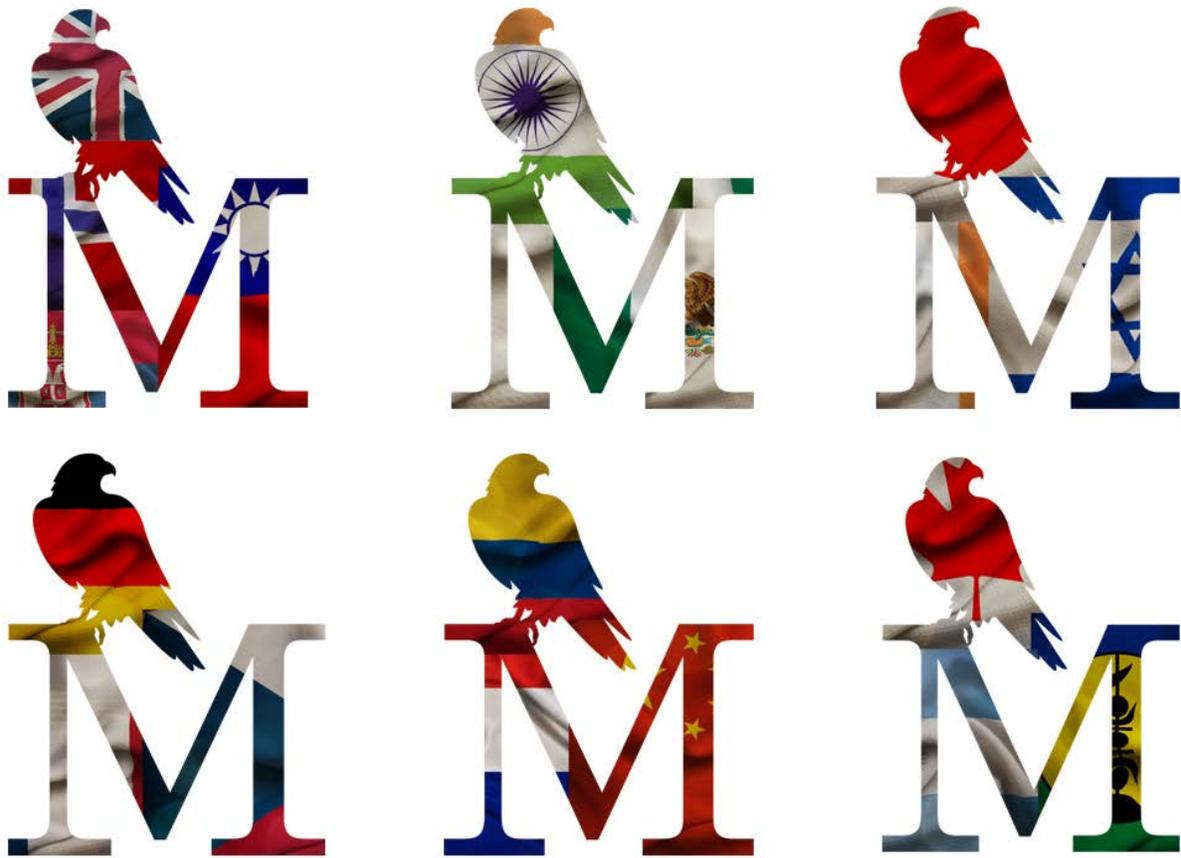


# University of Montevallo



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## International Student Handbook

Welcome to Montevallo!

A willingness to learn and involve oneself in a variety of novel experiences and new relationships is an essential component of college student development. As an international student, selecting the University of Montevallo as your home away from home will allow you to not only benefit from a diverse college experience but will also give you the opportunity to do so in an engaging and welcoming campus atmosphere. Our hope is that you will share yourself and your culture with us and that we can introduce you to the many facets of our culture and our community.

Again, welcome to UM. We're glad you have chosen to join our family!

**Tammi Dahle, Ph.D., NCC, LPC,LPC-SC**  
**Dean of Students**

Welcome to the Family!

We are so happy that you've chosen to be a part of the Montevallo family! We hope to offer programming that will engage you both on and off campus as well as immerse you into the culture and history of Alabama. Although you may be far away from home, you are never alone here! We have over 80 student organizations for you join and connect with new friends. Please take a moment to look over this handbook as it will serve as a guide to the most frequently asked questions international students have. If there is something this handbook does not cover that you have a question about, please feel free to contact me. My office is located on the 2<sup>nd</sup> floor of Farmer Hall and I am more than happy to help in any way that I can.

**Cedric Norman**  
**Assistant Director of Student Life**

**DSO, Visa, Immigration Paperwork**  
Barry Graves @ 665-6040 or [bgraves2@montevallo.edu](mailto:bgraves2@montevallo.edu)

**Foreign Exchange Program**  
TyAnn Lindell @ 665-6093 or [tlindell@montevallo.edu](mailto:tlindell@montevallo.edu)

# Housing and Residence Life

West Wing of Main Hall

(205) 665-6235

## Items to bring with you

- Mattress cover (standard size twin)
- Sheets, pillows & pillow cases (standard size twin)
- Blanket
- Comforter/Bedsread (standard size twin)
- Towels, washcloths, toiletries (soap, shampoo, etc.)
- Shower curtains (Brooke, Peck, Residential College)
- Waste basket
- Alarm clock
- Laundry bag/basket
- Laundry detergent/dryer sheets
- Flashlight

***In the event you are unable to bring bedding (luggage constraints) the Housing office has a complete bed set available for \$65. The set includes one pillow with pillow case, comforter, sheets, towel and wash cloth. Money can be paid to the Housing office and can be available at the time of check-in with prior notification.***

## Other items you might find useful

- Power strips only/surge protectors Note: Extension cords are not allowed
- Personal computer
- Refrigerator  
Note: Must be small personal fridge. There is a \$15 per semester (\$5 per summer term) energy surcharge for each refrigerator
- Curtains
- All windows have blinds. All rooms have at least one window. A few have more than one.
  - Window dimensions are approximate
  - Brooke Hall – 43" wide X 52.5" long
  - Main Hall – 48" wide X 85" long
  - Hanson Hall – 35" wide X 72" long
  - Napier Hall – 48" wide X 60" long
  - Lund Hall – 41" wide X 54" long
  - Peck Hall – 32" wide X 64" long
  - Tutwiler Hall – 32" wide X 72" long
  - Residential College – Bedroom 33" wide X 57" long; Living room – 27" wide X 57" long (2)
- Coffee maker (sealed unit)
- Ironing board & iron
- Radio/stereo
- Study lamp
- Blow dryer/curling iron
- Throw rugs
- Pur Pitcher water filter or faucet filter (other brands are available)
- Glade flameless candles

## **Items which are NOT allowed**

- Electrical heating appliances such as space heaters, hot plates, electric blankets, toasters (do not bring any appliance with an open coil or flame)
- Microwave ovens (except as a part of a MicroFridge unit)
- Pets (except fish, 10 gallon tank limit)
- Any type of extension cord is NOT ALLOWED – you may bring surge protectors (power strips)
- Sun lamps
- Electric blankets
- Candles
- Incense

*Note: Health and safety inspections will be conducted once a month. Violators will face disciplinary action.*

### **Food Service on campus**

- **Anna Irvin Dining Hall** has many food options to choose from such as salad bar, pizza, burgers, fries. A sandwich deli is always open where they make your sandwich the way you want it. The Anna Irvin Dining Hall, home to the University's main dining facility, is conveniently located at the center of campus and features Pulse on Dining (POD). POD combines an excellent variety and selection with outstanding customer service in an inviting, state-of-the-art facility. Our chefs showcase their craftsmanship with quality, made-to-order entrées of regional and traditional cuisines focusing on fresh ingredients and healthy offerings.
- **James R. Wilkinson Student Life Center** offers a variety of food choices! Moe's Southwest Grill serves a wide variety of fresh, made-to-order Southwest fare, and their enthusiastic "Welcome to Moe's!" greeting is the first thing you'll hear when you walk into the restaurant. Olo Sushi offers sushi made fresh daily. Finally, "We Proudly Serve" Starbucks offers espresso and cold and blended beverages as well as tea and pastries.
- **Ollie's** helps you to study and snack! While you're studying in the Oliver C. Carmichael Library, pick up a quick snack at Ollie's. OLO Sushi and Outtakes furnish "grab-it-and-go" choices.

## Meal Plans

If you live in a residence hall (except for Peck and Residential Hall) you must have a meal plan. Please see website for information on cost and how the meal plan works.

5-meal plan/week + 350 flex points

10-meal plan/week + 200 flex points

15-meal plan/week + 150 flex points

19-meal plan/week + 100 flex points

The meals do not “roll over” from one week to another.  
For example: if you have a 14 meal plan and one week you eat 10 meals in the dining hall, you can not eat 18 meals the next week.

## Optional Commuter Plans

*Available for students not required to have the above Commuter Meal Plan*

300 meals + 50 flex points

150 meals + 75 flex points

75 meals + 100 flex points

50 meals + 75 flex points

25 meals + 50 flex points

- 1 flex point = \$1.00 to be used in any retail dining service located on the UM campus or at select off-campus food locations
- Receive 10% in Bonus Dollars for flex point purchases of \$50.00 or more (ex: purchase \$100.00 in points and \$110.00 will be added to your card)
- Flex points added to your card are good as long as you are enrolled at UM

## Telephone Service and Internet

Every room on campus will have a phone outlet and network outlet. You are required to purchase your own phone. There are no charges for local and phone card calls.

## Off Campus

### Important points in renting an apartment

- **Read the lease agreement before you sign it! Ask questions if you do not understand the lease. Know what the terms of the lease are (start/end date, deposits required, etc.).**
- Learn how to operate the dishwasher and other appliances. If you don't know, be sure you ask the manager *before you try to use them*.
- Pay your rent on time. If you are unable to do so, talk to the management to request permission for late payment.
- Keep your apartment clean. Dirt attracts bugs and roaches. Courtesy to neighbors includes noise control and cleanliness.
- Notify the manager one month in advance if you are moving.

- Go through the apartment and put in writing to the landlord noticeable damage.

### **Questions to ask before renting an apartment**

1. How much is the rent?
2. Is a deposit required? If so, how much?
3. What is included in the rent payment? (utilities, phone, cable)
4. When is rent due?
5. Are storage facilities available? Are there additional charges?
6. Do you have furnished and unfurnished apartments available?
7. Do you permit pictures to be hung on the walls or allow any type of improvements to be made?
8. Where is the nearest grocery store?

### **Lease Questions**

1. Will you return my security deposit when I leave?
2. How long is the lease? Will I be penalized if I break it? Does the lease automatically renew?
3. How much notice needs to be given before I can terminate the lease?
4. Is subleasing allowed? If yes, what procedures must be followed?

### **If you have a car or motorcycle**

1. Is parking available and what kind is it? Garage, parking lot or street?
2. Are there charges for parking?

### **If you have a pet:**

1. Are pets allowed? Maximum size, weight, height and type of pet?
2. Is there a pet deposit? How much is it and is it refundable?

### **If you have children**

1. Are children allowed?
2. Are there childcare facilities? Are there additional charges?
3. Where is the nearest school or daycare?

### **Deposit**

- You can not use your deposit as your last month's rent!
- It is usually refundable.
- Your deposit is collected to make sure the landlord will be able to repair and clean your apartment when you move out.
- To get your deposit back you need to make sure that you clean your apartment at the time you leave and that there is no damage.

### **Utilities**

City of Montevallo (205) 665-0838 (water), Alabama Power (800) 245-2244, Alagasco (800) 292-4008 (natural gas)

Many apartments include utilities in the rent. If not, you are responsible for turning the utilities on and off. You will also be responsible for paying the deposits and connection fees for the services.

**Telephone, Cable and Internet Service**

Need to provide the phone company with:

- Name
- SS# **OR** Fax a copy of Passport / Visa
- Address

**Please Note:** AT&T and Charter Communications serve the Montevallo area

## CLEANING SUPPLIES

Below is a list of cleaning products that you may need and some of the brand names.

CAUTION: Use all these supplies only as directed on the containers!



**Washing dishes:** Joy, Ivory Liquid, Palmolive Liquid



**Scrapping food off pots and pans:** "Scrubbers" made of copper or steel wool or of plastic. Some are Brillo pads and SOS pads



**Washing windows or mirrors:** Windex, Glass Plus, Formula 409 for Windows

**Washing clothes:** Liquid Wisk, Dash, Tide, Cheer, All

**Hand washing polyester clothing:** Ivory Liquid, Woolite



**Whitening and removing stains (clothing):** Clorox and other chlorine bleaches. There are also a number of stain removers



**Cleaning sinks, bathtubs, and other porcelain items:** Ajax, Comet (these are powders), Soft Scrub, Mr. Clean, Formula 409, Dow Cleansing Bubbles, and Clorox Wipes

**Cleaning painted surfaces and linoleum and tile floors:** Mr. Clean, Formula 409, Spic and Span



**Cleaning toilet bowls:** Use Vanish or other powder cleaner, but you should read the instructions carefully and use a long-handled brush. *Don't get these cleaners on your hands.*

**Air Fresheners:** Glade, Clorox, Febreze



**Dishwasher:** use only special soap designed for dishwashers. Cascade is a popular dishwashing soap.



**In using all cleaning products especially using Clorox and other chlorine bleaches, you should be very careful. Follow the instructions on the container and do not combine bleaches with other cleaning supplies. Poison gas could form. Remember all cleaning supplies should be kept out of reach of children, because many of them contain poisons.**

# **STUDENT HEALTH SERVICES**

East Wing of Main Hall

(205) 665-6275

Student Health Services provides direct, basic medical care and serves as a referral source for students needing care beyond that available on campus. The majority of services provided are covered by a mandatory undergraduate health fee. Expenses incurred for care beyond that provided by the University are the responsibility of the student. Graduate students may elect to pay the health fee to access services provided.

**Located in East Wing of Main Hall**

**Open during normal University operating hours: Monday-Friday 8 a.m.-5 p.m.**

**Appointments are required**

**(205) 665-6275**

## **REQUIRED MEDICAL FORMS FOR ALL INCOMING INTERNATIONAL STUDENTS**

Developed in accordance with recommendations from the Alabama Department of Public Health (ADPH), the Alabama Tuberculosis Medical Advisory Council, the Center for Disease Control and Prevention (CDC), and the Advisory Committee on Immunization Practices (ACIP)

### **1. Student Medical History Form, completed by physician**

Please complete both sides of the form, including signature.

*Form available in the admissions packet, online, and at Health Services.*

### **2. Tuberculosis (TB) Skin Test**

Results must be submitted in millimeters, must include date administered and date read (after 48-72 hours), and have health care provider signature and clinic information.

*Please note that if your skin test is positive, a chest x-ray will be required.*

### **3. Proof of MMR (measles, mumps, rubella) Immunization**

Please provide a copy of original medical documentation indicating two dates of two separate doses of MMR vaccinations. These documents can be obtained from the physician's office who administered your vaccinations or previous school attended. If vaccination records are unavailable, proof of immunity can be acquired through blood testing (rubeola titer) at a physician's office.

**Prior to arrival on campus, please mail, fax, or deliver  
the above listed documents directly to UM Health Services**

**UM Student Health Services**

**Station 6275**

**Montevallo, AL 35115**

**Fax: 205-665-8180**

*Failure to submit required documentation will result in a hold being placed on the student's account, preventing registration and changes to course schedule.*

## **International Student Health Insurance**

Like other universities, the University of Montevallo requires international students to have health insurance prior to their arrival. International students must have a health insurance policy that meets federal law requirements [refer to US government document 22 CFR 62.14].

University of Montevallo offers a policy that is underwritten and administered by a subsidiary of United Healthcare, Global Care Basic Plan. This policy was selected by the University because the cost is low and the benefits are generous. The University does not profit from sales of this policy and it is the student's responsibility to become familiar with its terms and benefits. You will be automatically enrolled in this plan, unless you provide proof of comparable coverage. If you opt to secure your own health insurance policy, a copy of the terms and benefits must be reviewed by our staff at health services to ensure it meets federal law requirements. Please send a copy to Student Health Services, fax: 205-665-8180.

## **How Can I Access My Insurance Information**

Go to [www.pghstudent.com](http://www.pghstudent.com), and at the bottom of the page select 'My Account'. Follow the instructions to set up an account and print an ID card. The following information is needed in order to set up an account:

1. First and last name
2. Date of Birth
3. Either ForUM email address student ID number (M#)

### **Hygiene:**

In some cultures, body odor is considered very natural and acceptable. However, for Americans, the body's natural smell is considered unpleasant. Americans bathe or shower daily and use deodorant to counteract odor/perspiration. Men also often use colognes or aftershave, while women may use perfumes. Americans also wash their clothes once a week to make sure no body odors accumulate.

Americans brush their teeth with toothpaste, often twice a day. In addition they may rinse their mouth with a flavored mouthwash. This is to insure that their breath is fresh (free of odor). If you find that you are unable to brush your teeth after eating, you might wish to try chewing gum or eating a breath mint.

American women shave their legs and underarms and some also apply makeup to their faces. Men may choose to shave their faces.

### **Alcohol:**

In the United States it is illegal to purchase, possess, or drink alcoholic drinks including beer and wine, until you reach the age of 21.

### **Do you smoke?**

In many parts of the US all public buildings are designated "smoke free" meaning that you

cannot smoke in any part of the building. Restaurants may have smoking and nonsmoking sections. If you are a guest in someone's home or apartment always ask permission before you smoke. **There is no smoking allowed in the residence halls!!! If you are caught smoking in the residence halls, you will be fined!!!**

**Some steps students can take to reduce chances of becoming ill during the school year:**

- Get plenty of rest
- Get regular exercise
- Eat right, take advantage of nutritious meals, don't skip meals
- Always wash your hands after using the restroom.
- Find ways to deal with stress
  - Relax by taking several deep breaths
  - Take a mini vacation in your mind - imagine a happy time, remember a peaceful situation
  - Listen to quiet music

## **COUNSELING SERVICES**

**Main Hall Central, Lower Level**

**Phone: 205-665-6245**

Whether this is your first semester on campus, you are preparing to graduate, or you are somewhere in between, college can be challenging. The Counseling Services office is here to help! Our staff understands the pressures of being a college student and are available to meet with you. All services are free and confidential and are available to currently enrolled, degree-seeking students.

Our services include individual and group counseling. These services can help you as you learn to deal with relationships, live away from home, balance a variety of responsibilities, and handle everyday life, among other things. We are also involved in raising awareness on campus about mental health issues that are relevant to you as a student.

**Depression and your health, some signs of depression:**

Are you having sleepless nights?

Are you not eating?

Are you having trouble concentrating on your classes?

Are you feeling hopeless?

Are you feeling financial strain? Are

you feeling a sense of isolation? Are

you feeling rage?

If you are experiencing these feelings and they just don't seem to go away, please come and talk to us. To schedule an appointment with a counselor, stop by the lower level of Main Hall or call 665-6245. For more information about our services, visit [www.montevallo.edu/CounselingCenter](http://www.montevallo.edu/CounselingCenter).

# **SAFETY**

## **Walking at night**

1. Avoid going out alone at night. After dark you should always be in a group of two or more people. Walk near the curb and avoid walkways that pass close to shrubbery, dark doorways, or other areas of concealment.
2. Stay in well-lit areas.
3. Do not except rides from strangers.
4. If you have night class, police escorts to your residence hall or car are available. You can call them at (205) 665-6155.

## **Protect your money**

1. Do not leave your purse, wallet, money, or anything valuable in a visible place, including your car. Keep it locked inside a desk drawer or a file cabinet.
2. Carry only the amount of money you will need for the day. Pay for large purchases with a check, or debit card.
3. Always lock your door when you leave your residence hall room, even if you will only be gone a few minutes.

## **Safety in your residence hall room/apartment**

1. Keep your room locked when you are in and when you leave.
2. Do not prop open exterior residence hall doors. These doors are always locked for your protection.
3. Report suspicious persons around or in your residence hall.
4. Keep windows that are near ground level locked.
5. Report any security deficiency to the Housing Office (205-665-6235) and/or the UM Police (205-665-6155)
6. Don't place electronic items near windows where strangers can see them.

## **Safety in your car**

1. Always lock your car when entering or leaving it.
2. Have your keys in hand so you do not have to spend time looking for them when you are getting in your car.
3. Before getting in your car, check the front and back seats to make sure no one is hiding there.
4. Do not offer rides to strangers.
5. If you suspect someone is following you, drive to the nearest open public place and sound your horn.

## **Emergency numbers**

**Fire, Ambulance, Police Emergency**

**911**

**Campus Security**

**(205) 665-6155**

# MONEY AND BANKING

It may be helpful to open a bank account with an American bank so that your money will be safe. The banks that are located in Montevallo are Regions Bank and Trustmark Bank. You can also find Wells Fargo, RBC Bank, PNC Bank, Aliant Bank and America's First Credit Union within 15-20 minutes of campus.

## **Checking Account**

A checking account (called a "current account" in many countries) keeps your money safe and yet accessible. It allows you to write checks in order to pay your bills or to make purchases. When you use checks in a store you will need to show a picture id (passport, driver's license) as proof of who you are. It is very important that you keep track of all the checks you write, withdrawals that you make, and deposits you make because you don't want any overdrafts. An overdraft is when you write a check for more than what you have in the bank. The bank and the store you wrote the check to will both charge you a fee. The combined total charge could be more than \$50.00 per check. It is illegal to willfully issue "bad checks" (checks for which there is no money or an account which you have closed).

## **Debit Cards**

A "debit card", also known as a checking card allows you to withdraw or deposit money to your bank account using an ATM (see below) and to make purchases at stores that accept the card. Some debit cards carry a credit card logo (MasterCard or Visa) and can be used in place of a check or credit card. Debit cards are NOT credit cards. You must have money in your account to cover your purchases to be able to use the debit card as a credit card. **You will be charged an overdraft fee if you use the debit card to pay for something with it when there is not sufficient money in your account to pay for it.** You will be charged an overdraft fee every time you use it, if there are insufficient funds in your account.

## **ATM (Automatic Teller Machine)**

An ATM is a machine where you can get money from your account or deposit money to your account. ATMs that are not your bank's ATM will usually charge a fee for use. For example if you have a bank account with Regions Bank and you use a Troy Bank & Trust ATM (TB&T) both banks might charge you for the withdrawal and you can definitely NOT deposit money in this ATM.

On campus we have a Regions Bank ATM located in Farmer Hall near the post office.

## **Savings Account**

If you bring enough money for the entire term, you might want to open a savings account. A savings account earns interest, and you can make a number of withdrawals from it (depending on the bank and the type of account). Make sure you ask at the bank about the different savings accounts available and the rules associated with the accounts. You might also want to look into putting your money into a short term bond that can earn you interest.

## **Deposit box**

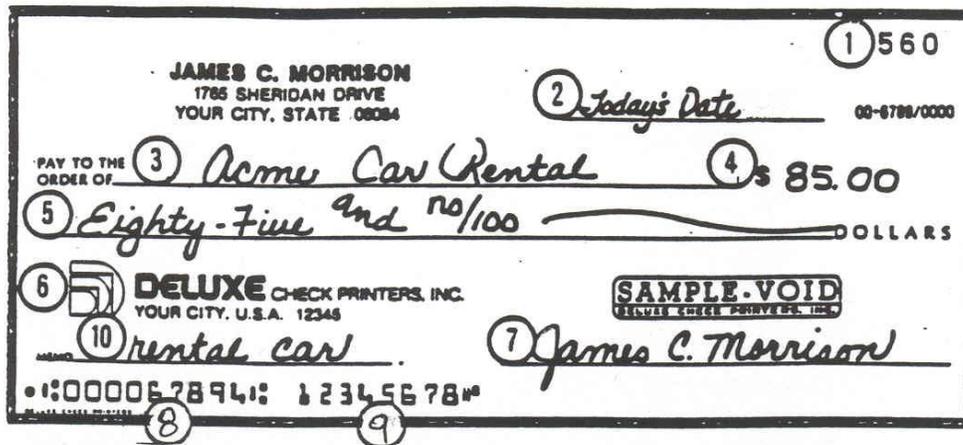
In every bank you can rent a deposit box where you can keep important documents such as your passport and I-20. The price is different depending on the bank but it should be approximately \$25 for the smallest box.

## Credit Cards

The use of credit cards is widespread in the US. There are many credit card companies and almost every major grocery store and department store has credit cards. It is important to be very careful when you use credit cards and debit cards online or ordering over the phone. There are many people that have lost money because their card number got into the hands of a criminal. If you lose or have your card stolen, you need to notify your credit card company or bank immediately. Be very careful with your credit cards. Some students have helped other students buy phone cards over the internet, and then the student that was helped continued to use the credit card number to purchase other items online. This left the card owner with bills to pay that were not authorized.

## Parts of a check:

Many of you are familiar with each of the parts of a check.



1. Consecutive number: Usually these numbers will be printed on your checks. It provides a good way to keep track of how many checks have been written.
2. Date line: The date the check is written.
3. Payee line: The name of the person or business to whom the check is written.
4. Amount of check: This should be written in figures.
5. Amount of check: This should be written in words.
6. Bank logo/titleplate: This identifies the financial institution where your checking account is located.
7. Signature line: This should be the legal signature of the person writing the check.
8. Bank code: Every financial institution in the Federal Reserve system is assigned an identification number. This number ensures that the check will be directed back to your own bank.
9. Customer account number: This is the number that identifies each separate checking account at the bank. Both the bank code and customer account number are printed

using magnetic ink so that they may be read by high-speed electronic sorters.

10. Memo line: This is a space for the check writer to record why the check is written.

### How to write a check

1. Using a pen or typewriter, date the check the day you write it. Checks are sorted electronically so post-dating a check has no effect on when it will be subtracted from your account.
2. Write CLEARLY the name of the person or firm to whom payment is to be made.
3. Write the amount of the check in figures. Begin writing as closely to the dollar sign as possible to prevent anyone from adding a digit in front of what you've written.

For example:  $\underline{\$15.50/100}$   
Correct

\$  $\underline{15.50/100}$   
Incorrect

4. Write in words the dollars and show the cents as fractions of 100. Draw a wavy line in the remaining space. For example:

*Eighty-Five and  $\frac{50}{100}$*  ~~~~~ Correct

*Eighty - Five and  $\frac{50}{100}$*  Incorrect

[Note: If the figures in #3 and the words in #4 do not match, some banks use the figures on the check. Ask your bank whether they use the figures or the words in case of a conflict.]

5. Sign your name EXACTLY as it is printed on your checks. DO NOT SIGN a check until it is ready to be used. When you sign a check, you become responsible for paying the amount indicated on the check.
6. The memo line is to record why the check is written.

Remember to keep your checks in a safe place.

### Lending Money

Many students have loaned money to other students because they are from the same country but have never been repaid for the loan. Unless you have extra money and you don't care if you will be repaid, do not loan money to other students.

# UNIVERSITY TERMS

**Caf:** The cafeteria or Anna Irvin Dining Hall

**Class:** Sessions or meetings of particular courses. These are listed in the Schedule of Classes, issued each semester, which lists the days and times the classes meet.

**College:** The University is divided into units known as “Colleges”. The colleges at the University of Montevallo are: the College of Arts and Science, Michael E. Stephens College of Business, and the College of Fine Arts and the College of Education.

**College Night:** The longest running Homecoming tradition in America. It is sometimes regarded as the first-ever homecoming in the nation! College Night typically occurs the second weekend of February. It is also featured in the Smithsonian Museum and was featured as a question on *Jeopardy*. The school splits into two sides, “purple” and “gold”.

**Department:** Within each College or School there are several Departments that specialize in certain subjects. For example, the Stephens College of Business includes the Departments of Accounting, and Finance, among others.

**General Studies Program:** The General Studies Program is composed of a wide spectrum of general courses. It is designed to give all students a broad base of knowledge and is required of all students seeking a bachelor’s degree.

**Course:** Subject offerings. These are listed in the Bulletin. Undergraduate students usually take 5 courses per semester.

**Credit Hour:** Courses are given credit hour values. Most courses are 3 credit hours. This means that the course meets for approximately 3 hours each week during the semester. To be considered a full-time student, undergraduates must take a minimum of 12 credit hours, and graduates must take at least 9 credit hours each semester.

**Elective Course:** Optional courses within a major. Each student must choose several of these courses.

**Gold:** Gold side’s mascot is a lion and their sign is a “thumbs up”.

**Green:** Neutral side of College Night. Those who do not wish to declare a side are considered “green” and use the signs of both purple and gold to represent them.

**Grade Point Average (GPA):** A Student’s performance is evaluated with grades that go from “A” to “F”, which are given numerical value (A=4, F=0). These values are weighted by the number of credit hours that correspond to each grade.

**Graduate:** A student who has already received a Bachelor’s degree or equivalent.

**“The Hands”:** The “Becoming” sculpture is located near the center of campus in between Palmer and Main Hall. This is also the pickup point for the monthly shuttle service

**Hold:** Certain requirements must be cleared before you are allowed to register. Some holds that you might have are: housing, health center, business office, student conduct, etc. Students will not be able to register until all holds are cleared.

**Major:** The academic area in which a student specializes.

**Minor:** A secondary, optional program of study in addition to the student’s major.

**Purple:** Purple side’s mascot is a cow and their sign is a “peace sign”.

**Syllabus:** Information about a course, including the books students will use, requirements, grade system, the professor’s name with the office and phone number. It also includes a general outline about the entire course, assignments and dates of examinations.

**Transcript:** A record of a student’s courses and grades. An “official transcript” is sealed by the issuing institution and normally sent directly to the school or office requesting it. It is used to document a student’s academic performance while attending the university.

**Undergraduate:** Students who are studying for their first degree at Montevallo. During the first year, students are called freshmen; the second year, sophomores; the third year, juniors, and the last year, seniors. However, your proper classification will be based on the hours already earned. For example, there are a number of hours that you must complete before you become a junior. For further information, look in the Catalog under the academic regulations section.

**Quad:** These are large areas of space used for events as well as leisure. Main Quad (located between Main and Napier Hall) is the most regularly used quad for hanging out with friends and playing Frisbee.