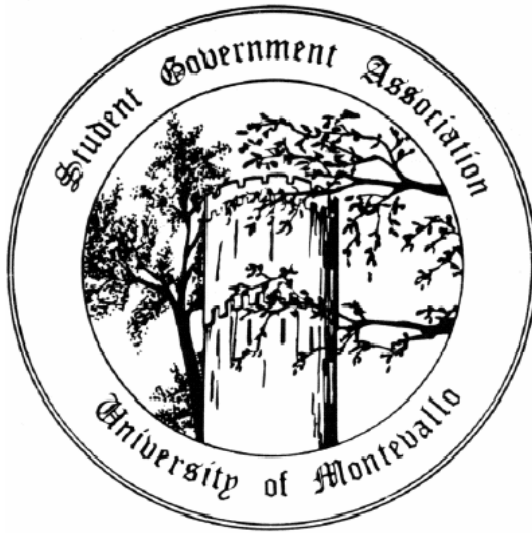


ALPHA ENTRIES



HOW TO USE ALPHABETICAL ENTRIES

This section includes alphabetized entries on topics that are likely to be of interest to you. If you do not find what you are looking for among the main entries, check the index to see if and where it is included.

This Handbook is a referral guide. In each entry we have tried to give you concise information that answers your questions. Use our information, but be sure to go to the sources cited in each entry for the most complete and up-to-date information.

Entries

Academic Advising	Library
Academic Help	Lodging for UM
Academic Probation & Suspension	Guests/Conference Services
Academic Regulations	Lost and Found
Activities and Organizations	Majors
Administration, University	Montevallo
Alumni Association	Music
Americans with Disabilities Act	Orientation
Athletics, Intercollegiate	Parking
Athletics, Intramural	Police
Books	Policies
Cashier's Office	Post Office Boxes
Child Care	Probation and Suspension: Social and Academic
Code of Fair Practice	Publications
Concert and Lecture Series	Records, Students
Dance	Registration
Dancy Lectures	ROTC
Dead Days/Reading Days	Safety Guidelines
Drop-Add Procedures	Sexual Harassment
Equal Opportunity/Affirmative Action Policy	Smoking
Faculty-Student Services	Speech and Hearing Center
Financial Aid	Student Activity Center
Food Services	Student Affairs
Founders' Day	Student Conduct Code
General Education Program	Student Government
Grades	Student Union (SUB)-Farmer Hall
Graduation	Telephone
Greeks	Theatre
Homecoming	Traffic
Honor System	Trustees, Board of
Honors Day	UMail
Honors Program	University Programming Council
I.D. Cards	Veterans' Affairs
International Students, Assoc. of	Withdrawal from the University
Justice Council	

A

ACADEMIC ADVISING

Responsibility of the Student

The academic advising process is crucial to the success of a student's University career. In planning a program of study, students should coordinate their personal goals with their academic and professional goals and should discuss long-range goals and career opportunities available in a particular major with their advisers. Students must obtain approval from their adviser in order to register or preregister for courses. A student should meet with the adviser during the preregistration advising period and should consult the adviser prior to any change in classes, prior to a change in major or minor, immediately following any report of unsatisfactory progress, and when considering withdrawal from Montevallo. Students are responsible for being familiar with the requirements of the University as outlined in this Bulletin and on the University's website and should maintain copies of their personal checksheet, grade reports, and transfer evaluation so information regarding progress toward a degree is readily available. Students are ultimately responsible for planning and implementing their own academic programs, and no legal responsibility rests with Montevallo. The University reserves the right to modify degree requirements, programs of study, and curriculum as it deems necessary or appropriate.

Assignment of Academic Advisors

Advisers are assigned by the major department. However, if a student changes majors, a new adviser is assigned by the new major department. The change takes place at the time that the change of major is approved. A student may change advisers within a department by consulting the chair of the department.

Checksheets

A program evaluation (checksheet) is available from the Assistant Registrar upon request by the student. Graduating seniors who have completed a diploma card in the Records Office are notified to meet with the Assistant Registrar before the final academic advising session. The remaining academic requirements are discussed, and the student is given a copy of the checksheet and transcript. The adviser receives a deficiency notice, checksheet, and transcript prior to academic advising.

Checksheets indicating equivalency of transfer courses are issued to new transfer students at orientation.

ACADEMIC HELP

Instructors are the best resource if you are having trouble in a course. In addition to specific advice or assistance, they can let you know what departmental support programs are available.

You should also talk to your academic advisor if you have difficulty because you lack the necessary background for a course. He or she may be able to suggest courses that will solve the problem.

If you are having a problem in more than one course or if a problem persists, talk to your academic dean (see list of deans and dept. chairs on page 18.)

Tutors in almost all academic areas can be hired on an hourly basis to help you with your studies. A good place to start is in the department as many keep lists of available tutors; or, go by Student Support Services for a referral.

ACADEMIC PROBATION & SUSPENSION

Maintaining Satisfactory Progress:

A student is expected to achieve consistent progress toward the attainment of a University degree. The following UM GPAs are considered satisfactory:

After 30 semester hours attempted at UM, 1.5 GPA (UM)

After 60 semester hours attempted at UM, 1.7 GPA (UM)

After 90 semester hours attempted at UM, 1.9 GPA (UM)

Academic Probation:

A student maintaining satisfactory academic progress, as defined above, is placed on academic probation when, after attempting 12 or more credit hours at the University of Montevallo, the cumulative UM grade point average (GPA) is below 2.00 (C Average) on a 4.00 scale. A student may be removed from academic probation only by attaining a minimum cumulative 2.0 GPA on study attempted at Montevallo. Courses eligible for transfer from another institution are not considered in determining academic probation.

Academic Suspension:

A student who does not maintain satisfactory progress, as defined previously in this section, will be suspended from study for one regular semester and any intervening May and/or summer terms. A student may not for transfer to the University any credits earned at another college or university while suspension was in effect.

Following expiration of the suspension, the student will be readmitted under academic probation. A student returning from suspension is placed on probation and must maintain a GPA of 2.00 or better on study attempted each semester until

achieving a cumulative GPA that meets or exceeds the standards for satisfactory progress.

A returning student who subsequently does not attain the aforementioned standards shall incur an indefinite suspension (minimum of 12 months) and may be readmitted only after review and approval of the Committee on Readmission. The request for such a review should be addressed to the appropriate college dean who appoints and chairs the committee.

ACADEMIC REGULATIONS

Student Inspection in Tests and Examinations

The right to inspect tests and examinations has been provided for in Senate Bill No. 745-B-24 and signed by President Johnson on January 27, 1975. The following is the text of the bill.

Section 1. Finding of the Student Senate; purpose of act defined. The senate finds that many students are enrolled in courses in which they never have the opportunity to review graded test papers and examinations that count toward a grade within the courses; they may not review them within the class or even by appointment with the instructor. Affirming our support of Article One, Section 2 of the SGA Constitution that "each student has the right to pursue a quality education and is entitled to counsel with the faculty...as to his academic program" and our support of Section 5 of the same section that "academic records are confidential; each student has the right to inspect his..." both sections approved by the Board of Trustees, we find need for a clear university academic policy with respect to reviewing graded test papers and examinations.

Section 2. Right to reasonably inspect provided. It shall be the University's academic policy that any student shall have the right to reasonably inspect any graded paper in any course in which he or she has been currently enrolled.

Section 3. Definition of Terms. Within the context of this act, the following definitions are made:

- "Paper" shall mean any examination, test, term paper, review, analysis, or other written matter that, in any way, counts in the instructor's computation for a grade of a student in a course.
- "Graded paper" shall mean any paper that has been evaluated by the instructor, and on which errors have been noted, together with the numerical or letter evaluation or grade.
- "Reasonably inspect" shall mean the right to review, although not necessarily permanently possess, a graded paper. This review shall be at a time that is reasonable to both student and instructor, whether the review be in class or by appointment. Such inspection may be made at any time within a year following the completion of a course.

For more information see the University Bulletin. Any complaint should be registered with the Academic Dean.

Absence Regulations

The University of Montevallo expects students to attend all classes for which they are enrolled. Instructors may establish specific attendance regulations governing their classes and will provide them to their students at the beginning of each semester. (UM Policy 02:300 Student Class Absences).

Regulations governing absence policies:

- A. All policy statements must be on file in the office of the dean and must be approved by the appropriate dean.
- B. All policies must allow excused absences for these reasons:
 - Travel considered part of the instructional program of the University and requiring absence from class.
 - Participation in activities directly sponsored by and in the interest of the University.
 - Extraordinary circumstances, such as pressing legal obligations, authorized by the college dean.
- C. All policies must allow for a reasonable number of absences for these reasons:
 - Illness
 - Death or serious illness in the immediate family.

Instructors determine the validity of excuses and are responsible for consistent enforcement of their policies. Students may appeal decisions via established procedures for grievances concerning academic matters.

COMMUNICATIONS WITH STUDENTS

Students must have permission in writing to act as agents for any commercial organization. Students should be aware of all official notices:

- A. U-Mail (student email system on campus)
- B. UM Post Office Box
- C. Wednesday Memo
- D. University Bulletin
- E. The Student Handbook (Fledgling)
- F. On-line Announcement page at :
www.montevallo.edu/cs/StudentAnnounce.shtm
- G. Bulletin Boards
 - Student Union Building (SUB)
 - Cafeteria
 - Residence Halls

The University uses an e-mail system (U-Mail), as well as post office boxes, to officially communicate with students. Each undergraduate student is expected to obtain a mail box in the campus post office, located in Farmer Hall. Boxes are provided at no charge to all registered students. Students are responsible for checking their e-mail accounts and post office boxes in a timely fashion and on a regular basis.

STUDENT GRIEVANCE AGAINST FACULTY

The Justice Council provides the vehicle for the airing and redress of grievances with due process guarantees for any student against any member of the faculty in matters concerning student welfare. The document entitled Rules Governing the Justice Council on Issues of Student Grievance Against Faculty describes the powers of the Justice Council and the procedures to be followed by all parties involved. It is available for review in the office of the Vice President for Student Affairs, Calkins Hall.

1. Grievance Procedures and Conditions

Informal procedures preliminary to petitioning for a formal hearing:

- a. The student must first contact and speak personally with the faculty member against whom he/she has the grievance in an effort to affect a solution.
- b. If satisfaction is not reached, the student must then speak with the Department Chairperson or Area Head of the faculty member against whom he/she is complaining in an attempt to affect a solution. (This step is not applicable in the College of Business.)
- c. If satisfaction is not reached, the student must then speak with the Dean of the College in which the alleged offense took place in an attempt to affect a solution.

2. Procedures for petitioning the Justice for a formal hearing:

- a. In the event the preliminary procedures fail to bring about a satisfactory solution to the grievance, the student may file a request for formal appeal with the Justice Council OR appeal for a decision from the Vice President for Academic Affairs but not both. In order to affect action, the student obtains an appeal form from the office of the Vice President for Student Affairs (201 Calkins Hall) and files the complaint through that office.
- b. The student must file his/her complaint within 30 days after the alleged offense, or in cases involving administrative actions such as removal of incompletes, etc., one academic semester after the administrative deadline for completion of such actions (in the case of the spring semester by the end of the full summer term.)
- c. When either party to the complaint is no longer in residence at the University and does not expect to return, reasonable opportunity to

complete appeal procedures or reply to the charges will be given before a decision is made.

- d. The student may withdraw an appeal for formal hearing at any time by notifying the Council or the Vice President for Student Affairs in writing.
 - e. When the preceding procedures have been completed, the chairperson of the Council schedules the hearing on the Council calendar, and notifies the parties involved of the time and place of the meeting, providing both parties the written statement of the other.
 - f. If, without prior notice, either party to the case does not appear at the scheduled meeting or present evidence that circumstances beyond his/her control prevented his/her appearance, it will be assumed that he/she has nothing to add the evidence already made available to the Council may act without his/her presence.
 - g. All meetings are closed unless the student or the faculty member against whom the complaint is made requests in writing to the Council chairperson that the meeting be open. The chairperson of the Council will rule on such matters.
 - h. The meeting will be informal but a secretary appointed by the chairperson of the Council will maintain a record of the proceedings. The records should include those in attendance, a copy of the complaint description, and any decisions and/or recommendations by the Council. It will be Council policy that this record be retained for a period of three years and the material be regarded as confidential. Oral proceedings may be recorded on tape. Copies of the record or any part thereof will be made available to the parties of the complaint, the cost of which will be borne by the party making the request.
 - i. Both parties to the appeal have the right to question the other party as well as any witnesses involved in the meeting. Questions must be germane to the issues of the appeal. The chairperson of the Council will rule on such matters.
 - j. Members of the Council may question both parties and witnesses to the complaint. Questions must be germane to the issues of the appeal. The chairperson of the Council will rule on such matters.
3. Decision of the Council
- a. Decisions of the Council are based on a majority vote of the membership of the Council, and shall be based exclusively on the evidence presented.

- b. The decision and reasons for it will be reported in writing to both parties involved in the matter, to the Vice President for Academic Affairs, to the Vice President for Student Affairs, and to other appropriate authorities.
- c. Parties to the complaint will be notified of the decision of the Council in a timely manner.

4. Appeals of Council Decisions

Either party may appeal the decision of the Council to the Vice President for Academic Affairs and, if suspension or termination is recommended, the President.

Such request shall be made in writing setting forth in complete detail the reasons for the appeal. This appeal must be filed in the office of the Vice President for Academic Affairs within ten days from the date of the Justice Council's decision.

5. Student Rights

A student who files a grievance and any witnesses or representatives is assured freedom from restraint, interference, coercion, discrimination, or reprisal. Students' grievances against Montevallo staff members are normally handled administratively.

ACTIVITIES AND ORGANIZATIONS

Office of Student Life

The Office of Student Life can help you become involved in campus life. There are over 70 activities and organizations registered through this office, and one may be right for you. If not, form your own. If you are interested in starting a new organization on campus, you can obtain information on-line at www.montevallo.edu/stuact. A list of current student organizations is also listed on the website. If you have any questions, don't hesitate to call the Student Life Office at the SUB/8:00-5:00/6565.

All student organizations are required to register their events with the Office of Student Life. These events will be posted on the Student Life Calendar of Events found on the Student Life website.

Note: The University of Montevallo will not assume any legal responsibility for the social events of student organizations. It is expected that the officers and advisors of the sponsoring organization will assume responsibility for the group's adherence to all city, state, and federal laws.

Student Organizations

Students at Montevallo have many opportunities for group participation and leadership experiences. There are clubs and organizations of all kinds— academic, honorary, professional, religious, and special interest. Additionally, some twenty

three percent of Montevallo students choose to affiliate with one of fifteen national fraternities or sororities active on the campus.

Student organizations enrich the campus and community by providing a source of intellectual, personal, and social development through their programs and activities.

The University of Montevallo provides procedures and policies for the registration and organizational support of student groups. Information is available at www.montevallo.edu/stuact.

Organization Misconduct

Inherent in University recognition of student organizations is the obligation of each organization to conduct activities in accordance with University rules and policies and with applicable laws. Registered student organizations are required to comply with the written rules and policies of the University.

The specific responsibilities of organizations and their officers are detailed in the full document, Organization Misconduct, available in the Student Life Office.

*See UM Policy 01:220 Student Activities for full text.

List of Organizations

African-American Society	D.E.A.F. (Deaf Education, Awareness and Fellowship)
Air Force ROTC	Episcopal Student Fellowship
Alpha Epsilon Rho (Broadcasting Honorary)	Environmental Club
Alpha Kappa Psi (Business)	Falconettes (Dance Team)
Alpha Psi Omega (Theatre)	Feminist Majority Leadership Alliance
Alpha Lambda Delta (Freshman Honorary)	Freshman Forum
Army ROTC	Gamma Phi Delta (Business and Professional Society)
Amnesty International	German Club
American Society of Interior Designers	Golden Key International Honour Society (Honorary)
Astronomy Club	Habitat for Humanity
Baptist Campus Ministries	Inspirational Voices of Christ
Beta Beta Beta (Biology Honorary)	Kappa Delta Pi (Education Honorary)
Beta Gamma Sigma (Business Honorary)	Kappa Mu Epsilon (Math Honorary)
Biology/Geology Club	Kappa Omicron Nu (Family & Consumer Sciences Honorary)
Campus Outreach	Kappa Pi (Art Honorary)
Catholic Campus Ministries	Lambda Pi ETA
Cheerleaders, University of Montevallo	Math Club
Chemistry Club	Model Arab League/Model UN
Chi Alpha Christian Fellowship	Montevallo Association of Political Science (M.A.P.S.)
Chi Sigma Iota (Counseling Graduate Honorary)	Montevallo Association of Rocket Science (M.A.R.S.)
CMENC (Collegiate Music Educators National Conference)	
College Republicans	

Montevallo Honors Association
 Montevallo Masters (University Hosts)
 National Broadcasting Society
 National Student Speech Language
 Hearing Association
 Omicron Delta Kappa (Leadership
 Honorary)
 Orchesis (Dance)
 Order of Omega (Greek Leadership
 Honorary)
 Phi Alpha (Social Work Honorary)
 Phi Alpha Mu (Music Honorary)
 Phi Alpha Theta (History Honorary)
 Phi Chi Theta (Business)
 Phi Kappa Phi (Scholastic Honorary)
 Philosophy Club
 Phi Theta Kappa (Transfer Student
 Honorary)
 Physical Education Club
 Pi Delta Phi (French Honorary)
 Pi Kappa Lambda (Music Honorary)
 Pi Sigma Alpha (Political Science
 Honorary)
 Preprofessional Graduate Student

Association in Family and
 Consumer Sciences
 Psi Chi (Psychology Honorary)
 Psychology Club
 Publications (Alabamian, Montage, Tower)
 SAFE (Sexual Acceptance for Everyone)
 Sigma Alpha Pi (Communication
 Sciences & Disorders Honorary)
 Sigma Delta Pi (Spanish Club)
 Sigma Tau Delta (English Honorary)
 Spanish Club
 Student Alabama Education Association
 Student Alumni Association of
 Montevallo (SAAM)
 Student Dietetic Association
 Student Government Association
 Students for Constitutional Reform at
 the University of Montevallo
 (SCRUM)
 Voices of Praise
 Volunteer Corps
 Wesley Foundation
 Young Democrats

Fraternities

Alpha Kappa Lambda
 Alpha Phi Alpha
 Alpha Tau Omega
 Delta Chi

Lambda Chi Alpha
 Kappa Alpha Psi
 Pi Kappa Alpha
 Interfraternity Council

Sororities

Alpha Delta Pi
 Alpha Gamma Delta
 Alpha Kappa Alpha
 Chi Omega
 Delta Gamma

Delta Sigma Theta
 Phi Mu
 Zeta Phi Beta
 Panhellenic Council

ADMINISTRATION

President's Staff

President
 Philip C. Williams
 Calkins Hall / Station #6001

Provost / VP for Academic Affairs
 TBA
 Calkins Hall / Station #6015

Vice President for Student Affairs
 Glenda E. Isenhour
 Calkins Hall / Station #6020

VP for University Advancement
 David Aiken
 Reynolds Hall / Station #6220

Special Assistant to the President for
Intercultural and Governmental
Affairs

Jimmy D. Farris
Calkins Hall / Station #6006

Director of Physical Plant
David Pritchett
Floyd Complex/ Station #6131

Vice President for Business Affairs

Cynthia S. Jarrett
Calkins Hall / Station #6010

College Deans

Arts and Sciences
Mary Beth Armstrong
Hill House / Station #6508

Business
William Rupp
Morgan Hall / Station #6540

Education
John Riley
Wills Hall / Station #6360

Fine Arts
Kenneth Procter
Davis Hall / Station #6663

Department Chairpersons

Art
Clifton Person
Bloch Hall / Station #6396

Biology, Chemistry, and Math
Scott Peterson
Harman Hall / Station #6484

Behavioral and Social Sciences
Jim Day
Jeter Hall / Station #6176

Communication Arts
David Callaghan
MC Building / Station #6625

Communication Sciences and
Disorders – Marlene Salas-Provance
Speech and Hearing Clinic / #6720

Counseling, Leadership, and
Foundations
Leland Doebler
Wills Hall / Station #6363

Curriculum and Instruction
Anna McEwan
Wills Hall / Station #6378

English/Foreign Language
Glenda Weathers
Comer Hall / Station #6420

Family and Consumer Sciences
Frances E. Andrews
Bloch Hall / Station #6385

Music
Robert Wright
Davis Hall / Station #6670

Kinesiology
Paul Vaccaro
Myrick Hall / Station #6590

ALUMNI ASSOCIATION

The University of Montevallo National Alumni Association, organized in 1902, is the primary contact for Montevallo alumni with their Alma Mater. The Association's mission is to "enhance the linkage between the alumni and the University, encourage members' active participation in the Association and their commitment to the mission of the institution, build financial support for the Association and the University, and promote the University of Montevallo as a vital part of Alabama's future."

The Office of Alumni Relations is located in the Mary Lee Garrett Brown Alumni Center that is the first floor foyer area of Reynolds Hall. This office sponsors commencement receptions for degree candidates, Alumni Honors Scholarships, Olympics Day, Founders' Day, Homecoming and alumni clubs in Alabama and across the United States.

Anyone who has attended the University of Montevallo is eligible for active membership in the National Association. For information about activities, contact the Office of Development and Alumni Relations in Reynolds Hall at 6215 or visit www.montevallo.edu/alumni.

STUDENT ALUMNI ASSOCIATION OF MONTEVALLO

The UM National Alumni Association sponsors the Student Alumni Association of Montevallo (SAAM). SAAM is for undergraduate and graduate students at Montevallo. The purposes of the organization are to increase interaction between students and alumni; to provide leadership development opportunities to members; and to assist students as they complete their years at UM and join the ranks of alumni.

For information contact the Office of Development and Alumni Relations in Reynolds Hall at 6215 or visit www.montevallo.edu/alumni.

AMERICANS WITH DISABILITIES ACT (ADA)

In accordance with the Americans with Disabilities Act, the University is committed to making its services, facilities, programs, and accommodations accessible to employees, students, visitors, qualified applicants for employment and qualified applicants for enrollment, including persons with disabilities.

The Coordinator of Services for Students with Disabilities is responsible for making recommendations and assisting in the provision of services and reasonable accommodations and for monitoring their effectiveness. The Equal Opportunity Officer serves as the University's ADA Compliance Officer. (UM Policy 01:130)

Enrolled or prospective students may contact the Disability Support Services Office (205-665-6250) for information regarding student accommodations. University faculty and staff may contact the Office of Human Resources (205-665-6055) for information regarding employee accommodations. Persons with disabilities seeking participation in public programs/ services offered by the University of Montevallo are invited to notify the Coordinator in the Central Calendar Office (205-665-6292). Timely notice is required, although University officials will make every effort to provide reasonable accommodations as available. (Notice of at least 72 hours is requested for most accommodations requests.)

ATHLETICS, Intercollegiate

Athletics are an integral part of the total University program, complementing the goals of general education. The intercollegiate athletic program makes its contribution to individual development through competitive sports activities designed to improve individual fitness, develop neuromuscular skills, foster and maintain socially positive standards of conduct and create desirable attitudes toward physical recreation, rest and relaxation.

The ideal of the student-athlete is taken very seriously at Montevallo, where the coaching staff places a high priority on success in the classroom as well as in the game. As a result, Montevallo athletes exceed both state and national averages for academic success.

The University is a member of the National Collegiate Athletic Association (NCAA) Division II. Men compete in baseball, basketball, golf and soccer, while women compete in basketball, cross country, golf, tennis, volleyball and soccer. Montevallo has an outstanding reputation for athletic excellence, with a long list of All-American athletes and frequent appearances in championship tournaments.

B

BOOKS

You can purchase the required books for your courses at the University Bookstore or use one of the new services offered: reserving books when you register for classes by leaving your schedule at the Bookstore or online ordering via www.efollet.com. Remember to buy your books early to avoid the rush, but don't write in them until you are sure you will need them. Keep your receipts and return any unwanted books within the first week of classes.

The University Bookstore stocks new and used textbooks for all required courses as well as a large supply of greeting cards, paperbacks, Greek items, sportswear, art supplies, snacks, dorm supplies, health and beauty aids, graduation regalia, gifts and

novelties. New books are sold at the publisher's list price. Purchases may be made with cash, check or major credit card.

Books can be sold back to the Bookstore at any time during the semester at buyer's guide prices. There is also a designated book buy-back at the end of each semester. Return Policy: Textbooks (with the receipt) may be returned within one week of the first day of classes; 30 days if you drop a class; within 48 hours for all other times. University Bookstore / SUB / 8:00-5:00 (M-F), 10-1 (Sat.) 6575.

C

CASHIER'S OFFICE

The Cashier's Office provides all contact for questions concerning student accounts. This office, located on the second floor of Palmer Hall, operates windows where students may make payments, cash checks, and receive billing information. Window operating hours are Monday-Friday, 8:30 to 5:00.

Accounts of currently enrolled students must be paid in full prior to the pre-registration/registration periods. Students' accounts with a current balance in any amount will be placed on "Hold" and pre-registration/registration will be delayed until full payment is received.

Payments to the University of Montevallo may be made in person at the office during normal operating hours, or mailed to The University of Montevallo, Station 6065, Montevallo, AL, 35115. The telephone number is 665-6065 or 6067. Cash, check, or major credit card may pay payments. [Please visit our website for more information.](#)

CHILD CARE

The Child Study Center is accredited by NAEYC and provides a developmentally appropriate program for preschoolers (ages 3 to 5). The Center serves as a model preschool program for family and consumer sciences, early childhood/elementary and other majors at the University. Hours of operation are 8:00 a.m. to 5:00 p.m. M-F during fall and spring semesters. Enrollment is open to all members of the Montevallo community on a first-come, first-served basis. Fee information may be obtained from the Department of Family and Consumer Sciences at 6385, or the Child Study Center, 6585.

CODE OF FAIR PRACTICE

The University of Montevallo operates under a Code of Fair Practice governing all of its relationships with students. Copies of the Code are available in all administrative offices. This document states in part: The University of Montevallo will maintain responsive, responsible, and fair practices in all matters affecting students. This

includes the provision and delivery of educational programs, the provision of necessary supporting services as described, and due process with regard to disciplinary matters and the handling of grievances, which are described fully in the UM Bulletin and student handbook. Moreover, the University will seek to ensure that students have an appropriate voice in the making of major policy, program, procedure, and budgeting decisions.

- See UM Policy 01:005 Code of Fair Practice for full text.

COMPUTER SERVICES HELP DESK

The Help Desk is available Monday – Friday 8 am until 5 pm in Morgan Hall room 109 to assist with issues such as problems with student accounts, Blackboard, UMail, and web registration. The Help Desk can be reached by phone at (205) 665-6520 or by sending an email to helpdesk@montevallo.edu.

CONCERT AND LECTURE SERIES

Distinguished speakers, lecturers, and artists present concerts, lectures and plays, many of these programs are presentations of the Concert and Lecture Series. These presentations are in addition to the plays, concerts, and lectures by theatre groups, music and dance groups and individuals within the University (see calendar for 2005-2006 Concert and Lecture Events).

COUNSELING CENTER

The Counseling Center offers both personal and career counseling service. Individual counseling is available to help students explore and expand their decision-making and problem-solving skills. Individual counseling can also be beneficial in exploring feelings, attitudes, behaviors, interests and lifestyles. When necessary, counselors make appropriate referrals on campus or in the community in order to utilize all available resources in meeting student needs. Consultation with faculty and staff is also provided as well as offering outreach programs to various target groups on campus and in the residence halls.

The Counseling Center also coordinates a variety of programs and services for students and graduates, such as researching and exploring college majors, careers, full-time employment opportunities, and graduate schools. Through the Job Location & Development Office students can seek part-time, temporary, or seasonal job opportunities and internships. In the Life Work Resource Room students can access a wealth of resources, including journals, magazines, books, files, brochures, and handouts on career development, job seeking techniques and other important information.

The programs and services of the Career Center are designed to support students and graduates in developing, evaluating and effectively initiating and implementing career plans. Programs and services include:

- Career Assessments
- Training Audio and Video Tapes
- Career Counseling
- Campus Career Events
- Full-time job Openings
- Announcements
- On Campus Employer Interviews
- Part-time Placement Program
- Career Preparation Workshops
- Summer Employment Information
- Mock Interviewing
- Internship Program
- Career-Life Planning Workshops
- Career Information Handouts
- Reference Journals and Books
- Employer Files
- Credential and Reference File Service
- Graduate School Catalogs and Files
- Senior Registration Service

The Counseling Center also sponsors the University Volunteer Corps (UVC), a service-learning program that assists students with volunteer placements in the Montevallo-Birmingham area. The UVC recognizes the importance of volunteers in addressing the needs and problems of our society and the educational effect the experiences have on students who participate.

Location: Main Hall / Lower Level / 8:00 - 5:00 / M-F / 6262.

D

DANCE

Dance at Montevallo includes instruction in Classical Ballet, Modern, and Jazz. The performing ensemble, Orchesis, is open to interested students and offers a wide array of choreographic and performing experiences, from point to improvisation. Orchesis, a tradition at Montevallo since 1936, hosts a dynamic repertoire of theatrical and multimedia works as well as interdisciplinary opportunities in music, photography, videography, stage lighting, crafts, and costumes.

DANCY LECTURES

Distinguished speakers present Dancy Lectures, endowed by a bequest from Miss Unity Dandridge Dancy, from the field of arts and letters. Beginning with Douglas Southhall Freeman in 1939, the series has included such notable scholar-critics as

Dumas Malone, Maynard Mack, Joseph Campbell, Martin Esslin, Helen Vendler, O.B. Hardison, Horton Foote, and Stephen Greenblatt.

DEAD DAYS

The provisions for Dead Days require that SGA, other student organizations and/or campus units not hold any functions during this period. Also, the faculty is not to give tests, quizzes, or assign student papers on or due on those days. Athletic contests, performances, award ceremonies, or other activities are not to be scheduled.

DISABILITY SUPPORT SERVICES

The Disability Support Services Office coordinates accommodations and services for qualified students with disabilities. Students must provide current documentation of a disability to be eligible for services. Services may include classroom accommodations, testing modifications, alternate format books and materials, advising, priority registration, check-out services for small equipment, referrals to on and off-campus resources, permanent and temporary accessible (handicapped) parking, and other services as appropriate. The Coordinator also serves as a faculty resource, providing in-service training, exam proctoring (as available) and assistance in implementation accommodations. The office is located within the Student Support Services office in the lower rear level of Main Hall (205-665-6250; mccuned@montevallo.edu).

DROP-ADD PROCEDURES

Students may drop-add during the specified period either on the web or in the major department. A student who is considering either dropping or adding a course should discuss the proposed change with the academic advisor.

There is no fee charged for dropping or adding courses during the period between preregistration and registration day. A fee will be charged for any schedule change submitted after registration day unless the change is initiated by the University.

Courses may be added for one week following registration day and dropped for a specific period following registration day. After the drop period, freshmen may drop one course without penalty until near the end of the term, as indicated by the University Calendar and course schedule. This must be done in the Records Office.

E

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY

The University of Montevallo is an equal opportunity/affirmative action institution and prohibits unlawful discrimination on the basis of race, color, religion, national origin, gender, age, disability, or veteran status of and by faculty, staff, and students.

It is the University's intent to take affirmative action to ensure equal opportunity in employment and to avoid unlawful discrimination in employment within the University. The University will take affirmative action to recruit, employ, and to advance employment in minorities, women, and disabled veterans/Vietnam era veterans. Reasonable accommodations will be made for qualified disabled veterans and persons with disabilities.

The University and individuals or agencies signing contracts with the University agree not to discriminate against any employee or applicant for employment because of race, color, religion, national origin, gender, age, disability, or veteran status and agree to take affirmative action to ensure that applicants and employees are treated without regard to their race, color, national origin, religion, gender, age, disability, or veteran status. This policy covers the following: Recruitment and recruitment advertising; employment, promotion, demotion, or transfer; layoff or termination; rates of pay or other forms of compensation; training; and all other terms and conditions of employment. The University and individuals and agencies with whom it contracts will adhere to the letter and spirit of all relevant laws and governmental regulations.

The Director of Human Resources and Risk Management is responsible for coordination of all activities to ensure equal opportunity/affirmative action in all University programs and activities and for monitoring their effectiveness.

* See UM Policy 01:100 Equal Opportunity/Affirmative Action Policy for full text.

F

FINANCIAL AID

Many of the questions you may have regarding student aid can be answered when you visit our website at <http://www.montevallo.edu/finaid/>. Valuable information regarding the application process, eligibility requirements, various types of aid, and much more will be found there. If you need personal assistance, please contact the Office of Student Financial Services at (205) 665-6050. The office is located in Palmer Hall on the second floor.

Although you must be admitted to UM to be considered for an award, you can submit the Free Application for Federal Student Aid (FAFSA) before you are admitted. Requirements for the different types of aid vary, but typically you must be a U.S. citizen enrolled in a degree program at least one-half time and be making satisfactory academic progress. Almost all aid requires that you be enrolled for a minimum of twelve hours to receive MAXIMUM benefits.

Since financial aid is meant to ease, not carry, the burden of your educational costs, any award will probably be in the form of a 'financial aid package' i.e., more than one kind of aid supplementing your own and your family's resources. Most types of

financial aid are need-based. Need is determined by subtracting your calculated family contribution (provided when you file the FAFSA) from the cost of attendance. The cost of attendance has several components including tuition, fees, room, board, books, supplies, travel, etc.

Basically there are three categories of aid:

- Grants and Scholarships are awarded on the basis of need, academic achievement, talent, or other special characteristics. All grants are need-based. Scholarships may or may not be need-based. Visit www.fastweb.com for information regarding external scholarship sources.
- Federal Work-Study is a need-based employment program that allows students to work and be paid once a month. An effort is made to refer you to jobs related to your major. Contact the Career Counseling Center and/or campus offices for work opportunities. Students who do not qualify for Federal Work Study may be hired by the individual department through the department's budget.
- Low interest student loans allow you to borrow money for your education and repayment begins after you cease to be enrolled at least half time (six credit hours). The most commonly used loans are the Federal Stafford Loan and the Federal Perkins loan.

More details are provided on our website:

<http://www.montevallo.edu/finaid/>.

If you are enrolled full time and have an emergency financial need during the semester, you may apply for an Emergency Loan up to \$100 from the SGA. Contact the SGA Treasurer, 2nd floor, SUB.

Important things to remember:

- File the Free Application for Federal Aid (FAFSA) early. April 1 is the annual priority date. This is not a deadline.
- Summer aid is based on remaining eligibility after fall and spring semester aid has been awarded. Separate summer applications are available on our website or in the Office of Student Financial Services the first week in April.
- Keep records. Start a file of your own for copies of all forms and correspondence concerning your financial aid.
- Be thorough. Be sure to fill out all the necessary information on all the necessary forms. You will not be considered for any aid until your file is complete.
- Reapply! Remember that if you are receiving aid this year, you must reapply (as soon after January 1 as possible) to receive it again next year.
- Stay informed. Check campus publications and announcements for deadlines and new information.

- You'll be notified of any award by mail. Be sure to sign and send back your acceptance promptly.
- Always check your email and UM Box!!!

FOOD SERVICES

Dining services at the University of Montevallo are provided by Sodexho-Marriot. Sodexho-Marriot is a professional food service company with the resources to insure a top quality meal program at a reasonable cost to the student.

Sodexho-Marriot welcomes students to come and dine in Anna Irvin Dining Hall. Also, Sodexho-Marriot invites you to come in and dine in Jazzman's Café located in Farmer Hall next to the Bookstore. We are excited to offer a variety of meal plans for resident students and commuters.

Commonly Asked Questions About Food Services

Q: Where is the Food Services Office?

A: The Food Services Office is located in the basement office of West Main

Q: Must I present my I.D. for each meal transaction?

A: Yes. You must have your card scanned to obtain meals.

Q: What if I need a special diet?

A: You should contact the director of Food Services, and he will work with you on any medically related diets.

Q: What if I want seconds?

A: We have an unlimited seconds policy, except on "Steak and Theme Night"

Q: What if I have a complaint, praise, or a suggestion to make?

A: The Food Service Director is always available to talk to students about any problems they may have. In fact, a committee of students meets regularly with the Director to discuss student concerns and plan special events. You can also place your suggestions and/or complaints in one of the suggestion boxes located around campus.

Time to Dine

Weekdays: Monday Breakfast through Friday Lunch

Breakfast	7:00 a.m. - 9:00 a.m.
Breakfast Express	9:00 a.m. - 10:00 a.m.
Continental Breakfast	10:00 a.m. - 10:30 a.m.
Lunch	10:30 p.m. - 1:30 p.m.
Deli & Salad Bar	1:30 p.m. - 4:00 p.m.
Dinner (Mon. - Thurs.)	4:30 p.m. - 7:00 p.m.

Weekends: Friday Dinner through Sunday Dinner

Breakfast	8:00 a.m. - 10:00 a.m.
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Lunch (Sat.)	11:30 a.m. - 1:00 p.m.
Lunch (Sun.)	11:30 p.m. - 1:30 p.m.
Dinner	4:00 p.m. - 5:30 p.m.

FOUNDERS' DAY

The October 12 anniversary of the founding of the University of Montevallo is observed the second Thursday in October with a special convocation each year. It is on this occasion that seniors officially receive their caps and gowns.

G

GENERAL EDUCATION PROGRAM

The core curriculum is the most complete embodiment of the University's mission as Alabama's publicly funded liberal arts college. In this curriculum, the University bears continually in mind the special meaning of freedom embodied in the term "liberal arts": the arts that free or enable students to explore the perennial questions that confront every thoughtful human being—questions about nature, human nature and society, and metaphysics. The University provides opportunities to explore these questions through liberal studies in the sciences, literature, the fine arts, history, behavioral and social sciences, and philosophy. The University is committed to liberal inquiry, not only in its core curriculum, but also in its professional and pre-professional programs. In all of these, the University aims to graduate students who can bring to their vocations, their private lives, and their civic participation the habits of lifelong learning and energetic, informed reflection.

Liberal education is possible only if the student has acquired some degree of mastery and understanding of the instruments or skills through which the human mind can absorb information about the world, come to a deepened understanding of that information, and transmit that understanding to others. Accordingly, the University dedicates a substantial portion of the core curriculum to acquiring the skills and symbol systems that, because they make it possible for the mind to grasp what is not apparent to the senses, enable genuine learning..

GENERAL GRADUATION REQUIREMENTS

Responsibility for meeting all graduation requirements rests with the student. In addition to the University's minimum general requirements, colleges and/or departments may have additional graduation requirements as described in the colleges' information sections of the Undergraduate Bulletin. Minimum general requirements for graduation are:

- Credit for at least 130 semester hours, distributed according to the General Education and departmental curriculum requirements specified in the Bulletin.
- Credit for at least 30 semester hours earned at Montevallo after attaining senior classification (after completing 90 semester hours).

- Credit for at least 30 semester hours of 300- and/or 400- level study earned at Montevallo.
- No more than 30 semester hours of correspondence, Advanced Placement, College-level Examination Program, or military credit may be applied toward a degree.
- At least 25 percent of the hours in the degree must be completed at the University of Montevallo.
- At least 50 percent of the courses in the major must be completed at the University of Montevallo.
- A cumulative GPA of at least 2.00 on all courses attempted, as well as courses on all courses in the major and minor fields.
- Although students with a financial obligation to the University may be to participate in commencement exercises, official transcripts will be withheld until all financial obligations are satisfied. Students must complete the required senior assessments in order to participate in commencement exercises.
- Students must file a notice of intent to graduate in the Registrar's Office before the beginning of the last semester and preferably one year prior to the date on which the degree is to be conferred.

GRADES

UM's grading system and appeals procedure are discussed in detail in the Bulletin (also see Academic Regulations, Student Grievance). If you have additional questions you can talk to your academic advisor or to the head of your major department. If you have a question about your academic transcript, go to the Records Office (Palmer-2nd Floor).

Any social organization not meeting the established grade requirement (2.20 on UM work only) may be suspended for academic reasons. Failure to meet this requirement for four successive semesters will result in the revocation of its recognition for a period of three (3) years.

GREEK LIFE

A Greek is one of approximately 300 members in the eight sororities and seven fraternities at Montevallo. Greek Life offers many ways to make your college career more memorable. These organizations focus on academic success through study groups, tutoring, and study hours. Every organization has a GPA that is required to retain membership which shows their commitment to academic excellence. These Greek organizations also provide peer support and social activities for their members. In addition to these activities each organization sponsors community service projects such as fund-raising for charities and volunteer service to community organizations. Finally, Greek Week is a major event for the Greek Community. It is a weeklong celebration of the scholastic, social and charitable

contributions of Greeks to the University and the community. Traditionally, parties, skits, and sports events unite Greeks.

Sorority Recruitment is coordinated by the Student Life Office (SUB / 6565).

During the summer, you can sign up for recruitment and get information concerning the dates and times of parties. Registration is mandatory; you must sign up in the Student Life office. Initial recruitment parties are held on campus to give potential new members a broad view of the Greek system. Later parties allow a closer look at individual sororities, to provide an opportunity to get to know the members. At the end of recruitment, potential new members list the sororities in order of preference, and the sororities make their choices. These lists are matched and invitations to potential new members are issued.

Fraternity Recruitment is less formal than Sorority Recruitment. During the early weeks of each semester, fraternities hold events open to all men interested in joining. The Inter-Fraternity Council and the Director of Student Life coordinate the remainder of the recruitment schedule. Registration is mandatory; you must sign up in the Student Life Office.

National Pan-Hellenic Council which includes Alpha Kappa Alpha, Alpha Phi Alpha, Delta Sigma Theta, Kappa Alpha Psi, and Zeta Phi Beta do not participate in Formal Recruitment. To join these organizations you may contact the Office of Student Life.

THE FRATERNITIES AND SORORITIES HAVE ADOPTED A POLICY PROHIBITING HAZING; FURTHER, HAZING IS PROHIBITED BY UNIVERSITY POLICY AND BY STATE LAW. A copy of this policy is available at the Student Life & Vice President for Student Affairs Offices.

FRATERNITIES:

Alpha Kappa Lambda
U.M. Box 3411
Napier Hall, 2nd Floor

Alpha Phi Alpha
U.M. Drawer X
Fuller Hall, 2nd Floor

Alpha Tau Omega
U.M. Drawer AD
Napier Hall, 3rd Floor

Delta Chi
U.M. Drawer AC
124 Middle Street

Kappa Alpha Psi
U.M. Drawer AF
Napier Hall, 1st Floor

Lambda Chi Alpha
U.M. Box 1117
Fuller Hall, 4th Floor

Pi Kappa Alpha
U.M. Drawer R
Fuller Hall, 3rd Floor

SORORITIES:

Alpha Delta Pi
U.M. Drawer AE
Main Hall, East Wing, 3rd Floor

Alpha Gamma Delta
U.M. Drawer AA
Main Hall, West Wing, 3rd Floor

Alpha Kappa Alpha
U.M. Box 1067
Tutwiler Hall, 3rd Floor

Chi Omega
U.M. Drawer M
Brooke Hall, 3rd Floor

Delta Gamma
U.M. Drawer 3425 BC
Hanson Hall, 3rd Floor

Delta Sigma Theta
U.M. Drawer O
Main Hall, West Wing, 2nd Floor

Phi Mu
UM Drawer U
Tutwiler Hall, 2nd Floor

Zeta Phi Beta
U.M. Drawer 3377

H

HARBERT WRITING CENTER

The Harbert Writing Center offers consultation services to all members of the University community. Consultations may take place at all stages of the writing process, from the planning to the polishing of written documents. The Center's tutors are skilled writers who have been trained to work with both strong and struggling writers. Freshmen are encouraged to use the Center's services while they are enrolled in their first-year composition courses. Consultations are available on a drop-in basis or by appointment. Comer Hall, Room 311/Station #6438.

HEALTH CENTER

The Student Health Center provides direct, basic health care to students not requiring a physician's attention and serves as a referral source for students needing care beyond that available on campus. The staff seeks to increase health awareness at each contact with students and faculty.

Health services are available to all students. Resident and international students are required to pay the health fee each semester. Commuter students have the option of participating in the service by paying the health fee. Expenses incurred for care beyond that provided by the University are the responsibility of the student. Information about optional student medical insurance is available in Health Center.

All students are required to submit a record for medical emergency information, proof of measles immunity, current tuberculosis inoculation status, and insurance data.

International students are required to provide proof of current University accepted health and accident insurance coverage.

Location: East Main, 1st Floor / 8:00 - 5:00 / M-F / 6275

HOMECOMING

Homecoming at the University of Montevallo is a festive week of things to see and do. For alumni, Homecoming is a time in February to “come home” to UM, to see former classmates and renew old friendships. For students, Homecoming is the culmination of a month of Purple and Gold competition.

Purple and Gold is what Homecoming at UM is really all about. It begins as early as January. Students, declaring allegiance to either Gold or Purple, compete in athletic events and work to prepare original musical shows for the main Homecoming event, College Night (see description).

The Saturday of Homecoming is the big day. It includes registration in Reynolds Hall, departmental open houses, the annual alumni luncheon, reunions and the Purple-Gold basketball games. The final performance and judging of the Gold and Purple productions takes place Saturday night. Also recognized during Homecoming are the University's Distinguished Alumnus, the College Night Honoree, and Mr. and Ms. University of Montevallo.

COLLEGE NIGHT

College Night is the most honored and beloved tradition at UM. It has no rivals for first place in the affection of students and alumni who consider it their unique contribution to the academic world.

The origin of College Night is closely associated with UM's transition from a secondary school to a college. The Class of 1919, observing, “Now our school is becoming a college, we have begun to take up college stunts” held the first College Night March 3, 1919. Oral tradition has it that College Night began as a celebration of George Washington's Birthday. The program was divided into four parts, each given by a class.

Purple and Gold, as designations for the rival teams, were first used in 1921 as a part of the celebration of the school's 25th birthday. These first performances were held in a dining room on an improvised stage. College Night remained a dining room situated event until February 23, 1927, when one performance was given for students in the dining room and a second, for the public, was given in the following month in Reynolds Hall. College Night performances changed to Palmer Hall upon its completion in 1930.

The program itself has changed with the passing of time. After early experiment, the evening's activities included, from each competing side, a toast, a pep song, a slow song, a stunt and an impersonation, interspersed with music and rallying cheers. No major changes occurred until 1950 when student leaders and faculty

advisors decided that College Night needed a unifying theme. It was agreed that each side would give one original production into which all songs, drama, comedy, dance or any other feature would be integrated into one piece.

So College Night, the highlight of each UM school year, is best explained: "If you have never lived through one" a former leader wrote in 1931, "never cried, laughed or sweated through one, know this. It is the crest of the wave of college spirit. It is the high spot that will stand out in your mind as meaning college when all the rest has faded."

(Excerpted from History of Alabama College, by Dr. Lucille Griffith, Professor Emerita of History.)

HONOR SYSTEM

A student at the University of Montevallo upholds the honor of the University by refraining from every form of dishonesty in college life and by doing all that is possible to create a spirit of honesty and honor on the campus.

As a registered student at the University of Montevallo, you are a member of the Student Government Association and are entrusted with the responsibility and privilege of creating that spirit of honesty and honor on the campus.

Your compliance with the regulations as set forth in the Student Handbook sustains the trust placed in you by faculty and other students and gives vitality to this Honor Code. Three of the most serious infringements of the Honor Code are LYING, STEALING, and ACADEMIC DISHONESTY. Because of the seriousness of these offenses, the Justice Council has found it necessary to define these infringements.

LYING is the deliberate act of deception or an untruth during direct questioning before persons in authority, either students or other University officials.

STEALING is the taking or appropriation of money or other property belonging to another. All cases of stealing are also considered individually.

ACADEMIC DISHONESTY is CHEATING and/or PLAGIARISM. CHEATING is the giving or receiving of aid, whether written, oral, or otherwise, in order for a student to receive undeserved credit on work that is his or her responsibility. PLAGIARISM occurs when a student uses the words or the ideas of another without acknowledging that they belong to someone else. A more thorough exposition of PLAGIARISM and how to avoid it is found below.

The document "Procedure for Disposition of Academic Dishonesty Cases" is available from SGA, the Student Life Office, and the Office of the Vice President for Student Affairs.

Our Honor System can function at its fullest only through the cooperation and respect of the students. The degree to which you maintain your personal honor will be the degree to which the Honor System is effective. As a citizen of the University community, you have a privilege and an obligation - the privilege to live an atmosphere of mutual respect and freedom and the obligation to act in accordance with the highest standard of honor. (See the Student Conduct Code).

PLAGIARISM: WHAT EVERY COLLEGE STUDENT SHOULD KNOW

You may be confused about the definition of plagiarism and about when you might be committing it. This will define plagiarism and alert you to its seriousness.

Definition of Plagiarism

Briefly, there are 5 ways in which you can commit plagiarism:

- Using the exact words of another person's work/writing without acknowledgement of your source through the use of quotation marks and correct citation/documentation;
- Rephrasing a passage by another writer without giving proper credit;
- Using someone else's facts or ideas without acknowledgement;
- Using a piece of writing for one course that was already used in a previous course (or in courses in which you are simultaneously enrolled) without express permission from both instructors to do so; and
- Presenting fabricated or falsified citations or materials.

Consequences of Plagiarism

At the very least, a plagiarized assignment will receive no credit, i.e. a "zero," and an Academic Dishonesty Incident Form concerning the incident will be kept on file in the Office of the Vice President for Student Affairs. A plagiarist is also subject to failure in the course and/or appearance before the Justice Council.

Please review the section on Academic Dishonesty in *The Fledgling Student Handbook*, and Appendix H in *The Faculty Handbook* for additional information about policies and procedures concerning plagiarism.

The plagiarism of ideas and wording is an offense not only in the academic world, but also in the working world. It is a violation of copyright and the trust necessary between colleagues and coworkers. Careers have been destroyed and reputations ruined when persons have been found guilty of plagiarism.

Helpful Resources

There are many resources available at the University of Montevallo to help you understand plagiarism. The Harbert Writing Center, the Library, and the instructors in your courses are just a few of these resources. It is your responsibility to ask questions and get assistance with the correct methods of citation and documentation of researched materials so that you will not be committing plagiarism. If you find good information for your topic, your instructor will be

pleased that you have done so. All we ask is that you acknowledge that the information and/or words came from another source. Most thinking builds on previous thinking; this is one of the things we want you to learn as a student of the University of Montevallo. (Approved by Faculty Senate, Spring 2000.)

HONORS DAY

Honors Day is UM's annual recognition of academic achievement among its students. In April of each year, the University honors those full-time, degree-seeking students having grade point averages of 3.5 or above, those who are scholarship or award recipients, and those who are inducted into honorary organizations..

HONORS PROGRAM

The Honors Program invites academically talented students to participate in special classes and seminars that have small enrollments. Selected, full-time faculty members teach these classes. A more personally challenging environment and greater flexibility for both professors and students are the results. Honors Director/ Hill House/ 6501/ 8:00-5:00/ M-F.

HOUSING AND RESIDENCE LIFE

Living on campus provides the unique opportunity to experience college life to the fullest. You can always find some one to share a pizza, watch your favorite soap or the big ballgame, or join you on the quad for a game of Frisbee. Social interaction is not the only benefit to on-campus life; there are many opportunities for leadership, too. Each residence hall has a community council that seeks to make hall life better by improving the facilities and offering community-building activities. HRL employs about forty-five students to serve as Resident Assistants and Residence Hall Directors.

These student leaders live in the halls with the residents and serve as friend, mentor, and helper to their residents. Put simply, students and staff members who are a part of on-campus living are the heart of the "collegiate way of life". For a list of housing's policies and rules see the Resident's Handbook. Location: West Main/1st Floor/8:00- 5:00/M - F / 6235.



I.D. CARDS

Students are required to have a Student I.D. card to use most of the services the campus offers including access to their residence hall, eating in the cafeteria, checking books out of the library, using the Health Center, cashing a check or selling books back to the University Bookstore and for admittance to the library computer lab.

Student I.D. cards are made at the Photo Lab located in East Main Residence Hall room 171. The Photo Lab is open for business Monday through Friday, 8-12 and 1-5; however it is possible that the photographic assignments may require all personnel to work outside of the office. If desired, students may call ahead (6615) to confirm that someone will be available to assist them. An approximated return time is always posted on the door to room 171 when all personnel are out. In the event of an extended absence at the photo lab, students may speak with Housing and Residence Life about temporary access options to their residence halls.

Fees are assessed for a new student's first card and are included in his or her registration costs. Fees assessed for all students replacing an I.D. card are always billed to the student by the Cashier's Office and no payment is required at the time the replacement card is issued. Students should always be prepared to update their student I.D. photo when they come to the Photo Lab to replace their card.

It is a violation of the Student Conduct Code to lend out your I.D. Card to another person. Do not lend out your card.

If your card is lost or stolen, report the loss to Housing and Residence Life (6240) and the Sodexo Office (8233) immediately to have the card deactivated to protect the safety of your accounts and the safety of your fellow residents. Once made inactive, a card can never be reactivated. Return to the Photo Lab when convenient to have a missing or broken card replaced.

INTRAMURAL SPORTS

As a part of the University experience, the Office of Student Life provides each student with an opportunity to participate in non-varsity level sports. These events offer friendly competition and fun for everyone. To participate, just join an existing organization /team, or create one of your own!

It is important to maintain physical activity during your college years and Intramurals is a great way to stay active. For more information contact the Student Life Office / 2nd Floor of the SUB / 6565.

FALL SPORTS – Ultimate Frisbee - Flag Football – Volleyball

SPRING SPORTS - Basketball - Soccer - Softball

J

JAZZMAN'S

Jazzman's Café is the snack bar area located in the bottom of the SUB. The menu includes sandwiches, salads, coffee, smoothies, etc. Jazzman's is the perfect change of pace for lunch or a late night snack.

Operating hours are Monday-Thursday 7 a.m. to 9 p.m.; Friday 7 a.m. to 3 p.m.; Saturday 10 a.m. to 2 p.m.; and Sunday 5 p.m. to 9 p.m.

Justice Council

The Justice Council hears disciplinary cases involving violations of University rules and violations of the Student Conduct Code by individual students or by student organizations. The Council has jurisdiction over constitutional questions and impeachment hearings also. (See also Student Conduct Code).

The Justice Council is composed of three faculty members and three students. The faculty members hold office for three years and are appointed by the President of the University on a rotation basis. The students, of whom at least one must be an incoming junior, are appointed by the President of the SGA, with approval of a two-thirds vote from the Student Senate. The incoming junior shall serve a two year term. In instances where needed, an Administrative Council may hear cases. This Council is composed of two appointed professional student affairs staff members and one faculty member from the Justice Council.

Once an incident or a violation has occurred, an incident report is filed. The student(s) or organization involved will be notified of the charges in writing, and given sufficient time in which to prepare a response. Any student or organization charged with a violation will have the opportunity for a hearing before the Justice Council.

If a hearing is requested, the Justice Council will hear testimony in the case, and determine if a violation has occurred, and if so, what appropriate sanctions should be imposed. Decisions of the Justice Council are based on a majority vote of the membership of the Council, and shall be based exclusively on the evidence presented.

The decision of the Council will be reported in writing to the parties involved. The student(s) may appeal the decision of the Council to the Vice President for Student Affairs. Such request shall be made in writing setting forth in complete detail the reasons for the appeal. This appeal must be filed in the Office of the Vice President for Student Affairs within five academic days after the hearing.

If a student(s) or organization is found in violation of the Student Conduct Code, they are subject to one or more of the following sanctions:

- Warning – oral or written statement warning of violation;
- Reprimand - an official warning in writing;
- Restitution – reimbursement for damages or loss incurred;
- Campus and/or community service – requirement of work for a specified period of time under the supervision of a University employee who will determine the satisfactory performance and completion of the service.
- Educational Sanctions – programs such as researching a topic relating to the incident and writing an essay on the topic, as well as what has been learned from the experience; or alcohol and/or drug education, if applicable;
- Judicial Points – points are usually given for most violations of the Conduct Code. Students who accumulate a total of (10) judicial points can be considered for expulsion from the University;
- Social Probation – prohibition of participating in any officially recognized extracurricular activity and/or holding office in any University registered organization.
- Social Expulsion – permanent termination of student status in the University.

The majority of the violations of the Student Conduct Code are behavioral violations involving alcohol and other controlled substances. The following is the University's stance on this violation:

Behavioral Violations Involving Alcohol and Other Controlled Substance

A recent amendment to the general Education Provisions Act gives universities the authority to inform parents when their underage sons/daughters or use alcohol or other controlled substances.

The University of Montevallo will make such notifications when:

1. It is determined that their son/daughter, under the age of 21, committed a disciplinary violation with respect to alcohol or other controlled substances.
2. It is a second Level I violation.
3. It is a Level II violation.

Judicial Procedures

When a underage student is adjudged responsible for possession of use of alcohol or other controlled substances through a Justice Council or Administrative hearing, the following sanctions may be imposed:

Level I Violations

(Defined as a first-time use or possession of alcohol or other controlled substance, on or off campus, by an underage student enrolled at the University of Montevallo.) For a Level I violation, sanctions will include an individually designed educational program which may include restitution, alcohol education, community service, counseling, and/or other sanctions determined by the Judicial Affairs Officer.

Level II Violations

(Defined as those in which there is a perceived health risk to the student possessing or using alcohol or other controlled substances: risky behavior such as driving alone or with others; alcohol/drug-related emergency room visit; or public intoxication.) For a first Level II offense, sanctions will include parental notifications in addition to Level I sanctions. Social probation or suspension may be imposed for a second offense.

Additional violations may result in expulsion.

L

LIBRARY

The Library is housed in Carmichael Hall, named for Montevallo's fourth president. Its collection includes more than 258,000 volumes; 795,000 microfilms; and 747 periodical subscriptions. Books and periodicals are selected primarily for the use of faculty and students. The library is a member of the Network of Alabama Libraries (NAAL) that promotes resource sharing and collection development among academic libraries throughout the state. Through the BACHE Consortium students can borrow material from the libraries at Birmingham-Southern, Miles, Samford, and UAB by presenting a valid I.D. card.

Library Privileges. Students with current I.D. cards may borrow books from the general collection for a period of four weeks.

Overdue and Lost Books. Fines are levied for books returned late. Books lost or not returned are billed to the user at the replacement cost of the piece, plus a processing fee. Serious delinquencies can result in loss of library privileges and delayed registration clearance.

Periodicals and Reference Books. In general, periodicals and reference books are for use in the library. If a special need arises, they may be borrowed for a class period, provided permission is obtained from the librarian.

Reserve Books. Books designated by faculty as required reading are shelved at the Circulation Desk. Loan periods are short and fines are high for Reserve Items. A current I.D. card is required to check out reserve items.

Reference Services. Reference librarians are available to provide information and research advice. Over 100 electronic databases are available, including EBSCOhost, Encyclopedia Britannica, ERIC, MLA Bibliography, Education Index, and Psych Lit. Interlibrary Loan Service is available free of charge to order books and articles which the library does not own.

Print Management. Both the library and its computer lab have a print management system requiring the use of a print card available for purchase or refill on the main floor of the library.

Computer Lab Computer Services manages a computer lab with a total of 60 PCs and Macs. The computer lab is located on the ground floor and is available for individual use with valid Student I.D. card during library hours. Use of lab for class instruction is coordinated with Computer Services.

EBSCO Electronic Classroom The EBSCO Electronic Classroom, located on the ground floor, is a hands-on electronic instruction classroom. Reservation of this room is coordinated with the library.

Signs. With prior approval by the Head of Circulation students may post signs on the bulletin boards in the foyer.

Security. The Library has an electronic security system at the entrance. If the alarm sounds when a patron is exiting, the patron will be asked to cooperate while the library staff member determines the cause of the alarm.

LIBRARY HOURS (exceptions are posted):

Monday-Thursday	8 a.m.-11 p.m.
Friday	8 a.m.-5 p.m.
Saturday	10 a.m.-5 p.m.
Sunday	2 p.m.-11 p.m.

LODGING FOR GUESTS AND CONFERENCE SERVICES

Ramsay Conference Center and Lodge offers overnight accommodations for campus visitors and guests at affordable rates. The renovated facility includes 39 carpeted, air-conditioned rooms with private baths and televisions. Phones are not included.

A number of professional and business groups for conferences and workshops utilize Ramsay. The facility is open year round and available to accommodate groups up to 80 people. Cafeteria services and catering of events are offered. Reservations are recommended, call Ramsay Front Desk /6280.

LOST AND FOUND

All lost and found articles should be turned in to the Student Life Office on the second floor of the Student Union Building. Those persons inquiring about lost articles should also contact this office.

M

MAJORS and MINORS

The major and minor fields of study should be chosen by the end of the sophomore year. Requirements for specific majors and minors are listed under the appropriate department headings in this Bulletin. Courses for the major and minor must be selected in consultation with the academic adviser. A minor is optional except where required for a specific major.

To change a major, students may obtain a change-of-major form in any department office or from the Records Office. The form must be taken to the new department, for approval and for assignment of an academic adviser, and then to the Records Office, where the change will be recorded. Since students can register only in the department that offers their major, it is essential that changes be made prior to advising and preregistration each semester.

MCNAIR SCHOLARS PROGRAM

The Ronald E. McNair Post Baccalaureate Achievement Program (McNair Scholars Program) is a federally funded program designed to assist select students in successfully earning the baccalaureate degree, entering graduate school, and earning the doctoral degree.

Scholars receive services such as GRE preparation, academic counseling, personal development, as well as other services based on individual needs. They are also exposed to graduate school campuses, cultural events, and professionals in their areas of interest. Scholars participate in monthly seminars, academic programs, and undergraduate research.

The highlight of the program is the summer research internship. Each Scholar is paired with a Faculty Mentor and Library Mentor to conduct research during the summer. Scholars receive tuition, room & board, and a research stipend. Scholars present the research projects at UM's Undergraduate Research Day as well as a national McNair conference or a conference in their discipline.

To apply, students may obtain a pre-application from the McNair office in Farmer Hall or from McNair's website. Students must meet eligibility criteria to qualify for the program. www.montevallo.edu/mcnair

Contact: Tracy Payne, Director; Robert Robinson, Program Coordinator; Teresa Hayes, Secretary

Location: 2nd Floor, Farmer Hall/ 8:00-5:00/ M - F/6570

MINORITY STUDENT ADVISOR

The Minority Student Advisor provides special assistance with personal, social or academic concerns, as well as other guidance, to all minority students. The Minority Student Advisor also offers minority students assistance in identifying appropriate support services on campus.

Location: Main East / Eleanor Davis, Advisor / 6275

MONTEVALLO

Montevallo is the friendly home of UM. It's a beautiful little town of trees, flowers, and history. Growing, yet intent upon preserving its past, Montevallo and its vicinity offer you much during your university years. A good source of information about the area is the Montevallo Chamber of Commerce.

IMPORTANT NUMBERS

City Hall	665-2555
City Police	665-2552
County Sheriff	669-4181
Fire Department	665-9204
Fire and Rescue Emergency	665-2552
Park and Recreation Board	665-9205
U.S. Post Office	665-4166
Utilities	665-2555
Voter Registration	665-6565 / 2555

LOCAL RECREATION

Montevallo Recreation Department - 54 Vine Street, 665-9205

College Lake. This is an ideal place to go since it is so close to the campus, great for canoeing, fishing, biking and hiking. Fishing license required. Hours are dawn to dusk.

Quiet Village (Booth town). Located in one of the most beautiful areas near the Cahaba River, Quiet Village is characterized by its serenity and is renowned for its fjord, which one must cross to get to the other side. It is a favorite spot for fishermen, swimmers, and lovers. Go out Shelby County 10 northwest, continue some 10 miles through Aldrich, Pea Ridge and Honeycutt; shortly after crossing a railroad track, turn right on the first paved road (Booth town), and continue straight for about 1/4 mile. The road will become a dirt road and run directly into the river. Do not attempt to cross after heavy rains!

American Village. Located on Hwy. 119, the American Village provides a fun and educational way to experience our nation's history. The Village's 113 acres are transformed into a Colonial Village and historic park. Several events are offered year-round. Call 1-877-811-1776 or visit www.americanyoung.org for admission prices and schedule details.

Aldrich Coal Mine Museum, Inc. With a history reaching as far back as 1839, coal has played a big part in Alabama history. This historic museum stands as a monument to early coal miners and their families. Tour the camp houses and old mine ruins. Observe the pictures, treasures, and community items of the Aldrich family. Walking tours available. Take County Road 10 West in Montevallo to Aldrich. Cross the railroad and turn left on County Road 203. Signs posted. Call 205-665-2886 for more information.

Oak Mountain State Park. Golf, tennis, horseback riding, swimming, dining, etc. make the Park a great place to spend the day. Go north on Alabama 119 to Alabaster and proceed north on U.S. 31 through Pelham as if going to Birmingham. Then turn right at the Oak Mountain State Park sign.

Brierfield Ironworks Park. Site of the old Brierfield furnace that made iron for the Confederacy during the Civil War. In earlier days, Brierfield was estimated to be the third largest town in the state with a population of 3,000. Today, it is a picnic, swimming and camping area. Take Highway 25 west toward Centreville. The Brierfield Ironworks sign is about eight miles out of Montevallo.

Orr Park. Located in Montevallo, Orr Park offers picnic areas, walking trails, and softball fields.

Golf Course. The eighteen-hole golf course is located a mile west of the main campus. The course is jointly maintained and supervised by the UM Golf Club and the City of Montevallo. University students are allowed to play for a small charge and the course is used for instruction and recreational purposes.

Tennis Courts. The University maintains six tennis courts that are lighted for night play. They are located near the John W. Stewart Student Retreat Center.

Bibb Graves Hall. Located next to Brooke Hall on campus, Bibb Graves Hall is a gym in which students can enjoy basketball, volleyball, and other indoor sports. Student I.D. Card required for admission.

Sand Volleyball. Located next to the tennis courts. Students can enjoy hours of fun in the sun playing sand volleyball.

Note: Responsibility for personal security rests with the student. Think! Be safe!

MUSIC, Department

Activities of the Music Department attract students into the several organizations that it sponsors. The department seeks and encourages the participation of students from all of the Colleges that comprise the University. The following ensembles are available to interested students: Concert Choir, Chamber Choir, Opera Workshop, University Chorus, Wind Ensemble, Jazz Ensemble, brass ensembles, woodwind ensembles, basketball Pep Band, and Drum Circle.

Each musical organization presents public performances during the year. The Music Department also provides many guest artist and faculty recitals throughout the year, as well as fully staged musical productions through its Opera Workshop. Music Department / 8:00-5:00 / 6670.

O

ORIENTATION

The University provides a program of pre-college orientation and advising for freshmen and transfer students. New students are required to participate in an orientation session before registering for classes.

The orientation program provides students an opportunity to better understand individual capabilities and limitations, to explore interests, and to become familiar with the campus and facilities. A non-refundable orientation fee is required.

Pre-registration sessions for new students are held at designated times during the summer and an extended orientation prior to the fall semester. Single sessions precede the Spring Semester and Summer Session. Fall Semester freshman students and transfers may indicate a preference for the pre-registration session they want to attend in July.

For more information, call the Admissions Office. Palmer / 8:00-5:00 / M-F / 6030.

P

PARKING

If you have a car and want to park it on campus, you must register it and buy a permit from the Campus Police during registration. A red permit allows you to park in the commuter lots; a green permit allows you to park in resident spaces. Faculty and staff park in white spaces. If you park your car improperly, you will get a ticket; parking is monitored very carefully. If you get a ticket, pay it promptly to avoid delinquent actions. Any fines left unpaid will prevent you from registering and receiving transcripts. If you have reason to appeal the ticket, go to the Director

of Student Life's office in Farmer Hall within ten working days of the citation date. They'll explain the appeals procedure to you. University Police and Physical Plant / 6155.

POLICE

UM's Police Department is responsible for maintaining campus security and providing a safe environment for campus life. The University's policemen are sworn law enforcement officers who are trained in all aspects of the duties of a police officer.

A goal of the UM Police Department is to promote campus safety. One of the ways this is accomplished is by disseminating information that can teach you how to better protect yourself and your property. The Police Department strives to provide personal service to students to help insure their safety. The UM Police provide an escort service at night to students from the overflow parking lots to their residence halls. You will need to drive to the Police Department in the Physical Plant Complex on campus, or call the Police Department to request this service. For your convenience, the Police Department has jumper cables and will jump-start your car, if needed.

The UM Police Department is available to serve you. If you need assistance from a Police Officer, call ext. 6155. Emergencies (Police, Fire, Medical) should be reported from on campus by dialing 9-911.

POLICIES

UM Policies are available in all major offices on campus including the Vice President for Student Affairs and the Student Activities Office. UM Policies are also available on the University of Montevallo web page under Policies (www.montevallo.edu/policies).

POST OFFICE BOXES

Each student is required to obtain a mailbox in the University post-office. This is necessary so that students can receive important University communications. A student is held responsible for all announcements, requests and/or time sensitive information delivered to their University address. This is a free service.

The post office is located in the bottom of the SUB. Stamps may be purchased at the window 10 a.m.-1 p.m., weekdays. P.O. Boxes are provided for all undergraduate students. This is where all of your University correspondence will be received. Express Mail, COD, and money orders are available at the downtown U.S. Post Office. SUB / 6571

PUBLICATIONS

The Public Relations Office and Student Publications are located in the Will Lyman House at 720 Oak Street. Phone: 665-6230.

The Student Publications Committee selects student editors and business managers, who then appoint their own staff members. To become a candidate for a student publications post, contact Cynthia Shackelford at 6230.

The *Alabamian*, UM's student newspaper since 1924, is distributed free bi-weekly during the fall and spring semesters. The *Alabamian* covers campus news, tells of coming events, surveys the arts and entertainment, and provides a forum for the views of the students, faculty, and staff.

The *Montage*, UM's yearbook, presents an annual pictorial history of campus life, as well as a picture directory of all four classes. The staff includes photographers, writers, and layout artists. Its roots go back to 1908, yet the *Montage* was the first yearbook in the state to be produced entirely with computer tools.

The *Tower*, literary and artistic magazine, celebrates the ways students express themselves, whether through art, poetry, photography, writing or music. Students are invited to send samples of their work to Station 6230. The *Tower* is published annually.

The Public Relations Office publishes *Wednesday Memo*, a weekly newsletter for faculty and staff, as well as several publications for alumni and the general public. Qualified students play an important role in publishing *Wednesday Memo*, *Montevallo Today*, departmental newsletters, press releases, flyers, programs, and other University publications.

Public Relations informs the "hometown press" about honors and achievements of UM students. Contact 6230 for details.

R

RECORDS, Student

Transcript of Academic Record

The transcript is a student's official permanent record. The handling of transcripts and the retention and disposal of student records are in accordance with the guidelines of the American Association of Collegiate Registrars and Admissions Officers and the requirements of the Alabama University General Records Schedules.

Final grades for each term are reported to students on their Web Student Services page, which can be accessed through the Current Students link on the University's homepage at www.montevallo.edu. A printed copy of grades is available through the Records Office upon written request.

Students who have fulfilled their financial obligations to the University may obtain official transcripts of their records from the Records Office. Up to two official transcripts will be provided free of charge. A fee will be charged for each additional

official transcript. There is no charge for unofficial transcripts. Students may obtain unofficial transcripts from the Records Office or from their Web Student Services page.

Confidentiality of Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are as follows:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the records requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to privacy of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University is contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

The University may release without consent the following directory information: name, address, e-mail address, telephone numbers, major fields of study, date of birth, participation in officially recognized activities or sports, weight and height of student-athletes, most-recent educational institution attended, number of current hours in which the student is enrolled, student enrollment status (full or part time), degrees and graduation dates, anticipated degrees and graduation dates, classification (freshman, sophomore, junior, senior, etc.), awards and honors, dates of attendance, and class schedule (this latter only by the police chief or his designee). Students wishing to withhold directory information must fill out a "Request to Prevent Disclosure of Directory Information" form, which may be obtained in the Registrar's Office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Montevallo to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C.
20202-4605

Any complaint or questions should be addressed to the Registrar, Records Office, Palmer Hall, (205) 665-6040. There is also a complete copy of the University's FERPA policy on file in the Records Office.

REGISTRATION

Registration and preregistration procedures and dates are described in the schedule of classes published each semester prior to academic advising. The schedule of classes is available in the lobby of Palmer Hall, all departmental offices, all deans' offices, and the Records Office, as well as on the University's website at: www.montevallo.edu/records.

Each semester students may preregister for the subsequent semester. Students who preregister and pay by the required date (published in the class schedule) do not have to participate in regular registration. Schedules of students who do not submit payment by the prepayment deadline may be dropped.

In order to avoid closed classes and obtain the optimal schedule, students are encouraged to preregister and pay by the preregistration deadline.

Accounts of currently enrolled students must be paid in full or, for residence hall students on the partial payment plan, be current with their monthly payments prior to the pre-registration/registration periods. Student accounts with a current balance in any amount will be placed on "Hold" and pre-registration/registration will be delayed until full payment is received.

ROTC

The goal of UM's Reserve Officer Training Corps (ROTC) is to provide the U.S. military forces with well-educated commissioned officers. Graduates of the advanced program are awarded commissions as second lieutenants in the U.S. Air Force Reserve and U.S. Army Reserve.

Army - 934-7215 or 934-8747

Air Force - 870-2859 or 1-800-611-3531

S

SAFETY GUIDELINES

The following guidelines are important in the maintenance of personal safety and security. Each person shares the responsibility of using good security habits that will benefit them and the total University community.

Vehicle Safety

- Always lock your vehicle.
- Check the back seat before getting in.
- Have keys ready for immediate use; don't linger before getting in, especially late at night.
- Visually scan the parking area before approaching your vehicle.

Campus Safety

- Walk only in well-lighted areas.
- Walk on the side of the street facing on coming traffic. Walk confidently, directly; don't loiter.
- Do not walk alone.
- Ask UM Police for an escort when returning to campus late at night or if parking in a remote area of campus.
- Never work alone in an unlocked office or classroom at night. Use a buddy system.
- If you feel you are in danger, attract attention any way you can. Scream and run to nearest secured area.

Residence Hall Safety

- Always lock your door when leaving your room, even if only for a minute.
- Promptly report a missing key. Lockout keys are available from the HRL office.
- Never leave wallets, purses, jewelry or other valuables unattended anywhere on campus.
- Make use of the identification system available through UM Police or the Residence Hall Director for engraving your valuables.
- Promptly report to University officials the presence of any suspicious person or activity in or near your hall.

Public safety information, including the annual report on crime categories, is available on the University of Montevallo web page under Public Safety. (www.montevallo.edu/publicsafety). This information is also available, upon request, in print.

SEXUAL HARASSMENT

The University unequivocally opposes sexual harassment of and by faculty, staff, and students. Sexual harassment will not be tolerated. When a formal written complaint is filed, the University will conduct a thorough investigation. Confirmed cases of sexual harassment will result in disciplinary action up to and including termination of employment or dismissal from the University.

Sexual harassment includes any repeated, unwanted: (1) verbal or sexual behavioral advance, (2) sexually explicit or derogatory remark, and/or (3) statements made in the workplace or classroom that are sexually offensive or objectionable when:

- Submission to the conduct is either an explicit or implicit term or condition of employment or a grade; or
- Submission to, or rejection of, the conduct is used as a basis for employment or grading decisions affecting the individual; or
- The conduct has the purpose or effect of substantially interfering with work or class performance, or of creating an intimidating, hostile, or offensive work or classroom environment.

Any person who feels sexually harassed should see UM Policy 01:115 for the full text, and report the harassment immediately to any of the appropriate UM officials.

SMOKING

In accordance with the Alabama Clean Indoor Air Act, all campus buildings are designated as NO SMOKING buildings, with the exception of: 1) specially-designated areas where signs will announce SMOKING PERMITTED; and (2) certain private single-occupancy spaces herein specified.

Smoking is prohibited in all common work areas, unless a majority of the faculty and staff in those work areas agree that a smoking area be designated. No area designated as a smoking area shall contain common facilities that are expected to be used by the public. Requests for designated smoking areas should be forwarded by the official Building Administrator to the Director of Physical Plant for approval. Prior to making such a request, each Building Administrator should: (a) consult with faculty and staff in the building about the desirability and feasibility of setting aside a given space where smoking would be permitted, while keeping in mind students, alumni, guests, and visitors who frequent the building; and (b) consult with the Director of Physical Plant to determine whether the building has interior enclosed space that can be adapted or set aside for the specific use of smokers. Appeals of the Physical Plant Director's decisions may be addressed to the Space Utilization Committee which shall render a final decision.

Smoking in enclosed public spaces is allowed only in those designated areas where specific signs indicate SMOKING PERMITTED. In those spaces where smoking is permitted, the University will provide proper ash receptacles.

Public areas where smoking is always prohibited include: Carmichael Library, Speech and Hearing Clinic, Child Study Center, areas containing flammable chemicals, residence hall lobbies and parlors, hallways, corridors, stairwells, elevators, restrooms, public reception areas, laboratories, classrooms, conference rooms, meeting rooms, lounges, and most employee break-rooms. Smoking is also prohibited in multiple-occupancy work-areas and in University-owned automobiles.

Off-campus organizations, alumni, guests, and visitors using University facilities must abide by the provisions of this policy.

Private single-occupancy work areas, such as individual offices, may be designated as smoking areas, so long as SMOKING PERMITTED notices are posted on their doors. Private, single-family dwellings are subject to the smoking preferences of the occupants.

Failure to comply with this policy will constitute a violation of official University policy and may result in disciplinary action up to, and including, expulsion or termination. It may also constitute a violation of State law and subject violators to associated civil penalties.

SOCIAL PROBATION AND SUSPENSION

The Justice Council, for just cause, may place a student on probation. Records of disciplinary action will be in confidential files, will not affect the academic record, and will be removed seven years from date of last incident or at the time of graduation, whichever comes first.

Social Probation:

While a student is on social probation, he or she may not enter into any officially recognized extracurricular activity or hold any office in University organizations. Exceptions to these regulations will be made only with the approval of the Vice President for Student Affairs. Violations of University regulations during social probation shall constitute a violation of probation and be considered most serious.

(Special conditions - Students who are placed on social probation are not eligible to represent the University either in athletic or public performances. Only activities that involve performance participation as a part of a required course may be considered as an exception. The Vice President for Student Affairs, in conjunction with student's Academic Dean, will decide appropriate action.)

Social Suspension:

When a student is required to leave the University community due to social discipline, he or she may not re-enter without an interview with the Vice President for Student Affairs and the Chair of the Justice Council or appropriate designee. Upon their recommendation a student may regain full student status.

SPEECH AND HEARING CENTER

The Speech and Hearing Center offers a number of services to UM students at no additional charge. Students with any type of speech or hearing disorder may obtain a complete evaluation. Such service is especially encouraged for students whose speech includes any of the following: stuttering (or other speech fluency problems), a voice problem (such as hoarseness, tightness or breathiness in the voice, or vocal pitch is too high or too low), speech problems associated with a cleft lip or palate, speech or language problems related to neurological disorders, or basic speech sound pronunciation problems. Students with speech characterized by foreign accents or regional dialects are encouraged to inquire about basic speech improvement. Students concerned with possible hearing problems should request a complete audiological evaluation.

Location: George C. Wallace Speech and Hearing Center / 8:00-5:00 / M-F / 6720.

STUDENT ACTIVITY CENTER

The Robert M. McChesney Student Activity Center is a 90,000 square foot state-of-the-art recreation and athletic center. It includes facilities for weight/cardio training, racquetball, wallyball, walking and swimming. The cardio area has a five-television cardio theatre accessed through personal FM receivers. In addition, the SAC Peoples Bank and Trust Company Arena serves as the home court for the University's volleyball and basketball teams.

The mission of the Student Activity Center is to support the student's higher-educational experience by providing comprehensive wellness components through

recreational facilities and activities, including cardio-vascular, weight conditioning and aquatic activities.

The SAC hours of operation for the Fall and Spring Semester are as follows:

Monday and Wednesday	-	6:30 a.m. to 9:00 p.m.
Tuesday and Thursday	-	8:00 a.m. to 9:00 p.m.
Friday	-	6:30 a.m. to 5:00 p.m.
Saturday	-	1:00 p.m. to 5:00 p.m.
Sunday	-	5:00 p.m. to 9:00 p.m.

STUDENT AFFAIRS

Student Affairs is the University division responsible for many support services for students. The following are departments within the Division of Student Affairs:

- Counseling Center
- Health Center
- Housing and Residence Life
- McNair Scholars Program
- Minority Student Advisor
- Student Life
- Student Support Services
- Services for Students with Disabilities

STUDENT LIFE

The mission of the Office of Student Life is to provide students with extracurricular activities and programs designed for personal growth and development outside of the "classroom" experience. Student Life offers leadership opportunities for students, as well as recreational and social development.

This office works closely with and advises the Student Government Association, the University Programs Council, Intramural Sports, fraternities and sororities, and the UM Cheerleaders. There are over 70 student organizations registered through the Office of Student Life. For more information on student organizations, refer to the organizational list under the section entitled, Activities and Organizations.

The Office of Student Life is also responsible for the second floor of the Student Union Building and scheduling all functions at the John W. Stewart Student Retreat Center. It is available for use by both on and off campus individuals and groups.

The process of disciplinary cases, other than those handled by residence halls, is initiated through this office. The Director of Student Life is a liaison with the campus police department in coordinating the traffic appeals system. Leadership development programs are also part of this office's responsibilities.

Location: SUB, 2nd Floor / 8:00 - 5:00 / M-F / 6565

STUDENT SUPPORT SERVICES

Student Support Services, a federally funded program through the United States Department of Education, provides services designated to assist students in achieving academic success. To qualify a student must: be a citizen or national of the United States or meets the residency requirements for Federal student financial assistance, be currently enrolled in a degree seeking program at UM, and demonstrate a need for academic assistance. Students must also meet one or more of the following criteria: neither parent (nor guardian) has a four year degree, have a low taxable family income within specified federal guidelines, and/or have a documented physical or learning disability. The primary functions of Student Support Services include the following:

- Tutoring
- Study Skills Assistance
- Computer Lab
- Academic Advising
- Career Exploration
- Academic and Personal Success Workshops
- Cultural Events
- Financial Aid Information
- Math Support

Applications for Student Support Services are taken each semester through the last day of midterm week. Students may apply in the Student Support Services office located in the lower level of Main Hall. There is no charge for participation in Student Support Services; however, students must meet eligibility criteria, exhibit a sincere interest in succeeding in college, and commit to consistent use of provided services.

Main Hall, Lower Level
Telephone: 205-665-6250
Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday

STUDENT CONDUCT CODE (Approved by Board of Trustees May 7, 1993)

Students of the University of Montevallo are expected to conduct themselves in a manner consistent with the University's functions as an institution of higher education. As a community of learners and scholars, all are expected to maintain conduct that assures orderly pursuit of educational objectives, positive regard for the rights of others, and a safe environment. To these ends, the Student Conduct Code details behaviors for which students are subject to disciplinary sanctions. In addition, all students are expected to comply with all applicable federal, state, and local laws.

Inappropriate conduct, for which a Montevallo student may be disciplined, includes but is not limited to:

1. Dishonesty, such as lying, stealing, cheating and/or plagiarism;
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, including its public service functions, or any other authorized activity on University premises or at University-sponsored activities off campus (UM Policy 02:005);
3. Falsification, alteration, fabrication or misuse of University forms, documents, records or identification (UM Policies 01:010, 01:011);
4. Interference with or failure to comply with directives of University officials acting in the performance of their duties;
5. Failure to follow established campus regulations and policies including those governing residence in University-owned or controlled property, the registration and operation of student organizations, the use of University facilities, or the time, place and manner of public gatherings and expression (UM Policies 01:020, 01:040);
6. Physical and /or psychological abuse; unlawful harassment including sexual harassment, or threatening the health and/or safety of any member of the UM community or campus visitor (UM Policies 01:110, 01:115, 01:120, 01:125);
7. Hazing, including any action which recklessly or intentionally endangers the mental or physical health of any student (UM Policy 01:110);
8. Intentionally and significantly interfering with the freedom of expression of others at University events or on University controlled property;
9. Disorderly, drunken, lewd or indecent conduct;
10. Unlawful use, possession, distribution, manufacture of alcoholic beverages, illicit drugs, controlled substances on University property or in conjunction with University activity (UM Policy 01:105);
11. Possession and/or use of firearms, ammunition, bowie knives, instruments of like kind, bows and arrows, and other potentially dangerous weapons, including firecrackers or other explosive devices in all University buildings, facilities and properties except as expressly permitted as a part of authorized University activities (UM policy 01:140);
12. Damage to or theft of property belonging to the University, a member of the University community or a campus visitor;
13. Unauthorized entry into, use, or occupation of University facilities;
14. Contemptuous, disorderly behavior, or perjury at any disciplinary hearing and/or knowingly violating the terms of an official disciplinary sanction;
15. Other conduct adversely affecting the student's suitability as a member of the academic community.

Students who violate the Student Conduct Code are subject to disciplinary action and may be heard through a Justice Council or Administrative Hearing. When behaviors and circumstances indicate the student's continued presence on campus creates a danger of serious physical or mental harm to the student or others of the University community, an involuntary administrative withdrawal may be

implemented. Likewise, the University reserves the right to impose temporary sanctions including suspension and/or expulsion, if a student who has been accused of a serious crime is deemed an endangerment to self, to others in the University community, visitors, or the educational process.

Violations of the Student Conduct Code are punishable by a full range of disciplinary actions which include but are not limited to warning or informal reprimand, formal reprimand, restitution, campus and /or community service, social probation, social suspension, or administrative withdrawal (expulsion).

The University may impose withdrawal (expulsion). The University may impose reasonable conditions in connection with the imposition of discipline. Disciplinary sanctions shall be imposed on the basis of the University's assessment of the nature and severity of the offense, the disciplinary record of the offender, mitigating circumstances, if any, and such other reasonable factors as may be properly considered in the exercise of fair and informed discretion.

*UM Policies are available in all major offices on campus including the Vice President for Student Affairs and the Student Activities Office. UM policies are also available on the University of Montevallo web page under Polices.

STUDENT GOVERNMENT

The Student Government Association (SGA) is your elected voice representing you at UM. Participation in this important organization is open to all students. Visit the SGA Office to find out how you can become involved. Our offices are located on the second floor of the Student Union Building, (SUB).

The SGA is divided into three branches:

- Executive Branch (Student Body President, Vice President and Cabinet)
- Legislative Branch (Student Senate)
- Judicial Branch (Justice Council)

All executive and legislative elected officers serve one year. The members of the Judicial Branch are appointed for one year by the student body president, as are the Cabinet members and the chairman of Student Government committees.

The Executive Branch is responsible for the administration of the SGA and the enforcement of all its laws. The student body president is assisted by the vice president and appointed Cabinet members who advise the president and coordinate Student Government programs.

Student Government's revenue comes primarily from student activity fees. A major responsibility of the Student Senate, the legislative body of the SGA, is to allocate this money.

Student senators, representing academic divisions and special students, are elected during the spring and fall semester of each year. Candidates must maintain at least a 2.25 GPA and be enrolled in the division they seek to represent.

The Judicial Branch consists of the Council Justices who are appointed by the student body president to serve one year. The Council hears most cases involving violations of University rules and the Student Conduct Code. The Council has jurisdiction over constitutional questions and impeachment trials.

Be sure to visit the offices at the top of the SUB. We are here to serve you. Also, don't forget to utilize the service of our Director of Student Life if you have a problem or complaint. He/She can help you with everything from recreational access to academic concerns.

The Student Government here at the University of Montevallo does many things that benefit the students and the campus. Projects which the SGA either funded or helped to fund are the John W. Stewart Student Retreat Center, the Amphitheater, the renovation, lighting of the intramural fields and the construction of the Student Activity Center, the publication of this student handbook, as well as allocating money for such programs as student publications and the University Program Council. The SGA also benefits the campus in other ways. The SGA sponsors the American Red Cross Blood Drive, and assists with Elite Night and all student elections.

The Student Government Association is here for the students. If you are experiencing a problem or have suggestions please do not hesitate to call upon a senator or officer for assistance. SUB / 8-5 / M-F / 6565.

STUDENT UNION (SUB) - FARMER HALL

You can get a lot done at Farmer Hall - eat; check your post office box; buy tickets, books and school supplies; just sit in a comfortable chair and watch TV; or study between classes.

The main lounge (2nd floor) is a pleasant place to relax, watch TV, or read magazines and newspapers. You can also visit the SGA offices located through the glass double doors.

Jazzman's Café is the snack bar area located in the bottom of the SUB. The menu includes sandwiches, salads, coffee, smoothies, etc. Jazzman's is the perfect change of pace for lunch or a late night snack.

The post office is also located in the bottom of the SUB.

T

TELEPHONE

All telephone numbers that are part of the campus system are listed 6***. Student phone numbers on campus are listed 8***. To make a call from a campus phone to

another campus phone, just dial the last four digits of the number. If you are calling from an off-campus telephone, you must dial 665-6***. To dial off campus from a campus phone, dial 9 and the seven-digit number. Other telephone features, such as 3-way calling, are also available.

THEATRE

UM Theatre invites all students to become involved as actors and technicians on the production of representative world dramas. Work-study opportunities, for those students who qualify for financial aid, exist in areas of scene shop, costume shop, and box office.

A Main Stage Season is designed to give our audiences a wide variety of theatrical experiences. During the course of four years, the season presents as varied a theatre experience as possible by including plays of different authors, periods, countries, styles, and types. As an extension of the student's academic work, UM Theatre provides a laboratory program for cultural, social, and professional development. Participation in theatre activities is open to all students, faculty, and friends of the University.

The Division of Theatre also sponsors The Experimental Theatre, a vital part of the UM Theatre program and offers the college community opportunities not generally available. The Experimental Theatre, supported by the Communication Arts Division of Theatre, presents a series of programs in Chichester Black Box Theatre that, although faculty supervised, are student directed, acted, produced, and often student written. These productions provide the college with a wide variety of theatricalities ranging from original plays, concert readings, creative dramatics and adaptations, to well-known historical and contemporary dramas.

Students are encouraged to purchase a season ticket early in the fall that will admit them to all productions in the main stage series, as well as student shows. Tickets and information are available at the Theatre Box Office, Reynolds Hall 216; by calling 665-6210; or by visiting the department web page at: <http://www.montevallo.edu/thea/>.

TRAFFIC

Parking and Regulations

To insure the safety of drivers, pedestrians and property, as well as to provide adequate parking facilities for all those who drive on campus, a program of traffic and parking regulations has been developed for the University of Montevallo campus.

THIS PARKING PLAN IS SET UP FOR THE CONVENIENCE AND SAFETY OF ALL. IT CAN BE SUCCESSFUL ONLY IF ALL PERSONS - FACULTY, STAFF, STUDENTS, AND VISITORS - ABIDE BY THE REGULATIONS.

Registration and Permits

- Students, faculty, and staff members parking a vehicle(s) on campus must register their vehicles annually, for which a fee is charged and the appropriate permit issued.
- Vehicles may be registered at any time at the Cashier's Office or University Police Department.
- The following information is required for registration:
 1. Name and address (campus and home)
 2. Vehicle description and license number
 3. Social Security number
- Refusing to give correct social security number or providing false information on vehicle registration cards will result in a parking permit not being issued and may result in disciplinary action.
- Upon registration, the driver will be issued a transferable permit (hangtag), which must be properly displayed on the rearview mirror of the vehicle that is brought to campus. To be properly displayed, the permit must be hung from the rearview mirror with the decal number facing the windshield and unobstructed by any other objects. During initial registration for a parking permit, only the information pertaining to a person's vehicle most likely used to drive on campus will be necessary. In the event that another vehicle is driven to campus, an individual may transfer the hangtag permit to that vehicle. The person to whom the hangtag is registered will be responsible for any violations pertaining to any vehicle in which the hangtag is displayed, regardless of who is operating or owns the vehicle.
- Replacement of a lost, stolen, or destroyed hangtag will be at the expense of the registrant at the original price.
- In the event that the hangtag permit is misplaced or forgotten, a temporary permit may be obtained at the Police Department.
- Permit color or color blocks on the permit designate the proper parking area(s) for the registered vehicle.

Commuter Student	Red
Residence Hall Student	Green
Faculty-Staff	White
Person with Disabilities	Blue

- A physician's certificate may be required for approval of permits for persons with disabilities.
- All vehicles on campus must be registered or, in the case of visitors, must display a Guest Parking Permit.
- All students, faculty, and staff permits expire August 15 yearly. Expired permits should be removed and destroyed.

Regulations

- The University reserves the right to deny, for cause, any person the privilege of operating and/or parking a motor vehicle on campus.
- The University assumes no responsibility for losses from fire, theft, or from any other cause when cars are parked on campus.
- City and State regulations and rules, and all directive signs governing the use of motor vehicles, must be observed at all times.
- Red-White-Green Zones are in effect from 7:30 AM until 4:00 PM Monday through Friday. Park only in spaces or zones matching your permit during this time.
- Spaces for persons with disabilities are for the exclusive use of qualified permit holders and visitors with disabilities. Permits for persons with disabilities are good in any legal parking space.
- Parking is prohibited except in marked spaces. Painted lines and specific signs mark parking spaces.
- Parking on the grass, on sidewalks, or blocking sidewalks is prohibited.
- Blocking fire hydrants is prohibited.
- Parking in fire lanes and loading docks is prohibited. Fire lanes and loading docks are Tow Away Zones.
- Double parking is prohibited. Double parking is parking across the line, either to the side or the back or the front of the vehicle.
- Twenty minutes zones are marked by signs and in effect 24 hours a day.
- The registered driver of a vehicle is responsible for all citations issued to the vehicle.
- The University reserves the right, after a reasonable attempt is made to contact the owners, to remove and impound illegally parked and abandoned vehicles; any vehicle found on campus without a decal, or with no license plate; or any vehicle parked in such a way as to contribute a serious hazard to other vehicles or pedestrian traffic or to the movement and operation of emergency equipment. The owner(s) shall thereafter be responsible for any costs involved in removing, impounding, and storing of such vehicle occurring during removal or impoundment.

Citations and Fines

- Violation of any provision of the University Parking and Traffic Regulations will result in the issuance of a citation.
- Citations should be paid immediately at the Cashier's window on the 2nd floor of Palmer Hall.

Parking regulations apply equally to students, faculty, and staff. Parking citations issued to faculty that are unpaid after thirty days will be referred to the appropriate dean or, in the case of staff, to the immediate supervisor.

Students who accumulate five (5) or more parking citations a semester will be subject to disciplinary action. A wheel-locking device (boot) may be applied to the student's vehicle or the vehicle may be towed and impounded at the owner/driver's expense. Persistent violations of parking and traffic regulations may also result in suspension of campus parking privileges.

Vehicles parked on campus without a parking permit (hangtag) which cannot be identified or assigned to a student, faculty, or staff member, will be subject to towing and impoundment, a wheel lock applied, after five (5) or more citations in a semester are issued.

When a wheel locking device is applied to a vehicle and remains on the vehicle for more than 24 hours, the vehicle will be towed and impoundment at the owner/driver's expense.

The owner/driver of a vehicle that has been immobilized through the use of a wheel lock must show identification to a University police officer, pay a \$25.00 wheel lock ticket, and purchase a parking permit (if the vehicle is unregistered) prior to the vehicle being released. Vehicles that have been towed will be subject to towing and impoundment charges before being released.

The University is not liable for any damage to vehicles occurring during towing, impoundment, or when immobilized through the use of a wheel lock.

Parking Areas

Responsibility for finding an authorized parking space rests with the operator of each vehicle. Lack of space in a certain area or inclement weather is not valid excuses for violation of these regulations.

By matching the color of the permit with colored curbing, surface striping, or signs in the parking areas, drivers will ensure adequate parking for all.

COMMUTER STUDENT DRIVERS

The Comer Hall Lot, Palmer Hall, College Drive, and the parking lot near the Physical Plant have been established primarily for the convenience of commuters. Commuters thus should park in these areas, marked red, and walk to classes from there. If all red spaces are filled, commuters should use the parking lots provided for overflow parking/all permits.

RESIDENT STUDENT DRIVERS

The Fuller Hall, Jeter Hall, Calkins Hall, Napier Hall, and Tutwiler Hall lots are primarily resident parking areas, marked green. Residents should park in the green areas of these lots mindful that there are Faculty-Staff (white) spaces in some of them. If all green spaces are filled, residents should use the parking lots provided for overflow parking/all permits.

FACULTY AND STAFF DRIVERS

Parking spaces have been provided adjacent to all buildings where faculty and staff carry out their duties. Faculty and staff should park only in these spaces, marked white.

DRIVERS WITH DISABILITIES

Specially marked parking spaces are located at each facility for the use of drivers with disabilities. The (blue) permit is good in these spaces as well as any other legal parking space on campus.

A Reminder From the Chief of University Police

Here are some hints to help you find convenient parking and to prevent you from receiving a Parking Citation:

- Be sure to register your vehicle. This is for your safety and the safety of your property as well as the maintenance of the parking system.
- Match your permit color to the parking zone you select. Parking in the wrong zone is the most common violation noted, and it always inconveniences someone else. Be careful not to stay over 20 minutes in the 20-minute zones. These areas, marked with blue paint and appropriate signs, are for the convenience of all drivers, so please don't abuse them.
- Don't block sidewalks or fire hydrants.
- Remember to park only where paint lines or a specific sign indicates a space.
- Unpainted curbs and yellow curbs are "No Parking" areas.
- Don't park in Fire Lanes or Disabled spaces even for a minute. The folks who use these areas really need them much more than you might.
- Remember, by following the regulations, pavement markings, and signs, you can park conveniently for nearly all of your needs. Parking improperly always inconveniences someone else and may result in the issuance of a citation, but just a moment's thought can prevent it.

Campus Speed Limit-20 M.P.H.

All persons registering or driving motor vehicles are responsible for knowing the rules and regulations governing traffic and parking.

Guests and Visitors

Guests and visitors should obtain a Guest Parking Permit from University Police or the Visitors' Information Center in Ramsay Hall. The Guest Permit is good in any legal parking space on campus.

University Entrance Gates

The Entrance Gates are open 24 hours each day while school is in session. The Entrance Gates in front of Palmer Hall, Calkins Hall, and the Operations Building are open from 8:00 A.M. - 5:00 P.M. weekdays while school is not in session.

Payment of Fines

Fines should be paid immediately at the Cashier's Office, 2nd floor, Palmer Hall.
SEE CITATIONS AND FINES, PART II.

Fines For Violations

- Parking in wrong zone \$25.00
- Overtime parking in 20 minute zones \$10.00
- Parking without a permit \$10.00
- Parking in "No Parking" area or "Loading Dock" with yellow paint and/or sign \$25.00
- Parking backwards/against traffic flow \$10.00
- Parking in "Reserved" space, spaces reserved for visitors and spaces designated by white stripes and/or signs as reserved for faculty/staff \$25.00
- Parking in spaces for Drivers with Disabilities or Fire Lanes \$50.00
- Parking in Tow-Away zone \$25.00
- Wheel Lock Removal \$25.00

Moving Violations

All moving traffic violations (i.e. speeding, running stop sign, reckless driving, etc.) are subject to State Uniform Traffic Citations and are enforced by University Police.

Appeal Procedure

Any student, staff, or faculty person receiving a citation for a parking violation has the right to appeal to the Appeals Committee.

To appeal, a person must fill out an Appeal Form at the Cashier's window in Palmer Hall (2nd floor) within ten (10) school days of citation date and leave it with the Cashier. When the Appeals Committee receives appeals, the person appealing will be notified by mail of the date and time to appear for a hearing.

Should the fine not be paid or an appeal not be filed within 10 school days of the citation date, the right to appeal will be forfeited.

Disabled Vehicles

Disabled vehicles are the responsibility of the driver, and should be removed within 24 hours. Disabled vehicles that constitute a traffic hazard will be removed at the owner's expense.

Littering

Drivers and pedestrians are expected to help keep the campus clean by not littering parking lots, roadways, sidewalks and the like. Persons forgetting that may be so "reminded" by police and other UM officials and may even be required to pay the cost of having litter removed.

TRUSTEES, Board of

The UM Board of Trustees is the principal policy-making body for the University. The Governor appoints members of the Board for twelve-year terms. Also serving on the board is an ex officio student trustee who is appointed by the SGA President with the approval of the Student Senate.

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P.O. Box 1050
Scottsboro, AL 35768

SIXTH

Dr. Jeanette Keller
Member
P.O. Box 523
Birmingham, AL 35209

SEVENTH

Sen. E.B. McClain
Member
3826 Troy Terrace
Brighton, AL 35020

STUDENT TRUSTEE

Mr. Cedric Norman
UM P.O. Box 2287
University of Montevallo
Montevallo, AL 35115

U

UMAIL

Umail is an official means of communication among students, professors, and administrators. Each student is issued a Umail account once you become a student at Montevallo. Students are held responsible for all announcements, requests and/or sensitive information delivered to their Umail account. This is a free service. If you have questions regarding your Umail account or password, contact Computer Services / 6520.

UNIVERSITY PROGRAM COUNCIL

The purpose of the University Program Council (UPC) is to coordinate and execute various forms of entertainment throughout the year at the University of Montevallo. The UPC Coordinator's office is located on the 2nd floor of Farmer Hall on the SGA hall (6565).

UPWARD BOUND

The Upward Bound Program is funded by the United States Department of Education. It is designed to provide academic skills, counseling, tutoring, mentoring, and cultural enrichment necessary for economically disadvantaged youth to complete both secondary and postsecondary schools. Students from Bibb, Chilton, and Shelby Counties meet on weeknights at the University of Montevallo throughout the academic year to receive these services. During the summer, the program conducts an intensive six weeks academic program. The students live on the campus during the summer phase as a means of becoming oriented to campus life.

V

VETERANS' AFFAIRS

The University of Montevallo is approved for the education of veterans, service members, and dependents of veterans eligible for benefits from the Veterans Administration and the State of Alabama Department of Veterans' Affairs. The Office for Veterans' Affairs for students receiving benefits under federal programs is located in the Records Office in Palmer Hall. Students receiving benefits from the State of Alabama Department of Veterans' Affairs are assisted in the Student Financial Services Office in Palmer Hall.

W

WIRELESS NETWORK

A wireless network is available upon registration of your personally owned computer. It is accessible in the Library, Jazzman's, cafeteria and the McChesney Student Activity Center as well as all academic buildings.

WITHDRAWAL FROM THE UNIVERSITY

Students intending to withdraw during a term should go to the Counseling Center to complete a withdrawal form. Students receiving financial aid should consult the Office of Student Financial Services to determine the effect the withdrawal may have on their aid. Resident students should notify the Office of Housing and Residence Life of their intent to withdraw. Residents who withdraw from the University must check out of their room within 24 hours of withdrawal. Completing these procedures results in official withdrawal from the University, and a grade of "W" is recorded for each course. Students may not withdraw after the final withdrawal date, which is published in the University Calendar in the Bulletin and in the class schedule each semester. Those who do not adhere to the withdrawal procedure receive those grades as posted to the academic record at the conclusion of that semester or term.

A student on probation who has withdrawn on more than one occasion from the University is not eligible for subsequent withdrawal without special permission from the dean of the college and the concurrence of the Vice President of Academic Affairs.