

STUDENT AND INTERNATIONAL AFFAIRS POLICIES AND SERVICES OF INTEREST TO FACULTY

14.1 Location of Student-Related Policies and Information

University policies related to students are contained in the University Catalog and in greater detail in the *Student Handbook*. Faculty members should consult these sources for any policies, regulations, and procedures not mentioned below. Questions about Student Affairs issues and services may be directed to the Office of the Vice President for Student and International Affairs, Founders Hall, Room 2091, ext. 2600.

14.2 Athletics, Intercollegiate

The UNF Athletic Program is in its third year of reclassification to NCAA Division I status. As part of the Atlantic Sun Conference, we offer a 17 sport program including men's and women's basketball, soccer, tennis, cross country, indoor and outdoor track; baseball, softball, men's golf, women's swimming/diving and women's volleyball. Athletic facilities include the UNF Arena, Harmon Baseball Stadium, Dusty Rhodes Batting Facility, Softball Complex, Hodges Soccer/Track Stadium, Tennis Complex, Andy Sears Pool, and the Hayt Golf Management and Learning Center.

Faculty members are eligible for discounted tickets for on-campus basketball and baseball games. All other UNF athletic events are available at no charge to UNF faculty. Those who have a special interest in student-athletes and the athletic program are encouraged to participate in its leadership through membership on the University's Intercollegiate Athletic Committee or as the NCAA Faculty Athletic Representative.

For ticket information, contact the Athletic Ticket Box Office at ext. 2473. For other athletic matters, please contact the Athletic Department at ext. 2833.

14.3 Blood Bank

UNF holds membership in the Florida-Georgia Blood Alliance. Any faculty, staff or student may use blood credited to the program for themselves or their families. Contact Student Affairs' Health Promotion Department, ext. 1570, for details.

14.4 Bulletin Boards

Bulletin boards located throughout the campus are designed to inform community members. All material to be posted on outdoor bulletin boards and others designated as restricted to pre-approved material, must be approved in advance by the Student Life Department, Robinson Student Life Center (Bldg. 14) Room 2640. Unauthorized material will be removed. This requirement does not apply to UFF's use of bulletin boards as specified in the *BOT-UFF Agreement*, nor does it apply to faculty bulletin boards outside each individual's office.

14.5 Campus Ministry Department

The mission of the Campus Ministry Department is to care for the individual and to lead, educate, and advocate the expression of religious faith and values in the University of North Florida community.

The Campus Ministry Department is committed to the holistic development of all individuals within the university community. Particularly it is dedicated to creating, fostering, and protecting a spiritual

atmosphere at UNF conducive to an individual finding, developing, and nurturing his/her relationship to God. It provides networked resources representing all faiths of our community. Referrals for churches, synagogues, mosques, and temples are available. The department works closely with other departments especially in counseling and providing some emergency loan funds when members of our community are in need.

The Campus Ministry Department is part of the subdivision of Student Life located in the Robinson Student Life Center (Bldg. 14) Suites 2638-2639. For additional information about the Campus Life program at UNF, call ext. 2837.

14.6 Campus Recreation

The purpose of Campus Recreation is to provide students, faculty and staff with a wide variety of recreational and social activities ranging from fitness classes and aquatics to club sports and organized intramural sports competitions. These activities serve both to enhance the personal development and physical well being of the student body, thus increasing the likelihood of their retention and success at the University.

Campus Recreation is composed of: Intramural Sports, Club Sports, Recreational Facilities, Fitness Programs and Classes, Natural Trails, Open Recreation and Aquatics.

Facilities include the Aquatic Center (indoor, Olympic-size pool), the UNF Arena (a gymnasium with multipurpose floor and indoor racquetball and squash courts), the Dottie Dorion Fitness Center, a softball field, a tennis clubhouse and courts, and a variety of surfaces for field, track, and various court sports. For additional information, call ext. 2998.

14.7 Career Services

Career Services, located in Founders Hall, room 2086, extension 2955, provides a comprehensive four-year career development program designed to teach students how to assess their individual skills and interests, research careers, explore the world of work through experiential learning opportunities, and present themselves effectively to employers and graduate schools. To help students make a successful transition from academics to the world of work, Career Services provides:

- Career Counseling and Assessment
- Walk-in appoints
- Workshops (Career Planning, Resume Writing, Interviewing, Applying to Graduate School, Job Search)
- Resume Critiques
- Videotaped Practice Interviews
- Presentations and Seminars
- Career Expo (full-time and part-time jobs, co-ops, and internships)
- Cooperative Education and Internships
- Career Shadowing Program
- Career Referral Network
- Internet registration/on-campus recruiting/resume referral/and job posting system
- Webpage (Internet and World Wide Web career sources)
- Full-time, part-time and summer job listings

Career Services staff members are available as resources to academic departments and individual faculty members who are seeking assistance with class presentations, program,

resources, or information dealing with a variety of career related topics. Contact your College Career Liaison for more information.

Cooperative Education (A Unit in Career Services)

Cooperative education is a university-wide, experiential learning program whereby students apply their academic knowledge in paid training position. These assignments can be part-time or full-time, alternating semesters of full-time study with full-time work. Students work in Jacksonville, the State of Florida, and out-of-state, according to their preference and available offerings. To qualify, students must have a 2.5 GPA and attend an orientation session by signing up in the Career Services Office. Those who are accepted into the co-op program register and pay fees for the course appropriate to their college.

14.8 Child Development Research Center (CDRC)

CDRC takes applications for enrollment for children--ages 2.5 (if fully toilet trained) through 10--of UNF faculty, students, staff and the general public. The Center promotes an atmosphere of creativity, freedom of choice, and positive interaction with staff and children of the University and the community. CDRC is a fully accredited program with the National Academy of Early Childhood Programs as well as the gold seal of approval from Children and Families.

The Center offers a readiness program directed toward formal education for enrolled preschool children. Swimming, gymnastics and computer instruction also are offered. A program including arts, crafts and movement education is available for school-age children attending the Center. .

The Center is open to faculty and students for research, observations and participation. Academic lessons for preschool children are conducted on a 1:10 staffing ratio for all age groups. For hours of operation and fees, contact the CDRC which is located in, Building 49 (near the police station), at ext. 2372.

14.9 Counseling Center

Professional mental health counselors provide individual, couples, and group counseling to students experiencing personal problems or concerns. Counseling services are voluntary, confidential, and free-of-charge to all currently-enrolled students.

Faculty and staff members have the unique opportunity of having ongoing, direct contact with students and are in the position to identify students who are struggling. Generally, faculty members represent the largest referral source of students seen by the Counseling Center. Since many students have never sought professional counseling, your role in identifying and referring a distressed student may be crucial.

Students dealing with personal concerns or problems tend to show signs that they are struggling in some way: poor academic performance, reduced class attendance, lack of motivation, talking about suicide, withdrawal from others, increased or decreased activity, mood swings or periods of crying, substance abuse, indecisiveness or confusion, procrastination, irritability or anger, changes in personal hygiene, or unusual behavior of any kind.

How can you help? Talk with the student in private. Show concern and respect for what the student is saying and feeling. For the purpose of understanding, paraphrase back to the student what he or she has said to you. If a student resists help and you are concerned, contact a UNF counselor. Avoid becoming involved; this may prevent the student from seeking professional help. However, if a student poses a threat to himself or to another person, contact University Police Department.

When making a student referral: Speaking directly to the student about the behavior you have observed that concerns you, emphasize that counseling services are confidential and free of charge to all currently enrolled students. Give the student our telephone number and location which is: Counseling Center, Building 2, room 2068, 620-2602. Feel free to call the Center yourself and help the student make an appointment while still in your presence. Sometimes it may be beneficial or necessary to personally walk the student to the Counseling Center. If you consider the situation a crisis, and feel the student should not wait for an appointment, call the Center and ask to speak with a counselor immediately. After the referral, it can be helpful to follow up with the student. You may want to express your concern about their current situation and your willingness to be available.

When in doubt, consult. If you have specific concerns about a student, or are unsure about whether or how to approach this individual to make a referral, call the Counseling Center at 620-2602. We look forward to having a successful partnership with you in ensuring that our students have a positive experience at UNF.

14.10 Disability Resource Center

The University of North Florida is committed to providing equal access for all students in all programs and activities offered by the University. As a UNF faculty member, you have the exciting opportunity to teach and interact with a diverse population that may include individuals with disabilities. As greater numbers of students with disabilities engage in postsecondary education and the multi-faceted areas of college life, these individuals may use reasonable accommodations. Both federal and state legislation (the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973) ensure that all qualified persons have equal access to education regardless of the presence of a disability; however, access implies more than mere admission to UNF. Access means offering all students the tools they will need for a transition to employment and community life. Among the functions of the UNF Disability Resource Center (DRC) is to partner with faculty to provide meaningful educational opportunities for students with disabilities.

Accommodations for a student with disabilities are designed to maintain the professor's learning objectives, not provide unfair advantages over peer students. The delivery system for performing the learning objective may be an accommodation that will "level the playing field" for the student with a disability, and does not involve "watering down" course content. For example, students who are unable to write notes in class may use a recording device or a person who serves as a notetaker. The content of the professor's lecture remains unaltered, but information is now accessible for the student with a disability. Failure to make approved accommodations can place UNF in violation of federal and state statutes.

Other common accommodations include:

- Extended time for tests (exam proctoring is available in testing accommodation rooms).
- Scribe or reader services.
- Notetaking services
- Use of a tape recorder in class (the tape recorder is provided by the student or DRC).
- Other assistive technology

Each semester, students registered with the DRC inform DRC staff of the classes they are taking and request appropriate accommodations for those classes. Letters about these accommodations, along with contact information, are sent to professors. Faculty should keep this information confidential at all times. Furthermore, faculty may ask about accommodations, but not about a student's specific disability. College students with disabilities are similar to other students on

campus; they want to be accepted, be included in groups, learn, and succeed. To that end, faculty may find the following considerations helpful as they partner with the student:

- Never call attention to the disability in class.
- Discuss students' needs and accommodations privately or at the DRC
- Students are experts regarding their disabilities and accommodations. Build a partnership to help them achieve their goals in your class.

Effective collaboration among students, faculty and the DRC will enhance learning experiences for individuals with disabilities on the UNF campus. Please contact the Disability Resource Center if you have questions, needs, or comments: Telephone: 620-2769; Location: Building 10 Room 1201 Hours: 8 a.m. to 8 p.m., M-F.

14.11 English Language Program (ELP)

The ELP Services include:

- Intensive English as a Second Language for foreign students (I-20 issued for student visa)
- Community Evening English as a second language
- Accent Reduction
- Conversational Spanish, French, Italian and Japanese
- Customized English as a second language

The ELP is located in UNF Hall, ext, 4281 (email: elp@unf.edu) www.studyenglishinusa.com

14.12 Health Promotion

The Department of Health Promotion is committed to promoting healthy lifestyle choices for the UNF community. This is accomplished by offering a variety of programming and assessments for the individual who is motivated to improve his/her level of well-being. Included are: classes, free HIV anonymous testing, Sexually Transmissible Infection (STI) information, health fairs, class presentations and workshops, residential programming and other outreach activities. Offices and services, which are part of Health Promotion, include:

14.12 (1) LIFE Peer Education Team (Lifestyle Improvement For Everyone)

A team of undergraduate and graduate students peer educators who assist students in using the resources available at UNF and in developing personal health goals.

14.12 (2) Dr. Paul Shirley Assessment Center

Dr. Paul Shirley Assessment Center provides fitness, nutrition, stress assessments, exercise prescription, goal planning, and nutritional counseling with a graduate nutrition major, chair massage, and a variety of health promotion programs. Through the help of a professional staff, these programs can be instrumental in creating awareness and motivation toward healthy lifestyles. The Center is located in the Dottie Dorion Fitness Center (Bldg. 25, Room 1106), 620-1081.

14.12 (3) Dottie Dorion Fitness Center

The Dottie Dorion Fitness Center (Bldg. 25) is a comprehensive, state-of-the-art fitness facility, housing 118 exercise stations. UNF students and full-time faculty and staff may utilize the facility at no charge with a valid UNF OspreyCard I.D. The Center is staffed with trained and certified Fitness Trainers who create personalized exercise programs and assist members with their workouts. A "complimentary" training session is given for free. The Center also offers Personal Training at \$66

for three one-hour sessions with a Certified Personal Trainer. Hours of operation are posted each semester. The telephone number is 620-2853.

14.12 (4) C.A.D.I.C. (Campus Alcohol and Drug Information Center)

C.A.D.I.C., Arena (Bldg. 34, Room 2003), 620-2557, promotes health and well by offering prevention and awareness programs, designed to prevent alcohol and drug abuse, and sexually transmissible infections (STIs). Free anonymous HIV testing is also offered.

The Department of Health Promotion is located in Building 3, Room 1201, 620-1570; www.unf.edu/Studentaffairs/dept/Health-Promotion.html.

14.13 Housing Operations and Residence Life Departments

UNF offers modern, on-campus housing for more than 2,000 students in architectural styles ranging from one- and two-bedroom apartments to a more traditional residence hall, as well as options in-between.

Located in Portable 875 between G Building in Osprey Village and V Building in Osprey Cove, the Departments of Residence Life and Housing Operations are committed to creating a positive living and learning environment for students. Services include:

- Housing contracts, assignments, and billing for all residents.
- Maintenance of residence halls.
- Custodial services for common areas in housing.
- Interactive, educational, and social programs.
- Roommate Mediation and peer counseling for residents.
- Laundry facilities in all housing areas.
- Professional (Area Coordinators) and student staff (Resident Assistants) available to respond to emergencies 24 hours a day / 7 days a week.
- Leadership opportunities for residents.

14.14 The Intercultural Center for PEACE (Promotion, Education, & Advancement of Culture and Ethnicities)

Services of the Intercultural Center include:

- Academic and personal guidance
- Quality for the Ultimate Educational Success for Today
- Leadership and Diversity Workshops (QUEST) (admitted minority freshman)
- Cultural Diversity presentations
- Special Summer Graduate Program (SSGP)
- Financial/scholarship information (minority graduate student summer program)
- Multicultural support groups
- Calendar of events each semester
- Faculty/Student Mentor Program
- Information
- Organizational involvement

The Office is located in Honors Hall (Building 10), Room 1200, 620-2475.

14.15 International Center

The Mission of the International Center is to promote and coordinate programs, activities, and services in support of the international mission of the University. The International Center has three sub-units that deal with Study Abroad, International Students, and International Programs in general. The Center carries responsibility for the University's compliance with federal regulations for international students being admitted to and attending UNF. Services include:

- Orientation, immigration advising, and special support programs for international students and exchange visitors
- Study Abroad Advising including Faculty-Led Study Abroad opportunities, individual Study Abroad planning and international academic exchanges
- Intercultural events, including observances of International Education Week and other campus-wide events with international focus

The International Center is located in Honors Hall (Bldg. 10), room 2470, ext. 2657.

14.16 Medical Compliance Department

Focusing on the mission to promote health and prevent risks, the staff of the Office of Medical Compliance is available to assist students with their immunization, health insurance and statement of good health requirements. The department works closely with the Admissions and Records/Registration offices to assure that both domestic and international students entering UNF and registering for coursework meet the specific health related requirements for membership in the UNF community. Information about these requirements may be obtained on the web at: www.unf.edu/studentaffairs/dept/medicalcompliance.html. Hours of operation: Monday through Friday 8 a.m. to Noon/1 p.m. to 5 p.m. Contact office personnel at ext. 2175.

14.17 Parents Association

The University of North Florida values and understands the importance of the role of parents and family members in the education of our students. In 2006, the UNF Parents Association was developed by the Office of the Vice President for Student and International Affairs with the following mission:

Mission for Parents Association

The Parents Association at the University of North Florida serves as a link between parents or guardians of UNF students and the University to ...

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| U nite | parents, family members, faculty, and staff as partners in support of the academic and personal success of students |
| N urture | the relationship between parents, families, students and the University in recognition of the critical role parents and families play in the education of students |
| F acilitate | on-going communication to educate parents and families about University policies and campus resources |

The faculty is encouraged to support the mission of the Parents Association by actively participating in parents' sessions during New Student Orientations and by attending activities designed for faculty and parent interaction at the Family Weekend event held annually in October. Requests for

faculty involvement will be made by e-mail by the Faculty Association President. The Parents Association office is located in the Student Affairs Vice President's Office, Founders Hall (2/2091), ext. 1567.

14.18 Student Government

Dictated by Title XLVIII Chapter 1004.26 - University Student Government - of the 2005 Florida Statutes, student government has been granted the right to be organized and maintained by students composed of at least a student body president, student legislative body, and a student judiciary. The student body president and the student legislative body are elected by the student body and are charged to adopt internal procedures governing the operation and administration of student government and the execution of all other duties as prescribed to student government by law.

Additionally, the Student Governments of the Florida State University System are charged, by Florida Law, with the responsibility of the allocation of the Activity and Service Fee (A&S) portion of tuition paid by all students within that system. The Finance Code expresses the standards of financial accountability and fiscal management that the University of North Florida has established as an objective of self-governance and is applicable to all entities that receive, use, and/or distribute Activity and Service Fee money. Moreover, the Finance Code governs the budgeting and expenditures of ALL Activity and Service Fees including revenue generated through the use of Activity & Service Fees.

At UNF, Student Government affects the quality of students' lives by providing students with many opportunities for involvement in ways that allow them to have an input into the decision-making processes. The three branches of Student Government are: the Executive Branch, which includes the elected President and Vice President and their twelve appointed cabinet members as well as four selected Agency Chairs; the Legislative Branch which consists of forty-six student senators elected in the Fall and Spring to act as the voice of the student body; and the Judicial Branch, which is composed of a maximum of seven student justices.

Student Government is located in the Andrew A. Robinson Student Life Center (Bldg. 14), room 2605, and may be reached at ext. 2750.

14.19 Student Life

The Mission for Student Life is to engage students in campus life and activities; co-curricular and extra-curricular, that support and facilitate their human growth and development and build leadership and life skills. The Office is located in the Robinson Student Life Center (Bldg. 14), ext. 2525.

Student Life includes:

- Student Government including its agencies: Club Alliance, Osprey Productions, Volunteer Center, and African American Student Union
- Student Leadership Institute
- Student Activities
- Center for Student Media
- Greek Life
- Lesbian, Gay, Bisexual, Transgender Office
- Campus Ministry Department
- Dean of Students
- Women's Center
- The Andrew Robinson Student Life Center (Bldg. 14): Billiards, table tennis, video games,

T.V. and quiet lounges, Student Information Center, Robinson Theatre, Little Theatre, meeting and banquet facilities.

14.20 Student Medical Services

Student Medical Services provides primary care services for the student population at UNF. Acute and chronic medical concerns are evaluated and treated. Risk factors for future health problems are addressed and individualized counseling is provided to promote optimal long-term health.

- *Medical Providers:* On-campus medical providers (2 Physicians, 1 Physician's Assistant, and 1 ARNP) are available weekdays by appointment. Services include physicals, general health counseling, GYN exams, lab testing, and treatment of minor emergencies.
- *Nursing Services:* Registered Nurses are available, **schedule permitting**, to provide first-aid, health care and health counseling to ill or injured students. No appointments are necessary, but please call ahead to inquire about availability.
- *Nursing Services for Staff include:* First Aide, Worker's Compensation referrals (after the supervisor has completed the first notice of injury), and immunizations and TB tests required by your job and approved by your department (appointment required).

Hours of Operation: Monday through Friday 8a.m.-4 p.m. Student Medical Services is located in the Robinson Student Life Center (Bldg. 14), room 1501, ext. 2900.

14.21 Student Ombudsman's Office

In addition to being a direct resource for students, the Office of the Student Ombudsman is also a resource for administrators, faculty, and staff who have student-related concerns or questions. It is important to know that the Student Ombudsman is not a student advocate, but is a neutral party whose primary concerns are fairness and equity. The Office of the Student Ombudsman is confidential and does not maintain official University records.

The Ombuds is a campus information resource, especially regarding policies and procedures. In serving students the Ombuds also advises on negotiating the University system, helps analyze and resolve problems, and informally investigates when appropriate. The Ombuds does not supersede the authority of University officials or faculty and does not participate in formal hearings. However, the Ombuds will encourage the change of any policies and procedures which appear to be unfair, inefficient, or overly burdensome to students.

Faculty may wish to contact the Ombuds to discuss student behavior, students with problems or special needs, and student-related policies and procedures. The Ombuds is available to be a guest speaker in classes, and can provide faculty or administrators with statistics on the types of issues brought to the office compared across colleges and also by major within a college.

Ombudsmen are typically graduate-degreed professionals, and members of the International Ombuds Association. They follow that association's standards of practice and ethical guidelines.

For more details on the office's services, see:

www.unf.edu/studentaffairs/pdf/OmbudsBroch.pdf. The office is located in Building 9, room 1106, ext. 1582. Appointments are preferred.

14.22 University Police Department

The Department of Police and Public Safety is responsible for law enforcement, security, disaster planning, and emergency response at the University of North Florida. The Martin P. Garriss Police Building (Building 41) is located on UNF Drive, near the St. Johns Bluff / 9A entrance.

Police officers at UNF are State certified law enforcement officers and have full law enforcement authority including arrest powers on all property owned or controlled by the University.

The Department assists the public by providing information, first aid, vehicle assistance, safety escorts and all other appropriate requests for assistance.

Police assistance may be requested by dialing 9-1-1 from any campus phone or 620-2800 from a cell phone.

14.22 (1) Lost and Found

The Office of the University Police has a depository for lost articles. If an article is found, it should be turned in to this office. Lost articles can be claimed in the same office in the Police Department Building (#41), 620-2800.

14.22 (2) Emergency, Fire, or Electrical Failure

Emergency blue light strobe phones are located throughout the campus. These phones and the emergency phones located in the elevators provide a direct connection to the Police Department. For emergencies, contact the Police Department by dialing 911 or 2800 from any regular telephone. Dial 911 from any pay telephone, no coins required.

14.22 (3) Locked Rooms

If you require assistance in gaining access to a locked room, call the University Police Department at ext. 2800.

14.23 The Women's Center

The Women's Center offers a variety of services and programs designed to assist women and men in addressing pertinent women's issues. The Women's Center has several areas of focus:

A. Events & General Services

The Brown Bag Lecture Series, Celebration of Women in the Arts, Women's History Month Celebration, Performances, Lectures and Special Events provide numerous opportunities for the University community to explore gender equity issues. Books, videos, and resource information on gender issues and other similar topics are also available through the Lending Library.

B. Rape Awareness Education Program

This program provides both peer facilitated and staff presentations and seminars on interpersonal violence. These educational presentations focus on awareness, risk reduction, prevention and debunking myths.

C. Bette Soldwedel Research Center (BSRC)

The Bette Soldwedel Research Center acknowledges, encourages and supports women and men in the UNF community who are conducting research on gender issues. Support is also available to women members of the UNF community who engage in research in all areas.

D. Reentry Program

Support is available to nontraditional students at UNF. Scholarships and Child Care Stipends are available each semester to assist students who are over the age of 24 and/or have childrearing responsibilities.

E. Victim Advocacy Program

Confidential 24-hour crisis intervention assistance is available to all members of the UNF community who have been victims of crime. To access services contact the 24-hour Crisis Helpline at 620-1010. Services address the specific needs of the victim and range from emotional support to exploration of options to assistance with through the criminal justice process.

The Women's Center is located in the Robinson Student Life Center (Building 14), room 2623. Office hours are Monday thru Thursday, 8 a.m. - 6 p.m., and Friday, 8 a.m. - 5 p.m. For additional information or assistance, call ext. 2528.

14.24 UNF Wildlife Sanctuary

The UNF Wildlife Sanctuary encompasses over 500 acres and eight natural community types (FNAI) surrounding the campus. The Office is part of the Department of Recreation and manages the Robert W. Loftin Natural Trails, Eco-Adventure Program, and offers many educational and experiential programs to UNF students, faculty and staff while supporting University research and low-impact recreation. Our mission is balanced use of the natural assets at UNF.

The staff is available for tours around the nature trail system. The Eco-Adventure program hosts regular on-campus workshops including: Outdoor Trip / Expedition Planning, Animal Tracking and Nature Observation, and Primitive skills classes. For additional information, call ext. 1810 or Rectrail@unf.edu.