

SNOW SCHEDULE CONTINGENCY PLAN FOR CLASSES

All college personnel need to make advance preparation for the possibility of hazardous weather. This could include snow tires, tire chains, car pooling for rides with the most road-worthy vehicles and drivers being utilized, family needs and care for children, etc. There would be no expectation of a person unduly endangering oneself, but it is imperative that all personnel be present if possible when the university is open.

The responsibility for closings and for declaration of an Inclement Weather schedule rests with the Executive Vice President, with her seeking counsel as she desires. The first word in Union University closings will be made on the Union website, through text alert and university e-mail and on the switchboard and Info Dawg Line. Registration for this system may be found at www.uu.edu/uualerts. After arriving at the site, you will be asked for your Webadvisor username and password. Enter your name, Union ID number (required for students; not required for faculty and staff), e-mail, cell phone number, and carrier information. Once registered, you may opt to be removed from the system at any time. More information about this program and frequently asked questions may also be obtained at www.uu.edu/uualerts, and on the Union University website: www.uu.edu. The Info Dawg Line may be reached at (731) 661-5048 and will be updated as soon as a decision is made. Additionally, the following radio and television stations will be notified:

Memphis:	WMC-TV, WHBQ-TV
Jackson:	WBBJ-TV, WNWS, WWYN, WYNU, WTJS/WTNC, WWGM, WAMP, WHHM, WZDQ, WFKX

The notification will be made to stations by 6:00 a.m. of the day, and persons should listen until 6:30 a.m. for announcements. Announcements will be made only of closings or an Inclement Weather Schedule, with the assumption that classes meet and offices will be open unless notified to the contrary.

Announcements about evening classes will be made as soon as possible. **If you are teaching an evening class, please call the Office of the Provost with your cell phone number so that you may be individually reached about decisions.**

WINTER TERM REVISED CLASS SCHEDULE

	<u>Normal</u>	<u>Revised</u>
1st Period	8:00-9:50	9:30-10:30
2nd Period	10:00-11:50	10:40-11:40
3rd Period	12:00-1:50	11:50-12:50
4th Period	2:00-3:50	1:00-2:00

FALL/SPRING SEMESTER REVISED CLASS SCHEDULE

Compressed Schedule: Tuesday/Thursday

First period (8:00-9:15):	9:00-10:00
Second period (9:25-10:40):	10:10-11:10
Third period (10:50-12:05):	11:20-12:20
Fourth period (12:15-1:30):	12:30-1:30
Fifth period (1:40-2:55):	1:40-2:40
Sixth period (any class starting from 3:00-4:00):	2:50-3:50

Compressed Schedule: Monday/Wednesday/Friday

First period (8:00-8:50):	9:00-9:40
Second period (9:00-9:50):	9:50-10:30
Third period (11:00-11:50):	10:40-11:20
Fourth period (12:00-12:50):	11:30 -12:10
Fifth period (1:00-1:50):	12:20-1:00
Sixth period (start time from 2:00 to 4:45):	1:10-1:50

Delayed Opening Schedule: Tuesday/Thursday

First period (8:00-9:15):	9:20-10:10
Second period (9:25-10:40):	10:15-11:05
Third period (10:50-12:05):	11:15-12:05

All remaining classes will begin at the regularly scheduled time.

Delayed Opening Schedule: Monday/Wednesday/Friday

First period (8:00-8:50):	9:20-10:00
Second period (9:00-9:50):	10:10-10:50

All remaining classes will begin at the regularly scheduled time.

INCLEMENT WEATHER SCHEDULE FOR ADULT STUDIES CLASSES

1. In the event of cancellation of an adult studies class, it is imperative that professors make-up that class due to the accelerated nature of the adult studies programs. The make-up day should be scheduled as soon as reasonably possible; many alternate classes are held on Wednesday evenings or Fridays or Saturdays. The decisions for the alternate dates will rest in the hands of the Professors of the closed classes, the Deans of the Schools and the Program Directors.
2. This policy will apply to all cohort and traditional evening classes, both undergraduate and graduate, on the Jackson and Germantown campuses and other satellite campuses. Word of the closing will be made on the Union University Info Dawg Line which may be reached at 731-661-5048. The previously listed radio and television stations will be notified. Notice will also be posted on the front page of Union University's website: www.uu.edu and by instant texting. Registration for this system may be found at www.uu.edu/uualerts. After arriving at the site, you will be asked for your Webadvisor username and password. Enter your name, Union ID number (required for students; not required for faculty and staff), e-mail, cell phone number, and carrier information. Once registered, you may opt to be removed from the system at any time. More information about this program and frequently asked questions may also be obtained at www.uu.edu/uualerts.
3. The responsibility for canceling or postponing **Saturday** classes rests **with the deans**. If the Dean decides to postpone or cancel Saturday classes, the Dean will inform the Professors who will in turn inform their students through previously designated "phone chains."
4. Professors are asked to be cognizant of the driving distances to and from class for our adult students. If snow or inclement weather ensues after a class has begun, the Professor should use discretion in determining if a class should dismiss early. In the event that the class is dismissed early, the Professor should make plans to conduct appropriate make-up sessions as needed. Also, Professors should make reasonable accommodation for those adult students who, due to unavoidable circumstances such as inclement weather, cannot attend an evening class that has not been canceled.