

UNIVERSITY *of*
MONTEVALLO

**2021 NEW STUDENT ORIENTATION
HANDBOOK**

Greetings!



We are thrilled to welcome you to the Montevallo family. Over the next few years, you will build an educational and social foundation on which all of your future successes in life will be based.

Preparing to enter a collegiate setting for the first time can be a fun and exciting experience. However, we recognize that a new chapter in life can bring with it many questions. The orientation in which you are participating today was designed specifically to alleviate any concerns you have and provide the information you will need to ensure a smooth transition. Should you have any additional questions, please reference this guide and keep it handy throughout your first year here on our beautiful campus.

Success and involvement in your first semester will pave the way for future achievement. We encourage you to become involved in student organizations and activities early in your collegiate career. I am confident that you will meet new people who will become your lifelong friends. You belong at Montevallo!

Again, allow me to welcome you to the Montevallo family. Please let me know if there is anything I can do to assist you.

All my best,
Dr. John W. Stewart III
President

ORIENTATION STEPS

Step 1

- **Sign up for orientation:** Select the date that works best for you.
- **Set up accounts:** Set up your UM email, Banner Self-Service and Canvas accounts.
- **Canvas modules:** Complete the required Canvas modules to prepare for orientation, advising and registration.

Step 2

Attend Orientation

- Take notes and ask questions.
- Meet your Orientation Leaders.
- Meet your academic department.
- Register for your classes.

Step 3

Welcome Weekend

- Friday, Aug. 20-Sunday, Aug. 22
- Take advantage of opportunities to explore campus, make friends and prepare for the start of the semester.



TABLE *of* CONTENTS

3.....	Orientation Leaders
4.....	Academic programs
6.....	Academic advising Class registration
7.....	Academic regulations and procedures Academic standards
8.....	Academic progress Academic warning
9.....	Academic suspension FERPA
10-11	Academic Support Services Falcon Success Center Harbert Writing Center Learning Enrichment Center M.A.D.E. Registrar's Office TRIO McNair Scholars program TRIO Student Support Services (TRIO SSS) Undergraduate Research and Creative Endeavors
12.....	Student Aid
13.....	Cashier's Office
14-15	Student Affairs Career Development Counseling Services Disability Support Services Falcon Families Veteran and Military Affairs Housing and Residence Life
16.....	Student Conduct Student Health Services Student Life College Night
17.....	Athletics Student Activity Center Campus bookstore
18.....	Falcon Foods Game Room Post Office boxes
19.....	Information Services & Technology
21.....	Campus safety Parking
22.....	Who to see for what
24.....	Campus map
Inside back cover.....	Student checklist

ORIENTATION WELCOME WEEKEND

Dear new student and family,

Welcome to the University of Montevallo's New Student Orientation! Orientation is the beginning of an important chapter in your life. We are excited to be of service to you and your family, and look forward to showing you the many possibilities available here at Alabama's public liberal arts university.

The philosophy of orientation is simple: we want you to feel good about your decision to attend UM. We hope you leave looking forward to returning to your new home in the fall, because you belong at Montevallo.

Be sure to take advantage of the many opportunities awaiting you at Montevallo:

- Meet new people
- Find the assistance you need
- Explore possibilities to get involved

Families, we want you to feel comfortable about your student's decision to attend the University of Montevallo. We encourage you to meet the other families who are going through this experience as well, and to ask the faculty and staff questions. They are here to assist you and your student with this transition.

Again, the Student Life staff, Admissions staff, Orientation Leaders and all the members of the campus faculty, staff and administration welcome you to Montevallo. We are happy you are here and hope you enjoy the day.

Sincerely,
New Student Orientation Team

NEW STUDENT ORIENTATION TEAM 2021



Desirae Billingsley



Joshua Brown



Mixtica Canales



Mikhaila
Chaney-Hampton



Aubrie Chastain



Holly Dunn



Delaney Eaves



Bailey Glasgow



Rivers Haley



Faith Hanna



Alexandria Hawkins



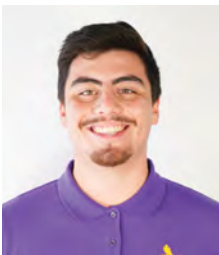
Jacob Heath



Riley Hickman



Mary Kate Middlebrook



Manuel Munoz



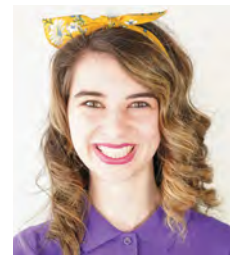
Eliza Nabors



Kensley Sandlin



Jana Smallwood



Jayden Spear



Paige Stephens



Destiny Walker



Riley Watkins



Jamiya Williams

COLLEGE of ARTS & SCIENCES

The College of Arts and Sciences offers the Bachelor of Arts (B.A.) and/or the Bachelor of Science (B.S.) in biology, chemistry, computer science, English, environmental studies, foreign language, history, mathematics, political science, psychology, sociology, sociology with criminology, social work, social sciences and speech-language pathology. Exciting and innovative interdisciplinary minors are offered in African American studies, environmental studies, game studies and design, Latin American studies, peace and justice studies and pre-law. Graduate programs include the Master of Arts (M.A.) in English and the Master of Science (M.S.) in speech-language pathology.

Dr. Ruth Truss, *Interim* Dean

Hill House, Station 6508 • 205-665-6508 • Fax: 205-665-6503 • trussr@montevallo.edu

MICHAEL E. STEPHENS COLLEGE of BUSINESS

The Michael E. Stephens College of Business offers the Bachelor of Business Administration (BBA) degree with majors in accounting, finance, management and marketing. Each degree program requires completion of the general education core, the business core, major requirements and a set of elective courses. The Bachelor of Science (B.S.) in computer informatics is also offered. Available minors include cyber security, computer informatics, economics, management information systems, nonprofit studies and sports business. The College also offers a master in business administration. The BBA and MBA programs in the Stephens College are fully accredited by AACSB International, the most prestigious accreditation available.

Dr. Amice Mellon, *Interim* Dean

Stephens Hall 203, Station 6540 • 205-665-6540 • Fax: 205-665-6560 • amellon@montevallo.edu

COLLEGE of EDUCATION AND HUMAN DEVELOPMENT

The College of Education and Human Development offers Bachelor of Arts (B.A.) and Bachelor of Science (B.S.) degrees in education of the deaf and hard of hearing, elementary education, exercise and nutrition science and family and consumer sciences. Family and consumer sciences students may focus on FCS education, human development and family studies or retail merchandising. Exercise and nutrition science students can study allied health, health promotion, strength and conditioning or nutrition and wellness (includes a coordinated dietetics option). The College also provides professional education courses necessary to meet teacher certification requirements for students who are preparing to teach special education, art and music as well as middle and high school subject matter. All teacher preparation programs are state and nationally accredited.

Master's degrees are offered in advanced teacher preparation programs as well as in counseling, exercise science and instructional leadership. Educational Specialist degrees are offered in instructional technology, instructional leadership and teacher leadership.

Dr. Courtney Bentley, Dean

Wills Hall 213, Station 6360 • 205-665-6360 • Fax: 205-665-6337 • cbentle2@montevallo.edu

COLLEGE of FINE ARTS

The College of Fine Arts guides fine arts and communication majors in honing their creative skills into a career and provides opportunities for all students to experience the arts in a liberal arts environment. Departments of Art and Music are among the most prestigious, nationally-accredited arts programs in the country. The department of Music holds the distinguished "All-Steinway School" designation. UM offers programs in art, communication studies, mass communication, music and theatre with Bachelor of Arts (B.A.), Bachelor of Science (B.S.), Bachelor of Fine Arts (BFA) and Bachelor of Music (B.M.) degrees.

Additionally, minors are offered in art, arts administration, art history, communication studies, mass communication, public relations, multimedia journalism, digital filmmaking, music studies and theatre.

Dr. Steve Peters, Dean

Center for the Arts, Station 6663 • 205-665-6663 • Fax: 205-665-6658 • speters3@montevallo.edu

ACADEMIC PROGRAMS



Banner Self-Service is your online portal for the following:

- Check grades
- Drop/add classes
- Pay bills
- Register for classes
- View degree evaluations
- View and request transcripts
- View and accept financial aid
- Register for parking permit

Class registration instructions

1. Visit montevallo.edu and click “Current Students” (top middle menu).
2. Click on the “Banner Self-Service” link.
3. Enter UM login information. (User ID is your M#.)
4. Click on the “Student” tab.
5. Click on the “Registration” menu.
6. Click on “Look Up Classes.”
7. Select the term for registration.
8. Click “Subject,” then “Course Search.”
9. Click on “View Sections.”
10. Check box for desired section.
11. Click “Submit.”
12. Also use “Advanced Search” for more options.

DEGREE EVALUATION

Updated degree evaluations for all currently enrolled students are available by accessing Banner Self-Service at any time. The evaluation will display all course work applied toward the requirements to graduate. Students and advisors should check the online degree evaluation at least once a semester to verify progress and outstanding requirements. Any questions regarding the online degree evaluation should be directed to the student’s academic advisor or the Registrar’s Office.

ACADEMIC ADVISING

Academic advising at the University of Montevallo empowers students throughout their time at UM to develop an educational plan that supports and coordinates their academic and professional goals. This plan is realized through a collaborative partnership between the student and the advisor.

Assignment of academic advisors

Advisors are assigned by the major department. If a student changes majors, a new advisor will be assigned by the new major department. A student may change advisors within a department by consulting the chair of the department.

Goals

The academic advising process at the University of Montevallo seeks to:

- Establish open lines of communication regarding students’ goals and academic progress;
- Offer career guidance and support to students as they connect to their chosen degree program;
- Guide students in the creation of a plan to work toward timely graduation; and
- Reaffirm the value of general education and the liberal arts experience.

Student responsibilities

To ensure a successful advising experience, students are responsible for:

- Being aware of degree requirements as stated on their official degree plan;
- Meeting with their advisor at least once a semester to discuss academic and/or professional plans;
- Preparing a draft of the upcoming semester’s class schedule prior to the advising meeting that takes into account degree requirements and professional goals;
- Informing their advisor of any changes in their academic plan, such as withdrawing from a course or changing a major/minor;

- Responding to contact from their advisor in a timely manner; and
- Bringing questions about opportunities, such as internships, study abroad, etc., as they relate to the student's academic plan.

Advisor responsibilities

Students are ultimately responsible for developing and achieving their goals, but an advisor assists by:

- Meeting with each advisee every semester to plan for steady progress toward the completion of their degree;*
- Answering advisees' questions regarding requirements for the degree program;
- Providing mentorship within the discipline;
- Providing knowledge of institutional policies and requirements;
- Providing information about limitations, alternatives and consequences of academic program decisions; and
- Connecting each advisee with appropriate professional support personnel (e.g. career planning, academic support services and financial aid counseling).

** While every effort is made to ensure accuracy of advising, neither the advisor nor the University is responsible for delays in the student's progress to graduation if the student does not successfully follow the official degree program or the advisor's recommendation.*

Students are responsible for being familiar with the requirements of the University as outlined in the Undergraduate *Bulletin* and on the University's website and should closely monitor their online degree evaluation, grade reports and any transfer evaluation to track their progress toward a degree. Students are ultimately responsible for meeting all requirements for their degrees. The University reserves the right to modify degree requirements, programs of study and curriculum as it deems necessary or appropriate.

ACADEMIC REGULATIONS AND PROCEDURES

Requirements for majors and minors

Requirements for specific majors and minors are listed in the *Bulletin* and are available at bulletin.montevallo.edu. Courses for the major and minor must be selected in consultation with the academic advisor. A minor is optional except where required for specific majors.

Change of major or minor

To declare or change majors, students may obtain a Student Program Change form in any academic department office or from the Registrar's Office. The form must be

taken to the new department for approval and assignment of an academic advisor and then to the Registrar's Office where the change will be recorded. To change a minor, a student should contact the Registrar's Office.

Double majors

Students who select two majors must meet the degree requirements of both majors, including the General Education requirements.

Transfer credit

Degree evaluations indicating the acceptance of transfer courses are available to new transfer students through the online degree evaluation in Banner Self-Service. Any questions should be directed to the student's academic advisor or the Registrar's Office.

Transient courses and grades

A student must receive approval from the chair of the department, an academic advisor and the Registrar to register for courses at another college or university. Any grade and/or credit earned while attending another institution as a transient student will be counted in the overall GPA and/or attempted or earned hours. More information is available on the Registrar's webpage.

ACADEMIC STANDARDS

Absence policy

The University expects students to attend all class meetings for the courses in which they are enrolled. Instructors may establish specific regulations governing attendance and will provide them to their students at the beginning of each term.

Grading system

Grades and grade points are earned and recorded as follows:

Grade	Grading standard	Points per hour
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing	1
F	Failing	–
I	Incomplete	–
IP	In progress	–
NC	No credit	–
AU	Audit	–
P	Pass	–
S	Satisfactory	–
U	Unsatisfactory	–
W	Withdrawn	–

The University does not employ plus or minus grading.

Grade-point calculations

A student's grade-point average (GPA) is calculated by dividing the total quality points by the total credit hours attempted for which standard letter grades of A, B, C, D and F are assigned. Grades of AU, I, IP, NC, P, S, U and W are not used in the calculation of the GPA.

The cumulative institutional (UM) GPA is comprised of all applicable coursework taken at the University of

Montevallo. Academic standing, graduation honors and graduation are all based on the cumulative UM GPA.

The cumulative overall GPA represents courses transferred from other institutions in addition to coursework taken at UM. All applicable grade-point averages, quality points and credit hours used to determine the GPA will appear on the academic transcript.

Sample UM GPA Calculation:

Quality Points: UM grade points multiplied by credit hours

GPA Hours: UM credit hours attempted for which standard letter grades are assigned

GPA: Total UM quality points divided by total UM GPA hours

Course	Credit Hours	Grade	Grade Points	GPA Hours	Quality Points
BIO 105	4	C	2	4	8
ENG 231	3	A	4	3	12
PHIL 220	3	D	1	3	3
COMS 101	3	B	3	3	9
MATH 144	3	F	0	3	0
Totals	16			16	32
Term GPA = 2.0					

ACADEMIC PROGRESS

Class standing

Undergraduate students are classified in the following categories:

- 0-29 hours, freshman
- 30-59 hours, sophomore
- 60-89 hours, junior
- 90+ hours, senior

Students must have at least a 2.0 cumulative University of Montevallo grade-point average (UM GPA) to maintain good academic standing.

President's List and Dean's List

Students who earn at least 12 semester hours and a minimum 3.8 GPA during the semester are placed on the President's List for that term. Those students who earn at least 12 semester hours and between a 3.5 and a 3.79 GPA during the semester are placed on the Dean's List for that term. These designations appear on the transcript.

Graduation honors

Graduation honors that are designated on the transcript and on the diploma are based on the cumulative UM GPA at the following levels:

- 3.5-3.69, *cum laude*
- 3.7-3.89, *magna cum laude*
- 3.9-4.0, *summa cum laude*

Maintaining minimum academic progress

A student is expected to achieve consistent progress toward the attainment of a University degree. Earning the following minimum cumulative UM GPA is considered minimum academic progress:

- 0-29 GPA hours*, 1.5 GPA (UM)
- 30-59 GPA hours*, 1.7 GPA (UM)
- 60-89 GPA hours*, 1.9 GPA (UM)
- 90+ GPA hours*, 2.0 GPA (UM)

*Includes transfer hours

ACADEMIC WARNING

At the end of each semester, a student will be placed on Academic Warning when his or her cumulative UM GPA is below 2.0 but above the previously defined appropriate minimum academic progress standard. A student may be removed from Academic Warning only by attaining a minimum 2.0 cumulative UM GPA. Academic Warning will be noted on the student's academic transcript. Academic Warning does not restrict registration for a subsequent term.

Freshman Academic Warning

At the end of each semester, a first-time freshman will be placed on Freshman Academic Warning if his or her cumulative UM GPA is below 2.0. Freshman Academic Warning will be noted on the student's academic transcript. Freshman Academic Warning does not restrict registration for a subsequent term. Students who are placed on Freshman Academic Warning are urged to schedule an appointment with their advisor to review academic progress prior to the first day of classes in the subsequent term.

Special conditions

Students who are not in good academic standing may not be eligible to participate in certain extracurricular activities. If a student is ineligible for participation in an extracurricular activity due to poor academic standing, the student may submit a written appeal to the Dean of Students. The Dean of Students (or designee) will consult with the student's academic advisor, the student's professors for the most recent term and the faculty/staff representative (if applicable) for the student group. After consultation, the Dean of Students (or designee) will render a decision on the student's eligibility for participation in the extracurricular activity. The decision is final.

ACADEMIC SUSPENSION

A student may not attend the University during the period of his or her suspension. Students should be aware that once placed on suspension from the University, they are no longer making satisfactory academic progress as required for continued receipt of financial aid. Students petitioning for reinstatement to the University must apply separately to the Student Aid Office in order to regain financial aid. A student may not transfer to the University any credits earned at another college or university while on suspension.

Academic suspension typically results from a student's failure to demonstrate satisfactory academic progress; however, it is also possible for a student to be suspended as a result of academic dishonesty (see Academic Dishonesty Policy).

First-time freshmen may be placed on Freshman Academic Warning but are not subject to suspension for failure to meet minimum standards for academic progress until the end of their second regular semester at UM. Freshmen may, however, be suspended as a result of academic dishonesty. All other students are subject to suspension at the end of any regular semester when they fail to meet minimum standards for academic progress or may be suspended as a result of academic dishonesty.

Regulations pertaining to academic suspension and the reinstatement process are outlined in the Academic Suspension Policy.



What is FERPA?

Family Educational Rights and Privacy Act (FERPA)

This federal law gives students certain rights in respect to their education records. They are:

- the right to inspect and review your records within 45 days of request.
- the right to request an amendment of your records if you believe them to be inaccurate or misleading.
- the right to privacy of personally identifiable information in your records with some exceptions.
- the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of Montevallo to comply with the requirements of FERPA.

For a full explanation of FERPA and procedures to implement your rights, visit the Registrar's Office webpage at montevallo.edu/registrar.

SEE YOURSELF SUCCEED



ACADEMIC SUPPORT SERVICES & PROGRAMS

Carmichael Library

The Library connects students with information, fosters individual and collaborative research and study, cultivates critical thinking and promotes creativity. Library collections include print books, ebooks and more than 120 databases which can be accessed from on or off campus. Librarians offer instruction in many courses and are available to assist students one-on-one with their research, both in person and via chat or email. The Library features group study areas as well as a quiet floor, a Digital Media Lab, the Pat Scales Special Collections Room and the University Archives. More than 50 computers (including 20 iMacs) are available for student use, along with networked printers, copiers and scanners. Stop by in person, visit online at montevallo.edu/library or call 205-665-6100.

Falcon Success Center (FSC)

What makes a student successful at the University of Montevallo? Is it a high GPA? A sense of connection between personal and career goals with chosen academic program? Or maybe involvement in campus organizations? In the Falcon Success Center, our overall goal is to help students succeed.

The Falcon Success Center offers individualized student success plans and academic counseling, support and guidance for students throughout their college journey and at-risk student advocacy. Additionally, the FSC supports the Great Start Program, Learning Enrichment Center, campus undergraduate academic advising efforts and first-year experience initiatives.

Visit the FSC in Van Tuyl House (corner of Vine and Oak Streets) or online at [montevallo.edu/falcon-success-](http://montevallo.edu/falcon-success-center)

[center](http://montevallo.edu/falcon-success-center). Call 205-665-6092, text 205-900-4668 or email falconsuccesscenter@montevallo.edu.

Harbert Writing Center (HWC)

The Harbert Writing Center, located in Humanities Hall 311 and online at montevallo.myWConline.com, provides free writing consultations to University of Montevallo students, helping everyone to “Write better, right now.” Trained peer consultants can help with all writing assignments and projects at all stages in the writing process, from brainstorming to revision. Students may schedule appointments at montevallo.myWConline.com for 9 a.m. to 9 p.m., Monday through Thursday and 9 a.m. to noon on Friday.

Learning Enrichment Center (LEC)

The overall goal of the LEC is to assist students in identifying their academic needs and to provide them with support that will strengthen their academic skills, helping them become more confident students.

The LEC offers the following services FREE to UM students:

- Appointment-based tutoring
 - » Individual
 - » Group
 - » Online (individual and/or group)
- Drop-in tutoring (see the LEC webpage for the most updated list of courses and available times)

Beyond tutoring, LEC also provides assessment of academic needs and can meet with students to discuss specific topics, such as:

- Study skills
- Test-taking skills

- Note-taking skills
- Time management skills

To request any of the services listed, visit montevallo.edu/learning-enrichment-center or stop by to see us on the lower level of Carmichael Library. For more information, call 205-665-6113 or email enrichment@montevallo.edu.

Minorities Achieving Dreams of Excellence (M.A.D.E.)

The purpose of the M.A.D.E. program is to assist minority students in overcoming the social, emotional, academic and professional challenges that come with college. M.A.D.E. provides a safe and supportive environment for minority students to grow, connect with peers and build a community of students, alumni, faculty and staff committed to their success.

M.A.D.E. is our way of investing in our students holistically and ensuring that our students overcome any barriers or adversity put in their way. More importantly, it is our way of making sure our students come to UM confident that they can be themselves, but leave confident in who they have become. Our program offers: scholarship support, mentorship, a collaborative space, personalized coaching, job shadowing and internship opportunities, exposure to minority professionals in related fields and much more.

For more information, contact Jason Perry, M.Ed., Student Diversity Recruitment and Retention Coordinator, at made@montevallo.edu or 205-665-6219, or visit our webpage at montevallo.edu/made.

Registrar's Office

The Registrar's Office is a partner with students and their advisors providing accurate and timely information necessary for student success. Services offered in the Registrar's Office include information and resources, degree progress evaluation, transfer work articulation, registration assistance, completion certification, awarding of degrees, enrollment reporting and verification and international student tracking. By visiting the Registrar's Office or montevallo.edu/registrar, students can find the University Calendar, *Bulletin*, registration information, residency requirements, final exam schedule, transfer credit policy, transcript request instructions and program and degree resources. The Registrar's Office gives final clearance for graduation.

TRIO McNair Scholars Program

The TRIO McNair Scholars program is funded by the U.S. Department of Education. The purpose of the program is to prepare talented low-income, first-generation college students and students from underrepresented groups in higher education for acceptance into doctoral programs. The program emphasizes careers in research and college level teaching.

During the summer, students complete an intensive research internship with a faculty mentor, after which they are awarded a stipend of up to \$2,500. Then during the academic year, McNair students attend a research conference where they present their work. McNair Scholars receive assistance in preparing for graduate admission tests, identifying graduate programs and submitting their applications.

The TRIO McNair Scholars program is located in Sharp House, 205-665-6570.

TRIO Student Support Services (TRIO SSS)

TRIO SSS is a federally-funded, comprehensive academic support program designed to increase the retention and graduation rates for students who are traditionally underrepresented in post-secondary education.

TRIO SSS participants benefit from the following services, all free of charge:

- One-on-one tutoring in most general education courses
- Highly individualized counseling and supplemental advising
- Academic, wellness, cultural, career/graduate school and financial literacy programming
- Peer coaches assigned to all new participants
- Leadership opportunities
- Priority registration for freshmen and sophomores
- Grant aid/scholarship funds for participants with 60 credit hours or less
- Computer lab with printing and copying privileges

Students must meet at least one of these eligibility criteria to qualify: low-income student, first-generation college student or a student with a documented disability. The program can serve 200 students per year, and there is an application and screening process. Students may apply online at montevallo.edu/sss. For more detailed information, contact the TRIO SSS staff at 205-665-6094 or visit the office in Main Hall (lower level).

Undergraduate Research and Creative Endeavors

UM students are invited to engage in research, scholarship and creative endeavors with faculty mentors through enrollment in Undergraduate Research (UR), for which they may receive academic credit. Undergraduate Research students benefit from networking opportunities, may develop journal submissions for potential publication and may make presentations at the University's Undergraduate Research Day and conferences such as the COPLAC Undergraduate Research Conference and the National Conference on Undergraduate Research.

FEDERAL STUDENT AID

Applying for federal student aid

Although students must be admitted to the University of Montevallo to be considered for a financial aid offer, they can submit the Free Application for Federal Student Aid (FAFSA) even before being admitted. Students may apply for Federal Student Aid at studentaid.gov. If starting in the fall, students may apply as early as Oct. 1 of the prior year. For 2021-2022, use 2019 income data. Use the IRS Data Retrieval Tool to import tax data directly into the FAFSA. Students may be eligible for Pell Grant, Student Employment (Federal Work Study — FWS) and/or Direct Student Loans. Parents may be eligible for Parent (PLUS) Loans.

We strongly encourage students who have jobs to file a Federal Income Tax Return even if they are not required to do so. This could help you complete an accurate FAFSA and save you lots of time if the FAFSA is selected for verification (see verification below).

See <https://studentaid.ed.gov/sa/types> for more information on the types of Federal Student Aid.

Communication with Students

Students are encouraged to check Banner Self-Service for messages on a regular basis. Communication from the Student Aid Office may be sent to UM email, and in certain situations, to permanent mailing address and personal email. Students will be notified if additional documents are needed to process their financial aid offer. Access Banner Self-Service to view personal information and student financial aid offers once official.

Verification

Every year the U.S. Department of Education selects a percentage of FAFSAs for an accuracy check called verification. Those applications selected for verification will need certain additional information submitted to allow them to be checked for accuracy before any Federal Student Aid can be offered.

If selected for verification:

Kentucky Higher Education Assistance Authority (KHEAA) completes the verification process for the University. Those selected for verification will receive an email notification from KHEAA and the University on how to proceed. Much of the information can be submitted electronically to KHEAA, making the process easier and more convenient for students and parents.

For assistance with verification:

Call KHEAA at 855-272-8771, visit the UM Student Aid Office (Palmer Hall) or call 205-665-6050.

Categories of aid

- **Grants and scholarships** are awarded on the basis of need, academic achievement, talent or other special characteristics. All grants are generally need-based. Scholarships may or may not be need-based.
- **Federal Work Study (FWS)** is a need-based employment program that allows students to work and to be paid bi-weekly from their FWS award. Students who do not qualify for FWS may be hired and funded through that hiring department's budget. These jobs are categorized as Jobship. Visit the UM Student Employment Office page at montevallo.edu/student-employment-office for more information about student job opportunities.
- **Low-interest student loans** allow students to borrow money for education. Repayment begins after students cease to be enrolled at least half time (six credit hours). The most commonly used loans are the Federal Direct Subsidized and Unsubsidized Stafford Loans. Student loans must be repaid.

Student Consumer Information:

Important University Consumer Information such as the Campus Security Report, Fire Safety Report, Drug and Alcohol Penalties, Abuse and Prevention, FERPA, Institutional and Financial Assistance Information and Voter Registration for students can be found at montevallo.edu/consumer-information.

Important things to remember:

- Summer aid is based on remaining eligibility after fall and spring semester aid has been awarded. Eligibility for summer federal aid will automatically be reviewed after registration for summer classes. Summer status notifications will be sent to students through UM email.

- Keep records. Start a file for copies of all forms and correspondence concerning personal financial aid.
- Be thorough. Be sure to fill out all necessary information on the necessary forms. Students will not be considered for any aid until files are complete.
- Reapply! Complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov by the March 1 priority date each year.
- Payment deadline is 5 p.m. on the first day of each term.
- Class schedules will be dropped if the account balance is not satisfied by the non-payment drop deadline. The reinstatement process must then be followed with the account being satisfied prior to reinstatement approval.
 - » All financial aid (scholarships, loans, grants) and/or payment plan must be authorized to the student's account by payment deadline.

For more information, contact:

UM Student Aid Office at finaid@montevallo.edu or 205-665-6050 (Palmer Hall)

Cashier's Office

General information

- Available to assist students with information or questions concerning student accounts.
- Located in Palmer Hall, second floor.
 - » Individuals unable to physically access the Cashier's Office on the second floor of Palmer Hall may go to one of the Student Aid offices on the first floor and request assistance. A staff member from the Cashier's Office will promptly assist you.
- Office hours: 8 a.m. to 5 p.m., M-F, Window hours: 8:30 a.m. to 5 p.m., M-F.
- Contact information: phone 205-665-6065, fax 205-665-6078, email cashier@montevallo.edu.
- Payments can be made online (24 hours per day) or at the Cashier's window, 8:30 a.m. to 5 p.m., M-F.
- Parent Portal for making payments is available and requires set-up by the student.
- The University accepts personal checks, certified checks, money orders and debit/credit card (VISA, MasterCard, Discover and American Express).
 - » Credit card information **cannot** be taken over the phone for payment of student accounts.
- Electronic Bills (ebills) are sent to the student's assigned University email address once a month.
 - » Please review for any questions or discrepancies. Contact the Cashier's Office with any questions regarding your student account.

FERPA

(Family Educational Rights and Privacy Act)

Written consent is required to release student information to parents/guardians. FERPA forms can be completed online (montevallo.edu/ferpa) or at the Registrar's Office (Palmer Hall, second floor).

Student accounts

- Student accounts can be viewed 24 hours per day online through Banner Self-Service.

Third party contracts

- Please note that off-campus/agency scholarships and governmental payments are applied as the payment or as eligibility information is received.
- If you are a recipient of an outside scholarship or Third Party Contract (AL GI, Voc Vet, Voc Rehab, PACT, Employee or Dependent Waivers, etc.) but do not see it applied to your account, please contact the Cashier's Office. montevallo.edu/cashiers-office

Payment Plan Option (fall and spring semesters)

UM students have the option of enrolling in a payment plan for tuition, fees, room and board. Visit the Cashier's Office webpage for payment plan information or mycollegepaymentplan.com/montevallo.

ENROLLMENT & STUDENT AFFAIRS

College is an exciting time! It is a great opportunity to explore, discover and redefine who you are. A willingness to learn and involve oneself in a variety of novel experiences and new relationships while adapting to a changing environment is an essential component to college student development. At the University of Montevallo, this occurs both inside and outside the classroom through curricular and extra-curricular activities. We strive to challenge and assist students in finding their place academically and on campus while providing necessary support through quality programs and services. The professional and caring staff within Enrollment & Student Affairs stands ready to help you capitalize on all the opportunities you will have at UM as well as assist you with any challenges you may face. Enrollment & Student Affairs looks forward to assisting you throughout your college journey.

Career Development

The Career Development Center offers career counseling and comprehensive assistance with career planning, professional development and job market strategies. We serve UM students of all majors and all class levels.

- We help students select the right academic major and career path.
- We offer career testing to assist students in discovering their personality and exploring their options.
- We guide students in developing career goals and planning extracurricular activities.
- We provide resources for resume writing, cover letters, interview prep and job market strategies.
- We post opportunities for fulltime professional positions, part-time jobs and internships.

montevallo.edu/career

Farmer Hall (second floor)
205-665-6262

Counseling Services

The Counseling Services Office offers free and confidential counseling to all currently enrolled, degree-seeking students. These services can help you as you learn to deal with relationships, live away from home, balance a variety of responsibilities and handle everyday life. Services include:

- Individual counseling
- Case management
- Emergency food and financial assistance

Counseling Services is part of the Grainger Family Center for Personal Development located in Puryear House. For more information, or to schedule an appointment, stop by our office, contact us by phone at 205-665-6245 or via email at counseling@montevallo.edu.



Disability Support Services (DSS)

Disability Support Services seeks to provide equal access and opportunity for students with disabilities, including those diagnosed with learning disabilities, ADHD, autism spectrum, brain injuries, medical or orthopedic conditions and mental health diagnoses, as well as vision and hearing disabilities. DSS coordinates access and accommodations, including, but not limited to:

- Testing accommodations (extended time, distraction-reduced, etc.)
- Note-taking support and other classroom accommodations
- Accessible format textbooks and materials
- Sign language interpreting, real-time captioning and closed captioned media
- Adaptive software and hardware
- Permanent and temporary accessible parking permits
- Housing-related accommodation needs (see staff or webpage for applicable deadlines)
- Dietary/meal plan modifications

Please visit montevallo.edu/getting-started for the DSS application, documentation guidelines and more information regarding accommodations and resources.

The DSS Office is located in Main Hall (rear lower level). Office hours: 8 a.m. to 5 p.m., M-F. Contact by phone at 205-665-6250 or email at dss@montevallo.edu.

Falcon Families

The Falcon Families Office serves as a link between the University and parents. Sign up to receive the monthly e-newsletter and obtain access to other valuable information about what is going on around campus. Sign up at montevallo.edu/parents-families or visit University of Montevallo Parents and Families on Facebook. UM faculty and staff value the trust you have placed in the University by becoming part of the Falcon Family. If you have questions, concerns or need assistance in any way, please contact 205-665-6020 or parents@montevallo.edu.

Veteran and Military Affairs (VMA)

The University of Montevallo's Office of Veteran and Military Affairs serves as a leading campus advocate for military, dependents and veteran students, working to ensure the needs of these individuals are met through coordination with multiple University offices and services. The center also provides assistance and/or referrals with the following:

- VA education benefits
- Active duty tuition assistance
- Coordinating academic advising
- Tutoring
- Counseling
- Disability accommodations

UM is approved to certify enrollment for federal VA/DoD and state educational benefits. Students receiving educational benefits from the following federal VA and DoD programs should see the School Certifying Official located in the Registrar's Office in Palmer Hall:

- Montgomery GI Bill (CH 30)
- VA Vocational Rehabilitation (CH 31)
- Post 9/11 (CH 33), Yellow Ribbon or Fry Scholarship
- DEA (CH 35)
- Tuition Assistance (CH 1606 or CH 1607)

Students receiving the following educational benefits from the State of Alabama should visit the Student Aid Office located in Palmer Hall:

- Alabama GI Bill Dependent Scholarship
- Alabama National Guard Educational Assistance

The University of Montevallo is appreciative of the many sacrifices made by our veteran students and their families.

Housing and Residence Life

The mission of the Housing and Residence Life Office is to provide a safe, well-maintained living experience where students can grow both personally and academically.

- Housing and Residence Life Office is located in Main Hall (first floor, west wing).
- Visit montevallo.edu/housing to find information about all the residence halls and living on campus. You will also find helpful tips on what we recommend you bring and items that are not allowed (usually items considered a fire hazard and no pets, except for fish).
- It's not too late to apply to live on campus. Apply online at montevallo.edu/housing and click on "Apply for Housing."
- New Student Move-in Day will be Friday, Aug. 20, from 8 a.m. to noon.
- Renter's insurance is highly recommended. Information is included with your room assignment email.
- Resident Assistants (RAs) are available on each floor, and Residence Hall Directors (RHDs) are available in each building. Their primary purpose is to assist residents and help make the transition to living on campus easier.
- For more details about policies and procedures for living on campus, please visit montevallo.edu/housing and click on "Residence Hall Handbook."

Housing and Residence Life

contact information:

Main Hall (first floor, west wing), Station 6235
205-665-6235
housing@montevallo.edu

Housing and Residence Life staff:

John Denson, Director
Savannah Crenshaw, Residence Life Coordinator
Jasmine Densmore, Assignment Coordinator
Candy Falkner, Office Manager





Student Conduct

The Student Conduct Office encourages academic excellence, accountability, integrity, moral courage and respect by holding students accountable to the Student Code of Conduct. The office assists students in bringing their actions into congruence with their values.

- The Student Code of Conduct is the University's behavioral expectation for students that are a part of the University of Montevallo community. It applies to students on and off campus.
- The student conduct process is meant to hold students accountable for policy violations, educate and provide better decision-making processes for students. It is also meant to engage students and create an educational atmosphere that facilitates their academic and personal goals leading to a healthy, safe and productive college experience.
- Students should review the Student Code of Conduct and Conduct Code Procedures.
- The Student Code of Conduct can be found in *The Fledgling* or at montevallo.edu/campus-life/campus-safety/student-conduct/student-code-conduct/policies.
- Students are expected to complete the Consent and Respect online module. Consent & Respect is an online sexual assault prevention course. This course also provides information about drugs and alcohol. As part of the comprehensive program, every new student is required to complete this online course prior to attending their first class at UM. Look for information in your UM email account after you attend orientation and register for classes.

Student Health Services

- Located in East Main Hall (first floor, entrance faces quad).
- Open M-F, 8 a.m. to 5 p.m., during normal UM business hours.

- Appointments are required, includes telehealth and in-person.
- Diagnosis and treatment of minor illnesses and injuries.
- Select prescription and over-the-counter medications provided.
- Select diagnostic testing available on campus.
- Flu vaccination and HIV/STI clinics offered annually.
- Serves as referral source to off-campus medical specialists.
- Services available are covered by health fee for undergraduates, optional for graduate students.
- Required health information for all incoming students must be submitted online. Go to: montevallo.edu/student-health-services.

Student Life

- The mission of the Student Life Office is to provide students with extracurricular activities and programs designed for personal growth and development outside the classroom experience.
- Student Life offers students leadership opportunities as well as opportunities for social development.
- The Student Life Office directly oversees the following areas: Greek Life, New Student Orientation, Student Government Association, student organizations and University Program Council.
- Visit falconlink.montevallo.edu and montevallo.edu/greeklife for more information on campus involvement opportunities.
- The Student Life Office is located in Farmer Hall, second floor. Office hours are 8 a.m. to 5 p.m., M-F. Contact us at 205-665-6565 for more information.

College Night

College Night is the most honored and beloved tradition

at UM. It has no rival in the affection of students and alumni, who consider it their unique contribution to the academic world. The origin of College Night is closely associated with UM's transition from a secondary school to a college. The Class of 1919 held the first College Night March 3, 1919. Oral lore has it that College Night began as a celebration of George Washington's birthday. The program was divided into four parts, each given by a class.

Purple and Gold, as designations for the rival teams, were first used in 1921 as a part of the celebration of the school's 25th birthday. These first performances were held in the dining room on an improvised stage. College Night remained a dining room-situated event until Feb. 23, 1927, when one performance was given for students in the dining room and a second, for the public was given the following month in Reynolds Hall. College Night performances moved to Palmer Hall, the current home of the productions, upon its completion in 1930.

The program itself has changed with the passing of time. After early experimentation, the evening's activities included, from each competing side, a toast, a pep song, a slow song, a stunt and an impersonation, interspersed with music and rallying cheers. No major changes occurred until 1950 when student leaders and faculty advisors decided that College Night needed a unifying theme. It was agreed that each side would give one original production into which all songs, drama, comedy, dance or any other features would be integrated.

So College Night, the highlight of each UM school year, is best explained: "If you have never lived through one," a former leader wrote in 1931, "never cried, laughed or sweated through one, know this. It is the crest of the wave of college spirit. It is the high spot that will stand out in your mind as meaning college when all the rest has faded." (excerpt from *History of Alabama College* by Dr. Lucille Griffith, professor *emerita* of History).

Athletics

- UM features 21 intercollegiate athletic programs at the NCAA Division II level, with membership in the Gulf South Conference. There are also cheer, dance and esports teams. The latest sport added was men's and women's swimming during the 2019-2020 academic year and they compete in the New South Intercollegiate Swim Conference.
- Men's lacrosse competes in the Peach Belt Conference (PBC).
- Approximately 450 student-athletes competed for the Falcons during the 2020-2021 academic year.
- The Falcons have competed in NCAA postseason play 28 times since joining NCAA Division II in 1996, and more than 50 student athletes have earned All-American honors dating back to the beginning of the department in 1958.

Intramural Sports

- University of Montevallo Athletic Department oversees intramural sports on campus.
- A total of five sports are offered throughout the fall and spring semesters.
- Contact information: Ed Langham, associate athletic director, 205-665-6630, elangham@montevallo.edu

Student Activity Center (SAC)

- The Robert M. McChesney Student Activity Center is a fully loaded recreation and athletic facility, conveniently located at the edge of campus.
- Trustmark Arena, the home court for the Falcons' basketball and volleyball teams, is located inside the SAC. It boasts an indoor track on the second floor. The SAC is also home to a fully outfitted workout center, a state-of-the-art natatorium (home of the Montevallo Swim Team), wallyball and racquetball courts and a cardio theater complete with five televisions and FM receivers.
- Yoga, water aerobics, Zumba, kickboxing, weight lifting and water exercise classes are offered during the week. The sprawling lawn outside, features an 18-hole disc golf course surrounding the facility along with an outdoor basketball court, six tennis courts and a sand volleyball court.
- The Montevallo Golf Course is located on University property and offers a special rate for UM students.

Campus Bookstore

The Barnes & Noble UM Bookstore sells textbooks, course materials, Falcon fan gear, supplies, gifts and more. The bookstore has also introduced a number of new and innovative services focused on delivering cost savings and convenience to students, which include:

- **In-store and online textbook rentals:** Students have the option of getting rentals online or in the bookstore. Students opting for textbook rentals can save up to 90 percent over the cost of a new printed book and can pay for rental fees by cash, credit or student financial aid.
- **Rapidly expanding selection of eTextbooks:** In addition to offering significant savings compared to new printed books, Barnes & Noble's revolutionary and free YUZU application serves up eTextbooks in an engaging format that enhances the overall learning experience.
- **Generous cash-for-books program:** Students with books that faculty plan to reuse the next semester will be eligible for a 50 percent cash payout, up to needed inventories.

- **Price match guarantee:** Find a textbook on Amazon, Barnes & Noble (*bn.com*) or at any local competitor and the campus bookstore will match the price.
- **The campus bookstore also offers online ordering with free in-store pickup.** Students can visit *montevallo.bncollege.com*, click “Textbooks,” enter in their schedules using the drop down arrows and the website will gather all textbook information with the rental and buying prices.

The Barnes & Noble UM Bookstore is located on Main Street in Montevallo, across from McDonald’s. Contact 205-665-6575 or email *sm8051@bncollege.com* for more information.



Falcon Foods

- All resident students, including freshmen who live in Peck Hall and New Hall, will participate in a residential dining meal plan program of their choice.
- All incoming undergraduate commuter students will participate in a dining plan program of \$200 Flex Dollars per semester. This amount will be automatically billed to tuition and is good for the semester in which it is purchased.
- All commuter students also have the opportunity to purchase a commuter meal plan. Commuter meal plans offer a greater value through a mix of meals at Pulse on Dining and Flex Dollars.
- Students can purchase all meal plans from the University Cashier’s Office.
- You can swipe your ID card and use a meal at Pulse on Dining at Anna Irvin Dining Hall for an all-you-care-to-eat meal. Additionally, some meal swipes may be exchanged for a meal at Pita Pit.
- Flex Dollars come with all meal plans and/or can be purchased in addition to mandatory plans and are the equivalent of cash. One Flex Dollar is equivalent to \$1. Flex Dollars can be used at any campus dining location as well as several dining locations through-

out town and are good for the semester in which they are purchased. Flex Dollars work like a debit card, and your balance will appear on your receipt after each purchase.

- Additional Flex Dollars called Bonus Points can be purchased at any time. Bonus Points can be purchased at the dining office located across from Anna Irvin Dining Hall or through the GET app. Any Bonus Points you add to your card outside of the mandatory plan are good for the entire year and will expire on July 31 of each year. For more information, call 205-665-8233.
- You may also download the GET app to easily manage your Bonus Points, view transactions, order food and more. (Available on Google Play and the Apple Store.)
- The meal plan meals are non-transferrable and are intended for the sole use of the student pictured on the ID card. Generally each meal swipe is good for one meal per meal period and can be used for either a dine-in or a to-go meal. One additional swipe may be used for a to-go meal in addition to a dine-in meal or to treat a guest.

Game Room

- Located on the first floor of Farmer Hall, the Game Room is open seven days a week during the fall and spring semester in the afternoons and evenings. Hours vary by semester.
- The Game Room is funded by the Student Government Association.
- There are new and old generation PlayStation, Wii and Xbox gaming systems available for students to use as well as multiple games for each system.
- There are two arcade systems located inside the Game Room. Outside of the Game Room, students can find a dance machine, pool table, air hockey table and foosball table.
- Students must present their UM ID to the Game Room employee to gain access to the room.

Post Office Boxes

- Each residential student is assigned a mailbox in the University Post Office, located on the first floor of Farmer Hall.
- Students are responsible for checking their mailboxes for important communications from the University including announcements, requests and time sensitive information.
- Stamps may be purchased at the Post Office window from 8 a.m. to 4:30 p.m., M-F. Express mail, COD and money orders are available at the U.S. Post Office on Vine Street in Montevallo, which is within walking distance of campus.

INFORMATION SERVICES & TECHNOLOGY

Solution Center (Help Desk)

The University of Montevallo Solution Center is located in the lower level of Carmichael Library. The hours when classes are in session are Monday through Thursday, 8 a.m. to 7 p.m. and Friday, 8 a.m. to 5 p.m. When classes are not in session, the hours are Monday through Friday, 8 a.m. to 5 p.m. These times are subject to changes such as University closings. The Solution Center can assist you with connecting to FalconNet, printing, mobile devices, gaming devices, password resets, email and Banner. The Solution Center cannot perform repairs on personal equipment. For Solution Center service, call 205-665-6512 or email solutioncenter@montevallo.edu.

FalconNet

High-speed internet service, powered by Ruckus Networks, is available across campus with the secure network FalconNet. To connect to FalconNet:

1. Open the Wi-Fi settings on your device and connect to UMConnect.
2. Open a web browser and go to <https://xps.montevallo.edu>.
3. Click “Continue,” then on the next page click “Start.”
4. Click “Students.”
5. Log in with your UM username and password.

FalconNet will automatically detect your operating system and provide you with a link to download the XpressConnect application. Follow the onscreen instructions to install the XpressConnect App and connect to FalconNet.

Gaming and other streaming devices, such as Roku, Apple TV, Amazon Fire, Chromecast, TVs, etc., need to be connected to UMGaming with the device’s MAC ad-

dress. Follow the same process above, but click “Gaming Devices” in step 4.

UM Mobile App (Ellucian Go)

With the UM Mobile App, you have access to your schedule, walking directions to every classroom on campus, grades, professors, dining services, current UM information and much more. Download Ellucian Go from Google Play or the Apple Store, select “University of Montevallo” from the school drop down list, and then log in with your network username and password.

Free Microsoft Office

Office 365, a collection of Microsoft’s collaborative applications, is available at no cost to all University of Montevallo students, faculty and staff. All these tools are accessible via downloadable applications on computers and mobile devices. Additional information can be found at montevallo.edu/microsoft-office-365-education.

GET! (Mobile App for Dining and FalconCard Services)

UM students, faculty and staff can use GET to easily manage Flex Dollars, order food or upload a new photo for your UM ID card. Log in to your GET account at get.cbord.com/montevallo, using your UM credentials. You can also download the free GET app from Google Play or the Apple Store.

UM ID Cards

- All students are required to have a student ID.
- IDs are used for most services on campus such as residence hall access, eating in the cafeteria, resources at the library, visiting Health Services, cashing a check, selling books, printing documents, access to the Student Activity Center and access to computer labs.
- ID cards are made at the Solution Center in the lower level of Carmichael Library. The hours when classes are in session are Monday through Thursday, 8 a.m. to 7 p.m. and Friday, 8 a.m. to 5 p.m. When classes are not in session, the hours are Monday through Friday, 8 a.m. to 5 p.m. These times are subject to changes such as University closings.
- Lending of ID cards to another person is a violation of the Student Code of Conduct.
- If your card is lost or stolen, it should be reported to the Solution Center (through the GET app or by calling 205-665-6512) and UMPD at 205-665-6155 immediately. This is required to have it deactivated to protect your accounts and for the safety of your fellow residents. Visit the Solution Center to have a new student ID made as soon as possible.



CAMPUS SAFETY



Mission statement The University of Montevallo's Department of Public Safety is committed to keeping the campus safe and sound. The University provides a full-service Public Safety Agency 24 hours a day, seven days a week. The University is committed to maintaining an atmosphere on campus where students feel comfortable. In this section, you will find everything you need to know about how to stay safe on and around campus while you pursue your education.

Contact information

- 205-665-6155 — Non-emergency
- 205-665-6500 — Emergency
- umpolice@montevallo.edu
- montevallo.edu/campus-safety

University of Montevallo Police Department (UMPD)

- Consists of: Police, dispatchers, fire safety, transportation, locksmiths and control access. UMPD has a total of 20 employees.
- Staffed 24/7 every day of the year.
- UMPD patrols in marked and unmarked units, on bikes and on foot.

Services offered on campus

- Car unlocks
- Car jumps
- Safe escorts, 205-665-6155
- Safety tips on UMPD webpage include emergency planning for active shooter on campus and other emergency situations
- Safety classes

Parking on campus

- All vehicles on campus require a UM decal.
- All decals must be purchased online through Banner for a \$35 annual fee.
- Residential students will receive a decal in their UM mailbox within 7 to 10 days of purchase.
- Commuter students will receive their decals in the mail at their listed home address, and they should arrive within 7 to 10 days of purchase.
- The decal cost is charged to your UM account at the time of purchase.
- Decals should be placed on the inside front windshield lower passenger side.
- Red decals = commuter, green decals = resident, white decals = faculty/staff and blue decals = disabled.
- All visitors may come to the UM Police Department to get a free temporary parking pass.
- 20-minute zones are enforced 24/7.

Safety on campus

- 75-plus cameras are monitored across campus, all in public areas.
- Residence Hall exterior doors are secured with control access features.
- Code blue phones are located across campus.
- Emergency call boxes are installed in each Residence Hall.
- If you lose your key or access card, notify UMPD immediately at 205-665-6155.

UMAlert

- UMAlert is the University's mass notification system which allows UMPD to notify faculty, staff and students of emergency situations.
- Students are automatically entered once enrolled in classes.
- Login uses same username and password as UM account.
- Students can add parents to the system to receive updates.
- Emails with instructions are sent out during the first week of each semester.

Weather situations

- In the event of dangerous weather situations, UMPD will notify faculty, staff and students via UMAlert and/or UM email.
- UMPD monitors the weather 24/7 and works closely with Shelby County EMA and Birmingham National Weather Service.
- In the event of a tornado, the University has an emergency siren that will activate. Please proceed to the lowest level of any building that you are currently in. If time allows, shelters will be opened.
- If the University closes due to inclement weather, UMPD and University Marketing & Communications will send a UMAlert and UM email and notify all media outlets.

University of Montevallo Police Department works in conjunction with all other Shelby County law enforcement agencies to maintain a safe campus community. With a Mutual Aid Agreement UMPD and the City of Montevallo Police Department are dedicated to the safety and well-being of all Montevallo residents.

WHO TO SEE FOR WHAT

AREA	LOCATION/PHONE <i>Phone 205-665-XXX</i>
Athletics	McChesney Student Activity Center, ext. 6660
Career Development	Farmer Hall, second floor, ext. 6262
Clubs & Organizations	Farmer Hall, second floor, ext 6565
Counseling Services	Puryear House, ext. 6245
Dean of Students	Central Main Hall, lower level, ext. 6020
Disability Support	Central Main Hall, lower level, ext. 6250
Emergencies	Police Station (near SAC), ext. 6155
Falcon Foods	West Main Hall, lower level, ext. 6500
Falcon Success Center	Van Tuyl House, ext. 6092
Greek Life	Farmer Hall, second floor, ext. 6565
Health Services	East Main Hall, ext. 6275
Honors Program	Hill House, ext. 6501
Information Services & Technology	Carmichael Library, lower level, ext. 6512
Intercultural Life	GLOCO, ext. 6219
International Student Programs	GLOCO, ext. 6219
Intramurals	Student Activity Center, 6630
Library	Carmichael Library, ext. 6100
M.A.D.E.	GLOCO, ext. 6219
Mail Services	Farmer Hall, first floor, ext. 6571
Orientation	Farmer Hall, second floor, ext. 6565
Parking Appeals	(See Dean of Students)
Parking Permits	UM Police Station, ext. 6155
Refunds, Student Fees	Palmer Hall, second floor, ext. 6065
Residence Life	West Main Hall, ext. 6235
Safety	UM Police Station, ext. 6155
Student Aid	Palmer Hall, first floor, ext. 6050
Student Government Association	Farmer Hall, second floor, ext. 6565
Textbooks	Barnes & Noble on Main Street, ext. 6575
Transcripts	Palmer Hall, second floor, ext. 6040
Tuition and Fees	Palmer Hall, second floor, ext. 6065
University Program Council	Farmer Hall, second floor, ext. 6565
Veteran and Military Affairs	GLOCO, ext. 6040





UNIVERSITY of MONTEVALLO



ACADEMIC BUILDINGS

- 1 University of Montevallo on Main
- 2 Davis Hall
- 3 Wallace Speech & Hearing
- 4 Peterson Hall
- 5 3D Art Complex
- 6 Old Gym
- 7 Anagama Kiln
- 8 Myrick Hall
- 9 Child Study Center
- 10 Strong Hall
- 11 Hill House
- 12 Harman Hall
- 13 Stephens Hall
- 14 Morgan Hall
- 15 Humanities Hall
- 16 Bloch Hall
- 17 Wills Hall

18 Tower

- 19 Sharp House
- 20 Carmichael Library
- 21 Center for the Arts

RESIDENCE HALLS

- 22 Napier Hall
- 23 Main Hall
- 24 Hanson Hall
- 25 Tutwiler Hall
- 26 Ramsay Hall
- 27 Brooke Hall
- 28 Lund Hall
- 29 New Hall
- 30 Peck Hall

STUDENT ACTIVITIES & DINING

- 31 John W. Stewart Student Retreat

32 McChesney Student Activity Center

- 33 Organic Community Garden
- 34 Farmer Hall & Wilkenson Student Life Center
- 35 Anna Irvin Dining Hall
- 36 Barnes & Noble Campus Bookstore

ATHLETIC FACILITIES

- 37 Softball Complex
- 38 Track & Lacrosse Field
- 39 Cross Creek Field
- 40 Kermit A. Johnson Baseball Complex
- 41 Intramural Field
- 42 Outdoor Basketball Court
- 43 Soccer Field
- 44 Tennis Courts
- 45 Sand Volleyball

ADMINISTRATIVE BUILDINGS

- 46 Campus Police
- 47 Flowerhill
- 48 King House
- 49 Palmer Hall
- 50 Global & Community Outreach
- 51 Softball Office
- 52 Van Tuyl House
- 53 Will Lyman House
- 54 Calkins Hall
- 55 Reynolds Hall
- 56 Peterson House
- 57 Meroney House
- 58 Puryear House
- 59 Track & Lacrosse Offices
- 60 Central Utilities Plant

STUDENT CHECKLIST

- ❑ **Set up your student account:** This must be done in order to use your student email, view course schedules and register for classes.
- ❑ **Decide where to live:** Apply for student housing if living on campus.
- ❑ **Apply for financial aid:** Complete the Free Application for Federal Student Aid (FAFSA) and visit the Student Aid Office for more information on scholarships, student loans, grants and work study.
- ❑ **Fill out health forms online:** Students are required to submit the following to Student Health Services: Student Medical History Form, Tuberculosis Risk Questionnaire and proof of measles immunity. All forms must be submitted online and can be found at montevallo.edu/student-health-services.
- ❑ **Get a student ID:** The Solution Center is located on the ground floor of Carmichael Library.
- ❑ **Register with Disability Support Services (if applicable):** Requests for services and accommodations will be reviewed on a case-by-case basis and must relate specifically to the student's disability.
- ❑ **Select your Falcon Foods meal plan:** All residential students, including freshmen who live in Peck Hall and New Hall, will participate in a dining meal plan program of their choice. All incoming undergraduate commuter students will participate in a dining plan program of \$200 Flex Dollars per semester. This amount will be automatically billed to your tuition and is good for the semester in which it is purchased. You can purchase all meal plans from the Cashier's Office located in Palmer Hall.
- ❑ **Register your vehicle:** Students parking on campus must register their vehicles and/or motorcycles annually. A \$35 fee is charged and the appropriate permit issued. Decal registration instructions are available at montevallo.edu/vehicle-registration.
- ❑ **Know your schedule:** Your class schedule is in Banner Self-Service. Make sure you take a walk around campus before classes start so you know where your classes will take place.
- ❑ **Pay tuition and fees:** The payment deadline is the first day of each semester by 5 p.m. Account balances can be viewed on Banner. The University also offers payment plans for those interested.
- ❑ **Buy or rent textbooks:** Visit the official Barnes & Noble Campus Bookstore located down town for all your textbook needs. They also sell electronics, apparel, gifts and eTextbooks.
- ❑ **Get involved:** The University of Montevallo has something for everyone, including religious groups, Greek Life, SGA, UPC, intramurals, honor societies, publications, clubs and more! Visit falconlink.montevallo.edu for more information on events and organizations.
- ❑ **Complete consent and respect online training:** All new students are required to complete online drug, alcohol and sexual misconduct training. Watch for instructions in your UM email following your orientation session.



UNIVERSITY *of*
MONTEVALLO