TRANSFER
STUDENT
HANDBOOK
2015-2016
The Transfer Student Handbook is provided to you as a guide to academics, advising and resources at UNI. It does not replace or supersede the information provided in the UNI Catalog or the Schedule of Classes. Students are responsible for viewing a UNI 2015-16 College Catalog online.

For More Information
New Student Program
Dean of Students Office
118 Gilchrist Hall
319-273-2332
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University of Northern Iowa
7 Habits of Highly Effective Students

by Scott Cawelti, Ph.D.

Highly effective students exist, but not in great numbers. At UNI, every semester I encounter one or two, sometimes three. They’re productive, relaxed and, believe it or not, smiling.

They’re not necessarily brighter than other students, but they’ve learned a few habits that make them far more effective. Seven habits, to be exact, with apologies to Steven Covey, whose Seven Habits of Highly Effective People inspired this.

1. They delight in questions more than answers. What does this instructor or author mean? How does he/she know? What difference does it make? Questions are at least as interesting as answers and better questions invariably lead to better answers, when they lead to answers at all. Good students mean good questioners.

2. They debrief. They ponder whatever they read and hear, making lectures and reading theirs by talking with others, connecting it with their lives. They know that 20 minutes thinking and reviewing when ideas are fresh counts for two hours when they’re stale. They know that regular debriefing eliminates the need for cramming. So they’re never as busy as their less effective peers.

3. They understand synergy. A few minutes talking with friends generates a half-dozen more questions and connections among heretofore disconnected ideas. They have friends who function as resonators and they hang around with them because they come away electrified and ready to find more connections. Nothing happens in a vacuum, as they know well.

4. They read and write with teaching in mind. They teach themselves first, then they think about how it could be taught to others. Effective students can talk intelligently about what they’ve read, teaching as they go. If they can’t articulate what they’ve thought and read, they know they haven’t yet figured it out, really.

5. They know their priorities. They know that they can’t have or do everything, so they’ve learned to pick and choose what’s important. Sometimes they have to give up something they’d love to do in order to have something they want in five years. That’s called maturity; short-term fun doesn’t always connect with long-term goals.

6. They reward themselves. The most effective students know that to finish some project they don’t care for, they have to do it a piece at a time, followed by small rewards. A long-distance phone call serves as a reward, as does a couple of hours with a movie or a book you’ve wanted to read. Then back to the grind. That’s how the world gets work done, as they well know.

7. They seek awareness. They have learned that almost everything in life involves illusions: money, fame and status offer pleasures that quickly fade. What matters most is increased awareness, knowing who you are and where you’re going, believing, first and foremost, that you have miles to go before you sleep, as Robert Frost knew.

Advice from Students

Thanks to the Academic Advising Peer Advisors and students in the Career Decision Making course for the following comments.

1. Personal Responsibility: In college you have more freedom to do as you wish. Don’t abuse your new freedom. The choices you make can have a great impact on your future. Be proactive in your education; seek out potential problems before they seek you out.

2. Class Attendance: Go to class and be an active participant. There is valuable information given in class that isn’t covered in the textbook. Once you get into the habit of not going to class, it’s too easy to skip, and your grades will drop.

3. Types of Assignments: Your professors will not remind you to do your assignments; it is your responsibility. In some courses you may have only one test at the end of the semester. Your grades will suffer if you put off studying for your courses.

4. Professors’ Expectations: Get to know your professors. They like and expect you to have questions and be prepared for every class. They are also a great resource for advising about courses, internships and careers.

5. Importance of Performance: Take your first year very seriously – a great start makes the following years so much easier. Trying to play catch-up, whether it be the second half of the semester to get your grade up in a course or during your final years of school to raise your grade point, is not an easy thing to do.

6. Time Management: Set aside time every day to do homework and stick to a schedule. Don’t cram! Take time out to look at your schedule and give yourself adequate time to prepare for assignments and tests – probably at least five hours a day of reading/studying.

7. Amount of Study: You will need to study a lot more to succeed in your courses. Find a place to study where you won’t be interrupted or tempted to do something else.

8. Importance of Goals: Establish your education as among your highest priorities. Set goals in all facets of your life, write them down and check them off as you achieve them. Decide what you want in the end and work toward that goal from the beginning. Don’t be afraid to change your goals — take some risks!

9. Use of Resources: Don’t be afraid of the library and the computer labs. They are your tools and make life easier. If you’re struggling in a class, get help right away. Ask your professors or one of the advising centers if you are not sure where to get help.

10. Social Life: Along with your academic studies, remember to get involved in other activities, such as student organizations, volunteer opportunities, committees and internships. You’ll also meet people through classes and residence hall living.

Cawelti is a professor emeritus in the Department of English Language and Literature at UNI. This article originally appeared in The Northern Iowan.
Making a Successful Transition to UNI

Introduction
Adjusting to a new environment can be quite an adventure. This plan is designed to help you make the necessary adjustments to the university and to help you make the most of your time at UNI.

“Getting Organized”
Before the First Day
- Complete a Declaration of Curriculum form during your UNI orientation or ASAP at your major’s department office.
- Check for available housing.
- Check with Financial Aid to make sure you have provided all information needed to receive aid.
- Double-check your financial aid package. If you have not received an award notification one month after applying, contact: Financial Aid.
- Visit the campus in order to become familiar with the surroundings and find your classroom buildings.
- Reserve or buy your books before classes begin.
- Buy your parking permit at Public Safety, or online at www.vpaf.uni.edu/pubsaf/.
- Activate your UNI e-mail and access MyUNIverse.
- Update your local address through my UNIverse.
- Check MyUNIverse “Last E-bill” and “Activity since Last E-bill”.

“Getting Started”
The First Week
- Locate Student Employment information at www.uni.edu/finaid.
- Schedule an appointment with your departmental advisor if you need to change your schedule. If you have not been assigned an advisor, or are a deciding major, contact the Office of Academic Advising at 273-3406.
- If you are feeling overwhelmed or anxious about your assignments, contact Academic Learning Center. Ask your instructor for a referral to other resources.
- Attend every class and record assignment deadlines and exams in a planner.

“Developing your Network”
The First Month
- Meet with your advisor to develop a relationship and learn more about your major.
- Talk to your professors. Visit them during their office hours or after class.
- Mark your calendar and plan to attend the UNI Career Fair. For details go to www.uni.edu/careerservices.
- Get involved in at least one campus organization or community activity. Check with the Student Involvement Center for more information or look online at www.uni.edu/maucker.
- Start working on your résumé by visiting Career Services.
- Get involved in your new UNI home. Attend UNI events and find fun things to do in Cedar Falls.
- Meet students in your classes; form study groups.
- Regularly check your UNI email account and MyUNIverse for important UNI and class information.

“For Continued Success”
The First Semester
- Begin the University Scholarship Application, completed online at www.uni.edu/finaid/scholarship.
- Go to MyUNIverse to create your personal Plan of Study. Take it to your advisor prior to registering for next semester’s classes. Discuss your goals, plans and concerns regarding your UNI experience. Ask about ways to tailor your education through minors or certificates.
- If you are unsure of your major, the Office of Academic Advising can help. Call 273-3406 for an appointment.
- Attend Majors in Minutes in October 2015.
- Check on cooperative education and internship program option deadlines at www.uni.edu/careerservices.
- Continue to develop your network through interaction with faculty, active participation in organizations and work experience.
- Check with Financial Aid about important application deadlines.
- Find your registration time and holds on MyUNIverse.
- Register for next semester.
- Read your UNI email on a regular basis. If you have problems, contact ITS User Services, call 273-5555.

“Planning Ahead”
Second Semester
- Re-apply for the Free Application for Financial Aid (FAFSA) for the next academic year starting January 1.
- If you have not received an award notification by April, or one month after applying, contact Financial Aid. Be sure to check the deadline dates.
- Mark your calendar and plan to attend the spring career fairs. For details go to www.uni.edu/careerservices.
- Watch your UNI email for information about summer and fall registration.
- Assume leadership roles in campus organizations and community activities.
- Stay connected with Career Services in order to develop your résumé, look for cooperative education and internship opportunities and explore careers related to your major.
- Begin to research possible graduate schools and information regarding the application process by visiting Career Services.
- Pick up registration materials for graduate and professional school admission examinations such as the GRE, LSAT, GMAT and MCAT at the Academic Learning Center.

“Beyond the First Year”
- Continue to develop faculty contacts in your major area.
- If you are considering changing your major, visit the Office of Academic Advising for options.
- Attend the Fall Career Fair each September.
- Check on internship program options and deadlines.
- Continue contact with your advisor to network and get information about careers and graduate school opportunities.

Conclusion
Planning for success is your responsibility. By using university resources, you can develop many creative opportunities for personal and professional development.
**What You Need to Know About Advising at UNI**

Faculty and professional advisors are available to assist you.

During orientation registration, a faculty or professional advisor will discuss your schedule with you and give a final approval before you register for classes. This person may not be your permanent advisor. A permanent advisor is assigned after orientation. Your assigned advisor and contact information will be listed on your MyUNiverse website. You should meet with your advisor early and often.

**Your Advisor’s Role**

One of the roles of an advisor is to provide you with current and correct information about the university and/or to make an appropriate referral. You can also expect your discussions to remain confidential.

**Your Role**

You are responsible for your academic progress at UNI. You must make decisions based on the information, alternatives, limitations and possible consequences you explore with your advisor. Once you are enrolled at UNI, to change your major, go to the departmental office of your new major to complete a new Declaration of Curriculum form. You will be reassigned to a new advisor based on this change. To change advisors within your current major, go to the departmental office of your current major and request a change.

In order to develop and maintain a good advising relationship, you should:

1. Initiate and maintain contact with your advisor.
2. Create and maintain an advising file.
3. Bring your advising file to every advising meeting.
4. Learn basic university, college and departmental requirements.
5. Accept responsibility for meeting these requirements.
6. Review your updated advisement report each semester. Use your MyUNiverse planner to create and maintain a long range Plan of Study. Keep copies of these documents in your advising file to discuss with your advisor.
7. Be assertive in asking questions or discussing concerns. Bring a list of questions or concerns to each meeting.
8. Share information about your academic and career goals.
9. Discuss any problems affecting your academic performance.
10. Keep notes from advising meetings to remind you what was discussed.

**Teacher Education Requirements**

Any student wanting a teaching major is required to take the courses in professional education and a minimum of one departmental methods course. In addition, all candidates must be admitted to the Teacher Education program. Students should go to www.uni.edu/teachered/ for a complete listing of Teacher Education program requirements.

Students interested in a teaching major are recommended to complete their admission to the Teacher Education Program as soon as possible in their college career. All steps in the application process must be completed before enrolling in the Level II education courses. This pertains to all students, including incoming transfer students. To be admitted to the Teacher Education Program, a student must do all of the following:

- Declare a teaching major via the Declaration of Curriculum Form
- Have completed at least 24 semester units of credit
- Have a total cumulative GPA of 2.50 or higher
- File an acceptable Application for Admission to Teacher Education in 159A Schindler Education Center (an unacceptable application is returned to the student for revisions and corrections)
- Have satisfactorily completed College Reading and Writing (ENGLISH 1005) or the equivalent with a grade of C- or higher
- Have satisfactorily completed Oral Communication (COMM 1000) or the equivalent with a grade of C- or higher
- Successful completion of LAC category 1C math course with a grade of C- or higher
- Successful completion of Praxis exam.

For details on cut-off scores go to www.uni.edu/teachered/praxis.

The University of Northern Iowa Teacher Education program requires all students to complete a SING background check through the office of teacher education prior to their first field experience in a Pk-12 classroom.
Advising Centers

In addition to faculty and staff advisors based in academic departments, professional advisors are available in three advising centers:

**College of Education Advising**
189A Schindler Education Center
273-2751
- Elementary Education major
- Early Childhood major
- Middle Level major
Note: Secondary education majors (grades 5-12) should consult their departmental faculty advisors.

**HPELS Advising**
241 Wellness Recreation Center
273-5857
- Athletic Training major
- Health Promotion & Education major
- Leisure, Youth & Human Services major
- Movement & Exercise Science major
- Physical Education – Teaching major

Professional advisors will assist students with the following:
- Preparing tentative academic plans of study
- Interpreting university and departmental policies, procedures and requirements
- Registration procedures

**College of Business Administration**
**UNI Business Advising**
5 Curris Business Building
273-2144
business.uni.edu/web/pages/currentstudents/advisingcenter.cfm

UNIBusiness Advising provides information about business programs, career preparation and much more.

The college's professional advisors help students define their career goals and select a major. Advisors assist students with:
- Class scheduling
- Registration
- Interpretation of UNIBusiness and university rules, regulations, policies and procedures
- Developing an Individual Plan of Study
- Internship and co-op opportunities
- Constructing a resumé

Any student interested in pursuing a business major should meet with a professional advisor at UNIBusiness Advising.

**Office of Academic Advising**
102 Gilchrist Hall
273-3406
www.uni.edu/advising

It is never too early to start the academic advising and career planning process! We have helpful, professional academic and career advisors to help you at every level of your education. Experienced student staff – peer advisors (PAIRs) can help you by providing a friendly, student perspective. Our website has easily accessible resources that you can use any time!

Questions we can answer…

**How do I select or change my major?**
We can help you identify and make progress toward your academic goals by exploring your personal qualities and identify steps to explore potential majors, minors and certificates. We have the Majors in Minutes event, as well as inventories in our office and on our website to help you explore your interests, skills, and values — the first step in making an informed decision. For a detailed list of resources, see “Choosing a Major / Changing Your Major at UNI” on page 8.

**I don't have a major, how do I schedule for classes?**
We can work with you to build a schedule plan based on your current academic goals. The earlier you start your exploration, the more academic options you will have, so visit us early in your program and early each semester.

**Where do I go…?**
We have tools, information and referrals to resources that help you do your best academically and help you understand university administrative procedures, requirements and policies.

**What can I do with this major?**
Our web page provides links for connecting majors with occupations and locating job listing resources by career field.

**How can I learn more about career options?**
We provide many Web links for exploring jobs and career fields. Career Library resources can be searched on UNISTAR, the Rod Library search tool.

**How can I add to my skills and experience?**
Get experience through: on-campus jobs, volunteer experiences, student activities and leadership programs, as well as Study Abroad and National Student Exchange. We encourage students to use UNI's internships through the Cooperative Education/Internship Program.

**What activities are available to help me explore majors/careers?**
Activities available through our office include:
- Career Cruising
- Majors in Minutes
- POSTSEC 1050 Career Decision Making
Choosing Your Major at UNI

You are not alone...
• About 50 percent of college students change their major at least once.
• Research shows that up to 80 percent of entering college students indicate that they are not certain of their choice of major, even if they have “decided” on one.

For many students, choosing a major and choosing a career are one in the same. Although these choices can be related, the relationship of college majors to career fields varies. Some career choices dictate that you choose a specific major. Whereas for other career options you may have many different academic programs you could consider. Choosing a major does not limit you to one career choice…and choosing a career does not necessarily limit you to only one major.

There are more than 90 academic majors offered at UNI and more than 200,000 different occupations in the United States, so when making major and career decisions, you should focus on:
• Knowing yourself – developing an understanding of you.
• Researching your options of career and majors – through print, Web and people resources.
• Understanding the decision making steps and your own personal decision style.
• Evaluate and make connections between all of the above factors.

What personal factors are important to consider when choosing a major?
• Your interests and passions – what you like and truly enjoy.
• Your abilities, skills and strengths – what are you good at doing and use frequently.
• Your values – what is really important to you.
• Your personality – your patterns of behaving, thinking and feeling.
• Your motivations – what is driving you.
• The realities – what do you need to do and what obstacles might you have to overcome.

Questions to ask yourself when considering a major(s):
About yourself...
• What courses have you liked and/or in which you have been successful?
• What activities or experiences have you been involved in? Why did you enjoy these?
• What types of jobs appeal to you? What is your dream job?

About the major...
• What kind of skills and knowledge does the major emphasize?
• What are the specific requirements? What careers might this major lead to?
• How do I relate to other students in the major?

Most academic majors don’t offer specific preparation for a single type of work. Instead, they educate you and provide you with a skills foundation (along with your activities, work, etc.) to help make up the complete personal package you will bring to your future career directions and employment options.

What are employers looking for in college graduates?
According to the National Association of Colleges and Employers Job Outlook 2014, employers rate these qualities and skills as important for college graduates:
• Verbally communicate with person inside and outside the organization
• Work in a team structure
• Make decisions and solve problems
• Plan, organize and prioritize work
• Obtain and process information
• Analyze quantitative data
• Technical knowledge related to the job and proficiency with computer software programs
• Create and edit written reports

Resources to help you choose a major...

Majors in Minutes
In the fall semester, Majors in Minutes is a speed-dating approach to learning more about majors or careers of interest to you. At this event, you or a group of students interested in a major will visit with junior and senior students in that major.

From the Web:

The Office of Academic Advising
Academic Advising, www.uni.edu/advising, provides organized resources in the categories of strengths and interests, exploring majors and exploring careers.

Career Cruising
Career Cruising is a career exploration program with an interest inventory and detailed occupation profiles to help you get started. This Web-based program can be accessed through www.uni.edu/advising.
Creating a Successful Schedule

Planning your schedule and registering at UNI involves more than picking courses from the online Schedule of Classes. As you create your schedule each semester, consider what will help you to be successful in your life. To do this you must consider the requirements of the courses, your personal needs and any other commitments you have.

**How many courses should I take?** A typical academic schedule consists of 15 units, or five courses, each semester. To succeed academically, you should plan to spend at least two hours outside of class for every hour you spend in class. This out-of-class time includes time for reading assignments, library research, solving problems, writing papers, consulting with your professor or advisor, study groups and reviewing your notes. Enrolling in 15 units is like taking on a 45-hour-a-week full-time job!

The combination and expectations of your courses will be challenging, too. Are you including a variety of subjects? Will you need to plan extra time for reading your assignments or studying for a course that is challenging for you? As you create your first schedule, be sure to include courses you are required to take for admission to your major. Restrictions are indicated on your MyUNIverse registration information. You should also consider athletic, scholarship and financial aid eligibility. There are usually a minimum number of hours required for such eligibility. Take the number of courses in which you can do well.

**What can I do to be successful at UNI?** During your first year at UNI, expect to develop new study behaviors and time management techniques. You are responsible for deciding how you spend your time, and that freedom comes with responsibility. You will need to spend more time studying at UNI than you did in high school in order to achieve good grades. **You should do all assigned work and attend class.** You will also need to study differently to meet the demands at this level. Use your resources to become a proficient learner.

- Get to know your instructors. They want to know you and help you with questions you have.
- Keep a planner for yourself. Keep track of all your assignments and exams.
- Schedule time every day to study for each class. You will find that these short sessions will help you to learn better, and this will be reflected through your grades. You will still have time for other activities in your life.
- Take an Academic Learning Center course to add to your skills and make study time more productive. www.uni.edu/unialc
- Work with a tutor early in the semester to develop good study habits in your challenging courses. See the Academic Learning Center website for free tutoring services available.

**Will I have time for anything else?** Finding balance in your life at UNI is very important to your success. You may learn as much from your out-of-class experiences as you do in class. The trick is to plan ahead and be realistic about your time.

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**How Many Units Should I Take?**

Work through the information below to help you plan your schedule.

<table>
<thead>
<tr>
<th>Hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Units per week (including travel time)</td>
</tr>
<tr>
<td>2. Study time/class preparation/meeting with professors, advisors, tutors (2-3 hours per unit hour in class)</td>
</tr>
<tr>
<td>3. Work (including travel time)</td>
</tr>
<tr>
<td>4. Sleep</td>
</tr>
<tr>
<td>5. Meals (including preparation and clean-up)</td>
</tr>
<tr>
<td>6. Laundry/housekeeping</td>
</tr>
<tr>
<td>7. Getting involved (clubs, organizations)</td>
</tr>
<tr>
<td>8. Social time</td>
</tr>
<tr>
<td>9. Personal time</td>
</tr>
<tr>
<td>10. Exercise</td>
</tr>
<tr>
<td>11. Other</td>
</tr>
</tbody>
</table>

Remember, there are 168 hours in a week. For most majors, an average of at least 15 units must be earned in each semester to graduate in four years or eight semesters.
Academic Learning Center

Academic Achievement & Retention Services
www.uni.edu/unialc
Advisors who inspire, challenge and empower students to achieve academic success.
- Personalized advising and academic planning
- Workshops to enhance study strategies, financial literacy and career exploration
- Strategies for Academic Success, a 2-credit course (POSTSEC 1055)

Math & Science Services
www.uni.edu/unialc
An academic resource to challenge and inspire UNI students to achieve success in their math and science courses.
- Walk-in tutoring (Sunday through Friday)
- Study skills and test preparation consultations and workshops
- Calculator loan program
- Praxis I (PPST) and GRE prep courses

Writing Center
www.uni.edu/unialc
One-on-one feedback and hands-on workshops to help students succeed with any writing challenge:
- Breaking writer’s block and effectively manage writing time
- Improving focus, organization and clarity of course assignments, essay exams, personal statements and graduate research projects

College Reading & Learning Center
www.uni.edu/unialc
Individualized or small group sessions to help students improve and maximize their college reading and learning processes.
- Academic coaching to help develop efficient and effective college learning, reading and study strategies
- Workshops, course study groups and presentations to help students maximize their academic potential

Student Support Services
www.uni.edu/unialc
A federally-funded TRIO program that offers free guidance for eligible undergraduate students.
- Tutoring and study sessions
- Academic, career and personal advising
- Assistance with financial aid, scholarships and financial literacy, along with graduate school planning

University of Northern Iowa
Academic Learning Center
007-008 Innovative Teaching & Technology Center (ITTC)
273-6023 or 273-2361
www.uni.edu/unialc/

UNI Career Services...

For Cooperative Education & Internships
- www.uni.edu/careerservices/co-op
- Career-related experience before you graduate
- Pay, stipend or volunteer
- Academic credit and transcript notation available
- Local, statewide, and national locations
- Part-time and full-time internships for fall, spring, or summer listed in UNI CareerCat

For Career Readiness
- Individual advising and assistance with professional staff
- Printed and online resources for résumés and job search techniques
- Résumé referral to employers
- On-campus interviewing
- Networking
- Fairs (Fall Career Fair, UNI Overseas Fair for Educators, Spring Career Fair, UNI Teacher Fair)
- Printed and online job listings through UNI CareerCat
- Résumé critiquing
- Career Peer Advisors
- Mock interviews

For Graduate School Assistance
- Resources for locating programs
- Graduate school mock interviews
- Individual advising and assistance with application procedures

UNI Career Services
www.uni.edu/careerservices 102 Gilchrist Hall (319) 335-6857
Welcome to the UNI School of Music
www.uni.edu/music
Be a part of our tradition of excellence!

The following organizations are open to all university students for one unit of credit per semester (maximum of two credits each semester). For meeting times and locations, please consult your Schedule of Classes. For further information - audition times, how to contact the various directors, etc. - please call the School of Music office at 319-273-2024.

UNI PANTHER MARCHING BAND - MUS ENS 1180/3180
Join the Pride of UNI! - our most visible organization. All rehearsals and performances are in the UNI-Dome. There is a pre-season camp the week before classes start in the fall.

UNI VARSITY MEN’S GLEE CLUB (MEN’S CHORUS)
MUS ENS 1100/3100
Most members have a major outside music; fabulous tours to Europe every other year since 1980; audition not required.

UNI SYMPHONIC BAND - MUS ENS 1150/3150*
Offering performance opportunities during both the fall and spring semesters.

UNI WIND SYMPHONY - MUS ENS 1150/3150*

UNI JAZZ BANDS AND JAZZ COMBOS - MUS ENS 1160/3160*
There are three bands, and several combos; UNI’s jazz program is known throughout the country.

UNI CONCERT CHORALE - MUS ENS 1100/3100*
The select mixed chorus performs major choral/orchestral literature.

UNI SINGERS - MUS ENS 1100/3100
The largest undergraduate mixed chorus performs traditional and contemporary concert literature. Registered students will audition to be placed in the right voice category.

UNI WOMEN’S CHORUS - MUS ENS 1100/3100
Performs outstanding literature for women’s voices.

NORTHERN IOWA SYMPHONY ORCHESTRA
MUS ENS 1170/3170*
Be part of a musical experience by performing great music: symphonies, operas, concertos.

OPERA - MUS ENS 1190/3190*
Operas, dancing, singing, acting – opportunities to be involved onstage or backstage.

There are numerous other smaller ensembles that also give credit. Consult the Schedule of Classes for section numbers and rehearsal times. Join us!

*Students must audition before registering for these options. Auditions will be held during the weekend prior to the first day of classes. To schedule an audition, email music@uni.edu or call (319) 273-2025.

You don’t have to be a theatre major to be involved.
There are many ways to participate in TheatreUNI.

Audition for the fall shows!
TheatreUNI frequently casts non-majors in main-stage productions. Auditions are open to all enrolled UNI students. Come to the Strayer-Wood Theatre at 6 pm on the Sunday before classes start. During a brief meeting you’ll get to meet Theatre faculty and get information about the upcoming season and volunteer opportunities. At 6:45, there will be an Audition Workshop for new students. Then plan to come back Monday evening to audition for the fall productions. No prepared material will be required.

Job opportunities
The scenic and costume studios, the box office and the departmental office all hire a number of student employees for the year. Some positions are work-study, some are not.

Volunteers
TheatreUNI is always looking for volunteer help in the scenic and costume studios. If you enjoy building, painting, drawing or sewing, we have a place for you. (3 hrs/wk recommended)

Ushers
Audiences at Strayer-Wood Theatre rely on an efficient usher staff to greet them and help them find their seats. The time commitment is minimal and the benefits include a free ticket to the show for your family or non-UNI friend.

Audiences
No one wants to perform to an empty house. The audience is a vital part of the live theatre experience and we at Strayer-Wood Theatre strive to bring you the best academic theatre in Northeast Iowa. UNI students can see TheatreUNI main-stage productions FREE with their student ID.

Classes
The Department of Theatre offers several classes open to non-majors, including:

- Theatrical Arts & Society (Theatre 1002)
- Foundations of Theatre (Theatre 1010)
- Stagecraft (Theatre 1012 and 1015)
- Introduction to Reading Playscripts (Theatre 1020)
- Acting (Theatre 1030)

For information on how you can participate in TheatreUNI productions, call 319-273-6386 or visit www.uni.edu/theatre.
Your Degree

Liberal Arts Core

University Electives

Major

- **Liberal Arts Core**: All students are required to complete the 45-unit liberal arts core. Liberal Arts Core is the foundation for learning skills for life-long learners.

- **Major**: The subject or field of study that you decide to emphasize. If you choose to specialize in two subjects, you will have a double major.

- **Minor**: A secondary area of study; units required for a minor are usually less than those of a major. Minors are optional for most majors.

- **Certificate**: An area of emphasis similar to a minor, but usually of a more applied nature. Certificates are optional.

- **University Electives**: Courses you take that are neither required nor chosen as part of your major or Liberal Arts Core. These can be used towards minors, certificates or additional major or other courses of interest.

Undergraduate Degrees at UNI require a minimum of:

- Bachelor of Arts ......................... 120 units
- Bachelor of Science ..................... 126 units
- Bachelor's with certification to teach .................................. 120 units

(See page 4 for details about teacher education requirements.)

Undergraduate Degree Classification:

- Freshman ................................. 0-29 units
- Sophomore ............................... 30-59 units
- Junior ................................. 60-89 units
- Senior .................................. 90+ units

- You must take at least 12 units per semester to be considered a full-time student; the maximum unit load without special approval is 18 units.

- Full time status may be important for financial aid, scholarships, athletic eligibility or coverage on your family's insurance. Be sure to talk with an advisor before dropping courses once the semester has begun.

- If you plan to graduate in four years, you must average at least 15 units each semester. (Based on units required for bachelor of arts degree).

- Students entering UNI who graduated from high school in 1989 or thereafter are required to demonstrate a level of competence in a foreign language equivalent to elementary II of a language at UNI. One year of foreign language in high school is considered to be equivalent to one semester of foreign language at the university. The foreign language competency requirement can be satisfied in the following ways:
  - Completion of two years of high school study in one foreign language;
  - Completion of college study in one language equivalent to the competence achieved after the second semester (or one year) at the college level;
  - Performance in an examination (CLEP or Advanced Placement) measuring proficiency equivalent to that attained after the second semester of college study in one foreign language;
  - Completion of either two years of high school study or one year of college study or the combined equivalent in American Sign Language (ASL). Study in any other language and culture for the hearing impaired will not automatically satisfy this graduation requirement.

*Satisfactory completion means a minimum grade of “C-” in the last course taken to meet this requirement.
Liberal Arts Core Requirements

~UNI's Liberal Arts Core offers students a way to find out more about themselves and discover what they might be interested in choosing for their major. These requirements are common to all UNI majors. Students can continue to explore academic options while taking courses toward their degree.

~UNI's Liberal Arts Core prepares students with the skills and knowledge employers are seeking. Employers seek students who can think, communicate, solve problems, and demonstrate good interpersonal skills. The Liberal Arts Core can assist students in the development of these skills, making them more well-rounded and desirable employees.

~UNI's Liberal Arts Core imparts upon students a wide variety of knowledge that can be drawn upon to solve problems and think creatively. Liberal learning is not confined to particular fields of study. UNI's Liberal Arts Core spans a broad variety of disciplines across the university.

~UNI's Liberal Arts Core provides students with the benefits of a liberal arts education. These requirements provide a foundation for lifelong learning so critical in a world undergoing rapid change. Students gain skills to think critically, reason quantitatively, communicate effectively, and synthesize new information and new patterns of thought. It prepares them to live and work in a multicultural and global society.

For more information about the University of Northern Iowa's Liberal Arts Core go to: http://www.uni.edu/vpaa/lac

<table>
<thead>
<tr>
<th>I. Core Competencies</th>
<th>12 units</th>
</tr>
</thead>
</table>

Students should complete I.A, I.B and I.C in their first year. The Core Competencies prepare students to communicate effectively to participate in decision-making. Written and oral communications are developed through practice, performance and frequent evaluation. Quantitative courses develop students' ability to use and understand numerical data. Personal Wellness courses develop an understanding and appreciation of wellness to maximize holistic health.

**I.A. Writing and Reading** (3 units required)
- UNIV 1000 Cornerstone: Integrated Communication I, 3 units
- UNIV 1010* Cornerstone: Integrated Communication II, 3 units

This course will be taught in two-semester increments and a student must complete both semesters or will not apply to LAC 1A and 1B credit.

**ENGLISH 1005** College Writing and Research, 3 units
**ENGLISH 2015** Craft of Academic Writing, 3 units
**ENGLISH 2120** Critical Writing About Literature, 3 units

**I.B. Speaking and Listening** (3 units – required)
- UNIV 1000 Cornerstone: Integrated Communication I, 3 units
- UNIV 1010* Cornerstone: Integrated Communication II, 3 units

This course will be taught in two-semester increments and a student must complete both semesters or will not apply to LAC 1A and 1B credit.

**COMM 1000** Oral Communication, (3 units)

**I.C. Quantitative Techniques and Understanding** (3 units required – choose one)
- **MATH 1100** Mathematics in Decision Making, 3 units
- **MATH 1420** Calculus I, 4 units
- **STAT 1774** Introductory Statistics for Life Sciences, 3 units
- **STAT 1772** Introduction to Statistical Methods, 3 units
- **CS1025** Modern Tools for Exploring Data, 3 units

Students are expected to take the ALEKS placement exam before taking a math course, and should be placed in the recommended course for their major based on ALEKS placement score. Students who have not taken ALEKS should wait to enroll in a math course until after taking ALEKS.

**Elementary Education** students may meet the category 1C requirement by completing MATH 1204 Mathematical Reasoning for Teachers I.

**I.D. Personal Wellness** (2-3 units – required)
- **HEP 1010** Personal Wellness, 3 units
- **HEP 1059** Dimensions of Well Being, 2 units

<table>
<thead>
<tr>
<th>II. Civilizations and Cultures</th>
<th>9 units</th>
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</table>

The Civilizations and Cultures component develops an understanding of our Western European heritage and of a non-Western culture.

**II.A. Humanities** (6 units required – take two)
- **HUM 1021** Humanities I: The Ancient, Classical, and Medieval Worlds, 3 units
- **HUM 1022** Humanities II: The Renaissance, Reformation, and Enlightenment, 3 units
- **HUM 1023** Humanities III: The Age of Revolution to the Present, 3 units

**II.B. Non-Western Cultures** (3 units required – choose one)

Advisory: Transfer students with an A.A. from an Iowa community college may need to complete this category. Check your advisement report. SPAN 3020 may be substituted for the non-western course requirement.

- **HUM 3121** Russia/Soviet Union, 3 units
- **HUM 3122** Japan, 3 units
- **HUM 3123** Latin America, 3 units
- **HUM 3124** China, 3 units
- **HUM 3125** India, 3 units
- **HUM 3127** Middle East, 3 units
- **HUM 3128** Africa, 3 units
- **HUM 3132** Native North America, 3 units
- **HUM 3137** Native Central and South America, 3 units

<table>
<thead>
<tr>
<th>III. Fine Arts, Literature, Philosophy and Religion</th>
<th>6 units</th>
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</thead>
</table>

Courses in art, drama, music and dance open the eyes and ears of students to the beauty of the natural world as well as to the imagination created by the genius of the artist.

Literature opens a window of understanding that uniquely illuminates the human experience – the cultural past as well as the present.

**Advisories:**
1. **THEATRE 1002** requires attending evening performances.
2. **ART 1002** is a hands-on studio course requiring additional studio time.
3. **Music majors** may substitute **MUS HIST 1020** History of Music II.

**III.A. Fine Arts** (3 units required – choose one)
- **PEMES 2034** Survey of Dance History, 3 units
- **THEATRE 1002** The Theatrical Arts and Society, 3 units
- **MUSIC 1100** Soundscapes: Music in Culture, 3 units
- **ART 1002** Visual Inventions, 3 units
- **ART HIST 1004** Visual Perceptions, 3 units
### III. B. Literature, Philosophy or Religion (3 units required – choose one)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 1120</td>
<td>Literature</td>
<td>3</td>
</tr>
<tr>
<td>RELS 1020</td>
<td>Religions of the World</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 1020</td>
<td>Philosophy: The Art of Thinking</td>
<td>3</td>
</tr>
<tr>
<td>FREN 1120</td>
<td>Intro to Francophone Literature</td>
<td>3</td>
</tr>
<tr>
<td>GER 1120</td>
<td>Introduction to German Literature</td>
<td>3</td>
</tr>
<tr>
<td>SLAV 1120</td>
<td>Introduction to Russian Literature</td>
<td>3</td>
</tr>
<tr>
<td>PORT 1031</td>
<td>Introduction to Portuguese and</td>
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<td></td>
<td>Hispanic Literature in</td>
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<tr>
<td></td>
<td>Translation</td>
<td>3</td>
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</tbody>
</table>

### IV. Natural Science and Technology (7 units)

Students develop an understanding of the interconnectedness of all aspects of the human and natural environment. Issues of great political, social and religious significance have arisen from the scientific endeavor.

Advisories:
1. Must take a course with a laboratory from either Life Sciences or Physical Sciences or another laboratory course offered by the College of Humanities, Arts & Sciences. (Only 6 units are required for students who meet the Liberal Arts Core laboratory requirement with a course other than one listed in Life or Physical Sciences.) A student who receives CLEP credit in BOTH the physical and biological sciences shall be considered to have fulfilled the laboratory requirements.
2. For all courses listed under Life Sciences and Physical Sciences, with the exception of ANTH 1001, a student must have satisfied University entrance requirements in English and mathematics.

#### IV.A. Life Sciences (3 or 4 units required – choose one)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI ED 1200</td>
<td>Inquiry into Life Science</td>
<td></td>
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<tr>
<td></td>
<td>(Elementary Education majors only)</td>
<td></td>
</tr>
<tr>
<td>BIOL 1012</td>
<td>Life: The Natural World</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1013*</td>
<td>Life: The Natural World – Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 1014</td>
<td>Life: Continuity and Change</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 1015*</td>
<td>Life: Continuity and Change – Lab</td>
<td>1</td>
</tr>
<tr>
<td>BIOL 1033</td>
<td>Principles of Microbiology</td>
<td>3</td>
</tr>
<tr>
<td>BIOL 2051</td>
<td>General Biology: Organism Diversity</td>
<td>4</td>
</tr>
<tr>
<td>BIOL 2052</td>
<td>General Biology: Cell Structure and</td>
<td>4</td>
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<tr>
<td></td>
<td>Function</td>
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</tr>
<tr>
<td>BIOL 3101</td>
<td>Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>ANTH 1001</td>
<td>Human Origins</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>*Lab course</td>
<td></td>
</tr>
</tbody>
</table>

#### IV.B. Physical Sciences (3 or 4 units required – choose one)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCI ED 1300</td>
<td>Inquiry into Physical Science</td>
<td></td>
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<tr>
<td></td>
<td>(Elementary Education majors only)</td>
<td></td>
</tr>
<tr>
<td>SCI ED 1100</td>
<td>Inquiry into Earth Science</td>
<td></td>
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<tr>
<td></td>
<td>(Elementary Education majors only)</td>
<td></td>
</tr>
<tr>
<td>CHEM 1010*</td>
<td>Principles of Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1011</td>
<td>Molecules and Life</td>
<td>3</td>
</tr>
<tr>
<td>CHEM 1020</td>
<td>Chemical Technology</td>
<td>4</td>
</tr>
<tr>
<td>CHEM 1110</td>
<td>General Chemistry</td>
<td>4</td>
</tr>
<tr>
<td>EARTHSCI 1100*</td>
<td>Astronomy</td>
<td>3 or 4</td>
</tr>
<tr>
<td>EARTHSCI 1110</td>
<td>Astronomy Lab</td>
<td>1</td>
</tr>
<tr>
<td>EARTHSCI 1200</td>
<td>Elements of Weather</td>
<td>3</td>
</tr>
<tr>
<td>EARTHSCI 1210</td>
<td>Elements of Weather Lab</td>
<td>1</td>
</tr>
<tr>
<td>EARTHSCI 1300*</td>
<td>Introduction to Geology</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS 1000</td>
<td>Physics in Everyday Life</td>
<td>3</td>
</tr>
<tr>
<td>PHYSICS 1400*</td>
<td>Conceptual Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS 1511</td>
<td>General Physics</td>
<td>4</td>
</tr>
<tr>
<td>PHYSICS 1701</td>
<td>Physics I for Science and Engineering</td>
<td>4</td>
</tr>
<tr>
<td>GEOG 1210</td>
<td>Physical Geography</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 1211*</td>
<td>Physical Geography Lab</td>
<td>1</td>
</tr>
<tr>
<td>TECH 1015</td>
<td>Introduction to Sustainability</td>
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<tr>
<td></td>
<td>*Lab course</td>
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<tr>
<td></td>
<td>**Lab course if 4-hour option elected.</td>
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</tbody>
</table>

### V. Social Science 9 units

Course work in social sciences addresses:
- the interpersonal relationships of human beings and the pluralistic culture they live in
- the social, economic, and political institutions that shape the lives of people
- the breadth and diversity of human values.

Advisories:
1. Choose one course from group A, one course from group B and one course from group C.

#### V.A. Sociocultural and Historical Perspectives – Choose one.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>WGS 1040</td>
<td>Women's and Gender Studies</td>
<td>3</td>
</tr>
<tr>
<td>HISUS 1023</td>
<td>History of the United States</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 1120</td>
<td>Human Geography</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1000</td>
<td>Introduction to Sociology</td>
<td>3</td>
</tr>
<tr>
<td>ANTH 1002</td>
<td>Culture, Nature &amp; Society</td>
<td>3</td>
</tr>
</tbody>
</table>

#### V.B. Individual and Institutional Perspectives – Choose one.

Advisory: Non-business majors and Business teaching majors may substitute both ECON 1041 and ECON 1051 for ECON 1031.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>FAM SERV 1010</td>
<td>Human Identity and Relationships</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 1001</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>ECON 1031*</td>
<td>Introduction to Economics</td>
<td>3</td>
</tr>
<tr>
<td>POL AMER 1014</td>
<td>Introduction to American Politics</td>
<td>3</td>
</tr>
</tbody>
</table>

### V.C. Diversity and Global Issues – Choose one.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ED PSYCH 2030</td>
<td>Dynamics of Human Development</td>
<td>3</td>
</tr>
<tr>
<td>GEOG 1110</td>
<td>World Geography</td>
<td>3</td>
</tr>
<tr>
<td>SW 1041/SOC SCI 1041</td>
<td>Social Welfare: A World View</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1045</td>
<td>American Racial and Ethnic Minorities</td>
<td>3</td>
</tr>
<tr>
<td>SOC SCI 1020</td>
<td>Women, Men and Society</td>
<td>3</td>
</tr>
<tr>
<td>POL GEN 1020</td>
<td>Contemporary Political Problems</td>
<td>3</td>
</tr>
<tr>
<td>POL INTL 1024</td>
<td>International Relations</td>
<td>3</td>
</tr>
<tr>
<td>SOC 1060</td>
<td>Social Problems</td>
<td>3</td>
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</tbody>
</table>

### VI. Capstone Experience 2 units

Capstone courses provide opportunities for students to synthesize the diverse realms of thought they have studied. The emphasis is on linking theory and academic preparation to practical problem-solving activities in multidisciplinary seminars or community-based learning courses.

Advisories:
1. Prerequisite: junior or senior standing.
2. Required for all transfer students including those with an A.A. from an Iowa community college.
3. Check the Schedule of Classes each semester for a list of courses designated to satisfy this requirement.

**Capstone (2 units-required)**

1. Liberal Arts Core Courses may be used to satisfy requirements for both the Liberal Arts Core program and the major, minor or program emphases.
2. Departments offering a Liberal Arts Core course may preclude their major or minor students from taking that particular course to satisfy the requirements for the Liberal Arts Core, the major or the minor.
3. Liberal Arts Core requirements can be met through CLEP examinations, departmental examinations and the Advanced Placement Program.
4. All courses taken to meet Liberal Arts Core requirements must be taken for graded credit.
5. The Liberal Arts Core program requirements apply to all undergraduate degree programs.
Orientation Advising Worksheet For College Credit

This is not an official evaluation – only intended as guide for advising during orientation.

Name ____________________________

Transfer Coursework
List all courses taken for college level credit not listed on your degree audit.

<table>
<thead>
<tr>
<th>Name of Institution Granting Credit</th>
<th>Name of Course</th>
<th>Transfer Course Number</th>
<th>UNI Course Equivalent</th>
<th>LAC</th>
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</thead>
<tbody>
<tr>
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ALEKS Placement

<table>
<thead>
<tr>
<th>ALEKS Score</th>
<th>Class to be enrolled in</th>
</tr>
</thead>
<tbody>
<tr>
<td>&gt;70%</td>
<td>MATH:1420 Calculus I</td>
</tr>
<tr>
<td>&gt;55%</td>
<td>MATH:1130 Trigonometry</td>
</tr>
<tr>
<td></td>
<td>MATH:1140 Precalculus</td>
</tr>
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<td></td>
<td>MATH:1150 Calculus for Technology</td>
</tr>
<tr>
<td></td>
<td>ECON:1021 Introduction to Decision Techniques</td>
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<tr>
<td></td>
<td>ECON:1011 Business Statistics</td>
</tr>
<tr>
<td>&gt;50%</td>
<td>STAT:1772 Introduction to Statistical Methods</td>
</tr>
<tr>
<td>&gt;45%</td>
<td>MATH:1110 Analysis for Business Students</td>
</tr>
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<td></td>
<td>MATH:1120 Mathematics for Biological Sciences</td>
</tr>
<tr>
<td></td>
<td>PHYSICS: 1511 General Physics I</td>
</tr>
<tr>
<td>&gt;40%</td>
<td>STAT:1774 Introductory Statistics for Life Sciences</td>
</tr>
<tr>
<td>No ALEKS cut score required</td>
<td>MATH:1100 Mathematics in Decision Making</td>
</tr>
<tr>
<td></td>
<td>MATH:1204 Mathematical Reasoning for Teachers I</td>
</tr>
<tr>
<td></td>
<td>MATH:0100 Intermediate Algebra</td>
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</tbody>
</table>
Preparing for Advisement

Name: ___________________________ UNI Student ID #: ___________________________

Last Name: ___________________________ First Name: ___________________________ Middle Name: ___________________________

Major: ___________________________

Semester (circle one) Summer / Fall / Spring 20____

Today’s Date: ___________________________

Class Schedule: Please fill out Completely.

<table>
<thead>
<tr>
<th>Class# (5-digit)</th>
<th>Subject</th>
<th>Catalog#</th>
<th>Sec</th>
<th>Units</th>
<th>Time</th>
<th>Course Title</th>
<th>Approval (if applicable)</th>
</tr>
</thead>
<tbody>
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My ACT Scores are: EN _____ MA _____ RE _____ SR _____ CO _____

EN _____ + RE _____ = _____

My ALEKS Score is_______ %

Questions to ask advisor:
Questions to help in your Advisement

What is your preference of major? __________________________________________

How sure are you about your choice of major?

- Very sure
- Fairly sure
- Not sure

Please indicate the co-curricular activities in which you hope to participate.

- Campus Religious Organizations
- Clubs in Your Major
- Drama/Theatre/Dance
- Fraternity/Sorority
- Forensics/Debate
- Intercollegiate Athletics
- Internship and/or Cooperative
- Summer Orientation
- Other Activities

- Intramurals/Club Sports
- Music (choral, jazz, marching band, symphony, etc.)
- Residence Hall Organizations
- Student Government
- Student Publications/Radio Station
- Study Abroad/National Student Exchange
- Student Admissions Ambassadors Education
- Volunteer Opportunities/Community Service

Do you expect to be employed?  

- yes
- no

If yes, how many hours per week? _______

Use This Section For Your Tentative Schedule

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x Advisor Signature  x Completion of Training Signature

If you have questions about your schedule when you return home, please call the Office of Academic Advising 319-273-3406.
Resources for Your Success

ACADEMIC ADVISING
102 Gilchrist Hall
273-3406
www.uni.edu/advising
see page 5

ACADEMIC ASSESSMENT
117A ITTC, 273-2778
www.uni.edu/assessment/
Faculty, staff and administrators at UNI want to know what students are learning, how well they are learning it and what kinds of experiences—both in and outside the classroom—add to students’ education. They want to make sure that graduates not only know the content in their academic field, but have the qualities required for success in their work, communities and personal lives. UNI uses various kinds of assessment tools to measure student learning and invite students’ views on their educational experience at UNI. Aside from classroom tests and assignments, students may be asked to complete surveys, evaluate programs or events, participate in focus groups or complete tests like the Proficiency Profile. Information gained from assessment tools like these helps UNI continue to work toward providing students with the best possible education and preparation for success after graduation.

ACADEMIC LEARNING CENTER
007-008 Innovative Teaching & Technology Center (ITTC)
273-6023 or 273-2361
www.uni.edu/unialc/
Academic Achievement and Retention Services
007 ITTC, 273-6023
www.uni.edu/unialc
Academic Achievement and Retention Services inspires students to achieve academic success and empowers them to develop their personal and professional strengths. Services include:
• Personalized advising and academic planning
• Workshops to enhance study strategies, financial literacy and career exploration
• Strategies for Academic Success, a 2-unit course (POSTSEC 1055)
Examination Services
007 ITTC, 273-6023
www.uni.edu/unialc
Examination Services administers ACT, CLEP, DSST, MAT, GRE, LSAT, Praxis series, certification exams and more. Services are provided to enrolled graduate and undergraduate students, non-UNI students and non-students. In addition to test administration, this program provides test registration information, preparation referrals and consultation.

Student Support Services
007 ITTC, 273-2179
www.uni.edu/unialc
See Page 36.

Math and Science Services
008 ITTC, 273-2361
www.uni.edu/unialc
Math and science tutors are available to assist students with study skills, TI-83 calculator use, and time management. Math & Science Services works in concert with UNI math and science faculty, the Mathematics Department, the College of Humanities, Arts and Sciences and affiliates of the Academic Learning Center to provide:
• Math and science preparedness consultations
• Supplemental Instruction for specific courses
• Calculator loan program
• Walk-in, one-on-one tutoring and study skills assistance
• Test preparation
• Study groups
• GRE Quantitative and Praxis I (PPST) Math Preparation Courses
• Success in Science & Math workshops
• A-Team drop-in tutoring on Sunday evenings in the Rod Library

College Reading and Learning Center
008 ITTC, 273-2361
www.uni.edu/unialc
Trained and certified academic coaches help students develop and apply effective college reading, learning, study and time management strategies with:
• Individualized appointments
• Workshops, courses, study groups and presentations
• Faculty consultation
• Preparation for the Praxis I (PPST) Reading, GRE Verbal and other entrance exams
• A-Team drop-in tutoring on Sunday evenings in the Rod Library
We also offer faculty consultation and workshops for specific courses and groups subject to staff availability.

Writing Center
008 ITTC, 273-2361
www.uni.edu/unialc
Certified writing coaches and students work together to:
• Break writer’s block. Get class projects or personal statements started and manage writing time
• Identify and repair problems with focus and organization
• Practice effective planning, revising, editing and proofreading techniques
• Avoid plagiarism and master APA, MLA and other citation styles
• Prepare for Praxis I (PPST) Writing, GRE Analytical Essay and other entrance essay exams
• A-Team drop-in tutoring on Sunday evenings in the Rod Library
We also offer faculty consultation and workshops for specific courses and groups subject to staff availability.

ATHLETICS
Athletics Academic Services
North UNI-Dome Complex, 273-3326
Athletics Academic Services provides support for student athletes through the following:
• Individual or group tutoring sessions (by student request).
• Information on NCAA Academic Eligibility guidelines.
• CHAMPS Life Skills programming.

BUSINESS OPERATIONS/STUDENT ACCOUNTS
103 Gilchrist Hall
273-2162
www.uni.edu/obo
Student Account staff can help with:
• Billing questions
• u-bill payments
• Financial aid refunds
• Direct deposit
• Perkins loans
• Payment plans

CAREER SERVICES
102 Gilchrist Hall
273-6857
www.uni.edu/careerservices
UNI career services helps students succeed by offering career readiness resources and advising on:
• Career readiness programs
• Resumé, cover letter and references
• Interviewing
• Internship assistance
• Job/internship postings
• Job search strategies
• Networking

CENTER FOR MULTICULTURAL EDUCATION
Plaza Level, Maucker Union
273-2250 www.uni.edu/cme/
We foster success in racial and ethnic minority students, contribute to the cultural competence of all students and promote an appreciation of diversity in the university community. Through our programs, activities and services, we assist the university in the recruitment and retention of students of color.
COUNSELING CENTER
103 Student Health Center
273-2676 www.uni.edu/counseling
The Counseling Center provides individual counseling, group therapy, couples counseling and workshops for personal growth and mental health concerns.

Counseling Center services are confidential and provided at no additional charge for UNI students who have paid the Health Fee. Call to schedule an Initial Assessment appointment for such concerns as:
• Feeling depressed and/or anxious
• Stress
• Relationship problems
• Eating disorders
• Sexual identity issues
• Emotional, sexual or physical abuse.

DEAN OF STUDENTS
118 Gilchrist Hall
273-2332
www.uni.edu/deanofstudents
The Dean of Students (DOS) office staff is available to assist students with general advice, answer questions and help with any issues or concerns that may arise. They are connected to a network of campus-wide problem solvers and can refer students to an appropriate office or service, depending on the need.

DOS staff coordinates new student orientation, oﬀ-campus student services, Family Weekend, lesbian, gay, bisexual, transgender student services, student disability services, military and veteran student services, student wellness services, and administers student conduct proceedings.

The oﬃce supports and encourages a safe and intellectually stimulating environment, recognizing that all students, faculty and staff have rights and responsibilities in achieving this goal. The University Student Conduct Code clarifies student rights and responsibilities and is enforced by the DOS oﬃce.

DEPARTMENT OF RESIDENCE
Housing and Dining
Redeker Center
273-2333, 866-207-9411 (toll free)
www.uni.edu/dor
Choosing to live on campus aﬀords students the full college experience. At UNI they will find the accommodations and lifestyle they are looking for as they cycle through college, placing them in the center of university life. Living on campus helps ease the transition to college life, gets students involved and makes them feel connected, all while they earn better grades on their track to graduating in four years. Plus, they are never far from getting something great to eat at one of our award-winning dining centers, the food court in Mauker Union, our cafe in Rod Library, a food cart or convenience store.

Learn more about the advantages of on-campus living by calling 866-207-9411 (toll free) or by visiting www.uni.edu/dor.

DISABILITY SERVICES
Dean of Students
103 Student Health Center
273-2677 www.uni.edu/sds
Student Disability Services works with students to ensure that all persons with disabilities have access to university activities, programs and services. Specialized services are provided to enhance the overall academic, career and personal development of each person with a disability. Currently enrolled students may apply for services by calling 319-273-2677 (For deaf or hard of hearing, use relay 711.) to schedule an appointment with a Student Disability Services staff member.

OFFICE OF FINANCIAL AID AND SCHOLARSHIPS
105 Gilchrist Hall
273-2700, www.uni.edu/finaid
The Office of Financial Aid and Scholarships administers a comprehensive program of financial assistance for students. The oﬃce offers all federal student aid programs as well as a variety of scholarship assistance. The oﬃce also coordinates ﬁnancial literacy eﬀorts including the Live Like a Student program. Watch for more information.

ITS – EDUCATIONAL TECHNOLOGY
120 Innovative Teaching and Technology Center
273-2309 www.uni.edu/its/
ITS – Educational Technology oﬀers two areas of service for students: free video tutorials and use of specialized computers and equipment in The Production House.

lynda.uni.edu
Free video tutorials are available on thousands of technology-related topics. Login with your CatID at lynda.uni.edu.

The Production House
The Production House is a multimedia production facility, open to students, faculty and staff. This facility allows users to produce high quality multimedia products. If you have any questions, stop by, visit us on the Web at www.uni.edu/its/labs/production-house or call us at 273-7820.

NON-TRADITIONAL STUDENTS
Contact: Jean Neibauer
Advising Liaison for Non-Traditional Students
Academic Advising
273-3406 jean.neibauer@uni.edu
• Non-Traditional Student Web Site
www.uni.edu/nontraditionalstudents
Use the Internet to explore the many services available to non-traditional students at UNI.

REGISTRAR’S OFFICE
115 Gilchrist Hall
273-2241, www.uni.edu/registrar
The Registrar’s Oﬃce is a general clearinghouse for all administrative matters related to your academic life at UNI. Allow us to assist you in your educational endeavors. We can assist with the following, and many other areas relative to your enrollment:
• Adding or dropping classes
• Change of address
• Advisement reports and graduation requirements
• Grade reports and UNI transcripts
• Readmission after suspension
• Schedule of Classes and UNI Catalog
• Student request forms
• Teacher licensure

ROD LIBRARY
Central campus, near Mauker Union
Reference Desk 273-2838
www.library.uni.edu
Library hours can be found on the library home page

Study: Students will ﬁnd Rod Library a comfortable place in which to study quietly or in groups. Collaborative workstations and technology-equipped study rooms are available for checkout at the Circulation Desk. More than 170 computers are available for browsing and research and laptops are available for checkout. The new Learning Commons acts as a one-stop shop to support student assignment completion. Also, be sure to stop by our new Book Bistro cafe!

Help with Assignments: Librarians are available to assist with research for assignments, including ﬁnding, using and evaluating information in a variety of formats. The best place to ask for help is the Reference Desk on the library’s main ﬂoor. You can call the Reference Desk at 273-2838 or text us at 319-242-1508. Online assistance is available at www.library.uni.edu/ask-us-research-help. Explore our growing learning commons to get assistance with other areas of study.

Finding Materials for Your Research
The Undergraduate Guide to the Rod Library is a website that contains useful information that undergraduates may want to know about the library. To access this website - go to the
library homepage and click on the link to “Undergraduate Students,” which can be found at the bottom of the left-hand column of the page. The direct address to the Undergraduate Guide is https://www.library.uni.edu/undergrad.

UNISTAR, our library catalog, is available through the “Books and More” tab on the library homepage. Students can also use OneSearch, our new Google-like search tool, to search multiple library resources at one time.

Rod Library provides access to thousands of electronic journals and magazines through academic databases licensed for use by the UNI community, and not available through general web searches.

The Undergraduate Guide to Rod Library is a quick but thorough guide to all of the basic information that undergraduates want to know about the library. Go to the library homepage and look for the “Information For” header in the lower left of the home page. Then click on the “Undergraduate Students” link. The direct address of the Undergraduate Guide is www.library.uni.edu/undergraduate-guide-rod-library

STUDENT HEALTH CLINIC
University Health Services
016 Student Health Center
273-2009, www.uni.edu/health

Health services are available to all registered students. The Student Health Clinic functions as a general medical clinic and provides evaluation and treatment for a wide variety of health concerns. Appointments are available by calling 273-2009. The Student Health Clinic Pharmacy offers prescriptions and over-the-counter medications. Prescriptions will be filled for outside healthcare providers as well as from the clinic. For more details about the Student Health Clinic or Pharmacy, visit www.uni.edu/health.

STUDENT INVOLVEMENT CENTER
Plaza Level, Maucker Union
273-2683, www.uni.edu/involvement

Why is it important for you to get involved at the University of Northern Iowa?
• Gain marketable skills valuable to employers.
• Develop communication skills.
• Meet new people.
• Take on leadership roles.
• Learn time management.
• Use involvement to help you choose a career. A list of the more than 250 student organizations on campus can be accessed via the Student Involvement Center website.

Student Government
Government groups at UNI include residence hall senates, Northern Iowa Student Government, policy boards and many more!

Honorary student organizations are open to students that have identified an area of interest and fulfilled the requirements of that organization. Most honoraries are in association with an academic major, minor or service organization.

Religious
There are currently 20 religious student organizations.

Service
UNI has many service organizations. These service organizations help develop leadership, promote friendships and provide service to humanity.

Fraternity and Sorority Life
There are four sororities and four fraternities at UNI. These organizations provide many opportunities such as gaining leadership skills, performing community service, developing friendships, and promoting academics.

Special Interest
Currently there are more than 150 special interest organizations at UNI and one could be right for you!

STUDENT SUPPORT SERVICES
007 Innovative Teaching and Technology Center
273-2179, www.uni.edu/unialc/ss

Student Support Services is a federally funded TRIO program designed to increase the retention and graduation rates of eligible UNI students. A UNI student interested in participating in Student Support Services must meet federal eligibility requirements. Program staff serve as advocates for participants and, based on the individual needs of the student, offer the following services:

• Academic support (course selection and registration, tutoring/study groups, study skills, graduate school investigation and application, etc.)
• Career advising (major/career investigation, resume writing, interviewing skills, etc.)
• Financial literacy education and assistance with financial aid process (FAFSA completion, scholarship search, budgeting)
• Personal advising (college transition and survival skills)

VOCATIONAL REHABILITATION SERVICES
102 Gilchrist Hall
273-6348

A state agency within the Department of Education, IVRS provides a variety of rehabilitation services to individuals with disabilities. If a student has a disability as defined by the ADA which constitutes or results in a substantial impediment to employment, they are eligible to apply for services. Students will be required to discuss and/or provide documentation of their disabling condition. Services may include assessment or formal diagnosis of the disabling condition, counseling and guidance, restoration services, tuition assistance, personal assistance, assistive technology and more. The purpose of IVRS is to help individuals with disabilities become employed. Individual assistance will be provided to help select suitable vocational goals, identify services needed to reach such goals and with preparing for job search activities. IVRS works in cooperation with Student Disability Services and Student Support Services on campus.

Student Wellness Services
University Health Services
104 Wellness/Recreation Center
273-6119, www.uni.edu/studentwellness

Wellness is a journey toward optimal health of mind, body and spirit. We support student learning and enhance the wellness lifestyles of UNI students through health education and promotional events and activities. Visit our website, or find us on social media for information, tips and helping resources.

Substance Abuse Services
Student Wellness Services
104 Wellness/Recreation Center
273-3423, www.uni.edu/subabuse

If you have ever wondered whether your alcohol or other drug use is excessive, Substance Abuse Services (SAS) has many resources that can help. Signs of a potential problem include increased tolerance, lowered academic performance, trouble with friends, family, school authorities or the police, guilt about your use, previous attempts to cut back, and failing to meet obligations and responsibilities. To get a better picture of where you are now, you can begin by confidentially speaking with our Substance Abuse Services Coordinator. SAS staff can also connect students with other helpful resources, including the UNI Counseling Center and the Student Health Clinic.

Violence Intervention Services
Student Wellness Services
104 Wellness/Recreation Center
273-2137, www.uni.edu/violenceservices

Violence Intervention Services (VIS) provides an array of services to victims of sexual violence, relationship violence, stalking and harassment. Services include counseling, medical and legal referrals, arrangements for safe housing and alternate course assignments, help in obtaining No Contact orders, assistance with academic concerns, information and support in lodging university and/or criminal complaints, meeting accompaniment and case updates. All services are confidential and free of charge. Whether you are a student seeking help for yourself or a friend, or a faculty or staff member concerned about a student you know, please contact VIS for assistance.
Quick Help

A

Absences
Short-term. Notify your professors in advance. Absence policies vary by instructor. Long-term. If due to illness or family emergencies, the Registrar's Office, if contacted, will notify your professors.

Academic Achievement & Retention Services
Academic Learning Center, 273-6023 See page 34.

Academic Advising
See page 5.

Academic Coaching
College Reading and Learning Center in the Academic Learning Center provides academic coaching. See page 34.

Academic Learning Center
Works to inspire, challenge and empower students to achieve academic success. See page 34.

Adding a course
See the Schedule of Classes for important deadlines. Prior to deadlines, MyUNIverse is available for making schedule changes. See your advisor or go to Academic Advising for assistance. Any adjustments to your schedule should be made as early as possible in the first week of classes.

Advanced Standing Report
A preliminary evaluation of transfer work prepared from transcripts from other institutions.

Advising File
Keep your advising materials in an advising file and bring it to every appointment with your advisor. Keep in the file: materials from registration, all class schedules, major worksheets or departmental major information, advisement reports, copies of drop/add forms and any other materials related to your academic program. You should also access the UNI Catalog and the Schedule of Classes online at www.uni.edu/regist.

Advisors
The advisor you work with during your orientation may not be your permanent advisor. You will be assigned an advisor by your department after orientation. Long-term. If due to illness or family emergencies, the Registrar's Office, if contacted, will notify your professors.

Academic Achievement & Retention Services
Academic Learning Center, 273-6023 See page 34.

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Advisors
The advisor you work with during your orientation may not be your permanent advisor. You will be assigned an advisor by your department after orientation. Long-term. If due to illness or family emergencies, the Registrar's Office, if contacted, will notify your professors.
The university's athletics program offers 15 varsity sports for men and women. Recruited as well as walk-on student athletes are welcome to try out for one or more of these teams. Please contact the head coach or the Athletics Compliance Office, 273-2410, for information. More athletic information is available at unipanthers.com.

International Students
International Students and Scholars Office, Plaza Level, Maucker Union, 273-6421. www.uni.edu/internationalservices

International Study
28 Gilchrist Hall, 273-7078. www.uni.edu/studyabroad,

The Study Abroad Center offers summer, semester and academic year programs in 60+ countries. Programs are available in English and other languages. Scholarships are available to qualified students. To learn more, visit the Study Abroad Center in person or online.

Financial Aid
See page 35.

Forensics
Team participates in intercollegiate speech and debate competitions. www.uni.edu/commstudies/forensics

Graduate and Professional School Admission Examinations
Academic Learning Center offers registration materials and preparation courses for the GRE. See page 34.

Greek Organizations – Fraternities and Sororities
Student Involvement and Activities Center. See page 36. www.uni.edu/involvement/sl

Guided Independent Study

Harassment
See Violence Intervention Services, page 36.

Health Insurance
The mandatory health fee provides access to care at the Student Health Clinic for acute illness or injury. There are charges for immunizations, physicals, procedures, labs, x-ray, pharmacy, medication and treatments. The SHC will file insurance for any charges incurred by students who provide their insurance information. If you are without health insurance, see the SHC about an optional health insurance program.

Homelessness
Talk with your resident assistant or residence life coordinator. Counseling Center, see page 35.

Housing
On-campus: Department of Residence, 273-2333, (see page 35)
Residence Halls – Bender, Campbell, Dancer, Hagemann, Lawther, Noehren, Panther Village, Rider, ROTH, Shull, Hillside-Jennings Apartments. One and two bedroom apartments open to students who are married with or without children, single parents with custody of their children, domestic partners, graduate students, veterans, junior/senior transfer students and 23+ years old

Off-campus: www.uni.edu/studentorgs/nisg; bulletin boards in Maucker Union; local newspapers

Insurance, Enrollment Verification for Continuing on Parent’s
Registrar’s Office, 115 Gilchrist Hall, 273-2241. See enrollment verification in your student center.

Intercollegiate Athletics

The Non-Traditional Student Information and Resources
The Non-Traditional Student Association website is www.uni.edu/nontraditionalstudents/. For more information, contact Jean Neibauer, Academic Advising. See page 35.

Parking Permits
Public Safety, 30 Gilchrist Hall, 273-3179. www.uni.edu/parking

Pom-Pon Squad
See Dance Team

PRAXIS (PPST) Registration Information
Available at www.ets.org/praxis

Praxis I (PPST) Preparation
See Academic Learning Center. Page 34

Probation, Academic
See page 7.

Probation, Academic Support
Academic Learning Center, 007-008 ITTC, 273-6023. See page 34.

Professors
Address your instructors as “Professor” unless they have indicated they are “Dr. _____” or prefer another form of address. Make the effort to get to know your professors.

Radio Station, Student
KULT, 94.5 FM. Maucker Union, 273-6935. Student-staffed and -managed non-commercial campus radio station. Students can experience all facets of radio production and broadcasting.

Rape
See Violence Intervention Services, page 36.

Reading Assistance
College Reading and Learning Center in the Academic Learning Center provides college learning strategy assistance. See page 34.

Registration
You will be notified via your UNI e-mail when your registration materials are prepared for the following semester. You will be assigned a day and time after which you may register. A Schedule of Classes is available on MyUniVerse. See your advisor and check for any registration holds prior to registration. www.uni.edu/Registrar.

Roommate Assignments in Residence Halls
Create your Panther Profile and select a roommate by browsing other student profiles through Panther
Picks within the housing and dining contract. Students select their own room beginning in April.

S

Schedule of Classes
The University of Northern Iowa Schedule of Classes is a general web page regarding curricular offerings, fees, and related policies and procedures. Every effort has been made to make this as accurate as possible; however, all offerings, policies, procedures, fees, and charges are subject to change at any time. The Schedule of Classes is made available at this website. www.uni.edu/Registrar/schedule-of-classes

Scholarships
Financial Aid. See page 35.
Also check departmental offices.
Apply for scholarships online by going to www.uni.edu/final and selecting the UNIversity Scholarship Application for undergraduates.

Science Technology
Math and Science Services, Academic Learning Center. See page 34.

Sexual Assault
See Violence Intervention Services, page 36.

Sports
Intramural or Club Sports – Wellness and Recreation Services, www.uni.edu/wellrec
Scheduled time for informal recreation is available in the Wellness Recreation Center and other facilities. www.uni.edu/wellrec/hours

Stalking
See Violence Intervention Services, page 36.

Student Accounts
Assists with university billing inquiries, payment plans and collection of payment. Office of Business Operations
103 Gilchrist Hall, 273-2164
student.accounts@uni.edu
www.uni.edu/obo

Student Organizations/Activities
Student Involvement Activities Center. See page 36.

Student Support Services
A federally funded Trio program with eligibility requirements. See page 36.

Study Abroad Center
28 Gilchrist Hall, 273-7078.
studyabroad.uni.edu
The Study Abroad Center offers summer, semester and academic year programs in 60+ countries. Programs are available in English and other languages. Scholarships are available to qualified students. To learn more, visit the Study Abroad Center in person or online.

Study Strategies
See Academic Learning Center, page 34.

Substance Abuse Services
See page 36.

Summer Courses at Iowa Community Colleges
If you plan to take summer courses at an Iowa community college find course equivalencies online at www.uni.edu/admissions/app/course-equivalency-list.

Summer Courses at other four-year or non-Iowa colleges
If you are considering summer courses at an out-of-state community college or any four-year college to to www.uni.edu/admissions. Click on “Access Online Forms.” Choose Transfer Course Pre-Approval: General. Complete the form and provide course descriptions. Major and minor courses must be approved by your academic department before submitting the form to Admissions. Electives and LAC courses can be approved by Admissions.

Suspension, Academic
See page 7.

T

Telephone Directory
Available online at www.uni.edu

Test Anxiety
Counseling Center workshops and individual consultation. See page 35.

Test Preparation
Academic Learning Center provides coaches to assist with preparation for the Praxis I (PPST) and GRE. 008 ITTC, 273-2361
See page 34.

Test Registration/Administration
Examination Services in the Academic Learning Center offers credit by exam, national and professional exams. See page 34.

Textbooks
Reserve your textbooks at University Book and Supply, 1009 West 23rd Street, 266-7581, www.panthersupply.com/ubtext/search.asp.
Check The Northern Iowa for other possible sources.

Tickets
319-273-4TX (4849)
Hosting more than 300 performances each year, the GBPAC showcases the world’s finest artists, including Broadway shows, comedians, country artists and bands as well as ensembles of the UNI School of Music, the Waterloo-Cedar Falls Symphony and many other regional events. Full-time UNI students (12 credits undergrad and six credits grad) receive one FREE ticket per semester to an Artists Series show.

Time Management
See Academic Learning Center, page 34.

Transcripts
Registrar’s Office, see page 35.

Tutoring
Academic Learning Center provides free tutoring to all currently enrolled UNI students through the College Reading and Learning Center, Math and Science Services and the Writing Center. See page 34. Also check departmental offices and bulletin boards for help sessions and lists of private tutors.

U

u-Bill
An electronic U-bill is generated on the first of every month and due on the 20th. An e-mail notification is sent to each student’s UNI e-mail address when the bill is available. Paper bills are not sent to students or parents. Students can view their bill, pay their bill or enroll in payment plans online at www.uni.edu via MyUNIverse and click on the “Student Center” tab.

ID Card
University identification system used for access to many campus privileges, as well as to charge on-campus purchases to your U-bill. There is a fee to replace lost and damaged cards. Department of Residence
Redeker Center
273-2333

University Policies
Student rights and responsibilities are available at the office of the Vice President for Student Affairs and Dean of Students.
118 Gilchrist Hall, 273-2332.
www.uni.edu/deanofstudents/handbook.

V

Veterans’ Benefits
Registrar’s Office, 115 Gilchrist Hall, 273-2241.

Violence Intervention Services
See page 36.

Vocational Rehabilitation, Iowa
102 Gilchrist Hall, 319-273-6348
chris.crews@uni.edu
Assistance regarding disability assessment, restoration, academic training, personal assistance and job placement.
See page 36.

Volunteer Opportunities
Volunteer Center of Cedar Valley, www.vccv.org

W

Wellness
Wellness and Recreation Services, see page 36.
Counseling Center, see page 35.
See Sports.

Withdrawing From A Course
Dropping a course may be done via MyUNIverse prior to the seventh day of the fall or spring semester. After that point, the transaction must be made at the Registrar Office, and a fee is charged. A withdrawal may result in one of three things happening: no record is made on the student’s transcript, a record of “W” (with no effect to GPA), or a record of “F” (which affects GPA). Deadlines are posted each semester in the Schedule of Classes.

Withdrawal From All Courses
Registrar’s Office, 115 Gilchrist Hall, see Schedule of Classes for more information. See your advisor and hall coordinator.

Writing Assistance
Writing Center in the Academic Learning Center provides writing assistance. See page 34.
Financial Aid Counseling for Transfer Students

**FAFSA:** All students wanting their FAFSA results sent to UNI should list the UNI school code (001890) on the appropriate section of the FAFSA at www.fafsa.gov. An award notification is not created until a FAFSA is submitted and the student is admitted to the university. The FAFSA needs to be submitted each year in order to receive financial aid.

**Loan Acceptance:** Students wanting to accept their Direct Loans must accept them electronically on their online award notification within the “Student Center” section in MyUNIverse. Students need to accept their loans each academic year before they will be disbursed. In addition, first-time borrowers must complete a Master Promissory Note (MPN) and Direct Loan Entrance Counseling at www.studentloans.gov.

**Master Promissory Note (MPN):** The MPN can be done electronically at www.studentloans.gov.

**Direct Loan Entrance Counseling:** The completion of Direct Loan Entrance Counseling is a requirement for all first-time borrowers wanting to accept their Direct Loans. Entrance counseling can be done electronically at www.studentloans.gov.

*Direct Loans will not be disbursed toward the student's university bill until the above requirements have been met.*

**Direct Parent PLUS Loan:** Parents wanting to borrow the Direct Parent PLUS Loan must complete the "PLUS Loan Request Process" and "Sign a Master Promissory Note" at www.studentloans.gov. If parents elect not to apply for the Direct Parent PLUS Loan, students can apply for private education loans through a private lender. All private education loan borrowers are required to meet with a UNI Office of Financial Aid and Scholarships staff member before a student's loan is certified. Appointments can be scheduled during orientation or by contacting the UNI Office of Financial Aid and Scholarships at 319-273-2700.

**Books:** Books are an indirect expense at UNI which means they are not billed directly to the student. Textbooks are available for purchase at a number of different locations. They cannot be charged to the u-bill, but financial aid is available to be used toward the purchase of books. If a student accepts more than enough aid to pay their u-bill, he/she will receive a refund (by direct deposit) which can be used to purchase books or other miscellaneous expenses.

*The above provides only a brief summary of financial aid information. Please refer to www.uni.edu/finaid/requiredreadings or contact the UNI Office of Financial Aid and Scholarships for additional information.*

Satisfactory Academic Progress

- Students who fail to make Satisfactory Academic Progress may lose their eligibility for financial aid.
- Must maintain a minimum cumulative 2.0 GPA.
  - Graduate students must maintain a minimum cumulative 3.0 GPA.
- Must complete 67% of all courses attempted at UNI.
- Must complete a degree within 12 full-time equivalent semesters or and will not be eligible for aid once all course and unit requirements to earn a degree have been met.

Borrowing Checklist

- File your FAFSA sending your information to UNI at www.fafsa.gov.
- Accept your loans electronically on your online Award Notification at http://MyUNIverse.uni.edu
- Complete your electronic Master Promissory Note (MPN) at www.StudentLoans.gov.
- If borrowing a Parent PLUS Loan: Complete the Parent PLUS Master Promissory Note (PLUS MPN) at www.StudentLoans.gov and request Direct PLUS Loan.
  - Explore possible Private Education Loan options at www.uni.edu/finaid/loans (if necessary)
  - Note: Private Education Loans are only available once you have exhausted your Federal student loan options.
- Enroll in classes at UNI on at least a half-time basis (6 units per semester for undergraduate students).
The Student Accounts area provides expertise on electronic bills created by the university. The staff is happy to assist with billing inquiries, payment plans, collecting payments, and updating address information.

**University Bill (u-bill):**
An electronic University Bill (u-bill) is generated on the 1st of every month and due on the 20th. An email notification is sent to each student's UNI email address when the bill is available. Paper bills are not sent to students or parents. Students can view their bill, pay their bill or enroll in a payment plan online at www.uni.edu via Student Center on the My Page tab. Students can allow access to their u-bill by creating a username and password for parents or other third parties. Go to MyUNIverse –My Page tab-Third Party Accounts to grant access. Terms and conditions can be viewed at www.uni.edu/obo/student_accounts.

**Payments:**
U-bill payments can be made by cash, check, or online. We DO NOT accept credit or debit cards as a form of payment. Payments must be received by the DUE DATE to avoid up to a 1 percent late fee and other restrictions. Payments can be made using the following options:
- Online via E-check at MyUNIverse-Student Center tab
- Cashier's Window at 103 Gilchrist Hall (8 am - 5 pm M-F)
- Drop-box located outside of the East Entrance of Gilchrist Hall
- Mailing Address: University of Northern Iowa
  Attn: Student Accounts
  103 Gilchrist Hall
  Cedar Falls, IA 50614-0008
  (Please include your student number in the memo section of the check)

**Payment Plans:**
The University offers a 5-month Deferred Payment Plan option for tuition, mandatory fees and contracted room and meal plan charges. This plan allows students to make payments in installments each semester.

All enrolled students are eligible to participate. To enroll, students need to visit www.uni.edu and log in to MyUNIverse “Student Center” tab to complete the online payment plan agreement. There is a $20 deferred billing fee that will be assessed to the student’s u-bill once per semester.

**Refunds:**
It is standard procedure that all credit balances on the u-bill be refunded to the student by direct deposit. Students are expected to sign up for direct deposit by going to MyUNIverse “My Page” tab, “Direct Deposit” sign up. Enter your 9-digit ABA routing number and bank account number. It's convenient, fast and safe!
Academic Integrity

UNI’s mission is to provide students with a “world-class university education.” UNI takes seriously its responsibility to promote a culture in which students learn about and observe commonly accepted standards of academic honesty and integrity. Since all academic work, directly or indirectly, builds on the work or ideas of others, individuals take credit only for the work they have actually done. Cheating of any kind on an examination and/or plagiarism of papers or projects is strictly prohibited. If a student cheats or plagiarizes, that student is not engaged in learning, and is not taking part in the educational process. For UNI’s complete policy on academic integrity, see http://www.uni.edu/policies/301.

What is Plagiarism?

Plagiarism means taking ideas from someone else and claiming they are your own. If you present the words or ideas of other authors as your own, or use them without proper citation, it is considered plagiarism. Because all college students are expected to understand the distinction between proper scholarly use of others’ work and plagiarism, students will be held responsible for plagiarism whether it was done on purpose or by accident. For this reason it is very important to make sure you understand proper citation procedures before you submit written work to your instructors. If you are unsure about citation procedures, ask your instructor for help before you hand in a paper.

Assistance with Academic Papers

- Your instructors are here to help you learn how to share appropriately the knowledge accumulated by others over time. Do not hesitate to ask your instructor to help you cite the information and ideas of others you have used in your writing.

- The UNI Writing Center (ITTC 008) provides free, individualized assistance in planning, writing, revising and documenting papers for all majors. Call 273-2361 for appointments. Also visit the Writing Center’s Online Writing Guide at http://www.uni.edu/unialc/writingcenter.html for help with all aspects of paper writing and APA, MLA, and Chicago citation styles.

Turnitin.com

To help students avoid plagiarism, UNI subscribes to a plagiarism prevention and detection program called “Turnitin.com”. Here is how it works:

- Students submit written work electronically to the instructor through the program, through the university’s learning management system, or the faculty member can submit the work.

- The Turnitin software compares submitted students’ works to a huge database that includes everything available on the Internet, subscriptions to professional journals, and all student work that has been submitted previously. The instructor receives a report on each paper submitted that shows if any parts of the students’ work “matches” anything in the Turnitin.com database.

- The instructor determines if matches are plagiarized phrases or commonly-used phrases not requiring citation. If the instructor concludes significant portions of the work have been plagiarized or improperly cited, the instructor may impose a penalty through the normal grading process or pursue additional disciplinary action.

UNI Computer Policy

Sharing online movies, games and software with friends may be an illegal violation of copyright laws and can be very expensive. So, if you use such software as Gnutella, Ares, Blubster, Edonkey, Limewire and Bit-Torrent, you may be inadvertently breaking the law.

While UNI respects the right of ownership for all intellectual and entertainment property and explicitly prohibits sharing of this material, the university does not routinely monitor for sharing of protected materials. The owners of the material do, however, and the university is cooperating in the process of identifying and notifying alleged violators.

For more specific information on how UNI will respond to this type of contact from the Recording Industry Association of America (RIAA), the university’s Policy on Computing Resources and Policies on intellectual rights and copyright, please visit www.uni.edu/its/admin/riaastatement.html.

Note: Currently, the RIAA is providing letters to universities who are internet service providers. These letters are being forwarded by universities to students who are allegedly breaking copyright laws by sharing software. Settlements have been reported to be in the $3,000-$5,000 range.
As a new UNI student, you are now part of a community that includes students, faculty, staff and alumni. As a representative of the university, you are expected to conduct yourself in a manner that is consistent with the principles of the UNI Student Conduct Code. The university community extends beyond the UNI campus and the Student Conduct Code applies to conduct that occurs both on and off campus.

The UNI Student Conduct Code is based on three foundational principles, which serve as a framework for the student conduct rules.

**Honesty:** Living a life of integrity is at the heart of what makes us good citizens, leaders, friends and colleagues who share the common goal of building our community. Examples of dishonesty include theft of physical or intellectual property, forgery and furnishing false information.

**Respect:** A community that values respect supports the rights of individuals to live and work with others in a safe environment that reflects the educational ideals of the university. Examples of disrespect include abuse or threatening behavior toward another member of the university community, disruption of university activities and disorderly or lewd conduct.

**Responsibility:** Students are expected to engage in responsible social conduct that reflects positively upon the University community and to model good citizenship in any community. Examples of irresponsibility include illegal use of alcohol or drugs, abuse of the conduct system or possession of dangerous weapons.

**What are the consequences of violating the Student Conduct Code?**

- You may be subject to sanctions including but not limited to warning, probation, suspension or expulsion from the university; educational components, restitution, community service, treatment or professional evaluation.
- You may need to report or explain your violation to a future school or employer. Many educational institutions, including graduate and professional schools, inquire about disciplinary violations when students apply for graduate studies. Some employers will conduct background checks and ask students to release any disciplinary records to them prior to offering employment.

**What are a student’s rights?**

Students have the right to an educational conduct process that provides them with a hearing where they have an opportunity to discuss the alleged violation and to support their cases before a decision is made. After the hearing is conducted, students have the right to appeal the decision.

The statement of student rights and all disciplinary policies, including the drug and alcohol and sexual assault policies, is available online. For questions, contact:

Office of the Vice President for Student Affairs and Dean of Students
Gilchrist Hall, 319-237-2332
www.uni.edu/deanofstudents

The University of Northern Iowa does not discriminate in employment or education. Visit uni.edu/policies/1303 for additional information.