

Student Handbook

2024-2025

The University of North Alabama is proud to offer our Early College program in which high school students earn college credits while still in high school. These students are high achievers who get a jump start on achieving their goals.

Our Early College program offers several options, including classes taught in the student's high school, on-campus face-to-

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UNA has a strict policy on [Academic Dishonesty](#). Cheating, plagiarism, and other forms of academic dishonesty are not tolerated and may result in severe consequences, including failing the assignment, failing the course, or even expulsion from the program.

Specific information related to programs of study, grading, standards, and general education requirements can be found in the [Academic Procedures and Requirements section of the Undergraduate Catalog](#).

Eligibility Requirements

Early College is open to students in the 10th, 11th, and 12th grades of High School. Students must have a minimum 3.0 unweighted GPA to participate in the UNA Early College Program.

Students must maintain a "C" average (2.0 UNA GPA) in UNA 2hH36.84 52h Semi (e)13(nt)10 (a)4 (i)4

This can be achieved by taking the ACT or the placement tests UNA has designated for this purpose. [Some placement tests have a cost associated with them.](#)

Although not required for admission, ACT and/or SAT scores are required for placement in English and Math classes. We STRONGLY encourage students to seek out standardized testing first before placement testing as these may qualify the student for institutional scholarship consideration.

save you time and money in the future. For more information on placement, please reach out to your high school counselor, or visit the [Course Placement webpage.](#)

UNA's test codes are:

ACT code: 0014

SAT code: 1735

Early College Tuition (Costs)

[Early College course tuition will be \\$33.00 per credit hour for 2024–2025, up to two courses.](#) Students will receive billing information by email through their UNA Portal account. Payment must be made by published deadlines established in the academic calendar in order to maintain enrollment. Payment deadlines are listed on the [Registrar's Academic Calendars webpage.](#)

Students who request to take a third class must be a junior or senior in high school and have a UNA GPA of 3.0 in at least 6 hours of UNA Early College coursework. Students will be charged full undergraduate tuition price for the third class. EC students are limited to three courses per semester. More information may be found on the [Tuition and Fees website.](#)

Cost of Textbooks/Resources

Students are responsible for the cost of course textbooks and course material. The cost of books varies by course, and some have no additional costs. Check with your instructor to determine if the course you are selectinN

6. Log in to Portal. Portal provides students with a number of links, including email, schedules, final grades, transcripts, and billing. Portal may be accessed by clicking the [Portal link at the top of the UNA homepage](#).

Course Withdrawal

We believe you can be successful as an Early College student, but we also know that sometimes course, we encourage you to consider withdrawing. **This will allow you to avoid a failing grade of "F" on your transcript.** Withdrawals appear on the transcript with a grade of "W," but a "W" does not impact your GPA.

To withdraw from a course taken at your high school:

To submit a withdrawal request, first notify your teacher. Your teacher will then reach out to your high school counselor who will complete the process. You are encouraged to follow up with your teacher and counselor to ensure your withdrawal is complete.

The deadline to submit withdrawal requests may be found on the [Registrar's Academic Calendars webpage](#). Withdrawal requests will not be processed that are submitted after the deadline has passed.

To withdraw from a course not taken at your high school (on-campus or online):

A student may withdraw from a course with a grade of **W** by the withdrawal period deadline indicated on the [Registrar's Academic Calendars webpage](#).

Any student wishing to withdraw from a class during the withdrawal (W) period may login to their secure UNA Portal and follow the same steps as when they initially registered, selecting "web withdraw" beside the desired course(s) and clicking "submit." The student will be withdrawn from the requested class, and a notification will be sent to the student and instructor.

Becoming a UNA student after High School Graduation

We would love to welcome you to UNA as a full-time student after your high school graduation. **To do so,**

I loved Early College during the school year. Are there Early College opportunities in the summer?

Yes, UNA offers online Early College courses during the summer. EC students are eligible to request 100- and 200- steps for registration found on the [Office of Admissions website](#).

I took one or more Early College courses and soon I am graduating from high school. How do I become a full-time student at UNA?

Congratulations! We are thrilled to welcome you back to UNA, and count you as a full-time student. To do so, you will need to submit your high school transcripts through your MyUNA

degree program, and you will not need to go through the credit transfer process. Also, remember to apply for financial aid and scholarships by the deadline. Those deadlines can be found on the [Financial Aid Webpage](#).

Should I take Early College or AP classes?

You may be familiar with the Advanced Placement (AP) several ways. Both AP and Early College offer college-level courses in high school. However, AP differs from Early College in that the course grade does not determine whether college credit is awarded. AP students, in addition to completing the course, must make a predetermined score on a standardized AP exam taken at the end of the course, and that exam has a cost. Early College students are not required to take such an exam.

I am struggling in my Early College Class. What should I do?

First, you should reach out to your instructor. They want you to be successful, and they want to help you. Additionally, as a UNA student, you have access to tutoring, 24 hours a day, 7 days a week. Visit Tutor.com by clicking on the left-side menu within your Canvas course. For more information, visit the [UNA Success Center website](#).

Early College students also have access to all of our other student support resources, including [Student Counseling Services](#), [Disability Support Services](#), and our [Pantry](#) (assists with meeting basic needs).

I am doing poorly. Should I withdraw?

We believe you can be successful as an Early College student, but we also know that sometimes life gets in the way. course, we encourage you to consider withdrawing. This will allow you to avoid a failing grade

of “F” on your transcript. Withdrawals appear on the transcript with a grade of “W,” but this does not impact your GPA.

To submit a withdrawal request, follow the steps laid out in this handbook in the “Course Withdrawal” section.

The deadline to submit withdrawal requests may be found on the [Registrar’s Academic Calendars webpage](#). Withdrawal requests will not be processed that are submitted after the deadline has passed.

I am homeschooled. Can I participate in Early College?

Yes, we would love to have you attend UNA as an Early College student. Please follow the steps to apply as laid out on the [Early College Admissions webpage](#) reach out via email to admissions@una.edu.

I am under 18 years of age. Do my parents have the right to inspect and review my education records?

The Family Educational Rights and Privacy Act of 1974 (“FERPA”) is a federal law governing the privacy of educational records. The law, also known as the Buckley Amendment, applies to all educational agencies or institutions that receive funds under any program administered by the US Department of Education. At the University of North Alabama, FERPA rights apply to all students. A student is a person who is or has been in attendance at the institution, regardless of the person's age.

–at any age– the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and UNA, the

still retain the rights under FERPA at the high school and may inspect and review any records sent by UNA to the high school. Additionally, UNA may disclose personally identifiable information from the student’s education records to the parents, without the consent of the

More information on FERPA can be found on the [Registrar's FERPA webpage](#)

Mane Card

available to be added to your mobile device. You do not need to come to campus to obtain your Mane Card. The Mane Card allows EC students to check out books from UNA's Collier Library, attend on-campus events at low or no cost, and provides access to student programs. There is no cost associated with obtaining a Mane Card. For more information, visit the [Mane Card website](#).

Campus Resources

[UNA Homepage](#). On the homepage, you will find links to the Library, Portal, the Registrar, Canvas, and a wide variety of resources and activities.

[Academic Programs and Departmental Website Links](#). Here you will learn more about UNA's academic offerings.

[Athletics](#). Here you will find information and schedules for the Lions' outstanding athletic programs and information on [student athletic tickets](#).

[Canvas Help Website](#). For all questions Canvas related, visit the Canvas Help website.

[Collier Library](#). UNA's Collier Library provides both electronic and physical access to a variety of materials, including course reserves, electronic journals, and streaming video.

[Free Microsoft Office webpage](#). UNA provides free Microsoft Office products for EC students.

h their website.

[Mitchell-](#). The mission of the Mitchell-West Center is to facilitate the exchange of knowledge and encourage interdisciplinary collaborations, with the hope of creating transformative, sustainable, and equitable partnerships.

[Student Affairs](#). Here you will find links to many student resources, including Student Counseling Services and UNA Recreation.

[Student Counseling Services](#). Student Counseling Services offers support services for UNA students to help in the development of coping skills to manage problems that may be affecting their health, well-being, and/or academic performance. Counselors are available for assessment of needs/problems, short-term counseling, group

presentations, crisis intervention, and facilitation of referrals for students. Services are provided to students actively enrolled at UNA at no additional fee.

[Student Engagement](#). Here you will find links to a wide variety of outstanding opportunities and events on UNA's campus, including volunteer opportunities and links to student tickets for non-athletic events on campus.

[Tutor.com](#). UNA offers free on-demand, online tutoring through Tutor.com. To access Tutor.com, sign into Canvas and select "Tutor.com: 24/7 Online Tutoring" from the menu options.

[UNA Calendar of Events](#). Here you will find a wide variety of UNA events, both on and off-campus.

[University Success Center](#). The University Success Center provides a host of services to benefit students, including tutoring, both in-person and online, as well as advising services. The Success Center can also assist you in selecting a major.

Disability Support Services

UNA's Office of Disability Support Services provides support and appropriate accommodations for students with learning, physical, and psychological disabilities. These services include initial determination and application of classroom accommodations, alternative testing program, academic guidance and study skills sessions, assistive technology, and alternate formats. For more information, visit the

Title IX

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 discriminatory harassment. Both the Equal Employment Opportunity Commission and