FOR RESERVATIONS CALL:

904-363-7150
Ask for the “UNF Rate”

OR

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UNF CORE VALUES

The University of North Florida is committed to values that promote the welfare and positive transformation of individuals, communities and societies.

We value:

- the pursuit of truth and knowledge carried out in the spirit of intellectual and artistic freedom;
- ethical conduct;
- community engagement;
- diversity;
- responsibility to the natural environment; and
- mutual respect and civility.

The University of North Florida’s 2015-2016 Parents Handbook is published by UNF’s Division of Student Affairs and the Office of Parent and Family Programs and is effective Aug. 24, 2015 through Aug. 22, 2016. Its purpose is to provide parents or guardians of enrolled students with information regarding the multitude of services available on campus, students’ and parents’ rights and responsibilities as members of the University community and the many co-curricular learning opportunities offered by the Division to enhance students’ education. Questions may be directed to the Division of Student Affairs at (904) 620-2600 (Voice/TDD), student.affairs@unf.edu or parents@unf.edu. This publication also may be found in PDF form on the Office of Parent and Family Program’s website, www.unf.edu/parents/. If you have a disability and need this information in an alternative format, please contact the Disability Resource Center (DRC) at (904) 620-2769 or by fax at (904) 620-3874.

Note to parents or family members who need accommodations during a UNF event: If you or a member of your family has a disability and require accommodations, please contact the UNF Disability Resource Center at (904) 620-2769 five days before the event. The DRC is currently located in Tom and Betty Petway Hall, Building 57, Suite 1500. For physical access issues, please contact the American Disabilities (ADA) Compliance Office at (904) 620-2870 or by fax at (904) 620-2585. The office is located in the UNF Annex, Building 6, Suite 1314.

Dr. Mauricio Gonzalez, Vice President, Student and International Affairs
Jeanne Middleton, Director, Office of Parent and Family Programs, Division of Student Affairs, Editor
Katie Delaney, Coordinator, Office of Parent and Family Programs, Editor
Katerina Turner, Graphic Designer, Marketing and Publications, Design and Production
Jennifer Grissom, Photographer, Cover of the Parents Handbook
Dear Parents,

As we welcome your son or daughter to the University of North Florida, I also want to welcome you to our UNF family. This is not only a special milestone in your student’s life, but a significant time for your family as well. Having experienced the transition into college with each of my four children, I know well the multitude of concerns, emotions and questions associated with this experience. Let me first tell you that we are with you on this journey.

Your son or daughter has worked hard to get here, and it is an exciting time for everyone. There are many decisions that lie ahead and countless experiences that will shape their futures. It is a time for learning and building the foundation for a career. It is a time for gaining new independence and responsibility that will lead them into adulthood. And it is a time for building relationships and making lifelong friends.

The University of North Florida is committed to providing the best possible learning environment for your student. UNF has small class sizes and low student-to-faculty ratios where students not only feel comfortable participating but also get greater individualized attention. Students receive hands-on training in and outside of the classroom and are offered Transformational Learning Opportunities such as internships, faculty-mentored research projects and study abroad programs that provide real-world experiences and help them prepare for the future. Our faculty and staff truly embrace the important role they play in your student’s education and offer countless activities that go far beyond traditional instruction.

There are also numerous organizations on campus to meet a wide variety of interests, and it is often through these interactions that students build valuable relationships that last a lifetime. We have a wonderfully diverse faculty and student body at UNF. There are always opportunities for students to learn about new cultures and perspectives, and interact with other students from around the globe.

I know you’ll enjoy the natural beauty of our campus. Set on a nature preserve, the environment at UNF not only creates a relaxing and serene backdrop for learning, but provides students with endless ways to enjoy the outdoors. There are miles of trails for hiking, biking and jogging as well as a number of lakes for those who enjoy the water.

Again, welcome! We’re proud that you are a part of our Osprey family, and I look forward to having an opportunity to meet with your student.

Sincerely,

John A. Delaney
President
Dear Parents and Students,

On behalf of the Parent Advisory Council, welcome to UNF! Together, both student and parent are beginning one of the most exciting and yet anxious journeys of your lives. You heard it right, exciting and anxious. The great news is, in choosing UNF you will not travel this journey alone, because to one extent or another, UNF is now an extension of your family. In just a short period of time, your student will be meeting new people and establishing themselves on campus, and in time, you as a parent, will notice a decline in the anxiety that both you and your student may feel, and you will get to be a part of the wonderful transformation of your student, as you both become a part of the UNF family.

The Parent Advisory Council operates under the Office of Parent and Family Programs, and the PAC serves under the wonderful leadership of Jeanne Middleton, Director. The PAC is comprised of parents, just like you, and part of our goal is to have parents be well-informed, happy and engaged, and similarly to your student, feel like part of the UNF family. We are also available to help parents with their questions and concerns or to dialogue about our experiences at UNF.

Beginning at Orientation, which is an excellent time to begin meeting other students and parents, and throughout your collegiate experience here at UNF, the feeling of family can be experienced through the well run and organized programs and offices of the Office of Parent and Family Programs, Academic Advising, Student Housing, Financial Aid, Dining, University Police and hosts of others. The best way to experience this new family is just like your family at home, be involved, ask questions and encourage each other and your students toward success.

Being involved at UNF is a great way to support students and a great way to meet other parents. So what does being involved look like? There are many volunteer opportunities and special events coordinated through the Office of Family and Parent Programs, such as Orientation sessions, Family Weekend events, hosting send-off events and receptions and even getting involved in the Parent Advisory Council. The important thing is to be involved in something. The PAC encourages parents to let your student know about your involvement, but not as a way to keep tabs on your student, but a way to show them you care and support them and the entire UNF family. There are so many wonderful things to get involved in, and involvement is not just for local parents — I live nearly five hours away from UNF.

The Parent Advisory Council would like to thank you and your student for choosing UNF, and welcome you to the UNF family!

I look forward to having the opportunity to meet you.

Sincerely,

Brandon M. Carter
President, Parent Advisory Council
Chapter 1

Be Involved

A Message for Parents and Family Members

If you are reading this handbook because your son or daughter is your first student attending the University of North Florida, welcome to the UNF family. For those of you returning, whether you are the parent of a sophomore, junior or a senior, welcome back. During their time here, the University is dedicated to making our students’ experiences meaningful, both personally and academically, and looks forward to having you as partners in continuing your student’s education and development.

This Parents Handbook is intended to provide you valuable information about UNF as well as assist you in reaching the best campus resources to answer your specific questions. As the year progresses, look for additional information on Parents Association events and services on the Parents Association website at www.unf.edu/parents. The website provides easy access to the entire UNF community. It’s a wonderful resource for obtaining information on just about everything you will need for the year ahead.

UNF staff is excited to welcome families of our new freshmen and returning students each August and honored to have the opportunity to assist you throughout your student’s college experience at UNF. To help you get started, you are invited to call or e-mail parents@unf.edu for resources you may need for you and your student. The lines of communication are always open and the staff is available to answer questions or discuss any concerns you may have as an Osprey parent. There are events planned specifically for our UNF families, and the staff looks forward to meeting you when you visit our campus.

Family Weekend: Save the Date! Don’t forget to mark your calendar and make hotel reservations to attend Family Weekend Oct. 16-18 this year. The focus of the weekend is to welcome our students’ families to experience campus life. You will have the opportunity to meet faculty, your student’s roommates and their parents and administrators representing various departments. Highlights of the weekend include campus tours, athletic games, The Crazy Ozzie Osprey Challenge, choral performances, picnic lunch and Jazz Band Concert, guided tour of the nature trails, zip-lining, canoeing, entertainment and most important — time with your student.

Jeanne Middleton, Director, Office of Parent and Family Programs
(904) 620-1567 (904) 620-5427 (fax)
jmiddlet@unf.edu
Frederick H. Schultz Hall (Bldg. 9), Suite 1103
www.unf.edu/parents

Parents Association

The UNF Parents Association was established in 2006. As a parent, you are encouraged to join the Association to engage in University activities but also to interact with other parents and share your UNF experience. The Parents Association recognizes the critical role parents and families play in the education, development, retention and graduation of students and serves to:

Unite — parents, families, faculty and staff as partners in support of the academic and personal success of students;

Nurture — the relationship between parents, families, faculty, staff and students; and

Facilitate — on-going communication with parents and families about university policies, campus resources and student support services.

As a member of the Parents Association, you can actively participate in the life of your Osprey student and interact with and lend support to other parents. You can volunteer for activities such as planning Family Weekend, participate on orientation panels, and/or serve as parents association regional area coordinators to host Summer Send-Offs and be a contact for incoming parents. The Parents Association meets on campus twice a year to plan the year’s activities. One meeting always takes place during Family Weekend in October and another meeting during the spring term with a family event.

The Osprey Parents Advisory Council was appointed in 2009 to serve as the liaison between the University and
the parents/family members of students in partnership with the Office of Parent and Family Programs. The council members are volunteers who serve as the leadership arm of the Parents Association and meet during the academic year to discuss issues, plan family events and allocate funding through the Parents Association Grant Program. The Council encourages the involvement and suggestions of parents and invites those interested in becoming members to contact the Office of Parent and Family Programs at parents@unf.edu.

Tips: Membership
- Always use the Parents Association toll-free number when calling the campus, (888) 620-1567. Staff members are available to answer any questions you may have.
- Regularly visit the Parents Association website, www.unf.edu/parents/ for University updates and events planned especially for families.
- Read the electronic Osprey Parent News for up-to-date information that will help make your transition to UNF as easy as possible.
- Attend networking socials to find a local member to be a mentor for your student — where to get a car fixed, where to go to dinner, etc.
- Remember: Parents Association members receive a discount on Family Weekend!
- For special occasion gift ideas, check out various businesses and their discounts on the parents association website: www.unf.edu/parents/.

Programs sponsored by the Office of Parent and Family Programs are largely funded through membership fees paid by parents and family members. A portion of your Parents Association dues is used to fund an endowed scholarship, grant requests that enhance the college experience of your students and book scholarships for students of members.

Parents Association Scholarship — The Parents Association annually accepts applications for its retention scholarship in the amount of $3000 ($1500/ fall and $1500/spring) to help students complete their degree. Eligible candidates must have 24 completed undergraduate hours at UNF, a 3.0 UNF GPA and the ability to demonstrate a commitment to community service. The scholarship application period opens at the beginning of the spring term and closes at the end of March each year.

“Thank you so much for this scholarship opportunity. Most scholarships these days are geared toward freshman, transfer students or specific departments of UNF and this scholarship opportunity is such a blessing.”
— Alissa Panzarino, UNF Psychology Senior

To learn more about our organization and to request an application to join the UNF Parents Association, contact us at parents@unf.edu or (904) 620-1567. You may also visit www.unf.edu/parents/ to print out an application. Complete the application and mail it with the appropriate membership fee to:

UNF Parents Association
University of North Florida
1 UNF Drive
Jacksonville, FL 32224

Suggestions for Parents

BEING SUPPORTIVE
Freshman year can be a bit overwhelming for both parents and students. Remember that there are more than 2,000 other freshman families sharing this experience. It can be daunting, but there are several things you can do to help your student make the transition to college life smoother. As parents of college students or recent graduates, many staff members at UNF can personally relate to the mixed emotions you are feeling as the parent of a college-bound student, and are well-equipped to answer your questions.

The Parents Handbook is intended to provide you valuable information about UNF as well as assist you in reaching key campus offices to answer your specific questions during the school year. The information included in this handbook can be found on the sidebar on the Parent and Family Programs homepage at www.unf.edu/parents/.

KEEPING IN TOUCH
New students are typically busy exploring campus and their living environment, making friends and adjusting to their independence. Most of them, whether they admit it or not, want and need to hear from home. We recommend that you let your student call you first; try to wait 48 hours before you just have to talk to your student.
Most students do not expect long e-mails or calls; they just want to know that you are fine and that they are not forgotten. Your student will appreciate regular e-mails, but don’t be surprised if your student doesn’t write or text very often.

For the safety of our students, staff and visitors, no pets other than service animals are allowed on the campus. When planning a visit to campus, please remember to leave all pets at home.

Care packages are appreciated. They can serve as an instant ticket to new friends. Nothing draws a crowd faster than a batch of homemade brownies or cookies. A box of favorite snacks and a reminder that “We’re thinking of you” can turn around a week of insecure experiences. Be sure to include your student’s phone number on packages to ensure that they make their way to your student’s on-campus home.

Gift cards are the perfect way to make sure your student spends your money on the things they need for school. UNF Bookstore gift cards are available in-store or online at www.unfstore.com. Just look for the web banner at the bottom of their website.

**TALKING THINGS OVER**

When you leave your student at college, it is just as memorable as when you watched them go to kindergarten. This will be a big emotional time for both you and for them. Think about what advice or thoughts you want them to remember. It can be something you use to guide your life or to work hard, but most important it should be how proud you feel.

New students are adjusting to and defining their independence. They need about five weeks to really feel a part of the University.

However, they still may want to communicate their experiences to those who are important to them. Parents, friends and family should learn to listen, be supportive and give advice without nagging. You may want to learn as much about UNF, its academic, personal and social resources as you can. This way, when your student calls with a question or complaint, or is just tired and burned out, you can listen and, if needed, suggest some options for finding help. If you are only hearing about the new friends and good times at college, and not hearing about academics, then remind them that it is time to refocus on classes. Ask about classes instead of focusing on grades. Let them know that you know college is different from high school and you understand they may not do as well that first semester. Sometimes their academic expectations are higher than yours and they put pressure on themselves. When you ask about the
PROTECTING SOCIAL NETWORKS

Online privacy is a growing concern in today’s world and especially on university campuses. A wealth of private information is being made very public in the virtual society of Facebook, Twitter and others. While these can be entertaining and useful for networking with friends and family in today’s hectic world, they can also become destructive if users are not careful about the information they post, the interactions they have and the amount of trust they give.

These communities have lurkers and members with impostor accounts. Posting personal information online can lead to electronic voyeurism. Anyone with a valid e-mail account can create an account. Reported risks include identity theft, online and physical stalking, embarrassment, blackmail and worse.

The University has established the UNF Student Conduct Code for defining behavioral rights and responsibilities within this community. Any online activity regardless of intent or means that threatens harm, intimidates another person or invades their privacy is cyberbullying and a direct violation of this Code. Discuss this and review the tips below with your student.

Tips:

- Choose “friends” wisely — online friends are not really your friend unless you know them offline.
- Keep personal information private.
- Always use privacy settings.
- Don’t post anything online that the student would not want you, instructors, current or future employers or a boyfriend or girlfriend to see.
- Don’t allow applications to access the student’s account.

Encourage your student to follow these recommended tips to protect their identity and provide personal online safety. Any suspected incidence of cyberbullying should be reported to the Resident Assistant or the University Police Department immediately.

*Please see the Student Code of Conduct, Chapter 12, page 71 for additional information.*

WATCHING STUDENTS CHANGE

Be prepared for some changes ahead. Students may change the way they look, their eating habits and their major. Part of the college experience is confronting different values and beliefs and reflecting on new experiences. Your student may begin to challenge your values and question their personal beliefs.

Students may explore through trial and error or involvement in different student or special-interest groups. Most students eventually find out that there is very little difference between what they believe and what their parents, family and friends have taught them.

RETURNING HOME

Remember as your student returns home for holidays and breaks, life at UNF is probably very different from when your student was in high school. They are now responsible for making many decisions that you may have made in the past — family meals, curfew time, etc. Though some flexibility is important, it may be a good idea to outline and discuss mutual expectations before your student returns home to avoid conflicts with plans.

IN CLOSING

Be supportive and have faith in your student. Often when things become difficult for a new student (a bad test grade, end of a dating relationship, laundry disasters), the only place to run is to parents, family and friends. You will learn to decipher whether it is a crisis or just a bad day. These crises can leave you burdened by your student’s tears and frustration, while your student returns to their routine — feeling relieved and happier. Simply listening may be all that’s needed so you can hear what your student is really saying. Remember that your role is to support, not rescue, your college student.

NOW WHAT?

You have been there all year long while your student transitions to college life. Your student’s needs may vary from year-to-year so remember that you need to keep encouraging your student past the first year. Be there for them, as a mentor, coaching them from afar, encouraging them to make good decisions independently and celebrating their successes. Remember, however, they are behind the steering wheel as they head towards graduation and their life after college.

The Office of Parent and Family Programs exists to support you and your student and looks forward every year to meeting each new UNF family. You can be assured your student is in good hands at the University of North Florida.
2015 Fall Semester

FIRST-YEAR RESIDENT (FRESHMAN) CHECK-IN

Friday, Aug. 21
New students begin their UNF experience on check-in day when their specific residence hall opens. Visit www.housing.unf.edu for the specific check-in schedule for each building.

ALOHA RECEPTION — Boathouse
7-9 p.m., Friday, Aug. 21
Parents of new students mix and mingle with university staff members to share experiences and exchange contact information following a busy move-in day.

RETURNING RESIDENT/UPPER-CLASS CHECK-IN
Saturday, Aug. 22
Returning and upper-class residents may check into their residence halls when their specific hall opens. Visit www.housing.unf.edu for the specific check-in schedule for each building.

WEEK OF WELCOME (WOW!)
Aug. 22–30
First-time college students are officially welcomed to campus with activities throughout the week to generate excitement about their college experience at UNF.

Tip: Make sure your student is prepared for the first day of class. Students should print out their schedules and find their classes either in advance on campus or on a campus map. If your student has special needs, be sure all support services are in place before classes begin.

FIRST DAY OF CLASSES FOR FALL 2015/
ADD/DROP BEGINS/LATE REGISTRATION
($100 late fee)
Monday, Aug. 24
Go to class! Students must notify the course instructor in advance if they will miss the first day of class. Non-attendance of the first day of class may result in your student being dropped (purged) from that course. (See first day attendance policy on page 22.)

NON-DISCLOSURE FORM DEADLINE
5 p.m., Friday, Aug. 28
Submitting the form to One-Stop Student Services on the deadline date does not guarantee that student directory information was not released prior to the deadline date.

ADD/DROP ENDS
11:59 p.m., Friday, Aug. 28
Students may add and drop courses from the first day of registration (registration occurs during freshman orientation) through the end of the add/drop period (the first week of classes). Students may add and drop courses via myWings portal, www.mywings.edu. Courses officially dropped during the add/drop period will not be entered on a student’s permanent record (transcript) and will be completely refunded.

FALL 2015 TUITION PAYMENT DEADLINE
5 p.m., Monday, Aug. 31
Last day to pay/pend/defer tuition and fees.

LABOR DAY HOLIDAY (University closed)
Monday, Sept. 7
Tip: Register for Family Weekend (Oct. 16–18). Look for the mailer or download the registration form at www.unf.edu/parents/. Make your hotel arrangements for Family Weekend. This weekend is filled with events and activities for the whole family. Please consider using the hotels that support the Parents Association by advertising in this Handbook when booking your reservations for this weekend.
LAST DAY TO PETITION TO ADD A COURSE/
DEADLINE FOR REINSTATEMENT
Friday, Sept. 11

DEADLINE FOR A COMPLETE WITHDRAWAL
(25 percent refund)
Friday, Sept. 18

ASSIGNED ACADEMIC ADVISING —
During OCTOBER — Don’t Wait
Students are encouraged to talk with their academic
adviser early in the semester. All freshmen and
sophomores who have not declared a major are
assigned an academic adviser in the Academic Center
for Excellence (ACE) or through Honors. Academic
advisers are available to discuss a student’s academic
goals, intended major, course selection and the
transition from high school to college. If students are
having difficulty with a class or any issues with the
transition to college, their academic adviser can inform
them about available resources to help them be
successful. All first-time freshman students are required
to see an ACE adviser before they may register in
November for spring classes. The ACE adviser will
contact the student early in the semester to set up
an appointment, but students may also make an
appointment online through myWings to meet with
their adviser or call (904) 620-1012 with any questions
about the process. (Call (904) 620-2649 to reach
an Honors academic adviser.) Advisers can inform
students about available tutoring, events, workshops,
information sessions and study abroad opportunities.
an academic adviser is a great resource for students
throughout their college career.

Tip: ACE offers free tutoring in a multitude
of areas. This is a great time to talk to your
student about seeking tutoring assistance
with classes.

FALL SEMESTER MIDTERMS
Results online — Thursday, Oct. 15
Students with less than 30 semester hours can access
their midterm grades online using the myWings portal.
Grades are indicated by an “S” for Satisfactory progress
or a “U” for Unsatisfactory progress. Students who
are not making satisfactory progress at midterm are
encouraged to meet with an academic adviser in ACE
or Honors to discuss academic success strategies.
ACE also offers free tutoring in many subjects, including
English, math and many sciences.

Tip: Instructor office hours are the best way
for your student to gain help in classes and
connect with a subject. Has your student
been in to see their instructors?

FAMILY WEEKEND
Oct. 16-18
This activity-filled weekend provides you and
family members with many opportunities to visit
with your student and experience UNF’s campus
life. Be sure to mark this date on your calendar. You
won’t want to miss it!

Tip: Good time to make travel arrangements
if your student is traveling home for
Thanksgiving or winter break.

SPRING SCHEDULE ON WEB
Friday, Oct. 23
Meet with adviser to select classes for spring term.

WITHDRAWAL DEADLINE (Without Refund)
Friday, Oct. 30
Last day to withdraw from classes without refund before
11:59 p.m. Students should understand the possible
consequences of withdrawing from a class. They should
consult with an ACE or Honors adviser who will discuss
alternatives as well as the consequences of this decision.
Students with scholarships, such as Bright Futures, should
also contact Financial Aid at (904) 620-5555 regarding
the impact of a withdrawal to their financial aid.

There is a course withdrawal limit for all degree-seeking
and non-degree-seeking undergraduate students. The
limit is six course withdrawals; three course withdrawals
at the 1000/2000 level and three course withdrawals at
the 3000 level or higher. To view details of this policy,
visit: www.unf.edu/onestop/registrar/Registration_-_Withdrawal.aspx. (See withdrawal policy on page 23).

SPRING 2016 HOUSING INVOICES SENT
Monday, Nov. 2

SPRING 2016 TIME TICKETS POST ON
MYWINGS
Tuesday, Nov. 3

DEADLINE FOR MAJOR CHANGES
Thursday, Nov. 5

VETERAN’S DAY (University closed)
Tuesday, Nov. 11

REGISTRATION FOR SPRING BEGINS
Monday, Nov. 16
Registration for the next semester takes place during
the current semester. Registration appointment times
are posted as Registration Tickets in the myWings...
The appointment time lets a student know when they may begin registering for classes. First-time college freshmen are required to see their assigned academic adviser before they register. All other students are encouraged to see their academic adviser if they have any questions about appropriate course selection, alternate courses if their initial class choices are full and any course conflict issues. ACE sees students on a walk-in basis during registration, but to avoid a long wait, visit ACE early in the semester.

OPEN REGISTRATION BEGINS
Monday, Nov. 23

SPRING 2016 HOUSING RENT DUE
Wednesday, Nov. 25
Last day to pay/pend/defer housing fees for spring 2016.

THANKSGIVING HOLIDAY (University closed)
Nov. 26-28
Tip: Preparing for exams starts the first day of class. Recommend that your student set aside time every day to study for final and end of term exams, to avoid last minute cramming and stress.
Tip: There is one week between Thanksgiving Break and final exams and your student may be feeling a bit stressed or overwhelmed. Sending a card or small care package is a great way to say your family is thinking about you.

FALL CLASSES END
Friday, Dec. 4

FINAL EXAMS
Dec. 5-11
UNF instructors and other campus resources are readily available to support the students during their college career.

FALL 2015 TERM ENDS/COMMENCEMENT
Friday, Dec. 11

FALL 2015 GRADES POST
Thursday, Dec. 17

WINTER BREAK
Dec. 13 – Jan. 6
Osprey Hall, Osprey Landing, Osprey Cove and Osprey Crossings close at 5 p.m., Dec. 11. First-year students are not to remain on campus during winter break. (University closed Dec. 23 – Jan. 1 tentative)

2016 Spring Semester

NEW YEARS DAY (University closed)
Thursday, Jan. 1

RETURN TO HOUSING
9 a.m., Tuesday, Jan. 5
Osprey Hall, Osprey Landing, Osprey Cove and Osprey Crossings re-open.

FIRST DAY OF CLASSES FOR SPRING 2016/
ADD/DROP BEGINS/LATE REGISTRATION
($100 late fee)
Wednesday, Jan. 6
Students must notify the course instructor in advance if they will miss the first day of class. Non-attendance of the first day of class may result in your student being dropped (purged) from that course. (See first day attendance policy on page 22.)

NON-DISCLOSURE FORM DEADLINE
5 p.m., Tuesday, Jan. 12
Submitting the form to One-Stop Student Services on the deadline date does not guarantee that student directory information was not released prior to the deadline date.

ADD/DROP ENDS
11:59 p.m., Tuesday, Jan. 12
Students may add and drop courses from the first day of registration through the end of the add/drop period. Students may add and drop courses via myWings portal, www.mywings.edu. Courses officially dropped during the add/drop period will not be entered on a student’s permanent record (transcript) and will be completely refunded.

SPRING 2016 TUITION PAYMENT DEADLINE
5 p.m., Friday, Jan. 15
Last day to pay/pend/defer tuition and fees.

MARTIN LUTHER KING, JR. HOLIDAY
(University closed)
Monday, Jan. 18

LAST DAY TO PETITION TO ADD A COURSE/ DEADLINE FOR REINSTATEMENT
Friday, Jan. 29

DEADLINE FOR COMPLETE WITHDRAWAL
(25 percent refund)
Friday, Feb. 5
ASSIGNED ACADEMIC ADVISING — FEBRUARY and MARCH
All first-time freshman students are required to see an ACE adviser before they can register in April for summer and/or fall terms. To avoid a long wait time please remind your student to see an adviser early in the semester.

UNF PRIORITY DATE FOR FAFSA
Sunday, Feb. 14
In order to receive financial aid by the beginning of fall semester, returning students should complete and submit the renewal Free Application for Federal Student Aid (FAFSA) by April 1 of each year.

“NEST FEST” UNF’S HOMECOMING
Feb. 15-21 (tentative)
Get acquainted with Homecoming activities, including the traditional tailgate, basketball games, spirit competition and the coronation of a Homecoming king and queen.

SPRING SEMESTER MIDTERMS
Results online — Thursday, March 3
Midterm exams are usually completed before spring break. Students with less than 30 semester hours can access their midterm grades online using the myWings portal. Grades are indicated by an “S” for Satisfactory progress or a “U” for Unsatisfactory progress. Students who are not making satisfactory progress at midterm are encouraged to meet with an academic adviser in ACE or Honors to discuss academic success strategies. ACE also offers free tutoring in many subjects, including English, math and many sciences.

SUMMER 2016 SCHEDULE ON WEB
Friday, March 4
Meet with adviser to select classes for summer term and/or fall term.

SPRING BREAK (no classes held)
March 14-20
While this may be a time for your student to relax and have fun, safety is important. Make sure you have a phone number to stay in touch if your student is traveling.

WITHDRAWAL DEADLINE (without refund)
Friday, March 25
Last day to withdraw from classes without refund before 11:59 p.m. Students should understand the possible consequences of withdrawing from a class. They should consult with an ACE or Honors adviser who will discuss alternatives as well as the consequences of this decision. Students with scholarships, such as Bright Futures, should also contact Financial Aid at (904) 620-5555 regarding impact of a withdrawal to their financial aid.

There is a course withdrawal limit for all degree-seeking and non-degree-seeking undergraduate students. The limit is six course withdrawals; three course withdrawals at the 1000/2000 level and three course withdrawals at the 3000 level or higher. To view details of this policy, visit: www.unf.edu/onestop/registrar/Registration_-_Withdrawal.aspx. (See withdrawal policy on page 23.)

FALL 2016 SCHEDULE ON WEB
Wednesday, April 1
Meet with adviser to select classes for fall term. Students are encouraged to meet with their academic adviser in February or March to avoid long wait times.

DEADLINE FOR MAJOR CHANGES
Wednesday, April 1

REGISTRATION FOR SUMMER AND FALL TERMS
Monday, April 11
Advanced term registration is an opportunity for currently enrolled students to register for their summer and/or fall courses. To avoid an extended wait time, students who are unclear about course selection and/or other academic issues, should meet with an adviser early in the semester — February or March — prior to April registration. Registration appointment times are posted as Registration Time Tickets in the myWings portal March 31. The appointment time lets the student know when they may begin registering for classes.

SPRING CLASSES END
Tuesday, April 19
Last day of classes — ask your student if arrangements need to be made to store belongings while home for summer break.

FINAL EXAMS
April 23-29
By this time students know what to expect and are more comfortable with final exams.

SPRING 2016 TERM ENDS/COMMENCEMENT
Friday, April 29

HOUSING CHECK-OUT
3 p.m., Friday, April 29
All residents must check-out by 5 p.m.

SPRING 2016 GRADES POST
Sunday, May 6
“This is our third child going to college — so I’ve sat through orientations before, but this was a joy. Our daughter is now in her fourth semester at UNF and it’s been a great experience for her and us.”

— Elizabeth Mas, Parent Association member

Positive communication between students and their parents or guardians is important and the University appreciates parents who want to be involved in their student’s educational experience. A strong support network is necessary both on campus as well as at home. It is important for parents to know, however, that some information is protected and the University is limited in what can and what cannot be released to third parties, including parents.

**Student Education Records (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law which affords students certain rights with respect to their educational records. The intent of this Act is to protect the privacy of student education records, to establish the right of students to inspect and review their education records, to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings and the right to file a complaint with the Family Policy Compliance Office (U.S. Department of Education) if they feel their rights have been violated. A penalty for non-compliance of FERPA can result in a loss of Federal funding to the University.

Many students and parents do not realize that FERPA has been protecting their records for many years. FERPA protects educational records of students at all levels — primary, secondary and post-secondary. During a student’s primary and secondary school experiences, the right of access to the student’s educational records rests with the parent or guardian. When the student enrolls at a post-secondary institution the rights of access converts to the student resulting in parents not being able to access student records without the student’s consent. An exception to this rule permits parents of dependent students (as defined in Section 152 of the Internal Revenue Code of 1954) who provide sufficient documentation of the parent-dependent relationship to access their student’s educational record. Requests
by students or eligible parents to access educational records must be in writing. As a courtesy, students are notified of all parental requests made in this manner. The UNF Registrar’s Office retains the right to review and release records in accordance with the best interest of each student.

In accordance with FERPA, as amended, and University policy, students’ academic records such as transcripts, grades, student class schedules and other information cannot be released without the written consent of the student. Students who wish to pick up any information or paperwork regarding their academic records including a class schedule should go to One-Stop Student Services and must show a picture I.D. If anyone other than the student is sent to pick up paperwork for the student, they must show a picture I.D. as well as signed permission from the student to do so. If the person requesting the student records does not have a direct relationship to the student, One-Stop Student Services staff will ask additional questions to ascertain the relationship and will use discretion in releasing the requested information. No educational or non-directory information is provided over the telephone.

As one might suspect, FERPA is a far-reaching law with many subtleties. Parents interested in learning more about FERPA and its provisions should visit our website, www.unf.edu/onestop/ferpa/or the U.S. Department of Education FERPA website: www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

FERPA AND FINANCIAL AID
While this policy is enforced for the protection of students, it also can cause frustration on the part of parents when calling or visiting the University to assist students with the financial aid process. One way to remain involved is to accompany your student when they visit One-Stop Student Services for financial aid discussions. If you are out of the area, arrange for your student to call you from One-Stop Student Services so that you can assist by phone. If necessary, set up an appointment time for these types of meetings to accommodate your schedule. For more information on scholarships and financial aid, please read the information online at www.unf.edu/onestop/finaid/.

DIRECTORY INFORMATION
Directory information is the information available about a student that is not considered harmful or an invasion of privacy if disclosed. While FERPA and state law protect the privacy of educational records, directory information is not treated as confidential and may be disclosed by the University without student consent unless the student requests non-disclosure. At UNF, the following has been designated as directory information:

- Name
- Mailing address
- Telephone number
- Dates of attendance
- Admitted college/major
- Degrees awarded
- Status (full- or part-time)
- Classification (freshman, sophomore, etc.)
- Participation in officially recognized activities and sports
- Honors
- Weight/height of athletes
- Student images, including photographs, videos or any other media containing a student’s image or likeness

REQUESTS FOR NON-DISCLOSURE OF DIRECTORY INFORMATION
Students may request non-disclosure of their directory information by submitting the Non-Disclosure Request on the Student Records menu in myWings by the end of the first scheduled week of classes each term as noted in the calendar.

CONTACTING ONE-STOP STUDENT SERVICES
Students can contact One-Stop Student Service by way of the following methods:

Call: (904) 620-5555
Click: http://www.unf.edu/onestop/contact/
Visit: Ann and David Hicks Hall, Building 53, Suite 1700
8 a.m. to 5 p.m. Monday through Thursday
9 a.m. to 5 p.m. Friday

Please be advised that visiting One-Stop with picture ID is the preferred method of contact. One-Stop is able to verify the identity of the visitor as the student and have a detailed and thorough conversation.

One-Stop online contact form opens an e-mail correspondence between the student and One-Stop. Students are encouraged to enter their UNF Ospreys e-mail address on a form provided with a detailed reply to their inquiry. A student must authenticate themselves by logging into myWings to access their Ospreys e-mail account, so One-Stop can include detailed account information. Replies to an external e-mail address (i.e. Gmail, Yahoo!, etc.) will be generalized and non-specific.
Phone conversations must be general in nature. The same authentication that a picture ID or myWings password grants is not available via telephone. One-Stop considers student privacy and confidentiality to be of the utmost importance and will not divulge non-directory information over the phone.

One-Stop Student Services
Ann and David Hicks Hall (Bldg. 53), Suite 1700
(904) 620-5555 (904) 620-2414 (fax)
www.unf.edu/onestop
www.unf.edu/onestop/contact/
Mon - Thu 8 a.m. to 5 p.m.
Fri 9 a.m. to 5 p.m.

One-Stop Student Services is open until 6 p.m. during add/drop weeks.

The best time to contact the office is between 8 – 11 a.m., Tuesday through Thursday.

UNF ID — THE "N" NUMBER
Students login to computing resources using their UNF ID, which begins with an N and contains eight numbers. An example is n00345678. The UNF ID does not correspond in any way to a student’s Social Security Number. The UNF ID or N number provides student access to the myWings portal, e-mail, Blackboard, SkillSoft e-learning (self-paced training on hundreds of computer skills and professional development topics), fee payment and personal web space.

PARENT PORTAL
In an effort to help students and their parents, the University has developed an online system where your student can release their confidential information to you via a secure online access. In doing so, you will be able to log into the University’s myWings portal using your own security credentials and view the records according to your student’s authorization. Access to the Parent Portal is not automatic — your student must take steps to create your security credentials and your student will determine the elements of their educational record to share.

How it works
Students who decide to release information to a parent will first identify the parent through myWings. Complete information and instructions for students to provide their parent with access to their education
record can be found in the Student Handbook online and from the Parent Portal at www.unf.edu/onestop/parents. The parent will receive security credentials — their own N number — for access to myWings. Parents will not have access to other university services like e-mail or library privileges, but they will be able to access different areas of their student’s educational record and pay bills on behalf of their student.

If your student elects to provide you access to their information, your student will receive an e-mail which they must forward to you. Within that e-mail will be additional instructions and a link to the myUNF ID website where you can finalize your security credentials. Once established, you will be able to log into myWings, the secure online portal for university business, and access the Parent Portal. The authorization process will need to be completed again at the beginning of every calendar year (Jan. 1).

Within myWings, you will see a variety of things depending on your role and history with the University. For example, if you were a student at the University you will have access to your student records and other data, including the Parent Portal. If your only role (thus far) is that of a parent of a UNF student who has authorized you to view information, you will only have access to the Parent Portal.

The myWings portal contains a combination of tabs (pages) and channels on each page. The link to the Parent Portal will be found in a channel. Follow the link to the Parent Portal to view the information released to you by your student. If you have more than one student at the University, each will have to give you access to their records. If they do, then you will be able to select them independently from a drop-down list. If you have questions regarding what information your student has released to you, we encourage you to have a conversation with your student.

For technical assistance, including passwords and login help, contact the ITS Help Desk at (904) 620-HELP (4357) or helpdesk@unf.edu.
If you want to be kept informed about your student’s grades, make sure that you talk realistically about your expectations for performance before your student starts at UNF. Remember that college is designed to be a challenging academic experience full of opportunities to pursue many different academic, social and personal interests. Setting unrealistic specific grade point average (GPA) expectations for your student may lead to pressure and conflict between you and your student. College classes are not structured like high school or dual enrollment and expectations for individual student performance are higher. Try to maintain a positive, calm and supportive attitude about grades and be sensitive to your student’s need for academic exploration. This kind of attitude will keep the channels of communication open.

Some students choose to explore many non-academic pursuits their first semester at college and then spend the next few semesters trying to make up for a lower first semester GPA. If you are consistently supportive about the importance of academics you can help your student remain focused on making academics a priority during the first semester at UNF.

Academic Advising

ACADEMIC CENTER FOR EXCELLENCE (ACE)

The Academic Center for Excellence (ACE), located in Founders Hall, Building 2, Room 1200A, provides the following opportunities to currently enrolled students:

Academic Advising for all freshmen and those students exploring majors

All new freshmen are required to attend UNF’s new student orientation. During these sessions, academic advisers will assist students in selecting courses that reflect individual interests and abilities while also satisfying UNF requirements. Freshmen will meet with advisers from ACE, Honors Program and select faculty. These advisers also explain the how-to’s of registration and share other information to aid with a smooth transition to college and a successful first semester.

During a student’s first semester, they will individually meet regularly with their assigned academic adviser to discuss their academic goals, short- and long-term planning as well as review the many UNF resources available to assist them in reaching academic goals.

Advisers will engage students in a discussion of individual aptitude and areas of interest in selecting a major as well as answer questions pertaining to prerequisite information and UNF’s limited-access program requirements. The assigned adviser will assist the student in understanding their degree evaluation and My Osprey Map. These tools outline for students the courses required for their desired major and the timeline in which they should complete those courses.

Throughout the semester, advisers provide ongoing review and monitoring of students to identify those who may be considered at risk. Mid-term grade reports for freshmen and the Early Academic Alert System (EAAS) are important components of this process. Once students are identified, advisers provide recommendations for academic assistance and additional support as needed. This may include referrals first to the student’s professor and/or to various other on-campus resources such as Career Services, ACE Tutoring, Counseling Center, Student Health Services, Disability Resource Center and Student Ombudsman.

Students will transition to academic advisers in their particular college of study once they reach sophomore status, if they have declared a major and are in good academic standing.

Tip: Academic advisers dedicate themselves to managing the advising process and fostering a caring relationship. They strive to be accessible to students. Students are expected to recognize that advising is a shared responsibility and that they are ultimately responsible for making decisions regarding their academic, career and personal goals.

Tutoring

ACE provides students walk-in, peer-assisted tutoring in the physical and natural sciences, math, social sciences, foreign languages, history, statistics and selected business courses. ACE’s peer tutoring offers
students the chance to get both one-on-one and group assistance in understanding course content. Located in Founders Hall, Building 2, Room 1200A, tutors are available to meet with students throughout the week. During the fall and spring semesters evening tutoring for some subjects will be offered in Housing for residential students, 6-10 p.m., Monday through Thursday. Online tutoring is available for select subjects. To view the current tutoring schedule, visit: https://banner.unf.edu/pls/nfpo/wksmtut.p_tutor.

**Academic Success Skills Workshops and Credit Courses**

Each semester, ACE offers a variety of Academic Success Skills Workshops. Topics include: overcoming procrastination, exploring UNF majors, setting goals and managing time, overcoming fear of public speaking and metacognition. These workshops help students successfully transition to UNF by developing proven academic strategies for succeeding in college. To view a complete list of workshop offerings with dates and times, please visit: https://banner.unf.edu/pls/nfpo/wksmtut.p_workshop.

SLS 1995 Surviving Freshman Year is a one-credit hour course designed to help new students make a successful transition to the University and aims to foster a sense of being part of a community, to promote engagement in the academic and social life of UNF, to articulate to students the expectations of the faculty, to help students develop good learning practices and to help them continue to clarify their academic and career goals and direction.

SLS 1995 is a hybrid course that meets in person six times during the semester. Class time is used for collaborative learning activities, presentations and guest speakers. The online portion of the course includes readings on time management, learning styles, study strategies, financial fitness, student wellness, campus diversity and campus resources. Students write learning reflections and participate in engaging online class discussions during the week with a UNF peer mentor. SLS 1995 is an excellent opportunity to get to know other first-year students and to develop relationships that can be sustained throughout a student’s UNF career.

**My Osprey Map (COURSE SEQUENCE GUIDE)**

My Osprey Maps provide a term-by-term sample schedule for undergraduate academic programs at the University of North Florida. Osprey Maps guide students in the selection of courses each term.
Following the sample schedule and completing designated mile-markers at the appropriate time will facilitate graduation in four years. The maps should be used in consultation with an academic adviser. Admitted students can access their personalized My Osprey Map in myWings. Sample maps for each undergraduate program are available at www.unf.edu/myospreymap/.

The Osprey Map is not a contract between the University and the student. It should be used as a general guide for the purpose of meeting requirements and constructing course schedules. Maps may be altered periodically to meet objectives of the academic program or the University.

Students who are undecided on a major should consult an academic adviser, career services counselor and refer to the University’s undergraduate catalog www.unf.edu/catalog/programs/ug/ and department websites. They can view various degree programs by college and major to determine required prerequisite courses and core courses as well as major requirements and electives.

**REGISTER FOR CLASSES**

Students will register for classes by using the myWings web portal from the UNF website during their orientation session. To help with the scheduling process, we recommend students use the Osprey Course Scheduler software found in myWings. It will generate multiple class schedule options and they can choose the course schedule that best fits their needs. Academic advisers and peer advisers are available to help students with any questions regarding registering for classes.

Under certain circumstances, “holds” may be placed on student records and will prevent students from registering for classes. Students should check their registration status in myWings prior to their orientation session to know if they need to resolve any holds that may prevent them from registering. If students have holds, the website will direct them to the offices that can lift the holds. ACE places a hold on every incoming freshman and this hold will be lifted once the student attends orientation.

In future semesters, students will register during the normal registration period on or after their assigned time ticket which is generated by the Registrar’s Office. The schedule of classes will be available online approximately two to three weeks prior to the beginning of the registration period. Check out the UNF Matriculation Calendar for registration dates each semester: http://www.unf.edu/unffa/Schedules/UNF_Matriculation_Calendar/FA_13-35.aspx.

**ACQUIRE A STUDENT DETAIL SCHEDULE FROM THE myWINGS WEB PORTAL**

The student detail schedule lists the courses for which the student has registered, class locations, when the class is held and instructor information. To access the student detail schedule, sign on to myWings, click the Student Self Service link under My Records, and select Registration. The fee assessment — an invoice of tuition and fees — is also available from the myWings web portal. The fee assessment can be found under the Student Self Service link under Student Account. From here, there are two options. To view an overall statement, select Account Summary. To view fees for each term, select Account Summary by term.

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**Academic Center for Excellence**

Founders Hall (Bldg. 2), Room 1200A
(904) 620-1012 (904) 620-1015 (fax)
ace@unf.edu
www.unf.edu/ace

**Academic Advising:** Mon – Fri 8 a.m. to 5 p.m.

**Tutoring:** Mon – Thu 10 a.m. to 4:30 p.m.
Fri 10 a.m. to 2 p.m.

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**Office of Undergraduate Studies**

**TRANSFORMATIONAL LEARNING OPPORTUNITIES (TLOs)**

Introduced by UNF President John A. Delaney in 2005, transformational learning opportunities provide financial support for faculty and staff members to design and implement unique projects for students. A transformational learning opportunity is an experience that occurs inside or outside the classroom that potentially enriches or augments student learning and personal development. A variety of TLOs are offered, including study abroad, research with a faculty member, service learning, field study, internships, practicum, directed independent study, learning communities and leadership experiences. To view a list of undergraduate projects, visit www.unf.edu/tlo/.

**THE UNF FRESHMAN EXPERIENCE**

The University of North Florida is committed to helping first-year students start strong and get the most out of their college experience. First-year students will find a wide range of opportunities to help make a successful transition from high school to college. Among these include career and major exploration activities, workshops on academic success skills and strategies,
opportunities to meet faculty in their selected majors and activities sponsored by the Division of Students Affairs designed to engage students in the life of the campus. UNF also organizes common academic experiences for each freshman class, such as a common book (the UNF Reads program) or a common question or theme that students address in their first year—all designed to help build a strong sense of academic community on campus.

Students will learn more about Freshman Experience programs and opportunities during Summer Orientation, Week of Welcome and throughout the fall semester. We encourage your student to take advantage of these unique opportunities as their first step towards success at UNF.

Office of Undergraduate Studies
Dr. Jeff W. Coker, Dean
J. J. Daniel Hall (Bldg. 1), Suite 1501
(904) 620-2261
undergrad.studies@unf.edu
www.unf.edu/ugstudies/

TAYLOR LEADERSHIP INSTITUTE
The Taylor Leadership Institute is an initiative within the Office of the Vice President for Student Affairs emphasizing the encouragement, promotion and rewarding of personal, civic and community engagement with a concentration on values and leadership constructs.

In today’s competitive job market, anything students can do to set themselves apart from their peers will help them get noticed by potential employers or graduate schools. One way students are getting that extra edge at UNF is by obtaining the Leadership Minor through the Taylor Leadership Institute.

The Leadership Minor consists of three credit-bearing leadership development classes and a 3 credit practicum consisting of two experience-based leadership initiatives — one internal to UNF and one external, community engagement and/or international leadership experience and a capstone presentation. Designed to highlight the student’s transformational learning, this culminating event is an opportunity to reflect upon and integrate the student’s insights, experiences and knowledge gained through the study of leadership and community engagement.

The Leadership Minor reflects the tangible symbol and record of the student’s dedicated commitment to the intentional study and practice of leadership.

The University honors the graduates who have earned the Community Leadership Minor at every graduation ceremony.

The Institute facilitates the education and development of students on how to become effective, ethical and value-based leaders with a commitment to excellence, accountability and responsibility to the real world of the workplace and civic/community engagement.

Several programs are now operational that demonstrate this:

- The Leadership Minor
- Experiential Learning Transcript (ELT)
- Annual Student Leadership Summit
- Leadership Speakers Bureau
- Intergroup Dialogue Program and Entrepreneurial Resource to align community entrepreneurs with student entrepreneurs.

Further information about the department can be found at www.unf.edu/taylor-leadership/.

Intergroup Dialogue
Intergroup Dialogue was designed to explore topics of social group identity, conflict, community and social justice among students. Intergroup Dialogue is a process through which students of different social identities hear and learn to respect each other’s positions, first, by coming to understand how labels affect their own and others’ lives and then by discussing commonalities, differences and conflicts between groups.

The core of this program is a three-credit course. Intergroup Dialogue Among Diverse Populations is available to all undergraduate students for elective credit and satisfies one of the course requirements for the Leadership Minor. Further information about this program can be found at unf.edu/taylor-leadership/Intergroup_Dialogue.aspx.

Taylor Leadership Institute
Tom and Betty Petway Hall (Bldg. 57), Room 2750
(904) 620-5934  (904) 620-5699 (fax)
leadership@unf.edu
www.unf.edu/taylor-leadership/

CENTER FOR COMMUNITY-BASED LEARNING
The Center for Community-Based Learning contributes to fostering an institutional culture of community engagement as one of the signature characteristics of
a UNF education. Center staff partners with others to develop programs and courses that include authentic, real-world settings as an intentional part of their curricular and co-curricular learning experiences. The Center provides opportunities for students to get involved through programs such as:

- **Ospreys in Action** — Student-led community service immersion trips during spring break
- **Osprey Community Ambassadors** — Student leaders assist in planning days of service for their peers

The community-based courses, activities and programs offered at UNF provide students opportunities to improve critical skills and dispositions many employers seek: intercultural competence, ethical character, engaged citizenship and the ability to apply knowledge in creative and practical settings. They also enrich student learning, personal development and civic engagement while contributing to the enrichment of the greater Jacksonville community and beyond.

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**HONORS PROGRAM**

Who are our Honors students? Honors students want to excel. They possess intellectual, social and cultural curiosity and want to learn. They are self-motivated and will take any opportunities presented to them. They demonstrate leadership and integrity. They want to get the most out of their educational opportunities in the classroom and beyond and belong to a lively community of similarly driven people. Although the Honors Program has a dedicated faculty and staff, the quality of the Honors experience is facilitated by the energetic group of students who define the environment.

What constitutes the Honors Program? Students in the Honors Program will take at least 15 credit hours of Honors-designated classes that emphasize disciplined critical thinking, global awareness, leadership and an interdisciplinary perspective. They also complete a capstone experience and are successful in their classes, graduating with at least a 3.4 GPA. The capstone experience is intended to facilitate a relationship among the student, a faculty member in their major and the Honors Program. The capstone also serves as a gateway for students completing Honors in their major. The first class students take is the Honors Freshman Colloquium, a shared experience with the entire Honors first-year class that builds community, teaches academic and leadership skills and challenges students with intellectual and academic exploration in the context of small-group student-led breakout sessions. The class includes a service-learning project working with Jacksonville’s refugee population to give students hands-on experience practicing leadership and community-building skills. Other Honors courses are limited to 20 students and taught by some of the University’s most engaging professors. The program emphasizes opportunities for learning outside of the classroom including service
learning in the community, undergraduate research with faculty mentors, student leadership opportunities and study abroad. UNF builds a tight-knit and supportive community with Honors-only opportunities to meet other students even before classes begin at our special Honors Orientation in April and then the Honors First-year Retreat in August. Many of our students choose to live in our Honors living-learning communities in the two most desirable residence halls.

Honors Program
J. J. Daniel Hall (Bldg. 1), Suite 1600
(904) 620-2649 (904) 620-3896 (fax)
honors@unf.edu
www.unf.edu/honorsprogram

“My daughter is a senior at UNF and is in the Honors program. This comes with many privileges such as small classes and a capstone project. She completed her capstone while on a study abroad in Paris during a summer session. The Honors program also awarded my daughter with a video fellowship while in her junior year and two separate travel grants. These are just a few perks to mention, in addition to the academic coursework she completed in the Honors program.”

- Theresa Borges, Parent Association member

RESERVE OFFICERS TRAINING CORPS (ROTC)

Army ROTC
The Army Reserve Officers’ Training Corps (ROTC) at the University of North Florida is a challenging educational program of leadership and military skills training. It prepares students for officer responsibilities in the active Army, Army Reserve or Army National Guard. Army ROTC courses fit into most academic programs as electives. ROTC cadets normally take one course and one lab per semester along with their other classes. Freshmen and sophomores begin with the no-obligation basic courses. They receive instruction in leadership and military skills such as physical fitness, land navigation and first aid. Junior and senior cadets make up the advanced courses. At this stage, cadets make a formal commitment to the Army, receive instruction on leadership principles and advanced military skills, demonstrate those skills at the national Cadet Leader’s Course (CLC) and receive a commission as a US Army 2nd Lieutenant upon graduation. UNF Army ROTC offers opportunities for both active duty and reserve scholarships with full tuition/fees (or room and board up to $10,000 per year). Cadets may apply for a two- or three-year Army ROTC campus-based scholarship. Each pays full tuition, $600 per year for books, plus a monthly stipend (during the school year) for living expenses.

UNF Army ROTC
Schultz Hall (Bldg. 9), Room 1129
(904) 620-3999 (904) 620-3991 (fax)
www.unf.edu/army-rotc
www.facebook.com/unfarmyrotc

Naval Science Program (NROTC)
at Jacksonville University
University of North Florida students may participate in the Naval Reserve Officer Training Corps program which is housed at Jacksonville University while they are earning their academic degrees at UNF. The Student Affairs Division at UNF serves as management liaison for this program.

The mission of the NROTC is to prepare future leaders of the United States Navy and Marine Corps mentally, morally and physically for commissioning in the naval services.

The goal is to provide a steady supply of well-educated junior officers, ready to serve their country. The NROTC program is designed to support the student’s academic major with specified university courses and naval professional courses.

NROTC graduates will understand the fundamental roles and missions of the United States Navy and the importance of sea power to our national interests; know the concepts and principles of leadership; appreciate national security requirements; gain a strong sense of personal integrity, honor and individual responsibility; and attain an educational background which will allow advanced/continuing education later in their careers in a field of application and interest to the naval service.

There are two phases (or courses) of NROTC, a basic course taken during the freshman and sophomore years and an advanced course taken in the junior and senior years. There are two programs — the NROTC Scholarship Program and the NROTC College Program. See UNF’s online academic catalog for more information.
The International Center

Study abroad is an enriching, transformational experience that provides students with unique opportunities for academic, social and personal growth. The International Center provides students with a variety of study abroad experiences ranging from one week to an entire summer, a full semester or even an academic year.

Many international programs are conducted in English, some programs are specifically designed around foreign language study and other programs require proficiency in a foreign language. Study abroad is available almost anywhere around the world.

Each year, hundreds of students earn credit towards their degrees while studying overseas. No matter what your student’s major is, from accounting to zoology, UNF can probably find a program to accommodate their needs and interests. Students can study and earn credit for a semester or a year through an exchange program, through a third-party study abroad organization, through other U.S. institutions or through direct enrollment at a foreign institution. There are even opportunities for international internships.

In an exchange program, UNF students pay UNF tuition, are assigned UNF course equivalencies for the work they complete abroad and the grades and credits are transferred into their UNF academic record. UNF offers exchange programs at vetted partner universities in all five major continents and in more than 20 different countries. These exchanges give students the opportunity to continue their studies as a full-time student, while being submerged in a completely different country and culture. An additional benefit to studying through an exchange is that UNF Exchange Programs are usually very cost effective, which has allowed students from all financial backgrounds to engage in study abroad.

If a student cannot find an exchange program that meets their needs, then the International Center will help find an alternative semester or academic-year study abroad opportunity in the location they desire, with the courses they want, at a time that is suitable.

Through faculty-led programs, professors have taken students all over the world. In fact, UNF usually offers some 30 faculty-led classes each year in a variety of majors and disciplines. Each spring and summer, faculty lead students on two- to six-week programs during which students may earn up to nine credit hours toward their degrees. Students register for UNF study abroad classes in the same manner as any other UNF course. For some programs, the instruction takes place exclusively overseas, while for others there will be study time on campus combined with on-site learning activities such as field trips and professional visits abroad.

Scholarships are also available specifically for study abroad, such as the Student Affairs International Learning Scholarship (SAILS) which can help fund a student’s international experience. See the International Center for more information and scholarship applications and deadlines.

Whichever the course or program, Study Abroad offers students an academically rewarding and culturally enriching overseas experience. To learn more about Study Abroad, check out the website at www.unf.edu/intlctr/.

The Graduate School

The UNF Graduate School offers more than 30 master’s degree programs, five doctoral degrees and 12 graduate certificate programs for students who wish to continue learning beyond their baccalaureate degrees. With small class sizes and engaged professorship, the Graduate School provides professionals and academics the unique learning opportunities which have come to distinguish UNF from other state universities. The mission is to attract students who have the potential to excel, to support cutting edge research that enlivens and informs advanced education and to ensure that our programs remain relevant to both our students’ lives and to the communities we serve. The Graduate School welcomes all inquiries regarding your next degree, the degree above.

The Graduate School
J. J. Daniel Hall (Bldg. 1), Suite 2000
(904) 620-1360 (904) 620-1362 (fax)
graduateschool@unf.edu www.unf.edu/graduateschool
Parents and students should be familiar with all university rules and procedures by reading the Academic Policies and Procedures section of the Student Handbook found online as well as those in the online current undergraduate catalog. A brief summary of the more important regulations students are expected to know and abide by are listed here. Understanding all this information is your student's responsibility. Deviations from these policies may impact a student's timely academic progress toward graduation and/or have significant financial implications. If students have any questions regarding any policies, they are strongly encouraged to contact their academic adviser or other UNF staff member for clarification.

Academic Integrity Code

In order to protect the integrity of the teaching, learning and evaluation process, the University of North Florida expects all members of the academic community to respect the principle of academic freedom and to behave with academic integrity. Briefly stated, academic misconduct shall consist of any attempt by students to misrepresent their performance on any exercise submitted for evaluation. The primary responsibility for insuring adherence to the principle of academic integrity rests with students and faculty. Any infraction which comes to the attention of any person should be brought to the attention of the faculty member to whose course it pertains.

Violations of Academic Integrity include, but are not limited to:

- **Cheating:** Intentionally using, providing, obtaining or attempting to use unauthorized materials and/or information of any kind in or during any academic exercise.
- **Fabrication and Falsification (intentional and unauthorized):** Falsification is a matter of altering information, while fabrication is a matter of inventing or counterfeiting information for use in an academic exercise.
- **Multiple Submissions:** The submission of any portion of the same academic work for credit more than once without authorization.
- **Plagiarism:** Intentionally or knowingly presenting the work of another as one's own (i.e., without proper acknowledgment of the source) unless such ideas, information, etc. are common knowledge.
- **Abuse of Academic Materials:** Intentionally or knowingly destroying, stealing or making inaccessible library or other academic resource materials.
- **Complicity in Academic Dishonesty:** Providing assistance in any form to help another to commit an act of academic dishonesty.

Possible faculty actions in cases of academic misconduct may range from referral to the appropriate support service (counseling, advising and/or other assistance) to expulsion from the University.

APPELLING AN ACADEMIC DECISION

The University of North Florida operates on the principle that all members of its community should be treated fairly in regard to their rights and responsibilities. These documents uphold a faculty member’s right to control the content of the syllabus and reading material, to determine the content of examinations and right to free speech. These rights constitute the faculty member’s guarantee of academic freedom. Therefore, the following procedures have been developed to provide an impartial arena for resolution of conflicts that cannot be resolved successfully between the primary parties involved.

Students may appeal grades or grade-related penalties assigned for academic misconduct due to violations of the Academic Integrity Code. They also may petition for variances from university academic policies with regard to application for graduation deadline, course enrollment within two weeks after the drop/add deadline, course withdrawal deadline, reinstatement into courses and to change from one course to another related course. Requests not reconciled at lower levels may be appealed to the University Appeals Committee. For all other academic appeals, the student must first make a written appeal to the faculty member involved (within one year of notification) and, if applicable, the student must also complete a request for waiver of university policy or extension of deadline form.
PETITIONING UNIVERSITY ACADEMIC POLICIES, REGULATIONS AND EXTENSION OF UNIVERSITY DEADLINES

Students seeking variances from university academic policies and regulations may petition select policies and regulations. A Waiver of University Policy form with corresponding signatures and relevant documentation is required to petition a university policy or regulation. In addition, students may petition to extend only the following three deadlines: to apply for graduation, to enroll in a course, or to withdraw from a course. Each of these petitions has its own form - graduation application, late registration/course transfer and waiver of university policy, respectively - that must be submitted with appropriate signatures and documentation, if applicable. Completing a petition does not guarantee that a particular policy, regulation or deadline will be waived, as petitions are considered exceptions and are evaluated on a case-by-case basis. The student should consult their adviser and/or the student ombudsman prior to submitting one of these petitions.

Attendance Policy

FIRST DAY ATTENDANCE POLICY

Students are expected to attend all scheduled university classes to satisfy all academic objectives as outlined by their instructors on the class syllabus. Instructors may establish course-specific attendance requirements. These must be published in the course syllabus and disseminated at the first class meeting. The instructor has the right to deal with individual cases of non-attendance and to determine the effect of absences upon grades.

Students are required to attend the first class meeting of courses for which they are registered. Failure to do so may result in the student being dropped from the course at the instructor’s discretion. Students, who are unable to attend the first class due to extenuating circumstances beyond the student’s control, must notify the instructor before the first class meeting. Non-attendance does not guarantee a student will be dropped from a course. Please make sure that your student reads and understands the full policy found in the Student Rights and Regulations online.

RELIGIOUS OBSERVANCES

The University of North Florida recognizes and values students’ rights to observe and practice their religious beliefs. This regulation provides a procedure in which students may seek reasonable accommodation of their religious beliefs in regard to class attendance, scheduling of examinations, major class events, major university activities and work assignments.

- **Class attendance:** Any student, upon notifying their instructor, will be excused from class to observe a religious holy day of their personal faith. Such notification shall be made no later than one week prior to the holy day, or as prescribed by the instructor at the beginning of the term.

- **Work assignments:** Students who are excused from class or a specific work assignment for the purpose of observing a religious holy day will be responsible for the material covered in their absence, but shall be permitted a reasonable amount of time to make up any missed work. Missed work shall be made up in accordance with a timetable set by the student’s instructor or as prescribed by the instructor at the beginning of the term.

- **Examinations, major class events, major university activities:** No major examination, major class event, or major university activity should be scheduled on a recognized religious holy day. A recognized religious holy day is a significant day of religious observance as recognized by the highest governing body of that particular religious faith. Evidence of such recognition shall be provided by the student unless the holy day has been previously recognized by UNF on its University Calendar as a day of observance in which the university is closed in observance of the holiday.

- **Seeking Redress for Failure to Provide a Religious Accommodation:** Any student who believes they have been unreasonably denied an educational benefit pursuant to this regulation due to their religious belief or practices may seek redress of the decision by filing a grievance for failure to provide a religious accommodation. Copies of this grievance form may be obtained through One-Stop Student Services, Ann and David Hicks Hall, Building 53, First Floor.

CONCURRENT/TRANSIENT ENROLLMENT

Concurrent/Transient enrollment is enrolling in courses at another institution while attending UNF for the purpose of transferring credit back to UNF. This requires prior approval by an academic adviser and completion of a concurrent/transient enrollment form. Students requesting to take courses at another school in the State of Florida must complete the transient student approval via an online process. For more information visit: www.unf.edu/ace/advising/transient_form_process.aspx.
CONTINUOUS ENROLLMENT
The University’s continuous enrollment policy applies to all students. If a student does not enroll at UNF for at least one class in three consecutive semesters, continuous enrollment will be broken. That student must then apply for readmission online or through One-Stop Student Services and will be subject to current academic catalog requirements. Readmission includes the $30 application processing fee and official transcripts for any coursework attempted since last enrolling at UNF.

SUMMER RESIDENCY
Students who start at a State of Florida university as a first-time-in-college (FTIC) student must complete a minimum of nine semester hours during one or more summer sessions at a State of Florida public university prior to receiving a bachelor’s degree.

Withdrawals from UNF Coursework
A student may withdraw from a course or courses after the end of the drop/add period through the withdrawal deadline listed in the Academic Calendar online, in the Web Guide or in Important Dates on page 79. A student may withdraw via the myWings portal. A grade of W will be assigned and no refund is given. Undergraduate students are limited to three course withdrawals at the 1000/2000 level and three at the 3000/4000 level, for a total of six UNF course withdrawals. Unused withdrawals are forfeited and may not be carried forward. Extenuating circumstances may necessitate withdrawing from all coursework attempted during a term. Students should see their academic adviser to discuss withdrawing from coursework beyond the withdrawal limit, or if it would result in a complete withdrawal for the term.

A student must petition to withdraw after the withdrawal deadline and must have supporting documentation. Grades for courses dropped after the deadline are assigned by the instructor. A grade of WP (withdraw passing) has no impact on the student’s GPA. A grade of WF (withdraw failing) is calculated as an F in the student’s GPA.

After the close of the add/drop period, students who completely withdraw from all courses for the
semester by the complete withdrawal deadline listed in the Academic Calendar and have paid tuition in full will receive a 25 percent refund (less the repeat assessment, excess hour assessment, capital improvement fee and other miscellaneous fees). The 25 percent refund applies only to fall, spring and summer cross-term courses.

If a student stops attending class and does not officially withdraw, a final grade of F will be assigned. Withdrawals are not permitted once grades have been posted for the term. If a student has documentation of extenuating circumstances, a petition may be submitted for review.

**INVoluntary Medical WithdRAwAL**
There is also an administrative procedure in place for a student’s withdrawal due to a serious medical issue when the student is incapable of personally processing paperwork. A medical withdrawal is completed at the discretion of university officers, (see the Student Rights and Regulations section online) and is conducted only when university officials determine it is in the best interest of the student and/or the university community.

**Grade Forgiveness**
Grade forgiveness allows a student to replace an undesirable grade in a course and improve the cumulative GPA by repeating the same course in a subsequent semester. A student can use grade forgiveness twice towards the pursuit of a first bachelor’s degree; however, an unlimited number of courses may be repeated, though subsequent grades will be averaged together. Multiple repeats may result in a Repeat Course Surcharge. Grade forgiveness applies only to identical courses taken and repeated at UNF and only the last grade is averaged in for the GPA; however, both attempts are recorded in the UNF transcript and are used in Latin Honors calculations. The Grade Forgiveness Request is located in the myWings portal under Student Self Service > Online Forms. Students may be eligible for grade or term forgiveness, but not both. For more information on this policy, please see the online undergraduate catalog.

**Term Forgiveness**
An undergraduate student may request a term forgiveness which involves a student’s petition to suppress one academic term of work from their grade point average because of personal or financial problems. Students must apply for term forgiveness after completing at least one semester beyond the term for which they are seeking term forgiveness. The original grades will remain on the transcript. For the purpose of graduation, grades for ALL courses taken that semester will be treated as though the student received a W (withdrawal) in every course. The original recorded grades will be used in any Latin Honors and Satisfactory Academic Progress calculations. Term forgiveness may only be used once during a student’s undergraduate career. To complete a term forgiveness, students are required to meet with their academic adviser. Term forgiveness is not available to students that have completed a grade forgiveness request.

**Probation/Suspension Policy**
Freshmen, first-time in college students and students with “undeclared” majors are advised by the Academic Center for Excellence (ACE).

When a student has earned a term GPA of less than a 2.0, the student will be placed on academic probation and this will be noted on their transcript. If the following term’s GPA and cumulative GPA are below a 2.0, then the student is eligible for suspension. If suspended, the student will be dropped from any future course for which he/she is already registered. The duration of suspension varies by college, but for students advised by ACE, first-time suspension is for one term, during which classes cannot be taken at UNF or any other institution. The suspended student may return the following semester if they submit a release from suspension application, it is approved by the ACE staff and they meet with their assigned academic adviser to complete the release from suspension process.

**Excess Hour Surcharge**
State universities require students who begin college as an FTIC at an State University System (SUS) or Florida College System (FCS) college to pay an excess hour surcharge equal to 100 percent of the tuition rate for each credit hour attempted (i.e. courses completed, failed, withdrawn) in excess of 110 percent of the credit hours required to complete the baccalaureate degree program in which the student is enrolled. The surcharge percentage is determined by the student’s start date. Students can view their status in myWings by visiting Student Self Service > Student Records > Excess Hours Status. For further explanation please see the Excess Hour Surcharge webpage: www.unf.edu/onestop/registrar/Excess_Credit_Hour_Surcharge.aspx (Note: The surcharge is assessed only on the tuition portion of the semester hour cost, not on the fees.)
Repeat Course Surcharge

In accordance with State of Florida statute 1009.285, students who repeat the same college credit course more than two times will be charged a surcharge of 100 percent of the cost of instruction. The amount of the surcharge is subject to change each academic year. A schedule of fees, including the Repeat Course Surcharge, can be found at the Tuition and Fees web page maintained by Student Financial Services: www.unf.edu/tuition/. There will be certain exceptions such as repeating a course that is officially designated as repeatable for credit; however, students should not repeat courses unless absolutely necessary. Financial aid will not disburse for the third attempt of a course if credit was earned on a previous attempt. For further explanation regarding repeated courses and financial aid, please see the Repeated Coursework web page: www.unf.edu/onestop/finaid/Financial_Aid_-_Repeated_Coursework.aspx

Refunds and Conditions (Tuition)

Withdrawing from classes does not relieve the student from financial liability, nor does it automatically guarantee a refund. Automatic full refunds are granted when a course is dropped before the end of the add/drop period or the University cancels a course (see withdrawal policy on page 23 for additional information). A 25 percent refund is automatically processed when the student completely withdraws from all courses by the established deadline. For summer courses, a refund is only given for cross-term (summer C) courses and only if the tuition has been paid in full. Students seeking information about refunds for coursework after add/drop may visit the Student Financial Services Office/Cashier’s Office. To request a refund after the add/drop period, students must first withdraw from the course(s) and then may file a fee petition online via myWings.

FEE PETITIONS

Students must file within six months of the assessment of the fees in question. Petitioning for a refund is not a guarantee that a refund will be approved. Petitioners are notified of the Fee Committee’s decision in writing via e-mail. All decisions are final.

Please refer to Fee Petitions in the University’s online catalog for details and conditions or refer to the Student Financial Services/Cashier’s Office website. Tuition fee refunds provided to students will first be processed against any outstanding balances and depending upon the student’s financial aid, the refund may have to be returned to the funding source.

To file a fee petition, a student or the student’s representative with written authorization must:

1. Officially withdraw from the course(s) of the University.
2. Complete a fee petition available online via myWings. Documentation supporting one of the conditions indicated above must be included.

Transcripts

Students are required to submit final, official transcripts from each and every high school or college attended and, if applicable, official score reports for any and all accelerated mechanism credit (such as AP, IB, CLEP, DANTES or AICE scores). Failure to submit final, official academic documentation may result in the reclassification of student status, ineligibility for financial aid, denial of a graduation application and student holds that prevent registration.

Current and former UNF students may request a transcript by submitting a completed transcript request form to One-Stop Student Services with an S8 check or money order per transcript ordered. Students may also pay in cash at Student Financial Services and provide a copy of the receipt to One-Stop Student Services with their request form. Transcripts are processed and released 2-3 business days after the request is submitted. Students can request an immediate transcript with the on-demand service at One-Stop Student Services for an additional $2 by checking the appropriate box on the form. Transcripts may also be ordered online with a debit or credit card through the National Student Clearinghouse for a total price of $10.25 (includes a $2.25 processing fee). Expedited service for transcript orders is available to students for a $15.00 flat shipping fee. They will be shipped for overnight delivery after the transcript is processed — standard processing time still applies. Transcripts mailed for overnight delivery cannot be sent to a P.O. Box and must have a physical street address.

Four categories of student holds will prevent a transcript request from being processed: a financial balance owed to UNF, a conduct hold administered by the Student Conduct Office, an unsatisfied federal loan exit counseling requirement, or if UNF receives notification that a student has defaulted on a federal student loan. If a student has questions about submitting transcripts from other institutions, or needs information about transcripts, please contact One-Stop Student Services at (904) 620-5555 or visit the website at www.unf.edu/onestop/registrar/Registrar_-_Transcripts.aspx.
Open communication about financial matters is extremely important. Make sure that you and your student understand each other’s expectations for financial contributions. Talk about or create an estimated budget that outlines who will pay for what, where the money will come from for miscellaneous expenses and spending money and whether you expect your student to hold a job. If you discuss these matters before your student leaves for UNF, you may avoid an upsetting e-mail or phone call about financial difficulties later.

Remember, too, that college is an ideal place for your student to work at achieving financial independence. Students typically want to feel that they don’t need to ask for money, but they may not have the resources to achieve that goal. Before leaving for UNF, you and your student should talk frankly about budgeting. If you are contributing financially to your student’s education, it may be important to discuss exactly how much that contribution is, any budgeting expectations and what to do if adjustments need to be made. Student Financial Services/Cashier’s Office website has a financial literacy section that you may wish to review with your student at www.unf.edu/controller/cashiers/.

Don’t forget about financial aid. Assistance is available to qualified individuals and families, but processing requests can often take a very long time and require persistence on the part of the student. Ultimately, the responsibility for finding out about and applying for financial aid rests with the student.

Cost of Attendance
The University reports a Cost of Attendance (COA) to the Department of Education each year. The COA is used in calculating financial need with respect to financial aid awards. The figures listed below reflect the 2015-16 COA for a nine-month (fall and spring) period of enrollment and encompasses the five components listed below as designated by federal regulations. The individual student’s actual cost may vary depending on their residency status, living arrangements and actual tuition costs. The following is the 2015-16 cost of attendance budget for a full-time undergraduate student who is a Florida resident (non-resident listed in parentheses) living on campus for the fall and spring terms.

2015-2016 Academic Year
Tuition and Fees $6,590
(Non-FL = $20,990)
Books and Supplies $1,200
Meals $3,544
Living Accommodations $6,120
Miscellaneous $2,808
Transportation $1,036
Total $21,298

For the most recent information on tuition and fees, including how and when to pay, please visit the Student Financial Services/Cashier’s Office website: www.unf.edu/tuition/.

One-Stop Student Services
One-Stop Student Services assists students with a wide range of questions regarding admissions, financial aid, registration, academic records and general questions regarding policies and university procedures. One-Stop staff members are cross-trained in each of these areas and prepared to provide students with the tools necessary for their success.

UNF fosters an environment of student self-sufficiency in preparation for and success in, a student’s chosen career field. In keeping with this spirit, One-Stop Student Services will collaborate with students, acting as an extension of the academic community through teaching and guidance. Students, however, must play an active role in their educational pursuits. Students are expected to research and learn academic policies, keep themselves abreast of University events, continuously
monitor their myWings account and ask pertinent questions when assistance is needed. One-Stop will help navigate UNF policies and procedures, but the student must be the one to steer the ship.

- **Financial Aid:** Students and parents often have questions regarding financial aid and One-Stop helps administer a comprehensive program comprised of federal, state and institutional grants, loans and scholarships designed to assist students with the costs associated with attending the University. Students should contact One-Stop Student Services for assistance. A Free Application for Federal Student Aid (FAFSA) is required to apply for federal grants and loans, as well as state and institutional grants. The FAFSA should be completed at www.fafsa.ed.gov. All financial aid awards are based on individual need, university costs and the availability of funds. The awarded amounts are based on full-time enrollment (defined as 12 or more credit hours), so the actual amount paid may differ if the student is enrolled in less than 12 credit hours. Funding is limited and students are urged to apply before the February 14th priority deadline for the upcoming academic year. For more information, please visit the Financial Aid Web page at www.unf.edu/onestop/finaid.

- **Verification:** Verification is a process to confirm that the information provided on the FAFSA is accurate. Each year, the federal government randomly selects approximately 30-33% of all students submitting the FAFSA for verification. Students are notified of their selection on the Student Aid Report (SAR) provided after submission of the FAFSA. Most applications are selected at random; others because of inconsistent information. UNF reserves the right to select students for verification as well if discrepant information is received. No federal, state (other than Bright Futures) or institutional financial aid will be paid for students selected for verification until the process is completed, discrepancies are resolved and the necessary corrections are submitted and processed by UNF. For more detailed information, please visit www.unf.edu/onestop/finaid/Financial_Aid_-_Verification.aspx.

- **Financial Aid Information on myWings:** In addition to the holistic student services offered through One-Stop, the University provides an online system (http://mywings.unf.edu) in which students are expected to manage their own accounts and administrative affairs. Award information, financial aid disbursements, account balances and required documents may all be accessed 24 hours a day, seven days a week. Using myWings, students may also access course registration, term grades, tuition/fee payments and e-mail correspondence.

- **Work-Study:** The Federal Work-Study Program is a federal need-based program that assists students with part-time employment opportunities and work experience. These students are paid hourly on a biweekly basis. Students may not defer charges against work-study awards. Visit www.unf.edu/onestop/finaid/Federal_Work_Study.aspx for more information about this program.

- **Automatic Deferral:** Students who have been awarded financial aid (grants, scholarships and loans) or Florida Prepaid benefits at UNF may have their tuition and fees deferred until this aid disburses or the expiration period passes.
If the charges exceed the anticipated financial aid or Prepaid benefits, the student must pay the difference by the payment deadline each semester to avoid a $100 late payment fee assessed by Student Financial Services/Cashier’s Office. Students are responsible for checking their tuition bill each semester prior to the payment deadline to ensure that all expected financial aid is in place and available to defer tuition charges. Checking the tuition bill each day of the add/drop period is recommended as changes in registration can affect the balance due.

- **Bookstore Authorizations:** UNF allows students to use their expected refund to purchase books in person or online from the UNF Bookstore in preparation for the upcoming semester. The maximum amount of the authorization is $600. Bookstore authorizations are placed on the Osprey 1Card beginning approximately two weeks before the start of the upcoming semester and notifications are sent to students via Ospreys e-mail. Please note that the authorization is not an additional award; it is simply an advance on the student’s expected refund. To qualify for an authorization, a student must have more estimated financial aid than balance due. The authorization process is run daily through the week of add/drop, so the awarded amount is subject to change. Students are strongly encouraged to access their Bookstore Authorization balance and transaction history on their myWings account prior to using the authorization. The authorizations generally expire the Saturday following the end of the add/drop period. Please visit www.unf.edu/onestop/finaid/Bookstore_Authorization_FAQs.aspx or contact One-Stop Student Services at (904) 620-5555 with any questions.

## Satisfactory Academic Progress

Satisfactory Academic Progress (SAP) requires institutions of higher education to apply federally mandated standards of academic progress to all students. Students who do not achieve these standards may lose federal and most institutional aid eligibility.

There are three measures used to determine SAP: completion rate, grade point average and maximum time frame. SAP is reviewed at the end of each semester. Students are initially issued a warning for not meeting any of these SAP standards. If a student who is warned does not meet SAP the next term, they will be suspended for not meeting SAP and will lose federal and most institutional aid eligibility. Students have the right to formally appeal their SAP suspension in writing to the Office of Student Financial Aid. Students are notified of appeal decisions and any changes to their SAP status by e-mail to their Ospreys e-mail account. A student can check their SAP status at any time by visiting the Financial Aid Status page in myWings. For more detailed information regarding this federal policy, please visit www.unf.edu/onestop/finaid/Financial_Aid_-_Satisfactory_Academic_Progress.aspx.

## Scholarship FAQs

**When is a scholarship posted to the student’s account?**

Scholarships may originate from the State, the University, corporate entities or private individuals and are typically awarded based on merit. Scholarships that are funded by the State of Florida (i.e. Bright Futures) or the University will be posted to the student’s financial aid award after the student’s eligibility is confirmed. Scholarships that are not funded by the State or by the University will be acknowledged and added to the student’s financial aid award upon receipt of an award letter, but the dollar value of these scholarships will not be disbursed until the University receives the money from the source. All scholarships must be reported to One-Stop Student Services. If a scholarship check and/or letter is mailed directly to the student, the student should bring the document(s) to One-Stop Student Services to add the award to their account.

**How does the student pay for their classes with a state scholarship?**

The University downloads a master eligibility list from the Florida Department of Education (FDOE) for each program. This list includes the qualifying students who have indicated on their state aid application that they will be attending UNF. Students need to ensure that they have selected UNF (code 161) as their institution on www.floridastudentfinancialaid.org or the Office of Student Financial Aid will not be able to award state funding.

- Florida Bright Futures (Academic/Medallion)
- Florida Student Assistance Grant (FSAG)
- CTSTR (Critical Teacher Shortage Tuition Reimbursement Program)
- CSDDV (Children and Spouses of Deceased or Disabled Veterans)
- FGMG (First Generation Matching Grant)
- Robert C. Byrd Honors Scholarship Program
- Rosewood Family Scholarship

The University will deduct the student’s course fees from their available financial aid (the State scholarship). If the student’s available financial aid does not
completely cover the course fees, the student must pay the remaining balance at Student Financial Services/Cashier’s Office by the deadline date published online and also in the First-Year Calendar starting on page five of this handbook.

If the student has a name or address change, or decides to change schools, the student may access the state’s website and make corrections by using the PIN number assigned to them by the state.

For questions concerning the State of Florida programs, please contact 1-888-827-2004 or go to www.floridastudentfinancialaid.org.

**Where does the student go to defer or pend their tuition against their scholarship?**
Course fees are automatically pended against the student’s available financial aid. If the financial aid does not completely cover the course fees, the student will need to pay the remaining balance online via myWings or at Student Financial Services/Cashier’s Office, Ann and David Hicks Hall, Building 53, Suite 1100 by the established deadline to pay fees.

**How can the student apply a scholarship for payment toward University Housing?**
Housing charges are not automatically deferred. The value of a scholarship would have to be large enough to cover any meal plan charges, if eligible for deferment, and tuition and student fees first. The remaining balance then can be applied toward the student’s housing payment, using a rent deferment request. A new request must be submitted for each semester. Contact the Housing and Residence Life department for additional information (904) 620-4663.

**Can a student apply a scholarship toward payment of a meal plan?**
Students must have a certain amount of accepted financial aid per semester to be eligible to defer meal plan charges. The scholarship will be a part of this overall award package. Meal plan balances are included on the student bill. A student that is not eligible for deferment will need to make a prepayment at the time of purchase with the remainder due by the deadline listed at http://www.dineoncampus.com/unf/show.cfm?cmd=mealPlantsFAQs. (See Campus Dining on page 47.)

**When will the student receive the cash from the scholarship programs?**
After the University has received the funds, Student Financial Services/Cashier’s Office will apply them to the student’s account and issue any unused funds to the student after the add/drop deadline. The student must meet all eligibility requirements established by the scholarship prior to the disbursing of funds (i.e., enrollment status, desired major, student status, etc.). Please note that some scholarship donors may request any unused funds be remitted back to them instead of being refunded to the student. Check with the donor for specific scholarship requirements and possible restrictions.

**What happens to the balance of the student’s scholarship money?**
Students are encouraged to enroll in direct deposit to receive their funds. After the student has been cleared for payment by Enrollment Services, Student Financial Services/Cashier’s Office will directly deposit the student’s scholarship overages into their checking account. Students can enroll in direct deposit online via the myWings web portal by entering their routing and account information on the "e-Refunds" link within the "View and Pay my UNF Bill" channel. Please note that some scholarship donors may request any unused funds be remitted back to them instead of being refunded to the student. Check with the donor for specific scholarship requirements and possible restrictions.

**If a student takes classes at UNF and a community college or other university will the student still be eligible for their scholarship?**
It depends on the scholarship requirements. Scholarships awarded by UNF will generally require the student to enroll in at least 12 credit hours at UNF to remain eligible for payment. The student’s scholarship and/or financial aid may be jeopardized if they are not properly enrolled at UNF. Check with One-Stop Student Services before making any schedule changes. If the scholarship allows these hours, the student will need to follow the Transient Enrollment instructions at www.unf.edu/uploadedFiles/aa/enrollment/onestop/registrar/FLVC%20Instructions.pdf to have their eligibility reviewed by the Office of Student Financial Aid.

**How do scholarship awards affect the student’s Federal Financial Aid Award?**
There is a cost of attendance budget for each student and by federal regulation the financial aid award cannot exceed the student’s need. Need-based aid is awarded based upon the cost of attendance minus the expected family contribution (EFC) from the FAFSA, less any other resources (i.e. tuition waivers, payments from third parties). This calculation results in a computation of a student’s unmet need. If the student is an athlete, the NCAA has regulations and guidelines that must be followed. It is imperative that each student notify One-Stop if they are receiving additional funding that is not listed on their myWings financial aid award. The scholarship award might affect the student’s federal financial aid award.
financial aid and, if so, their financial aid offer must be adjusted. This might include canceling an award or reducing the dollar amount offered.

**Can a student lose UNF academic scholarship funding at the end of fall semester?**
All UNF merit based scholarships are evaluated at the end of the spring semester to determine renewal eligibility for the next academic year. Please review your scholarship contract for specific eligibility renewal requirements.

**Are scholarships awarded for the summer semester?**
No, scholarships are usually not awarded during the summer. The student must contact the organization awarding the scholarship for exceptions to summer enrollment and funding availability. Each student’s account can be evaluated for other types of federal and institutional financial aid by submitting a summer financial aid request form.

**How can a student check on the status of their Financial Aid/Scholarships?**
Visit myWings at http://mywings.unf.edu and click the My Financial Aid Awards link in the My Records channel.

**What does a student do with a scholarship check when the organization mails it to the student?**
Please bring the check to One-Stop. The student must sign the back of the check if they are the payee and One-Stop Student Services will submit the check to the Scholarship Coordinator for processing and provide the student with a check receipt. All funds must be presented to One-Stop even if the check is made payable to the student. The check could affect the student’s federal financial aid funding.

**Where does an organization send a scholarship check for a student attending UNF?**
The private organization needs to mail the check to:

University of North Florida
One-Stop Student Services
Attn: Scholarship Coordinator
1 UNF Drive
Jacksonville, FL 32224-7699

The organization should make the check payable to UNF and should include the student’s name and UNF ID Number (N#) if possible. A Social Security number may be used in lieu of an N#. In addition, the check should be accompanied by a memo from the organization explaining how the funds are to be disbursed to the student (i.e., full-time, tuition only, etc.).
If an organization awards a student a scholarship and the student has a letter, but the organization needs enrollment verification before they mail the check to the University, what should the student do?

Enrollment verification may be obtained electronically via the myWings portal. If a private scholarship form needs to be completed by the UNF Registrar, the form can be turned into One-Stop Student Services along with a completed Enrollment Verification Request and verification of enrollment will be certified on that form after the add/drop deadline for that term. Requests are processed within two business days if submitted after the add/drop deadline for the term. UNF’s Scholarship Coordinator can add a placeholder award to a student’s package once a scholarship letter from the donor is received, however, the aid will not disburse until the scholarship check is received and processed.

How does a student use an Athletic Scholarship?
The student athlete signs a scholarship agreement (Grant-In-Aid) with the Athletics Department. This Grant-In-Aid is forwarded to the Office of Financial Aid for processing. All athletic aid is added to the student’s financial aid award each year. Each term, after the add/drop deadline, the scholarship will be disbursed to the student’s tuition account. Student athletes should refer to their myWings portal account for accuracy of their awards. For discrepancies, the student athlete should contact One-Stop Student Services (904) 620-5555.

All issues dealing with NCAA Compliance should be directed and handled by the Athletic Compliance Director (904) 620-2819.

One-Stop Student Services is open until 6 p.m. during add/drop weeks.

The best time to contact the office is between 8 – 11 a.m. Tuesday through Thursday.

Student Financial Services/ Cashier’s Office

IMPORTANT FINANCIAL DATES:

Fall 2015
Aug. 31 – Tuition Payment Deadline, 5 p.m.
Sept. 11 – Reinstatement Deadline, Last Day to Petition to Add a Course
Sept. 18 – Deadline for Complete Withdrawal (25 percent refund), Reinstatement
Oct. 30 – Withdrawal Deadline (no refund)

Spring 2015
Jan. 15 – Tuition Payment Deadline, 5 p.m.
Jan. 29 – Reinstatement Deadline, Last Day to Petition to Add a Course
Feb. 5 – Deadline for Complete Withdrawal (25 percent refund)
March 25 – Withdrawal Deadline (no refund)

IF YOUR STUDENT HAS FLORIDA PREPAID

Students with Florida Prepaid do not have to show their Prepaid card at Student Financial Services/ Cashier’s Office in order to take advantage of the tuition or local fees benefits. Florida Prepaid will notify the University with the list of eligible students and the corresponding credit hours they can receive. Every semester students must pay the charges not covered by their Prepaid contract. For example, if a student’s Prepaid contract does not include the local fees benefit, a late payment fee will be assessed if these fees are not paid to Student Financial Services/ Cashier’s Office by the payment deadline.

If students have other awards or scholarships in addition to Florida Prepaid, they may be used to pay the remaining fees. Students who do not wish the University to bill Florida Prepaid for any given semester must go on myWings and ‘opt-out.’ Students with the Prepaid Housing benefit will have to contact the UNF Housing Office to initiate those benefits.

For more information about Florida Prepaid benefits, please contact Student Financial Services/Cashier’s Office at (904) 620-2472.

OUT-OF-STATE WAIVERS

An Out-of-State Waiver allows students to offset the cost of tuition by a certain dollar amount, however, this does not give students in-state fees. Contact the department (i.e., Athletics, Honors, Music, etc.) from which the waiver was awarded for detailed information.
number of hours in which the student is enrolled also will affect the value of this award. A waiver is considered a budget resource and may impact other awards.

FEE ASSESSMENTS, REFUNDS, DROPS AND WITHDRAWALS
The first five days of each semester are referred to as the Add/Drop week during which time students may make changes to their course schedules. The payment deadline is posted on Student Financial Services/Cashier’s Office website, the UNF Academic Calendar and the One-Stop Student Services website. The payment deadline is generally after the add/drop period and does not extend the ability to drop a course without fee liability. Students incur a financial liability for all credit hours that remain on their schedules at the end of the add/drop period. The financial liability may be deferred against any financial aid, third party sponsorship and/or Prepaid benefits that appear on the student account under “View and Pay My Bill in myWings or students may pay out of pocket. Courses dropped during the add/drop period are not included in the fee assessment. Students can drop courses via the myWings web portal or in person (with proper photo ID) at One-Stop Student Services. A full refund will also be made for University cancellation of courses or denial of a student’s admission to a course. Courses dropped within this period will not appear on the student’s transcript.

Following the Add/Drop week and payment deadline, students who wish to stop attending a course or courses may withdraw from individual courses. Withdrawing from a class does not affect the fee assessment for that course — the student is still responsible for paying the debt associated with the course(s).

There are several important dates to consider each semester and students should familiarize themselves with the Academic Calendar online. For example, students who withdraw completely from all of their courses before the established deadline and paid their tuition in full will receive a 25 percent refund. There is no refund unless the student completely withdraws from the University. This policy only applies to the fall, spring and summer C terms. There is no 25 percent refund for summer terms A or B. Please note that if your student withdraws from one or more classes (partial withdrawal) there is no refund. If fees were pended, students are still responsible for payment even though they withdrew.
Withdrawing from classes will impact the student's progress toward their degree and students are encouraged to consult their academic adviser prior to withdrawing. (See withdrawal policy on page 23). Additionally, withdrawing may have an impact on financial aid and VA educational benefits. Students who have questions regarding how a withdrawal may impact these programs should consult One-Stop Student Services.

Full refunds of tuition may be granted in instances of withdrawal from the University under the following conditions and/or by filing a Fee Petition online via myWings:

1. Student's involuntary call to active military duty.
2. Death of a member of the student's immediate family (parent, spouse, child, sibling).
3. Incapacitating illness of such duration or severity, as confirmed in writing by a physician, that completion of the term is impossible.
4. A situation in which the University is in error.

Students facing these types of circumstances are encouraged to consult with the Student Ombudsman in Founders Hall, Building 2, Room 2104.

Tuition fee refunds provided to students will first be processed against any outstanding balances and depending upon the student's financial aid, the refund may have to be returned to the funding source.

PAYMENT OF TUITION AND FEES

All outstanding charges must be paid by the tuition deadline to avoid late charges and/or your student being purged from all coursework. For your convenience, students may pay tuition and fees with a credit card or electronic check using myWings web portal available at http://mywings.unf.edu. There is a 2.75 percent non-refundable convenience fee added to the amount charged when paying online with a credit card (there is a minimum $3 charge). There is no convenience fee if paying online by e-check. Please note that payment by credit card can only be made via the myWings web portal.

If paying by check in person or via mail, please make it payable to UNF and include your state issued driver's license number and your student's UNF ID number (Note: Your student's UNF ID number is an eight-digit number preceded by the letter 'N' and is located to the left of their name on the Registration Fee Assessment page). You may make a check payment after hours by using the drop box located outside Student Financial Services/Cashier's Office in Ann and David Hicks Hall, Building 53. You may also pay with cash in person at Student Financial Services/Cashier's Office. Please do not send cash in the mail or drop cash in the drop box.

STUDENT FINANCIAL SERVICES/CASHIER'S OFFICE TIPS AND TIDBITS

- Financial deadlines are listed in the academic calendar located in myWings web portal and at the calendar menu at the One-Stop Student Services website www.unf.edu/onestop/.

- No fee statements (bills) are mailed to students. The total tuition and fee assessment is printed on the Registration Fee Assessment form. Periodic statements are posted on myWings; click on “View and Pay My Bill, then click the “ebills” tab.

- Tuition payments are due in Student Financial Services/Cashier's Office by 5 p.m. on the published deadline date. Payments received after 5 p.m. are considered late.

- Payments by check may be made online via the myWings web portal. There is no convenience fee for paying via e-check.

- Credit card payments can only be made online via the myWings web portal. There is a 2.75 percent non-refundable convenience fee added to the amount charged when paying online with a credit card (there is a minimum $3 charge). Credit and debit cards are not accepted in Student Financial Services/Cashier’s Office.

- There is a drop box for the student’s convenience located outside the Student Financial Services/Cashier's Office, Ann and David Hicks Hall, Building 53, Suite 1100. Do not leave cash in the box. Payments may also be made by mail. Please include student's UNF ID number (N number), a phone number and state-issued driver's license number on the check. International checks are not accepted.
• Postmarks are not accepted as paying on time. Payment must be received in Student Financial Services/Cashier’s Office by the payment deadline to be considered on time.

• The University’s official means of communication is the student’s UNF e-mail address. It is very important that students check their UNF e-mail on a regular basis. All correspondence, including balances due that affect the student’s ability to register will be sent to their UNF e-mail address. Students should also regularly check their student account via the myWings web portal for accuracy.

• Students must enroll in direct deposit for receiving refunds. This is a faster, more secure way to receive funds as the refund is directly deposited into their checking account. Students can enroll online via the myWings web portal by entering their routing and account information on the eRefunds tab in “View and Pay My Bill.”

• Students should keep all receipts received from the Student Financial Services/Cashier’s Office. They will need them when filing a tax credit on tax returns. The 1098T forms are not mailed; students have selected to receive them electronically via the myWings web portal.

OSPREY 1CARD I.D.: YOUR CAMPUS CREDENTIALS

The Osprey 1Card is the official identification card of the University of North Florida. It is issued to all members of the university community and is required for identification and access to essential campus services and facilities. It also offers a convenient account for making purchases both on and off campus. Your student’s Osprey 1Card is their key to:

• Meal Plans – Swipe the card to access your meal plan at any campus dining location.

• Library – Check-out materials at the Thomas G. Carpenter Library utilizing the bar code on your Card.

• Student Wellness Complex – Provides admittance to the Complex.

• Student Union Game Room – Check-out equipment in the facility.

• On-Campus Events – Present your Osprey 1Card to attend campus events.

• Ozzie Bucks (see entry below) – Make cashless purchases at locations both on and off campus.

A student’s Osprey 1Card is the most important card that your student will have at UNF, vital for accessing campus services. Students must protect their card and carry it with them at all times. For complete information about the Osprey 1Card go to www.osprey1card.com.

An annual fee of $9 will be added to your student’s account for card services. There is a $15 fee for replacement cards. Stolen cards will be replaced for $5 if a police report is presented at the time of replacement.

OZZIE BUCKS – A SAFE AND SECURE WAY TO PAY ON CAMPUS AND AROUND JACKSONVILLE

Ozzie Bucks is a prepaid spending account on your student’s Osprey 1Card that is accepted on campus and at popular businesses in Jacksonville. It is designed to help students and parents manage spending while at the University and eliminates the need to carry cash — Ozzie Bucks is the only form of payment accepted for copy and print services on campus. There are no costs or fees to use or add value to the account and never any over-limit, late payment or interest charges. Accepting locations currently include: Campus Bookstore, Campus Dining, Copy and Print, Vending Machines, Laundry Facilities, Business Services (Event Ticketing and ID Replacement), Parking Services and Student Wellness Complex. Ozzie Bucks are also accepted at off-campus businesses such as: Applebee’s, CVS Pharmacy, Domino’s Pizza, GATE Petroleum, Smoothie King, Sneakers Sports Grill, Yogaberry and many more. For a complete listing of accepting merchants and to review the terms and conditions for Ozzie Bucks visit www.osprey1card.com.

Checking Tips for Parents and Students provided by Community First Credit Union: Invested in UNF Students

A checking account is an important tool in helping students learn to manage money responsibly and build
healthy financial habits. When choosing a checking account, don’t forget to compare the following:

- **Fees** – Some financial institutions charge hefty fees. Before you open an account, find out if any monthly maintenance fees apply. Determine if overdraft fees apply and what the charge is per item. Ask for a list of fees and compare them at different financial institutions. Often, you will find that credit unions, such as Community First, do not charge as many fees as banks.*

- **Interest Rates** – Today, many financial institutions have savings programs that combine with a checking account. Find out each program’s requirements and penalties and make sure you are getting the best interest rate.

Community First offers a Youth Advantage Program designed for young adults ages 17 to 23 that helps them learn to save and manage money wisely. Youth Advantage products include:

- **Free checking accounts** that offer a variety of unique benefits such as ATM refunds, interest, free mobile deposits (upon eligibility) and much more.

- **Community First Reloadable VISA® Student Cards** allow parents to manage the limits or just reload; students can use anywhere Visa is accepted.

- **Share Savings Accounts** are the door to membership and can be opened and maintained with as little as $5.*

- **Youth Advantage Certificates of Deposit (CD)** are a great way to save money. They open with as little as $100, can be set with flexible terms up to 60 months and students can add to the CD with deposits as low as $25 through age 23.*

Community First is located on campus on the first floor of the Student Union (East Building) for banking convenience. As a not-for-profit financial cooperative owned by its members, Community First cares deeply about the financial well-being of UNF’s students.

Students can visit and speak to member service representatives about products and service offerings.

Federally insured by the NCUA.

* APY – Annual Percentage Yield. Fees could reduce earnings on the account. A $5 minimum deposit is required for membership. Membership is open to anyone that lives or works in Baker, Clay, Duval, Flagler, Nassau, Putnam or St. Johns counties.
Chapter 7
Health and Safety

“My older son is a junior at UNF so I almost didn’t attend this orientation. I am very glad I did — lots of new and different information and it refreshed my knowledge of UNF.”
— Anne Petrone, Parent Association member

Student Health Services

Student Health Services (SHS) is a department under the Division of Student Affairs. The SHS mission is to help students at the University of North Florida strive to advance their quality of health in order to support their academic performance and retention. Student Health Services on-campus clinic provides urgent care services for the student population at UNF and its medical compliance team monitors immunization and insurance requirements.

Student Health Services is committed to high quality health care for students. SHS respects the needs of the student customer. Health professionals at student health services are not just physicians, nurses and support staff, they are also university employees with a vested interest in students feeling better, learning something about their ailments and succeeding in their academic performance. Students have different needs than traditional patients. They are more apt to want immediate service, lower costs and a need to understand health care beyond simply treating their current illness. SHS also have to address the needs of the external customers, such as parents, insurance companies and university administrations. With a team approach, SHS supports student retention and academic success by providing acute primary medical care. The center is also a site for students needing practicum training in health-related fields such as nursing. SHS adheres to the standards of care set by the American College Health Association (ACHA) and the Council for the Advancement of Standards in Higher Education (CAS). The chief of medical staff for SHS is board-certified. The director of administration is a nurse/director who is a board-certified college health nurse with the American Nurses Credentialing Center. The staff continues professional growth and development through continuing education. SHS is comprised of a well-qualified staff, including one administrative director (registered nurse), one chief of medical staff (doctor of osteopathic medicine), several registered nurses and nurse practitioners as well as assorted support staff.

The following comprehensive healthcare is provided to the students through a health fee paid within the tuition fee. For a set fee, staff also has access to the clinic.

- **General Medicine:** Students with medical problems are diagnosed and treated on an appointment basis. Referrals to outside providers are made when necessary.

- **Physical Exams:** Students requiring a physical exam prior to admittance to a school program can have a physical exam done at SHS for a nominal fee.

- **Immunizations:** MMR, Tdap, Hepatitis B, Varicella, Meningitis, Hepatitis A, Gardasil and flu vaccines are available. TB skin testing is also offered. As a travel health clinic, the clinic is also licensed to dispense the yellow fever vaccine.

- **Women Clinic:** These services include PAP smears, family planning education and counseling, treatment of sexually transmitted diseases, pregnancy testing and other women’s health issues.

- **Confidential HIV testing and counseling** are available.

- **Digital imaging (x-ray):** Nominal charge.

- **Laboratory:** CLIA waived laboratory is equipped to do routine labs, as well as specimen collections for more sophisticated procedures that are sent to a reference lab for testing.

- **Travel Health Clinic**

- **Other Services:** Immunizations clearance, insurance, first aid, health education resources, nutritional counseling, and weight and blood pressure screenings are also available.

- **24 hours nursing phone triage** available to all students (904) 620-2900

Students can visit the student health center as many times per semester as needed, with no office visit charge. However, students are charged for items such as physical exams, laboratory, pharmacy services and
procedures. These charges are significantly lower than charges for comparable services provided in the private sector. In the event that the required health care needed by a student is not available at SHS, the student is referred to a qualified outside agency for treatment. Here are a few examples of specialty referrals: orthopedics, dermatology, pain management, physical therapy, dental and vision. Routine follow-ups are conducted by SHS to ensure that the student received appropriate care.

The UNF Student Health Service Privacy Notice describes how health information about students may be used and disclosed and how students can get access to this information. The notice is posted in the SHS office and is provided to all patients at the time of visit. Please Note: Medical records are a confidential legal document and will not be discussed or disclosed to anyone without your student's written permission. In recognition of the important role that parents play as a partner in their student's health and success, there is a Health Insurance Portability and Accountability Act (HIPAA) release form online at www.unf.edu/shs/ and must be filled out for each issue.

Student Health Services
J. Brooks Brown Hall Addition (Bldg. 39A), Room 2098
(904) 620-2900 (904) 620-2902 (fax)
www.unf.edu/shs/

Immunizations and Insurance
J. Brooks Brown Hall Addition (Bldg. 39A), Room 2100
(904) 620-2175 (904) 620-2901 (fax)
www.unf.edu/shs/Immunization.aspx

Campus Safety
The University of North Florida is committed to keeping students safe and educating them to make wise choices that reduce the risk of becoming a victim of crime. While the University Police Department is responsible for law enforcement, security, disaster planning and emergency response, students, faculty, staff and visitors need to exercise good judgment, vigilance and conduct themselves safely while walking, driving or residing on campus. Should anyone observe any suspicious behavior or occurrence that might threaten campus safety and security, they should report it immediately. These incidences may be reported to the UNF Police Department, resident assistants in student housing, UNF’s Support our Students (SOS) Team or any UNF administrator.

UNIVERSITY POLICE DEPARTMENT
The Department of Police and Public Safety is accredited by the Commission for Florida Law Enforcement Accreditation. It is located in Martin P. Garris Police Building, Building 41, on Eco Road, across the street from the information booth located near the campus entrance from I-295/Town Center Parkway. The non-emergency phone number is (904) 620-2800. For an emergency, dial 911. Campus police will be automatically notified.

The University Police Department is staffed by officers working 24 hours a day, seven days a week. They are responsible for enforcing Florida laws, University rules and protecting the campus community. Services provided include routine patrol by vehicle, bicycle units and foot patrol, investigation of all crimes, traffic enforcement, traffic crash investigation, special events management and crime prevention programs. In addition, the following services are offered by the University Police Department as needed:

- Crime prevention programs concerning rape, theft and other safety issues
- Emergency response
- First aid
- Fingerprinting services
- Lost and found
- Minor vehicle assistance (locked keys in cars or jump-starts)

Safety Rangers
Students who park in UNF’s more remote lots and depart campus after late night classes or other activities may benefit from the Safety Rangers Program. A University Police Department-sponsored bicycle patrol maintains a uniformed presence with two rangers in Lots 14, 18 and at Ann and David Hicks Hall (Lot 53) weekday evenings from 6 p.m. to 10 p.m. and a third ranger at Osprey Fountains (Lot 55) from 10 p.m. to 2 a.m.

Safety Rangers offer an extra set of eyes and ears in these lots, with their presence acting as a deterrent to crime. They will escort students to their cars, if requested by calling (904) 620-2800 and can assist
UPD in directing emergency vehicles as well as traffic, when needed. Current Rangers are familiar with UNF regulations and safety rules and must pass a background check for employment. They also are responsible for inspecting and testing all emergency phones on campus on a regular basis.

A Safety Ranger also patrols the library during the nighttime hours. That ranger is assigned to ensure the safety of library patrons and to provide escorts to parking lots when requested.

CLERY ACT
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (formerly the Campus Security Act of 1990) requires colleges and universities receiving federal funds to disclose annual information about campus crime and security policies. The Act also requires that institutions issue timely warnings to students and employees whenever there is an ongoing threat to the University community. Options for notifying students and employees of timely warnings include e-mail, voice mail, website (www.unf.edu), student newspaper (“Spinnaker”) or other publications and news releases to local media. Such warning(s) may include, but are not limited to, the following information: type of crime, date, time and location of crime, as well as available suspect information.

The Act also requires that the University Police Department (UPD) maintain a daily crime log and that the University publish an Annual Security Report by Oct. 1 that contains three years’ worth of campus crime statistics and certain security policy statements including sexual assault policies which assure basic victims' rights, the law enforcement authority of campus police and where students should go to report crimes. UNF’s most recent annual crime report is available on page 82 and at the UPD website: http://www.unf.edu/upd/.

EMERGENCY (CODE BLUE) TELEPHONES
There are more than 300 active emergency phones on campus including Emergency Code Blue phones and other emergency type phones located primarily in elevators. These phones provide a direct line to UPD and immediate help. Students, faculty, staff and visitors may use the Emergency Code Blue telephones placed throughout the campus to request assistance or report an emergency to the University Police Department (UPD) and they provide two-way communication directly with university police. On all Code Blue phones and other emergency phones, one only has to press the red button to be automatically connected to the University Police Department while at the same time identifying your location. A flashing blue strobe light also is activated on the Code Blue units to further identify your location. Calls are answered 24 hours a day, seven days a week.

HOUSING TELEPHONES
Emergency phones are provided in hallways or common areas in residence halls. These phones dial directly to the campus police dispatcher.

HURRICANES AND EMERGENCIES
For years, hurricanes have been the most common type of emergency responded to by UNF’s Crisis Management Team. However, plans are in place for responding to a variety of crises that might impact the campus and community. Should UNF’s Crisis Management Team determine that a true emergency situation has occurred or can be expected to occur, a number of steps will be taken to ensure clear communication. Emergency information can be broadcast throughout campus by the building fire alarm systems, the public address system, e-mails, voice mails, UNF website (www.unf.edu), UNF myWings portal and the alternate web page (www.unf911.org).

The best way for students and their families to be prepared for an emergency is to plan ahead together regarding what the student should do. In most cases when the emergency dictates that the campus be evacuated, students may go to their own home, go with another student to their home or seek the nearest public shelter. Students residing in University housing who need alternative housing will go to a local emergency Red Cross shelter (local high school) that is staffed by university housing personnel throughout the duration of the emergency.

BLACKBOARD CONNECT CAMPUS ALERT SYSTEM
Depending upon the type of emergency, the Crisis Management Team might communicate important information to students, faculty and staff via the Blackboard Connect Campus Alert System. This Campus Alert System allows the University to send a recorded message or a text message to thousands of phone numbers in a short period of time. Students who have registered their personal phone number will receive an automated phone call to the number they have specifically designated during registration. The call will come from the phone number (904) 620-4911. In certain emergencies, the Crisis Management Team may also send a message to UNF office phones. In some emergencies, the Crisis Management Team may send
e-mails to students, faculty and staff in the form of a Special Osprey Update message.

In the event of an emergency, information can also be found on the UNF’s website: www.unf.edu. In addition, UNF’s primary telephone number (904) 620-1000 will provide basic up-to-date information about the emergency. Students, faculty, staff, visitors and families can get additional emergency information at the following websites:

www.unf.edu/dept/upd/
www.unf.edu/emergency/

CONTACTING YOUR STUDENT IN CASE OF AN EMERGENCY

Should the need arise to communicate a true personal emergency to your UNF student while they are in class, contact with the student is coordinated by the Student Affairs Vice President’s Office at (904) 620-2600. As dictated by the nature of the emergency and whether the student resides in campus housing or commutes to campus, this office will use the most appropriate means to contact and communicate with the student. Please provide your student with emergency contact information for you, other family members and close friends, if appropriate, before leaving your student at UNF.

PETS ON CAMPUS

Pet animals (mammals, insects/arachnids, amphibians, birds and reptiles) are not allowed on the UNF campus (including all buildings, common or public areas and nature trails) to ensure the safety of students, staff, native campus animals and visitors. Please do not bring family pets with you when you come to visit your student or for a university or a non-university sponsored event. This is a violation of university policy.

The only exceptions are service animals, animals used in study or scientific coursework, or animals approved for special events on campus. Requests for exemption or special permission must be applied for in advance through the Office of Environmental Health and Safety at (904) 620-2019. Violations will be reported to the head of the affected department/units or to the University Police Department.

LOST AND FOUND

All found items should be turned in to the University Police Department (UPD) as soon as possible. You can call the UPD’s Records Unit at (904) 620-2367 or come to the UPD to inquire about lost items. Hours for Lost and Found are 7:30 a.m. to noon and 1 p.m. to 4:30 p.m., Monday through Friday. Items found on campus should be taken immediately to the University Police Department, located in the Martin P. Garris Police Building, Building 41. Items are kept for 30 days; after that time the items will be turned over to Property Assets to be auctioned. Call ext. 2800 after hours.

STUDENT TIPS FOR SAFETY ON CAMPUS

• Lock your doors (room and automobile), even when you are gone for just a few minutes.
• Contact the University Police Department anytime you see something or someone suspicious.
• Don’t accept drinks from strangers or leave your drink unattended (a drug could have been slipped in).
• Never leave your textbooks unattended, even for a moment.
• Walk, jog or bike in groups of three or more — never alone.
• If you are going out with someone you don’t know very well or if you are going outside of the campus alone, check in with a friend.
• Avoid isolated Automatic Teller Machines (ATMs), look for indoor ATMs if alone, shield your PIN from view and avoid flashing cash or jewelry.
• Limit contact information to first name only and don’t give out personal information to people met online (birth date, Social Security number).
Chapter 8
Life at UNF

Tips for all: Don’t forget! You need to know this…and so does your student.

• Call ahead before visiting an office or department to make sure it’s the place you’re looking for and someone is available. Lunch time may not be a good time to drop in.

• Keep all documents in a file with other university information. Record the names of people who answer your questions, as well as the date and what they said.

• Keep all receipts for payments you make (book purchases, tuition payments, hold releases, etc.). Make sure your student does the same.

• Be sure that someone knows where you can be reached in case of an emergency.

• Keep an umbrella handy when you come to campus.

The campus contains many of the same resources as any town. Students can live, dine, hop on a bus, go to a store and attend athletic events, concerts and other events without leaving campus. Below is a discussion of some of the amenities on campus that makes UNF its own small city.

Bookstore

The official University of North Florida Bookstore is located at the Student Union, Building 58 West. The UNF Bookstore serves as your on-campus one-stop shop for course materials, academic supplies, general books, magazines, greeting cards, convenience items, plus an extensive selection of UNF clothing and gifts. To help drive down costs, the Bookstore offers a textbook rental program that saves students, on average, 50 percent or more compared to the cost of a new book. In addition, the Bookstore also offers the largest selection of used textbooks in the industry, a year-round buyback program and a growing digital assortment. To meet technology needs, the Bookstore is authorized to sell Dell laptop computer models at discounted prices to the UNF community. The Bookstore also provides gift cards, special ordering of books, graduation gear and student employment opportunities.

Students may purchase their books at the UNF Bookstore or by clicking on the detail schedule from their myWings account and selecting “purchase books at eFollett,” or by visiting unfstore.com. Students receiving a Bookstore authorization through financial aid must purchase their books from the UNF Bookstore to use the voucher. Information on bookstore authorizations can be found in the One-Stop Student Services section on page 29. Students should take their student detail schedule to the Bookstore to ensure they purchase the correct materials. (See ad on inside back cover.)

Bookstore hours
(*extended at the beginning of each semester)
Student Union (Bldg. 58W)
Fall and spring semesters
Mon - Thu 8 a.m. to 6:30 p.m.
(5 p.m. for summer term)
Fri 8 a.m. to 5 p.m.
Sat 10 a.m. to 2 p.m.
Sun Closed
(904) 620-BOOK (2665) (904) 620-2889 (fax)
www.unfstore.com

E-mail

E-mail is UNF’s primary and official means of communication. When students are admitted, they are assigned a UNF e-mail address. It is important that they learn to use this account and check it daily to ensure that they are receiving all necessary university information on a timely basis. Failure to do so is not an acceptable excuse for academic or administrative missed deadlines, etc. For more information on student e-mail, called Ospreys E-mail, students should visit www.unf.edu/its/services/Ospreys_e-mail.aspx.

Courtesy Phones On Campus for Public Use

Courtesy telephones are located throughout the campus. They may be used to call four-digit campus numbers (those preceded by 620) or seven-digits local numbers (dial 9 first). You may also use courtesy phones to make a long distance call using a calling card, toll-free number or an operator-assisted call.
Commuter Students

As a commuter student, adjusting to college life may present a different set of pressures than on-campus resident experience. Although most commuting students are living at home as in high school, friends, schedule, priorities and some aspects of family life will undoubtedly change. It will be particularly important for commuter students to become connected to the university outside the classroom. Otherwise, they may find themselves simply coming to campus and going to classes; then heading directly home or perhaps to a part-time, off-campus job and missing out on the college experience.

Prior to entering the University, commuter students and on-campus residents are generally anxious about some of the same things. All incoming students typically worry about succeeding academically and making new friends. However, commuter students may have some other concerns as well. For example, students may be uncertain about where to park, where to eat lunch or where to go if there is an extended break between classes. Keep in mind that these questions will be answered as the first semester begins. It is important for parents to be supportive while the students are learning their own problem-solving skills and lend a sympathetic ear. Parents may have the same expectations of their student’s life and activities as they did throughout high school if the student is living at home. However, a university is vastly different from high school. During the college years, students need the freedom to explore and grow as they transition into young adults.

As parents of commuter students, you should plan to attend parent functions, including orientation and the annual Family Weekend Oct. 16–18 to become familiar with campus resources available for students.

**Tips: Commuters**

- It is possible to graduate without ever getting a parking ticket, if students park in the designated areas for their parking permit.
- Chartwells Dining Services has a plan that works for commuter students which means less wondering where and what their next meal will be.
- Some campus offices (such as the Disability Resource Center, Counseling Center, etc.) have extended office hours on specific evenings.
- Urge your student to get involved in extracurricular activities (Campus Life, Intramurals, Osprey Productions, Student Government, etc.) where they will meet new friends and may find great employment opportunities.
- The Student Union is a great place for commuters to hang out, study and visit to become engaged in campus life.
- Commuters are encouraged to study at the Carpenter Library.
- The Women’s Center Lounge located in Founders Hall, Building 2, Suite 2100 is open to all students 8 a.m. to 5 p.m., Monday through Friday.
Housing and Residence Life

**IMPORTANT HOUSING DATES 2015-2016:**

**Summer 2015**
- May 22 – Summer B invoices and roommate info sent
- June 12 – Summer B rent due (paid or deferred)
- June 21 – Summer B check-in, 9 a.m. to 3 p.m.
- June 22 – Summer B classes begin
- July 31 – Summer B classes/exams end
- July 31 – Summer B contract ends/check-out, 5 p.m.

**Fall 2015**
- July 1 – Fall invoices and roommate info sent
- Aug. 3 – Fall rent due (paid or pended)
- Aug. 21 – First-year resident check-in (times TBA)
- Aug. 22 – Upper-class resident check-in (times TBA)
- Aug. 24 – Fall classes begin
- Dec. 11 – Fall exams end
- Dec. 11 – First-year housing areas close for winter break, 5 p.m.
- Dec. 11 – Fall check-out for approved cancellations, 5 p.m.

**Spring 2016**
- Nov. 2 – Spring invoices sent
- Dec. 1 – Spring rent due (paid or deferred)
- Jan. 5 – Spring check-in for new residents (times TBA)
- Jan. 6 – Spring classes begin
- April 29 – Spring exams end
- April 29 – Fall/spring contract ends/check-out, 5 p.m.

UNF offers a variety of housing facilities on campus. First-year students will live with other first-year students in Osprey Hall, Osprey Landing, Osprey Cove or Osprey Crossings. Osprey Hall is a traditional residence hall facility where typically two students share a room. The interior corridors offer students a high degree of interaction and enhanced security. Each wing features a small lounge and shared bath facilities. The Hall has an indoor laundry facility and limited cooking facilities.

Rooms in Osprey Landing, Osprey Cove and Osprey Crossings feature large two- or three-person hotel-style rooms with a private bathroom in each room. On the first floor, there is a lounge equipped with stove and microwave and access to a centrally-located laundry facility.

Osprey Village is the University’s seven building apartment complex featuring shared one and two bedroom apartments. Home to upper-class students, this facility offers a full kitchen and private bathroom in each apartment. Osprey Fountains is an upper-class facility that provides students with private bedrooms, a 24-hour welcome desk, six theme lounges, Ozzie’s Grill & Convenience Store, a fitness center, volleyball, basketball and tennis courts, golf putting green, a recreational swimming pool and a lazy river. The Flats at UNF is an upper-class apartment community offering two- and three-bedroom apartments with private bedrooms and bathrooms as well as full kitchens and full-size washers and dryers. The Flats at UNF also offers a Clubhouse with a 24-hour welcome desk, two pools, fitness center, tanning beds, game room and study center. The Flats at UNF offers a 11.5 month housing contract with rent being paid in monthly installments.

The Osprey Clubhouse is a 14,000 square foot facility that includes a 3,000-square foot pool and features Pita Pit restaurant, game room, multi-purpose space, mail and laundry facility. A 24-hour welcome desk will be operated in the Clubhouse. The Residence Hall Association (RHA) and the National Residence Hall Honorary (NRHH) also have an office within the building. This facility is open to all UNF students.

Housing and Residence Life staff members are dedicated to creating an atmosphere that is conducive to academic and personal development. Residence hall areas are supervised by full-time professional staff members who live on campus. Each community is staffed with Resident Assistants, whose job it is to assist students in the transition to college, help students with general concerns, help mediate conflict serve as a referral to campus resources and provide their residents with a variety of interactive, educational and social programs and activities.

**FRESHMAN HOUSING REQUIREMENT**

The University of North Florida is committed to ensuring the academic and personal success of its students. In working to fulfill this commitment, over the past several years, we have learned that living in on-campus housing can make a world of difference in what our students take away from their college experience and in their success rates. The benefits of living on campus are especially significant for students who have just graduated from high school and are attending their first year of college. Research tells us that those students who live on campus during their first year:

- have higher grade point averages,
- make a smoother transition from high school to college,
- have higher retention and graduation rates,
- report greater satisfaction with their college experience and
- make better use of the educational and support services provided by their universities than do commuter students.
Consistent with this perspective and to ensure the quality of the first-year experience, UNF requires all first-year students to live in on-campus housing for their first fall term and first spring term. Students who begin in the summer or fall term are required to live in on-campus housing during that fall term and the subsequent spring term. Students who begin in the spring term will need to live on-campus housing during that spring term and the subsequent fall term. Summer terms are not included in this requirement.

When living in on-campus housing during the first year, including summer terms, students must also purchase an on-campus meal plan. There are several different meal plans to choose from, depending on the student’s individual needs. The minimal plan provides for 10 meals per week. Information on the different meal plans can be found at www.dineoncampus.com/unf or by calling (904) 620-2543.

While on-campus housing is mandatory for first-year students, there are a limited number of circumstances under which the University will consider approving an exemption from this requirement. Students who are married, over the age of 21 or have a dependent child may be exempted from this requirement. The University will also consider requests for exemptions based on medical or disability circumstances. Students who are enrolled in two or fewer courses in the fall or spring terms may request an exemption for that specific term. The University will also consider requests for exemptions under extraordinary or special circumstances which would create a significant personal hardship and which cannot be remedied by other means. In these cases, the student must complete the online mandatory housing exemption form, providing the reason for the requested exemption and all appropriate supporting documentation. The form may be submitted at the time of making application or prior to the dateheadlining this policy. If your request is approved for exemption from the mandatory on-campus housing requirement, you will also be approved for exemption from the mandatory meal plan for that specific term or terms.

**LIVING-LEARNING COMMUNITIES**

Housing and Residence Life also offers a variety of living-learning communities for any classification of student. Living-Learning Communities are intentionally designed opportunities to enhance your education by expanding the “classroom” to include your residence hall and the greater Jacksonville community.
Why Live in a Living-Learning Community (LLC)?

Students who join a living-learning community:

- Have an easier transition into college
- Maintain higher GPAs
- Make friends quicker with people who share common interests and goals
- Develop a support network with other students, university staff and professors
- Interact with professors and staff outside the classroom
- Increase critical thinking, self-awareness and interpersonal communication skills
- Meaningfully connect with Jacksonville through community-based projects
- Are exposed to additional leadership opportunities within the residence halls

Program offerings for 2015-2016 are:

For first-year student (participating in the college full-time for the first time):

- Coggin College of Business
- Healthy Osprey
- Honors
- iHouse (a.k.a. International House)
- PreMed
- STEM

For sophomore classification and beyond:

- Brooks College of Health
- Honor LEAD
- Healthy Osprey S.O.A.R.

For any classification:

- Gender Inclusive Housing Experience

For details, visit our website at www.unf.edu/housing/llc/.

If interested in being a participant in a living-learning community, please complete a housing contract and also the LLC application for the program you are interested in participating. LLC applications can be found at www.unf.edu/housing/llc/ on each program’s web page. Throughout summer 2015, applicants will be notified of their acceptance in programs on a weekly rolling basis.

HOUSING FAQS

What is the purpose of the prepayment and non-refundable processing fee?

With each student’s first housing contract, a $300 deposit is required which includes a non-refundable processing fee of $100 used for clerical management of the contract and $200 which is applied to rent. (Students submitting housing contracts for summer and fall are required to submit one prepayment of $300.)

Is my student financially responsible at age 18?

Yes. Your student is required to abide by the conditions of the contract, including payment and rental obligations.

Will students get the assignment they requested? That is, if they ask for Hall/Landing/Cove/Village/Crossings/Fountains will they get it?

It is the desire of the Department of Housing and Residence Life to meet all assignment requests of residents. However, space is limited in each area and accommodation of a student’s request cannot be guaranteed. Preferences will be considered, however, no guarantees are made for any particular residence area, room, apartment, or roommate assignment. Room and roommate assignments are subject to change at any time.

What is Housing’s obligation to my student if the requested room assignment is not available?

If they are unable to accommodate the original request, Housing and Residence Life will assign your student to an available space on campus. Students who would prefer a different assignment may submit a Housing Assignment change request online through www.unf.edu/housing. Preferences will be considered, however, no guarantees are made for any particular residence area, room, apartment or roommate assignment. Room and roommate assignments are subject to change at any time.

How might it be possible for my student to change room assignments?

Housing and Residence Life continually makes changes to assignments as requested by students and on a space-available basis. Housing assignment change requests may be submitted prior to check-in. Any student desiring a housing assignment change after check-in may inquire about space availability at the Department of Housing and Residence Life.

My student does not have a specific roommate identified. How are roommates determined?

First-year students who have submitted a summer 2015 and/or fall 2015/spring 2016 Housing Contract will have the ability to use the Department of Housing and Residence Life’s Roommate Search System. The Roommate Search System was created for incoming first-year students who have not made a decision as to who their roommate will be. The system equips an incoming first-year student with a tool to build a personal profile and search other same-gender profiles to help them self-identify a roommate. Check the Housing website for Roommate Search System deadlines. Students who do not take advantage of the service will be assigned a roommate by the housing office.
What if my student makes a friend and they want to room together?
Both students must mutually request to room together by submitting a first-year housing preference form. Roommate requests are accommodated on a space available basis.

What is an RA?
Resident Assistants or RAs are peer student leaders. They have received training from full-time professional staff members on a variety of topics focused on the on-campus living experience. Resident Assistants aid in providing a safe, quiet and educational living environment through the enforcement of policy, providing programs and activities for residential students and serving as mentor and leader to their residents.

Who does my student see about roommate conflicts?
Your student’s first resource is always their Resident Assistant. If your student’s RA is not available, there is always a staff member on-call who can assist with any problems or concerns. In such cases where your student’s RA is not readily available, your student should contact the 24-hour welcome desk at Osprey Fountains or Osprey Clubhouse to request assistance at (904) 620-4999/5000.

What if my student is on a scholarship or receiving financial aid to pay for housing?
Your student may use financial aid (grants, scholarships or loans) to pay for part or all of their housing fees. Keep in mind that tuition and fee charges must be covered before any financial aid monies can be allocated to pay for housing. It will be your student’s responsibility to advise Housing how they will pay for housing. Each semester an invoice will be mailed to the student’s UNF address of record or to the on-campus mailbox, usually about a month before it is due. Once the student receives this invoice, they need to complete a deferment worksheet and submit it online to the Housing and Residence Life Office by the published deadline for review. If it’s determined that your student has enough financial aid to cover housing, then only the worksheet needs to be submitted. However, if their financial aid will not totally cover the cost of housing then they will need to pay the balance online as well as submit the deferment worksheet by the published deadline.

Once payment is received (if necessary) and the completed deferment worksheet has been submitted, it will be reviewed and, if correct, rent will be covered by financial aid. Again, it is your student’s responsibility.
to submit the paperwork to defer housing rent. It is also their responsibility to follow up on the progress of financial aid paying for housing charges. If your student’s financial aid has not paid housing charges by mid-term, there is likely a problem which must be resolved with One-Stop Student Services. Keep in mind that the housing due date is earlier than the due date for tuition and fees.

Where does my student pay for housing?
All housing payments must be made in Student Financial Services/Cashier’s Office, Ann and David Hicks Hall, Building 53, Suite 1100 or online through the student’s myWings account.

What if my student has Florida Prepaid Housing?
If the student has Florida Prepaid for housing, the student must provide the Florida Prepaid contract number to Housing, which will then defer all or a portion of their rent, depending on where the student lives. Housing will then bill Florida Prepaid for the student’s rent.

Does Housing offer payment plans?
Yes, the Residential Alternative Payment Plan (RAPP) is offered to students who do not receive enough financial aid to cover both their tuition and their housing. To qualify for a payment plan, a student must meet the following criteria:

• Complete the FAFSA by Feb. 14 preceding the fall semester the student plans to attend so awards can be reviewed.

• Owe more than $1,500 in rent after submitting the deferment worksheet through www.unf.edu/housing.

To apply for the payment plan, a student must submit the RAPP application found on the housing web page at www.unf.edu/housing as well as communicate with the Housing accounting staff regarding this option.

Is there more that my student needs to know?
Housing and Residence Life has a variety of policies and regulations, covering such things as visitors, security, community responsibilities, study hours and use of alcohol or other drugs. These policies and regulations can be found in the annual edition of The Resident Handbook a www.unf.edu/uploadedFiles/sa/housing/resources/ResidentHandbook.pdf. To ensure the safety of our students, residents are expected to know and abide by these policies and regulations.

Campus Dining
Chartwells dining provides an innovative restaurant approach to campus dining at UNF. The Osprey Café, an all-you-care-to-eat dining facility, allows students to interact with peers outside the classroom while enjoying a variety of unique food options. With seven different restaurant stations including vegan, vegetarian and made without gluten offerings, there is always something new to try. Daily options include entrees with all the accompaniments, grill, salad bar, pizza, two build-your-own action stations and bakery with fresh made desserts. This is resident dining at its best with a modern and contemporary flair.

Chartwells embraces a sustainable food system that promotes healthy use and preservation of the land and sea with practices that guarantee the same for future generations. Chartwells only serves sustainable seafood, cage-free eggs, prohibits the purchase of chicken in which antibiotics have been used and supports fair trade, shade-grown and organic coffee production. The resident dining program has gone trayless and promotes our Project Clean Plate campaign in an effort to improve the environment and to preserve our natural resources.

All managers and supervisors are required to have training in Celiac disease and allergen awareness.

MEAL PLANS
All First Time in College (FTIC) students living in university housing will be required to purchase a meal plan. The following are the requirements based on when the FTIC student begins living on campus.

• Summer B – Required to purchase a meal plan during summer B, fall and spring semesters.

• Fall semester – Required to purchase a meal plan during the fall and spring semesters.
• Spring semester – Required to purchase a meal plan during the spring and fall semesters.

Chartwells offers several meal plan options designed to make the student’s life easier, healthier and to help save money. For more information about meal plan options, visit the Chartwells website at www.dineoncampus.com/unf.

CAMPUS DINING DOLLARS
All meal plans come with Campus Dining Dollars that are loaded on the Osprey 1Card and work like a debit card. These dollars may be used at any Chartwells dining location on campus to supplement the students’ eating choices.

PURCHASING MEAL PLANS
Students purchase meal plans by going to their myWings account or in the Cashier’s Office in Ann and David Hicks Hall, Building 53. All billing information can be viewed on the student’s account. Meal plan and Campus Dining Dollar purchases are exempt from sales tax, currently 7%.

DINING LOCATIONS
In addition to the Osprey Café, there are many other restaurants on campus to dine at, including Papa John’s, Coyote Jack’s, Chick-N-Grill, Quiznos Subs, Jamba Juice, Chick-fil-A, Starbucks, Chop’d & Wrap’d, Ozzie’s Convenience Store & Grille, Outtakes Quick Cuisine and The Boathouse. The new Clubhouse surrounded by student housing features Pita Pit along with a convenience store.

Chartwells Dining Services Business Office
Osprey Commons (Bldg. 16), 2nd Floor
(904) 620-2543 (904) 620-2547 (fax)
foodserv@unf.edu
www.dineoncampus.com/unf
Mon – Fri 9 a.m. to 4 p.m.

Student Employment/ Human Resources
The University of North Florida encourages the employment of its students in part-time, temporary campus positions to provide supplemental financial assistance and to allow students to be employed in assignments which may be complementary to their academic studies or interests. Such employment is intended to accompany the student’s academic activities and is not intended to replace the duties performed by regular (non-student) staff.

Students desiring on-campus work may view a variety of UNF departmental opportunities on the Human Resources employment website at www.unfjobs.org. Students with a financial aid award including Work Study, who desire on-campus work may also contact One-Stop Student Services, Ann and David Hicks Hall, Building 53 or call (904) 620-5555 for employment information.

Students seeking off-campus employment opportunities should contact Career Services at (904) 620-2955 or visit the center in Founders Hall, Building 2, Suite 1100.

All UNF student employees are covered by the State of Florida Workers’ Compensation Law (Florida Statues, Chapter 440). If a student is injured while completing a work task, the student may be eligible for medical and compensation benefits. Student employees are not eligible for unemployment compensation in accordance with State of Florida Unemployment Compensation Law (Florida Statutes, Chapter 443). Any specific question related to unemployment compensation should be directed to the Office of Human Resources (904) 620-2903.

Parking and Transportation Services
OSPREY CONNECTOR SHUTTLE SERVICE: “WE WILL SWOOP YOU UP”
The UNF “Osprey Connector” is the university shuttle system that provides convenient transportation around campus and to the St. Johns Town Center when UNF classes are in session.

• The Campus Route starts at Ann and David Hicks Hall/Lot 53, stops at three locations in the campus core, then two stops at Lot 18 and back to the campus core for four stops before returning to Ann and David Hicks Hall/Lot 53. The buses run during fall and spring terms 7-3 a.m., Monday through Friday with arrival about every five minutes during regular hours and approximately every 15 minutes during the late night hours. During summer term, the buses run 7 a.m. to 10 p.m., Monday through Thursday and 7 a.m. to 6 p.m. on Friday, arriving about every 12 minutes.

• The Sunday Residence Hall Route starts at Ann and David Hicks Hall/Lot 53, stops at the Fountains, then proceeds to stops at the Village
and the Crossing before returning to Ann and David Hicks Hall/Lot 53. This route is active during fall and spring terms from 6 p.m. to midnight on Sunday. Arrival is about every 15 minutes.

- **The St. Johns Town Center Route** starts on campus at the Library and stops once at the Town Center before returning to the Library stop. This route is active during fall, spring and summer B terms, 10 a.m. to 4 p.m., Monday through Thursday and 11 a.m. to 3 p.m., Friday through Sunday. Arrival is approximately every 20 minutes.

The Osprey Connector shuttles can be located and tracked in real-time at http://unf.transloc.com. This service assists shuttle riders in timing the arrival of buses at particular pickup locations.

Modifications to both schedule and routes may be made to accommodate changing needs. Please check the shuttle website www.unf.edu/shuttle for more information.

In addition to our shuttles being ADA (Americans with Disabilities Act) compliant, there is a dedicated shuttle, the “Osprey Transit,” to assist students, faculty and staff with mobility needs that extend beyond the assigned standard shuttle stops on campus. This service is also offered to those with temporary injuries. To schedule pick times and locations, please call (904) 620-5718. Hours of operation include 7:30 a.m. to 9:30 p.m., Monday through Thursday and 7:30 a.m. to 5 p.m., Friday.

**PARKING PERMIT GUIDELINES**

Parking rules and regulations are strictly enforced between the hours of 7 a.m. to 8 p.m., Monday through Thursday and from 7 a.m. to 5 p.m., Friday. However, no permit is required from 5 p.m. Friday through 7 a.m. Monday unless there is a special event on campus. Special events are posted on the Master Calendar via www.mywings.unf.edu/.

The University Police Department enforces 24 hours a day, seven days a week for all non-permit violations.

Annual and term decal parking permits are sold online through the parking website www.unf.edu/parking. Acceptable payment methods include MasterCard, Visa, American Express or Discover credit card and to myWings which can also be applied to their UNF student account. Students must be registered for classes and are encouraged to purchase permits as soon as possible after the date they become available for sale (usually in July). The dates will be posted in Student Update and on the parking website during the summer. There is a limited number of Blue and Housing parking permits available to students. The permit will be mailed to the address that was provided through the online purchase and must be displayed unaltered and permanently affixed to the exterior glass of the vehicle. Using any type of tape other than the permit’s adhesive will result in a citation.

Visitors may purchase a S2 day parking permit from permit dispensers in lots 18 and 53 (gray parking lots) and walk or ride the Osprey Connector shuttle to the core of campus. Permits purchased from the dispensers will only allow parking in all of the gray permit parking lots. Another available option for visitors is a blue and gray daily parking permit sold for $5 at either of the Parking Information booths which are the first buildings on the right when entering the campus from UNF Drive or from Alumni Drive. This permit allows parking in all of the blue permit surface lots and the blue permit upper floors of the garages around campus but not for parking in faculty/staff spaces, or reserved/restricted spaces which are marked with green space lines and reflectors or in Lots 7, 9 and 16, or in Housing Lots 10, 11, 12, 15, 17 and 55.

For the safety of our students, faculty/staff and visitors, we uphold current traffic rules and regulations that govern operation of all vehicles on campus. These regulations along with tips to help manage parking at UNF are posted on the parking services website www.unf.edu/parking. Other online informational tools include a map of the campus with parking locations, the parking rates for the current year and permits that allow parking in specific areas.

**PARKING APPEALS PROCESS**

All parking citations may be appealed within 14 calendar days from the date of issuance. Faculty, staff and students may gain access to the appeal form by going to their myWings account and then to the Parking Account tab located under My Applications. A guest who wishes to appeal a parking citation must complete and submit the online citation appeal form which is available on Parking Services website, www.unf.edu/parking. The completed form together with any relevant supporting documentation must be submitted online to the Parking Services within 14 calendar days of issuance of the citation. Appeals not filed within the 14-day deadline are untimely, will not be heard and the citation will stand as issued.

The appeal will be considered by Parking Services staff. Parking Services staff may accept or deny the appeal. If accepted, the appeal process is complete.
and a notification will be sent to the appellate. If denied, Parking Services staff will notify the appellate of the decision. If the appellate desires to appeal the Parking Services decision, a second level appeal can be submitted online within 14 calendar days of the issuance of Parking Services’ first appeals decision e-mail date. Student second level appeals of parking citations will be decided by the Student Government Judiciary. All other second-level appeals will be decided by the University’s Parking Violations Appeal Board. An individual submitting a second level appeal for a parking citation must attend the scheduled appeal hearing. If absent from the scheduled hearing, the appeal will automatically be denied. The decision reached at the appeal hearing will be final and will not be revisited. Parking Services will inform the appellate of the decision.

Following consideration of an appeal, the appellant will be notified by e-mail to the appellant’s UNF or alternate e-mail address by Parking Services of the final outcome of the appeal. If the citation is sustained, or only partially reduced, any remaining fine must be paid within 14 calendar days after notification of the disposition of the appeal, or late fees and other penalties, including administrative action, collection fees and vehicle immobilization may be assessed.

Technology on Campus and ITS Help Desk

Information Technology Services (ITS) at UNF is one-third technology and two-thirds information and service. ITS is responsible for keeping the networks and servers up and running for the campus and, more importantly, giving students access to the information and tools they need to be successful at UNF. ITS believes that students who are knowledgeable and comfortable with the tools of technology will use them more often, more productively and more considerately. ITS plays a multi-faceted role in working with your student. First,
ITS educates students about and provides access to their e-mail and the Internet. ITS also helps students understand safe computing practices to protect their computers, their information and their identity. Through the ITS Help Desk at (904) 620-HELP, ITS staff answer questions and help solve technical problems students encounter, and providing access of information that can help students with assignments, conducting research and staying informed about what’s happening on campus. More information can be found on the ITS website www.unf.edu/ITS/.

OSPREYNET
UNF residents have access to the Internet through the OspreyNet network within the residence halls. There are wired network connections in every room in the residence halls and wireless coverage throughout the residence areas. If using a wired connection (recommended in the residence rooms), the student will need an Ethernet cable. Plug one end of the Ethernet cable into the computer and the other end into the jack in the wall of their room (or into the mini-hub provided by Housing).

FREE SOFTWARE FOR STUDENTS
UNF provides students with access to a number of free software programs, including Office 365. Visit www.unf.edu/its/hardware_software/Software_for_Students.aspx to see a description and details for how to access/download them. All of these programs will run on both Windows and Mac computers.

SOFTWARE AND TECHNOLOGY TOOLKIT
The Student Technology Toolkit is a webpage full of technical resources for students. Comprised primarily of short videos, the page aims to provide helpful technology information to students. Topics include Ospreys e-mail, file storage, software, Blackboard and more.

LAPTOP SOFTWARE TUNE-UP
A student can bring in their laptop, desktop or tablet to the ITS Help Desk for a software tune-up service. Free of charge, the Help Desk will clean it of viruses and malicious software, fix any issues with connecting to the UNF network, install software and conduct a software tune-up. Contact the ITS Help Desk at (904) 620-HELP (4357) for more information or to schedule an appointment.

WIRELESS
There are a number of wireless networks available to students and one wireless network available to guests. It is highly recommended students use the wireless networks that have the word “secure” in their names. The “secure” wireless networks provide access to more UNF resources and information sent or received is encrypted (more secure). All wireless networks except “guest” require the student to login using their UNF ID and password. The “guest” network requires no login and only provides access to the Internet and Internet-facing services. Parents will need to use the “guest” wireless network.

myWINGS, UNF’S WEB PORTAL
myWings (http://mywings.unf.edu) is the University of North Florida’s web “portal,” providing students and other members of the UNF community a single secure point of entry to UNF web-based resources. After logging in to myWings, students can access key online services and information resources related to course registration, financial aid, unofficial transcripts, grades, student detail schedule, registration time ticket and more. Students will also gain access to Blackboard, Ospreys e-mail, SkillSoft e-Learning (self-paced training on hundreds of computer skills and professional development topics) and fee payment. Students can provide their parent or guardian access to their information in myWings — this is called the Parent Portal. For more information, visit www.unf.edu/onestop/parents/Parents_Portal_Guide.aspx.

THE UPS STORE AT UNF
The UPS Store at UNF is conveniently located in the Alumni Courtyard, next door to Business Services/
Osprey 1Card Office and Chick-fil-A. The UPS Store provides students with an on-campus resource for many useful services, such as preparing and shipping packages both domestically and internationally, mailing letters and postcards and notarizing and faxing documents (in fact, the UPS Store is the only place on campus where students can fax). Additionally, students can purchase passport photos and stamps for domestic and international postage. The UPS Store also offers professional black and white or color printing options for papers, projects, posters and presentations, as well as binding and laminating. An extensive variety of packing and shipping supplies, greeting cards and electronic accessories are conveniently available for students to purchase.

In addition to these valuable services, The UPS Store offers an on-campus mailbox with a real street address (as opposed to a P.O. Box) where students can receive mail and packages from any carrier. This street address is separate from UNF’s address, therefore mail and packages are delivered directly to our door. Students can access their mailbox 24 hours a day, seven days a week to receive their mail. Package receiving is available until 6 p.m. and students are notified as soon as their packages arrive. When students leave for spring, summer or winter break, their mail can be forwarded to their home address or held for them until they return. Even if the student does not have a mailbox with The UPS Store, they can still receive packages for a pickup fee of only $5 per package (this does not include the cost of shipping).

The UPS Store is leading a storage program for students who leave campus for summer or winter break and do not want to transport their dorm items back home, such as refrigerators, microwaves, books, bicycles and much more. Not only will The UPS Store pick up and store these belongings, it will also redeliver them to the student once they return to Jacksonville. UPS can also pick up and deliver to any off-campus address. This valuable service can save students much time and effort when relocating during academic breaks.

The UPS Store Business Hours
Mon – Fri 9 a.m. to 6 p.m.
(*9 a.m. to 3 p.m. for summer A term)
Sat – Sun Closed
UPS shipment pickup 6 p.m.
(*3:30 p.m. for summer A term)
(904) 620-4800 (904) 620-4802 (fax)
www.theupsstorelocal.com/6282

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CPR CELL PHONE REPAIR & GADGET TECH
CPR-Cell Phone Repair & Gadget Tech is located next door to Chick-fil-A in English Hall, Building 8. CPR is proud to be on the campus of UNF to provide students with all necessary repairs for their cell phones, iPads/tablets, laptops and game systems. CPR offers nationwide 6-month warranties on phones, tablets and laptops on parts and labor. Game systems have a nationwide 30-day warranty on parts and labor.

CPR has a complimentary charging station set up for students as well as phone/tablet cases, chargers and data cables available. CPR technicians are always available to answer device questions and direct your student to the best location available for software-related questions. CPR works closely with the UNF Help Desk in helping to resolve any issues your student may have.

CPR is involved with many of the student organizations supporting local community service, works closely with the Parent’s Association, and is corporate partner of the UNF Athletic Department. All of CPR’s employees are current UNF students.

CPR is open Monday through Friday with hours varying depending on the semester. CPR has a location at Beach Boulevard and Hodges Boulevard (five miles from UNF) for necessary repairs when the UNF location is closed. That location is open Monday through Saturday.

CPR Cell Phone Repair & Gadget Tech
UNF phone (904) 641-7770
Jacksonville phone (904) 551-7686
Fun and Fitness

“I so enjoyed speaking to Jeanne, the parent coordinator. She eased some of my anxiety about sending my first daughter to leave home.”
— Jennifer Hylton, Parent Association member

Athletics
The UNF Department of Athletics competes as an NCAA Division I member of the Atlantic Sun Conference. The University currently fields 19 men’s and women’s sports. Women’s sports include basketball, cross country, golf, soccer, softball, tennis, indoor and outdoor track, volleyball, sand volleyball and swimming. Men’s sports include baseball, basketball, cross country, soccer, tennis, indoor and outdoor track and golf. Additional opportunities for student involvement include: cheerleading and the Awesome Osprey Band in addition to work opportunities in game management, marketing, ticket office and athletic communications. UNF athletic facilities include: the 5,800-seat UNF Arena, the 1,000-seat Harmon Baseball Stadium (home of the Dusty Rhodes Field), the Softball Complex, the Tennis Clubhouse, the Hayt Golf Learning Center and the 9,400-seat Hodges Stadium. Hodges Stadium includes a nine-lane, world-class surfaced track, soccer field, event lighting, press box, scoreboard and custom seating. Many of these facilities are accessible to UNF students free-of-charge. Students with questions concerning participation in any intercollegiate sport should contact the Athletic Department (located in UNF Arena) or the specific head coach. A valid Osprey 1Card admits students free into all regular season intercollegiate athletic events.

HODGES STADIUM
Hodges Stadium was completed in August 2008 with the installation of a nine-lane Mondo track surface. The multi-use facility can host national and international track and field events, professional and high school football events and rugby, soccer and lacrosse events. The facility also has an athletic training room, strength and conditioning room, two football style locker-room areas for male and female visitors, full-service restrooms, concession stands and a luxury press box. The facility has hosted the annual Gator Bowl football practices, the Axemen Rugby home events and was a training site for the 2005 NFL Super Bowl.

Campus Recreation
The goal of the Campus Recreation Program is to enhance students’ fitness, wellness knowledge and personal skill, as well as abilities to problem solve and effectively communicate. By providing quality programs, facilities and services, Campus Recreation gives students opportunities during competition to show self-respect and respect for others while also developing leadership skills.

Student Wellness Complex (Bldg. 61)
(904) 620-2998
www.unf.edu/recreation

ARENA
The UNF Arena is open to students, faculty and staff for drop-in recreational play, special events, intramural sports, racquetball and Osprey athletic events. The facility houses racquetball courts, basketball courts, two half-courts and locker rooms. The Arena has equipment check-out for racquetball and basketball. The Arena is open for use by students, faculty and staff with a valid Osprey 1Card.

Club Sports
Recreational sports clubs are designed to provide students with opportunities to have fun, learn and compete in activities in which they have an interest. Popular clubs include: rugby, sailing, lacrosse, wrestling, ultimate frisbee, soccer and grappling. For the most current listing and description of each sports club, visit www.unf.edu/recreation/clubsports and click on...
the Club Sports link. For specific questions regarding use of facilities, fields or equipment, contact Campus Recreation (904) 620-2998.

Student Wellness Complex (Bldg. 61)
(904) 620-5107
www.unf.edu/recreation/clubsports

ECO ADVENTURE
The UNF Eco Adventure Program provides students with free access to equipment to meet most outdoor recreational needs. Tents, sleeping bags, hiking backpacks, surf boards, GPS, canoes, kayaks and paddleboards are available through the Eco Adventure Program in J. M. Golden Environmental Education Pavilion, Building 54, lot 100 adjacent to the Parking Services Building. Equipment check-out is free for students with a valid Osprey I Card.

Eco Adventure was initiated by Student Government in 2001. Wildlife Sanctuary staff through the Department of Recreation, started Eco Adventure by offering guided outdoor programs for students. Currently Eco Adventure offers many different programs throughout the school year, like whitewater rafting in the spring, canoeing, hiking both on and off-campus. Monthly zoo canoe paddles and local kayaking in the Guana River. New outdoor trips are frequently being added to help students enjoy their college experience at UNF.

J. M. Golden Environmental Education Pavilion (Bldg. 54)
(904) 620-5951
www.unf.edu/recreation/ecoadventure

J. M. Golden Environmental Education Pavilion
The indoor pavilion is a rustic 1,500 square foot facility that is open daily for viewing of environmental displays and also available to student groups and organizations for meetings and programs. The facility was named in honor of UNF’s first Chief Ranger John Golden who initiated and implemented the environmental programs now offered in the Wildlife Sanctuary.

J. M. Golden Environmental Education Pavilion (Bldg. 54)
(904) 620-5952
www.unf.edu/recreation/ecoadventure/pavilion.aspx

Osprey Challenge Course (OCC)
In December 2011, Student Government and the UNF Parent Association funded a one-of-a-kind high-and low-ropes Challenge Course. The Odyssey III is one of the only fully universal (accessible for disabilities) units in existence. It was designed by Alpine Towers International and constructed in the tree tops and woven through a wooded area along Lake Oneida. It consists of four tree top towers with challenge elements in between and is 350 ft. in length. Participants will work together to learn new tools as leaders and team players as well as methods of solving problems that arise in the stages of group development. The low course is designed to create awareness and knowledge of these tools as well as encourage camaraderie and trust building within the newly formed group. After advancing through challenges on the ground level, the team will form smaller groups and challenge themselves in the high ropes. This will put their new skills to the test, working together as groups of eight creating solutions to challenge as a team 30-45 feet in the air. The participants will end their high ropes experience on one of the four zip-lines. After each event, debriefs will be led by a trained facilitator to help participants integrate and express what they have learned. The OCC course is open to all students and student groups free-of-charge. The OCC is also open to the community working with many youth groups, teams, corporations and civic groups. In 2012, Student Government funded the new Osprey Challenge Course. The course has seven low team building elements and a ground school. The high course has ten team building elements 45 feet in the air with two zip-lines. One zip-line across Lake Oneida to the island and the other on the high platform. All programs are free-of-charge to UNF students.

J. M. Golden Environmental Education Pavilion (Bldg. 54)
(904) 620-5412
www.unf.edu/recreation/occ

Wildlife Sanctuary
The Wildlife Sanctuary consists of seven different freshwater habitats and includes the Robert Loftin Nature Trails which are listed on the USA National Trail Registry System. These trails are for low-impact recreation such as running, hiking and bird watching. An exercise loop trail is also located in this area as well as fishing and picnicking opportunities. The Sanctuary offers ranger-guided field trips and hands on workshops for school and civic groups. These programs teach about local plants, animals and freshwater habitats. To arrange a program, contact Eco Adventure at (904) 620-5951.
INTRAMURAL SPORTS

Intramural Sports is one of the most popular student activities on the campus of the University of North Florida. The program is designed to provide students, faculty and staff an opportunity to participate in recreational activities in a fun and safe environment while promoting physical fitness, social interaction and campus involvement. The program offers a wide variety of sports: flag football, basketball, soccer, softball, volleyball, sand volleyball, ultimate frisbee and kickball just to name a few. Each intramural league and tournament sport is divided into three leagues: men's, women's and co-rec. Intramurals are a great way for students to make new friends while staying active at the same time.

STUDENT WELLNESS COMPLEX

The multi-faceted three-level Student Wellness Complex is an investment in the health and wellness of our current and future Ospreys. This industry-leading facility offers the UNF community the largest, most comprehensive wellness center in northeast Florida and heralded as one of the finest in the country. The facility offers inviting, safe, yet challenging activities for students of all levels, abilities and interests.

The 34-foot tall climbing wall called the “Osprey Cliff” greets the students upon entry into the three-level building. Three dedicated indoor group fitness rooms and one outdoor multi-use group fitness balcony provides beautiful venues that house comprehensive group fitness programs with more than 50 classes per week. The Dottie Dorion Fitness Center, located on the second level is northeast Florida's largest fitness center with 27,000 square feet of fitness floor space, housing some of the world's best fitness equipment. Fitness trainers are always available to offer assistance and guidance on how to safely and effectively use the equipment. The 1/8 mile track on the 3rd level circumnavigates the perimeter of the building giving outdoor views of the fitness center, atrium and climb wall and breathtaking panoramic views of the fields and forest through its large windows.

DEPARTMENT OF HEALTH PROMOTION

The Department provides a variety of educational prevention and awareness programs throughout the year. These services and programs include:

The Healthy Osprey — The Healthy Osprey is an exciting collaboration involving students, faculty and staff. The Department of Health Promotion along with the Brooks College of Health spearheaded this initiative that currently is being promoted nationally by the American College Health Association as a Healthy Campus. A variety of university departments and colleges have met with Student Affairs offices to address major national public health concerns on college campuses (such as diabetes, heart disease, substance abuse or relationship violence) by assessing, developing and promoting an array of wellness programs and services for all members of the university community. UNF currently offers stellar health-related programming, allowing the campus community to be uniquely positioned to integrate a fully coordinated approach into the existing infrastructure. Integrated, holistic health programming will help students, faculty and staff to optimize their health and enhance their transformational learning experiences. Additional
information on this campus-wide initiative can be obtained from the Department of Health Promotion.

The Dr. Paul Shirley Assessment Center — Provides fitness and nutrition assessments, exercise prescription, goal planning and a variety of health promotion programs and activities. Through the help of professional staff, these programs can be instrumental in creating awareness and motivation toward healthy lifestyles. The Center is located inside the Student Wellness Complex.

Frederick and Ophelia Tate Ogier Gardens — is a one-acre, sustainable garden that boasts 2,500 square feet of row crops, a wide variety of fruit trees, raised vegetable beds and peaceful sitting areas for students to relax. Produce cultivated by student staff and volunteers are featured at the Osprey Café and at UNF’s Market Days. Programs strive to teach participants about human nutrition, healthy cooking methods and maintaining a vegetable garden. Through a myriad of volunteer opportunities, workshops and special events, students are introduced to how food is grown from seed to harvest, familiarized with seasonal vegetables and are encouraged to choose nutritious diets. Free Adopt-a-Beds give students the opportunity to experiment growing their own food.

Intervention Services for alcohol, tobacco and other drugs — Among the awareness and prevention programs offered by Health Promotion are those that provide information and activities designed to prevent alcohol and drug abuse. Free and anonymous HIV testing is also offered.

Nutrition and Dietetics — Under the direction of a Registered Dietitian, a variety of workshops, individual counseling, health cooking demos and much more are offered.

“Breathe fresh at UNF” Smoke-Free Campus — In order to create a healthier campus environment for all of our students, faculty, staff and visitors, the University of North Florida will become a designated smoke-free campus Aug. 1, 2015. UNF is joining a national movement in creating a smoke-free environment on college campuses following an in-depth review of the harm caused by second-hand smoke exposure and the level to which smoking use contributes to chronic disease and death. The Breathe Fresh at UNF Smoke-Free Campus Initiative focuses on voluntary compliance, so every member of the campus community can play a part in keeping UNF smoke-free by reminding smokers that smoking isn’t allowed anywhere on campus, including in cars parked on University grounds.

At the same time, UNF is committed to providing students, faculty and staff with access to tobacco cessation support and nicotine replacement therapies. One-on-one, free counseling sessions are also available through the Department of Health Promotion for any member of the campus community seeking help with overcoming their cigarette use.

The full policy is listed on the President’s website under “Policies and Regulations.”

TIPS FOR A HEALTHY OSPREY

Nutrition

• Encourage your student to use the five-a-day approach, eating at least five fruits and vegetables a day.
• Teach by example and encourage raw, broiled, grilled, easy microwave vegetable recipes and fresh fruit on the go.
• Encourage your student to avoid shopping for food while hungry.

Fitness

• The scale is not a measure of your student’s fitness level.
• Healthy eating and physical activity combined help to maintain a healthy body.
• Encourage a variety of activities including aerobic, weight training and stretching.
• Encourage students to check out all the awesome wellness-related resources available through the Student Wellness Complex and throughout campus.

Stress

• New responsibilities bring on new stresses. Stress can often be the reason for impulsive eating. Students will crave their favorite comfort foods.
• Although parents should not preach to their students about what to eat, you can definitely help them make healthy choices.
• Encourage your student to get more sleep, be active and eat smart.
Activities and Events

Student Union

The Student Union is the University’s community center. It offers a variety of facilities, programs, services and activities. The Union is a student-centered organization that complements the academic experience of UNF students through a variety of cultural, educational, social and recreational programs, while providing an engaging learning environment. The mission at the Student Union is to provide convenient, high-quality facilities and efficient services to support university programs. The building is the community center of campus and provides a shared home for the University, welcoming students, faculty, alumni, staff, parents and guests. The Union is both a facility and a program designed to enrich campus life and advance the University’s educational mission through formal and informal associations.

SERVICES

The Student Union is home to several support services including Community First Credit Union, UNF Bookstore, Outtakes, The Boathouse Restaurant, Food Court and Game Room.

It is also home to many Student Affairs offices and departments including the African-American Student Union, Intercultural Center for Peace, LGBT Resource Center, Campus Life, Spinnaker Media, Office of Fraternity and Sorority Life, Lufrano Art Gallery, International Center and Office of the Vice President for Student Affairs.

RESOURCES

The Student Union has over 10,000 square feet of indoor meeting and event space and several outdoor programming venues, including Osprey Plaza and The Coxwell Amphitheater where students, faculty, staff and the greater Jacksonville community can host an array of events.

The UNF Game Room is a free facility for students with equipment available for checkout with a valid Osprey 1Card. Students can stop by between classes and enjoy the variety of games offered such as pool, ping pong, air hockey, foosball and video games, including the state of the art computer gaming hub, or watch TV and play board games. Additionally, the Game Room hosts a myriad of tournaments throughout the year.

PROGRAMS AND EVENTS

Market Days – Every Wednesday, Osprey Plaza turns into a bustling arts market for the UNF community to enjoy. Students come to support their fellow classmates, local artists and community members as Osprey Plaza transforms into a bustling market full of items for purchase, food samplings from their favorite restaurants, live music and entertainment.

Game Room Tournaments – Throughout the semester the UNF Game Room hosts tournaments for students ranging from console gaming, online gaming and recreational games such as air hockey and table tennis. These tournaments are sponsored by the Student Life and Services Fee, but food and prize donations are accepted from local businesses such as Jimmy Johns, Chick-fil-A and Smoothie King. Food and great prizes are always associated with these competitions.

Campus Life

The Office of Campus Life designs and enhances opportunities for student participation through annual events, cultural and social activities and co-curricular learning. The office hosts a series of welcome weeks at the beginning of the fall, spring and summer B semesters, as well as other events throughout the year.

To keep students in the know about all the events and opportunities happening around campus, Campus Life maintains an active social media presence on Facebook, Twitter and Instagram. The office is located in Student Union, Building 58 East, Room 1313 and is open from 8:30 a.m. to 5:30 p.m. weekdays.

WEEK OF WELCOME (WOW)

Starting the weekend before classes begin in the fall, Week of Welcome is designed to create an environment where new students flourish socially and academically while attending UNF. WOW is enriched with campus events, small group gatherings and school traditions such as New Student Convocation,
the Welcome to College Luau and much more! It is the students’ opportunity to make new friends and establish a network of faculty and administrators to answer their questions about the University.

**FIRST WEEK**
First Week welcomes new and returning students to campus during the first week of the spring semester. Beginning the weekend before spring classes, First Week gives students an opportunity to reconnect with friends, get excited about UNF athletics and enjoy surprising and unusual events. Annual events include men’s and women’s basketball, Blue Years Celebration and weekend entertainment.

**SUMMER B KICKOFF**
Summer’s official welcome week, Summer B Kickoff helps new and returning students acclimate to the summer semester with a series of events and activities during the first week of summer B classes. Annual events include the Summer B Cookout and the Summer B Saturday Show.

**OZZIE’S OKTOBERFEST**
One of UNF’s earliest traditions, Ozzie’s Oktoberfest is an annual fall festival with a Jacksonville twist, featuring live music and local flavors provided by restaurants, food trucks and craft breweries from all around Northeast Florida area.

**Spinnaker Media**
Spinnaker Media serves as the umbrella organization for student-run media outlets at UNF, including the Spinnaker, UNF’s official magazine and website; Spinnaker Radio, UNF’s official radio station; Spinnaker Television, UNF’s official television station; and the Spinnaker Media Business Office. While the student media outlets are designed to complement the academic study of journalism and broadcasting, all students are welcome and can benefit from involvement in the media.

The day-to-day operations are overseen by a professional media adviser, whose job is to provide feedback, guidance and advice to the students.

**SPINNAKER RADIO**
Spinnaker Radio is UNF’s student-run radio station, set to broadcast over the air at 95.5 FM on the Southside of Jacksonville and operating as a Web cast available at www.unfspinnaker.com/radio/ and on campus cable. The station plays College Top 30 music, as well as jazz, talk and more. The operation is funded through student activity fees and sponsorships. Students who wish to be a part of Spinnaker Radio should call (904) 620-2908 or inquire at the Student Union, Building 58 East, Room 2202.

**SPINNAKER TELEVISION**
Spinnaker Television is UNF’s student television station and it broadcasts on cable and online. The station produces its own daily newscast and morning show and airs just released to DVD films, in addition to student-produced entertainment programming and Osprey sports. It’s funded through student activity fees and advertising. Students who wish to be a part of Spinnaker Television should call (904) 620-2260, visit www.unfspinnaker.com/tv/ or inquire at the station in the Student Union, Building 58 East, Room 2219.

**THE SPINNAKER MAGAZINE AND DIGITAL**
The Spinnaker is UNF’s national award-winning student-run monthly magazine and a daily news website, apps and mobile products, covering campus news, entertainment and sports every week. The magazine and website (unfspinnaker.com) are funded by student fees, advertising revenue and subscriptions. Published eight months a year, the Spinnaker is free to students and available at more than 30 locations throughout campus and off-campus, as well as in the mail. Students who wish to join should call (904) 620-1579 or inquire at the Student Union, Building 58 East, Room 2209.

**SPINNAKER BUSINESS OFFICE**
The business office handles all sales and sponsorships for the media outlets. Employees and volunteers here also provide promotions and marketing. Students who want to get involved should call (904) 620-1579 or inquire at the Student Union, Building 58 East, Room 2213.
Family Weekend (Oct. 16 - 18)

Students, parents and families all are invited to attend UNF’s annual Family Weekend scheduled this year for Oct. 16-18. The goal of Family Weekend is to give families of UNF students a taste of student life by providing enjoyable and informative experiences. It is also a time for family members to meet faculty and administrators in both academic and social settings. Faculty and staff are encouraged to help make the visiting families feel a part of the UNF family. Students and their families are invited to enjoy the special events including: tours of the Student Union and the beautiful UNF grounds, a welcome reception in the Boathouse, department open houses, canoeing, nature walks, athletic games, Family Picnic and Festival, Family Dinner, traditional bingo, musical performances and various games, shows and first-class entertainment.

Save the date!

“It was a fabulous weekend. Thank you for your hard work.”

– Suzy Watts, Parent Association member

Fraternity and Sorority Life

UNF is home to over 20 national fraternity and sorority chapters and four governing councils, which provide values-centered opportunities for growth in academics, leadership, social excellence and community engagement. In recent surveys, alumni indicated that their fraternity and sorority experience has had a positive impact on their ability to collaborate with others within the workplace and that they developed leadership skills they regularly apply in their career. Fraternity and sorority members are extremely active on campus and in the community, many of whom hold key leadership positions in student organizations. In 2014, they provided more than 32,000 hours of community service and donated more than $170,000 to charitable and non-profit organizations.

Students interested in joining one of the chapters are encouraged to contact the Office of Fraternity and Sorority Life, read about the chapters online and attend informational sessions early in each semester.
COUNCILS

Interfraternity Council (IFC)
The Interfraternity Council (IFC) is the group of men elected to serve and govern UNF’s North-American Interfraternity Conference chapters. IFC establishes and coordinates educational programs, recruitment activities, facilitates Greek athletics (Greek League), implements scholarship programs and promotes year-round community service to UNF and the greater Jacksonville community. The Council strives to create campus-wide camaraderie among its member groups and all Greeks. In addition, IFC encourages all of its members to be strong, positive leaders and role models in everything they do.

Multicultural Greek Council (MGC)
The Multicultural Greek Council (MGC) promotes and governs the interests of the cultural and social/service-oriented Greek-lettered organizations. MGC has an environment that administers networking opportunities for ideas, programs and services between its constituent fraternities and sororities. MGC also strives to promote diversity and to support the works of its member organizations and other Greek councils at UNF. The Council serves to encourage multicultural awareness within UNF and the community through programming endeavors.

National Pan-Hellenic Council (NPHC)
UNF is proud to host all nine National Pan-Hellenic Council chapters, better known as the “Divine Nine.” NPHC is composed of nine (five fraternities and four sororities) historically African-American Greek letter organizations. These organizations are designed to promote not only brotherhood and sisterhood, but scholastics and service as well. NPHC at UNF unifies and governs the nine chapters while also serving as a resource for programming among the chapters that includes step shows, cookouts, mentoring to high school students and promotion of African-American heritage and history. NPHC members have an impact at UNF and in the Jacksonville community through educational, leadership and service opportunities.

Panhellenic Council (PC)
The Panhellenic Council (PC) serves as the governing body and programming board for the five National Pan-Hellenic Conference chapters at UNF. With more than 800 women, the Panhellenic community is a great avenue for involvement, sisterhood, service and leadership. The Panhellenic Council supports a local charity called Girls Inc., an advocacy group for girls ages 5-18 and Circle of Sisterhood, a national philanthropy that focuses on fighting poverty by educating girls.

The Panhellenic Council and its member organizations promote to the college community leadership, mutual respect and service.

FRATERNITIES
Alpha Phi Alpha (NPHC)
Alpha Tau Omega (IFC)
Chi Phi (IFC)
Delta Upsilon (IFC)
Iota Phi Theta (NPHC)
Kappa Alpha Order (IFC)
Kappa Alpha Psi (NPHC)
Kappa Sigma (IFC)
Omega Psi Phi (NPHC)
Phi Beta Sigma (NPHC)
Sigma Alpha Epsilon (IFC)
Sigma Beta Rho (MGC)
Sigma Chi (IFC)

SORORITIES
Alpha Chi Omega (PC)
Alpha Kappa Alpha (NPHC)
Alpha Phi (PC - fall 2015)
Delta Gamma (PC)
Delta Sigma Theta (NPHC)
Gamma Eta (MGC)
Kappa Alpha Theta (PC)
Kappa Delta (PC)
Sigma Gamma Rho (NPHC)
Sigma Lambda Gamma (MGC)
Zeta Phi Beta (NPHC)
Zeta Tau Alpha (PC)

Office of Fraternity and Sorority Life
Student Union (Bldg. 58E), Room 2012
(904) 620-5309, -2526 and -2975
(904) 620-1785 (fax)
www.unf.edu/fraternity-sorority

Lufrano Intercultural Gallery
The Lufrano Intercultural Gallery is a unique gallery dedicated to promoting exhibitions that address themes of the environment, social justice, peace, reconciliation and the stories of a population. The Gallery’s serves the University by offering high caliber exhibits and educational programs for students, faculty, staff and the community. Visitors are welcome to drop in during open hours and enjoy the current showings.
**Student Government**

Student Government is comprised of three branches of elected and appointed student officials that serve as a governing organization for the student body. They represent student interests and needs pertaining to university, local, state and national concerns. Student Government provides many opportunities for involvement in ways that allow students to have input into decision-making processes such as the evaluation and establishment of student programs and activities, clubs and organizations, services and other events pertaining directly to enhancing the lives of our students.

**EXECUTIVE BRANCH**

The president and vice president of Student Government are elected by the student body each spring semester. They are the administrative arm of Student Government. The president, chief executive of Student Government, has the power to administer, execute and enforce the Student Government constitution and statutes.

The executive branch includes the treasurer, attorney general, chief of staff, student advocate and other cabinet positions as appointed by the president each term. They represent the voice of the students on university-wide committees. The executive branch is responsible for providing programs, projects and services designed to educate the student body about various issues. These initiatives enhance the educational, social, cultural and recreational interests of UNF students. The executive branch also contains agencies and initiatives that specialize in numerous programs and activities to ensure that students receive a well-rounded campus experience.
**Club Alliance** oversees the operations of all UNF registered clubs and organizations. They provide support to over 200 student groups on campus. The director and assistant director work with three committee chairs who serve as liaisons between the organizations and Student Government.

**Osprey Productions** is responsible for a variety of on-campus entertainment for students ranging from movies, trivia, karaoke, lectures, laser tag to large concerts. The director, assistant director, program assistant, office assistant and several committee chairs work around the clock to ensure that they provide a variety of activities that will appeal to everyone.

**The Lend-A-Wing Pantry** (LAW Pantry), located on the first floor of Ann and David Hicks Hall, Building 53 is an anonymous food pantry that allows UNF students to get the food and hygiene products they need with a flash of an Osprey One Card. Students are permitted to take up to five pounds of items per day for free. The LAW Pantry remains open with the support of gracious donors and student volunteers. The LAW Pantry hosts educational workshops throughout the semester which incorporate helpful budgeting tips while maintaining a healthy lifestyle.

**Homecoming** is one of Student Government’s largest events and is held during spring semester. Homecoming aims to get the entire campus community involved in a week-long series of events. Traditional events have included comedy shows with nationally recognized artists, lip sync competitions, Swoop the Loop 5K Race, the crowning of a Homecoming King and Queen, Day of Fun (carnival) on the Student Union Amphitheater, can castle competitions, homecoming parades, tailgating and the homecoming basketball game. The Homecoming committee consists of Student Government members who work tirelessly for several months to plan a week of events that all students will enjoy.

**LEGISLATIVE BRANCH**

The legislative branch of Student Government consists of 40 appointed and elected student Senators who collectively allocate and oversee the activity and service fee budget. This branch is primarily responsible for composing and voting on student government constitutional amendments and statutes. Two of the 40 Senate seats include the Senate president and the Senate president pro-tempore. The Senate president enforces all rules, policies and procedures of the Student Senate. The Senate pro-tempore assists the Senate president in fulfilling each of the aforementioned duties and is chair of the constitutions and statutes committee. Four of the 40 Senators also have the ability to lead their peers as the chairperson of a committee. The four committees include:

- The Government Oversight Committee (GOC)
- The Budget and Allocations Committee (B&A)
- University and Student Affairs Committee (USA)
- Constitution and Statutes Committee (CSC)

**JUDICIAL BRANCH**

The Judicial Council consists of seven justices, which includes positions of Chief Justice and Deputy Chief Justice. This branch possesses the power of judicial review, whereby they may review all executive and legislative acts. The judicial branch also hears judicial complaints as presented by any A&S fee paying student. Additionally, they handle student parking appeals.


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**Student Government**

Student Union (Bldg. 58E), 3rd Floor, Room 3300

(904) 620-2750 (904) 620-1005 (fax)

www.unf.edu/sg
"Career Planning was great — reminded me not to pressure her to stick to her major but support her and refer to resources for her."
— Kristina Isbell, Parent Association member

Students often call family members with an academic or roommate problem they hope the family member can fix. And while you have been able to help many times, it may be more difficult now. There are resources UNF provides for our students that can help. Information on learning resources and campus organizations can be found online in the division of Student and International Affairs section. Feel free to contact the Office of Parent and Family Programs, which serves as a resource for parents and family members at parents@unf.edu or (904) 620-1567. You will also find the university website is a good resource, www.unf.edu.

**UNF Alumni Association**

Membership in the UNF Alumni Association is free for all UNF graduates and a valuable resource for students. The Association offers study abroad scholarships, awards club grants and co-sponsors student events with campus organizations. The Association also hosts free etiquette dinners and networking opportunities for graduating seniors and recognizes outstanding volunteerism with the Senior Service Award. Students can become involved with the Alumni Association right away through the prestigious Presidential Envoy Student Alumni Association. For more information, contact the Office of Alumni Engagement and Annual Giving.

**Office of Alumni Engagement and Annual Giving**

UNF Alumni Association
Alumni Hall (Bldg. 60), Room 1106
(904) 620-4723 or (800) UNF-GRAD
(904) 620-2139 (fax)
unf-alum@unf.edu
www.unf.edu/alumni

Mon – Fri 8:30 a.m. to 5 p.m.

**Career Services**

Career Services’ staff considers parents as allies in helping students achieve career planning success. Choosing a major and planning for the world of work are significant life transitions. Until now, you may have made or heavily influenced important decisions and accomplishments in your student’s life. Your student still needs help. Empower him or her to take charge of the future by actively participating in programs and services designed for career success.
Career Discoveries is a series of programs and services offered by career counselors targeted to freshman and sophomore level students. Our National Certified Counselors (NCC) hold certifications for interpreting formal career assessment tools. Specialized training and experiences allow them to help your students identify, process and integrate interests, skills, values and personality factors for effective decision-making. Career Counselors interact with your students through one-on-one sessions and through workshops, programs and events. Our center also houses an extensive Career Library and mini computer lab which allows students to conduct research on career options and job market trends. The end result of students meeting with a career counselor and taking advantage of Career Discoveries is the selection of a suitable major, exploration of viable career options and the development of an action plan for career success.

Career Connections is a collaborative initiative with the Office of Parent and Family Programs that allows students to communicate with professionals in various industries to gain insight about careers and empower students to make wise decisions regarding majors and career paths. These interactions might include a telephone conversation, e-mail correspondence or a face-to-face encounter for information interviews or job shadowing. This program also provides an opportunity for parents to participate. Please contact us if you would like to create a profile in our database to provide valuable information about your career with students. This program is flexible in allowing you to participate at a pace suitable to your preferences.

The STAR Program (Skills to Achieve Results) is a series of seminars, workshops and services designed to help students develop employability skills and present themselves professionally to potential employers. These valuable resources are facilitated by our career coordinators, also known as college liaisons. Once your student reaches junior level status, he or she is referred to a liaison who serves specific majors and fields of study. Liaisons specialize in teaching students job search, resume writing and interview skills to help them succeed in gaining work experience (i.e. internships, co-op) and full-time careers upon graduating from UNF.

Osprey CareerLink is the University of North Florida’s online college recruitment solution for internships as well as part-time, full-time and co-op opportunities. This system serves as a portal for UNF students and alumni to access career resources and employment opportunities.

Programs and events are hosted throughout the year to engage students in practical activities leading to career success. Many of these events are informational, including speakers with expertise on various career planning topics or career fields. Major events include opportunities to interact with employers for internships and job opportunities at job fairs and information sessions.

Volunteer services provide students the opportunity to serve their community while receiving an enjoyable and enriching learning experience. A broad array of volunteer opportunities is available.

Helpful Hints:

- Encourage your student’s exploration of various courses, majors and career options.
- Don’t worry if your student entertains what you may consider an impractical major. Instead, help your student focus on skills the major will provide and on the connections to viable career options.
- Avoid pressuring your student to choose careers based solely on what’s hot as those careers may not match his or her interests, personality, values and abilities.
- Encourage your student to seek experiential learning opportunities in work settings, to try out his or her career interests, build skills and gain valuable work experience.
- Assist in the internship and job search campaign by helping your student identify networking contacts.

Encourage your student to call or visit Career Services. Career professionals are eager to help your student learn how to progress through the career planning process to make smart choices and secure rewarding jobs upon graduation. Your student’s success is our business!

Career Services
Founders Hall (Bldg. 2), Suite 1100
(904) 620-2955 (904) 620-2690 (fax)
cswings@unf.edu www.unf.edu/careerservices
“Discover the Career in You!”
Mon – Fri 8 a.m. to 5 p.m.

Continuing Education
Learning for life is one of the key facets of the University of North Florida Division of Continuing Education. Whether you’re interested in discussing current events, learning how to speak another language
or mastering the art of photography or the science of computers, there is a wide assortment of courses suited to a variety of interests, tastes and ages.

LEARN Jacksonville, a personal enrichment program for all ages, offers classes in a variety of subject areas, scheduled in the evening to accommodate busy schedules and lifestyles. Subjects include arts and crafts, health and fitness, home and garden, language and literature, money matters and photography.

For those looking for more discussion and lecture-based courses, as well as adventures around Northeast Florida, the Osher Lifelong Learning Institute (OLLI) program at UNF is a member-owned, member-operated organization for individuals who are 50 and better. The courses are held primarily during the day and are quite diverse, covering:

- Arts and humanities
- Contemporary issues and world affairs
- Math, medicine, science and technology
- Skill building
- and more.

Additionally, the tools and environment needed for career and workforce transformation or professional growth are provided. The programs are diverse and schedules are flexible to better suit your needs. The following training and professional development offerings are just a sampling of what the Division of Continuing Education has to offer:

- Executive leadership development
- Finance and accounting
- Logistics and supply chain management
- Quality and continuous improvement
- Online learning
- Paralegal studies
- Test/certification preparation - ACT, CFP, CQE, GMAT, GRE, MCAT, PCAT, SHRM-CP, SHRM-SCP, PMP and SAT

Our instructors are experienced professionals, who deliver the course content in an engaging and concrete manner while focusing on the mastery of both knowledge as well as development of practical skills.

If you’re looking to expand your personal or professional pursuits, continue along the path of lifelong learning, acquire the expertise needed for a new path or recertify in a specialized field, the UNF Division of Continuing Education is your destination for quality programs and experiences, customer satisfaction and transformational learning.

UNF students receive a 50% discounts on most* non-credit courses offered by the Division of Continuing Education. Visit www.unf.edu/ce and click on Course Catalog.

* Online and test/exam preparation programs are not included. Other exclusions apply.

Counseling Center

Having a child go to college represents a time of change and growth in the life of a family. It is a journey that brings with it many different emotions. You may be excited about the prospect of newfound freedom and independence for yourself and your student, while at the same time, feeling sad and anxious about the change. You may also have difficulty knowing that you are not there to help if they encounter problems.

The Counseling Center is a valuable resource for your student as they adjust to the challenges of college life. The Center provides a comfortable and confidential setting where students can discuss their concerns with a professional counselor. We offer individual and group counseling, as well as the services of a nutritionist, nurse practitioner and psychiatrist. Students are encouraged to call the Center to schedule a first time appointment or use the walk-in services if they are experiencing an urgent issue or crisis. If a student is in distress after hours, on a weekend or during a holiday break, they can access an after-hours telephone hotline service and speak with a professional counselor by calling the Center’s main telephone number at (904) 620-2602 and following the instructions.

College students often face new and different experiences and may need help making difficult life decisions. Also, at no other time during an individual’s lifetime will they likely go through as much change as they do when transitioning from high school — and the comfort and familiarity of their home surroundings — to their freshman year of college. If your student is having any personal difficulties that are interfering with their transition to college, please encourage them to call to the Counseling Center. Staff will schedule an appointment to meet with a counselor and explore options to alleviate the problem. Parents with questions or concerns should contact the center.
Disability Resource Center

The Disability Resource Center (DRC) promotes and facilitates partnerships among students with disabilities and the UNF community. The DRC serves students with documented disabilities who have been fully admitted to UNF. Once students with disabilities are admitted, they have the option of registering with the DRC. To register with the DRC, students must provide written documentation that meets UNF guidelines (see www.unf.edu/drc) or contact the DRC for specific requirements.

Students with chronic conditions (for example, cystic fibrosis, asthma, depression, multiple sclerosis, rheumatoid arthritis) are encouraged to register with the Disability Resource Center for services they may need if and when their conditions become unstable. Students with autism spectrum disorders (ASD) may be interested in participating in Project THRIVE which supports students with ASD to enhance social communication, independent living and employment skills.

The DRC staff facilitates students’ transitions from high school to college life. Differences in class length, times, assignments, deadlines, along with time management and newly found independence are issues all students encounter. DRC staff are available to assist with this transition. In addition, students assume more responsibility to self-advocate and assure appropriate accommodations are administered. To this end, the staff at the DRC is dedicated to ensuring that all students with disabilities have equal access to educational opportunities at UNF. The DRC promotes self-determination and self-advocacy of students with disabilities throughout campus. In addition, the DRC partners with other units on campus to make certain that students with disabilities are provided the opportunity to achieve their maximum potential.

In addition to providing appropriate accommodations, the DRC offers registered students opportunities to participate in career activities, seminars and peer-support groups. The DRC houses books, DVDs, tapes and other resources about a wide array of disabilities and disability issues. An electronic blackboard open to students registered with the DRC informs students of current activities, scholarships and disability resources.

Intercultural Center for PEACE (ICP)

The Intercultural Center for the Promotion, Education and Advancement of Cultures and Ethnicities (PEACE) promotes multicultural education and an inclusive campus community through its programs. The Center strives to promote unity, civility and respect for the worth and dignity of each individual at UNF. ICP offers programs and events for minority and new students at UNF to impart a welcoming and supportive environment on campus. Diversity training and intercultural communication workshops are presented to develop communication across cultures with an emphasis on communication, multiculturalism and appreciation of diversity. The Center also presents forums for discussions of local and global current affairs.

Interfaith Center

Who am I? What is my purpose in life? How do I live out my faith or secular framework in a diverse and increasing pluralistic world? Where can I work together with others for the common good of all?

These are but a few of the questions young adults ask as they explore their values, spiritual identity and religious differences. Questioning is a natural part of becoming a mature adult and therefore, a natural part of a college
education. UNF recognizes that educating the whole person requires attention to religion, spirituality and secular philosophy and to the development of skills for building respect and cooperation across ideological difference. Acquiring a working knowledge of a variety of faith traditions and secular philosophies will serve to dismantle fear and build bridges to understanding and cooperation. The Interfaith Center, as part of the Division of Student Affairs, is here for your student in their exploration and education.

The mission of the Interfaith Center is to engage the UNF campus around religious pluralism and provide distinctive programs for students to voice values, engage with others, act together and lead others to do likewise. The Center seeks to enhance the quality of community and personal life, and encourages interfaith cooperation both on the university campus and in the larger community. At the Interfaith Center, students define interfaith cooperation as working together for the common good while maintaining the richness of each other’s religious or secular traditions.

The Interfaith Center provides connections to on- and off-campus religious and secular communities, pastoral care, vocational counseling, volunteer service opportunities and help in times of crisis. Whatever the student’s faith or background we have a resource person available for support. The Interfaith Center staff mentors student leaders through a student-led interfaith group called Better Together at UNF.

Visitors are welcome at the Center in Founders Hall.

Interfaith Center
Founders Hall (Bldg. 2), Suite 2100
(904) 620-2837 (904) 620-2527 (fax)
RachaelMcNeal@unf.edu (Coordinator)
www.unf.edu/interfaith-center/
www.facebook.com/UNFInterfaithCenter

Lesbian, Gay, Bisexual and Transgender (LGBT) Resource Center

The mission of the LGBT Resource Center is to provide valuable education and resources for the entire campus community with a commitment to advocacy, equality, respect and support for LGBT students, faculty and staff.
Center services include:

- Information and referrals to campus and community resources
- Education and outreach, including speakers’ bureau presentations, workshops and training sessions
- Special events and programs, including discussion groups, movie nights, guest speakers, Coming Out Week events, Lavender Graduation, “Gay? Fine By Me” t-shirt campaign and more
- Weekly identity specific support groups
- Resource library with books and DVDs on gender/sexuality available for check-out
- Queer Art Gallery, displaying artwork from LGBT and Straight Ally artists
- Safe space to hang out, study and get involved on campus for students, faculty and staff who are LGBT and allies to the community
- Volunteer, internship and employment opportunities for students
- Scholarships for students
- Resources and support for students and parents

Students can contact the LGBT Resource Center to receive the weekly e-mail newsletter for the latest news and events.

LGBT Resource Center
Student Union (Bldg. 58E), Room 1111
(904) 620-4720
unflgbt@unf.edu
www.unf.edu/lgbtrc
Mon – Thu 9 a.m. to 7 p.m.
Fri 9 a.m. to 5 p.m.

Military and Veterans Resource Center

The Military and Veterans Resource Center (MVRC) is the primary campus advocate for military and veteran students and works with them to ensure their unique needs are met by coordinating with offices of various university services such as academic advising, tutoring, counseling, disability accommodations, veteran programming, benefits information and assistance (financial and medical) as well as facilitating referral to state and federal resources and services. The MVRC provides military and veteran students assistance in navigating admission, enrollment and financial aid processes to help them access the correct offices and services.

The MVRC is committed to ensuring that military and veteran students successfully make the transition from the military environment to campus life and are sustained in their progress toward and completion of their academic degree. Community partners from local area organizations also provide information and services at the Center.

The Center provides opportunities for peer-to-peer support, mentoring and social networking. The Center includes administrative offices, two student computer resource rooms, a work area for group study, tutoring and mentoring and a reception and lounge area for student veterans to meet and relax. The Center also employs VA-funded work-study students to help manage the office.

A transition coach has been added through the Michael and Kim Ward Foundation that pays for salary and veteran-specific scholarships. The Transition Coach is a point of contact between the veteran and any internal or external partner or activity on- or off-campus.

The Veterans Affairs (VA) Certifying Official has permanently relocated to the Center and is available to meet with students to discuss GI bill benefits, certification, tuition assistance and other VA-related topics as needed.

Volunteers from the student veteran community and faculty are welcome to work with their fellow Vets as mentors to assist them in achieving a successful academic experience.

Students eligible for educational benefits through the United States Department of Veterans Affairs will find the staff members in the MVRC to be well-versed in the VA educational assistance programs. In addition to certifying enrollments, staff members also provide referrals to on- and off-campus veterans’ resources.

Upcoming activities and programs can be found on the website listed below.

Military and Veterans Resource Center
Tom and Betty Petway Hall (Bldg. 57), Suite 2700
(904) 620-5131 (904) 620-5900 (fax)
MVRC@unf.edu
www.unf.edu/military-veterans/
Mon – Thu 8:30 a.m. to 6:30 p.m.
Fri 8:30 a.m. to 4 p.m.
Intersession and summer hours:
Mon – Fri 8:30 a.m. to 5 p.m.
**Dean of Students**

The Dean of Students Office provides a range of services to students with a particular emphasis on assisting students who may be experiencing major personal or family emergencies and helps them access the support services and resources they may need. The office coordinates the SOS (Supporting our Students) program and serves as a consultant to faculty, staff, students and parents and as a case manager for students who are exhibiting significant difficulties while attending UNF. The Dean coordinates the student mediation program and provides students applying to graduate and professional schools with reference letters. The Dean also serves as the Title IX coordinator for the Division of Student and International Affairs as well as the Hazing Prevention Coordinator for the University and provides access to and coordination of services to help students who are homeless.

**SUPPORTING OUR STUDENT (SOS)**

Since 2008, the Supporting Our Student (SOS) Team has worked collaboratively with faculty, staff and students and parents to identify students whose behaviors are of concern and to intervene when necessary in order to maintain a safe and supportive educational environment for the UNF community. SOS seeks to balance the educational needs of the student and the academic mission of the University, to respond to each student’s unique needs and to provide mechanism for effectively addressing student’s behavior before it disrupts normal university functions.

Behaviors that cause concern due to their disruptive or threatening nature should be brought to the attention of the Dean of Students in a timely manner. These include threats to harm oneself or others, intimidation, physical or verbal abuse, harassment or mistreatment of others, inflammatory or threatening statements (verbal or written), angry outbursts, stalking, obsession or paranoia.

The SOS Team should also be notified about signs that a student is experiencing persistent emotional distress, including: changes in mood or behavior, withdrawal from friends or activities, increased absence from school or work, poor personal hygiene, increased irritability and abuse of alcohol or other drugs.

To report disruptive or disturbing student behavior in a situation where safety is not an immediate concern, call the Office of Student Affairs at (904) 620-2600 or Tom Van Schoor, Dean of Students and Chair, SOS Team at (904) 620-1577.

**Office of the Dean of Students**

Founders Hall (Bldg. 2), Room 1011  
(904) 620-1577  
(904) 620-3922 (fax)  
tvanscho@unf.edu  
www.unf.edu/deanofstudents/

**Student Ombudsman**

The Office of the Student Ombudsman provides an opportunity for students to have an informal discussion of university-related issues and concerns outside formal channels. The Student Ombudsman can assist students when they don’t know where to go for help, when they do not understand university policy or when they feel that a policy has not been fairly applied to them and want to air a concern or complaint.

The ombudsman will listen, help analyze the situation, explain policies and procedures, outline options and make appropriate referrals. The cornerstone principles of the Office of the Student Ombudsman are impartiality, informality, independence and confidentiality.

It is important to know that the ombudsman does not conduct formal investigations, change policies or procedures, override the authority of other university officials, act as an advocate for any one person, participate in formal hearings or grievances or provide legal advice or assistance. The Office of the Student Ombudsman does not keep university records and is not an office of notice for the University.

Parents may contact the office when the student is unable to do so themselves. If the student has authorized the parent and ombudsman to act on their behalf, the ombudsman may, for example, contact the student’s professors to inform them of an absence for medical reasons. The ombudsman can provide parents with general university information to explain and help parents understand the University’s policies and procedures and provide referrals to appropriate offices.

**Office of the Student Ombudsman**

Founders Hall (Bldg. 2), Room 1011  
(904) 620-1491  
(904) 620-2527 (fax)  
a.adams-manning@unf.edu  
www.unf.edu/ombudsman/
Parent Fund — A Benefit for all Students

The Parent Fund supports many of the departments under The Division of Student Affairs, all of which directly and immediately impact the lives of current students. This fund was established to assist the University of North Florida in providing an enhanced campus life experience for students in the form of programming, activities, counseling, health and safety. With departments like Residence Life, Student Health Services, Career Services and the University Police Department, your student will surely be assisted by the generosity of parents through the Parent Fund at some point during their collegiate tenure.

Each fall and spring semester, UNF students will be reaching out to parents via a phone-a-thon program to request support for the Parent Fund. Parents are encouraged to answer the call and speak with one of our student callers about how they can make a difference in the lives of current and future UNF students.

Women’s Center

The Women’s Center offers a variety of programs and services that highlight the accomplishments of women and promote gender equity. Our programs and services value and promote respect for all differences. This means that women, men and people of all races, cultures and sexual orientations are welcome in the Women’s Center. Programs and services include:

- The Friday Lounge
- Celebration of Women in the Arts
- Women’s History Month Celebration
- Information and Referrals
- Lending Library
- Scholarships
- Take Back The Night March
- Special Events, Lectures, Workshops and Performances

In addition, the Women’s Center offers rape risk reduction educational programs and assistance to victims of crime.

Victim Advocacy Program

As a part of the University of North Florida’s Women’s Center, the Victim Advocacy Program provides 24-hour crisis intervention services to the university community. This Women’s Center program is committed to providing effective assistance to students, male and female, who have experienced threatened or actual violence. Confidential services include: 24-hour crisis helpline, emotional support, evaluation of options, explanation of and assistance through criminal justice and/or campus judicial process and any other assistance that may be required to aid persons affected by crime. The office is located within the Women’s Center in Founders Hall, Building 2, Suite 2100.

Victim Advocacy Helpline
24 hours a day, seven days a week
(904) 620-1010
Chapter 12

Student Code of Conduct

“I was provided excellent information at Orientation that opened my eyes to the realities of what my son will experience from his point of view.”
— Bridgett Faure, Parent Association member

The University of North Florida is committed to values that promote the welfare and positive transformation of individuals, communities and societies. These core values can be found in the front of this handbook. The Student Conduct Code is designed to promote responsible behavior for all students consistent with these values. In order to function effectively and to provide a climate in which all members can fulfill their personal, social and academic obligations, the University has established this Code for defining behavioral rights and responsibilities within this community. The responsibility for this Code shall be administered through the Division of Student Affairs.

Students are responsible for knowing the abbreviated information, policies and procedures outlined in this document as well as the complete Student Conduct Code. The University reserves the right to make changes to this code as necessary through the designated regulation revision process where the code will be circulated for student review and comments. Once those changes are adopted by the University Board of Trustees and posted online, they are in effect. Policies and/or regulations published in this handbook may be revised after the time of publication. Included here is a condensed version of a few of the regulations and policies that students need to know; but that parents should know also to reinforce. The complete Student Conduct Code and possible consequences of violations may be found at www.unf.edu/conduct/.

The process of revising and updating UNF regulations and policies is always under way. Policies and/or regulations published in this handbook may be revised after the time of publication. Included here is a condensed version of a few of the regulations and policies that students need to know; but that parents should know also to reinforce. The complete Student Conduct Code and possible consequences of violations may be found at www.unf.edu/conduct/.

Student Conduct Office

The purpose of Student Conduct is to encourage integrity, respect, responsibility, concern and a sense of community among students, faculty and staff at the University of North Florida. The Student Conduct Office is responsible for taking action once a student has been documented in violation of the Student Conduct Code. The Student Conduct system at UNF holds students responsible for their individual decisions and actions through educational sanctioning.

The Student Conduct Code offers a set of guidelines that University of North Florida students are expected to follow. Any documented violation of this code may be sent to the Office of Student Conduct for review by student conduct administrators.

It is recommended that all students review the Conduct Code to familiarize themselves with the University’s expectations. Also, parents who wish to know more about the process should read the FAQ of student conduct at www.unf.edu/conduct/. The full Conduct Code for UNF is also available at this address.

Listed below are categories of violations of the Student Conduct Code. Within each category, behaviors or actions are described that constitute violations of the Code. In addition to direct violations of the Code, students who aid, abet, incite or attempt to commit prohibited behaviors or actions described below will be considered to have violated the Student Conduct Code:

- Sexual Misconduct
- Endangerment
- Harassment
- Possession of Weapons and Destructive Devices
- Hazing
- Arson
- Misuse of Fire Safety Devices or Failure to Follow Fire Safety Directives
- Possession of Illegal Drugs and/or Misuse of Medication
- Prohibited Use of Alcohol
- Prohibited Use of Tobacco
- Gambling
- Misuse of Computers and Technology
- Misuse of Vehicles and Transportation Devices
- Disruptive Behavior
- Identification/Falsification
- Vandalism or Theft
- Participation
- Disregard for the Conduct System
- Unauthorized Entry or Use of University Facilities
- Conspiracy
- Violations of University Regulations, Policies, Rules, Guidelines or Related Requirements
- Violations of Criminal Law
Violations of the Student Conduct Code should be sent to the Student Conduct Office by providing a written statement using the provided referral form located on the Student Conduct website. Forms can be sent via e-mail, regular mail or fax.

**PARENTAL NOTIFICATION POLICY**

This policy is for alcohol violations committed by students under the age of 21. This portion of the policy identifies specific violations of the policy where a student’s parent, guardian or emergency contact as listed with the University will be notified of the policy violation. Any notifications made pursuant to this policy will be made in compliance with federal and state student privacy laws.

Parents will be notified if the student has been found responsible under the Student Conduct Code for:

- A violation involving illegal drugs.
- A serious alcohol violation. Serious alcohol violations include, but are not limited to, an incident involving alcohol which is determined to be life threatening to the student, threatening to the community, involving aggressive and/or belligerent behavior, operating a vehicle under the influence or involving other significant violations of the Student Code of Conduct or the law (i.e., felony violations of the law involving alcohol).
- A second alcohol violation.

Special attention has been paid to providing a balance between educational and punitive components. A series of educational and prevention programs are offered to the university community, while at the same time alerting members to the consequences of noncompliance. It is hoped that all members of the university community will strive to promote behaviors that are compatible with the establishment of healthy and responsible norms.

**ALCOHOL: PROHIBITED USE**

- Possession, use and/or consumption of alcohol when under the legal drinking age as defined by law.
- Dispensing, selling and/or supplying alcoholic beverages to an individual who is under the legal drinking age as defined by law.
- Use or possession of beer kegs, party balls and/or other common sources of mass volume alcohol on campus, with the exception of university approved functions.
- Possession of open containers of alcohol or consumption of alcohol in non-approved public areas.
- Public intoxication: observable disruptive behavior resulting from excessive consumption of alcoholic beverages (to be determined by physical observation or BAC test, if available).
- Violating other university or housing policies while under the influence of alcohol. Students who choose to drink alcohol will be held fully responsible for their behavior while under the influence of alcohol.
- Misrepresenting or misstating one’s age or using altered identification in order to prove legal drinking age.
- Devices designed for the rapid consumption of alcohol such as beer bongs and funnels.
- Driving while under the influence of alcohol.

**POSSESSION OF ILLEGAL DRUGS AND/OR MISUSE OF MEDICATION**

- Possession or use of illegal drugs including use of prescription drugs where the individual possessing or using the drugs is not the individual for whom the prescription drugs were lawfully prescribed.
- Possession or use of drug paraphernalia.
- Distribution, delivery and/or sale of illegal drugs or prescription drugs, where the person distributing, delivering and/or selling the prescription drugs is not the person to whom the medication was lawfully prescribed.
- Conspiracy to distribute, deliver and/or sell illegal drugs.
- Misuse of one’s own prescription medication.
- Driving while under the influence of illegal drugs.

**TOBACCO POLICY**

Effective Aug. 01, 2015, the University of North Florida is designated Smoke-Free. The act of smoking is prohibited on University controlled properties.

- This regulation applies to all members of the University community.
- The sale of smoking products is prohibited.
• The free distribution of smoking products is prohibited.
• Smoking-related advertising or sponsorship is prohibited.
• The University will continue to provide accessible smoking addiction treatment assistance for faculty, staff and students and will publicize its availability.

Voluntary Compliance:
The University’s expectation is that all faculty, staff, students and visitors to campus will adhere to this regulation. The University understands that the success of this regulation will depend on the thoughtfulness, consideration and cooperation of smokers and nonsmokers. Faculty, staff and students have a collective responsibility to promote the safety and health of the campus community and therefore share in the responsibility of enforcement. Individuals observed smoking are to be reminded in a professional and respectful manner of the University regulation.

Procedures:
UNF shall be entirely smoke-free as of Aug. 1, 2015:
• All designated smoking areas will be eliminated.
• All ash receptacles will be removed.
• A comprehensive educational campaign will be implemented including a marketing and communication plan which recommends permanent and temporary signage.

HARASSMENT POLICY
The University of North Florida is committed to providing an inclusive and welcoming environment and strives to create a community made up of a variety of cultures, backgrounds and life experiences.

To accomplish this, the University shall not permit discrimination or harassment on the basis of race, color, religion, age, disability, gender, sexual orientation, marital status, national origin or veteran status in any educational, employment, social or recreational program or activity offered by the University. Similarly, the University will not permit retaliation against an individual who complains of discrimination or harassment or an individual who cooperates in an investigation of an alleged violation of this regulation.

This regulation prohibits conduct that is severe, persistent or pervasive so as to limit or deny a student’s ability to participate in or benefit from an academic program, event or activity or to otherwise participate in campus life. Specifically, it prohibits:
• Action(s) or statements that threaten harm or reasonably intimidate another person causing them fear for their safety.
• Acts that invade the privacy of another person.
• To follow or otherwise contact another person repeatedly (e.g. – stalking) or to take deliberate and repeated actions toward another so as to put a reasonable person in fear for their life or personal safety.

Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal (including written and electronic communications) or physical conduct of a sexual nature from any person when:
• submission to such conduct or request is made either explicitly or implicitly a term or condition of a student’s status in a course, program or activity; or of academic achievement; or
• submission to or rejection of such conduct or request by an individual is used as the basis for an academic decision or employment decision affecting such individuals.

HAZING POLICY
“Hazing” means any group or individual action or activity which recklessly or intentionally inflicts or intends to inflict physical or mental harm or discomfort, or which may demean, disgrace or degrade any person, regardless of location, intent or consent of participant(s). Any activity as described herein upon which the initiation or admission into or affiliation with a university organization is directly or indirectly conditioned shall be presumed to be a “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

For the purposes of this policy, “hazing” includes, but is not limited to:
• Reckless or intentional interference with a student’s academic performance.
• Forced consumption or intake of any food, alcohol, drug or any other substance.
• Brutality: any brutality of a physical nature such as whipping, beating, branding, forced exclusion from social contact, exposure to the elements or any activity which could adversely affect the physical and/or mental health or dignity of the individual.
• Deprivation of food or sleep.
• Kidnapping.
• Any activity or conduct that would subject an individual to extreme embarrassment, humiliation or potential harm.

• Forced physical activity that could adversely affect the physical health or safety of an individual.

• Pressuring or coercing an individual into violating state or federal law.

Actions to enforce the University’s prohibition against hazing shall be conducted pursuant to the Student Conduct Code.

NON-MOTORIZED VEHICLES: PROHIBITED USE

Those who operate or use a non-motorized vehicle (including but not limited to roller skates, in-line skates, skateboards, scooters and bicycles) on the campus in a manner described below, may be charged with a traffic violation, or where applicable, a non-moving university parking/traffic citation. The prohibitions include:

• Failing to yield to pedestrians while operating or using a non-motorized vehicle;

• Operation or use of a non-motorized vehicle other than bicycles on one of the University’s roadways or use of any non-motorized vehicle on the University’s designated nature trails;

• Operation or use of a non-motorized vehicle on the University campus covered walkways, in parking garages, in interior portions of buildings, within 10 feet of doorways or stairways and in areas congested with pedestrians or vehicles. Visitors in violation of this section may be ordered to leave university property. Failure to obey could result in arrest for criminal trespass. Properly trained police officers assigned to bicycle patrol are exempt from the prohibitions of this section;

• Operating a vehicle in violation of the State Uniform Traffic Code, Chapter 316, Florida Statutes;

• Failing to dismount a non-motorized vehicle prior to accessing a designated crosswalk; and

• Any other careless, reckless or unsafe use of a non-motorized vehicle in a marked or prohibited area or in a manner that has the potential to cause harm to the operator, members of the University community or damage to university property or other property. This includes, but is not limited to: trick riding, stunts, jumps or other unsafe maneuvers.

VIOLATIONS OF CRIMINAL LAW

All students have the responsibility to report criminal offenses. Any student who has been charged and/or convicted with a criminal offense, other than a misdemeanor traffic offense, has a duty to self-report the situation, in writing, to the Vice President for Student and International Affairs within 30 days of being charged with the crime.

Notifications can be addressed to Mr. Everett Malcolm, Associate Vice President for Student Affairs (as designee for the Vice President for Student Affairs). Address the letter to Mr. Everett Malcolm, Student Affairs, Student Union, Building 58E, 1 UNF Drive, Jacksonville, FL 32224 or call (904) 620-2600.

The Vice President for Student and International Affairs (or designee) will review the alleged criminal conduct with the student to determine whether they should be exempt from further sanctions under the Student Conduct Code. Note: Failure for a student to self-report being charged and/or convicted with a criminal offense, other than a minor traffic offense, after 30 days of being charged with a criminal offense constitutes grounds for immediate suspension or expulsion from the University.

Student Conduct Office
Skinner-Jones Hall South (Bldg. 3), Room 1321
(904) 620-3979     (904) 620-3922 (fax)
universityconduct@unf.edu
www.unf.edu/conduct/
Jacksonville’s strategic location plus a diverse transportation network composed of an international port, four interstate highways and four railroad lines makes it a primary distribution center. It has a healthy mix of financial, insurance, manufacturing, information services, health care firms and is the home of the NFL’s Jacksonville Jaguars. A large military presence in Jacksonville adds to the city’s economic base. Jacksonville’s young population also offers a steady supply of productive workers to keep the economy humming.

The outstanding quality of life has also been a drawing card for the city. The area’s mild climate, attractive beaches, relaxed atmosphere, low cost of living and varied cultural and recreational activities make Jacksonville one of the nation’s most desirable cities in which to live and work. To find out more about the fun things to do in Jacksonville, visit www.visitjacksonville.com.

Jacksonville complements UNF by providing many services and conveniences to students and their families.

**ACCOMMODATIONS**

There are many accommodations available in the area convenient for your UNF visits. However, any printed list would soon be out-of-date due to the growth in the area around the campus. As a thank you to the hotels sponsoring the publication of this handbook, we encourage you to support them when you are visiting your student. Please check out the ads printed in this Handbook for the Embassy Suites, Hilton Garden Inn, Residence Inn and Spring Hill Suites by Marriott in Deerwood Park, Hampton Inn at I-295 and Baymeadows and the Courtyard by Marriott on San Pablo.

**LOCAL HOUSES OF WORSHIP**

Contact the Interfaith Center at (904) 620-2837 for contact information for chaplains in the UNF Campus Chaplain Program or religious and/or for secular student groups recognized by UNF.

**MUSEUM OF CONTEMPORARY ART (MOCA)**

The Museum of Contemporary Art (MOCA), a cultural resource of UNF, is a private non-profit visual arts educational institution. It serves the Jacksonville community and its visitors through exhibitions, collections, educational programs and publications designed to enhance an understanding and appreciation of modern and contemporary art. Located on Hemming Plaza downtown, MOCA is one of the Southeast’s largest contemporary art institutions. The museum has five changing exhibition galleries, permanent collection galleries, ArtExplorum Loft, children’s interactive center, education studios, auditorium, Café Nola, museum shop and a light-filled Atrium Gallery.

333 North Laura Street
Jacksonville, FL, 32202 USA
(904) 366-6911
www.mocajacksonville.org

**SHOPPING**

**Pharmacies**

CVS Pharmacy (3.0 mi.)
4893 Town Center Parkway
(904) 642-2442
www.cvs.com
Open 24 hours

Walgreens Drug Store (2.8 mi.)
11430 Beach Blvd.
(904) 641-1581
www.walgreens.com

**Discount Chain Stores**

Wal-Mart (4.7 mi.)
13490 Beach Blvd.
(904) 223-0722
www.walmart.com

Target (2.6 mi.)
4775 Town Center Parkway
(904) 596-0020
www.target.com

Super Target (4.2 mi.)
13740 Beach Blvd.
(904) 248-4363
www.target.com
**Grocery Stores**

Native Sun Natural Foods (5.6 mi.)
11030 Baymeadows Road
(904) 260-2791
www.nativesunjax.com

Publix – St. Johns Town Ctr (1.8 mi.)
4413 Town Center Parkway
(904) 564-3632
www.publix.com

Publix – Kernan Square (3.4 mi.)
12620 Beach Blvd.
(904) 564-3580
www.publix.com

Winn Dixie (3.0 mi.)
11380 Beach Blvd.
(904) 996-0990
www.winnndixie.com

**GAS STATIONS**

BP Gasoline (1.6 mi.)
3605 St. Johns Bluff Road
(904) 646-4271
www.mybpstation.com

Gate Gas Station (1.8 mi.)
4123 Town Center Parkway
(904) 564-2475
gatepetro.com

Shell First Coast Energy (4.4 mi.)
4991 Gate Parkway
(904) 564-2236
www.shell.com

**SHOPPING CENTERS AND MALLS**

Avenues Mall (9.9 mi.)
10300 Southside Blvd.
(904) 363-3060
www.simon.com/mall/the-avenues

Regency Square Mall (6.8 mi.)
9501 Arlington Expressway
(904) 725-3830
www.shopregencysqmall.com

St. Johns Town Center (2.5 mi.)
4663 River City Drive (directly west from UNF)
(904) 642-8339
www.simon.com/mall/st-johns-town-center

**GIFT DELIVERY AND FLORISTS**

Edible Arrangements (16 mi.)
The Shoppes of Avondale
3651 St. Johns Ave.
(904) 384-5218
www.ediblearrangements.com

Edible Arrangements (14.5 mi.)
The Shoppes at Bartram Park
13760 Old St. Augustine Road, #117
(904) 262-6632
www.ediblearrangements.com

Flippin’ Good Cookies (2.5 mi.)*
3611 St. Johns Bluff Road S
(904) 333-9753
www.flippingoodcookies.com

Kilwin’s Chocolate & Ice Cream Shoppe (2.5 mi.)*
10281 Midtown Parkway #125
(904) 996-3800
www.kilwins.com

Bonnie’s Floral Designs*
(904) 346.3300
Bonnie@bonniesfloraldesigns.com
www.bonniesfloraldesigns.com

Kuhn Flowers (8.7 mi.)
3802 Beach Blvd.
(904) 398-8601
www.kuhndeflowers.com

*Offer Parents Association discounts

**ATMs AND CAMPUS BANKING**

Full-service automated teller machines and cash dispensing machines, affiliated with the Community First Credit Union, Bank of America, Sun Trust Bank, VyStar Credit Union and Wells Fargo Bank are located on the UNF campus.

**On-Campus Banking and ATMs**

Community First Credit Union
Student Union, Bldg. 58E, Suite 1402
(904) 354-8537 or (904) 371-8193

**ATMs (Full-Service):**
Community First Credit Union
Student Union, Bldg. 58E, first floor opposite game room
Osprey Fountains, Bldg. 55, in atrium
English Hall, Bldg. 8, near Chick-fil-A
VyStar Credit Union and Bank of America
English Hall, Bldg. 8, first floor, Room 1101

Cash Dispensing Machines
Community First Credit Union
Osprey Fountains, Bldg. 55, first floor lobby
English Hall, Bldg. 8, outside north end of building

Sun Trust Bank, Wells Fargo Bank and JP Morgan Chase
English Hall, Bldg. 8, inside first floor, Room 1101

Cash Dispensing Machines (Private Label)
UNF Arena, Bldg. 34, lobby
University Center, Bldg. 43, lobby

OTHER AREA BANKS
BBVA Compass Bank (3.1 mi.)
10060 Skinner Lake Drive
(904) 564-8600
www.bbbacompas.com

First Citizens Bank (7.71 mi.)
4300 San Pablo Road S
(904) 821-1542
www.firstcitizensonline.com

Regions Bank (2.2 mi.)
4569 Town Center Parkway
(800) 734-4667
www.regions.com

SunTrust Bank (2.6 mi.)
4489 Town Center Parkway
(904)564-9021
www.suntrust.com

Wells Fargo (2.8 mi.)
4715 Town Center Parkway
(904) 620-0368
www.wellsfargo.com

VyStar Credit Union (7.6 mi.)
11674 Beach Blvd.
(904) 594-5379
www.vystarcu.org

HOSPITALS
Baptist Medical Center Jacksonville (13.4 mi)
800 Prudential Drive
Jacksonville Fl, 32207
(904) 202-2000
www.baptistjax.com

Baptist Medical Center Beaches (9.5 mi)
1350 13th Ave. S
Jacksonville Fl, 32250
(904) 627-2900
www.baptistjax.com
Mayo Clinic (6.3 mi.)
4500 San Pablo Road
(904) 953-0853
www.mayoclinic.org

Memorial Hospital (7.7 mi.)
3625 University Blvd. S
(904) 399-6111
www.memorialhospitaljax.com

Shands Jacksonville (17.3 mi.)
(Trauma Center)
6554 West Eighth St.
(904) 244-0411
www.ufandshands.org

St. Vincent’s Medical Center – Southside (7.1 mi.)
4201 Belfort Road
(904) 296-3700
www.jaxhealth.com

JACKSONVILLE AIRPORT TRANSPORTATION

EZ Airport Shuttle
(904) 741-3740 or (866) 722-0111
www.ezshuttle.net

Jacksonville Airport Ride
(904) 444-3868
www.jaxairportride.com

Skyline Transportation
(904) 415-5360 or 1-877-399-8288
www.skyjax.net

Tim’s Tour Cars
(904) 861-5552
www.timothystowncars.com

LOCAL CAB TRANSPORTATION

Uber
www.uber.com

Checker Cab
(904) 345-3333

Coastal Cab
(904) 246-9999

Gator City Taxi
(904) 355-8294

Jaguar Cab
(904) 394-4444

Please note: This information is for your convenience only, not an endorsement of any of these businesses.

CITY BUS SERVICE: JACKSONVILLE TRANSPORTATION AUTHORITY PUBLIC TRANSIT SERVICE

For just $1.50 per ride, leave your car behind and hop aboard Jacksonville Transportation Authority’s (JTA) transit system to travel all over the city. The system will take you to major activity centers like malls, beaches, movie theaters, libraries, museums, performance theaters, parks and Jacksonville International Airport ($1.50 each way). Buses are equipped with a bike rack that can hold up to two bikes and are ADA compliant. JTA buses arrive on campus via Kernan Boulevard and Town Center Parkway. Numerous stops are located on UNF Drive including the University Center, Osprey Cove, the Carpenter Library, the Student Union and Osprey Landing. Bus passes may be purchased at the Regency Square hub, Downtown Jacksonville hub, Walgreens, Winn Dixie and online.

Visit www.jtafla.com to learn specific routes that serve the UNF campus or to use the trip planning software.

For questions or more information, please call JTA customer service at (904) 630-3100. Frequent travelers should consider purchasing a one, three, seven or 31 day STAR card and enjoy unlimited rides.

JTA Customer Service
(904) 630-3100
www.jtafla.com
# Important Dates 2015-2016

Subject to change

## Important Dates 2015-2016

<table>
<thead>
<tr>
<th>Term schedule posts online</th>
<th>2015 Summer Semester A</th>
<th>2015 Fall Semester</th>
<th>2016 Spring Semester</th>
<th>2016 Summer Semester A</th>
<th>2016 Summer Semester B</th>
<th>2016 Summer Semester C</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>April 1</td>
<td>October 23</td>
<td>March 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration time tickets post on myWings</td>
<td>April 7 (ATR)</td>
<td>April 7 (ATR)</td>
<td>November 3</td>
<td>March 31</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registration begins by appointment (time ticket)</td>
<td>April 13 (ATR)</td>
<td>July 7</td>
<td>November 16</td>
<td>April 11 (summer and ATR)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Open registration begins</td>
<td>April 20</td>
<td>August 3</td>
<td>November 23</td>
<td>April 18</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Housing rent due (paid or pending)</td>
<td>June 12</td>
<td>August 3</td>
<td>December 1</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Housing check-in</td>
<td>June 21</td>
<td>August 21 (first-year students)</td>
<td>August 22 (upper-class residents)</td>
<td>January 5 (new residents only)</td>
<td>May 10</td>
<td>June 9</td>
</tr>
<tr>
<td>Classes begin</td>
<td>June 22</td>
<td>August 24</td>
<td>January 6</td>
<td>May 11</td>
<td>June 20</td>
<td>May 11</td>
</tr>
<tr>
<td>Add/drop begins</td>
<td>June 22</td>
<td>August 24</td>
<td>January 6</td>
<td>May 11</td>
<td>June 20</td>
<td>May 11</td>
</tr>
<tr>
<td>Late registration begins (additional $100 fee)</td>
<td>June 22</td>
<td>August 24</td>
<td>January 6</td>
<td>May 11</td>
<td>June 20</td>
<td>May 11</td>
</tr>
<tr>
<td>Deadline to add/drop — 11:59 p.m.</td>
<td>June 26</td>
<td>August 28</td>
<td>January 12</td>
<td>May 17</td>
<td>June 24</td>
<td>May 17</td>
</tr>
<tr>
<td>Deadline for late registration — 5 p.m.</td>
<td>June 26</td>
<td>August 28</td>
<td>January 12</td>
<td>May 17</td>
<td>June 24</td>
<td>May 17</td>
</tr>
<tr>
<td>Deadline to submit non-disclosure from — 5 p.m.</td>
<td>June 26</td>
<td>August 28</td>
<td>January 12</td>
<td>May 17</td>
<td>June 24</td>
<td>-</td>
</tr>
<tr>
<td>Advanced term registration (ATR) ends</td>
<td>June 26</td>
<td>August 28</td>
<td>January 12</td>
<td>May 17</td>
<td>June 24</td>
<td>-</td>
</tr>
<tr>
<td>Deadline to pay/pend/defer tuition and fees — 5 p.m.</td>
<td>June 29</td>
<td>August 31</td>
<td>January 15</td>
<td>May 20</td>
<td>June 27</td>
<td>May 20</td>
</tr>
<tr>
<td>Deadline to restate</td>
<td>July 10</td>
<td>September 11</td>
<td>January 29</td>
<td>May 27</td>
<td>July 8</td>
<td>May 27</td>
</tr>
<tr>
<td>Last day to petition to add a course for current term</td>
<td>July 10</td>
<td>September 11</td>
<td>January 29</td>
<td>May 27</td>
<td>July 8</td>
<td>May 27</td>
</tr>
<tr>
<td>Deadline for a complete withdrawal (25% refund)</td>
<td>June 12 (summer C)</td>
<td>September 18</td>
<td>February 5</td>
<td>-</td>
<td>-</td>
<td>June 3</td>
</tr>
<tr>
<td>FASFA priority deadline</td>
<td>February 14</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Freshmen mid-term grades on myWings</td>
<td>-</td>
<td>October 15</td>
<td>March 3</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Family weekend</td>
<td>-</td>
<td>October 16-18</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Deadline to withdraw from 8-week term (summer only, no refund)</td>
<td>June 19</td>
<td>-</td>
<td>-</td>
<td>June 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadline to withdraw from 10-week term (summer only, no refund)</td>
<td>June 26</td>
<td>-</td>
<td>-</td>
<td>June 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8-week classes end (summer only)</td>
<td>July 2</td>
<td>-</td>
<td>-</td>
<td>July 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadline to withdraw from term (no refund)</td>
<td>June 12 (summer A)</td>
<td>July 2 (summer C)</td>
<td>July 17 (summer B)</td>
<td>October 30</td>
<td>March 25</td>
<td>June 3</td>
</tr>
<tr>
<td>10-week classes end (summer only)</td>
<td>July 17</td>
<td>-</td>
<td>-</td>
<td>July 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deadline for major changes</td>
<td>July 24</td>
<td>November 5</td>
<td>April 1</td>
<td>July 15</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes end</td>
<td>July 31</td>
<td>December 4</td>
<td>April 19</td>
<td>June 17</td>
<td>August 5</td>
<td></td>
</tr>
<tr>
<td>Final exams</td>
<td>-</td>
<td>December 3-11</td>
<td>April 23-29</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Housing check-out (contract ends)</td>
<td>July 31</td>
<td>-</td>
<td>April 29</td>
<td>TBA</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Term Ends</td>
<td>July 31</td>
<td>December 11</td>
<td>April 29</td>
<td>August 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commencement</td>
<td>July 31</td>
<td>December 11</td>
<td>April 29</td>
<td>August 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check-out for approved housing contract cancellations — 5 p.m.</td>
<td>-</td>
<td>December 11</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Grades available on myWings</td>
<td>August 6</td>
<td>December 17</td>
<td>May 6</td>
<td>August 12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Official University Holidays — Offices closed, no classes

- Sept. 7 ............................................ Labor Day
- Nov. 11 ........................................ Veteran’s Day
- Nov. 26-28 .................................... Thanksgiving Break
- Dec. 13 - Jan. 6 .................................... Winter Break
- Dec. 23-31 ........................................ Winter Break (offices closed)
- Jan. 1 .............................................. New Year’s Day (offices closed)
- Jan. 18 ............................................. Martin Luther King Jr. Day
- March 14-20 .................................... Spring Break (offices open March 14-16)
- May 30 ............................................ Memorial Day
- July 4 ............................................. Independence Day
### Campus Phone Directory

The University's Faculty/Staff phone directory is on the UNF web and can be accessed under “About UNF” on the left side. From there, one can search under a Person's Name, Department Name (ex. Parent and Family Programs) or Department Quick Reference. All numbers are area code (904) and prefix 620. The directory is also available through the UNF App, unf.edu.

<table>
<thead>
<tr>
<th>Advising Centers</th>
<th>1012</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACE (Fresh/Sophomore Advising)</td>
<td>1012</td>
</tr>
<tr>
<td>Arts and Sciences, College of</td>
<td>2797</td>
</tr>
<tr>
<td>Coggin College of Business</td>
<td>2575</td>
</tr>
<tr>
<td>Computing, School of</td>
<td>2985</td>
</tr>
<tr>
<td>Construction Management</td>
<td>2683</td>
</tr>
<tr>
<td>Education and Human Services, College of</td>
<td>2530</td>
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Clery Reportable Crimes Reported to University Officials or Other Law Enforcement Agencies

This chart includes offenses/incidents that were reported to local law enforcement agencies (other than the University Police) and to any official of the University who has significant responsibilities for student and campus activities. Incidents not reported to a law enforcement agency are not verified. Some of these incident numbers could be duplicated and/or be a civil offense and not criminal in nature.

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Chartwells Dining at UNF

Please visit [www.dineoncampus.com/unf](http://www.dineoncampus.com/unf) to find information in regards to our dining service on campus. This includes all you need to know about mandatory, resident or commuter meal plans. It also includes information on pricing, types of plans and where to purchase a plan. The Dine on Campus website also includes information on dining locations, menus, nutritional information, operating hours and a link to job opportunities. Our business office is located on the second floor of Osprey Commons, Building 16.

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When you shop at your campus store, you support your community and your school. It’s Your Door to More. You’re helping to create jobs and scholarships. And, you can pay with financial aid and pick up everything you need right on campus. Online retailers don’t provide this value. Check out how the Ospreys are supported when you shop at your campus store:

**Savings**
- Saves students $6.1 million on textbooks

**Scholarships**
- More than $4000 in local scholarships
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**Jobs**
- Created 200 local jobs
- 10,000+ jobs at Follett’s network of stores

**Community Giving**
- Donated more than $20,000 yearly to students and the community
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**Sustainability**
- No plastic bags to reduce waste
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**Options**
- 3900+ unique products in-store and online
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- 3. Free shipping to your store

*Note: Savings numbers are based off the price of new textbooks by using rental, used, and digital options. Local savings are from Follett’s 2013-2015 fiscal year. National savings are total savings from Follett’s national network of more than 930 campus stores in the last four years. Scholarships: Local and national scholarship giving numbers are from Follett’s 2014 fiscal year. Jobs: Number of jobs is based on employment at Follett’s local campus bookstore in 2014. National jobs are total employment figures at Follett’s national network of campus bookstores. Community Giving: Donations to student and community organizations are based on charitable donations made by the local campus bookstore in 2014. Reinvestment is based on figures from 2013-2014. Sustainability: Number of bags eliminated nationally through Follett’s No Bag Initiative in fiscal year 2014.*