 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.

Telephone Service

Students must provide their own phones. Local phone service is included in the room rent. Students obtain their room telephone number upon check-in to the residence hall. Answering machines are compatible with the university telephone network.

Additional telephone service, such as voice mail, call waiting, and caller ID, are available at extra charge on a semester basis. Residents can

request and must prepay for these services by going to the Business Affairs cashier's window in Bibb Graves Hall. Residents must provide their own caller ID box. An additional phone jack is also available on a prepay basis per semester (not available on Rice Hall 4th, 5th, and 6th floors).

Residents can use their personal long distance calling cards from their rooms and can receive long distance outside calls, or can use collect calling. Area calling (such as AT&T's local toll calling zone) is not available in the residence halls. Dialing instructions are provided upon check-in.

MOST FREQUENTLY ASKED QUESTIONS

Is a meal plan required to live in the residence halls?

The university's Fiscal and Administrative Affairs office requires all first-time residents to purchase a meal plan. For meal-plan choices, consult the Business Office.

When are my tuition, meal plan, and residence hall charges due?

Students who preregister through SOAR or preregistration will receive electronic bills through their UNA Portal accounts, from the Fiscal and Administrative Affairs office, typically in mid- to late July. All charges are due and payable by the date indicated on the bill. Students who register during regular registration must pay all charges at the time they register for classes.

How are building and room assignments made?

A residence hall building assignment is made according to the date the housing application, the fee, and the contract are received in the Department of Housing main office.

Roommate requests are mutual if (1) both applicants request each other on their applications and (2) both applications, contracts, and fees are received in the Department of Housing at approximately the same time.

Single-occupancy housing is available upon request and approval by Housing, according to availability. Applicants who desire single-occupancy housing must indicate the request on the application. They will then be assigned, according to application date, to single occupancy as long as space is available. There is an increase in room rent for single-occupancy housing.

Every effort is made to honor building and roommate requests. However, roommate requests and building preferences cannot be guaranteed.

A student who does not state a preference will be randomly assigned a roommate.

May I change my room assignment?

Students may request a room change. Requests must be submitted to the Housing Office. All room and building changes must be approved and made by the posted Move Day.

Who will help if there is a problem in my hall?

All halls have Residence Life staff to assist you with any problems or concerns that may arise. A Resident Assistant (RA) is on each floor to help supervise and provide assistance. Each hall also has an Area Coordinator who resides in a hall and is centrally located to oversee the daily operations of the building and supervise the RA staff.

May I have guests?

Yes. All guests must register at the lobby sign-in sheet. Guests must be registered by the host and escorted at all times. A guest under the age of 18 must have prior permission 24 hours in advance from the Area Coordinator.

What do I do if my card access is not working properly?

Should you experience difficulty with your card access, you need to report it immediately to the Housing Office.

Is it mandatory to have a Mane card?

Yes. The **Mane card** serves as the UNA identification card, campus debit card, meal card, and library card and for access to your campus residence hall. The **Mane card** must be carried at all times when the student is on campus. Replacement cost for a lost or stolen card is \$10 at the **Mane card** office in the GUC.

What should I do if my class load drops below full-time?

While living in the residence halls, you must maintain a course load of 9 hours as an undergraduate or 6 hours as a graduate student. Should your status change and you drop below those limits, you must meet with the Director of Housing immediately and provide a written statement describing the circumstances that led to the change. Official documentation may be required.

Are there on-campus accommodations for overnight guests?

Yes. The Department of Housing has overnight accommodations for students' parents and guests on official university business. The apartment, on the Rice Hall mezzanine, is furnished with a double bed, private bath, and a one-time supply of linens. You must make reservations through the Director of Housing at least 24 hours in advance. The cost per night is between \$15-\$35, depending on which apartment, and is paid to the Housing or Residence Life staff upon checkout.

Where do I pay my housing fines?

Go to the cashier's window in Bibb Graves to pay your fine. You will then need to go by either the Department of Housing or Residence Life to show proof of payment and allow the staff to make a copy of your receipt to place in your file. Should you fail to do so, Housing and Residence Life reserves the right to place your account, registration, and/or transcript on hold until such time as the account has been cleared.

UNIVERSITY APARTMENTS

The University of North Alabama apartments are available to university students and to university employees. Two apartment complexes are conveniently located within walking distance of the entire campus and are offered at economical rates. Both apartment complexes are situated behind the Kilby Professional Laboratory School, next to the University Health Center, and across from the UNA Public Safety building.

Units 1-50

The 50 units are at the intersection of North Cedar Street and Circular Road on the northwest side of campus. These units are unfurnished, bi-level apartments, with tile and carpeted floors, heat, and air conditioning. Each unit has two bedrooms, a bath, living-dining room combination, and a kitchen. The complex has coin-operated laundry facilities and selective parking for the tenants.

Units A1-A17 & B1-B13

The unfurnished apartments, on North Cedar Street, have carpeted floors and central heating and air conditioning. Each unit has two bedrooms, a bathroom, a living room, and a kitchen with eating area. The complex has a coin-operated laundry, and parking is available.

Lion's Gate Apartments

The Lion's Gate apartments are available to university students and university employees. Lion's Gate apartments are conveniently located on North Pine Street just past Rice and Rivers halls, a short walking or driving distance from campus. The 16 unfurnished single-level units include hardwood and carpeted floors and central heating and air conditioning. Each unit has two bedrooms and two baths, a living room, a dining room, and a kitchen. All Lion's Gate units have washer and dryer hookups.

For more information on application process and cost, please contact:

Housing

**112 Guillot University Center
(256) 765-4124
housing@una.edu**

**or
visit our website at
www2.una.edu/housing**

HOUSING AND RESIDENCE LIFE CALENDAR

Fall 2008

August 18Residence halls open, 1 p.m.
August 16-23Welcome Week activities
August 24Gotta Be there Bash
Sept. 10-21Room consolidation
October 6 Spring RA applications available
October 24 Spring RA application due by 4 p.m.
November 3-7 Residence hall floor meetings
November 8 Spring RA interviews
December 17 Residence halls close for end of semester, 4 p.m.

Spring 2009

January 5Residence halls open, 1 p.m.
January 23 2009-2010 RA applications available
February 13RA applications due by 4 p.m.
March 7 RA carousel and interviews
March 2-6 residence hall floor meetings
March 21Residence halls close for Spring Break, 6 p.m.
March 30 Residence halls reopen, 1 p.m.
April 15-17The Mane Event (reclaim)
May 12 Residence halls close for end of spring, 4 p.m.

Summer 2009

June 1 Residence halls open for Session I, 1 p.m.
June 27Residence halls close for Session I only
June 29 Residence halls open for Session II, 1 p.m.
July 28 Residence halls close, 4 p.m.

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, Area Coordinators and Administrative Assistant) and paraprofessional (Resident Assistant and Senior Resident Assistant) 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 Director of Residence Life, 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 Resident Assistants assist the Area Coordinators in the everyday operations of the areas to which they are assigned.

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

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 taking care of your residential needs.

COLLIER LIBRARY

Hours: Monday-Thursday, 7:45 a.m.-1 a.m.

Friday, 7:45 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:

- **376,000 volumes**
- **66,046 government documents**
- **3,459 periodicals**
- **instructional materials**
- **1,054,400 microforms**
- **DVDs, videotapes, audio tapes**
- **reference volumes**
- **study space for individuals and groups**
- **on-line, cd-rom, 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 for the upgrading and/or replacement of personal computers, networking, infrastructure, and computer laboratory equipment. The remainder is held in reserve for replacement of major equipment— mainframe, servers, telecommunications switches, etc.

The University maintains approximately thirty student computer laboratories, ranging from the larger installations found in Collier Library and the Guillot University Center 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 on-campus and dial-in Internet access, CATV, closed-circuit television, online library access, and Web browsing. The fee finances equipment and software for Web registration procedures and to allow dial-in registration from remote sites. In addition, the fee supports student organizations' Web pages and program libraries 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.

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, services for students with disabilities, the Academic Resource Center, and the Office of Career Services. 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 FOOD SERVICE

Sodexo Campus Services provides food services for the University, from resident dining plans to birthday cakes and catered events. 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*. Value meals are *meals per week*, reset every Monday. Dining Dollars are *per semester, food only, balances* that decline as food purchases are made.

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

Dining Dollars, also known as Flex Dollars, are used to purchase food and beverage selections at the GUC Food Court, Jazzman's Coffee Bar, and meals at Towers Dining Hall.

Locations:

Towers Dining Hall—This all-you-can-eat facility, situated between Rice and Rivers residence halls, features a full soup and salad bar, hot and cold breakfast items, homestyle 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 is convenient for breakfast, lunch, and dinner for resident students. Students, faculty, staff, guests, and visitors are welcome at Towers. Student meal plans, cash, Dining Dollars, Lion Loot, and Faculty/Staff meal plans are accepted at Towers. Towers is open for breakfast, lunch, and dinner Monday through Friday and brunch and dinner on Saturday and Sunday.

Food Court—The GUC Food Court in the 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 an A&W All American Food Express, a Pizza Hut Personal Pan Pizza and Buffalo Wings shop, a sandwich shop, the Marketplace (traditional homestyle meals), Smart Market (grab-and-go

items), a full soup and salad bar, and a wide variety of desserts, snacks, and beverages. Students, faculty, staff, guests, and visitors may use cash, credit/debit cards, Dining Dollars, and Lion Loot at the GUC Food Court. The GUC Food Court is open Monday through Friday.

Jazzman's—Jazzman's is a full-service gourmet coffee bar located in the Guillot University Center atrium (adjacent to the GUC Food Court). Jazzman's features a wide variety of gourmet coffee drinks, hot chocolate, gourmet teas, and Island Oasis Smoothies, as well as fresh baked goods and grab-and-go salads, wraps, and sandwiches. Jazzman's is open Monday through Friday.

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-FLO WERS.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 www2.una.edu/diningservices.

Residents Dining 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 a meal plan

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 flex dollars allow you to spend your flex 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 flex dollars at the GUC Food Court or Jazzman's when you just want a snack or light meal.

Nutrition—You can choose from a wide variety of food options at

Towers Dining Hall, the GUC Food Court and Jazzman's. 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 www2.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, and Pipeline announcements for specific dates and times.

Bring a Friend—Guests are always welcome to eat in Towers Dining Hall or the GUC Food Court. Towers Dining Hall prices for guests are breakfast-\$7.00, lunch/brunch and dinner-\$8.00. 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 or Gate 6 at Braly Stadium for football, or the Pine Street south door at Flowers Hall for basketball. Such students may also purchase up to 5 (five) 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 AthleticTicket Office in Flowers Hall.



Planner
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