BULLDOG GUIDE 2014-2015

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 2014-15 Theme Verse:
Let the favor of the Lord our God be upon us, and establish the work of our hands upon us; yes, establish the work of our hands! Ps. 90:17 (ESV)
Welcome!

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

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

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

Please know that we have been praying for you, and we are delighted that you are here! Please join me in praying that the 2014-15 academic year will be blessed in every way and that the Lord will continue to prepare Union students to live, work, and serve in the rapidly changing world of the 21st Century.

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

Sincerely,

[Signature]

Interim Vice President for Student Life and Dean of Students
New Students,

Welcome to Union! Everyone on campus is eagerly preparing for your arrival this fall, and we hope your enthusiasm will match ours when you arrive for Focus, our new student orientation program, on Friday, August 15th. Residential students can move into their apartments between 9 and 11:30 am, and all new students and parents should meet in the Chapel in the Penick Academic Complex (PAC) at 3:45 pm. Orientation programming will begin at this time for students and families. Parents are strongly encouraged to stay through our worship service ending at 8:30 p.m. The next three days are full of essential events and fun activities for new students that will prepare you for life at Union and in Jackson. The students who will be leading you during 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.un.edu/studentservices/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,

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

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

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

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

3. Student ID Photo
Students are required to have a picture taken for an official Union University Student ID. ID pictures will be taken during New Student Registration on June 16. Students not attending the June 16 registration can have their ID photo taken on move-in day in August.

Students who had ID photos taken during the summer and are financially clear will pick up their ID card on move-in day along with their Focus orientation registration nametag in the Delay Gymnasium. Students still needing their ID on move-in day should start with the Focus orientation table in the Delay Gymnasium, receive financial clearance, and finally go to the office of Safety and Security to have their ID photo made.
4. Disabilities, Special Needs, and Accommodations
If you are a student with a disability that requires any accommodations (i.e., Learning Disability, ADHD, Physical Disability, Anxiety/Depression, etc.) 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. Be sure to review the Office for Disability Services website at www.uu.edu/studentservices/disabilityservices.

Checklist for New Students

✓ Read all enclosed material and the Orientation website (www.uu.edu/studentservices/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 your August 15th arrival on campus. Parents should plan on staying until 8:30 pm August 15th for the prayer service.
✓ Return your Health Services Forms by mail, email, or fax. (See page 7.)
✓ 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 at the end of this handbook before scheduling any holiday travel during the school year. It is important that you plan carefully so that you do not miss any classes or exams.
✓ Review the Technology section beginning on page 22 carefully to see what you can do in advance to make your computer compatible and ready to use.
Brief, Helpful, and Necessary Information

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

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

Area Churches & the Office of University Ministries
The Office of University Ministries 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 University Ministries 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 University Ministries. After that first Sunday, The Office of University Ministries works with students to get them connected with a local church.

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

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>BancorpSouth (Union Univ. Dr.)</td>
<td><a href="http://www.bancorpsouth.com">www.bancorpsouth.com</a></td>
</tr>
<tr>
<td>Bank of Jackson (Oil Well Rd.)</td>
<td><a href="http://www.bankofjackson.com">www.bankofjackson.com</a></td>
</tr>
<tr>
<td>Commercial Bank &amp; Trust (Stonebridge)</td>
<td><a href="http://www.cbtcnet.com">www.cbtcnet.com</a></td>
</tr>
<tr>
<td>Community Bank (North Highland)</td>
<td><a href="http://www.community-bank.net">www.community-bank.net</a></td>
</tr>
<tr>
<td>First Bank (Channing Way)</td>
<td><a href="http://www.firstbankonline.com">www.firstbankonline.com</a></td>
</tr>
<tr>
<td>First Bank</td>
<td>ATM on UU campus</td>
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<td>-------------------------------</td>
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</tr>
<tr>
<td>First South Bank (Stonebrook Place)</td>
<td><a href="http://www.1stsouth.com">www.1stsouth.com</a></td>
</tr>
<tr>
<td>First Tennessee Bank (Oil Well Rd.)</td>
<td><a href="http://www.firsttennessee.com">www.firsttennessee.com</a></td>
</tr>
<tr>
<td>Foundation Bank (Union Univ. Dr.)</td>
<td><a href="http://www.foundationbank.org">www.foundationbank.org</a></td>
</tr>
<tr>
<td>Leaders Credit Union (Oil Well Rd)</td>
<td><a href="http://www.leaderscu.com">www.leaderscu.com</a></td>
</tr>
<tr>
<td>Patriot Equity Credit Union (Director's Row)</td>
<td><a href="http://www.pecujax.org">www.pecujax.org</a></td>
</tr>
<tr>
<td>Regions Bank (Channing Way)</td>
<td><a href="http://www.regions.com">www.regions.com</a></td>
</tr>
</tbody>
</table>

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

To view a list of all student organizations, please visit www.uu.edu/studentservices/organizations. An organization fair is held during Focus (orientation) week.

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

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

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

Chapel
Each week, the Union Community comes together to worship and glorify God, to build community among the entire university, and to inform and teach concerning areas of faith and learning. The chapel experience is the central and focal event of the university—a time when we give public expression to who we are as a community.
Chapels are offered every Wednesday and Friday at 10 am, unless otherwise noted. Students must attend at least 14 chapels per semester; over 20 chapels are offered each semester. Chapel worship is a required, essential, and important part of community life at Union.

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

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

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

**Counseling Services**

Counseling services are available for any student needing assistance with personal, emotional, relational, or psychological concerns. Counseling services are provided 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/studentservices/counseling/](http://www.uu.edu/studentservices/counseling/).

**Degree Audit in WebAdvisor (Unofficial)**

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

**Disability Services**
If you are a student with a disability that requires any accommodations (i.e., Learning Disability, ADHD, Physical Disability, Anxiety/Depression, etc.) our Office for Disability Services stands ready to assist you. In order to make your transition to Union as smooth as possible, please contact Jon Abernathy, Director of The Office for Disability Services, at least one month before orientation begins. Jon Abernathy can be reached at 7(31)661-6520 or 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. Please also visit the Disability Services website at [www.uu.edu/studentservices/disabilityservices](http://www.uu.edu/studentservices/disabilityservices).

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

It is important for students to confirm their correct contact information at [http://uu.regroup.com](http://uu.regroup.com). They will use their Union University network username and password to log in. Once they are logged into Regroup, they can update their cell phone carrier information and add alternate phone numbers and emails if desired (to add additional cell phone numbers click ‘more’ to the right of the number and carrier information). Before leaving the page, they should be sure to click the box authorizing text messages to be sent to their phone and click Save.

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

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 Interim Vice President for Student Life and Dean of Students at (731)661-5090 or bcarrer@uu.edu.

Test alerts will be sent biannually during the first weeks of March and October.

**FERPA Form**
Congress approved and the President signed into law the Family Educational Rights and Privacy Act of 1974. The objective of the Act is to provide students and parents greater access to and control over information contained in educational records. The law stipulates the institution is responsible for making its students aware of the law and its ramifications.
No staff or faculty members can discuss a student’s grades with a parent or anyone else after the student’s 18th birthday without proof of financial dependence or the student’s signed release (FERPA). The only exception is a conference with parents or other interested parties that is attended by the student and in which the student agrees to the discussion. To fill out your FERPA release form:

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

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

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

**Health Services**

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

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

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

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

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

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

**Hotel Accommodations**

Please visit [www.uu.edu/parentsplace](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 overnight the night before move-in day. Parents are strongly encouraged to attend the closing worship service that concludes Friday, August 15 at 8:30 p.m. Many parents and families choose to stay locally that evening as well.

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

**Mail Services**

Each student may receive a free mail box and combination at Campus Mail Services during registration and will maintain the same box number throughout his/her University career, provided he/she does not drop out for a semester. All residential students are required to have a Union mail box. Campus Mail Services is located in the Student Union Building.
Mail sent to a Union student should use the following template:

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

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

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

A notice is placed in the mailbox of the person who receives a package. The package may be secured by presenting the notice to post office personnel. Notices of C.O.D. packages should be taken to the Jackson post office for payment on delivery. Postage-due mail may be picked up during campus postal hours. Recipients of registered or certified mail must sign for each article. Packages arriving via United Parcel Service will be handled in the same manner as those arriving by mail.

The Union Mail Services Office reserves the right to withhold magazines that are contrary to University values. (See Community Value Statements I. E. in the Campus Life Handbook www.uu.edu/studentservices/handbook).

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

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

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

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

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

**Meal Plans**

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.

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.** (for students enrolled for credit in Winter 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(es))
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) 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) forty-eight hours in advance.

The Office for Disability Services coordinates all meal plan accommodations for students with severe food allergies or Celiac Disease. For more information on the process to request these accommodations, please visit the Disability Services website at www.uu.edu/studentservices/disabilityservices/mealplan.cfm.

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 Assistant Dean of Students and the Director of Student Success 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:

**Assistant Dean of Students and Director, Vocatio Center**
- Holistic life calling and career development
- Graduate school preparation and employment strategies
- Chair, African-American & Minority Scholarship Committees
- Advisor to Minority Scholars
- Senior Staff Advisor & Founder of MOSAIC

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

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:

- Academic Excellence
- Spiritual Development
- Servant Leadership/Community Service
- Cultural Engagement
- 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 Student Success, via email: mmarshall@uu.edu or Jacqueline S. Taylor, Assistant Dean of Students and Director, Vocatio Center for Life Calling and Career via email: jtaylor@uu.edu or phone: (731)661-5421.

**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 with tailored information for parents.

**Prayer Ministry**
The Director of Prayer Ministry and Encouragement prays daily for the Union community and is also available to listen and pray with students/faculty/staff as prayer needs are shared. Personal visits are also made to hospitals to encourage and pray with individuals in the Union family. Notes of encouragement are sent as occasions arise (get well, sympathy, encouragement, etc.) On the day new students arrive for fall semester, “Encouraging U” (a 31-day devotional booklet written specifically by Union faculty/staff for parents of new students,) is given to parents to guide their prayers for their student during their first month at college. You may contact the Director of Prayer Ministry and Encouragement at ksouthall@uu.edu or (731)661-5678.

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

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

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

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

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

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

Union Provides
Private bedroom with:
- Twin size bed (bring XL twin sheets)
- Desk with drawer space and bookshelves
- Computer network port at your desk (see 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

Helpful Tip:
It’s a good idea to learn how to do your own laundry before you arrive!!
“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 (XL twin size), blanket, pillow, towels.
- Miscellaneous supplies: toilet paper; vacuum; broom/mop; ironing board/iron; cleaning supplies; wastebaskets; laundry supplies; alarm clock; utensils; dishes; pots and pans.

Optional Items to bring

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

Items you are NOT allowed to bring

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

Renter’s Insurance

Union University’s property insurance will NOT cover students’ personal property. Since this generation of students is bringing more expensive items to college (computers,
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) across from the Lexington Inn.

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

**Technology at Union**
**Portal.uu.edu** gives you direct access to most Union-provided services. Learn about the portal at **www.uu.edu/portal**. You will receive access to the portal, your Union email, and all Union accounts within 48 hours after you are registered for classes. Your **@my.uu.edu** e-mail address is considered an official means of university communication. Check it regularly and respond as needed. Union provides filtered internet service via our campus network.

**Computer Labs**
The main computer labs are located in the Penick Academic Complex (PAC) near the library. These PCs have software for academic use, including Microsoft Office (Word, Excel, PowerPoint). Laser printers are also available. The helpdesk is staffed to assist with your general support needs. See **www.uu.edu/it/help** for details including lab hours.

**Apartments**
**UU_Wireless** internet access is available in most buildings, including apartments. (Note: personal wireless access points are not allowed on campus.)

**Support**
Information Technology provides network support for free. We can help connect a computer to the campus network and solve related problems. Call (731)661-HELP. (Note: IT cannot offer support beyond network issues.) The local chapter of ACM (Association for Computing Machinery) provides affordable technical services to the Union community. This student group can help with computer repair/upgrading, virus removal, software installation and more. Contact Dr. Haifei “Max” Li in office PAC C-48, at hli@uu.edu, or at (731)661-5577.
Useful Sites

- **www.uu.edu/it** - IT’s central public web site - provides resources below plus password self-reset
- **www.uu.edu/it/training/accounts.cfm** - your username/password (48 hrs. after class registration)
- **www.uu.edu/it/training/newstudents.cfm** - FAQs for new students
- **www.uu.edu/it/help/hardware.cfm** - recommendations for laptops, computers
- **www.uu.edu/it/help/software.cfm** - discounted and free software
- **www.uu.edu/it/policies** - IT’s Acceptable Use Policy
- **www.uu.edu/it/mobility** - support for tablets, smartphones; educational discounts on cellular service
- **www.uu.edu/it/services/pawprint.cfm** - wireless printing from your laptop to selected printers
- **www.uu.edu/it/services/paperwise.cfm** - term-based free printing in various locations

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 Academic Coaches who can help develop individualized study plans based on a student’s unique learning style and assist with time management techniques. In addition, Academic Coaches also provide one-on-one test preparation teaching test-taking strategies and 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. At this time, the University does not provide transportation to the McKellar-Sipes airport.

**Memphis International Airport (airport code MEM)**

The Memphis International Airport is 86 miles from campus and usually about a 90 minute drive. Students are encouraged to utilize the "Union Ride Board" group on Facebook to see who else might be traveling on the same day. The Office of Residence Life here at Union can arrange transportation to the Memphis airport for a cost of $75.00 per ride. (If more than one person needs a ride, they can split that cost.) Reservations are required one week in advance. Contact reslife@uu.edu or (731)661-5432. Airlines currently serving MEM are: Southwest, American, Delta, Frontier, United, U.S.Airways, and Seaport Airlines.
Nashville International Airport (airport code BNA)
The Nashville Airport is 138 miles from campus. The University does not arrange transportation to the Nashville airport, however, offering gas money to someone already headed to Nashville works wonders! Students are encouraged to utilize the "Union Ride Board" group on Facebook to see who else might be headed to Nashville on the same day. Major airlines serving BNA include American Airlines, Delta, Southwest, United, U.S.Airways, and Seport Airlines.

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

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

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

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

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

Alternatively, you may have funds electronically withdrawn from your bank account by calling Union Station at (731)661-5000 or (731)661-5026 and giving them the appropriate information. There will be no additional charges for this service.
Fall Semester 2014 (16-week semester)

August
15-18, Friday–Monday.................................................................Focus (New Student Orientation)
15, Friday .....................................................................................Residence Complexes Open for New Students Only
17, Sunday ....................................................................................Residence Complexes Open for Returning Students
19, Tuesday.............................................................Registration—Day Classes and 16-Week Evening Classes Begin
20-27, Wednesday–Wednesday..........................................................*Late Registration
22, Friday ........................................................................................Convocation
27, Wednesday ..............................................................................*Last Day to Add a Class

September
1, Monday ......................................................................................Labor Day Holiday
2, Tuesday .....................................................................................*Deadline to Drop (course does not appear on transcript)
26–27, Friday–Saturday .....................................................................Union Family Weekend

October
6, Monday ......................................................................................*Academic Progress Reports Due
9-10, Thursday–Friday .......................................................................Fall Holiday
21, Tuesday .....................................................................................*Deadline to Drop (course appears on transcript with “DR”)

November
4, Tuesday .................................................................Campus and Community: A Day of Remembrance and Service
6, Thursday .......................................................................................Priority Registration Begins for Winter and Spring 2015
21, Friday ......................................................................................*Last Day to Withdraw from All Fall classes%
21, Friday ........................................................................................**Residence Complexes Close
22-30, Saturday–Sunday .....................................................................Thanksgiving Holidays
30, Sunday ........................................................................................**Residence Complexes Open

December
5, Friday ..........................................................................................Reading/Review Day
8-11, Monday–Thursday .....................................................................*Final Examinations
11, Thursday ..................................................................................**Residence Complexes Close
13, Saturday ..................................................................................Graduation

Winter Term 2015 (4-week accelerated semester)

January
4, Sunday .........................................................................................Residence Complexes Open
5, Monday ........................................................................................Day Registration/Classes Begin
6, Tuesday .............................................................Registration Closes for Mon/Thurs Accelerated—Classes Begin
6, Tuesday ......................................................................................Late Registration for Day Classes/Last Day to Add a Class
9, Friday ..........................................................................................Deadline to Drop (course does not appear on transcript)
20, Tuesday .............................................................Deadline to Drop (course appears on transcript with “DR”)
26, Monday ..............................................................Last Day to Withdraw from All Winter Classes in Progress
30, Friday ......................................................................................Final Examinations
Spring Semester 2015 (16-week semester)

February
2, Monday................................ Residence Complexes Open for Students w/ Mon. Feb. Accel. Classes
3, Tuesday.............................. Residence Complexes Open for New/Returning Students
4, Wednesday.......................... Registration—Day Classes and 16-Week Evening Classes Begin
5-11, Thursday—Wednesday.............................. *Late Registration
11, Wednesday.............................. *Last Day to Add a Class
18, Wednesday.......................... *Deadline to Drop (course does not appear on transcript)

March
27, Friday........................................*Residence Complexes Close
28, Saturday—Sunday, April 5.............................. Spring Holidays

April
7, Tuesday.............................. *Academic Progress Reports Due
8, Wednesday.......................... *Deadline to Drop (course appears on transcript with “DR”)
16, Thursday.......................... *Priority Registration Begins for Summer and Fall 2015
28, Tuesday.............................. Union University Scholarship Symposium

May
1, Friday........................................Last Day to Withdraw from All Spring Classes
11-14, Monday–Thursday.............................. *Final Examinations
14, Thursday.............................. **Residence Complexes Close
16, 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.
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 15th!

Front Row (L to R):
Tori Bartell, Mary Wayne, Josselyne Bustillo, Becca Leet, Clare Williams, Jenaye White, Jenna Ward, Lauren Harris

2nd Row (L to R):
Catherine Guthrie, Billie Dee Preuett, Anna Isbell, Emily Russell, Mallory Lamm, Andrew Stricklin, Grace Pepper, Holly Johnson, Chelsea Johnson, Karen Taylor (Associate Director of Student Leadership & Engagement)

3rd Row (L to R)
Jared Dauenhauer (Assistant Director of Student Leadership & Engagement), Katie Tansey, Sydney Jensen, Kenzie Carter, Cameron Faulk, Jamie Tutor, Katelyn Walls, Lacie Fink

4th Row (L to R)
Willie Louth, Ashley Beck, Taryn England, Caleb Thompson, Jake Wynn, Joseph Smith, Adam Reinhard, Andrew Parks

Back Row (L to R)
Andrew Bigelow, Connor Bailey, Michael Adkisson, Gray Magee, Wyatt Keener, Matt McDaniel

Not Pictured
Kelley Faulkner, Daniel Mathis