BULLDOG GUIDE 2015-2016

Brief, helpful, and necessary information for new students entering Union University

Provided by the Office of Student Life
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Mission Statement:
Union University provides Christ-centered education that promotes excellence and character development in service to Church and society.
Welcome!

I am so glad that you have chosen to be part of the Union community! By being a member of this community you are invited into an engaging and intentional educational atmosphere where you will have the opportunity to encounter God, experience community, and engage culture. How grateful we are that the Lord has led you to this place at this time in Union’s history. Please know that we look forward to getting to know you better, to hear your stories, and to encourage you in this journey.

While Union has been blessed with an incredible student body, we have been equally blessed with an outstanding faculty. Being a student at Union affords you the privilege of studying under some of the finest teaching faculty in the world. They prove to be in the top echelon of their fields while simultaneously having a strong commitment to teaching, discipling, and mentoring students. Additionally, Union regularly hosts external speakers who are shaping thinkers, top flight scholars, and persons of national influence in the evangelical world and beyond.

One of the things that makes Union unique is a seamless learning environment in which both curricular and co-curricular learning prepares Union students to become Excellence-Driven, Christ-Centered, People-Focused and Future-Directed. Union is a place characterized by serious academics and an unapologetic Christian commitment. We fervently pursue the reclamation of the Christian intellectual tradition while practicing convictional civility. During your first year we will look for key opportunities to share with you these important distinctives of a Union University education.

Please know that we have been praying for you, and we are delighted that you are here! Please join me in praying that the 2015-16 academic year will be blessed in every way and that the Lord will continue to prepare Union students to live, work, and serve in the rapidly changing world of the 21st Century.

On behalf of the entire Union University community, we look forward to serving you this year!

Sincerely,

Roger L. Criswell
Vice President for Student Life and Dean of Students
New Students,

Welcome to Union! Everyone on campus is eagerly preparing for your arrival this fall, and we hope your enthusiasm will match ours when you arrive for Welcome Week, our new student orientation program, on Friday, August 14th. Residential students can move into their apartments between 9 and 11:30 am, and all new students and parents should meet in the Chapel in the Penick Academic Complex (PAC) at 3:45 pm. Orientation programming will begin at this time for students and families. Parents are strongly encouraged to stay for our worship service from 7 – 8:30 p.m.

The next three days are full of essential events and fun activities for new students that will prepare you for life at Union and in Jackson. The students who will be leading you during Welcome Week are excited about your arrival!

New student orientation at Union is designed to meet the needs of every new student, freshman and transfers alike. If you would like more information on what we do, visit: www.uu.edu/events/orientation/2015/welcome.cfm. There you will find important forms that you need to complete before arrival, helpful tips about packing, and a downloadable schedule of events.

Plan now to be available for all four days of Welcome Week. Tell the family to schedule the vacation early this year. Tell your boss not to expect you at work. You don’t want to miss any of these most important first days on campus. We can’t wait to see you in August!

See you soon,

Jared Dauenhauer
Assistant Director, Student Leadership & Engagement
Important Matters Requiring Immediate Attention

1. Health Services Forms
State Law requires you to complete the Student Health Form and Certificate of Immunization form **before taking classes**. Students should have received these two forms as a link in the Union University New Student Orientation Confirmation email sent to you by the Office of Student Leadership and Engagement or at the Orientation website under “What to Bring”. Forms can also be downloaded at [www.uu.edu/studentservices/healthservices/forms/HealthForm.pdf](http://www.uu.edu/studentservices/healthservices/forms/HealthForm.pdf) or you can type “student health form” in the search box on the UU website.

Please know that these forms MUST be completed and returned to Sheryl Wren in the UU Health Clinic before you begin classes. You may return forms by mail (Attn. Sheryl Wren); email forms to swren@uu.edu; or send by fax to the Health Clinic at (731)661-5499. Questions about these forms can be directed to Sheryl Wren, Clinic Assistant and Health Records Coordinator, at (731)661-5284 or swren@uu.edu.

2. Vehicle Registration
You are welcome to bring your car to campus if desired; however, you must register your car with Safety and Security. You may fill out a vehicle registration form during summer orientation and receive one free parking permit. Additional parking permits (or replacement permits) are $5 each. If you will not be on campus this summer, don’t worry! During move-in day, you will receive directions to the Safety and Security office where you can fill out the vehicle registration form for your free parking permit. **Please know that you need proof of liability insurance and your license plate number to fill out this vehicle registration form.**

3. Student ID Photo
You are required to have a picture taken for your official Union University Student ID. ID pictures will be taken during summer orientation. Those not attending a summer orientation session can have their ID photos taken on move-in day in August.

Students who had ID photos taken during a summer orientation session and are financially clear will pick up their ID cards along with their Welcome Week nametags on move-in day in the Delay Gymnasium. Students still needing their ID’s on move-in day should start with the Welcome Week table in the Delay Gymnasium, receive financial clearance, and finally go to the office of Safety and Security to have their ID photos made.

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4. **Special Needs and Accommodations**

If you are a student with a disability who requires any accommodations (i.e., Learning Disability, ADHD, Physical Disability, Anxiety/Depression, etc.), please contact the Director of The Office for Disability Services at (731)661-6520 at least one month before you arrive on campus so that we may ensure everything is in place to help you immediately succeed at Union. Be sure to review the Office for Disability Services website at [www.uu.edu/studentservices/disabilityservices/](http://www.uu.edu/studentservices/disabilityservices/).

**Checklist for New Students**

- Read through this Bulldog Guide and the Orientation website ([www.uu.edu/events/orientation/2015/welcome.cfm](http://www.uu.edu/events/orientation/2015/welcome.cfm)) for details and updates.
- Share orientation materials with your parents or family so they can be familiar with the details and updates.
- Begin making travel arrangements for your August 14th arrival on campus. Parents should plan on staying until 8:30 pm August 14th for the prayer service.
- Return your Health Services Forms by mail, email, or fax. See Health Services Forms section for details.
- If you are registering a vehicle on campus, be sure you have your license plate number and name of insurance company. The Office of Safety and Security will need to record this information.
- Check the Academic Calendar [15-16_Calendar.pdf](http://15-16_Calendar.pdf) before scheduling any holiday travel during the school year. It is important that you plan carefully so that you do not miss any classes or exams.
- Review the Technology section beginning on page 21 carefully to see what you can do in advance to make your computer compatible and ready to use.

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Brief, Helpful, and Necessary Information

Advanced Placement, International Baccalaureate, Transfer College Credits
Official test reports and transcripts documenting prior credit should be sent directly to the Office of Undergraduate Admissions. As they are received, official documents for students with an active application are forwarded to the Registrar on a weekly basis for evaluation. The evaluation report is mailed to the student in about a month, dependent upon volume. So it is important for the student to request transcripts and reports with the potential of awarding credit by testing be sent to Union as soon as possible.

AP reports are sent directly to the Registrar in mid-July if requested with the test registration. Other reports of AP and those of IB should be directed to the Registrar and will be integrated into the transcripts received for evaluation.

Area Churches & the Office of University Ministries
The Office of University Ministries encourages investment in a local church, has great relationships with area churches and can help you get plugged in to a local church in the Jackson community. Some churches offer weekly transportation to their church. Also, other students are often more than willing to let you ride with them to church. During the first Sunday of orientation, the new students will worship on campus together under the leadership of The Office of University Ministries. After that first Sunday, The Office of University Ministries works with students to help them connect with a local church.

Banking in the Jackson Area
Please note that this is a partial listing of local Jackson area banks. It is not a comprehensive list. For a complete listing, please search the web or check the Jackson area phone book.

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>BancorpSouth (Union Univ. Dr.)</td>
<td><a href="http://www.bancorpsouth.com">www.bancorpsouth.com</a></td>
</tr>
<tr>
<td>Bank of Jackson (Oil Well Rd.)</td>
<td><a href="http://www.bankofjackson.com">www.bankofjackson.com</a></td>
</tr>
<tr>
<td>Commercial Bank &amp; Trust (Stonebridge)</td>
<td><a href="http://www.cbtcnet.com">www.cbtcnet.com</a></td>
</tr>
<tr>
<td>Community Bank (North Highland)</td>
<td><a href="http://www.community-bank.net">www.community-bank.net</a></td>
</tr>
</tbody>
</table>

Avoid the temptation to hop between churches. Find one to serve in, and try to stay involved there for your entire time in college.

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| First Bank (Channing Way) (**ATM on UU campus) | www.firstbankonline.com |
| First Bank | ATM on UU campus |
| First South Bank (Stonebrook Place) | www.1stsouth.com |
| First Tennessee Bank (Oil Well Rd.) | www.firsttennessee.com |
| Foundation Bank (Union Univ. Dr.) | www.foundationbank.org |
| Leaders Credit Union (Oil Well Rd) | www.leaderscu.com |
| Patriot Equity Credit Union (Director’s Row) | www.pecujax.org |
| Regions Bank (Channing Way) | www.regions.com |

**Campus Organizations**

Union University hosts over 70 active student organizations for students who are interested in almost any field of study or activity. From biologists to actors to those who want to work with elementary school students in Jackson, there is a place for every student who wants to be involved outside the classroom. In fact, the typical undergrad chooses to be involved in several of these groups during his or her time at Union.

To view a list of all student organizations, please visit www.uu.edu/studentservices/organizations. An organization fair is held during Welcome Week in the fall.

**Changing Your Major**

To change your major, go to the Office of the Academic Dean for the College or School for the new major (see www.uu.edu/academics/). A Program of Study Change Request form will be completed and your signature will be required.

At the time you change your major, you will be informed who your new advisor will be. You will also be able to view the name of your new advisor in (webadvisor).

For help with choosing a major, the Vocatio Center for Life Calling and Career www.uu.edu/studentservices/vocatiocenter is a terrific resource to help you understand more clearly who God has uniquely created you to be and assist you in

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**Try to get involved in at least one or two organizations outside the classroom!**

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discovering opportunities to live out your life calling in service to others.

**Chapel**
Each week the Union Community comes together to worship and glorify God, to build community among the entire university, and to inform and teach concerning areas of faith and learning. The chapel experience is the central and focal event of the university—a time when we give public expression to who we are as a community.

Chapels are offered every Wednesday and Friday at 10 am, unless otherwise noted. Students must attend at least 14 chapels per semester; over 20 chapels are offered each semester. Chapel worship is an integral part of community life at Union.

**College Level Examination Program (CLEP) and DANTES**
Official reports of CLEP exams and DANTES will be sent to the Registrar when the student requests the report be sent to Union. The student is mailed the evaluation approximately a month after receipt of the official report. (Note: the reports will be received 3-5 weeks after testing occurs.) The student may continue to attempt CLEP and DANTES after enrollment at Union through the student’s junior year. However, the student is encouraged to take any tests as soon as possible to maximize the success rate and the advising process.

Union University serves as a National Test Center for the American College Test (ACT), College Board (SAT), Law School Admissions Test (LSAT), the College Level Examination Program (CLEP), Miller Analogies Test (MAT), and DANTES Subject Standardized Tests (DSST). Testing schedules and registration are available at [https://www.uu.edu/academics/testing/](https://www.uu.edu/academics/testing/). Course parallel information is available in the catalogue. Registration for a test does not constitute approval for its application to the student’s degree program. Students should check with the Academic Center to ensure that a particular test for credit will count toward their degree. Students should keep in mind that there are testing deadlines that affect graduation. For more information, contact Cindy Shirley, Director, at cshirley@uu.edu or (731)661-5487.
Counseling Services

Counseling services are available for any student needing assistance with personal, emotional, relational, or psychological concerns. Counseling services are provided at no charge to students. All counseling situations are held in strict confidence. Union Counseling Services is not designed to provide long-term care for significant mental illness, although the office can provide referral information to local Christian counselors. Please consult the Counseling Services website for more information and “screening” surveys for anxiety, depression, Attention Deficit Disorder, or eating disorders—www.uu.edu/studentservices/counseling/.

Degree Audit in WebAdvisor (Unofficial)

Once you gain access to your webadvisor account, be sure to check out the “Degree Audit—Unofficial” feature. If you have already declared a major, Degree Audit can show you exactly what classes you can use toward graduation. If you are wondering about changing your major, this feature can also show you how the change might affect your future course-load. All you need is your correct catalogue year. You can also access this feature through the portal, at https://portal.uu.edu.

Disability Services, Office for

If you are a student with a disability that requires any accommodations (i.e., Learning Disability, ADHD, Physical Disability, Anxiety/Depression, etc.,) our Office for Disability Services stands ready to assist you. In order to make your transition to Union as smooth as possible, please contact the Director of The Office for Disability Services, at least one month before Welcome Week begins. The director can be reached at 7(31)661-6520. Contacting us well before classes begin in August will help ensure your disability paperwork is complete and your needs can be met from your first day of orientation until graduation day. Please also visit the Disability Services website at www.uu.edu/studentservices/disabilityservices.

Emergency Notification System

Union University offers an emergency notification system that is available to all Union students at all campus locations. If the University has been provided with the correct cell phone number, students will have an account created for them.

It is important for you to confirm your correct contact information at www.uu.edu/uualerts/. You will use your Union University network username and password to log in. Once you are logged into Regroup, you can update your cell phone carrier information and add alternate phone numbers and emails if desired (to add
additional cell phone numbers, click ‘more’ to the right of the number and carrier information). Before leaving the page, you should be sure to click the box authorizing text messages to be sent to your phone and click Save.

For additional information on the emergency notification system, please visit www.uu.edu/uualerts/. You may also contact the Office of Safety and Security at (731)661-5033 or ypettigrew@uu.edu.

**FERPA Form**

Congress approved and the President signed into law the Family Educational Rights and Privacy Act 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 the institution is responsible for making its students aware of the law and its ramifications.

No staff or faculty members can discuss a student’s grades with a parent or anyone else after the student’s 18th birthday without proof of financial dependence or the student’s signed release (FERPA). The only exception is a conference with parents or other interested parties that is attended by the student and in which the student agrees to the discussion.

To fill out your FERPA release form:

1. Go to webadvisor.uu.edu*
2. In the right corner click, “Log In”
3. Enter your Username and Password (If you need to obtain your Username and Password, refer to the Information Technology (IT) brochure that was given to you in your registration packet.)
4. Click, “Submit”
5. Click, “Students” on the menu on the right
6. Under “Academic Profile” click “FERPA Declaration”
7. Complete the FERPA Declaration and click “Submit”

*Access to your WebAdvisor account will be granted 72 hours after your class registration.

If you have any question or problems with the FERPA Declaration, please contact the Office of the Registrar at (731)661-5040.

**Health Clinic**
The University Health Clinic is staffed by a fulltime Family Nurse Practitioner and a
Clinic Assistant. Patients are assessed and treated for acute and chronic illnesses and injuries, or referred by the Family Nurse Practitioner for more specialized care when necessary. Our Clinic Assistant and Health Records Coordinator can answer your immunization and healthcare related questions.

The University Health Clinic is open Monday through Friday, 8 am to 4 pm when classes are in session. The clinic lunch hour is noon to 1 pm daily. Most of our care is provided by appointment, but we do our best to accommodate walk-in’s as time permits. Appointments may be made by email swren@uu.edu, phone (731)661-5284, or in person. Additional information is available on our web page at www.uu.edu/studentservices/healthservices/.

There is no charge for an office visit at the University Health Clinic. Over-the-counter medications that are dispensed by the clinic are also free. There is a nominal fee for lab tests and prescription medications dispensed from the Clinic. Fees for any services received at off-campus medical facilities are the responsibility of the student.

If you have a medical emergency during the night or on the weekend, you should notify the Residence Director. The RD can help you decide where to seek medical attention. Before you come to Union, please make sure you have discussed your insurance benefits with your parents or are familiar with your own insurance, if you are insured. This is essential in case of referrals to outside agencies for health care.

Please note that the Health Services Form and Certificate of Immunization are due to Health Services prior to beginning classes. These forms can be downloaded at www.uu.edu/studentservices/healthservices/forms/HealthForm.pdf or you can type “student health form” in the search box on the UU website.

If you have questions or need to contact Health Services, please call them at (731)661-5284 or e-mail swren@uu.edu.

Hotel Accommodations
Please visit www.uu.edu/parentsplace/ and click on “Suggested Lodging” to view
information, including pricing, on local hotels. Many incoming students and their families choose to stay overnight the night before move-in day. Parents are strongly encouraged to attend the closing worship service that concludes Friday, August 14 at 8:30 p.m. Many parents and families choose to stay locally that evening as well.

When making reservations at a local hotel listed on our website, please be sure to identify yourself as a Union University family member to ensure the Union University hotel discount rate.

**Mail Services**

Each student may receive a free mail box and combination at Campus Mail Services during registration and will maintain the same box number throughout your University career, provided you do not drop out for a semester. All residential students are required to have a Union mail box. Campus Mail Services is located in the Student Union Building.

Mail sent to a Union student should use the following template:

- **Name:** __________
- **Address 1:** UU _________ (Insert Student’s Box Number*)
- **Address 2:** 1050 Union University Drive
- **City, State, Zip** Jackson TN 38305

*Please note: Do not use the words “Post Office Box” or “P.O. Box” for Address 1. The mail will be delayed and could be returned to the sender by the US Postal Service.

Postal hours are 8:30 am—4 pm, Monday through Friday during fall and spring semesters. Check with Mail Services for winter and summer hours. Mail is posted to campus boxes Monday through Friday as soon as possible after delivery from the US Postal Service.

You will be notified by email to your UU account when you receive a package. The package may be secured by presenting your ID to post office personnel. Notices of C.O.D. packages should be taken to the Jackson post office for payment on delivery. Postage-due mail may be picked up during campus postal hours. Recipients of registered or certified mail must sign for each article. Packages arriving via United Parcel Service will be handled in the same manner as those arriving by mail.
The Union Mail Services Office reserves the right to withhold magazines that are contrary to University values. (See Community Value Statements I. E. in the Campus Life Handbook www.uu.edu/studentservices/handbook/).

The combination information slip should be kept in a safe place for reference when needed. Students who fail to learn their combinations will be charged $0.50 each time a postal employee must assist with opening a mailbox. Campus mail boxes should be kept locked at all times.

After hours outgoing mail should be placed in the blue postal drop box located on the dock behind Campus Mail Services. Jackson post office personnel pick up the mail at 4 p.m., Monday through Saturday.

Stamps are available for purchase at the Campus Mail Services and at Union Station. Campus mail should be placed in the special drop box located on the main corridor wall of the post office. When dropping more than 10 pieces of campus-bound mail, (Christmas cards, Valentines, etc.) arrange them in numerical box order and secure them with a rubber band.

Campus organizations, fraternities, and sororities should make special arrangements to post notices to their membership. The postal clerk may require a sample of material being posted.

When a student leaves for the summer or winter term, it is the student’s responsibility to give correspondents a temporary forwarding address. Campus Mail Services does not handle temporary forwarding of mail. A permanent forwarding address should be left when the student graduates or withdraws.

**Meal Plans**

We are excited to offer students a living and learning experience that incorporates every aspect of a healthy life. We believe that part of a healthy life includes regular, balanced meals. So accordingly, we offer residential and commuter students a meal plan.

For **residential students**, we offer a block meal plan. The block meal plan gives students all of their meals at the beginning of
the semester and will not delete any until the end of the semester. One advantage to this plan is that it allows students to share meals with family or friends because they are able to swipe their card more than once during the same meal time. The meal plans offered are below:

- 200 meals per semester with $200 in Buster Bucks—$1,600
- 140 meals per semester with $150 in Buster Bucks—$1,250 (minimum requirement for first-time, full-time, freshman residential students)
- 120 meals per semester with $120 in Buster Bucks—$1,075 (minimum requirement for returning residential students)
- 50 meals per semester--$400 (meal plan option for commuter students)

“Buster Bucks” will be used at the Lexington Inn, where you will be able to use them to purchase items a la carte.

Please note: If a student uses all assigned meals prior to the end of the semester, you will be able to upgrade to the next highest plan and be responsible for the difference in cost. If needed, the student can go to Union Station to change their meal plan.

While we are glad to put additional meals a student's block meal plan, we are not able to remove them from the student's account after they have been added. Please take note of this when signing up for additional meals. Meals do not carry over to the next term.

**Minority Student Success, Resources, and Opportunities**

Mr. Matthew Marshall, Director of Service and Diversity Initiatives in the Office of University Ministries, serves as a ministerial advocate and liaison for students, with primary focus on African-American and racial/ethnic minority students. Dr. Jacqueline Taylor, Assistant Dean of Students & Director of the Vocatio Center for Life Calling & Career, provides leadership and guidance for Minority Scholars and racial/ethnic minority students by offering expertise in holistic life calling and career development and planning towards successful matriculation at Union. Additionally, as part of the Vocatio Center, Ms. Esperanza Gonzalez serves as the Student Success Advocate, with primary focus on Latino students and Minority Scholars. Below are specific areas of expertise where the Director of Service and Diversity Initiatives, Assistant Dean of Students, and the Student Success Advocate provide direct support to minority students at Union University:

Director of Service and Diversity Initiatives, University Ministries
- Liaison to and advocate for racial/ethnic minority students
- Provides Spiritual/Academic Accountability
- Staff Advisor to MOSAIC and the EXCEL Scholarship Program
- Director, Center for Reconciliation

Assistant Dean of Students & Director, Vocatio Center for Life Calling and Career
- Developing a Comprehensive Life Calling and Career Plan
- Personality and Interest Inventory Assessments and Interpretation,
- Career Counseling/Coaching (Job Search Strategies, Networking, Credentials Preparation, Interview Training, etc.)
- Graduate School Preparation and Advising
- Financial Aid: African American and Minority Scholarship Committees; Servant Leadership Program
- Lead Instructor, Personalized Academic and Career Exploration (PACE), an insightful course designed to help the student increase self-knowledge in the context of God’s calling through giftedness
- Advisor to Minority Scholars and leader of SOAR Orientation
- Senior Staff Advisor & Founder of MOSAIC

Student Success Advocate, Vocatio Center for Life Calling & Career
- Student advocacy and success strategies for minority students
- Mentorship through academic accountability and career development
- Co-advisor to Minority Scholars and MOSAIC/LASO students regarding life calling and career development

Ultimately, Mr. Marshall, Dr. Taylor, and Ms. Gonzalez serve as advocates for the academic, spiritual, social, and cultural growth as well as the leadership development of students, with primary focus on racial/ethnic minority students. For more information: visit www.uu.edu/minorityresources/ or contact Matthew Marshall at (731) 661-5571 or mmarshall@uu.edu; Dr. Jacqueline Taylor at (731)661-5421 or jtaylor@uu.edu; or Ms. Esperanza Gonzalez at (731)661-5421 or egonzalez@uu.edu.

Parents' Place
Parent’s Place is a website dedicated solely to parents of Union University students. Visit www.uu.edu/parentsplace/. On this website parents can receive information on

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important dates for new and returning students, including the annual Union Family Weekend. There is also helpful information about how parents can send you care packages during finals week!

**Pastoral Ministry**
The Office of University Ministries provides ongoing pastoral ministry for the Union community and seeks to encourage and pray for students, faculty and staff. On the day new students arrive for fall semester, “Encouraging U” (a 31-day devotional booklet written specifically by Union faculty/staff for parents of new students,) is given to parents to guide their prayers for their student during their first month at college.

**Residence Life and Housing (What to Bring/What to Leave at Home)**
The Residence Life Team is eagerly awaiting your arrival! The following information will help you know what is provided and what you will need to pack as you prepare to move into your “home-away-from-home!”

**About Residence Life**
Union’s Residence Life has a Tradition of Excellence and we strongly believe in the developmental value that comes with the experiences of life on campus! With a Christ-centered Residence Life staff, innovative programming, community values and people-focused service to each student, you can be confident that your residence life experience at Union will be a very enriching part of your college career!

Union University is proud to be a residential university requiring all unmarried, full-time, undergraduate students who have earned less than 86 credits by the beginning of that academic year to live on campus (unless they live at home with their parents). On move-in day, each student reads and signs a Housing Contract which is a legal and binding document between Union University and the students for that **full academic year**.

**Emergency Card**
One very important thing you’ll do when you arrive in August on move-in day will be filling out an Emergency Information Card. Please make sure to have the following information on hand for this card:

1. You or your parents’ HMO/medical insurance company name and policy number.

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2. Your parents’ work phone numbers
3. Your parents’ cell phone numbers
4. Information regarding any existing medical conditions/allergies you may have and medications you are taking for them.

**Roommates**

We encourage you to Facebook or call your future roommates to get to know a little about them and to coordinate who will bring certain large items (TV, pots & pans, and for students in Heritage, a microwave etc.) to place in the living room or kitchen for all roommates to share.

**Union Provides**

Private bedroom with:

- Twin size bed (bring XL twin sheets)
- Desk with drawer space and bookshelves
- Wireless internet access (see [www.uu.edu/it](http://www.uu.edu/it) for important details).
- Open Closet (type “heritage measurements” in UU search box for measurements and other details)
- Chest-of-drawers
- Overhead storage space (Limited overhead space is built-in in the Quad Residence Complexes)
- Venetian blinds for windows (Windows in Heritage are approximately 70"w x 34"h. Windows in the Quads are 34.5" x 46”)
  
  Furnished living room with:
  - Central heat and air conditioning (controlled in each apartment)
  - Couch and matching chair
  - Coffee table, end tables, lamp (There is also a bookshelf in the apartments of the Quads)
  - Carpet
  - Cable service (student provides coaxial cable)

*Helpful Tip: It’s a good idea to learn how to do your own laundry before you arrive!!*
Note: None of the furniture may be taken out of the apartment at any time! City fire codes demand easy entrance/exit to the apartment. Therefore, bringing furniture from home is limited to one more living room chair and an entertainment center.

Bathroom with:
- Tub/shower (although many students bring their own “decorative” shower curtain, you will want to bring a shower curtain liner.) Apartments in the Quads only have a shower unit.
- Sink with cabinet space below sink; mirror
- Toilet
- Kitchen apartments (which house 4 students) have a refrigerator, stove, shelf-space, cabinets and eating for 2 in a dining area.
- In the Quads, the kitchen is also equipped with a microwave and a stackable washer/dryer.

You Provide
- All bed accessories: Bedspread/comforter, mattress cover; sheets (XL twin size), blanket, pillow, towels.
- Miscellaneous supplies: toilet paper; vacuum; broom/mop; ironing board/iron; cleaning supplies; wastebaskets; laundry supplies; alarm clock; utensils; dishes; pots and pans.

Optional Items to bring
- Computer…. (see ‘Technology at Union’ below)
- Extra battery for your laptop computer (not all classrooms have easily accessible outlets)
- TV & coaxial cable, DVD Player
- Decorations to personalize your apartment (Only small #4 nails are allowed to secure items to the wall.)
- Curtains (hung with tension rods) All windows are equipped with mini-blinds
- Bicycle (please bring your own lock to secure it on the bike rack. Because of fire department/safety standards, it may not be stored in your apartment.)
- Microwave (if living in Heritage), pop-up toaster, coffee maker
- Flashlight and small first-aid kit
- NOAA weather radio

Items you are NOT allowed to bring
- Pets (of any kind, not even fish)
- Candles, incense, halogen lamp, deep fryer, hot plate
• Paintball guns, air-soft guns, fireworks, slingshots
• Immodest Clothing
• Tobacco (in any form)

Renter’s Insurance
Union University’s property insurance will NOT cover students’ personal property. Since this generation of students is bringing more expensive items to college (computers, tablets, etc.), Union strongly recommends obtaining Renter’s Insurance or checking with your parents’ Homeowner’s Insurance to see if it will cover students’ property while away at college.

Safety and Security
Safety and Security works 24/7/365 to protect our Union students, faculty, and staff. The office is located in the Student Union Building (SUB) across from the Lexington Inn.

They can be reached during the day at (731)661-5018 (office) and by cell phone 24/7 at (731)394-2922. You are encouraged to put this Safety and Security 24/7 cell number directly into your cell phone.

Technology at Union
Where do I get answers to common technology questions?
• Visit www.uu.edu/it for questions like these:
• Where can I get software (discounted or free)? hardware?
• What support is available for mobile devices?
• Where are general-use labs and when are they open?
• What printing services are available?
• What's included in the complete set of technology services for students?
• What technology policies apply to students?

What’s my first step to access University resources?
• Visit password.uu.edu soon. (Please allow 48 hours after course registration for your accounts to be created.)
• This site allows you to set a password for private University resources, including those in the portal (see below).
To maintain security, never share any password.

- Learn how to Protect Data, Secure Devices and Defend Identity at [www.uu.edu/digitialdisciplines/](http://www.uu.edu/digitialdisciplines/)

What does the portal provide me?

- [portal.uu.edu](http://portal.uu.edu) provides you centralized resources including these:
  - personalized content – course resources, University email, grades, GPA, finances
  - public content including events, news, maps, directories and social media
  - links to other student-focused resources.

How do I get the University’s mobile app?

- Get the University’s official [Ellucian Go app](http://www.ellucian.com) by searching the Android, Apple, or Amazon Kindle app stores for Ellucian Go.
- Everyone can download it to their mobile devices; open it and select Union University.
- Get public content including events, news, maps, directories and social media.
- Get course information and register for classes. (These require you to sign in.)

**Tips for Academic Success**

The Hundley Center for Academic Enrichment offers free peer tutoring and academic support and enrichment. As students transition from high school to college, they often encounter new challenges in balancing their academics and social life. Below are some academic success tips that will help to ease the transition to college.

![Students studying together](image)

**Learn to Manage Your Time**—students who develop schedules and learn to prioritize their time early on in their college career succeed academically and find time to be involved in activities on campus. Make to-do lists, schedule study time, and learn to say no. As a student, sometimes you have to learn to postpone watching a movie with your roommates in order to study for a test.
Study Smarter, Not harder—for every hour you are in class, you should expect to spend 2-3 hours outside of class studying. So, for a student taking 15 hours, that’s 30-45 hours per week that should be devoted to homework and studying. To make the most of your study sessions, you should determine your learning style and use it to your advantage; the Hundley Center can assess your learning style and provide some specific study suggestions. Avoid cramming and pulling all-nighters. Instead, try studying for 20-30 minutes at a time, then take a 5-10 minute break and resume studying. This method will give your brain time to absorb the information and allow you to have focused quality study time.

Ask For Help—don’t wait until you get behind in class to ask for help. Professors enjoy meeting with students to answer questions and provide guidance. The Hundley Center offers free peer tutoring in over 40 subjects, so schedule tutoring as soon as you start to have trouble or to proactively maintain the good grades you already have.

Use Your Resources—free tutoring is available for all undergraduate students through the Hundley Center. Students may also schedule appointments with Academic Coaches who can help develop individualized study plans based on a student’s unique learning style and assist with time management techniques. In addition, Academic Coaches also provide one-on-one test preparation teaching test-taking strategies and quiz students over test materials. Union faculty and staff want to help you succeed, so use every resource available to you, whether that’s figuring out what you want to major in, finding out about studying abroad, looking for ministry and mission opportunities, or determining what classes you should take.

Take Care of Yourself—sleep is a key component to academic success. Even though your parent is not here to tell you when to go to bed, you should set a reasonable bedtime. Eating healthy and getting plenty of exercise will also help you to be your best.

Transportation & Airport Information

- "Union Ride Board" on Facebook

Union University encourages students to use the "Union Ride Board" group on Facebook for "one stop shopping" to find transportation during weekends or breaks. Students can post their travel destinations and see if someone could join them in order to split the cost of gasoline. We have also found this to be a very good way for students to find a way to get to and from the airports. After logging into Facebook, type "Union Ride Board" into the search bar.
• **McKellar-Sipes Regional Airport** (airport code MKL)
McKellar-Sipes Regional airport here in Jackson, (about an easy 10 minute drive from the UU campus), offers flights from Jackson to Nashville and Memphis. To check out current rates or to schedule a flight, go to [www.seaportair.com](http://www.seaportair.com). At this time, the University does not provide transportation to the McKellar-Sipes airport.

• **Memphis International Airport** (airport code MEM)
The Memphis International Airport is 86 miles from campus and usually about a 90-minute drive. Students are encouraged to utilize the *"Union Ride Board" group on Facebook* to see who else might be traveling on the same day. The Office of Residence Life here at Union can arrange transportation to the Memphis airport for a cost of $75.00 per ride. (If more than one person needs a ride, they can split that cost.) Reservations are required one week in advance. Contact reslife@uu.edu or (731)661-5432. Airlines currently serving MEM are: Southwest, American, Delta, Frontier, United, U.S.Airways, and Seaport Airlines.

• **Nashville International Airport** (airport code BNA)
The Nashville Airport is 138 miles from campus. The University does not arrange transportation to the Nashville airport, however, offering gas money to someone already headed to Nashville works wonders! Students are encouraged to utilize the *"Union Ride Board" group on Facebook* to see who else might be headed to Nashville on the same day. Airlines serving BNA include American Airlines, Delta, Southwest, United, U.S.Airways, and Seaport Airlines.

• **Taxi Service**
Affordable Taxi Service is a newer service here in Jackson. They can provide transportation to the Memphis airport. If there are three or fewer people needing to go to or from the Memphis airport, students can split the cost of the cab. If there are more than three people, the company will use the “bus,” and the students can once again split the cost. For up to date information and prices, call (731)423-8294 or visit [www.ataxis.net](http://www.ataxis.net). They are available 24/7. They encourage advance notice if possible.

**Special Notes:**
Students may contact the Office of Residence Life (reslife@uu.edu or (731)661-5432) and request a list of other current students who are from their state. The list can prove helpful in connecting students with transportation home!

The City of Jackson does not provide taxi or shuttle service to the airports.

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**Tuition Balance Payment Plans** (FACTS/Nelnet)

To help meet your education expenses, Union University offers FACTS/Nelnet as a convenient budget plan. This is not a loan program, but rather a way to spread out payments of the balance of your tuition and other fees over the course of the semester. There are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is $25 per semester or a $45 annual non-refundable FACTS enrollment fee. You may budget your tuition and fees in the following ways: a) Automatic bank payment from your checking or savings account or b) a credit card option. If you choose to pay your student account by debit or credit card, there is a 2.5% processing fee, charged to the cardholder account by the credit card processor. You may register for the FACTS agreement online at [https://www.uu.edu/admissions/financialinfo/facts/](https://www.uu.edu/admissions/financialinfo/facts/) or you may call the FACTS/Student Accounts Office at (731)661-5071.

You may make payments on your student account online through WebAdvisor. Just click on the Make a Payment link under the Students Menu. We will accept MasterCard, Visa, American Express and Discover credit cards and bank debit cards. If you choose to pay your student account by debit or credit card, there is a 2.5% processing fee, charged to the cardholder account by the credit card processor, whether the payment is made by telephone or in person.

Alternatively, you may have funds electronically withdrawn from your bank account by calling Union Station at (731)661-5000 or (731)661-5026 and giving them the appropriate information. There will be no additional charges for this service.
Fall Semester 2015 (16-week semester)

August
14-17, Friday–Monday ................................................................. New Student Welcome Week
14, Friday ................................ Residence Complexes Open for New Students Only
16, Sunday ................................ Residence Complexes Open for Returning Students
18, Tuesday .......... Registration—Day Classes and 16-Week Evening Classes Begin
19-26, Wednesday–Wednesday ......................................................... *Late Registration
21, Friday .................................................................................. Convocation
26, Wednesday ................................................................. *Last Day to Add a Class

September
1, Tuesday .................. *Deadline to Drop (course does not appear on transcript)
7, Monday .............................................................................. Labor Day Holiday
25-26, Friday-Saturday .............................................................. Union Family Weekend

October
5, Monday .............................................................. *Academic Progress Reports Due
8-9, Thursday-Friday ................................................................. Fall Holiday
20, Tuesday .................. *Deadline to Drop (course appears on transcript with “DR”)

November
3, Tuesday ............ Campus and Community: A Day of Remembrance and Service
5, Thursday ................ Priority Registration Begins for Winter and Spring 2016
20, Friday .................... *Last Day to Withdraw from All Fall classes%
20, Friday ........................................................ **Residence Complexes Close
21-29, Saturday–Sunday .................................................. Thanksgiving Holidays
29, Sunday .............................................................. Residence Complexes Open

December
4, Friday ........................................................................ Reading/Review Day
7-10, Monday–Thursday .................................................................. *Final Examinations
10, Thursday ........................................................................ **Residence Complexes Close
12, Saturday ........................................................................ Graduation

Winter Term 2016 (4-week accelerated semester)

January
3, Sunday .................. Residence Complexes Open
4, Monday .................. Day Registration/Classes Begin
5, Tuesday ........ Registration Closes for Mon/Thurs Accelerated—Classes Begin
................................ ................................ ........................................
5, Tuesday ......................... Late Registration for Day Classes/Last Day to Add a Class

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8, Friday ......................... Deadline to Drop (course does not appear on transcript)
19, Tuesday .................... Deadline to Drop (course appears on transcript with “DR”)
25, Monday ...................... Last Day to Withdraw from All Winter Classes in Progress
29, Friday ........................................ Final Examinations
29, Friday ........................................ **Residence Complexes Close

Spring Semester 2016 (16-week semester)

February
1, Monday Res Complexes Open for Students w/ Mon. Feb. Accel. Classes
2, Tuesday Residence Complexes Open for New/Returning Students
3, Wednesday Registration—Day Classes and 16-Week Evening Classes Begin
4-10, Thursday—Wednesday *Late Registration
10, Wednesday *Last Day to Add a Class
17, Wednesday *Deadline to Drop (course does not appear on transcript)

March
18, Friday *Residence Complexes Close
19-27, Saturday—Sunday, Spring Holidays

April
5, Tuesday *Academic Progress Reports Due
6, Wednesday *Deadline to Drop (course appears on transcript with “DR”)
14, Thursday *Priority Registration Begins for Summer and Fall 2016
28, Thursday Union University Scholarship Symposium

May
6, Friday Last Day to Withdraw from All Spring Classes
16-19, Monday–Thursday *Final Examinations
19, Thursday **Residence Complexes Close
21, Saturday Graduation

*Refers to both evening and day classes which meet the full fall and spring semester.
**Residents will not be housed between terms and during holidays without permission of the Director of Residence Life.
%Excludes accelerated and cohort classes already completed.
Welcome Week Leaders 2015

Welcome Week Leaders are the first group of upperclassmen you will meet this fall. They are ready to help make your first days at Union a fun, relaxed transition to life at your new home. They are some of the best and brightest Union students, and they’ve been planning events and activities designed to provide you with the best possible first week at Union! They are praying for you and excited to meet you on August 14th!

Front Row (L to R):
Katie Hail, Sydney Jensen, Eugenia Nestico, Penelope Cline, Mallory Lamm, Stephanie Olford, Savannah Seeley, Clare Williams, Kaylene Portell, Katelyn Walls, Catherine Guthrie

2nd Row (L to R):
Jared Dauenhauer (Assistant Director of Student Leadership & Engagement), Tori Bartell, Taryn England, Jenna Summerlin, Abigail Hamblen, Katie Tansey, Chandler Clark, Ben Thorell, Griffin Boyte, Mary Byars, Emily Carter, Lacie Fink, Karen Taylor, (Associate Director of Student Leadership and Engagement)

3rd Row (L to R)
Andrew Parks, Will Shackleford, David Taylor, Chandler Bell, AJ Jenkins, Andrew Bigelow, Joshua Stucky, Kaleb Swift, Joseph Smith, Gray Magee, Willie Louth, Adam Reinhard

Not Pictured
Marty Coursey Jr, Daniel Mathis, Christian Al-Hagal, Mary Wayne, Chelsea Johnson, Jamie Tutor

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