

FREQUENTLY ASKED QUESTIONS

A HANDBOOK FOR PARENTS

2012-2013

U N I O N U N I V E R S I T Y

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June 2012

Dear Union Parent:

We eagerly await the arrival of your son or daughter in August! Our staff continues to pray for your child by name. We pray the transition to college life at Union will not only be smooth but incredibly positive. We also pray the Lord will continue to prepare the hearts and minds of these students as the first semester of college life at Union approaches!



We have compiled answers to some frequently asked questions; however, we know many of you may have additional questions as you make preparations. Please do not hesitate to contact me at 731-661-5090 or kthornbury@uu.edu. I can answer many questions or put you in touch with another staff member who will gladly and personally address your questions or concerns. Also, please check out our Parent's Place web site at www.uu.edu/parentsplace. This site is designed exclusively for you and includes a way for you to sign up to receive Union's weekly e-announcements (highly recommended), information on Family Weekend (Sept. 28 – 30, 2012), Care Packages, our calendar of events, and more. Finally, a separate information booklet entitled *The Bulldog Guide: Brief, Helpful and Necessary Information for New Students entering Union University*, given directly to incoming students, can also be an additional source of helpful information as you look towards August.

Again, may God bless you this summer. We stand with you and your family as your child begins his or her time with us at Union University.

Warmest Regards,

A handwritten signature in cursive script that reads "Kimberly C. Thornbury". The ink is dark and the signature is fluid and legible.

Kimberly Thornbury, Ph.D.
Vice President for Student Services & Dean of Students

Union University 2012-2013 Theme Verse:

And now, just as you accepted Christ Jesus as your Lord, you must continue to follow him. Let your roots go down into him, and let your lives be built on him. Then your faith will grow strong in the truth you were taught, and you will overflow with thankfulness.

Col. 2:6-7 (NLT)

Key Phone Numbers

Main Union Switchboard: 731.668.1818

Union Station (Union Information Center): Nikki Castles, Debbie Wheatley

Located in the Penick Academic Complex (PAC) by the Chapel

Phone: 731.661.1818; 5000; 5474; 5476 ncastles@uu.edu

Academic Center: Registrar

Located in the Penick Academic Complex (PAC) behind Union Station

Phone: 731.661.5040

Barefoots Joe Coffee House: Joy Moore, Director

Located in the Student Union Building (SUB)

Phone: 731.661.5285 jmoore@uu.edu

Business Services: Robert Simpson, Associate VP for Business and Financial Services

Located in the Penick Academic Complex (PAC) behind Union Station

Phone: 731.661.5219 rsimpson@uu.edu

Counseling Services: Dr. Paul Deschenes, Director

Located in the Student Union Building (SUB)

Phone: 731.661.5322 pdeschen@uu.edu

Dean of Students: Dr. Kimberly Thornbury, Senior VP for Student Services and Dean of Students

Located in the Student Union Building (SUB)

Phone: 731.661.5090 kthornbury@uu.edu

Disability Services: Jonathan Abernathy, Director

Located in the Penick Academic Complex (PAC)

Phone: 731.661.6520 jabernathy@uu.edu

External Study: Victoria Malone, External Study Advisor, Instructor of Language

Located in the Penick Academic Complex (PAC)

Phone: 731.661.5491 vmalone@uu.edu

FACTS Payment Plan: Karen Miller, Coordinator

Located in the Penick Academic Complex (PAC) behind Union Station

Phone: 731.661.5071 kmiller@uu.edu

Financial Aid: John Brandt, Assistant VP for Student Financial Planning

Located in the Student Union Building (SUB)

Phone: 731.661.5015 jbrandt@uu.edu

Health Services: Paul Mayer, University Nurse

Located in the Student Union Building (SUB)

Phone: 731.661.5284 pmayer@uu.edu

Information Technology: James Avery, Associate VP for Information Systems

Located in the Penick Academic Complex (PAC)

Phone: 731.661.5329

javery@uu.edu

Minority Student Success: Matthew Marshall, Director

Located in the Penick Academic Complex (PAC) in the Vocatio Center

Phone: 731.661.5421

mmarshall@uu.edu

Office of Spiritual Life: Dr. Greg Thornbury, VP for Spiritual Life & Dean of the School of Theology & Missions

Located in the Student Union Building (SUB)

Phone: 731.661.5062

gthornbury@uu.edu

Post Office: Linda Taylor

Located in the Student Union Building (SUB)

Phone: 731.661.5290

ltaylor@uu.edu

Residence Life: Ken Litscher, Director

Located in the Bowld Student Commons

Phone: 731.661.LIFE (5433)

reslife@uu.edu

Safety and Security: Carson Hawkins, Director

Located in the Student Union Building (SUB)

Phone: 731.661.5018

chawkins@uu.edu

Student Organizations: Dr. Jason Castles, Assistant Dean of Students and Director of Student Leadership & Engagement

Located in the Student Union Building (SUB)

Phone: 731.661.5094

jcastles@uu.edu

Tutorial Services: Bethany Morse, Director of the Hundley Center

Located on the 2nd floor of the Library, in the Penick Academic Complex (PAC)

Phone: 731.661.5951

bmorse@uu.edu

Vocatio Center for Life Calling and Career: Jacqueline Taylor, Assistant Dean of Students and Director of the Vocatio Center

Located in the Penick Academic Complex (PAC)

Phone: 731.661.5316

jtaylor@uu.edu

Wellness and Intramurals: Blake Pennington, Director

Located in the Penick Academic Complex (PAC)

Phone: 731.661.5307

bapennington@uu.edu

For emergencies, contact Safety and Security:

Business Hours: 731.661.5018

24/7 Emergency Cell Number: 731.394.2922

When are Progress Reports published and who receives them?

These are reported online only via WebAdvisor (webadvisor.uu.edu) midway through the fall and spring semesters. Your access to those online grades is through direct communication with your student. (Please note: there is no www. in the webadvisor address.)

When are Final Grade Reports published and who receives them?

They are reported to the student on WebAdvisor at the end of the semester or term.

How do I know when grades are posted?

The grading calendar for the school year is available on the Parents' Page on Union's Website at www.uu.edu/parentsplace. This calendar indicates the day all grades are due; grades may be reported prior to the deadline but the semester's report should be completed no later than the end of that working day.

How are addresses changed?

Addresses are updated by the student at Union Station. Separate addresses may be maintained for correspondence and billing. Non-custodial parents may be noted with a separate address, and they will receive parents' mail separately. A signed FERPA release by the student will be required for the release of confidential information to the non-custodial parent.

What is a full-time student?

A full-time student is one who is enrolled in at least twelve (12) semester hours for credit in a fall or spring semester or at least three (3) semester hours for credit in a January, June, or July term. Most students must maintain full-time status Fall and Spring semesters to be eligible for participation in their parents' family medical insurance and many financial aid awards.

How do I get verification of enrollment?

Computer-generated enrollment verification reports are available at Union Station. The inquirer, such as an insurance company or scholarship fund, may provide their own form which Union Station will complete in lieu of the report.

How does my son/daughter get a Good Student Discount Form completed for auto insurance?

Until final grades are earned through Union University, the student must have the former school (high school or college) complete the report. After the student has earned final grades at Union, Union Station will complete the form provided for this purpose.

Can a student earn credit by testing AFTER beginning college?

Yes, the Testing Center at Union offers the College Level Exam Program (CLEP) and DANTES exams through their junior year. Testing schedules and registration are available at 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. Testing should be done prior to the junior year as there are testing deadlines that affect graduation. For more information, contact Cindy Shirley, Director, at 731.661.5487.

How can an official transcript be obtained?

Union University has partnered with the National Student Clearinghouse so that official transcripts requests are ordered on-line at www.studentclearinghouse.org. There are no forms to submit. Students can track orders and receive status updates. On-line ordering is available 24/7.

- Official paper transcripts are \$5.00 per transcript
- Faxed transcripts are \$10.00 per transcript.

Transcripts are processed in the order they are received. Normal processing time is 3-5 business days and does not reflect delivery time. During peak activity times at the university (beginning or end of terms, current or new student registration, or graduation) it will take longer than normal to process a transcript. For the University calendar, visit www.uu.edu/academics/calendars.

Unofficial advising copies are available to current students through WebAdvisor..

How can I chart my student's progress at Union?

On a Semesterly Basis

Unfortunately, no staff or faculty member 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. See "FERPA Release Form" in the Campus Life Handbook for its use and a more detailed explanation. The FERPA form can be found at

www.uu.edu/dept/provost/forms/Registrar/FERPA2.pdf. The 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.

Each student will receive his/her grades through an internet account known as WebAdvisor. This account is set up shortly after your student begins his or her first semester of enrollment at Union. Your student can log on to his or her account at home to show you the academic record. Both Progress Reports (mid semester) and Final Grades can be viewed in this manner as well as the complete academic record.

Toward Graduation

During or before the junior year, each student should file a form declaring major(s) and minor(s) pursued. As a junior, every student should schedule a degree-audit appointment through the Office of Academic Services. This meeting ensures formal communication of which degree requirements have been met and which requirements are outstanding. The student leaves the appointment with a written audit detailing the outstanding requirements. The student is responsible for communicating with their parent(s) the details of their degree audit.

Business Services

How do I make payments on my son's or daughter's student account?

To help meet your education expenses, Union University offers FACTS 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 (all major credit cards except VISA). 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 www.uu.edu/admissions/financialinfo/ or you may call the FACTS/Student Accounts Office at 731.661.5071.

You may now make payments on your student account online through Web Advisor. Just click on the Make a Payment link under the Students Menu. We will accept MasterCard, American Express, and Discover credit cards and bank debit cards. Due to VISA merchant policies, we do not accept VISA cards for payments. 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 using the telephone or in person.

Alternatively, you may have 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.

Where can my son or daughter cash a check?

Many local banks offer free checking to students. FirstBank has an ATM on campus. However, Union Station is also available to cash a personal student check up to \$50 per day.

Chapel

When are chapels offered?

Every Wednesday and Friday at 10 a.m. unless otherwise noted.

How many chapels do the students have to attend each year?

Students must attend at least 14 per semester. Over 20 chapels are offered each semester.

How do they get credit for attendance?

Students scan their Union ID card before or after chapel to record attendance.

Why does Union have chapel? What are they like?

Union is a Christian university. We come together each week as a university community to worship and glorify God, to build community among the entire university, and to inform and teach concerning the 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. Chapel services focus on expositional preaching, encouragement of students, and corporate worship that is faithful to the Scriptures, rooted in our heritage, and looking to the future.

Churches in the Jackson Area

How does my son or daughter find out about local churches?

The Office of Spiritual Life has a list of churches that can be used as a guide in finding a home church for your child. However, the best way for your son or daughter to find out about local churches is to either speak to other students on campus or speak with someone in the Office of Spiritual Life. The Office of Spiritual Life has great relationships with the area churches and can help your child get plugged in to a local church in the Jackson community.

If my student does not have a car, is transportation provided to local churches?

Some churches offer rides by picking up those students weekly who are in need of transportation. Also, many students have cars on this campus and are very willing to take others with them when they go to church.

Computers (Information Technology)

What computer or software does my student need? What do we need to know before bringing a computer to campus?

Useful information about purchasing and setup can be found at www.uu.edu/it/help/hardware.cfm

What does my student need to know about the proper use of Union resources?

The Union-provided e-mail address is considered an official means of university communication. Students are responsible for checking it regularly and responding as needed. Other requirements for appropriate use can be found at www.uu.edu/it/policies/

How does my student access e-mail, grades, etc.?

Union provides computer accounts for students to perform many tasks. Information about accounts and answers to many frequently asked questions can be found at www.uu.edu/it/training/newstudents.cfm.

Can someone help connect my student's computer to the network/internet in the residence complex?

If your son or daughter has problems connecting to UU_Wireless or using the wired network port in each room, please have your student call the helpdesk at 731.661.HELP or e-mail help@uu.edu. Please understand that this help is for network issues only. For help with other problems, the local chapter of ACM (Association for Computing Machinery) is available to provide affordable computer services to the Union community. This student group provides services which include technology support, computer maintenance and repair, computer upgrade, malware (computer virus, trojan horse, etc.) removal, software installation, general troubleshooting and problem solving. Contact Person: Professor Max Haifei Li (Office: PAC C-48, Email: hli@uu.edu, Phone: 731.661.5577).

Where can I get more information?

Information Technology's central web site is www.uu.edu/it.

Counseling Services

What does the Counseling Services office do?

Counseling Services supports the University mission of development of the whole person, a person of intellectual, spiritual, social, psychological, and physical dimensions. The primary goal is to assist students in successfully completing their academic programs by maintaining and enhancing their psychological and emotional well-being through normal developmental and maturational processes.

What kinds of services are available through Counseling Services?

Among the services offered are individual, group, and couples counseling, crisis intervention, psychoeducational workshops, outreach presentations, referrals to other university departments and community resources, and family consultations. Students having academic problems can find help for test anxiety and can learn better study skills. All services are provided in an environment that supports individual and cultural differences.

Who staffs the Counseling office?

The Director of Counseling Services, Dr. Paul Deschenes, Psy.D., is available to assist students with personal counseling, arrange referrals as needed, and consult with faculty and staff. We also have an on-campus, part-time female counselor, Mrs. Tamarin Huelin, MS. (Limited off-campus services are available by referral

only.)

Who is eligible for counseling services?

Any student enrolled in full-time undergraduate or graduate classes at Union University is eligible for on-campus counseling services at no charge.

How can my son/daughter begin counseling?

Walk-ins are accepted based on availability of the counselor at the time. Typically, students can get an appointment convenient to their schedule within one week. Students may call 731.661.5322 or e-mail pdeschen@uu.edu to make an appointment with Dr. Paul Deschenes, or call Sheryl Wren in the Health Clinic at 731.661.5284 or e-mail swren@uu.edu to make an appointment with Tamarin Huelin.

What are the hours and location of the Counseling Center?

The counselors are available for appointments between 8:00 a.m.–4:30 p.m. The offices are located in the Student Union Building.

Is there a limit to the services provided?

Services provided through the Counseling Center are generally of a short-term nature. Some psychological needs require more specialized, intensive, or longer-term assistance than the Center is designed to provide. In such situations the Center may assist with assessment, referrals, or consultations as needed.

What are some of the common problems that students bring to counseling?

Most students who take advantage of this service are interested in their own personal growth and adjustment to the world around them. All students face normal developmental concerns and academic pressures, and, at times, they may feel anxious, lonely, confused, depressed, or angry. Counselors help them explore alternative strategies for coping and dealing with their world. Typical problems may include:

- * stress/anxiety
- * relationship issues—significant other, family, roommate, friends
- * academic problems—study skills, test anxiety, time management
- * sexual issues—assault, abuse
- * personality problems
- * disordered eating
- * sleep problems

- * stress—too much to do—procrastination—time management
- * long-term goals—career assessment
- * depression—thoughts of suicide
- * abuse issues
- * concerns about a friend or other person
- * feeling isolated or lonely
- * coping with loss of a friend or relative
- * lack of confidence and self-esteem

Is there a fee for counseling services?

Sessions with the Director of Counseling Services and our on-campus, part-time female counselor are free of charge to all current students. If a student is referred to an outside counselor from the Counseling Services office, Union will pay for the first five visits. After that, the external sessions must be paid for by the student.

What about confidentiality?

All information discussed in the counseling session, including the fact of contact itself, is confidential and is released only with written consent of the student. Exceptions to confidentiality (potential harm to client or another person or child abuse issues, reports of which are mandated by law) will be explained by the counselor. Confidentiality ensures that records of your counseling sessions do not go on your academic record, and information will not be disclosed to other offices, individuals, or organizations without your permission.

Are the services available to family members of students?

If, for example, a married student is having marital problems, the student and a non-student spouse may be seen as a couple by Counseling Services; however, a non-student spouse would not be eligible for services to deal with his or her personal concerns. The same would be true for family members. If a student has issues that could benefit from having parents or other family members participate in the session, this may also be arranged, or the counselor will consult about a referral if that is preferred.

Disability Services

Are there any services available for students with disabilities?

The Office for Disability Services offers support for students with disabilities and special needs. Any questions concerning disability issues should be directed to Jon

Abernathy, Director of the Office for Disability Services, at 731.661.6520 or e-mail jabernathy@uu.edu. You may also want to review the Disability Services brochure at www.uu.edu/student-services/disability-services.

What assistance is available for students with disabilities? What is the process for getting help?

The Office for Disability Services provides support for students with disabilities through appropriate accommodations. Students must first provide documentation of a specific disability and how that disability impacts academic performance and ability. While most students provide documentation from a medical professional in the student's hometown, the Office for Disability Services can provide referrals for testing (e.g. learning disabilities.) The Director will then meet with the student to formulate accommodations specific to the student's disability. The Director is also available to help the student with time management and study skills and to assist the student in identifying additional resources. More information can be found by contacting Jon Abernathy, Director, at 731.661.6520 or e-mail jabernathy@uu.edu. You may also want to review the Disability Services brochure at www.uu.edu/student-services/disability-services.

Emergency Notification System

How does my son or daughter sign up for emergency alerts?

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

Students need to update their account with alternate contact information (e-mail and additional phone numbers) as well as confirm cell phone carrier information in order to receive text and e-mail alerts. Students may sign up for text messages and/or update their profile at: <http://uu.reggroup.com>. They will use their Union University network username and password to log in.

Once logged into Regroup, students may update their cell phone carrier information and add alternate phone numbers and e-mails if desired (to add additional cell phone numbers, click 'more' to the right of your number and carrier information). Before leaving the page, they should be sure to click the box authorizing text messages to be sent to their phone and click Save.

Students may add friends and family to their account or friends and family may register on their own at www.uu.edu/regroup.

For additional information on the emergency notification system, please visit www.uu.edu/uualerts. You may also contact the Office of the Assistant Dean of Students at (731)661.5034 or bcarrier@uu.edu.

Test alerts will be sent bi-annually on March 1 and October 1.

Can a parent sign up for emergency text notification?

For UU parents, registration for this system may be found at www.uu.edu/regroup. After arriving at the site, you will be asked for your name, e-mail address, cell phone number, and carrier information. Once registered, you will remain in the system unless you choose to have your name removed. You may choose 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.

Understanding that many people pay to receive text messages, the system will be used with discretion and again, only to provide information that would require the notification of the entire campus. This text message program is an added layer of security. E-mail and the campus website will still be the most reliable sources of information about security-related campus events. In the event that our Union website goes down in the case of an emergency, an alternate website www.uuemergency.com will mirror any emergency information.

If you would like further information on the Union University Crisis Management plan and/or the Emergency Notification System, please contact the Office of the Assistant Dean of Students at 731.661.5033 or bcarrier@uu.edu.

External Study Programs

What kinds of opportunities are there for my son or daughter to study abroad?

Union University offers many opportunities for students to participate in external study programs that can enhance their academic experience. These include both stateside and overseas opportunities.

All students participating in external academic programs in the United States or abroad must officially notify the University prior to beginning the registration process for the program. Failure to do so may jeopardize appropriate transfer of credits and/or applicable funding. Complete guidelines for external study are available in the External Study Student Handbook. The Handbook includes information on program selection and application, travel, financial responsibility, and scholarships. Students can request more information or a Handbook in the Institute for International and Intercultural Studies. Contact Dr. Cynthia Jayne, Associate Provost for the Institute for International and Intercultural Studies (731)661-5358 or the Program Coordinator for the Institute (731)661-5057.

Health Services

If my son/daughter gets sick, what medical services are available on campus?

The University Health Clinic is open Monday—Friday from 8:00 a.m. until 4:00 p.m. This clinic is staffed by a full time Family Nurse Practitioner. Patients are assessed, treated for minor illnesses and injuries, and referred by the Family Nurse Practitioner for more specialized care when necessary. Clinic hours are posted at the health clinic, in the lobby of the residence complexes, and on the Health Services home page at the Union University website at www.uu.edu/studentlife/healthservices.

Where should a student seek medical help if he/she is injured or gets sick at night or on the weekend?

The Residence Director should always be notified if a student is seriously ill or injured. The Director can then help the student decide where to seek medical attention. There are several walk-in medical clinics and two hospitals in Jackson. One hospital and one walk-in clinic are within walking distance of the University. Before your child comes to Union University, it is important that you discuss your insurance benefits with them. This is essential in case of referrals to outside agencies for health care. Please complete the insurance information on the health form and provide a copy of the front and back of your insurance card for the University Health Clinic. If your insurance coverage changes, please fax these changes to the University Director of Health Services (731.661.5499) so that your child's medical record can be updated. We also recommend your child carry a photocopy of your medical insurance card at all times.

Is a student charged for a visit to Health Services?

There is no charge for an office visit to 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. The fees for immunizations are right at the actual cost of vaccine and supplies used. Fees for any services received at off-campus medical facilities are the responsibility of the student.

Do you give allergy shots?

Yes. We will administer allergy shots as prescribed by your allergist. You must contact the clinic first to make an appointment during a time that the university physician is on campus.

Does Union offer health insurance?

Most students come with their own health insurance. However, for those who do not have coverage, the Health Services office can provide information regarding a student health plan. This is an individual plan and is not funded by Union University.

Minority Student Success, Resources, & Opportunities

Tell me more about minority student resources and opportunities available for my son or daughter attending Union this fall.

Through the Vocatio Center for Life Calling and Career, the Director of Minority Student Success and the Assistant Dean of Students partner to provide intentional support to racial/ethnic minority students while offering key resources to help each student navigate college life at Union in a positive way. Below are specific areas of expertise provided:

Director of Minority Student Success

- Student success advocacy
- Academic coaching
- Weekly accountability
- Initial life calling & career coaching/counseling
- Co-Advisor to MOSAIC: connection to resources (Academic, Social, Leadership, Cultural, and Health/Well-being)

Assistant Dean of Students and Director, Vocatio Center

- Life calling and career development and planning; career counseling/coaching
- Goal setting (academic & career)
- Job search (networking, job shadowing, internships, part- and full-time career opportunities)
- Myers-Briggs (MBTI) Personality Assessment & Strong Interest Inventory (SII)
- Graduate school preparation and advising
- Financial Aid: Committee Chair of the African American and Minority Scholarship Committees and administration of the Servant Leadership Award (SLA)
- Staff Advisor to MOSAIC

The purpose of MOSAIC is to provide a welcoming community for all students, especially racial/ethnic minority students, which equips them with resources, support, and meaningful opportunities to strengthen leadership and intercultural competency (Rev 7:9) through Great Commandment (Matthew 22:37-40) thinking and action. MOSAIC focuses on five key pillars:

- (1) Academic Excellence,
- (2) Spiritual Development,
- (3) Servant Leadership/Community Service,
- (4) Cultural Engagement,
- (5) Health and Well-being

Additional minority student resources include a comprehensive web site which covers everything from academic resources to financial aid. Visit www.uu.edu/minorityresources to find out more. To join MOSAIC, students should contact Matthew Marshall, Director of Minority Student Success, via email: mmarshall@uu.edu or Jacqueline S. Taylor, Assistant Dean of Students and Director, Vocatio Center for Life Calling and Career via email: jtaylor@uu.edu or phone: 731.661.5421.

Parent Resources

Do you have a website that provides information to parents?

Yes, we have Parent's Place, a website dedicated solely to parents of Union

University Students! Visit www.uu.edu/parentsplace. On this website you can receive information on important dates for parents of new and returning students, including the annual Family Weekend.

If you are planning a trip to Union, you can view local hotel information and maps for directions to our campus. You can also visit the Feedback Bulletin Board where you can ask a question directly to the Dean of Students and view other questions and answers from other parents. We also provide information on how you can send a care package to your student. Also, please don't forget to sign up for E-announcements, Union's weekly community announcement e-mail.

How can I send flowers to my student?

If you wish to have flowers delivered to your student, here is some helpful information when speaking with the florist:

- Request delivery to arrive anytime after noon.
- If your student is a resident in the Heritage Complex, ask that the item be delivered to McAfee Commons.
- If your student is a resident in the Quads, ask that the item be delivered to the Bowld Student Commons.

When the flowers arrive at the Commons, the RA on duty will contact the student and ask them to come to the Commons to pick up their gift. For questions or recommendations for a specific florist, contact the Office of Residence Life at 731.661.5432.

Can I buy Barefoots Joe gift cards for my student?

Yes! You may purchase gift cards at the counter in Barefoots Joe. If you are out of town and wish to purchase a card, please contact Joy Moore at jmoore@uu.edu or 731.661.5285.

Can I have some creative care package ideas or ways to encourage my son or daughter?

E-mail, Facebook, direct Tweets, and texting are a great way to keep in touch with your son or daughter. Don't forget that a handwritten card or small gift will be welcomed during intense times in the semester!

Here are just a few ideas our students have enjoyed:

- Just before finals week, Students In Free Enterprise (SIFE) will contact parents via a postcard with information about care packages delivered

during finals.

- Barefoots Joe, Union’s Coffeehouse located in the Barefoot Student Union Building, offers gift cards as low as \$5.00.
- Flowers can be ordered and delivered to your student. For information on the most popular local florist shops, contact the Office of Residence Life at 731.661.5432.
- iTunes gift cards, Amazon.com, Walmart, and Lifeway Christian Bookstores gift cards are always popular.
- Homemade treats are loved (and often enjoyed by the entire apartment!)
- Encouragement doesn’t have to cost anything! Remembering to pray during important exam times. Quick updates with small news from home help to keep your student connected to home. Remember not to expect a response each time! We are keeping them very busy!

I want to make this college transition as smooth as possible. Do you have any recommended reading for me?

There are many helpful books written for parents about the transition to college. Below are suggestions that may be of some interest to you.

- *Thriving at College: Make great friends, keep your faith, and get ready for the real world.* 2011. Alex Chediak. ISBN 978-1-4143-3963-4(sc)
- *Make College Count: A Faithful Guide to Life + Learning.* 2011. Derek Melleby. ISBN 978-0-8010-1397-3(pdk.)
- *Welcome to College: A Christ-Follower’s Guide for the Journey.* 2008. ISBN 978-0-8254-3354-2
- *A Parents’ Guide to the Christian College: Supporting Your Child’s Mind and Spirit During the College Years.* 2011. Todd C. Ream, Timothy W. Herrmann, and C. Skip Trudeau. ISBN 978-0-89112-049-0
- *Generation iY: Our Last Chance to Save Their Future.* 2010. Tim Elmore. ISBN 978-0-578-06355-3
- *Letting Go: A Parents’ Guide to Understanding the College Years.* 2003. Karen Coburn and Madge Treeger. ISBN 0-06-0521260 (written for a “secular” audience, but has many helpful points.)
- Follow Tim Elmore on Twitter: @TimElmore

Now that my son or daughter is a Union student, are there any special discounts available to them?

Union posts information about local/collegiate discounts on Union’s Facebook

Group called “Local Discounts for Union University Students.” Included are discounts related to cell phone plans and technology.

Post Office

How do I address a letter or package for my son/daughter?

UU _____

Student Name

1050 Union University Dr.

Jackson, TN 38305-3697

Warning: Do not use the words, “Post Office Box” or “P.O. Box.” Any mail addressed to Union University with the words “Post Office Box” or “P.O. Box” as the delivery address will be delayed and could be returned to sender by the US Postal Service.

Can my son/daughter receive large packages and overnight deliveries through the Union Post Office?

Yes, we notify the students of packages by placing a slip in their box that they can bring to the office, and, with a picture ID, they may receive their package. We notify by phone those students receiving an overnight delivery. Overnight packages sent on Friday will not be received until Monday morning.

Can I find out my son/daughter’s box number by phone if I misplace it?

No, because of a privacy act, the Union Post Office cannot give out students’ addresses over the phone. This is for their safety and protection. The students receive all information about their box at the beginning of each semester, so be sure to receive it from them at that time.

Residence Life

What may my son/daughter bring to campus?

The apartments are fully equipped with furniture. Students may bring a computer, TV, DVD player, stereo, vacuum, ironing board, all bed accessories for a regular twin bed (linens, mattress cover, pillow, and blanket/comforter), towels cleaning supplies/laundry supplies, small first aid kit, flashlight, weather radio, wastebasket, broom, mop and other personal items. In the Heritage Residence Complex, students will need to bring a microwave. Mini-blinds are provided in each room;

however if students desire to hang curtains they may do so by using a tension rod (no brackets). Also, only size #4 nails are approved to secure items (pictures, posters, etc.) to the walls. For more information including room and window dimensions, please visit the residence life web site at www.uu.edu/student-services/residencelife.

What should my son/daughter NOT bring to campus?

For fire safety reasons, students may NOT BRING candles, incense burners, halogen lamps, deep fryers or hot plates. No pets of any kind are permitted (including fish). Also, students may not bring paintball guns, airsoft guns, sling hots, fireworks, alcohol, tobacco (in any form), or immodest clothing.

Should we purchase Renter's Insurance for my son/daughter's personal belongings while they are at college?

Union University's property insurance will NOT cover loss, damage, or theft of student's personal property. Since this generation of students is bringing more expensive items to college (computers, iPods, etc.), Union strongly recommends obtaining Renter's Insurance or checking with your family's Homeowners Insurance to see if it will cover students' property while away at college.

In case of an emergency, whom should the student contact?

Residents should contact the Residence Director on-duty (731.298.7768), a Resident Staff Advisor, or a Resident Advisor in case of an emergency. The Residence Life staff is trained to handle all types of emergencies. In addition to the Residence Life staff, security officers are also on duty 24 hours a day to assist students (731.394.2922). If it is a life threatening emergency, the student should first call 911 (9-911 if calling from on-campus phones) and then call the RD on duty and Security.

What are Union's community values, values violation sanctions, and community responsibilities?

Union desires to help students integrate their faith with their daily lives. The five scripturally-based Community Values that ALL Union students, faculty, staff, and administration are expected to uphold are:

1. Worth of the Individual,
2. Self-Discipline,
3. Academic and Personal Integrity,
4. Respect for Property and the Environment,

5. Respect for Community Authority.

If someone violates a Community Value, different levels of redemptive discipline are implemented to bring restoration to themselves and the Union community. Examples of sanctions include one or a combination of the following: reprimand, community service, written reflective paper, fine, restitution, counseling, parental notification, loss of privilege, Residence Life probation or suspension, University probation or suspension, or expulsion. In addition to upholding the Union University community values, all students have the responsibility to confront and/or report to the appropriate Union staff any behavior from fellow students that violates our community values.

The Campus Life Handbook gives further details on these Values/Sanctions/Responsibilities which are created to ensure a fun and safe Christ-centered living/learning environment in a community of respect.

Do all resident students have a curfew?

Yes. Curfew is 2:00 a.m.; however, for the first week, Friday (move-in day) through the following Thursday night, freshmen have a “Freshmen Curfew” at 11:00 p.m. Freshmen curfew serves to assist freshmen in establishing time management, productive study habits, getting to know their roommates, getting adequate sleep, and adjusting to college life and apartment living. The Commons closes at 1:00 a.m. Sunday through Thursday nights and at 2:00 a.m. on Friday and Saturday nights. At 11:00 p.m. each night the Welcome House is staffed, and the gate “arm” is put down. Each car entering resident parking must show a current resident parking sticker to enter. After curfew every vehicle entering will be stopped, and all occupants will be asked for a current Union ID.

How is the housing arranged?

Residence Life is uniquely arranged in apartment-style housing featuring a private bedroom with filtered computer access for each individual student. The three Residence Directors make housing assignments for incoming students based on the date the student’s \$100 housing deposit was received along with the information submitted by students on their online Residence Life Application. Heritage Residence Complex has a Commons (lobby area) complete with laundry facilities, vending areas, a full kitchen, computer lab, meeting/study room, and a large social area for students to watch TV, play games, and visit with other students or guests. The Bowld Commons building, completed in February 2010, does not have laundry facilities because there is a washer/dryer in each Quads apartment. The

University has scheduled “Open Visitation Hours” when students may visit students of the opposite gender. Open Visitation hours are Friday 2:00 p.m.—10:00 p.m., Saturday 2:00 p.m.—10:00 p.m., and Sunday 12:00 p.m.—6:00 p.m.

May my son/daughter live off campus?

Union University recognizes the experience of residential living as a valuable part of students’ education by providing opportunities to integrate their faith with their daily living, develop servant leadership abilities, and build lifelong friendships. Therefore, Union has chosen to be a residential university requiring all unmarried, full-time, undergraduate students to live on campus. Students desiring to live off campus must first fill out an Off-Campus Request form in the Residence Life office. They must meet one of the following qualifications:

- They will have earned at least 90 credits by the first day of the academic year for which they are requesting;
- They will be at least 22 years of age by the first day of the academic year for which they are requesting;
- They will be living at home (within a 40-mile radius of Union) with their parents and commuting to school. (Parents’ signature is required on the Off-Campus Request form);
- They have a significant existing medical problem requiring off-campus residency. (Doctor’s recommendation for off-campus residency must be submitted on the doctor’s letterhead); or
- They are a part-time student (<12 hours).

Any student who moves off campus without an approved request from the Director of Residence Life or Appeals Committee will be charged a housing fee of \$3,260 each semester he/she does not honor the university housing policy.

Is internet access provided? May my son/daughter bring a computer?

Union provides a network port with free, filtered internet access in every bedroom (Heritage and the Quads) as well as wireless access. Students are encouraged to bring computers to use for completing class assignments. Computer labs are also available on campus and in both Commons. (See www.uu.edu/it/ for details.)

What are the options for meal plans for Brewer Dining Hall and Lexington Inn?

All single students living on campus are required to purchase a 100-block meal plan. If a student runs out of meals prior to the end of the semester, supplemental 10-block meal plans may be purchased. No Sunday breakfast is served during the

regular academic year. Students may choose to eat in either Brewer Dining Hall or the Lexington Inn. Although meal cards are non-transferrable, the student can bring guests into the dining hall and utilize the student's meal plan.

Can students stay on campus during school holidays and breaks?

Students may stay on campus during Fall Break, Thanksgiving Break, and Spring Break without charge, but they must sign up ahead of time in the Commons. Students may also stay on campus between semesters (i.e. Christmas Break,) however, there is a \$15 per night charge, and they must sign up in the Commons. Students who are not on campus during the January term may leave their belongings in the room that they will be living in during the upcoming spring semester. Students not living on campus during the summer terms must take their belongings home or find off-campus storage as our campus is used for summer conferences and camps.

Is on campus housing offered during the January and summer terms?

Yes, students are encouraged to live on campus during January and summer terms.

In fact, if residential students are enrolled for at least three credit hours during January, there is no charge for January housing! Additionally, students may live on campus during January term and during the summer without taking classes. They will be charged the standard housing rates; however, they are not required to purchase a meal plan. [Students living on campus and enrolled in classes must purchase a meal plan](#)

Can I come and visit my son or daughter in their apartment?

Definitely. Parents are welcome to visit their son or daughter on campus. If your son or daughter is of the opposite sex, please stop by the Commons and sign-in/out if your visit is not during our scheduled open visitation hours.

Safety & Security

What types of security measures are taken to create a safe environment for my son/daughter?

Union University employs a full staff of trained safety and security officers. Officers patrol and monitor campus 24 hours a day. Each residential area is staffed by trained student staff (Resident Advisors) and professional staff (Residence Directors). The campus entrances close at 11:00 p.m. and all traffic must enter through the Walker Rd. entrance where entering vehicles must show proof of

residence, or present identification.

How do I contact Safety and Security?

The Office of Safety and Security can be contacted Monday through Friday from 8:00 a.m. until 4:30 p.m. at 731-661-5018 or 24/7 on the officer cell phone at 731-394-2922.

Does Union have a text messaging alert system?

Yes! Students, parents, faculty and staff can sign up free of charge at www.uu.edu/uualerts.

What types of parking regulations are in effect to maintain order and safety?

Every individual who maintains or operates a motor vehicle on the Union University campus must register each vehicle with the Office of Safety and Security at the beginning of the semester. They will be issued a permit that must be affixed directly to the glass on the outside rear window on the driver's side in the bottom corner. For additional parking and/or security information please visit the Safety and Security web site at www.uu.edu/student-services/safetysecurity.

Missing Person's Act

In compliance with Higher Education Act Title IV, Section 485 (j), Union is required to notify law enforcement and/or the student's contact person(s) no later than 24 hours after a missing person report has been on file for 24 hours. It is Union's policy to contact local law enforcement immediately when notified of a missing person report, and to contact the student's contact person(s) within 24 hours of such a report.

It is very rare that Union receives a missing person's report. However, we are required by law to publish this policy.

Student Financial Planning

How do we apply for financial aid at Union University?

First, complete the Application for Undergraduate Admissions and Scholarship Assistance available online at:

www.uu.edu/applications/AcrobatForms/undergradapp-financialaid.pdf.

Second, complete the Free Application for Federal Student Aid (FAFSA form) at

www.fafsa.gov.

What is the difference between Subsidized and Unsubsidized Federal Stafford Loans?

For the Subsidized Stafford Loan, the federal government pays the interest for the student while he or she is enrolled at least half-time and during the six month grace period before repayment begins. For the Unsubsidized Stafford Loan, the student is responsible for the interest even while enrolled. The unsubsidized interest can be paid on a quarterly basis, or can be capitalized (added to the principal). Principal payments are deferred while enrolled at least half-time for both types of Stafford loans.

What is a Master Promissory Note?

The required Master Promissory Note (MPN) for the Federal Direct Stafford Loan and for the Federal Direct PLUS loan is valid for up to ten years. Once an original MPN is signed with the U. S. Department of Education, a new MPN will not be required for subsequent years of attendance at Union University.

What are the interest rates on Education Loans?

The Federal Stafford loan rate for both subsidized and unsubsidized loans effective July 1, 2012 is 6.8%(fixed) for 2012-2013. The interest rate on Federal Direct PLUS loans is fixed at 7.9%. Interest rates on Alternative loans vary with each lender.

How will the student be notified that they have been awarded a loan?

Students will be notified in an award letter of the proposed loan amount(s) beginning in April. If the student wants to decline or reduce the loan amount, he or she should indicate such changes on the award letter, sign it, and return it to the Office of Student Financial Planning.

Loan amounts are subject to change. Federal Regulations do not allow a student to be over awarded beyond the cost of attendance.

What is Entrance Counseling?

The federal government requires first time Stafford loan borrowers to complete entrance counseling before funds can be credited to the student's account to ensure that the borrower understands their rights and responsibilities. Entrance counseling may be completed at www.studentloans.gov. After completion of online entrance

counseling, the Office of Student Financial Planning will be automatically notified.

When will the loan funds be credited to my student’s account?

The loan period for the traditional undergraduate programs is usually fall through spring. Disbursements of loans will be scheduled after the last date to drop a class during the semester in which the student is enrolled provided the loan is awarded prior to the beginning of the term. The U.S. Department of Education will send notification of the anticipated disbursement dates and loan amounts to the student’s home address.

The Office of Student Financial Planning will notify the student by email when the funds are credited to his or her account. Federal regulations require that this be done within three days after funds are received by Union.

If the student has an overage (credit balance) on his or her account when the loan funds come in, how and when can he or she get that money?

Students who have a credit balance on their student account as a result of loan funds will have a direct deposit issued to their checking/savings account within 14 days after the credit occurs. New students will be given instructions regarding how to set up their direct deposit information. The Business Office will send an email when the funds have been transferred to the student’s bank account.

If I need to apply for a Parent PLUS loan, how do I know how much I should borrow?

You may request up to the cost of attendance minus any other aid already awarded. Online instructions are available at

www.uu.edu/financialaid/undergradhowtoapply.cfm.

What if a parent is denied a PLUS loan?

The Department of Education will notify both the parent and Union of the denial. By federal law, a student may be awarded an additional Unsubsidized Loan (\$4000 for a freshman or sophomore and \$5,000 for a junior or senior) if the parent is denied a PLUS. Union will automatically award the additional loan after we receive notice of a PLUS denial.

When do Federal Loans have to be paid back?

Repayment of a Federal Stafford Loan begins six months after the student graduates or ceases to be at least a half-time student. Generally, repayment of Federal Direct PLUS loans begins 60 days after the second (usually spring)

disbursement. However, the U.S. Department of Education is now offering more flexible repayment options and grace periods associated with the PLUS loan.

Student Leadership & Engagement

How can my student get involved on campus?

We host over sixty student organizations and clubs on campus. From the Student Activities Council to departmental societies to Greek organizations, there are many ways for your student to plug-in. The easiest way for students to find out about these groups is to ask current members about their organization, attend the Campus Life Fair on Monday afternoon during orientation, or visit www.uu.edu/student-services/organizations.

What about Student Government—can my student run for office?

While there are officers for the sophomore, junior and senior classes, the freshman class is represented by the Freshman Council. Fourteen to sixteen freshmen are chosen by an application and interview process each September to serve on the Freshman Council. The Freshman Council functions as class officers would and coordinates opportunities for service and involvement for the entire class. Additionally, each member of the Freshman Council learns more about student government and the legislative process. For more information on Freshman Council please contact Karen Taylor, Associate Director of Student Leadership & Engagement, at 731.661.5244 or ktaylor@uu.edu.

How can my student know about all of the organizations offered?

During new student orientation (Focus), there will be a Campus Life Fair where each student can learn more about most campus organizations. Likewise, all of our student organizations are listed on the university web page, (www.uu.edu/student-services/organizations) and the *Campus Life Handbook*. Your student may also contact a Student Government Officer in the SGA office at 731.661.5032 or sga@my.uu.edu or contact Jason Castles, Director of the Office of Student Leadership & Engagement, at 731.661.5094 or jcastles@uu.edu for more information.

So when is Focus (New Student Orientation)?

Each fall, prior to the beginning of classes, all new students attend a four-day orientation program called Focus, which begins the Friday new residential students move on to campus. This time is designed to prepare the new students, both

residential and commuter, for life at Union University. Students attend sessions that introduce them to our academic learning community and campus involvement opportunities. In addition, students will have the chance to meet other new students as well as upperclassmen leaders. Parents are invited to stay through the Friday evening worship service on the first evening of orientation, but after that service, the events that are scheduled are for new students only. You will receive more information regarding this part of campus life during the summer prior to your student's first year at Union.

What leadership programs are offered for my student?

The Office of Student Leadership & Engagement provides numerous leadership opportunities including Focus (New Student Orientation), Greek Life, Student Government Association, Freshmen Council, Student Activities Council, Homecoming, Tennessee Intercollegiate State Legislature, and Student Organizations. This office helps facilitate student involvement in campus life through a variety of programs, workshops, an annual student leadership conference, and leadership development opportunities. The Office of Student Leadership & Engagement also assists students in forming new student organizations in order to further develop and enhance students' leadership potential.

There seems to be a lot of choices for my student to get involved. However, what if he or she tries to do too much too quickly?

This is always a valid concern for parents and students alike. We encourage students to survey all of their options and make wise choices. There is no need for a student to try to do everything in his or her first semester. Many students use their first semester and even their first year to learn more about various organizations and choose where they can best serve beginning that next semester or year. On the other hand, it is also not advisable to be a spectator for the first year. We advise students to consider involvement in 1-2 organizations, focusing on depth of involvement rather than breadth of involvement.

Does Union have Greek organizations?

Yes. We are proud of the respective heritages of each of our Greek organizations, and, further, we are proud to be one of the few universities to feature national and international Greek organizations within a campus that is unapologetically Christ-centered. On campus, we have six fraternities and sororities, three for men (Alpha Tau Omega, Lambda Chi Alpha, and Sigma Alpha Epsilon) and three for women

(Zeta Tau Alpha, Kappa Delta, and Chi Omega). The Office of Student Leadership & Engagement can also provide information on the Jackson Chapter of Alpha Kappa Alpha.

Greek formal recruitment is held early in the fall semester. This is the time when students can learn more about each group and decide if Greek Life is a good fit for them. Our Greek students are commonly involved in many organizations across campus.

How is the Greek system at Union different from secular schools?

Our Greeks share a common mission with the University and are committed to upholding Christian values and principles—if this was not the case, they would not be a part of campus life at Union. Many have regular Bible study and prayer time, and, in addition, all six groups are required to be actively and consistently involved in community service, often more so than students who do not participate in the Greek system.

Does my student need to go through Recruitment his or her first year?

Not necessarily. There are students who decide to join during their sophomore, junior or even senior year. It is also important to know that if your student does decide to go through the recruitment process, it does not necessarily mean that he or she must join any group. Since recruitment is at the beginning of the school year, many students simply see it as a way to meet people without having any intentions of joining any of the groups.

If my student is not in a Greek organization, can he or she still be involved on campus?

Definitely! Union has more than sixty organizations and clubs students can join. During new student orientation, there will be a Campus Life Fair for your student to learn more about each organization. Approximately one-fourth of our full-time undergraduates are Greek. While Greek organizations do provide an avenue for meeting people and getting involved on campus, there are many other opportunities to be involved as well.

What other types of events or activities can my son/daughter take part in outside of class or on the weekends?

Students are strongly encouraged to remain on campus through the weekends for the first 40 days. Research suggests this enables students to make connections on

campus that lead to increased campus satisfaction.

In addition to activities provided by the over 60 campus organizations, Union provides many other opportunities for involvement outside the classroom. Academic departments sponsor lectures. The Art and Music Departments' events and Union athletic schedules can be found at www.uu.edu/events.

The Department of Wellness Services offers intramural, aquatic, and wellness programming to students every fall and spring. It is the goal of the Wellness Services Department to develop teamwork, leadership, sportsmanship, and relationships within a Christian environment. Every event is designed to help individuals grow socially, physically, mentally, and spiritually in competitive recreational activities.

The Student Activities Council hosts monthly events and campus traditions such as Midnight Movies, Variety Show, Freshmen Game Show, Carl Perkins Christmas Party, Homecoming concert, Movie on the Lawn, Be Our Guest, and more.

Barefoots Joe, campus coffeehouse and venue, hosts monthly concerts, open mics, and films & discussions. We strive to foster campus community by offering events that create shared experiences as well as events that promote reflection and thoughtfulness in regards to creativity, media, and culture. These events are little to no cost for students.

In addition, Residence Life hosts monthly building activities and regular larger Residence Life events. The Office of Spiritual Life provides Bible studies, discipleship opportunities, as well as opportunities to connect with a local non-profit through regular service. Many local churches provide strong programs for our college students, with opportunities for discipleship and service throughout the week.

Are activities planned during classes offered over the holidays and J-terms (January, June/July)?

YES! The Office of Student Leadership & Engagement works hard to provide quality and affordable opportunities for students who are attending classes over traditional break times. Depending on the season, we will offer activities such as: free tickets to Jackson Generals' games, cookouts at residence complexes, Union nights at favorite Jackson area restaurants, coffeehouse with local artists, and other unique programming. There is also a popular winter league basketball tournament

for two weeks during “J-term.”

Are the activities chaperoned?

Yes. All official University activities are staffed by a Union faculty/staff member depending on the size and type of event. All drivers have been approved by the Office of Safety and Security to drive Union’s minivans for off-campus events.

How does my student get involved?

Union students have the ability to be involved in many different organizations at the same time, providing excellent team building, interdependence, and leadership opportunities for your son/daughter. Students may sign up and learn about all campus organizations upon arrival to campus in late August. The Student Activities Council (also referred to as SAC) is comprised of 25-30 students who plan on and off-campus events for students. Each year, SAC elects new members in late September. Interested students may complete an application or contact the Office of Student Leadership & Engagement.

Testing Services

Union University serves as a National Test Center for the American College Test (ACT), Praxis, College Board (SAT), Law School Admissions Test (LSAT), the College Level Examination Program (CLEP), Miller Analogies Test (MAT), and DANTES Subject Standardized Tests (DSST). For a listing of testing dates and registration information, please visit Union’s testing website at www.uu.edu/academics/testing/.

Please also see testing information on page 8 of this handbook.

Transportation

How does my son or daughter find a way home for the holidays?

"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. 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. 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.

Nashville International Airport (airport code BNA)

The Nashville Airport is 138 miles from campus. This is a popular choice because lower cost Southwest Airlines flies in and out of here. 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.

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. 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.

Tutoring / Academic Support

Is there tutoring available to students?

Yes, the Hundley Center for Academic Enrichment provides free on-campus tutoring for all undergraduate students. Located up the spiral stairs on the second floor of the library, the Hundley Center is equipped with computers and study rooms that are ideal for individual and group tutoring and study sessions. The Hundley Center also offers Smarthinking.com, a free online tutoring resource which provides tutoring in a variety of subjects, including 24/7 access for math assistance! Additionally, the Hundley Center offers a Walk-In Writing Lab, which provides support and guided instruction for any stage of the writing process.

How can students make an appointment with a tutor?

Students are free to drop by during peer tutoring hours (Monday, Tuesday, and Thursday 1:00-8:00 p.m., Wednesday and Friday 1:00-5:00 p.m.) or they can make an appointment through the website: www.uu.edu/programs/hundleycenter. Current schedules, study tips, and Hundley announcements are also updated on the website.

What other programs does the Hundley Center offer?

Aside from free peer tutoring, I.Q. tutors provide one-on-one academic coaching in study skills, time management, and test preparation. Students on academic probation can also meet with Hundley Center staff as a source of accountability on the way to academic success. Whether your student needs encouragement, challenging, or both—the Hundley Center is the place for them to go and receive counsel.

What if my son/daughter can't make it to the Hundley Center?

If a student's class schedule conflicts with tutoring hours, the Hundley Center will work with the student to set up a tutoring time that fits their schedule. If for any reason your student is unable to make it up the stairs for an appointment, we will be happy to meet them downstairs.

Union Family Weekend

Union University invites your family to join us September 28-30 for Union Family Weekend 2012! Enjoy a great weekend with your family as you experience campus life at Union. Friday night we invite you to enjoy outdoor fun with live music, a cookout (Make-A-Wish fundraiser sponsored by Chi Omega), and a Movie on the Lawn (sponsored by the Student Activities Council). Siblings can get an inside look at college life with the Sibling Sleepover that evening. Saturday begins with the President's Brunch, which is followed by a day full of intramural games, Union soccer and volleyball games, and Union Night—where campus organizations highlight their activities to live music and fireworks! Spend Sunday morning worshipping at your student's local church, and try out one of Jackson's many restaurants for lunch. We hope to see you then! To register, please visit www.uu.edu/events/familyweekend/. Registration deadline is September 14.

University Communications

How can I make sure that my child's name will be sent to our hometown paper when he/she makes the Dean's List or President's List?

At the end of the fall and spring semesters, personalized press releases are sent out for undergraduate students who achieve a 3.5 GPA or higher (Dean's) or a 4.0 GPA (President's) as based on the list given to us by the Academic Center. Releases are sent to the closest daily and weekly newspapers in conjunction with the student's hometown zip code.

My child made the Dean's List, but it was printed in the wrong newspaper. How can I correct this?

Please call the Office of University Communications at (731) 661-5215, and we will do our best to help you.

How are graduation announcements handled?

Students preparing to graduate will receive a graduation announcement form in their graduation packet from the Provost's office to fill out and turn in to our office. Only students who return these forms will have announcements sent.

How can I, as a parent, find out what's going on at Union?

The Office of University Communications offers several ways that parents, friends,

and other family members can stay in touch with the events and activities happening at Union University.

Visit our university's website, 24 hours a day, to see all of the latest news and happenings on campus.

www.uu.edu/uniontoday, for campus news

or

www.uu.edu/events, for a calendar of events.

Also, parents can sign up for E-announcements. This may be the best way to keep up with campus events. E-announcements is an electronic listing of weekly events that are happening on Union's campus. E-announcements is automatically sent to Union students, faculty, and staff every Monday, and parents are welcome to sign up for this special email by registering at www.uu.edu/parentsplace. You may remove your e-mail address at any time by simply scrolling to the end of the email and clicking on the "opt out" button. If you have questions, please contact Tina Netland in the Office of the Dean of Students at 731.661.5090 or tnetland@uu.edu.

Vocatio Center for Life Calling and Career

Can anyone help my son/daughter determine what major is right for him/her?

The professional team in the Vocatio Center for Life Calling and Career offers the Myers-Briggs (MBTI) and Strong Interest Inventory (SII) assessments to assist students in their exploration of career options by helping them to learn more about their lives: their skills, interests, values and life focus and what professional field would be most compatible to them. In addition, all freshmen are encouraged to begin developing a four-year plan that will help them understand more clearly who God has uniquely created them to be and to assist them in discovering opportunities to live out their life calling in service to others.

Are there part-time jobs available if my son/daughter needs extra money?

Yes, students can access the part-time job listings through the Vocatio Center for Life Calling and Career website: www.uu.edu/student-services/vocatiocenter. This website is password protected. Please call the Vocatio Center for Life Calling and Career at 731.661.5421 for the current password. All on-campus jobs, excluding Servant Leadership Award positions assigned through the Vocatio Center, are coordinated through the Office of Student Financial Planning

(731.661.5405).

Are there jobs available in my son/daughter’s major?

Internships are handled through the academic departments and are usually completed after the sophomore year. However, if he/she wants to find a non-academic credit (paid or volunteer) internship or employment opportunity during the semester or for the summer, a staff member in the Vocatio Center for Life Calling and Career can assist in this employment search. For upperclassmen about to enter the job market, multiple career fairs (e.g. Career “U”niversity, Teacher Expo, and the Engineering & Technology Expo) are offered throughout the year to assist them in their search. Finally, the Vocatio Center for Life Calling and Career maintains an online résumé database whereby employers have access to search for qualified candidates.

Is there assistance in creating résumés?

Yes! Students can access résumé samples by visiting the Vocatio Center for Life Calling and Career website at www.uu.edu/student-services/vocatiocenter. A professional staff member can assist with résumé writing, interviewing skills, occupational research, as well as other subjects dealing with the career search.

How can my son/daughter get his/her résumé out to employers?

The Vocatio Center for Life Calling and Career houses an online résumé database. After a student’s résumé is approved by a professional team member, it is uploaded to the online résumé database. Students then associate their résumés with categories of interest. Employers then search the database by major or keyword to find qualified candidates to contact for open positions. The online résumé database is an excellent opportunity for students to market themselves to prospective employers.

My son/daughter has never had a formal interview, and he/she knows nothing about what to wear for an interview or what to say during the interview!

He/she may make an appointment for a mock interview. Mock interviews are held individually or with a panel. A performance evaluation is conducted during the mock interview, and immediate feedback is given to assist students in assessing interview strengths and weaknesses in order to help them improve their skills. The Vocatio Center for Life Calling and Career staff also offers professional guidelines for proper business attire as part of interview skills training.



2012 – 2013 Academic Calendar

Fall Semester 2012 (16-week semester)

August

17-20, Friday-Monday	Focus (New Student Orientation)
17, Friday	Residence Complexes Open for New Students Only
19, Sunday	Residence Complexes Open for Returning Students
21, Tuesday	Registration—Day Classes and 16-Week Evening Classes Begin
22-29, Wednesday-Wednesday	*Late Registration
24, Friday	Convocation
29, Wednesday	*Last Day to Add a Class

September

3, Monday	Labor Day Holiday
4, Tuesday	*Deadline to Drop (course does not appear on transcript)
28-30, Friday-Sunday	Union Family Weekend

October

8, Monday	*Academic Progress Reports Due
11-15, Thursday-Monday	Fall Holiday
23, Tuesday	*Deadline to Drop (course appears on transcript with “DR”)

November

6, Tuesday	Campus and Community: A Day of Remembrance and Service
8, Thursday	Priority Registration Begins for Winter and Spring 2013
16, Friday	**Residence Complexes Close
17-25, Saturday–Sunday	Thanksgiving Holidays
25, Sunday	Residence Complexes Open
30, Friday	*Last Day to Withdraw from All Fall classes%

December

7, Friday	Reading/Review Day
10-13, Monday–Thursday	*Final Examinations
13, Thursday	**Residence Complexes Close
15, Saturday	Graduation

Winter Term 2013 (4-week accelerated semester)

January

1, Tuesday	Residence Complexes Open
2, Wednesday	Day Registration/Classes Begin
3, Thursday	Registration Closes for Mon/Thurs Accelerated—Classes Begin
3, Thursday	Late Registration for Day Classes
3, Thursday	Last Day to Add a Class
7, Monday	Deadline to Drop (course does not appear on transcript)
15, Tuesday	Deadline to Drop (course appears on transcript with “DR”)
21, Monday	Last Day to Withdraw from All Winter Classes in Progress%
25, Friday	Final Examinations
25, Friday	**Residence Complexes Close

Spring Semester 2013 (16-week semester)

January

28, Monday Residence Complexes Open for Students with Monday February Accelerated Classes

29, Tuesday Residence Complexes Open for New/Returning Students

30, Wednesday Registration—Day Classes and 16-Week

Evening Classes Begin

February

31—Feb 6, Thursday–Wednesday *Late Registration

6, Wednesday *Last Day to Add a Class

13, Wednesday *Deadline to Drop (course does not appear on transcript)

March

18, Monday *Academic Progress Reports Due

22, Friday *Residence Complexes Close

23, Saturday–Monday, April 1 Spring Holidays

April

3, Wednesday Deadline to Drop (course appears on transcript with “DR”)

18, Thursday *Priority Registration Begins for Summer and Fall 2013

30, Tuesday Union University Scholarship Symposium

May

3, Friday Last Day to Withdraw from All Spring Classes%

13-16, Monday–Thursday *Final Examinations

16, Thursday **Residence Complexes Close

18, 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.

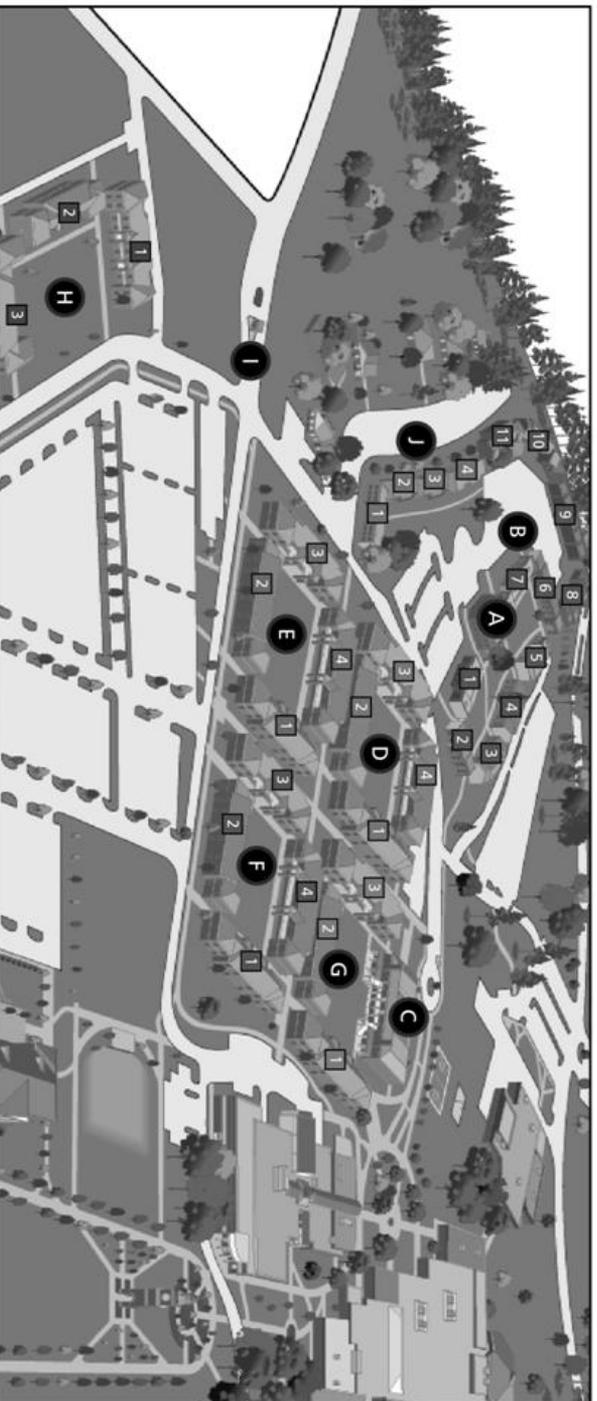
Save the Date!



September 28-30, 2012

www.uu.edu/events/familyweekend

Notes



A. McAfee Commons

B. Heritage Residence Complex

1. Craig 1-8
2. Dehoney 9-14
3. Dodd 15-22
4. Grey 23-32
5. Jarman 33-42
6. Lee 43-52
7. Paschall 53-62
8. Pollard 63-72

C. Bowld Student Commons

D. Ayers Residence Complex

9. Rogers 73-82
10. Sullivan 83-92
11. Wright 93-102
1. Ayers 1 201-214
2. Ayers 2 215-226
3. Ayers 3 227-240
4. Ayers 4 241-252

E. Hurt Residence Complex

1. Hurt 1 301-314
2. Hurt 2 315-326
3. Hurt 3 327-340
4. Hurt 4 341-352

F. Watters Residence Complex

1. Watters 1 401-414
2. Watters 2 415-424
3. Watters 3 425-438
4. Watters 4 439-448

G. Grace Residence Complex

1. Grace 1 501-514
2. Grace 2 515-524
3. Grace 3 525-538

H. Hope Residence Complex

1. Hope 1 601-612
2. Hope 2 613-626
3. Hope 3 627-638

I. Welcome House

J. Warmath Residence Complex

1. Warmath 1-8
2. Warmath 9-16
The Babbin State,
Warmath 13
3. Warmath 17-24
Warmath 13
4. Warmath 25-33
The Adams Missionary Home,
Warmath 27
The Mercer Missionary Home,
Warmath 33

