

# BULL DOG GUIDE

The logo of a bulldog's head, rendered in a stylized, blocky, and somewhat jagged manner. It is primarily white with a thick black outline. The bulldog's mouth is open, showing a red tongue and a white, serrated lower jaw. The logo is positioned in the center of the second row of the title, between the letters 'D' and 'G'.

2012-2013

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

*Provided by the Office of Student Life*



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## **Mission Statement:**

Union University provides Christ-centered education that promotes excellence and character development in service to Church and society.

## **Union University 2012-2013 Theme Verse:**

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

Col. 2:6-7 (NLT)



June 2012



Welcome!

We are so thankful that you have chosen Union University. It is a special time to be a Union student. We have a wonderful group of returning students that I know you will enjoy getting to know and who will be interested in helping you get off to a great start. I know that each of you will make a tremendous contribution to our campus during your days at Union. How grateful we

are that you have been led to this place at this time in Union's history.

During your days at Union you will have the opportunity to study with what I believe are some of the finest teaching faculty members at any institution in the country. Shaping thinkers, top flight scholars, and other people of national influence are often guests on this campus. Some of the finest Christian leaders in this country will speak in our chapel during your days on the Union campus. We trust that you will be challenged and simultaneously welcomed by your professors.

I hope your first year experience at Union is all that you dreamed it would be. I know it is exciting for you to begin your college experience. Please let us know how we can help—with scheduling, room assignments, other questions you might have. We know at times you don't know where to turn for help. The place to begin is with Union Station—in the central foyer outside the chapel. The Union Station staff can point you to the right place across campus. Our student life team stands ready to help guide you as you begin this new chapter in your life.

Please know that we have been praying for you. We trust the next years on the Union campus will be blessed in every way. We hope you will join us in seeking to build an academic community that is excellence-driven, Christ-centered, people-focused, and future-directed—a place characterized by academic rigor and an unapologetic Christian commitment. During your freshman year we will look for key opportunities to share with you these important distinctives of a Union University education.

These are serious times in our country and in our world. Union students are now preparing to live, work, and serve in the rapidly changing world of the 21st Century. I truly believe that what we are trying to do on a daily basis on this campus is more important than ever before.

We are delighted you are here. I look forward to getting to know you in the fall. Please join me in praying that the 2012-2013 academic year will be blessed in every way.

Faithfully,

A handwritten signature in dark ink, appearing to read "Timothy S. [unclear]". The signature is written in a cursive style.

President

# Welcome!

Dear Incoming Student:

We are thrilled that you will be joining us in August! This Bulldog Guide has been created to answer some of the most frequently asked questions students have before they arrive on campus. Please take a moment to review it, especially the matters requiring immediate attention.

Once you arrive on campus, you will join us in new student orientation, and we will walk alongside you as you learn more about our campus, our team, and ways you will be involved in campus life, both in and out of the classroom.

We have been praying for you by name, and we are working on a fantastic Focus orientation for you. If you have any questions or there is any way I can be of assistance to you, please do not hesitate to contact me at 731.661.5090 or [kthornbu@uu.edu](mailto:kthornbu@uu.edu).



Blessings,

A handwritten signature in cursive script that reads "Kimberly Thornbury".

Kimberly Thornbury, Ph.D.

Vice President for Student Services and Dean of Students



Dear New Students,

Welcome to Union! Everyone on campus is eagerly preparing for your arrival this fall, and we hope your enthusiasm will match ours when you arrive for Focus, our new student orientation program, on Friday, August 17<sup>th</sup>. Residential students can move into their apartments between 9:00 am and 11:30 am, and all new students and parents should meet in the Chapel in the Penick Academic Complex (PAC) at 3:45 pm. Orientation programming will begin at this time for students and families. Parents are **strongly encouraged** to stay through our worship service ending at 8:30 pm. The next three days are full of essential events and fun activities for new students that will prepare you for life at Union and in Jackson. The students who will be leading you during Focus week are excited about your arrival!

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

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

See you soon,

A handwritten signature in cursive script that reads "Jason Castles".

Jason Castles, Ed.D.

Director, Student Leadership & Engagement and Assistant Dean of Students

# Important Matter Requiring Immediate Attention

## 1. Health Services Forms

State Law requires you to complete the Student Health Form and Certificate of Immunization form **before taking classes**. Students should have received these two forms as attachments in your Union University New Student Registration Confirmation e-mail sent to you by enrollment. Forms can also be downloaded at [www.uu.edu/student-services/health-services/forms/HealthForm.pdf](http://www.uu.edu/student-services/health-services/forms/HealthForm.pdf), or you can type "student health form" in the search box on the UU website.

Please know that these forms MUST be completed according to state law before you are allowed to begin classes. Questions about this form can be directed to Sheryl Wren, Clinic Assistant and Health Records Coordinator, at 731.661.5284 or [swren@uu.edu](mailto:swren@uu.edu).

## Other Important Matters

### 2. Vehicle Registration

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

### 3. Student ID

You must have your photo made in the office of Safety and Security for an official Union University Student ID. If you attend New Student Registration on June 25<sup>th</sup>, you will have your picture made at that time. Other students will have their photo made in the office of Safety and Security when they arrive on campus in August during move-in day.

When new students arrive for move-in day in August, all students who have had their ID photos made during the summer and are financially clear will pick up their ID's along with their Focus orientation registration nametag (located in the Delay Gymnasium). Students still needing their ID should start with the Focus orientation table (located in the Delay Gymnasium) and then go to Union Station, receive financial clearance, and finally go to Safety and Security to have your ID made (with that financial clearance slip from Union Station). Don't worry - we will remind you about this during move-in.

### 4. Special Needs/ Disabilities

If you are a student with any special needs such as a learning disability, ADHD, physical limitation, or impairment and require any accommodations, please contact Jon Abernathy, Director of The Office for Disability Services, at least one month before you arrive on campus so that he may ensure everything is in place to help you immediately succeed at Union. He can be reached at 731.661.6520 or [jabernathy@uu.edu](mailto:jabernathy@uu.edu).

## Checklist for New Students

- ✓ Read all enclosed material and the Orientation website ([www.uu.edu/student-services/orientation](http://www.uu.edu/student-services/orientation)) for details and updates
- ✓ Share orientation materials with your parents or family so they can be familiar with the details and updates
- ✓ Begin making travel arrangements for August 17<sup>th</sup> arrival. Parents should plan on staying until 8:30 pm August 17<sup>th</sup>.
- ✓ Return your Health Services Form
- ✓ If you are registering a vehicle on campus, be sure you have your license plate number and name of insurance company. The Office of Safety and Security will need to record this information.
- ✓ Check the Academic Calendar located on page 21 before scheduling any holiday travel during the school year. It is important that you plan carefully so that you do not miss any classes or exams.
- ✓ Read the Technology section carefully to see what you can do in advance to make your computer compatible and ready to use.



## Advanced Placement/International Baccalaureate/Transfer College Credits

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

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

### College Level Examination Program (CLEP) and DANTES

Official reports of CLEP exams and DANTES will be sent to the Registrar when the student requests the report be sent to Union. Reports are integrated into the evaluation process detailed above. The student is mailed the evaluation approximately a month after receipt of the official report; however, the reports will be received 3-5 weeks after testing occurs. The student may continue to attempt CLEP and DANTES after enrollment at Union through the student's junior year. However, the student is encouraged to take any tests as soon as possible to maximize the success rate and the advising process. Registration for a test does not constitute approval for its application to the student's degree program.

## Area Churches & the Office of Spiritual Life

The Office of Spiritual Life has a list of churches that can be used as a guide in finding a home church. You can also speak with roommates and other students about local churches. The Office of Spiritual Life has great relationships with area churches and can help you get plugged in to a local church in the Jackson community. If you do not have a car, some churches offer weekly transportation to their church. Also, other students are often more than willing to let you ride with them to church. During the first Sunday of orientation, the new students will worship on campus together under the leadership of The Office of Spiritual Life..

After that first Sunday, The Office of Spiritual Life works with students to get them connected with a local church.

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

## Banking in the Jackson Area

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

BancorpSouth (Union Univ. Dr.)

[www.bancorpsouth.com](http://www.bancorpsouth.com)

Bank of Jackson (Oil Well Rd.)

[www.bankofjackson.com](http://www.bankofjackson.com)

Commerical Bank & Trust (Stonebridge)

[www.cbtcnet.com](http://www.cbtcnet.com)

Community Bank (North Highland)  
First Bank (Channing Way) (\*\*ATM on  
UU campus)  
First South Bank (Stonebrook Place)  
First Tennessee Bank (Oil Well Rd.)  
Foundation Bank (Union Univ. Dr.)  
Leaders Credit Union (Oil Well Rd)  
Patriot Equity Credit Union (Director's  
Row)  
Regions Bank (Channing Way)

[www.community-bank.net](http://www.community-bank.net)  
[www.firstbankonline.com](http://www.firstbankonline.com)  
[www.1stsouth.com](http://www.1stsouth.com)  
[www.firsttennessee.com](http://www.firsttennessee.com)  
[www.foundationbank.org](http://www.foundationbank.org)  
[www.leaderscu.com](http://www.leaderscu.com)  
[www.pecujax.org](http://www.pecujax.org)  
[www.regions.com](http://www.regions.com)

## Campus Organizations

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

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

To view a list of all student organizations, please visit [www.uu.edu/student-services/organizations](http://www.uu.edu/student-services/organizations). An organization fair will be held during Focus (orientation) week.

## Chapel

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

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

## Counseling Services

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

## Disability Services

If you are a student with special needs (i.e. ADD, LD, hearing or visual impairment, etc.) our Office for Disability Services stands ready to assist you. In order to make your transition to Union as smooth as possible, please contact Jon Abernathy, Director of The Office for Disability Services, at least one month before orientation begins. Entering students with a disability are strongly encouraged to contact Disability Services by June 30. Jon Abernathy can be reached at 731.661.6520 or [jabernathy@uu.edu](mailto:jabernathy@uu.edu). Contacting Jon well before classes begin in August will help ensure your disability paperwork is complete and your needs can be met from your first day of orientation until graduation day. You may also want to visit the Disability Services website at [www.uu.edu/student-services/disability-services](http://www.uu.edu/student-services/disability-services).

## Emergency Notification System

Union University offers an emergency notification system that is available to all students and parents at all campus locations. If the University has been provided with the correct cell phone number, students will have an account created for them. **Students need to update their account with alternate contact information (e-mail and additional phone numbers) as well as confirm cell phone carrier information in order to receive text and e-mail alerts.** You may sign up for text messages and/or update your profile at: <http://uu.reggroup.com>. You will use your Union University network username and password to log in.

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

Students may add friends and family to their account, or friends and family may register at any time on their own at [www.uu.edu/reggroup](http://www.uu.edu/reggroup).

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

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

## FERPA

Congress approved and the President has signed into law the Family Educational Rights and Privacy Act of 1974. The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. The law stipulates the institution is responsible for making its students aware of the law and its ramifications.

No staff or faculty members can discuss a student's grades with a parent or anyone else after the student's 18<sup>th</sup> birthday without proof of financial dependence or the student's signed release (FERPA). The only exception is a conference with parents or other interested parties that is attended by the student and in which the student agrees to the discussion. The FERPA form can be downloaded at [www.uu.edu/academics/registrar/pdfs/FERPADeclaration.pdf](http://www.uu.edu/academics/registrar/pdfs/FERPADeclaration.pdf) or type in "Ferpa Declaration Form" into the search box on our [www.uu.edu](http://www.uu.edu) web site. If you choose to complete this form, please turn it into the Academic Center located in the Penick Academic Complex (PAC) or fax it to 731.661.5187. Each student will receive his/her grades through an internet account known as WebAdvisor.

## Health Services

The University Health Clinic is open Monday through Friday, 8 am–4 pm when classes are in session and is closed during chapel sessions that are designated as closed on the chapel schedule. The clinic is staffed by a full time Family Nurse Practitioner and a Health Services Clinic Assistant and Health Records Coordinator.. Clinic hours are posted at the health clinic, in the lobby of the residence complexes, and on the Health Services home page the Union University website ([www.uu.edu/student-services/healthservices](http://www.uu.edu/student-services/healthservices)).

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

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

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

If you have questions or need to contact Health Services, please call them at 731.661.5284 or e-mail at [pmayer@uu.edu](mailto:pmayer@uu.edu).

## Hotel Accommodations

Please visit [www.uu.edu/parentsplace](http://www.uu.edu/parentsplace) and click on “Suggested Lodging” to view information, including pricing, on local hotels. Many incoming students and their families choose to stay the day before move-in day. Parents are **strongly encouraged** to attend the closing worship service that concludes Friday, August 17 at 8:30 p.m. Many parents and families choose to stay locally that evening as well.

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

## Mail Services

Each student may receive a free mail box and combination at Campus Mail Services during registration and will maintain the same box throughout his/her university career, provided he/she does not drop out for a semester.

All residential students are requested to have a Union mail box. Campus Mail Services is located in the Student Union Building. At the Union Post Office you may purchase envelopes and stamps; ship packages via priority mail or UPS; and receive mail and packages via USPS, UPS, and FedEx.

Students on campus for summer registration will receive their box number at that time. Other students may call Linda Taylor at 731.661.5290 or e-mail [ltaylor@uu.edu](mailto:ltaylor@uu.edu) after July 1<sup>st</sup>. Students should send their full name to receive their post office box number. In addition, the Post Office will be open the Monday of orientation week to provide post office box numbers to students who have not yet received one.

We know that you will be excited to receive mail from family and friends back home, especially care packages from mom and dad. To receive this mail, please make sure that you

provide them with your box number and the proper way to address your mail.

UU \_\_\_\_\_ (Fill in your box number here)

Student Name

1050 Union University Drive

Jackson, TN 38305-3697

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

Because of privacy laws, the Union Post Office cannot release your box number to people outside of Union University, so be sure to provide your box number to anyone who would like to send you mail.

## Meal Plans

Dining facilities are located in the Student Union Building and are under the management of ARAMARK. 20 meals per week are served.

Union University offers Block Meal Plans which give students a certain number of meals to use throughout the entire semester in the Brewer Dining Hall or The Lexington Inn. During Fall and Spring semesters, residential students will be automatically assigned a 100 Block Meal Plan. Commuters who wish to purchase a meal plan may stop by Union Station and sign-up for a 50 Block Meal Plan.

**Poor eating habits can be a big temptation for freshmen! A nutritious and balanced diet will help you concentrate as you study.**

During four-week terms (January, June, and July), residential students who are enrolled in a class(s) will automatically be assigned a 25 Block Meal Plan. Note: January term residential students must have a meal plan if they are enrolled in a class(s) even though there is no housing fee for January term. Commuters who wish to purchase a meal plan may stop by

Union Station and sign up for a 15 Block Meal Plan.

These Block Meal Plans give students all of their meals at the beginning of the semester. If a student does not use all of their meals before the end of that semester, any unused meals zero out and are not rolled over to the next semester. If a student does use all of their meals before the end of the semester and needs more meals, that student may visit Tina Giddens in the Business Office (behind Union Station) to sign up for a supplemental 10 Block Meal Plan to use until the end of that specific semester.

### Residential Students: Fall and Spring Semesters

100 Block Meal Plan - \$795 per semester (assigned to all residential students)

150 Block Meal Plan - \$1,190 per semester

250 Block Meal Plan - \$1,985 per semester

Supplemental 10 Block Meal Plan - \$79.50

### Residential Students: Winter and Summer Terms (January, June, July)

25 Block Meal Plan - \$200 per term (assigned to all residential students enrolled in a class(s))

45 Block Meal Plan - \$360 per term

65 Block Meal Plan - \$525 per term

Meal plan changes for residential students must be made before classes begin.

### **Commuter Students: Fall and Spring Semesters**

Commuter 50 Block Meal Plan - \$400

### **Commuter Students: Winter and Summer Terms (January, June, July)**

Commuter 15 Block Meal Plan - \$120

Commuters may email Tina Giddens ([tgiddens@uu.edu](mailto:tgiddens@uu.edu)) in the Business Office to purchase a 50 Block Meal Plan for \$400 for the semester or a 15 Block Meal Plan for the Winter or Summer terms. 50 Block Meal Plans may be added at any time. Individual meals may also be purchased at the door.

The Business Office will charge each residential student for a meal plan and notify ARAMARK of the type of meal plan purchased. Each student's Student ID serves as his or her meal ticket. The Student ID must be shown to the cashier at each meal. Loss of a Student ID should be reported to the Office of Safety and Security. Cards are designed to serve only the person to whom the card is assigned and are not transferable. The sharing of cards is not permitted; however, it does provide the flexibility to bring up to 10 guests per student per visit. This is for dining inside the Student Dining Hall or the Lexington Inn. To-go boxes are provided as needed to students; however, a student may swipe for a maximum of five to-go boxes per visit. Any guest list longer than 10 (or special situations) must be approved by the Food Services Director ([ARAMARK@uu.edu](mailto:ARAMARK@uu.edu)) forty-eight hours in advance.

Meal plans for enrolled students are not refundable or subject to change once the semester or term has begun.

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

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

### **Director of Minority Student Success**

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

### **Assistant Dean of Students & Director, Vocatio Center for Life Calling and Career**

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

The purpose of MOSAIC is to provide a welcoming community for all students, especially racial/ethnic minority students, which equips them with resources, support, and meaningful opportunities to strengthen leadership and intercultural competency (Rev 7:9) through Great Commandment (Matthew 22:37-40) thinking and action. MOSAIC focuses on five key pillars: (1) Academic Excellence, (2) Spiritual Development, (3) Servant Leadership/Community Service, (4) Cultural Engagement, and (5) Health and Well-being.

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

## Parents' Place

During June registration, parents will receive *Frequently Asked Questions: A Handbook for Parents*, which is a wonderful, detailed supplement to The Bulldog Guide. Please note that we have also created a website called Parents' Place located at [www.uu.edu/parentsplace](http://www.uu.edu/parentsplace) with tailored information for parents!

## Residence Life and Housing (What to Bring/What to Leave at Home)

The Residence Life Team is eagerly awaiting your arrival! The following information will help you know what is provided and what you will need to pack as you prepare to move into your "home-away-from-home!"

### About Residence Life

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

Union University is proud to be a residential university requiring all unmarried, full-time, undergraduate students who have earned less than 90 credits by the beginning of that academic year to live on campus (unless they live at home with their parents or have a medical condition requiring off-campus residency). On move-in day, each student reads and signs a Housing Contract which is a legal and binding document between Union University and the students for that **full academic year**.

### Emergency Card

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

1. You or your parents' HMO/medical insurance company name and policy number.
2. Your parents' work phone numbers
3. Your parents' cell phone numbers
4. Any existing medical conditions/allergies you may have and medications you are taking for

them.

## Roommates

We encourage you to Facebook or call your future roommates to get to know a little about them

and to coordinate who will bring certain large items (TV, pots & pans, and for students in Heritage, a microwave etc.) to place in the living room or kitchen for all roommates to share.

## Union Provides

Private bedroom with:

- Twin size bed (bring regular twin sheets)
- Desk with drawer space and bookshelves
- Computer network port at your desk (see [www.uu.edu/computing](http://www.uu.edu/computing) for important details) and wireless internet access.
- Open Closet (type “heritage measurements” in UU search box for measurements and other details)
- Chest-of-drawers
- Overhead storage space (Limited overhead space is built-in in the Quad Residence Complexes)
- Venetian blinds for windows (Windows in Heritage are approximately 70" w x 34" h. Windows in the Quads are 34.5" x 46")

Furnished living room with:

- Central heat and air conditioning (controlled in each apartment)
- Couch and matching chair
- Coffee table, end tables, lamp (There is also a bookshelf in the apartments of the Quads)
- Carpet
- Cable service (student provides coaxial cable)
- Note: None of the furniture may be taken out of the apartment at any time! City fire codes demand easy entrance/exit to the apartment. Therefore, bringing furniture from home is limited to one more living room chair and an entertainment center.

Bathroom with:

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



## You Provide

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

**Helpful Tip:**  
**It's a good idea to learn how to do your own laundry before you arrive!!**

## Optional Items to bring

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

## Items you are **NOT** allowed to bring

- Pets (of any kind, not even fish)
- Candles, incense, halogen lamp, deep fryer, hot plate
- Paintball guns, air-soft guns, fireworks, slingshots
- Immodest Clothing
- Tobacco (in any form)

## Renter's Insurance

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

## Safety and Security

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

They can be reached during the day at 731.661.5018 (office) and by cell phone (24 hrs/day, 7 days/week) at 731.394.2922. Students are encouraged to put this Safety and Security 24/7 cell number directly into their cell phones.

## Technology at Union

You can access most Union-provided services centrally through one site: [portal.uu.edu](http://portal.uu.edu). To learn more about the Union portal, see [www.uu.edu/portal](http://www.uu.edu/portal). In addition, Union University provides filtered internet access, an e-mail account, and file storage. Your lifetime e-mail and file storage can be accessed anywhere you have wireless/wired internet service.

You will receive all your Union accounts within 48 hours after you have registered for classes. Your [\[name\]@my.uu.edu](mailto:[name]@my.uu.edu) e-mail address is considered an official means of university communication. Please check it regularly and respond as needed.



### Computer Labs

The main computer labs are located in the Penick Academic Complex (PAC) near the library. These PCs have software required for academic use, including Microsoft Office (Word, Excel, PowerPoint). There is also a laser printer available. The lab helpdesk is staffed during open lab hours to help with your general support needs. See [www.uu.edu/it/help/](http://www.uu.edu/it/help/) for details including lab hours. Check weekly lab postings for class reservations.

**Remember to  
check your Union  
e-mail account  
daily!**

### Apartments

UU **Wireless** internet access is available in most buildings, including the apartments. To connect, you will need an 802.11N, G or B wireless network adapter on your laptop. (Please note: personal wireless access points are not allowed anywhere on campus.)

There is also a network port in each bedroom. To use it, you will need a network interface card (NIC). The NIC port on your computer looks similar to a phone jack, but it is larger. If your computer does not have a NIC installed then we can help with the installation if you provide the card and an Ethernet cable. NICs and cables are sold at most stores that sell computer equipment.

### Personal Computers

If you are bringing a computer, see [www.uu.edu/it/help/hardware.cfm](http://www.uu.edu/it/help/hardware.cfm).

### Support

The Union IT staff provides you network-related support for free. We can help connect a computer to the network and troubleshoot related problems. Call 731.661.HELP. (Note: We cannot offer technical support outside of networking issues.)

The local chapter of ACM (Association for Computing Machinery) is available to provide affordable technical services to the Union community. This student group provides services which include technology support, computer maintenance and repair, computer upgrading, malware removal (computer virus, trojan horse, etc.), software installation, general

troubleshooting and problem solving. Contact Dr. Haifei “Max” Li. Office: PAC C-48, Email: [hli@uu.edu](mailto:hli@uu.edu). Phone: 731.661.5577

### Useful Sites:

- [www.uu.edu/it/training/accounts.cfm](http://www.uu.edu/it/training/accounts.cfm) (your username and password which are available within 48 hours after you register for classes)
- [www.uu.edu/it/policies/](http://www.uu.edu/it/policies/) (IT’s Acceptable Use Policy)
- [www.uu.edu/it/services/pawprint.cfm](http://www.uu.edu/it/services/pawprint.cfm) (wireless printing from your laptop to a UU PawPrint printer)
- [www.uu.edu/it/services/paperwise.cfm](http://www.uu.edu/it/services/paperwise.cfm) (term-based free printing in various locations)
- [www.uu.edu/it/training/newstudents.cfm](http://www.uu.edu/it/training/newstudents.cfm) (FAQs for new students)
- [www.uu.edu/it/](http://www.uu.edu/it/) (Information Technology’s central web site)

## Tips for Academic Success

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

\* **Learn to Manage Your Time**—students who develop schedules and learn to prioritize their time early on in their college career succeed academically and find time to be involved in activities on campus. Make to-do lists, schedule study time, and learn to say no. As a student, sometimes you have to learn to postpone watching a movie with your roommates in order to study for a test.

\* **Study Smarter, Not Harder**—for every hour you are in class, you should expect to spend 2-3 hours outside of class studying. So, for a student taking 15 hours, that’s 30-45 hours per week that should be devoted to homework and studying. To make the most of your study sessions, you should determine your learning style and use it to your advantage; the Hundley Center can assess your learning style and provide some specific study suggestions. Avoid cramming and pulling all-nighters. Instead, try studying for 20-30 minutes at a time, then take a 5-10 minute break and resume studying. This method will give your brain time to absorb the information and allow you to have focused quality study time.

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

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

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

## Transportation & Airport Information

### "Union Ride Board" on Facebook

Union University encourages students to use the "[Union Ride Board](#)" [group on Facebook](#) for "one stop shopping" to find transportation during weekends or breaks. Students can post their travel destinations and see if someone could join them in order to split the cost of gasoline. We have also found this to be a very good way for students to find a way to get to and from the airports. After logging into Facebook, type "Union Ride Board" into the search bar.

### McKellar-Sipes Regional Airport (airport code MKL)

McKellar-Sipes Regional airport here in Jackson, (about an easy 10 minute drive from the UU campus), offers flights from Jackson to Nashville and Memphis. To check out current rates or to schedule a flight, go to [www.seaportair.com](http://www.seaportair.com). At this time, the University does not provide transportation to the McKellar-Sipes airport.

### Memphis International Airport (airport code MEM)

The Memphis International Airport is 86 miles from campus and usually about a 90 minute drive. The Office of Residence Life here at Union can arrange transportation to the Memphis airport for a cost of \$75.00 per ride. (If more than one person needs a ride, they can split that cost.) Reservations are required one week in advance. Contact [reslife@uu.edu](mailto:reslife@uu.edu) or 731.661.5432.

### Nashville International Airport (airport code BNA)

The Nashville Airport is 138 miles from campus. This is a popular choice because lower cost Southwest Airlines flies in and out of here. The University does not arrange transportation to the Nashville airport, however, offering gas money to someone already headed to Nashville works wonders! Students are encouraged to utilize the "[Union Ride Board](#)" [group on Facebook](#) to see who else might be headed to Nashville on the same day.

### Taxi Service

Affordable Taxi Service is a newer service here in Jackson. They can provide transportation to the Memphis airport. If there are three or fewer people needing to go to or from the Memphis airport, students can split the cost of the cab. If there are more than three people, the company will use the "bus," and the students can once again split the cost. For up to date information and prices, call 731.423.8294 or visit [www.ataxis.net](http://www.ataxis.net). They are available 24/7. They encourage advance notice if possible.

### Special Notes:

Students may contact the Office of Residence Life ([reslife@uu.edu](mailto:reslife@uu.edu) or 731.661.5432) and request a list of other current students who are from their state. The list can prove helpful in connecting students with transportation home!

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

## Tuition Balance Payment Plans FACTS

To help you meet your education expenses, Union University is proud to offer FACTS as a convenient budget plan. This is not a loan program, but rather a way to spread out payments of the balance of your tuition and other fees over the course of the semester. There are no interest or finance charges assessed, and there is no credit check. The cost to budget your interest-free monthly payment plan is \$25 per semester or a \$45 annual non-refundable FACTS Enrollment Fee. You may budget your tuition and fees in the following ways: a) Automatic Bank Payment from your checking or savings account or b) a credit card option (all major credit cards except VISA). If you choose to set up your payment agreement and payment is to be made by debit or credit card, there is a 2.5% processing fee, charged to the cardholder account by the credit card processor. You may register for the FACTS agreement online at [www.uu.edu/admissions/financialinfo/](http://www.uu.edu/admissions/financialinfo/) or you may call FACTS/Student Accounts Office at 731.661.5071.

You may now make payments on your student account online through Web Advisor. Just click on the Make a Payment link under the Students Menu. We will accept MasterCard, American Express, and Discover credit cards and bank debit cards. Due to VISA merchant policies, we do not accept VISA cards for payments. If you choose to pay your student account by debit or credit card, there is a 2.5% processing fee, charged to the cardholder account by the credit card processor, whether the payment is made using the telephone or in person.

Alternatively, you may have funds electronically withdrawn from your bank account by calling Union Station at 731.661.5000 and giving them the appropriate information. There will be no additional charges to you for this service.



## 2012—2013 Academic Calendar

### Fall Semester 2012 (16-week semester)

#### August

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

#### September

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

#### October

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

#### November

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

#### December

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

### Winter Term 2013 (4-week accelerated semester)

#### January

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

## Spring Semester 2013 (16-week semester)

### January

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

29, Tuesday Residence Complexes Open for New/Returning Students

30, Wednesday Registration—Day Classes and 16-Week Evening Classes

Begin

### February

31—Feb 6, Thursday—Wednesday \*Late Registration

6, Wednesday \*Last Day to Add a Class

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

### March

18, Monday \*Academic Progress Reports Due

22, Friday \*Residence Complexes Close

23, Saturday—Monday, April 1 Spring Holidays

### April

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

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

30, Tuesday Union University Scholarship Symposium

### May

3, Friday Last Day to Withdraw from All Spring Classes\*

13-16, Monday—Thursday \*Final Examinations

16, Thursday \*\*Residence Complexes Close

18, Saturday Graduation

\*Refers to both evening and day classes which meet the full Fall and Spring Semester.

\*\*Residents will not be housed between terms and during holidays without permission of the Director of Residence Life.

\*Excludes accelerated and cohort classes already completed.



# Focus Leaders

The Focus Team is the first group of upperclassmen you will meet this fall. They are ready to help make your first days at Union a fun, relaxed transition to life at your new home. They are some of the best and brightest Union students, and they've been planning events and activities designed to provide you with the best possible first week at Union! They are praying for you and excited to meet you on August 17th!



## Front Row (L to R):

Jason Castles (Director, Student Leadership & Engagement), Abigail Ebensberger, Cassie Osborn, Josselyne Bustillo, Elsie Krinsky, Taylor Doyle, McKenna Dement, Krista Bradley, Karen Taylor (Associate Director, Student Leadership & Engagement)

## 2<sup>nd</sup> Row (L to R):

Joey Davis, Bethany Gaines, Cammie Jones, Shea Wingate, Andrew Key, Kathryn Moore, Anna Marie Deschenes, Megan Coley

## 3<sup>rd</sup> Row (L to R):

Sarah Hill, Hannah Strickland, Melissa Smith, Wil Story, Caleb Thompson, Stephen Hauss, Jordan Wilson

## 4<sup>th</sup> Row (L to R):

Becca Menhart, Hilary Utley, Kathleen Hartsfield, Helen Rowley, Jake Ryan, Evan Cantrell, Emily Russell

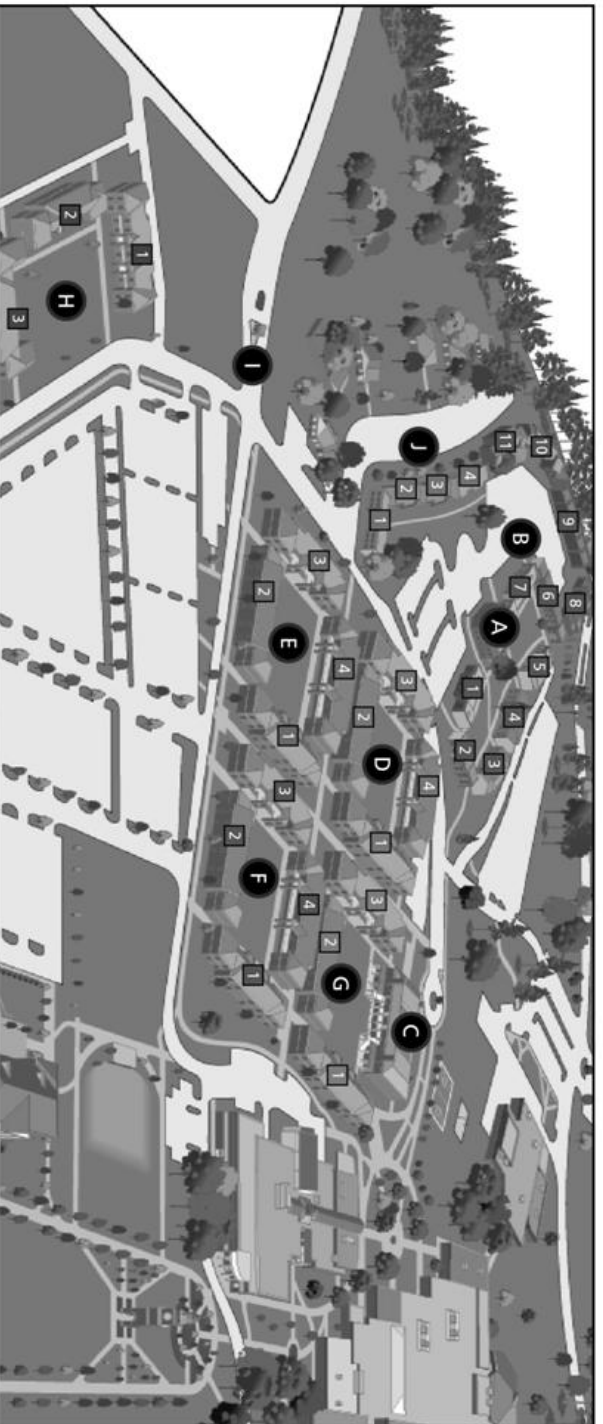
## Back Row (L to R):

Patrick Joseph, Daniel Kelley, James Barbee, Matt McDaniel, Nathan Smith, Jared Haney, Tucker Watson, Travis Shutt

## Not pictured:

Zach Buck, Jordan Hayes, Kirby Lewis, Kylie McDonald

## Notes



**A. McAfee Commons**

**B. Heritage Residence Complex**

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

**C. Bowld Student Commons**

**D. Ayers Residence Complex**

- 1. Ayers 1 201-214
- 2. Ayers 2 215-226
- 3. Ayers 3 227-240
- 4. Ayers 4 241-252

**E. Hurt Residence Complex**

**F. Watters Residence Complex**

- 1. Hurt 1 301-314
- 2. Hurt 2 315-326
- 3. Hurt 3 327-340
- 4. Hurt 4 341-352
- 1. Watters 1 401-414
- 2. Watters 2 415-424
- 3. Watters 3 425-438
- 4. Watters 4 439-448

**G. Grace Residence Complex**

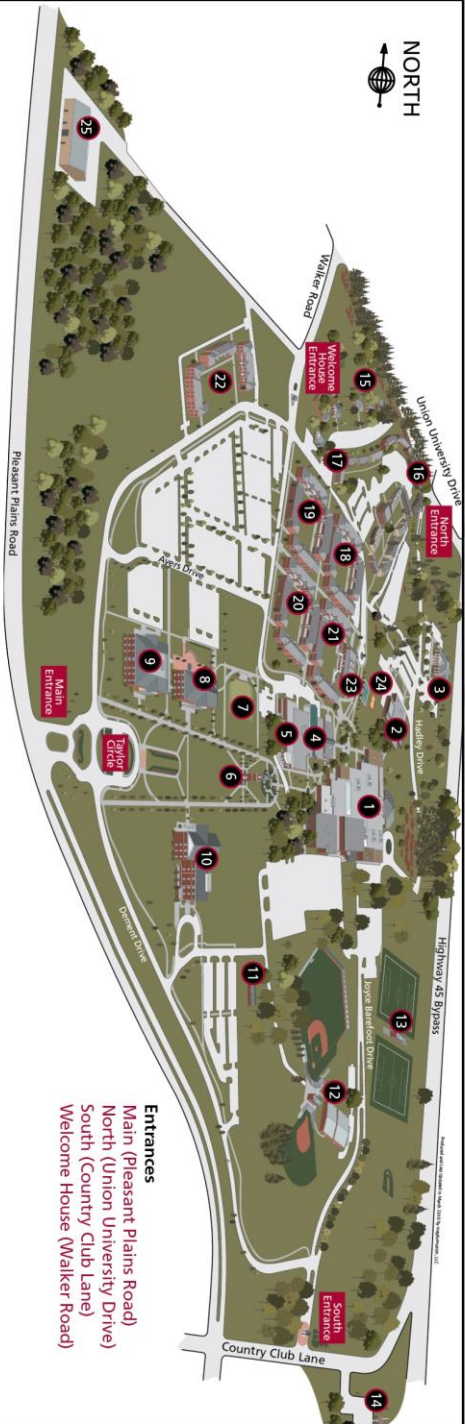
**H. Hope Residence Complex**

- 1. Grace 1 501-514
- 2. Grace 2 515-524
- 3. Grace 3 525-538
- 1. Hope 1 601-612
- 2. Hope 2 613-626
- 3. Hope 3 627-638

**I. Welcome House**

**J. Warmath Residence Complex**

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



**Entrances**  
 Main (Pleasant Plains Road)  
 North (Union University Drive)  
 South (Country Club Lane)  
 Welcome House (Walker Road)

- 1. Perick Academic Complex**  
 College of Arts and Sciences  
 Emma Watters Summar Library  
 Fred Delay Gymnasium  
 Savage Memorial Chapel  
 Union Station  
 Vocatio Center  
 Waldrop Administrative Center  
 W.D. Powell Theatre  
 Wellness Center
- 2. Blasingame Academic Complex**  
 Activities and Aquatic Centers  
 College of Education and Human Studies  
 School of Education and School of Social Work  
 McAfee School of Business Administration
- 3. Hammons Hall**  
 Church Relations  
 LifeWay Christian Store  
 University Relations
- 4. Barefoot Student Union Building**  
 Enrollment Services  
 Student Financial Planning and Undergraduate Admissions  
 Barefoots Joe  
 Brewer Dining Hall and Coburn Dining Room  
 Harvey Auditorium  
 Lexington Inn  
 Safety & Security  
 Spiritual Life  
 Student Services  
 Post Office  
 University Services
- 5. Carl Grant Events Center**  
 Banquet Hall  
 Heritage Center
- 6. Miller Tower**
- 7. Location of New Library**
- 8. Jennings Hall**  
 Departments of Music and Communication Arts
- 9. Providence Hall**  
 School of Theology and Missions Center for Excellence in Health Care Practice  
 School of Pharmacy
- 10. White Hall**  
 Departments of Biology and Chemistry  
 School of Nursing
- 11. Photo House**
- 12. Fesnive Field House and Press Box**
- 13. Smith Memorial Soccer Complex**
- 14. Luther Hall**
- 15. Fraternity Row**
- 16. Heritage Residence Complex**  
 McAfee Commons
- 17. Warmath Residence Complex**
- 18. Ayers Residence Complex**
- 19. Hurt Residence Complex**
- 20. Watters Residence Complex**
- 21. Grace Residence Complex**
- 22. Hope Residence Complex**
- 23. Bowl'd Student Commons**
- 24. Outdoor Recreation**  
 Basketball Court  
 Sand Volleyball Court
- 25. Facilities Management**