



**UNION  
UNIVERSITY**

**MASTER of ARTS in  
INTERCULTURAL STUDIES**

Institute for International and Intercultural Studies

**STUDENT HANDBOOK**

## TABLE OF CONTENTS

Calendar for Fall 2008 - Mill Valley Campus .....	3
Calendar for Fall 2008 - Jackson Campus .....	4
Union University Communications .....	5
Admissions Information.....	6
Orientation Workshop.....	7
Continuing Students Workshop .....	8
Registration.....	9
Credit Card Information.....	10
Additional Information for Jackson Students .....	11
Additional Information for Mill Valley Students .....	12
MAIS Degree Required Courses .....	13
Professional Component of the MAIS .....	14
Course Substitution Approval Form .....	16
Research in the MAIS .....	17
Field Research.....	18
Capstone.....	19
Field Research Travel Guidelines.....	20
Degree Audit.....	22
Graduation .....	23
Request for Official Transcript .....	24
Accessing Library .....	25
Computing Services Information.....	26
Confidentiality of Students Records .....	30



# Master of Arts in Intercultural Studies

## Mill Valley Campus Calendar for Fall 2008

August 22-23	MAIS Orientation for Cohorts 7 and 8
September 4-6	Class: Data Analysis/Strategic Planning (Cohort 7) Class: Intercultural Communication (Cohort 8)
September 18-20	Class: Artistic & Intellectual Expressions of Culture (Cohort 7) Class: Organizational Systems of Society (Cohort 8)
November 6-8	Class: Data Analysis/Strategic Planning (Cohort 7) Class: Intercultural Communication (Cohort 8)
November 8	Ethnography Presentation
November 24-28	Thanksgiving Holidays
December 4-6	Class: Artistic & Intellectual Expressions of Culture (Cohort 7) Class: Organizational Systems of Society (Cohort 8)
December 11	Professional Component Prospectus Submission Deadline <i>(for first semester students)</i>
January 31	Submission of Ethnography for Binding Due

**Please note:**

**Calendar is tentative and is subject to change.**

**Additional dates may be added throughout the semester.**

**Be sure to check your UU email for up-to-date schedule modifications.**

**Contact Carol Johnson for further details: [cjohnso@uu.edu](mailto:cjohnso@uu.edu), 731.661.5057.**



# Master of Arts in Intercultural Studies

## Jackson Campus

### Calendar for Fall 2008

September 13	MAIS Orientation for all Students
September 23	Town 'n Gown – Culture and Identity
September 25- 27	Class: Intercultural Communication
September 30	Town 'n Gown – Culture and Identity
October 1	December Graduate Application Deadline
October 7	Town 'n Gown – Culture and Identity
October 14	Town 'n Gown – Tite Tienou
October 16-17	Fall Break
October 21	Town 'n Gown – Culture and Identity
October 23-25	Class: Intercultural Communication
November 6-8	Class: International Professional Realities and Opportunities
November 7	Homecoming Reception, 7:00 pm
November 27-28	Thanksgiving Holidays
December 4-6	Class: International Professional Realities and Opportunities
December 7	Professional Component Prospectus Submission Deadline ( <i>for first semester students</i> )
December 19	Graduation Ceremony
January 30	Submission of Ethnography for Binding Due

**Please note:**

**Calendar is tentative and is subject to change. Additional dates, including Capstone Presentations, will be added throughout the semester.**

**Be sure to check your UU email for up-to-date schedule modifications.  
Contact Carol Johnson for further details: [cljohnso@uu.edu](mailto:cljohnso@uu.edu), 731.661.5057.**

## UNION UNIVERSITY COMMUNICATIONS

Union University provides each student with an email account, file storage space on the network via Virtual Office, access to our library's research database tools, and access to his or her student records via WebAdvisor.

The university's policy is that all communication is through student's uu.edu email address. Students are expected to check their uu.edu account regularly or forward it to their personal account.

### Contact Information

Dr. Cynthia Jayne, Director  
731-661-5358 (office)  
731-661-5187 (fax)  
[cjayne@uu.edu](mailto:cjayne@uu.edu)

Carol Johnson, Program Coordinator/Jackson  
731-661-5057 (office)  
731-661-5187 (fax)  
[cljohnso@uu.edu](mailto:cljohnso@uu.edu)

Union University  
1050 Union University Drive  
Jackson, TN 38305  
731-668-6161

Garth Clayborn, Program Coordinator/Kim School  
Mill Valley Office  
415-380-1586 (office)  
415-380-1302 (fax)

## ADULT STUDENT HANDBOOK

Union publishes an Adult Campus Life Handbook. MAIS students are expected to familiarize themselves with it. It can be found on the Union website under Resources for Adult Learners.

## **ADMISSIONS INFORMATION**

All students, whether degree-seeking or non-degree seeking, who wish to take MAIS courses must submit the following:

- A completed Application to MAIS
- A \$25.00 application fee (non-refundable)
- Official transcript(s) showing completion of baccalaureate degree and all undergraduate and graduate coursework attempted. Union's admissions/enrollment policies require that we have an official copy of a student's **transcripts** from each institution attended, regardless of the number of hours taken and even if the hours will not be used toward completion of the MAIS degree
- Official transcript(s) indicating a minimum grade point average (GPA) of 3.0 on a 4.0 scale of all under-graduate and post-baccalaureate coursework.
- An official GRE score (Graduate Record Exam)
- Three letters of professional/academic reference specifying the applicant's ability for graduate study
- Non-native speakers of English must have a minimum score of 500 (paper) or 61 (internet) on the TOEFL

### **Conditional Admission**

Students who do not meet the minimum GPA of 3.0 on a 4.0 scale may be admitted to the program on a conditional admission. After successfully completing one semester in the MAIS program including a minimum of 6 hours of UU courses with a minimum 3.0 average, the student may be fully admitted to the program.

### **Provisional Admittance**

Students may be admitted on a provisional basis to allow those with acceptable credentials but without immediate access to official documents to register for classes. The student will sign a contract at the time of admission accepting the limitation of that status. The student must also sign a waiver allowing Union University to request those documents needed to complete the admission file. By federal guidelines, the university is not allowed to file financial aid and Veterans benefits enrollment forms on provisionally admitted students

A student may remain on provisional status for only one semester and the subsequent short term unless special circumstances exist and permission for an extension is granted.

## **ORIENTATION WORKSHOP**

New students begin work in the MAIS at the Orientation Workshop prior to the opening of the semester. The orientation workshop is an integral part of the total program experience.

During the workshop, the orientation leaders will also provide information about the resources available to Union University students and give a comprehensive overview of the program structure. Each new student will receive a copy of the MAIS Student Handbook with detailed explanations of program requirements, examples of forms that students need while working on the MAIS, and important contact information.

The primary focus of workshop is to provide an essential foundation for students to begin work in a highly interdisciplinary graduate program delivered in a non-traditional, intensive format. Orientation leaders will explain the class format, introduce key concepts that inform interdisciplinary scholarship in the context of cultural studies, and discuss the integration of the professional component and MAIS core. The readings, discussion sessions and activities will help prepare you for the courses and interaction with faculty that you will experience in the MAIS.

Orientation is a valuable time for you to get to know colleagues, continuing students, alumni and faculty. We look forward to meeting you!

## **CONTINUING STUDENTS WORKSHOP**

Returning MAIS students begin the academic year with the Continuing Students Workshop. The workshop is an important part of planning and working toward program completion.

The Continuing Students Workshop is a time to debrief summer experiences, explore challenging ideas with faculty, build conceptual frameworks to strengthen interdisciplinary connections, and plan strategically for developing and completing upcoming research projects. This workshop is designed to enhance the knowledge and skills you have acquired during the first year of study through integrative discussions that help connect the ideas you have explored in previous courses with the concepts that will be introduced during the coming year.

In order to successfully complete the MAIS, students must demonstrate their understanding of interdisciplinary connections and their ability to use this understanding in meaningful, integrative research and dissemination of ideas. During the second part of the program, each student's capstone research becomes a focal point of his or her study. The workshop leaders will guide you in preparing for your capstone research, presentation and writing.

During the workshop you will be able to talk with a faculty advisor about your work in the program. It is an important opportunity to assess your progress toward completing the requirements for the MAIS, including ICS courses and the professional component. Each continuing student will receive a copy of the current MAIS Student Handbook. The old handbook pages should be discarded and replaced with the updated pages.

The Continuing Students Workshop is designed to be an integral part of your ongoing study and research in the MAIS. It is also a valuable opportunity to reengage with colleagues, meet incoming students, see alumni and visit with faculty. We look forward to seeing you!

## REGISTRATION

### Union University Courses

- Nine three-hour courses, 27 semester hours, are required of all MAIS students. Course descriptions for all ICS courses are in Union University Graduate Catalog, which can be accessed online at [www.uu.edu](http://www.uu.edu). An additional twelve graduate hours are required for the Professional Component, described in a later section of this handbook.
- **Information** about course offerings and registration dates will be sent to your UU email account, using your student identification number: (s#####@uu.edu). The information is also posted on the Institute's website.
- The MAIS Program Coordinator will send each new or continuing student a copy of the **registration form** each semester. The form will also be available on the website and in the MAIS office.
- **Send the signed, original copy of the completed form and tuition payment to:**

Carol Johnson  
MAIS  
Union University  
1050 Union University Drive  
Jackson, TN 38305

Signed registration forms may also be faxed to the attention of: CAROL JOHNSON, UU MAIS OFFICE at 731-661-5187, and the original form mailed later to the above address. Forms and payments may be turned in at the Program Coordinator's office.

- **Payment** may be made by check, debit card, electronic transfer of funds, or credit card. See the following page for Union's policies regarding debit or credit card payments. Students may also request to be billed for tuition or use the FACTS payment plan. The methods of payment and contact information are:
  - Check                                      Send to Program Coordinator
  - Credit or debit card                      Call Union Station (731-661-5474 or 5476)
  - Electronic transfer                      Call Union Station (731-661-5474 or 5476)
  - FACTS                                        Call FACTS bookkeeper (731-661-5071)

For any questions regarding payments or bills, call the Program Coordinator.

- Please remember that students with **outstanding bills**—even small amounts—must have permission from the Business Office in order to register for the coming semester.



Effective October 15, 2007, Union University is implementing a new policy regarding the receipt of debit and credit cards in payment of student accounts. We will accept MasterCard, American Express, and Discover credit cards and bank debit cards. Due to VISA merchant policies, we will no longer be able to accept VISA cards for payments of this type. **If you choose to pay your student account by debit or credit card, there will now be a 2 ½ % processing fee, charged to the cardholder account by the credit card processor, whether the payment is made using the telephone or in person.**

Alternatively, you may have the funds electronically withdrawn from your bank account by calling Union Station at 731-661-5000, and giving them the appropriate information. There will be no additional charges to you for this service.

Respectfully,

The Office of Business and Financial Services

## **Additional Information for Jackson Students**

### **Late Registration**

- As noted in the graduate catalog, general registration dates for each term are given in the university calendar. Specific deadlines for each MAIS program are indicated on the registration form each semester. A late registration fee may be charged for registration after the deadline.

### **Field Research**

- All students in the Jackson program are eligible to request to participate in the international group research experience. Students that elect to participate in this program should consult the Field Research Travel Guidelines section of this handbook.
- The cost of travel for individual or group experiences may vary depending on the specific research design, and is the responsibility of the student.
- Students may work together with the professor to develop an alternate research site or project.
- Students may choose to develop an individual research project.
- All research projects must have the approval of the faculty directing the research and fulfill all program requirements.

### **Financial Aid**

- Students on the Jackson campus are eligible to apply for financial aid. Contact the Financial Aid Office directly for information regarding application and deadlines.

Union University  
Financial Aid Office  
1050 Union University Drive  
Jackson, TN 38305

731-661-6574

[www.uu.edu/financialaid](http://www.uu.edu/financialaid)

## Additional Information for Mill Valley Students

### Late Registration

- As noted in the graduate catalog, general registration dates for each term are given in the university calendar. Specific deadlines for each MAIS program are indicated on the registration form each semester. A late registration fee may be charged for registration after this deadline.

### GSP Courses for the Professional Component of the MAIS

- Some Golden Gate (GGBTS) courses have two course titles. In the final semester of the MAIS, the Program Coordinator will send graduating students a list of courses in the professional component that have dual titles and prefixes in the GGBTS catalog. All course title changes are to be made at this time, working through the Program Coordinator.
- Some GGBTS courses have variable credit. Students must **verify that the cumulative number of hours in the professional component is twelve or greater.**
- You may **access your GG transcript** through the GGBTS website throughout your enrollment at GGBTS.

### Field Research

- Union faculty collaborate with professionals in the field to select a primary research site each summer. The cost of the trip will be determined as early in the academic year as possible.
- Both the site and cost of the trip are subject to change depending on political, economic, and support factors.
- In conjunction with field professionals, the faculty identify local groups and/or institutions willing to participate in the proposed field study. Working together, they determine the specific areas that the partners would like to target in the study, and develop a preliminary plan for the study's parameters. The extensive planning, preparation and travel arrangements provided by the program allow students to begin research quickly and devote most of their time gathering data.

## **MAIS DEGREE REQUIRED COURSES**

### **INTERCULTURAL COMMUNICATION (3)**

An examination of intercultural communication strategies with focus on self-awareness and developing effective communication strategies.

### **INTERNATIONAL PROFESSIONAL REALITIES AND OPPORTUNITIES (3)**

An introduction to the professional intercultural environment designed to help the student develop an awareness and understanding of the skills needed to develop a professional platform for employment in other cultures.

### **ORGANIZATIONAL SYSTEM OF SOCIETY (3)**

A study of systems encountered across cultures. Emphasis is on the development of skills for the recognition and assessment of systems with a focus on developing strategies for successful interaction with these systems.

### **FIELD RESEARCH METHODS (3)**

A course designed to provide students with conceptual tools and research skills in the area of comparative cultural studies. The hands-on approach helps students prepare to design and conduct their own ethnographic research in culturally diverse settings.

### **FIELD EXPERIENCE (3)**

Field experience in which students will conduct ethnographic research. All projects must have instructor's approval.

### **FIELD DATA ANALYSIS AND STRATEGIC PLANNING (3)**

A course that builds on in-class and applied field research knowledge by guiding students through the process of field data analysis. Attention is given to both qualitative and quantitative analytical methods. Students participate in process-focused learning and writing workshops which culminate in the preparation of case-study reports based their field research/data.

### **ARTISTIC AND INTELLECTUAL EXPRESSIONS OF CULTURE (3)**

An emphasis on how to develop learning skills to understand the lexicon, grammar, and semantics of other intellectual and artistic systems encountered across cultures.

### **LANGUAGE AND CULTURE (3)**

A study of language development and its relationship to culture. Examines principles of language acquisition and language teaching methodologies.

### **CAPSTONE SEMINAR (3)**

An integration of interdisciplinary principles, themes, and concepts learned in the study of intercultural interaction and understanding.

## PROFESSIONAL COMPONENT

- The **professional component** is an integral part of the MAIS. It is designed to support the development of knowledge and skills in the student's chosen area of academic and professional interest. While the program allows for a wide range of options, it is the student's responsibility to propose a course plan. To assist in the planning and approval of the coursework, each student must submit a prospectus for the completion of the professional component by the last day of their first semester. The faculty, Program Coordinator and Program Director will be happy to advise students during this process. The prospectus form is on the website or available from the Program Coordinator.
- **Some courses are pre-approved for the professional component portion of the MAIS.** Students who choose courses from this list, do not need to request permission for course substitution for the professional component. The list of approved courses is available on the website, or you may request a copy from the Program Coordinator. Students must submit a proposed schedule for completing their professional component as described above.
- Students that wish **to take a course that is not on the pre-approved list**, must **complete a course substitution form**. A copy of the 2008-2009 form is included on the next page or you can request a copy of the form from the Program Coordinator.

## **PROFESSIONAL COMPONENT PROSPECTUS GUIDELINES**

### **Pre-approved Program (Mill Valley)**

Students planning to use only courses from the pre-approved list of GGBTS courses need to submit their proposed schedule for completing their professional component.

Students that wish to use GGBTS courses other than those on the approved list should follow the instructions for course substitutions:

- Submit the current course substitution form (one for each course).
- Attach the catalogue description for each course substitution requested.
- If the course is not in the catalogue, attach the course syllabus.
- Transcripts of previously completed coursework. The MAIS faculty must approve coursework that was previously completed at other institutions and is now proposed for the professional component. Please submit a catalog course description for each course.

### **Individually Designed Professional Component (Jackson)**

The following information is required for approval:

- A description of the proposed study. If the coursework is in a single discipline, describe the focus of the proposed work. If the coursework is in multiple disciplines, explain how the courses are interrelated and will serve as a coherent program of study for professional development.
- Statement of how the proposed professional focus supports and enhances your professional goals for the MAIS.
- Transcripts of previously completed coursework. The MAIS faculty must approve coursework that was previously completed at other institutions and is now proposed for the professional component. Please submit a catalog course description for each course.
- Descriptions for courses not yet taken (if specific courses have been selected) should be attached to the proposal
- If the course is not in the catalogue, attach the course syllabus.
- Proposed schedule for completion of professional component

**COURSE SUBSTITUTION APPROVAL FORM**  
**MAIS Degree**  
**Union University**

**To: MAIS Program Director**

**From:**

**Date:**

-----

**I am requesting approval of the following course for:**

**Professional Component**  
 **Core Course**

**Name of Course:**

**Catalogue Course Description (If course is not a catalogue course, attach course syllabus):**

**Number of Credit Hours:**

**Institution Granting Credit -- Official transcript showing satisfactory completion  
(B or above) must be received prior to graduation:**

**MAIS Director Approval:**

**Date:**

## **RESEARCH IN THE MAIS**

### **Course Research**

Research expectations and competencies for the MAIS include the following:

- Information fluency that reflects the interdisciplinary nature of the degree and an appropriate understanding of professional discourses and literature.
- Familiarity with library systems, resources and technology.
- Familiarity with Institutional Review Board (IRB) requirements and demonstrated ability to use the processes.
- Sound knowledge of academic documentation practices that is reflected in all student work submitted as part of the MAIS.
- Development of an individualized reading list that the student's specific areas of research and includes the following components:
  - Research and theory
  - Interdisciplinarity
  - Faith and inquiry
  - Intercultural studies
  - Course specific materials
- Demonstrated understanding of interdisciplinary research
  - Awareness of multiple approaches
  - The nature of interdisciplinary intercultural studies

Each professor will develop research components that are appropriate to the course and material. Details are in the course syllabus.

## FIELD RESEARCH

- **Field Course Design.** While on-site research is common to many disciplines, Union's model for field research provides students an unusually rich opportunity for study and engagement at the master's level.
- **Purpose of the Field Research/Data Analysis.** Field study is one component of many rigorous graduate programs, and is a requirement of the MAIS. As such, its primary purpose is to enable MAIS students to engage in research that will allow them to develop and demonstrate professionally sound field research skills, and will provide adequate data for analysis. However, every research project designed by the MAIS addresses significant field needs. Union is committed to fostering quality student research at the undergraduate and graduate levels. We believe that students have the potential to make valuable contributions of scholarship to all areas of investigation. In the MAIS, we expect student field research to be disseminated to our field partners in timely and useful ways.

The first step in the dissemination process is the data analysis and writing course. A field research report is presented in a public presentation in the fall semester.

A copy of all written field research reports and oral presentations must be submitted to the Program Coordinator by January 31 for fall presentations and June 30 for spring presentations.

Students may purchase a bound copy of the written report or a DVD of the oral presentation for a nominal charge.

The complete written analyses and DVD of the oral presentations are currently on file in the Kim School, the MAIS office in San Francisco, the MAIS office in Jackson, the CGE office in Atlanta.

The next phase of the MAIS field research program is to begin a more formal and broader dissemination of the information and analyses.

## CAPSTONE

- **Integration of ideas and experiences from all courses.** Interdisciplinary programs are strongest when they include frequent and intentional opportunities for integrative discussions and research. The capstone course is one of the most significant of those opportunities in the MAIS. The course itself is no more important than any other course in the program, but the very heart of the course is the integration of your studies—both the core coursework and the professional component—in a research project that reflects your personal areas of interest and expertise.
- **Begin now to prepare for the capstone course.** The capstone course should be taken during your last semester in the MAIS so that you have the benefit of all the work that is part of your program. However, we strongly encourage you to begin thinking about capstone topics during your first semester. We know that in the class sessions and weekly discussions you will begin to identify certain themes or areas of research that are especially exciting to you. One of these usually becomes the capstone project. The more you have thought about the topic and explored it from a variety of perspectives, the better prepared you will be to begin the capstone project.
- **Include the professional component.** As you work on your capstone idea, it is important to remember to relate it to the courses you have taken in your professional component. This set of courses may be unique to you, but they are an integral part of the MAIS. You should draw on these courses in the weekly discussions, in class sessions, and especially in your research for the capstone project.
- **The annotated bibliography.** At the beginning of the capstone semester, you will be asked to submit an annotated bibliography of 40 – 50 sources relating to your research. While you should not decide on a specific research topic too soon, by the end of your first year, you should have identified the general area of your research and begin to explore resources relating to it.
- **Presentations.** The capstone project is presented in two formats. In early May, the MAIS hosts the Capstone Presentations and Luncheon. Each student in the course presents an oral summary of her or his capstone research, and responds to questions from the audience.

A formal research paper is due at the end of the course. Students must submit a final copy of the capstone paper by the last day of the UU semester. This copy will be bound in an archival volume for the MAIS offices in Mill Valley and Jackson.

DVDs of previous Capstone Presentations are also available in both MAIS offices.

## FIELD RESEARCH TRAVEL GUIDELINES

Planning the international travel for the summer field research project is one of the most challenging program aspects of the MAIS. The program faculty and administration use the following guidelines to develop an experience that is as economical, safe and problem-free for everyone as possible.

- **Participation.** The field experience requires sensitivity to group needs, flexibility in scheduling team activities, and the full attention of every student to the requirements of the course. For these reasons, participation is open to students who have successfully completed the field methods course and who are registered for the field research course. Each student who is engaged in the collection of field data influences the development of the project. For that reason, all non-degree seeking students who participate in the field experience are strongly encouraged to register for the data analysis course as well.

We understand that many times spouses play an active role in the pursuit of a graduate degree. In the case of the MAIS, the field experience may also be an important part of a couple's decision to work internationally or to move to a specific region of the world following graduation. In these cases, a spouse may apply to the Associate Provost for International and Intercultural Studies for permission to register as an auditing student for the field methods and field research courses. Each student who is engaged in the collection of field data influences the development of the project. Spouses who participate in the field experience are strongly encouraged to audit the data analysis course as well.

- **Course parameters.** The expected time commitment for the field experience is five full weeks at the research location. The field course begins with orientation at a Union University campus. The course ends after the international field debriefing. Exact travel dates will be provided as early in the spring semester prior to the field experience as possible.
- **Guests.** Travel arrangements are made for the group months prior to the field experience. In order to manage our financial resources responsibly, to avoid inadvertently causing hardships for our in-country partners and to prevent costly misunderstandings, we must ask that no one join any participant during the summer until after the debriefing is completely over. The summer field research is an intensive education experience that requires the full attention of each member of the team. With this in mind, we expect that students will not entertain or expect to visit with guests traveling from the United States, or nationals or expatriates residing in the region during the project.
- **Extended travel.** We all know that in international travel, "half the cost is getting there," and many of us want to take advantage of the opportunity to see a few more places or stay a little longer. In order to maintain the lowest possible cost for the trip, we cannot accept any financial or planning responsibility for extended travel. Please understand that group tickets are less expensive because they are bought as a block. If individuals change their travel plans, the cost of the ticket usually goes up for every member of the group.

We will provide you with as much information as possible regarding accommodations, in-country travel arrangements (which are often cheaper) and other helpful resources, but cannot make the arrangements for you or assume any responsibility for increased cost.

- **Cost.** The **estimated cost** of the travel component of the field experience for 2008-2009 is approximately \$4000.00. This amount covers:
  - Travel to and from site/debriefing
  - In-country travel during the field research/debriefing
  - Room and board during field research (some meals will be provided to the group, others may be covered by a meal stipend)
  - Room, breakfast and one meal a day during the debriefing
- Please remember that the cost of the travel component of the field experience covers travel expenses only. It does not cover tuition for the course. Students must register for the Field Experience course. Tuition for the course should be paid by separate check or other payment plan.
- Many students find that family and friends enjoy helping them make this trip. The Program Coordinator has sample letters that you might want to use to invite them to contribute to your travel fund.
- **Passport.** Be sure that you have a passport that is valid until at least six months after your scheduled return to the United States in hand when you return to classes in the spring. We will collect passports during the spring in order to secure visas. All passports must be submitted at the same time.
- **Forms and trip file.** During the spring semester, the Program Coordinator will distribute the required travel forms to you. These forms and a copy of the information pages of your passport must be turned in prior to the end of the spring semester.

## DEGREE AUDIT

- Beginning the first semester of your work on the MAIS, you should **audit your progress** toward degree completion, keeping careful records of courses taken to satisfy your professional component as well as your basic degree requirements.
- In accordance with accreditation guidelines, Union's policies require that we have an official copy of a student's **transcripts from each institution attended** prior to and during the student's work at Union. This documentation is required regardless of the number of hours taken and even if the hours will not be used toward completion of the MAIS degree.
- Students may access their **Union University transcript** through WebAdvisor on the Union website throughout their enrollment at Union University.
- We strongly recommend that students **check their Union transcript online** periodically to verify that course titles, grades, credit hours, transfer credits and other information have been correctly entered each semester.
- Students will be able to complete the MAIS in two years. To do so, students must successfully complete at least three courses each semester plus the ethnographic research course.
- The **12-hour professional component** must be completed and official grades for the courses must be received by Union prior to the deadline for course completion in the semester of graduation. Courses for the professional component must be approved by the Program Director. See the "Professional Component" section of this handbook for more information.
- Please remember that if you **transfer a course from another institution** at the graduate level, you must earn a grade of "A" or "B" in the course.
- In order to graduate, students must earn a **minimum 3.0 cumulative GPA** for all graduate courses completed at Union University.
- Carol Johnson (Jackson and Mill Valley) will begin an **official graduation degree audit** during the semester prior to your scheduled graduation. She will notify you of any concerns that might affect your graduation date.

## **GRADUATION**

- Students must apply for graduation by the deadline announced through Union's official communication systems during the last semester of coursework. Forms are available from the Program Coordinator. The deadline for application for graduation and the required form are posted on the website each semester.
- The Program Coordinator will send each student a copy of the graduation checklist to use to verify that all the requirements for graduation have been met and that the student will be permitted to graduate.
- All information about graduation will be sent to students' official Union email address.
- The Registrar will send information about ordering invitations and regalia for the commencement ceremony to students through their Union email account.
- Every student should order an official transcript soon after graduation and check it carefully to be certain that all the information on it is correct.



Academic Center  
 Union University  
 1050 union University Drive, Jackson, Tennessee 38305  
 Telephone: 731.661.5187

**REQUEST FOR OFFICIAL TRANSCRIPT**

\_\_\_ MAIL TO ADDRESS BELOW (I AM A: TRANSCRIPTS OF:  
 (\$3.00 PER COPY) I AM A: TRANSCRIPTS OF:  
 \_\_\_ I WILL TAKE TRANCRIPT (CURRENT STUDENT UNDERGRAD CREDIT  
 (\$5.00 PER COPY) \_\_\_ CURRENT STUDENT UNDERGRAD CREDIT  
 \_\_\_ FAXED (\$5.00 PER COPY) \_\_\_ FORMER STUDENT \_\_\_ GRADUATE CREDIT  
 \_\_\_ HOLD FOR FINAL GRADES/ DREGREE POSTED \_\_\_\_\_ APPROXIMATE YEAR ATTENDED

STUDENT ID# \_\_\_\_\_ S.S.#: \_\_\_\_\_  
 FULL LEGAL NAME \_\_\_\_\_  
 LAST FIRST MIDDLE/MAIDEN  
 PRINT FORMER NAME(S) IF DIFFERENT THAN CURRENT NAME – (NOT LISTING  
 ALL POSSIBLE NAMES COULD RESULT IN DELAY OF PROCESSING YOUR REQUEST  
 IN A TIMELY MANNER)

Payment options – (Cash, Check – made payable to union university, money order, or Billing Card will be sent to address below upon receipt or request faxed to the American Center)  
 Credit card #: \_\_\_\_\_ Expiration date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Present/ Billing address:

STREET	CITY	STATE	ZIP
--------	------	-------	-----

TRANSCRIPTS ARE PROCESSED AS RAPIDLY AS POSSIBLE AND ARE USUALLY HONORED WITHIN 3 WORKING DAYS OF REQUEST. TWO WEEKS SHOULD BE ALLOWED FOR A REQUEST MADE AT THE END OF THE SEMESTER.

**I UNDERSTAND THAT TRANSCRIPTS WILL NOT BE ISSUED UNTILL ALL FINANCIAL OBLIGATIONS TO THE UNIVERSITY ARE CLEARED.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

MAIL TO: \_\_\_\_\_ FAX TO: \_\_\_\_\_

NAME OF RECIPIENT FOR MAILING \_\_\_\_\_ NAME OF RECIPIENT FOR FAX \_\_\_\_\_

STREET \_\_\_\_\_ NUMBER OF COPIES REQUESTED \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_ AMOUNT PAID \_\_\_\_\_

## **ACCESSING LIBRARY RESOURCES**

The Emma Waters Summar Library provides research databases to which you will have access.

These databases include Academic Onefile, ATLA Religion Database, New Testament Abstracts, Old Testament Abstracts, JStor, Religion and Philosophy database and many others.

To access these databases, go to <http://www.uu.edu/library/databases> and select a database. You will be prompted to login using your Union ID and network password. If you have trouble logging in, there is an FAQ page at <http://www.uu.edu/library/databases/faq-offcampusaccess.cfm>. If you continue to have problems, please contact the library at 731-661-5070 or email [library@uu.edu](mailto:library@uu.edu).



## Student Guide to Computing Services

[www.uu.edu/computing](http://www.uu.edu/computing)

### COMPUTING SERVICES WELCOMES YOU TO UNION UNIVERSITY!

In this guide to Computing Services, you will learn about the resources offered to Union University students and how to access those resources.

#### OVERVIEW OF RESOURCES

Union University provides each student with an e-mail account, file storage space on the network via Virtual Office, access to our library's research database tools, and access to his or her student records via WebAdvisor. If you are ever on campus, we also have computer labs for your use with many Windows XP workstations and all the necessary software required for general academic use, including Microsoft Office. There are also laser printers available in the labs. Union's acceptable use policy can be found at [www.uu.edu/computing/aup.htm](http://www.uu.edu/computing/aup.htm)

#### HOW TO LOG INTO YOUR UNION UNIVERSITY RESOURCES IN VIRTUAL OFFICE

Once you are fully registered in Union's central database and your computer accounts have been set up, you will be able to access your Novell Virtual Office account and the resources listed above. Virtual Office allows you to change your password from off campus and to access network drives and e-mail from off campus.

**You must change your temporary password in Virtual Office before you use any of our online resources (e-mail, library research databases, etc.).**

- Go to [vo.uu.edu](http://vo.uu.edu)

- Your username for all online resources is the letter s and your Union ID number given to you by i360 staff. It will be something like s1234567.

- Your temporary password is the 4<sup>th</sup> and 5<sup>th</sup> digits of your Social Security Number, followed by your two-digit birth month and your two-digit birthday.

Example:

SSN = 123-**45**-6789

DOB = **05-03**-88 (mm/dd/yy)

Password = 450503

- **For security reasons, you will be required to change it now and periodically in the future.**

- **Once you get logged into Virtual Office, follow the steps in the "password has expired box" that may appear, or click the blue button that contains a picture of a lock. (If the password-change box does not appear, temporarily turn off the pop-up blocker in your browser and repeat these steps.)**

- **This password should be something you have not used before and must be at least 6 characters and/or digits long.**

- **This password controls access to all of your Union resources – e-mail, library access, etc. It provides access to your private information, so you should not share it with anyone.**

After you change your password, you can click the blue “e” button to access your e-mail and calendar, click the blue folder button to access network storage space, or click the Logout link at the top right when you are done. To learn more, see [www.uu.edu/computing/virtual\\_office](http://www.uu.edu/computing/virtual_office)

If you receive a password error when trying to log into your account, please contact a student worker at the Student Helpdesk at 731-661-5400 or Deana Peoples at 731-661-5582 or at [dpeoples@uu.edu](mailto:dpeoples@uu.edu) to have it reset to the temporary format. (You will be required to verify your identity.) If you ever have your password reset because you are locked out, it will be necessary to change your password again to one only you know, as instructed above.

You may also login and change your password for the first time in one of our on-campus computer labs. In this case, you would type in your username as described above and your default password. You will be advised that your password has expired and will be prompted to change it.

### **HOW TO LOG INTO GROUPWISE E-MAIL/CALENDAR**

Once you are fully registered and your accounts have been set up, you will be able to access your Union e-mail, which is part of our Novell GroupWise system.

- In order to access GroupWise, be sure that you have first changed your password in Virtual Office as described earlier.
- Your username to log into GroupWise will be the same as it is for Virtual Office – the letter s and your Union ID number. Your e-mail address is your username@uu.edu (Example – *s1234567@uu.edu*)
- Your GroupWise password is the same as the password you chose for Virtual Office.
- To check your e-mail or to send a message, go to [mail.uu.edu](http://mail.uu.edu) (You can also access your e-mail through [vo.uu.edu](http://vo.uu.edu) as described earlier.) The first GroupWise page that loads will ask you to choose a language. English is the default language – just click GO on this page. On the next page, enter your username and password.
- Remember to log out of your e-mail account (and as appropriate your Virtual Office account) when you are finished.
- To access your e-mail from an on-campus computer, you can click on the GroupWise icon on the desktop.

### **HOW TO LOG INTO WEBADVISOR FOR GRADES, ETC.**

Once you are fully registered and your accounts have been set up, you will be able to access your Union grades and other records using Union’s Datatel WebAdvisor system.

- In order to access WebAdvisor, be sure that you have first changed your password in Virtual Office as described earlier.
- Your username to log into WebAdvisor will be the same as it is for Virtual Office – the letter s and your Union ID number.
- Your WebAdvisor password is the same as the password you chose for Virtual Office.
- Go to [webadvisor.uu.edu](http://webadvisor.uu.edu)
- Click the Login tab
- Log in with the same username and password described earlier.
- You will return to the original WebAdvisor page and should notice a welcome message with your name on that page. Click on Students in order to get a list of menu options available to you.
- Remember to log out when you are finished.

## COMPUTING SERVICES

### LABS

- 30 “labs” at Jackson campus
  - Computing Services (Penick (main building – near library) – C2, C3 – laser printer
  - Library has 2 labs plus single PCs elsewhere
  - BAC-45 – mostly classes
- Hours (Computing Services C2, C3 labs)
  - Fall/ Spring terms (open 100 hours per week)
    - MTWR 7am-12:30am, Friday 7-9pm, Saturday 11-5, Sunday 2-5 & 8-12:30am
  - Reduced hours at other times – Closed for school holidays
  - Reservations posted in lobby, outside BAC-45

### SOFTWARE

- Microsoft Office 2007 (2007 compatibility pack)
- Novell Groupwise (e-mail, calendaring) – *Official means of communication*
- Internet access (filtered)
- Discipline-specific software – Varies by lab, PC – Software locator posted in labs

#### Getting Help

- C2, C3 labs staffed during all open hours (students employed – through Student Financial Planning
- Basic login/ software help
- Password reset request (at most 24 working hours)
  - Student Helpdesk – X5400 (731-661-5400)
- Residence-hall Network (ResNet) help – X5585 – Free anti-virus software – [www.uu.edu/resnet](http://www.uu.edu/resnet)

#### Acceptable Use Policy

- [www.uu.edu/computing/aup.htm](http://www.uu.edu/computing/aup.htm)

### ACCOUNTS

- Created after enrollment in first course, available until no longer enrolled in any courses
- Username: s + ID number (no leading zeroes) – s1234567
- **Default password:** Initially 6 digits: 4<sup>th</sup> and 5<sup>th</sup> digits from SSN, Birth Month, Birth Date – example: 530804
  - **Must be changed at first login, if you are not prompted to change your password – Go to The Virtual Office Program (vo.uu.edu) – student ID: username & default password: PSW - New created password must be 6 digits or longer and changed within 6 months in (vo.uu.edu)**
  - If forgotten or problems, call helpdesk for reset

- Network drives
  - G: (SID – private space)
  - O: (Read – course files for some faculty)
  - S: (Write – file submission to some faculty)
  - T: (Tempshare – shared among students)
- Groupwise e-mail, calendaring – [s1234567@uu.edu](mailto:s1234567@uu.edu)

### **WEBSITES**

- **webadvisor.uu.edu – grades, advisor (My profile), transcript, billing, open classes, etc.**
  - **Click login, enter username/password, click submit, then click students**
- Vo.uu.edu – Novell Virtual Office – Web-based access to network drives, e-mail, calendar
- www.uu.edu/library - research databases
- <https://elearn.uu.edu> – blackboard course management system – selected courses only
- www.uu.edu/networking/wireless – Wireless internet in academic buildings, commons, etc.
- www.uu.edu/computing (to be updated)

## **UNION UNIVERSITY**

### **CONFIDENTIALITY OF STUDENT RECORDS**

The privacy and confidentiality of all student records shall be preserved in accordance to the Family Educational Rights and Privacy Act (FERPA) of 1974. The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. The law stipulates that each institution is responsible for making students aware of the law and its various ramifications. More information about FERPA can be obtained from the Registrar. Official student academic records, supporting documents, and other student files shall be maintained, only by members of the University staff employed for that purpose, in separate files:

Academic records, supporting documents and general education records – maintained by the Academic Center, academic departments and advisers

Records of discipline proceedings – maintained by the Student Services Office

Financial records – maintained by the Business Office

Medical records – maintained by the Student Health Services Office

Admissions records – maintained by the Admissions Office

Financial aid records – maintained by the Financial Aid Office

Placement records – maintained by the Career Services Office

Directory information (student's name, address, telephone number, date and place of birth, academic major, dates of attendance, degrees and awards received, and most recent previous educational institution attended) may be made public by the University unless a student requests to the academic center in writing that such information be released only upon his/her consent.