

# University of North Alabama



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# University of North Alabama

## Values

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

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

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

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

## Mission

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

## Student Affairs

### Mission

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

### Vision

Developing Leaders, Inspiring Success

## Official UNA Correspondence & Response to Administrative Notices

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

## Student Account Information

Electronic Billing (e-bill) is the official means of providing student account statements to all UNA students. A notification of statement availability will be sent to your UNA Portal email account and to the email address of each of the authorized users the student has identified. Students and authorized users can access the student account by going to the UNA homepage and selecting UNA PORTAL.

Students are expected to meet all financial obligations when due. It is each student's responsibility to be informed of all payment due dates, deadlines and other requirements by referring to official sources of University information such as the catalog, official schedule of classes, or that are disseminated by other means from time to time.

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

Students owing charges for prior terms will not be allowed to register for future terms, requir70.1 (u.1 (e o)65

## Student Financial Aid

LOCATION: The Wendell W. Gunn University Commons Building , Room 318

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

PHONE: 256.765.4278

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

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

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# Student Services

## Student Engagement Center

LOCATION: Guillot University Center, first floor, Suite 163  
PHONE: 256.765.4248 • FAX: 765.4904 • WEBSITE: [una.edu/student\\_s](http://una.edu/student_s)  
EMAIL: [studentengagement@una.edu](mailto:studentengagement@una.edu)

The Student Engagement Center supports a wide variety of student-led programs designed to facilitate personal growth and leadership development among the University's diverse student population. Support programs include student organization registration, student government, student events and activities (University Program Council, Student Allocation Funding, Homecoming, Miss UNA Scholarship Pageant, Step Sing, Mane Month), community service and volunteerism, Campus Food Pantry, Alternative Breaks, Fraternity and Sorority Life, Hazing Prevention, and Student Leadership Consulting. Our purpose is to develop leaders and inspire success through student involvement.

## Career Center

LOCATION: Guillot University Center, Room 202  
PHONE: 256.765.4276 • WEBSITE: [career.una.edu](http://career.una.edu) • EMAIL: [careerservices@una.edu](mailto:careerservices@una.edu)

The Career Center helps equip students (undergraduate and graduate) and alumni with the necessary skills and resources for the lifelong process of career decision making and job searching.

### *Types of Assistance Provided at Career Center*

- Major/career exploration
- Résumé development and editing
- Interviewing and mock interviews, including clothing check-out from the Career Closet
- Job search process (part-time, on- or off-campus; internships, co-ops and full-time); all positions posted in [LIONJOBS](#)
- Graduate school research and preparation
- Career events – A variety of major-specific events are held throughout each academic year and are listed on the website.

The Career Center staff can be reached at 256.765.4276 0 Tc 0 Tw 7.9Tj 0.007 Tc -0.017 Tw 0.253 0 Td [(2)13.7 (56.)17.1 (76)13.7 (5.)17





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

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

Services may include:



## **The Mane Card WEBS ITE:**

LOCATION: The Wendell W. Gunn University Commons Building , Room 110  
PHONE: 256.765.4924 • WEBSITE: [una.edu/manecard](http://una.edu/manecard)

students can use to connect a variety of devices to UNA services like email and campus wireless, as well as maintain and secure the devices they use to access these services.

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### **Annual Registration Policy**

All recognized student organizations must register with the Student Engagement Center each year and follow the timeline listed below in order to remain in good-standing on campus and utilize the available resources.

- 1. Update the organization's Student Engagement Center Online Portal**  
between the first day of class in the fall semester and October 1. Any changes in RSO officers or advisors must be made during this time. This also includes maintaining an up-to-date constitution and roster, both of which must be uploaded into the RSO's Student Engagement Center Online Portal.
- 2. Schedule an appointment and meet with a Student Leadership Consultant (SLC) between the first day of class in the fall semester and October 1.**
- 3. All organizations affiliated with an inter/national organization or external governing board must have the inter/national organization or external governing board submit a letter of recognition from the inter/national organization or external governing board to the Registrar's Office by the registration deadline.**





## Fraternity and Sorority Life

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

PHONE: 256.765.4248 • WEBSITE: [una.edu/fsl](http://una.edu/fsl)

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



### ***Outstanding Volunteerism, Individual***

The Outstanding Volunteerism for an Individual Award is presented to a student who has contributed their time to bettering the UNA and surrounding communities. The recipient is selected not only for the number of volunteer hours they have completed, but also for the quality of the service they have provided to the community. Individuals that would like to be considered for the award must have completed a minimum of 25 hours of volunteer work.

# Living on Campus

## Housing & Residence Life

OFFICE: Rice Hall , Ground Floor

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

PHONE: 256.765.4124 or 256.765.5558 • FAX: 256.765.5840

WEB: [una.edu/housing](http://una.edu/housing) • Email: [housing@una.edu](mailto:housing@una.edu)

## Mission

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

## Core Values

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

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

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

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

## Residential Opportunities

At UNA we call our buildings residence halls instead of dorms because they are not only a home away from home, but they contain thriving communities which engage students and contribute to their overall learning experience. Part of our mission is to enable students to foster their personal development and academic success. Living on campus directly exposes students to multiple leadership opportunities and ways to become involved.

The University of North Alabama has apartments available to university students. Twin Oaks apartments are conveniently located by University Health Services and within walking distance of the entire campus. Lion's Gate Apartments are located less than one mile from campus on North Pine Street. Our newest apartment complex, Grandview Campus Place, is located on Graham Avenue about one mile from the campus off of North Pine Street.

## Policies & Community Living Standards

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

# *Student Conduct*

Office of Student Conduct

LOCATION:

Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may take action if and when such information is brought to the attention of UNA officials.

The Code of Student Conduct applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. Visitors to and guests of UNA may seek resolution of violations of the Code of Student Conduct committed against them by members of UNA community.

## Core Values of Student Conduct

- **Integrity:** UNA students adhere to personal, academic, and intellectual integrity.
- **Community:** UNA students embrace the diversity of cultural backgrounds, personal characteristics, and life situations represented in this community.
- **Social Justice:** UNA students value an environment for the free expression of ideas, opinions, thoughts, and differences in people. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.



- a) Intentionally or recklessly causing a fire which damages UNA or personal property or which causes injury.
- b) Failure to evacuate a UNA-controlled building during a fire alarm;
- c) Improper use of UNA fire safety equipment; or
- d) Tampering with or improperly engaging a fire alarm or fire detection/ control equipment while on UNA property. Such action may result in a local fine in addition to UNA sanctions 678A

- a) The existence of such a relationship shall be determined based on the reporting party's statement and



- original finding or sanction.<sup>4</sup> A summary of this new evidence and its potential impact must be included;
- 3) The sanctions imposed are substantially outside the parameters or guidelines set by the University for this type of offense



## Family Educational Rights and Privacy Act (FERPA)

FERPA is a Federal law that regulates how students' educational records are maintained and under what provisions certain student records can/should be released. Throughout primary and secondary education, rights related to students' educational records belong to parents or legal guardians of the student. When a student becomes 18 years of age or enters postsecondary education, these rights transfer to the student.

In accordance with the Family Educational Rights and Privacy Act (See 513 or PL93-380, education amendments of 1974, which amends the General Education Provisions Act, Sec. 438) students of the University of North Alabama are hereby informed of their right to access their official records as described in the act. Students who wish to withhold directory information should file this request in the Office of the Registrar prior to the end of the registration period for any given term - a student may examine his/her official academic record during working hours in the Registrar's Office upon presentation of appropriate picture identification.

The following is a list of directory information which may be made available regarding students of the University without their prior consent and is considered part of the public record of their attendance:

- xName
- xPermanent and Local Addresses
- xTelephone Listing
- xEmail Addresses
- xDegree Program(s)/Major(s)

agrees to this plan, then both instructor and student will sign the agreement. The faculty member will forward a copy of the signed agreement to the Office of Student Conduct for record-keeping purposes.

3. Email: [ts646@ga81499.orf](mailto:ts646@ga81499.orf)-14.5.2.75 on 6.9.26(h0 T'gganc 7 bo5 .5 ung 7 bndp-0 03 (m339 ng)a

does not prevent action by University Police or other law enforcement personnel. In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol Policy. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations of the Alcohol Policy.

<sup>1</sup> Adapted, with gratitude, from Penn State University.

<sup>2</sup> Subject, of course, to statutorily conveyed rights to carry/possess weapons on campus and/or in locked vehicles on campus.

<sup>3</sup> This policy at Tc 0 Tw o9t Tc 0 IP <nBDCn4 (y.7 (a)-Tm [(Th)3 (i)-1.6 63.6 63.6 637 [(Th)-( ve)7.5 63.6 63nd)-15.9 in



# ***Enrollment Info***

## **Pre-admission Review & Re-enrollment for Applicants with Known Behavior Problems**

Students with Known Behavior Problems

# Re-enrollment Procedures from Suspension

Suspension from the University is assigned for a specified period of time and excludes the student from registration, class attendance, residence on campus, and use of university facilities. A student is not permitted on any campus of the University

# *Title IX*

## **Title IX Coordinator**

LOCATION: Guillot University Center, Room 207

PHONE: 256.765.4223 • WEBSITE: [una.edu/titleix](http://una.edu/titleix)

The University of North Alabama has an expectation of mutual respect. Students, staff, administrators, and faculty are entitled to a working environment and educational environment free of discriminator 70 /CS1 5-2.3 s1eln.563 -0 P ( 70 /CS1 5- kondi)5 (s)9iuc

Students may access Sexual Assault Prevention® online by following the steps below:

1. Log into UNA Portal at [unaportal.una.edu/cp/home/displaylogin](http://unaportal.una.edu/cp/home/displaylogin)
2. Students go through Self Service Banner
3. Click the Student Tab
4. Scroll down to the AlcoholEdu and Sexual Assault Prevention® link
5. Click the Sexual Assault Prevention® button

### ***Being an Active Bystander***

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

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# University Policies

## Accommodations for Disability

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

## Harassment and Nondiscrimination Policy

The University of North Alabama is committed to offering an environment for both education and employment free of discrimination and harassment in accordance with all laws, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and Executive Order 11246. Discrimination and/or harassment, in any form, based on race, color, sex, gender, religion, age, national origin, sexual orientation, or disability is a violation of the University's policies.

Reports of alleged sexual harassment against students should be reported to the Title IX Coordinator. Alleged sexual assault reports may also be made to the University Police, the Director of Student Conduct, or University Health Services. Additionally, all faculty, staff and administrators should assist students in directing any reports of allege



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.



presented. The grievant shall not be represented by counsel but may have the assistance of adviser of his/her choice from among personnel of the university community.

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

## Notices, Posters, and Banners

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

Banners to be hung in the GUC should be delivered to the University Center Operations and Event Management Office to be hung by the Events staff. Banners can be no larger than 3' tall and 6' wide. Holes for hanging must be cut and reinforced to prevent the banner from tearing. Placement of banners is made on a first come, first served basis. Space cannot be reserved. Banners shall not be stored by the University Center Operations and Event Management Office staff before or after they are displayed, unless arrangements have been made in advance. Larger banners needing to be hung from anywhere but the ceiling must be hung by campus Maintenance. A work order must be submitted and approved prior to their display.

Candidates for campus elections are limited to one banner per candidate and are restricted to the first-floor area.

No notices of any kind may be displayed on glass doors of Bibb Graves Hall or the Guillot University p (s)2.5 ( H)6.3 (ne)6rit,(p)-7.30.

# *Regulations & Procedures*

## **University of North Alabama Police Department**

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

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

The University of North Alabama Police Department is vested with full police power to serve the University Community, have authority in University relate

**Policy Statement: Voluntary Confidential Reporting**

If you are the victim of a crime and do not want to pursue action within the University System or the criminal

# Tornado Emergency Procedures

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

If indoors, seek shelter in a sturdy building (e.g., a brick building) and stay away from windows.

If outdoors, take cover in the nearest ditch or depression, away from power lines, buildings and trees. Do not stay in car or attempt to outrun tornado.

After the tornado passes, evaluate the situation and if emergency help is needed, call the University Police Department at extension 4357 (HELP) or 256.765.4357. Be aware at all times of dangerous d.9 (pa)7 (rT.8t)5.6 ( a)6.9( D)6.5 le16 ( a)6.9

- cc. Student Recreation Center (weight room, locker rooms, and first floor bathrooms)
- dd. University Apartments (interior closet areas)
- ee. Wesleyan Hall (first floor central hallway)
- ff. Willingham Hall (first floor central hallway)
- gg. Mattielou Hall (1<sup>st</sup> floor lobby/storm shelter)
- jj. Olive Hall (1<sup>st</sup> floor lobby/storm shelter)
- kk. Science and Technology Building (storm shelter under parking area at west end of building)

Even in the event of the University's closing due to inclement weather, the following buildings will remain open to accommodate those needing shelter until dangerous weather conditions pass:

- a. Guillot University Center
- b. Residence Halls
- c. Student Recreation Center
- d. Flowers Hall

For more information, see [una.edu/emergency-management/tornado.html](http://una.edu/emergency-management/tornado.html)

## Lion Alert

You may log into Lion Alert using your UNA Portal user name and password by clicking on the words Lion Alert at the bottom of the University's main webpage. For general information and technical assistance with logging in, you may contact the Office of the Vice President for Student Affairs at 256.765.4698, or by emailing [kmford@una.edu](mailto:kmford@una.edu)

other emergencies requiring immediate action. The message will direct you where to go for further information or what action to take. Following a warning, the alert system may be used to provide additional messages or an “all-clear” announcement.

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

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

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

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

**Email:** An alert message will be sent to your official campus email address.



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

### **Printed Crime Prevention Materials**

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

### **Rape Awareness, Education, and Prevention**

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

### **Crime Stoppers**

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

### **Community -Oriented Policing Program (COP)**

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

### **UPD Website**





## Parking Designations

The University does not guarantee a parking space near the place where one works or attends class. Responsibility for finding an authorized parking space in the proper zone rests with the operator of each vehicle. LACK OF SPACE, RAIN, OR INCLEMENT WEATHER IS NOT A VALID EXCUSE FOR VIOLATION OF THESE REGULATIONS.

### Student Spaces

**7:00 a.m. to 4:00 p.m.** - Resident students park in RED LINES

**7:00 a.m. to 4:00 p.m.** – Freshman Commuters park in off campus lots and utilize the UNA shuttle service. Freshman commuters are not allowed to park on campus during regular business hours. Available off campus lots and shuttle routes are available at [una.edu/transportation/bus-schedule.html](http://una.edu/transportation/bus-schedule.html)

**7:00 a.m. to 4:00 p.m.** – Commuter students park in WHITE LINES

**4:00 p.m. to 7:00 a.m. Monday-Thursday** RED, WHITE and GREEN LINES are open to all registered vehicles

**4:00 p.m. Friday to 7:00 a.m. Monday** - RED, WHITE and GREEN LINES are open to all registered vehicles

### Faculty/Staff Spaces

**7:00 a.m. to 4:00 p.m.** – Faculty/Staff park in GREEN LINES

### Handicap Spaces

State-issued handicap placards and license plates are assigned to individuals and their ownership is nontransferable. Handicap placards may not be used by anyone other than the registered owner who is handicapped.

Parking spaces designated for disabled persons are enforced 24 hours a day, seven days a week. Vehicles parked illegally in these spaces may be wheel locked or towed and charged an impounding/immobilizing fee in addition to the handicap violation fine. Handicap placards are subject to verification with the DMV. Handicap placards and license plates are nontransferable. Use of a handicap placard or plate by another individual is a misdemeanor and punishable by law.

### Visitors

Visitor parking is located at the Harrison Plaza entrance of the University. Visitor parking permits may be obtained from UNA Transportation Services at no cost.

### Motorcycle/Scooter Spaces

Motorcycles and scooters must be registered with UNA Transportation Services and have a parking decal affixed to the vehicle, in plain view. Motorcycles and scooters should be parked in designated motorcycle spaces. Automobiles may not park in a motorcycle space.

### Patient Parking Spaces

Patient parking spaces are provided for patients of University Health Services. Students and employees are not permitted to park in patient parking spaces unless receiving treatment.

### Motor Vehicle Registration

\*\*Employees and students operating a vehicle on the University of North Alabama property must be registered with  
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## Documents Needed to Obtain Parking Permit and Justification

### Tag Receipt / State Vehicle Registration

- This document is needed to verify that the vehicle(s) in question have a valid registration and that it matches the registration information submitted online. The information is also used for parking enforcement in order to verify/contact the legal owner in cases of emergency involving the vehicle.

### Mane Card

- This document is needed for the purposes on parking enforcement (placing holds on accounts when necessary).

### Driver License

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

### Written Assurance of Confidentiality

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

### Display of Parking Permit

Permits must be affixed to the outside of the front windshield at the passenger side lower corner using the decals' self-adhesive or hung from the rear view mirror in a manner that is visible from the front of the vehicle. Permits must be visible at all times and should not be secured by tape or other methods. Parking permits not permanently affixed, hung from the rear view mirror, and/or placed on dashboards or other locations other than the passenger side lower front windshield will be cited for improper display.

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## Violations, Fines, and Penalties

### **Moving Violations**

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

### **Parking Violations**

## Additional Violations/Disciplinary Action

Counterfeiting, altering, defacing, misusing, stealing, or transferring a permit from one person's vehicle to another person's vehicle for which no permit was issued or giving false information in an application for a permit will be referred to the University Hearing Officer for disciplinary action if a student is involved and referred to a supervisor if an employee is involved. The Department of University Police is authorized to revoke the parking privileges of any person engaging in the above activities.

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.

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. Any student accumulating five (5) or more parking violations will be referred to the University Hearing Officer for disciplinary action, employees will be referred to a supervisor.

## Towing/Immobilization of Vehicles

Situations which may warrant towing of vehicles include, but are not limited to, the following: vehicle(s) causing a safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in a handicapped space, yellow curb, loading zones, or an abandoned vehicle. Any person parking a vehicle on campus that has had the registration

dashboards or other locations other than the passenger side lower front windshield will be cited for improper display. Temporary permits must be displayed on the rearview mirror. Motorcycle decals should be attached near the rear license







## **BUILDING AND LOCATION INDEX**

Place Name [#] (Grid)

### **ACADEMIC & ADMINISTRATION**

Anderson College of Nursing [23] (C-2)

Art Building [8] (C-4)

Band Field [50] (B-2)

Bibb Graves Hall [1] (D-3)

CDC - Child Development Center [14] (C-3)

Center for Women's Studies [32] (D-2)

Coby Hall [5] (D-5)

Hal Self Field House [21] (B-3)  
Leo's Weight Room [87] (A-3)  
Mike D. Lane Baseball Complex [48] (A-1)  
Softball Complex [25] (Inset) Tennis Courts [52] (E-3)

## GREEK HOUSES

Alpha Tau Omega [79] (A-5)  
Appleby East - Phi Mu / Alpha Gamma Delta [74] (F-2)  
Appleby West - Alpha Delta Pi / Zeta Tau Alpha [73] (E-2)  
Delta Chi [70] (B-4)  
Kappa Sigma [76] (B-5)  
Phi Gamma Delta [75] (C-5)  
Pi Kappa Alpha [77] (A-4) Sigma Chi [78] (A-5)

## STUDENT HOUSING

Covington Hall [64] (C-1)  
Hawthorne Hall [62] (B-1)  
Lafayette Hall [68] (C-3)  
LaGrange Hall [67] (C-2)  
Lions Gate Apartments [60] (Inset)  
Matielou Hall [61] (B-1)  
Olive Hall [63] (C-1)  
Rice Hall [65] (B-1)  
Rivers Hall [66] (B-2)  
Twin Oak Apartments "A" [71] (B-4)  
Twin Oak Apartments "B" [72] (B-4)  
Visiting Scholars Residence [69] (B-5)

## STUDENT SERVICES

Baptist Student Center [81] (E-2)  
Bennett Infirmary [56] (B-3)  
Christian Student Center [82] (B-4)  
Intramural Field [88] (B-5)  
Intramural Field Restrooms [89] (B-5)  
Outdoor Adventure Center [83] (Inset) [84] (C-3) [85] (C-3) [86] (C-3) [87] (C-3) [88] (C-3) [89] (C-3) [90] (C-3) [91] (C-3) [92] (C-3) [93] (C-3) [94] (C-3) [95] (C-3) [96] (C-3) [97] (C-3) [98] (C-3) [99] (C-3)