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## UAH Student Handbook 1972

University of Alabama in Huntsville

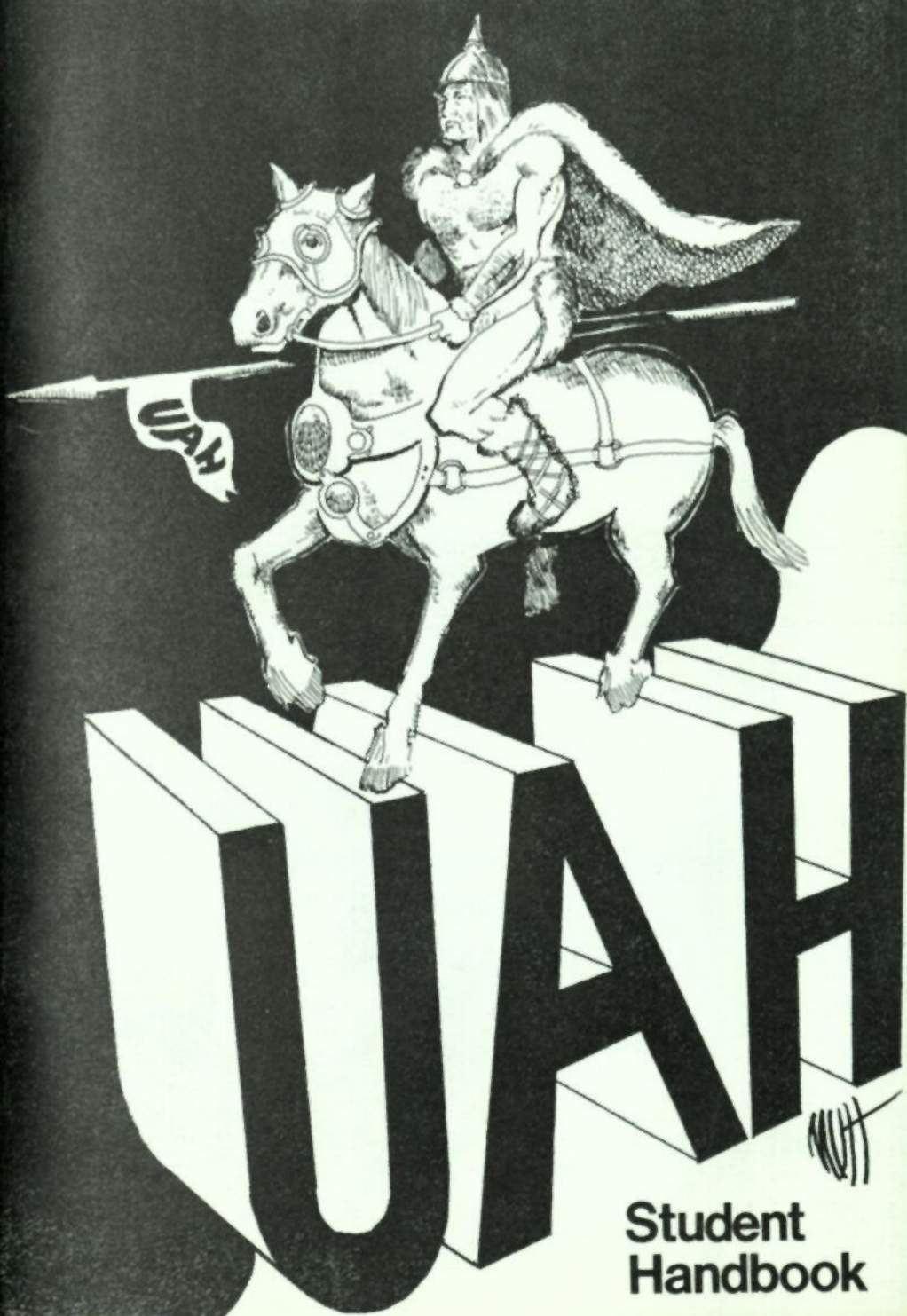
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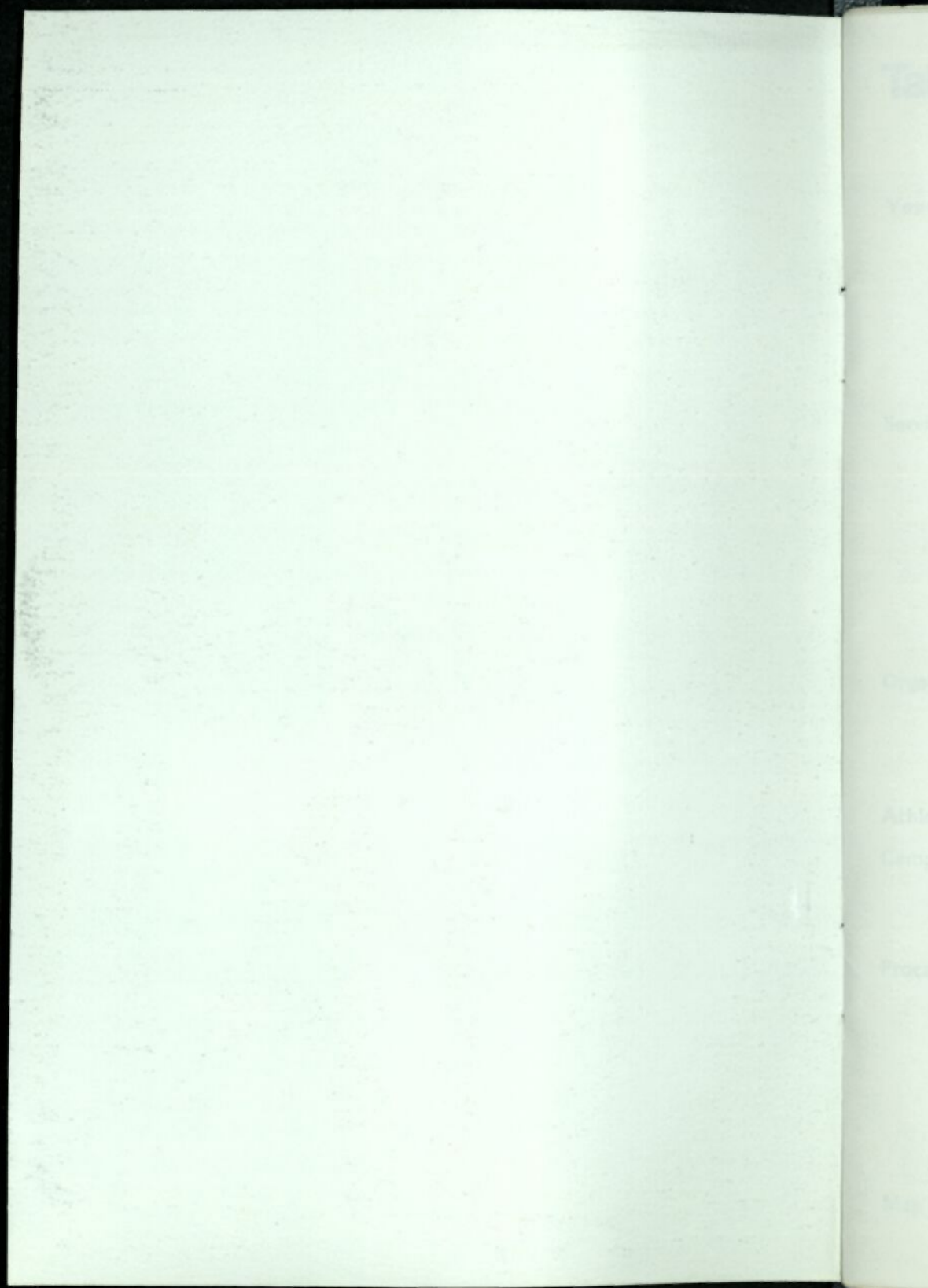
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**Student  
Handbook**



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# The University Of Alabama In Huntsville

**Uhlan Chargers**

**1972**

The University of Alabama in Huntsville is an Equal Opportunity Institution and welcomes applications for employment and educational programs from all individuals regardless of race, color, religion, sex, or national origin.



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Urban Chargers 1972

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# Your University & It's Governance

## UAH History

On January 6, 1950, The University of Alabama in Huntsville opened its doors to 137 part-time students. This group, made up largely of freshmen, selected courses from a list of 11 offerings taught by a part-time faculty. Classes were held from 6-10 p.m. in what is now Stone Jr. High School—and what was then Huntsville's newest high school. A large percentage of these students, veterans of World War II, were going to school under the G.I. Bill of Rights.

The University of Alabama had opened off-campus centers in Birmingham, Montgomery, and Mobile prior to World War II. In 1947, a center was established at Gadsden. The Huntsville campus became the youngest of the University of Alabama family.

By the fall of 1953, three full-time faculty members and a part-time faculty were teaching over 250 students. Enrollment continued to climb as the curriculum expanded and as the region sky-rocketed in population. Facilities became crowded and two former store buildings nearby were rented by the University for classes. Redstone Arsenal and City Hall made additional facilities available.

By 1956 several graduate courses in engineering, mathematics, and physics were being taught regularly. In addition a variety of lower level courses, a limited number of upper level sections in art, English, history, biology, chemistry, physics, economics, political science, Russian, German, French, accounting, marketing, management, business law, engineering, psychology and sociology were taught. At this time students in most curricula were allowed to take three years of work towards the baccalaureate degree at Huntsville; the remaining year had to be taken in residence at the University of Alabama in Tuscaloosa.

In 1959 the City of Huntsville gave UAH 83 acres of land, stretching from Holmes Avenue north to University Drive. The city of Huntsville and Madison County each committed \$250,000 towards construction of Morton Hall, the first building on this campus.

By the time UAH moved to the new campus in January, 1961, undergraduate and graduate enrollments had made a dramatic jump with 1554 students in attendance.

The University of Alabama Research Institute had been established the year before, giving impetus to development of graduate programs in engineering, physics, and mathematics. Contracts were received through the U.S. Army and NASA and funds for the Research Institute building were made available in late 1961, through a State Bond issue of



\$3,000,000. A sustaining grant enabled UAH to offer master's degree programs at Huntsville two years later in engineering, mathematics and physics. The Research Institute building was completed in 1964.

In 1964, The University of Alabama in Huntsville enrolled its first full-time students and initiated a baccalaureate degree program with majors in English, history, mathematics, and physics; in 1965 the B.S. degree in engineering was announced.

Land holdings for the developing institution increased to 324 acres in 1962 when the city and county donated funds for the purchase of 200 additional acres and smaller purchases made from the State Bond issue. Approximately 6 acres were purchased in 1964. In addition, the people of this region pledged nearly \$900,000 which was supplemented by federal grants for construction and equipping of the Graduate Studies Building, which was occupied in 1967.

Until 1965 UAH's financial resources were limited to those generated from student fees, contracts, and gifts of cash or in kind services. In 1966 State capital funds of \$1,000,000 were appropriated. By the fall of 1969, federal grants and loans had made possible the construction of the Science-Engineering Building, Library, and the University Union.

In 1966 UAH became a branch of The University of Alabama, and in 1969 UAH was made an autonomous campus of the University of Alabama system. All credit courses and programs at UAH had been sanctioned by the Southern Association of Colleges and Schools as a part of the accreditation of UAT. In 1970 UAH obtained separate accreditation.

Enrollment by the fall of 1971 had jumped to 3066 and full-time enrollment exceeded 1100. State appropriations for operations had almost tripled since 1965 permitting UAH to expand its services to students and the community. Undergraduate majors now existing are art, history, English, psychology, political science, economics, French, German, chemistry, biology, mathematics, business, physics, sociology, engineering, criminal justice, and nursing. Master's degrees are awarded in administrative science, physics, chemistry, mathematics, and several areas of engineering. A doctoral program in engineering and physics was approved for September, 1971.

The full-time faculty is now 127, an increase of 1500% since 1961, and more than 600 students have graduated from UAH since resident degree programs were approved in 1963. A two-building complex was completed in December, 1971, bringing UAH's total non-residential facilities to more than 350,000 square feet.

During the past decade, cotton fields, farm houses, swamps, and woods have given way to a modern university campus serving more than 4000 students each year.



## President's Message

The University of Alabama in Huntsville extends to you the opportunity to invest your energies and intellectual talents in the pursuit of an education which we shall strive to provide in the higher quality range. The programs you will find here are designed to allow you the flexibility to forge an education which is relevant to your needs in a changing society and, yet, provide one with a core of subject matter which we believe is essential if one is to call himself an educated man.

Your university experience will depend heavily on your own choices and actions. It can be purely a source of academic endeavor, or it can be a wide enriching experience when you become involved in the broader educational challenges afforded by both the academic and the extracurricular opportunities. Your contribution to the overall life of UAH will become a major part of what you ultimately receive.

The dynamic experience of living-learning in the UAH environment can be truly exciting as you participate in the cultural-social-intellectual development of our University community. If you seek them, our faculty and staff stand ready to assist you in planning.

It is our hope that you, the members of our student body, will share our pride in and enthusiasm for The University of Alabama in Huntsville.

Benjamin B. Graves  
President

## SGA President's Message

Welcome to The University of Alabama in Huntsville and to the Student Government Association.

The goal of the University is to provide every student with an opportunity to develop into an aware, intelligent and sensitive individual. The purpose of SGA is to help the university come closer to achieving this objective.

To become an individual who is capable of playing a meaningful role in the overall society requires more than reading textbooks and attending lectures. Student Government endeavors to provide a total environment for learning by offering programs of an intellectual, cultural, physical, and social and recreational nature. In addition, services are provided which aid a student to better utilize his limited resources. SGA also devotes much of its time in efforts to improve teaching and learning in the classroom.

In order to function effectively, Student Government must have the support of the student body and the active participation of scores of students. Those who give their time to the organization usually find that, although there may be few monetary rewards, they are repayed with valuable experiences and knowledge.

SGA, however, certainly does not have exclusive domain over enriching experiences. There are numerous campus clubs which provide a meaningful extension of classroom work. You may start your own organization if you don't find an existing one that fits your needs.

Whether you decide to become involved with Student Government, campus clubs, or special projects of your own, you may find yourself involved with complex and controversial issues. Both are desirable and should be sought, not avoided. Complexity requires depth and understanding; controversy acts as a stimulant and catalyst to thinking.

This handbook will arm you with the basic knowledge necessary for involvement in University affairs but as in any educational experience, it is your responsibility to make use of the available opportunities.

Larry J. Childers



## Administrative Faculty and Staff

President .....	Benjamin B. Graves, 6340
Executive Assistant to the President .....	Joseph C. Dowdle, 6350
Assistant to the President .....	Andrew J. Rudnick, 6340
Dean of the Faculty .....	C. Donald Caplenor, 6220
Director, Office of Development and External Affairs .....	Philip M. Mason, 6040
Director, Office of Financial and Internal Affairs .....	Earl C. Jacoby, 6170
Director, Office of Student Affairs .....	Reese D. Kilgo, 6240
Director of the Library .....	Jean M. Perreault, 6540
Dean of Graduate Programs and Research .....	John F. Porter, Jr., 6000
Registrar .....	Nan G. Hall, 6210
Superintendent of Buildings and Grounds .....	Robert L. Vess, Jr., 6480

## DIVISION OF ENGINEERING

Director .....	Wilhelm K. Kubitza, 6100
<u>Chairmen</u>	
Electrical Engineering .....	Nadeem F. Audeh, 6317
Engineering Mechanics .....	J. Tinsley Oden, 6394
Fluid and Thermal Engineering .....	Cornelius C. Shih, 6075
Industrial and Systems Engineering .....	Richard M. Wyskida, 6298

## DIVISION OF THE HUMANITIES

Director .....	A. W. Braden, 6200
<u>Chairmen</u>	
Art .....	Ralph M. Hudson, 6114
Education .....	Harry A. Engle, 6180
English .....	Charles Woodard, 6321
History .....	John C. White, 6311
Foreign Languages .....	Dominique M. Penot, 6155
Music .....	D. Royce Boyer, 6436
Philosophy .....	A. W. Braden, 6200

## DIVISION OF NURSING

Director .....	Kathryn Crossland, 6513
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## DIVISION OF SOCIAL AND BEHAVIORAL SCIENCES

Director .....	Donald W. Smithburg, 6230
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Chairman

Administrative Sciences . . . . .	Donald W. Smithburg, 6230
Economics . . . . .	Abbas Mirakhor, 6280
Political Science . . . . .	Donald W. Smithburg, 6230
Psychology . . . . .	Walter Sullins, 6191
Sociology . . . . .	Donald Tarter, 6190

## DIVISION OF NATURAL SCIENCES AND MATHEMATICS

Director (acting) . . . . .	Merle T. Emerson, 6474
-----------------------------	------------------------

Chairmen

Biology . . . . .	M. Eloise Rowland, 6260
Chemistry . . . . .	Samuel P. McManus, 6153
Mathematics . . . . .	James M. Horner, 6470
Physics . . . . .	J. Edwin Rush, Jr., 6157

## DIVISION OF CONTINUOUS EDUCATION

Director . . . . .	Raymond C. Watson, Jr., 6010
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## UAH Student Government Association

Every student currently enrolled at UAH is automatically a member of the Student Government Association. To carry out the official business of the organization there exists an SGA executive branch and a 16 member legislature. The executive branch consists of President Larry Childers, Vice-President James Smith, Secretary-Treasurer Lou Garcia, and any such cabinet positions as may exist at the SGA's discretion. To date, these are Director of Student Services, Scott Price; Director of Used Textbook Exchange, Murry Burns; Student Ombudsman, Del Schafer; and Director of Public Relations, Jon Simmons. Officers and legislators are elected at large by the student body. Elections are held each spring.

The duty of these officials is to set up and maintain programs and projects which may be beneficial to the student body and University community. The elected SGA members have a responsibility to be receptive to the feelings and wishes of the larger student body which they represent.

The SGA also acts as an important liaison between students and faculty and University administrators. It provides students with a tangible channel through which they can air their opinions and complaints to the members of the University community.

Students wishing to work within SGA or to serve on University committees as a student representative should contact an SGA officer or legislator. The office is located in room 210, Student Union Building, phone number, 895-6428.

### SGA Officers

President, Larry Childers	534-4389
Vice-President, James Smith	837-3535
Secretary-Treasurer, Lou Garcia	881-7990

### SGA Legislators

Sharon Beaton	no phone
Mark Bergmann	837-0466
David Butler	883-8513
Adrian Clift	no phone
Jerry Dennis	883-7127
Tom Eiland	837-5819
Alex Haas	536-1857
Mike King	852-6294
Steve Mallernee	534-5982



Cynthia Newby .....	539-6724
Steve Newby .....	536-4927
Frank Strihafka .....	539-8350
Robert Watson .....	881-3206

## Public Relations

In June, 1971, a bill restructuring the SGA committee system was passed by the SGA Legislature. Under the bill the affairs of the Student-Faculty Administration Relations Committee and the Community Relations Committee and SGA Publications were placed under the supervision of the SGA Public Relations Department. In addition, three new committees have been created. They are the Publicity Committee, the Recruitment Committee, and the Student Speakers Committee. The Student Government Association of UAH has placed a broad range of its technical functions under the jurisdiction of this new executive department in order to provide a more effective functioning vehicle in the area of its relations with students, faculty, administration, and the community at large.

SGA Public Relations is made up of these six committees:

1. Student-Faculty Administration Relations Committee  
The activities of this committee are concerned with the promotion of constructive intracampus relations among students, faculty, and the administration. (Tom Eiland, Chairman)
2. Community Projects Committee  
This committee is involved with arranging cooperative projects between community organizations, charitable organizations, and others, and the University community. (John McDaniel, Chairman)
3. Publications Committee  
Under this committee, such publications as the student directory will be handled. There are also plans for a quarterly SGA Newsletter as well as a monthly activities calendar. These publications will be provided to all UAH students free of charge. (Jon Simmons, temporary Chairman)
4. Publicity Committee  
The purpose of the Publicity Committee is to provide adequate advance notice to all UAH students concerning those activities that have been arranged under the auspices of the SGA. Also, it has the responsibility for maintaining effective communications between SGA and the community at large, including the release of SGA information to the news media. (Bonnie Coleman, Chairman)
5. Recruitment Committee  
The Recruitment Committee's task is to contact and provide a source

of information for those students who wish to work with SGA. It advises students in the event that certain departments and committees of SGA need help. Recruitment has the added responsibility for providing assistance in University student recruitment campaigns. (Chris Cowles, Chairman)

6. Student Speakers Committee

This committee acts as an agent in arranging, for those Huntsville community organizations that request them, students who are willing to speak at their meetings or other functions. Students who enjoy speaking before groups on any particular suitable subject are urged to participate. (Kay Newby, Chairman)

This executive department of SGA is new and it will need a great deal of student support in order to become effective. The members of any university community are in need of an effective way to communicate not only among themselves, but also with their larger city community. It is because of this need that SGA invites and encourages the involvement of all students in this program.

Additional information can be obtained by contacting the Director of Public Relations, Jon Simmons, at 895-6428.

### Autonomous Boards

The Autonomous Boards are appointed by the Legislature and/or the SGA President. They are funded by the Legislature from student activity fees. Outside these two areas (appointment of members and appropriations of operating funds) each board functions independently. There are four Autonomous Boards that are responsible for conducting programs for the student body. They are: (1) Social Activities Board; (2) Symposium and Lecture Series Board; (3) Film Series Board; (4) Drama Board.

#### BOARD CHAIRMEN

Social Activities, Larry Spelce . . . . .	536-2815
Symposium & Lecture Series, Chris Dino . . . . .	881-4408
Film Series, Nelson Anderson . . . . .	534-5583
Drama Board, Lynn Peterson . . . . .	852-8653

The Social Activities Board of the UAH Student Government is operating on a very limited budget. However, it is trying to bring in a higher quality of entertainment than has ever been presented on campus. In order to do this it has been necessary to charge students a reasonable amount for admission to these social functions. The Social Activities Board hopes every student will support and take part in these functions.



The Symposium and Lecture Series Board provides a tremendous service in bringing different speakers to campus. Last year, three speakers (William Kuntsler, Jane Fonda, and Dick Gregory) brought over 2,500 people to the Student Union. There are currently twenty-one members of the Symposium and Lecture Series Board and any student may serve on it by simply volunteering. The only criteria for membership is that the student must work. The Board's decisions are arrived at through open and democratic processes. In an attempt to broaden and effectively pursue the goal of Symposium, two subcommittees were formed this year - the Free University and the Role of the University.

The Film Series Board at UAH attempts to show a broad spectrum of films each season. Funded by the student activity fee, the Board feels that it is mainly an entertainment series. This year increased funds permit the showing of better and more frequent films. The Film Series Board is composed of 10 members. Meetings are open and anyone may attend.

The Drama Board, better known as the University Playhouse, was created in the Fall quarter of 1971 by the SGA to broaden the range of cultural opportunities available at UAH. The purpose of the organization is to present theatrical productions to the student body. It is a student-operated group and is open to any member of the University community with an interest in the theatre. All aspects of theatrical production are included, such as lighting, scene design, set construction, make-up, publicity, and acting. Anyone that is interested is encouraged to contact either the Chairman, or Chris Ferry at 881-1523.

## I.

## UAH STUDENT BILL OF RIGHTS

Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. A member of the University community should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. All members of the University should exercise their freedom with responsibility and with regard to the rights of others.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the University community. The University has a duty to develop policies and procedures which provide and safeguard this freedom. Such policies and procedures should be developed at UAH within the framework of the stated purpose of the University and with the broadest possible participation of the members of the University community.

Of equal importance to the individual's enjoyment of personal rights and guarantees is the exercise of the individual's responsibility to the University community as a whole. Recognition of the University's role in the community at large and the importance of public support to its survival are basic to the exercise of each individual's responsibility. Therefore, it behooves each member of the University community to weigh the personal advantages to be gained from the intemperate exercise of rights and privileges against the deleterious effect of such action upon the University community. Where the best interest of the community is clearly threatened by the acts of any member, the needs of the community must prevail.

## A.

FREEDOM OF ACCESS TO HIGHER EDUCATION

The University of Alabama in Huntsville shall admit students without regard to race, sex, religion, or political belief. All facilities of the University, including the services for health, recreation, living, and study, shall be open to all students who meet the entrance qualifications and who maintain current such academic qualifications as may be required by the



University. The University shall use its influence to secure equal access for all students to public facilities in the local community.

B.

IN THE CLASSROOM

The professor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Performance shall be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

1. Protection of Freedom of Expression

Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they shall be responsible for learning the content of any course of study for which they are enrolled.

2. Protection Against Improper Academic Evaluation

Students shall have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they shall be responsible for maintaining the standards of academic performance established for each course in which they are enrolled. Students can provide, on a voluntary basis, objective and reasoned evaluations of the professor.

3. Protection Against Improper Disclosure

Information about student views, beliefs, and political associations which professors acquire in the course of their work as instructors, advisors, and counselors shall be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgment of ability (academic evaluation) and character (related to the discipline of study) may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

C.

STUDENT RECORDS

The University of Alabama in Huntsville shall have a carefully considered policy as to the information which shall be part of a student's



permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure the following records shall be separate and kept with the proper authorities: (1) academic records (including supporting documents and general educational records); (2) records of disciplinary proceedings; (3) medical and psychiatric records; and (4) financial aid records. The transcripts of academic records shall contain only information related to the academic status of the student. The conditions of access to each category shall be set forth in an explicit policy statement.

Student records will be released only to appropriate college or university authorities within the institution, except when the student or graduate has given his formal written consent or where the safety of the student and others and/or property is endangered. In any instance where demands for information as to a student's personal record challenge the principle of confidentiality, the University is obligated to protect the records to the fullest extent possible under law.

Provisions shall be made for the periodic routine destruction of noncurrent disciplinary records.

#### D.

### STUDENT AFFAIRS

#### 1. Freedom of Association

The University of Alabama in Huntsville recognizes that students bring to the campus a variety of interests previously acquired and will almost certainly develop many new interests as members of the University community.

a. Students shall be free to organize and join associations for any legal purpose to promote their common interests, and shall be free to determine their own membership, policies, and activities, provided that such activities shall be lawful and consistent with the educational functions of the University.

b. Affiliation with an extramural organization shall not in itself affect recognition of a student organization.

c. Student organizations shall be chartered according to the guidelines set forth jointly by the Student Government Association and the Committee for Affairs of the University Community.

d. Any group seeking to obtain a charter may submit an application to the President of the Student Government Association or to any designated member of the SGA. The application shall be treated as a bill of general application and must be passed by the Student Government Association Legislature, signed by the SGA President, reviewed by the

Committee for Affairs of the University Community, and approved by the President of the University.

e. Institutional recognition shall not be withheld or withdrawn solely because of the inability or unwillingness of a student organization to secure an advisor.

f. Campus organizations which include students, including those affiliated with extramural organizations, shall be open to all students without respect to race, sex, creed, or national origin except for religious qualifications which may be required by organizations whose aims are primarily sectarian.

g. Membership lists are solely for the use of the organization; however, a current list of officers in each chartered organization will be kept on file for official purposes in the Office of Student Affairs and with the Student Government Association.

## 2. Freedom of Inquiry and Expression

a. Members of the student body shall be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly and legal means which do not interfere with the operation of the University or of its educational purposes.

b. The University shall respect both the spirit and the letter of court decisions protecting the rights of free expression and associations. Subject to the provisions set forth herein, chartered student organizations shall be allowed to invite and to hear any person of their own choosing so long as he does not impose a clear and present danger of violence or disruption of the educational process of the University. Procedures required by The University of Alabama in Huntsville before a speaker is invited to appear on campus shall be designed only to insure that there shall be orderly scheduling of facilities and adequate preparation for the event, and that the occasion shall be conducted in a manner appropriate to an academic community. Control of campus facilities shall not be used as a device of censorship. It shall be made clear to the academic community and to the community at large that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or by the University.

## 3. Student Participation in University Government

As members of the academic community, students shall be free, individually and collectively, to express their views on issues of University policy and on matters of general interest to the student body. The student



body shall have clearly defined means to participate in the formulation and application of University policy affecting academic and student affairs. The role of the Student Government Association in both its general and specific responsibilities shall be made explicit in the constitution of the SGA.

#### 4. Student Publications

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the administration and of formulating student opinion on various issues on the campus and in the world at large.

In the delegation of editorial responsibility to students, the University shall provide editorial freedom and financial autonomy for the student publications insofar as possible under existing Alabama law, to maintain their integrity or purpose as vehicles for free inquiry and free expression in an academic community.

Student editors and managers shall be governed by the canons of responsible journalism, such as the avoidance of libel, obscenity, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

As safeguards for the editorial freedom of student publications the following provisions are necessary: (1) The student press shall be free of censorship and advance approval of copy, and its editors and managers shall be free to develop their own editorial policies and news coverage. (2) Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. (3) All student publications shall explicitly state that the opinions there expressed are not necessarily those of the University or student body. (4) In order to emphasize that the student newspaper does not speak officially for the University, it shall not carry the institutional seal.

The editorial freedom of student editors and managers shall entail corollary responsibilities including the offer of reasonable opportunities for rejoinder to the same audience.

E.

### OFF-CAMPUS FREEDOM OF STUDENTS

#### 1. Exercise of Rights of Citizenship

University students are both citizens and members of the academic community. As citizens, students have the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. Institutional powers shall not be employed to inhibit such intellectual and personal development of students in their exercise of the rights of citizenship both on and off campus.

## 2. Institutional Authority and Civil Penalties

Students who violate civil law on or off-campus may incur penalties prescribed by civil authorities. Disciplinary action on the part of the University may also be considered where there has been gross misconduct by individuals or groups claiming to have acted as representatives of The University of Alabama in Huntsville.

### F.

## PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS

The administrative authorities of UAH have the inherent power and responsibility to protect the educational purpose through the regulation of the use of University facilities and through the establishing of standards of conduct and scholarship for the students who attend. Disciplinary action plays a role substantially secondary to example, counseling, guidance, and admonition. Only when warranted shall disciplinary proceedings be enforced, and when they are, proper procedural safeguards shall be observed to protect the student from the unfair imposition of penalties.

The administration of discipline shall guarantee procedural fairness to an accused student. The jurisdictions of faculty and/or student judicial bodies or other regularly established judicial bodies and the disciplinary procedures (including the student's right to appeal a decision) shall be clearly formulated and communicated in advance. In all situations, procedural fair play shall require that the student be informed of the nature of the charges against him and be given a fair opportunity to refute them, that the University shall not be arbitrary in its actions, and that there shall be provision for the appeal of a decision.

### 1. Standards of Conduct

The University has an obligation to clarify those standards of behavior which it considers essential to its educational mission and its community life. The student shall be free from imposed limitations that have no direct relevance to his education, to the educational purpose of the University, or



to its orderly operation. Offenses shall be clearly defined and interpreted in a manner consistent with the aforementioned principles. Disciplinary proceedings shall be instituted only for violations of standards of conduct or of administrative directives formulated by the University community and disseminated in advance. It shall be the student's obligation to become aware of published University rules and regulations and to conduct himself as a responsible citizen and to abide by the University's stated rules and regulations.

## 2. Investigation of Student Conduct

Except under extreme emergency circumstances, premises occupied by students and the personal possessions of students shall not be searched unless appropriate authorization has been obtained. For premises such as residence facilities controlled by the University, an appropriate and responsible university authority\* shall be designated to whom application shall be made for a search involving suspected infractions of UAH regulations only. The application must specify the reasons for the search and the objects or information sought. If at all possible, the suspected student shall be present during the search. For violations of Federal, State, or local laws, the ordinary requirements for lawful search shall be followed.

## II.

### STUDENT JUDICIAL SYSTEM

#### A.

#### CONDUCT STANDARDS

Institutional discipline shall be limited to conduct which adversely affects the University community's pursuit of its educational objectives. The following misconduct is subject to disciplinary actions:

1. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the University; and forgery, alteration or use of institution documents or instruments of identification with intent to defraud.

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\*Recommended authority should consist of a standing committee consisting of a representative from: Office of Student Affairs, Security, and residence government.



2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other University activities.
3. Physical abuse of any person on University premises or at University-sponsored or supervised functions.
4. Theft from or damage to: (1) University property, (2) property of a member of the University community, and/or (3) property of a campus visitor on University premises.
5. Possession of firearms or other dangerous weapons by a student, whether kept on his person or in any place on the campus, or in any building owned, leased, or operated by the University.
6. Failure to comply with legally-authorized directions of University officials acting in the performance of their duties within the scope of the authority and responsibilities of their office.
7. Violation of published University regulations, including those related to entry and use of University facilities and the rules in the Judicial System.
8. Violation of published regulations governing residence facilities.
9. Violation of properly published rules and regulations governing the use of motor vehicles on University-owned or controlled property.

B.

SANCTIONS

The implementation of sanctions one (1) through four (4) may be charged to the appropriate administrative official without a formal hearing, subject to appeal to the appropriate judicial hearing board. Recommendation involving sanctions five (5) through seven (7) shall be handed down only by the appropriate judicial body. The following sanctions may be imposed at the discretion of the appropriate judicial body:

1. Admonition: An oral statement to the individual that he is violating or has violated University community rules.
2. Warning: Notice, in writing, that continuation or repetition of conduct considered to be wrongful may, within a period of time

stated in the warning, be cause of more severe disciplinary action.

3. Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event the violation of any institution regulation recurs within a stated period of time.
4. Fine: Payment of a sum as determined by appropriate authority.
5. Disciplinary probation: Exclusion from participation and membership in privileged or extracurricular university organizations as set forth in the notice for a period of time not exceeding one school year.
6. Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years.
7. Expulsion: Termination of student status for an indefinite period. The terms of readmission, if any, shall be stated in the notification of expulsion.

### C.

### STUDENT JUDICIAL BOARDS

Members of student judicial boards shall be elected for one (1) year, the dates of membership to be the same as for UAH Standing Committees. Members are eligible for reelection annually by the person or group responsible for making the selections. No person may serve concurrently on more than one judicial board. Vacancies occurring during a term shall be filled by special election or appointment made by the appropriate body or person.

1. Student Hearing Board: Membership includes Director of Student Affairs (as non-voting Chairman) or such other person whom he shall officially delegate; five (5) students elected by the student body, one of whom, at the time of election, must be a graduate student and one of whom, at the time of election, must be a part-time student; and four (4) faculty members elected by the Faculty Assembly. Five voting members shall constitute a quorum. The accused student shall select three (3) of the five (5) students and two (2) of the four (4) faculty members to hear the case. In the event of refusal or failure of



the accused student to make such a selection, the Chairman of the Board shall act in his stead.

2. Student Appeal Board: One (1) faculty member from each academic division (selected by the division directors); and one (1) student from each academic division (elected by the student body). The Chairman, who becomes a non-voting member except in case of a tie, shall be elected from the Board membership. Five voting members shall constitute a quorum.

#### D.

### RULES OF PROCEDURE

#### 1. Initiation of Disciplinary Proceedings

- a. Any member of the University community may file charges against a student. The charges shall be filed in writing in the Office of Student Affairs. In extraordinary circumstances, the President of the University may suspend the student pending consideration of the case.
- b. The Director of Student Affairs, or such other person whom he shall delegate, shall cause a preliminary investigation to be made for the purpose of ascertaining whether the charges may be disposed of informally without initiation of disciplinary proceedings. If the student involved desires to waive his right to a hearing and appeal under this Code, he must do so in writing, and if such a waiver is not revoked within one week, the Director of Student Affairs shall investigate the alleged misconduct and shall issue a decision concerning the appropriate penalty. The sanctions which may be imposed by the Director of Student Affairs are (a) a written warning, (b) a written reprimand, (c) a written censure, or (d) a fine. The student against whom the charges have been brought may at his request have the assistance of an advisor at the time of such a preliminary examination with the Director of Student Affairs.
- c. If the Director determines that the alleged misconduct requires institution of disciplinary proceedings under the Judicial System, he shall send to the accused and to all of those requested to testify, by certified or registered mail, the following: (1) a written copy of the charges; (2) notice of the institution of disciplinary proceedings; (3) a calendar of the hearings; and (4) a

copy of applicable procedures. A copy of the charges and other pertinent information shall also be maintained in the Office of Student Affairs for authorized use only.

- d. Hearings shall be instituted with dispatch after a student is charged with misconduct. Normally the calendar of the hearings shall be established so that the hearing itself can take place within ten (10) class days after receipt of the complaint. The student charged with misconduct shall be informed at least seventy-two (72) hours preceding the scheduled hearing. A reasonable extension in the most unusual circumstances may be granted, but such an extension may not exceed ten (10) class days. The Board may, at the time of the hearing, declare an extension on its own behalf if it deems one necessary.
- e. Any member of the University community may be called to testify. No member of the University community who has been called to testify shall be penalized for missing class or on-campus work, except that students will be responsible for making up tests and other work missed.

After having been duly notified, any person failing to appear to testify shall be assessed a fine not less than \$10.00 nor more than \$25.00. Extenuating circumstances for failure to appear shall be brought to the attention of the Chairman of the Judicial Board prior to the scheduled hearing.

## 2. Conduct of Hearings

- a. A calendar of the hearings in a disciplinary proceeding shall be fixed by the Chairman of the Hearing Board after consultation with parties to the proceeding. The hearing will take place within ten (10) class days following the receipt of the complaint. The presiding officer shall have discretion to alter the calendar for good cause.
- b. The hearing shall be private unless the accused requests an open hearing. A request for an open hearing must be submitted to the Chairman of the Judicial Board in writing at least two (2) class days prior to the scheduled hearing. An open hearing shall be interpreted as "open to members of the University community only (with the exception of the members of the family of the accused)". In hearings involving more than one (1) student, in



which one or more students but not all, request an open hearing, severance shall be allowed upon written request to the Chairman of the Judicial Board at least one (1) class day prior to the scheduled hearing.

- c. A student charged with misconduct has the right to be represented by counsels and/or advisors.
- d. The Board may address questions to any party at the proceedings or to any witness called by the parties or by the Board. Any party may request the privilege of presenting witnesses, subject to the right of cross-examination by other parties. By majority vote, the Board may limit the number of witnesses to be heard, providing that testimony given by witnesses would be merely cumulative. The Board may also require the production of records or other exhibits. The accused shall be given an opportunity to testify and to present evidence and witnesses; and no evidence shall be taken by the Board which is not introduced in the hearing and which the accused has not had an opportunity to examine. He and/or his counsels shall have the opportunity to hear and question all witnesses. In no case shall a hearing committee consider statements against the accused unless he is advised of their content and of the names of those who made them, and unless he is given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
- e. A verbatim record shall be made of all proceedings at the hearings except that on order of the Chairman procedural matters may be discussed in executive session, and in such event the minutes need not be included in the verbatim record of the hearings. This record shall be available under the supervision of the Chairman to all parties to the hearings. The Director of Student Affairs shall be responsible for insuring that a verbatim record is kept.
- f. The Chairman shall determine, after consultation with the parties to the proceedings and their counsels and/or advisors, whether a summation of one (1) or more aspects of the case would be useful to the Board.
- g. The Student Hearing Board shall vote first to determine if there is sufficient cause to recommend a sanction; and, if there is, shall vote to determine the sanction. A majority vote is needed for

each decision of the Board. The Appeals Board requires a majority vote to uphold or reverse a decision.

In all cases the deliberations of the Judicial Board shall be conducted in closed session and will not be carried on the verbatim record.

- h. No recommendation for the imposition of disciplinary penalties shall be based solely upon the failure of the student charged with misconduct to answer the charges or to appear at the hearing. In any case, the evidence in support of the charges shall be presented and considered.
- i. The final Board hearing the case shall make a report and recommendation to the President of the University and to the parties to the hearing, consisting of: (1) a record of the hearing including a statement of the charges and the evidence presented; and (2) the decision of the Board and reasons therefor.
- j. The burden of proof rests upon the individuals bringing the charge. All matters upon which the decision may be based shall be introduced into evidence at the hearing. The decision shall be based solely upon such matters.

### 3. Appeals

- a. An appeal from the decision of the Hearing Board may be made to the Student Appeals Board by the accused or by the official ultimately responsible for imposing the sanction in writing within ten (10) days following the decision of the Student Hearing Board.
- b. An appeal, when taken, shall be limited to a review of the full report of the Student Hearing Board for the purpose of determining whether the Board acted fairly in light of the charges and evidence presented at the hearing. The Student Appeal Board may accept the report without modification, may accept the report subject to a specified increase or reduction in the sanction recommended, or to recommend dismissal of one or more of the charges entirely. When the Student Hearing Board's report is accepted by the Appeals Board and forwarded to the President, the matter shall be deemed finally decided without further recourse, except that a petition for new hearing may be made to the Hearing Board upon discovery of new evidence.



## E.

AMENDMENT PROCEDURES

Recommendation for amendment of the above Code shall be forwarded to the Committee for Affairs of the University Community for consideration.

# Services Available to Students

## Counseling

The major activity of the UAH counseling staff is working with full-time, part-time and prospective students individually and in small groups. Counseling is a process in which professional counselors will discuss any matter which concerns a student and in which the student participates voluntarily in order to resolve his immediate problems and better prepare himself to deal with them in the future. Our concern is with human difficulties as they appear from the perspective of the individual. Therefore, we do not engage in dictating solutions nor in supplying moral evaluations. Similarly, the confidentiality of the counseling interview precludes disclosure of any identifying information without the consent of the student. The counselors will sometimes consult in confidence with other professional counselors about a specific problem.

Some of the services for which counselors are available are as follows:

### Vocational Choice and Educational Decisions

The counselors can help you organize your search for an occupational goal and/or an educational major. The decision making process includes gathering and discussing information about yourself and potential occupations. Information may be gleaned from tests, publications, and various resource persons. In addition, a one credit-hour course, ED 111 Career Exploration, is offered to assist you in making your vocational decision.

### Personal Concerns and Emotional Problems

Counselors attempt to offer an atmosphere in which the student can freely and confidentially discuss personal problems. A few of the concerns that typically bother persons are: personal emotional adjustment, finances, health, dating, marriage, home relationships, social relationships, academic difficulty, plans for the future.

### General

Students often drop in just to discuss seriously some topic of interest. At other times counselors frequent the Union to talk to students. These informal contacts are one part of the meaningful person-to-person communication that should characterize the university.

### Consultation

The counseling office is open to faculty and staff for discussion regarding human relations problems within and without the University. Such discussion might be on general subjects or on specific problems.



Assistance is also available for immediate crisis situations where professional intervention is needed.

### Referral

Because of our limited staff, counselors often make use of community agencies when the latter might more effectively aid in the resolution of a specific problem. Such referral will not be made without prior knowledge and consent of the student.

### Occupational Information

The University has a small but growing occupational library. All students are welcome to use the resources in the office at any time, whether or not they are seeking counseling. Persons working or teaching in the various fields are also good resources.

### Academic Advising

In academic planning and scheduling, the counselors help primarily freshmen and those who have not yet decided on a major. Upperclassmen are encouraged to seek out a member of the faculty with whom to plan their academic work. However, we are available if you need us.

### Testing, Academic Placement

Tests given through the counseling office include vocational interest inventories, a limited number of personality instruments, a residual ACT, chemistry placement, and language placement. In the case of the first two types of tests, the counselor and student decide together which ones, if any, should be used. Interpretations of all tests are given in individual or small group sessions.

Counseling interviews are available on a walk-in or appointment basis. Persons are welcome in either case, although the small size of our staff often necessitates a short wait for walk-in sessions.

We are anxious to help in any way we can. We hope you will feel free to stop in MH 120-A or call 895-6445 or 895-6108 at any time.

### Financial Aids

The University maintains an Office of Student Financial Aid to assist students in planning a program of financial assistance. Consideration is given to the advisability of combining scholarships, loans, and part-time employment since none of these alone is adequate in extreme cases of need.

The office is open Monday-Friday from 8:15 a.m. to 5:00 p.m. in Room 120-A, Morton Hall. Students are encouraged to come and discuss problems and questions relating to financial aid during this time. If possible, however, appointments should be made in advance by calling 895-6241.

### Available Scholarships/Grants

Educational Opportunity Grants are available ranging from \$200 to \$1000 a year. These grants are restricted to undergraduate students and may be awarded and renewed for the four years of undergraduate work as long as eligibility is established. Deadline for applying is March 1. Law Enforcement Student Grants not exceeding \$200 per term are available for students enrolled full-time or part-time in an undergraduate or graduate program leading to a degree in law enforcement. Recipients must be full-time employees of a publicly funded law enforcement agency. The following scholarships are available and awarded by the University on the basis of the student's need and/or scholastic ability: Nursing Scholarships not to exceed \$1500 for any 12 month period are awarded to nursing students who have exceptional need; Engineering Scholarships; University of Alabama Huntsville Foundation Scholarship; Institutional Scholarships. Various other scholarships may be offered during the academic year.

### Loans

National Defense Loans are available to undergraduates up to \$1000 per academic year and to graduate students up to \$2500 per academic year. Deadline for applying is March 1. Nursing Loans are made to students who are in need of assistance not to exceed \$1500 in an academic year. Law Enforcement Loans up to \$1800 an academic year are available to full-time students pursuing a law enforcement degree.

### Employment

Federally sponsored Work-Study Program is available to students for employment both on and off campus. Other on-campus employment opportunities are offered through the Institutional Work Program. Students may also be placed in off-campus jobs in the local community.

### Needs Analysis

College Scholarship Service forms are used in determining need.

### Placement

The University Placement Office provides placement and occupational information for seniors, graduate students, and alumni. Contact is maintained with many employers in education, industry, and government in obtaining positions most suitable to the individual student's need following graduation. Representatives visit the campus during the Fall, Winter and Spring terms for personal conferences with students. The



office is located in Room 120-A, Morton Hall and is open Monday-Friday from 8:15 a.m. to 5:00 p.m.

## Student Records

### Release of Student Information

A student's university record is considered highly confidential, and this institution makes every endeavor to keep such records out of the hands of those who would use it for other than legitimate purposes. All members of the faculty, administration, and clerical staff respect confidential information about students which they acquire in the course of their work. At the same time, institutional policies must be flexible enough not to hinder the student, the institution, or the community in legitimate pursuits.

#### A. Disclosure to the student

1. A student has the right to inspect his academic record (from which transcripts are made) and is entitled to an explanation of any information recorded on it.
2. Documents submitted by or for the student in support of his application for admission or for transfer credit will not be returned to the student nor sent elsewhere at his request.

#### B. Disclosure to Faculty and Administrative Officers of the Institution

Faculty and administrative officers of the institution who have a legitimate interest in the material and demonstrate a need to know are permitted to look over the academic records of any student. Contents of the official folder of a student and his permanent record card are not sent outside of the Office of Student Records.

#### C. Disclosure to Parents, Educational Institutions and Agencies

1. Transcripts or grade reports may be released to parents or guardians without prior approval from the student unless the student is over 21.
2. A request for a transcript or other academic information from another institution of learning, indicating the reason therefor, may be honored as a matter of inter-institutional courtesy.
3. Requests from a philanthropic organization supporting a student are honored.
4. Requests from research organizations making statistical studies may be honored provided no information revealing the student's name is to be published.

#### D. Disclosure to Government Agencies

1. Properly identified representatives from federal, state, or local government agencies may be given the following information:

- a) verification of date and place of birth
  - b) division of enrollment and class
  - c) dates of attendance
  - d) degree(s) earned, if any, date, major, and honors
  - e) address and telephone number
  - f) verification of signature
  - g) name and address of parent or guardian
2. Additional information regarding the student is not released to government agencies without written authorization from the student.

E. Disclosure to Other Individuals and Organizations

Only those items considered to be a matter of public record (whether or not enrolled, dates of attendance, degrees earned) will be released without written authorization of the student.

F. Transcripts

Transcripts requests by telephone are not accepted; transcripts must be requested in writing by the student. The first transcript issued on behalf of a student is free; subsequent copies cost \$1.00 each. No charge is made for transcripts issued to other divisions of The University of Alabama system.

If a student owes fees, parking or traffic fines, or library materials, a transcript will not be issued until the Office of Student Records receives clearance from the appropriate department.

### Draft Information

Within the University, the Counseling office has the responsibility to remain knowledgeable regarding the Selective Service laws and regulations. Resources at our disposal are the periodic publications of CCCO (an agency for military and draft counseling), the National Office of the Selective Service System, and the Selective Service Law Reporter (through the courtesy of SGA). We also participate, through the draft counselor, in a confederation of some of the Huntsville draft counselors. This provides us with excellent referral and consultative resources for specific problems.

Students are encouraged to see the draft counselor to seek information, discuss a particular situation, or both. You are also welcome to read any of our materials without a counseling interview. One-half of the bulletin board in the hall adjacent to the Counseling Office is devoted to current draft information from newspapers and newsletters. The Counseling Office is located in MH 120-A, 895-6445.

### SGA Student Services

The SGA Department of Student Services is an Executive Department



under the supervision of the Director of Student Services. This department is designed to provide the students of UAH with a comprehensive program unrivaled by many large universities. At present, the following major services are offered:

#### Life Insurance

SGA sponsors a life insurance policy through the U.S. National Student Association. The USNSA provides \$10,000 of low cost unrestricted term life insurance which converts to permanent whole life insurance upon graduation. The cost is a nominal \$20.00 per year and rates cannot be increased.

#### Health Insurance

Student Services sponsors an excellent group accident and illness insurance, underwritten by Continental Life Ins. Co. This policy gives students the maximum coverage for the minimum premium.

#### Store Discount Plan

Arrangements have been made through various Huntsville merchants in order to secure special student discounts. Presentation of your UAH I.D. entitles you to a 10% discount. A list of these stores is published periodically in the "exponent".

#### Student Charge Card

UAH students, upon filling out application forms available in the SGA office, may receive a special type of charge card. Identical to the First Charge/Master Charge card, the student card may be used anywhere the other is accepted. Students may obtain this card with little or no credit reference and without parental responsibility. This is a great way to establish a fine credit reference for the future and we encourage all students to take advantage of this service.

#### Special Student Rates for Cultural Events

The SGA Department of Student Services has made arrangements with various members of the Huntsville Civic Arts Council to allow full-time UAH students to attend performances free of charge. Part-time students are admitted for one-half the regular student rate. Events will be announced in the "exponent" and will be posted throughout the campus.

#### Free Checking Accounts

This new service has been made available to all full and part-time UAH students by special arrangement with the Bank of Huntsville. The free checking account is one part of a larger package of special banking services.

For a complete description of these services, contact the Director of Student Services, Scott Price. To participate, simply present your student I.D. at either the Mall - North Parkway branch or the Westbury Mall Airport Road office of the Bank of Huntsville.

#### National Student Book Club

New this year, the NSBC service is available to UAH students through the Student Government Association. The NSBC offers books to students at a minimum of a 10% discount. Under the auspices of the U.S. National Student Association, substantial discounts on the prices of all books in print are offered to students on NSA member campuses free of charge. Hence, the \$5.00 charge for lifetime membership is not applicable to UAH students since UAH SGA is an affiliate of USNSA. More information can be obtained in the SGA office, or by writing:

National Student Book Club  
375 Fairfield Avenue  
Stamford, Connecticut 06902

#### Legal Counseling for Students

The Student Government Association has placed upon retainer Huntsville attorney Julian Butler. His services have been acquired in two functions: to act as general advisor and counsel to SGA, and to give service to those individual students who need legal advice. Individual students who wish to seek Butler's aid will be channeled through Del Schafer, the SGA ombudsman. It is the ombudsman's responsibility to decide whether a student's problem merits the attention of Mr. Butler. It should be emphasized that Mr. Butler will not be able to take individual cases for students, but will only be able to give general advice and counsel. For more information, contact Del Schafer at 895-6428.

#### Ombudsman

The office of Student Ombudsman has been created under the auspices of the SGA to aid in solving student problems. The term "ombudsman" is Swedish in origin and translates literally as "grievance man." At UAH, the office is intended to help the individual student resolve any grievances created in either his academic or non-academic involvements with the institution. This office does not supercede or replace any of the formal university structure as a procedural agency; rather, it is intended to augment, supplement, and facilitate the individual or group which has either failed to achieve redress through established channels, wishes the status of anonymity, or is simply unaware of how to channel a particular problem.

Each request for assistance will be evaluated to determine its validity



and jurisdictional priority of the claim. While this office has no official power of action beyond recommendations and persuasion, the principle of the Ombudsman in jurisprudence coupled with responsible actions, student support, and cooperation with the administrative officials will provide a mandate of authority through the philosophy of justice as transcending the mere enumeration of laws.

If you wish assistance, please contact the Student Ombudsman, Del Schafer, at 895-6428.

Additional information about any program may be obtained by calling the Director of Student Services, Scott Price, at 895-6375 or 895-6428.

#### University Newspaper

"exponent," the official student newspaper, is published biweekly. This campus publication is edited and managed by UAH students with the advice and general direction of the joint student-faculty Publications Board. All UAH students are eligible for staff membership. The editor-in-chief is elected by the student body. "exponent" is available to all students free at stands located in each building. Any student interested in working with "exponent" should contact the Editor, Kim Stewart, at 895-6090, or in the "exponent" office, Room 214 in the Union Building.

## Guide To Services

Academic Advising	Instructor, Faculty Advisor	
Academic Records	Student Records	MH 108
Address Changes	Student Records	MH 108
Admissions Information	Reception Desk Counseling Office	MH MH 120-A
AOC, Filing of	Faculty Advisor	
Athletics, Intramural and Intercollegiate	Union Director, Assistant Director	SU 205
Career Choice	Counseling Office	MH 120-A
Class Changes (Add and/or Drop Classes)	Reception Desk	MH
Co-Op Program and Continuous Education	Mr. R. C. Watson, Jr.	GSB 230
Counseling (Personal, Vocational, Educational)	Counseling Office	MH 120-A
Emergency Crisis Intervention Center	2327 Poinciana	536-4869 or 539-8914 539-3424 534-0204
HELP House of Philia	810 Franklin Street	534-0204
Employment, Student	Mrs. Mae Satterfield	MH 120-A
'exponent'	Kim Stewart	SU 214; 895-6090
Fees, Information and Payment Deposit Box	Mrs. Estelle Bradshaw Reception Desk	GSB 100-B MH
Financial Aid	Mrs. Mae Satterfield	MH 120-A
Foreign Student Services	Mrs. Reva Bailey	MH 111
Graduation Application	Reception Desk	MH
Identification Card	Counseling Office	MH 120-A
Information	Reception Desk	MH
Legal Counsel	Ombudsman	SU 210; 895-6428
Newspaper - 'exponent'		SU 214; 895-6090
Ombudsman	SGA Office	SU 210; 895-6428
Parking Permit	Campus Police	SH
Personal Concerns	Counseling Office	MH 120-A



Placement, Occupational	Mrs. Satterfield	MH 120-A
Placement Tests, Academic	Counseling Office	MH 120-A
Pre-Registration	Reception Desk	MH
Regular, Late Registration Information	Reception Desk	MH
Room Scheduling	Institutional Scheduling	MH 102; 895-6210
Selective Service Information		
Draft Counseling	Mr. Paul Duckro	MH 120-A
II-S Renewal	Mrs. Diane Ertl	MH 106
Signs, Posters	SGA	SU 210
Sports Information, Intercollegiate or Intramural	Union Director, Assistant Director	SU 205
Student Activities and Programs	SGA	SU 209
Student Affairs	Dr. Reese Kilgo	MH 107
Student Government Association	SGA	SU 210
Student Grievances	Appropriate Department; Ombudsman-SGA	SU 210
Student Records		MH 106
Telephone Information - Campus		895-6120
Testing (Residual ACT, MAT, Placement, Vocational Interest)	Counseling Office	MH 120-A
Transcripts	Reception Desk	MH
Tutoring Assistance (By Fee)	Counseling Office	MH 120-A
Veterans Benefits	Mrs. Diane Ertl	MH 106
Withdrawals		
Drop, within three weeks	Reception Desk	MH
Drop, after three, before five	Reception Desk	MH
From University	Registrar	MH 109

GSB — Graduate Studies Building

MH — Morton Hall

SU — Student Union

SH — Sanderson House

# Organizational Services

## Library Facilities

The three-story UAH Library building is the first of a projected complex of four. It provides seating space for about 300 users, some at open carrells, some at tables. The conference room (I<sup>4\*</sup>) is occasionally assigned to a bibliographically oriented class. Typing equipment (II<sup>1</sup>) is available to any user gratis, and Xerox equipment (I<sup>1</sup>) at a \$0.05/page charge. The microform room (III<sup>3</sup>) provides reader-printers (\$0.10/page charge) and readers, and the newspaper room (III<sup>2</sup>) is next to it.

The remainder of the building is given over to the collection and to staff work-space:

The reference collection and reference desk (I<sup>2</sup>): a Subject Specialist or Assistant Librarian is available here 8:30 - 4:30 weekdays; at all other times during open hours the assistant librarian in charge will provide reference assistance. The college catalog collection (I<sup>1</sup>) is part of the reference collection.

The card catalog (I<sup>1</sup>) is the primary guide to the use of the collection; feel free to have it explained by reference personnel, whenever necessary. Note that it is in two separate alphabets: author- and title-headings in the cabinets facing the entrance, subject- and form-headings in those facing away.

## Library Holdings

Circulating monographs are distributed throughout floors I and II: classes A, B, C, and Z (I<sup>2</sup> opposite the reference collection) include generalia, philosophy and religion, auxiliary historical sciences, and general bibliography; classes Q, R, S, T, U, and V (II<sup>1</sup>) include sciences, medicine, agriculture, technology, military science, and naval science; class P (II<sup>3</sup>) includes all languages and literatures; classes G, H, J, K, L, M, and N (II<sup>3/4</sup>) include geography and anthropology, social sciences, political science, law, education, music, and visual art; classes D, E, and F (II<sup>3</sup>) include history and area description.

Indexes and abstracts (reference works for using the periodical collection) are at III<sup>2</sup>; U. S. Documents (except those cataloged into the general collection) are at III<sup>1</sup>; the remainder of III is occupied by circulating periodicals, in alphabetical order by title (many current

\*Locations are not given in terms of room numbers, but as oriented to the main entrance; thus each floor is shown by a Roman numeral and then each quadrant thereof by an Arabic digit:

3	2
4	1

(entrance)



periodicals are displayed on racks around the periphery of III).

The card catalog refers you to some 100,000 volumes of monographs and periodicals, but only a small portion of the periodicals are cataloged (we subscribe to over 1500 periodical titles and 20 newspapers), and only a small portion of the U. S. Documents. Periodicals and documents will yield their information only to those who know how to use the reference works aimed at them - consult the reference personnel whenever you need help in their use.

### Library Services

The UAH Library is open 8 a.m. — 10 p.m. Monday/Thursday, 8 a.m. — 5 p.m. Friday, 9 a.m. — 5 p.m. Saturday, and 1 p.m. — 9 p.m. Sunday.

Reference personnel consist of 6 subject specialists and their assistants. Mrs. Graham (office: II<sup>2</sup>) deals with behavioral sciences, economic sciences, and policy sciences; Miss Hammill (office: II<sup>1</sup>) deals with general British and American language and literature, and education; Mr. West (office: III<sup>1</sup>) deals with life sciences, physical sciences and technology; Mrs. Bailey (office: II<sup>3</sup>) deals with the fine arts, non-English language and literature, general bibliography, and philosophy; Mrs. Sharma (office: II<sup>3</sup>) deals with history. You may be referred to these specialists if your reference question is too difficult or time-consuming for the reference person on duty at the reference desk on I.

The interlibrary loan function is housed in the circulation office (I<sup>1</sup>); regulations restrict this service to graduate students and above, though limited service is sometimes available to undergraduates as well. All users of this service should expect a delay of at least two weeks from request to delivery.

The circulation desk (I<sup>1</sup>) is where all materials are charged out or in, where reserve books are kept and signed for by students, and where all fines and fees are paid. A book held at UAH but in circulation can be placed on "hold" so that a renewal is disallowed; or, if it has already been renewed, it may be called in.

### Library Regulations

A general demeanor of care and mutual respect among users and staff is essential for success in the encounter of books and readers. Absolute quiet is of course not emphasized, but is encouraged as far as is appropriate. Eating and drinking are wholly disallowed; smoking is allowed in the lounge areas and in the stairwells.

All persons in need of our resources are welcome to their use on site, whether they are members of our academic community or not. But the right to borrow circulating books, periodicals, etc., from our holdings depends on membership in the UAH academic community, and therefore upon possession of the sign of that membership—a current ID card. (This applies to all borrowers, students, faculty, staff, administration; many of those outside the student category assume that their face is their ID, but this is hardly the path to an unobstructed exercise of the right to borrow.)

Monographs may be borrowed by holders of UAH ID in unlimited number; students may borrow for two weeks with the privilege of one renewal; overdues are fined at \$0.05/day. Periodicals (limit two) may be borrowed overnight (one hour before closing till one hour after opening); overdues are fined at \$0.25/day. Borrowing regulations for other minor categories of material may be learned by consulting the circulation department or the reference person in charge.

Lost items must be paid for by the responsible borrower at current replacement cost + up to \$5.00 service fee + (if applicable) binding cost.

Those with UAH ID are allowed access to the resources of the libraries of Alabama A&M University, Oakwood College, and Athens College in return for the reciprocal privilege for the members of those academic communities at UAH. The regulations in effect at each such campus govern all borrowers there.

### Bookstores

The University of Alabama in Huntsville is served by the Textbook Store in Morton Hall and Book Nook in the Union Building.

### Textbook Store

The Textbook Store stocks each term all books required for courses taught at UAH. Textbooks are arranged on the shelves alphabetically by departments and courses. Each department is identified by a prominent sign and each course is indicated by a small label on the shelves. If the title of the Textbook is starred (\*\*), check with the instructor before buying because there is no refund. Other special information concerning textbooks will be posted on the shelves. Whenever possible, the most recent edition of a textbook is stocked and the student will find both new and used copies of most textbooks. Also stocked in the Textbook Store are a wide variety of school and office supplies, English and foreign language dictionaries, as well as a complete selection of Schaum Outlines.



### Regular Hours For Both Stores

Monday - Thursday	9 A.M. - 6 P.M.
Friday	9 A.M. - 5 P.M.

During registration and the first week of classes, the regular store hours are extended to handle the rush which invariably develops. These special store hours are listed in the Schedule of Courses published by the Registrar's Office, on the printed Booklist published by the Textbook Store and the Book Nook, or may be obtained by calling the Textbook Store at 895-6424, or the Book Nook at 895-6600.

### Textbook Refund Policy

1. Full refund of the purchase price is granted if the book is new and in salable condition. It is suggested that students do not put their names in books until they are sure it is the right book for the course, the course will carry, etc.
2. Books for which a refund is requested must be accompanied by a sales receipt and drop slip from the Registrar's Office.
3. Refunds can only be honored within two weeks after classes begin.
4. All defective textbooks will be replaced.
5. Schaum Outlines are not returnable unless used as a text.
6. Book Nook purchases are not returnable.

### Used Books

In order to save students money the Textbook Store in Morton Hall will purchase used books from students. The following rules have been set forth to handle the volume of used books:

1. After the first week of classes, textbooks used during the current term are no longer bought unless the textbooks are used continuously at UAH term after term.
2. Used book-buying of all titles used at UAH will resume as soon as the book orders for the next term arrive from the various academic departments.

3. If books are purchased for use at UAH, the Textbook Store pays 50% of the purchase price for the current edition. Books not used at UAH will be purchased for a used book wholesaler in accordance with his pricelist.
4. Used paperbacks that the Textbook Store stocks will also be bought. Paperbacks stocked in the Book Nook are not included. Foreign language books must be clean with no translations or notes written in the margins or the text.
5. Used Schaum Outlines, or any other supplementary books, are not bought for resale.

### Booklists

A printed booklist showing required textbooks (housed in Morton Hall) and the supplementary books (listed in caps on the booklist), which may be recommended by the faculty and housed in the Book Nook is issued each term approximately three weeks before the first day of classes. The exact date is published on the last page of the Schedule of Courses. Any changes to this printed list are posted on a bulletin board outside of the Textbook Store. A separate History Booklist enumerates the paperbacks and textbooks used by the History department.

### Book Nook

Supplementary reading in support of the academic program and leisure time reading are stocked in the Book Nook, Union Building. Also available is a wide selection of engineering-drafting supplies, campus wear, campus jewelry, and art supplies. English and foreign language dictionaries as well as Schaum Outlines are stocked here. Special ordering of individual copies of books not in our current stock is one of the services of the Book Nook. Telephone number: 895-6600.

### Charges

First Charge and Master Charge cards are welcomed at both of our stores. UAH students who are attending school under the Educational Opportunity Grant, National Defense Student Loan Program, and some scholarships administered by the Financial Aids Office of UAH may charge their purchases. Detailed information about the rules and regulations applicable in each case are available in the Financial Aids Office. Charges will be allowed only if the person's name appears on the



list furnished to us each term by the Financial Aids Office.

### **SGA Used Textbook Exchange**

The Student Government Association sponsors a non-profit, used textbook exchange on the second floor of the Student Union for students wishing to buy or sell used textbooks. Students set their own price on books placed for sale. When the books are sold, a check is sent to the former owner for the amount received minus a small service charge.

Additional information concerning the Exchange may be obtained by calling the Director of the Used Textbook Exchange, Murry Burns, at 895-6428.

### **University Union**

The University Union is the community center for all the members of the University community—students, faculty, administration and guests. As a community center, the Union, its staff, and all of its facilities are available to all members of the University community. The Union staff arranges and sets up all facilities for the various functions which take place in the Union.

The University Union coordinates all intramural and intercollegiate athletics. In the latter area, UAH fields a basketball team, a soccer team and crew. For more information call 895-6144 or come by Room 207. Intramural activities include football, basketball, volleyball, softball, and ping-pong.

The Union also has facilities for individual sports such as table tennis and equipment for physical workouts such as weight-lifting, exergyms, trimwheels, pegboard climb, volleyballs, footballs, basketballs, etc. These are available through the Manager's Office, Room 204.

There are two areas in the Union for meetings or assemblies. The Multipurpose Room can hold up to 1,000 people or can be divided into three small rooms, each holding 250 to 300 people. There are also lounges (study lounge, color T.V. lounge, games/music area with a stereo) and shower facilities (men's and women's) available. The Union Manager Office and all student offices, which include those of the Student Government Association, exponent, Athletics, Drama, Film Series, Social Activities, and Symposium are located on the second floor. There are also two portable electric typewriters available for student, faculty or staff use. The Union is open from 7:30 a.m. until 10:30 p.m. on weekdays and from 11:00 a.m. until 11:00 p.m. on weekends when there are no activities scheduled.

If you would like more information on what facilities are available and how you can use them, please call 895-6144 or come by the Union office, Room 204.



# Athletics

Currently, the athletic program at UAH is funded by Student Activity Fees appropriated by the University for the Student Government Association and by funds secured from the Huntsville Foundation. In addition to the numerous intramural programs, there are currently three intercollegiate sports at UAH.

## Basketball

The UAH basketball team, now in its third year, will play predominately varsity teams from such schools as Athens, St. Bernard, and North East State. The twenty game schedule will be filled out with junior varsity games with schools such as University of Tennessee at Chattanooga, Alabama A&M, Birmingham Southern, and Shorter College. In addition, UAH is opting a post-season tournament.

Persons interested in joining the UAH basketball team may contact Larry Maddox in the Student Union Building (895-6144).

## Crew

The UAH crew, as a member of the Southern Intercollegiate Rowing Association (SIRA), competes with other schools in the South, such as Jacksonville University in Florida, Florida Southern, University of North Carolina, and Tampa University. In addition, UAH co-hosts with Dartmouth University the Kowaliga Regatta (on Lake Martin). The crew also races Minnesota, Purdue, Marietta, Kanasa State, Nebraska, and Columbia University.

As a small college, UAH has participated in the Dad Vail Regatta in Philadelphia for the past two years and has participated in the national championships held in Syracuse, N.Y. In 1971, UAH placed fourth in the SIRA and fourth in the nation in small boat competition at the Dad Vail Regatta.

In addition to the regular crew program, this year UAH will feature a lightweight program for small oarsmen. Anyone interested should contact Coach Gary Mahla in the Student Union Building (895-6144). No experience is necessary as the crew has an excellent basic instruction program.

## Soccer

The UAH soccer team began its first intercollegiate schedule this

fall facing opponents such as Vanderbilt U., Athens College, St. Bernard College, one German Air Force team, one Italian Air Force team and Oakwood College. The team had a fantastic season, posting a 15-1-1 record with the only loss to Vanderbilt (5-4) in a double overtime. The team also won the Rocket City Soccer Classic held in December.

Dr. Ostap Stromecky, a native Ukrainian and former professional soccer player, is coaching the newly-formed team and welcomes more players whether they have experience or not. For more information, contact Gary Mahla in the Union Building (895-6144) or Dr. Ostap Stromecky, 201 Morton Hall (895-6300).

### Intramural

Intramural sports at UAH provide all students an opportunity to participate in campus athletics, either with teams or in singles competitions. Students may take part in any of the following sports programs: flag football, tennis, golf, basketball, ping pong, badminton, softball, volleyball, track, etc. For more information, contact the staff in the Intramural Office (Room 204 in the Student Union), or call 895-6144 or 895-6145.

### Cheerleaders

Plans for the 1971-72 cheerleading squad began in the summer when UAH sent five delegates to the National Cheerleaders Association clinic in Hattiesburg, Miss. These five persons organized and held the first cheerleader tryouts on September 19 and selected the present squad, composed of ten girls and four boys. They currently cheer for basketball and soccer with hopes of backing all sports in the future.

Student attendance and student spirit and enthusiasm at athletic events are vital to team morale. The cheerleading squad encourages you to support UAH athletics.



# Campus-Based Organizations

The University of Alabama in Huntsville recognizes that students bring to the campus a variety of previously acquired interests and will almost certainly develop many new interests as members of the University community. The procedure for chartering University clubs or societies may be found in the Judicial Code, Part I Section D, Number 1 (page 13 in this handbook).

Campus organizations existing primarily as University organizations are described below.

## Alpha Omega Fraternity

Alpha Omega Fraternity was founded during the Spring term of 1971 by a group of concerned UAH students. From its creation, the primary goal has been brotherhood. Through brotherhood, the fraternity has enriched the lives and educational experience of its members. By becoming affiliated with the national fraternity A.T.O., Alpha Omega hopes to broaden its perspectives and become a major working part of UAH. Officers for the 1971-72 year are: Mickey Rosenblum, President, 539-0024; Joe King, Vice President, 837-4283; Pete Harbin, Treasurer; Steve Passen, Secretary, 534-7874. For further information, contact any officer.

## Biology Club

The object of the UAH Biology Club is to promote interest and research in the biological sciences. Any person enrolled as a full or part-time student at UAH and interested in biology is eligible for membership. The meetings are called at random by the president. Announcements of the meetings are posted on major bulletin boards. The activities include many and varied field trips, lectures, and films. There is an annual collecting trip to Florida during which the members of the club collect specimens for the biology department. The activities are aimed at giving the members a first-hand look at science in its natural environment. The club also offers aid on research projects. Officers for the 1971-72 year are: Bob Douglas, President; Chuck Williams, Vice President; JoAnn Campbell, Secretary-Treasurer; Dr. Lorraine Morin, Faculty Advisor. For further information, contact Bob Douglas, 883-0509 or Dr. Morin, 895-6260.

## Christian Fellowship Group

The CFG or Christian Fellowship Group is a fledgling organization at UAH, having been in existence for about one year. Its primary goal is to

provide University students with an atmosphere conducive to Christian worship, through Bible study, prayer and Christian fellowship. Officers for the 1971-72 year are: Dave Penland, President; Patricia Weems, Secretary. Persons wishing further information concerning the CFG may call David R. Penland at 852-9309.

### Circle K

Circle K, a service organization for men and women students, is sponsored by the Metropolitan Kiwanis Club. It is open to all students interested in service to the community. Past interests of the club include disadvantaged youth, ecology, minority concerns and drug education. Circle K holds weekly meetings and occasional social events. For further information, contact Neal Teruya, 536-6014.

### Economics and Business Club

The purpose of the Economics and Business Club is to promote interest in the field of economics and business, and to inform the community about economic issues. Besides the full slate of officers the club elects a representative to the Economics and Business faculty committee. Dues are \$3.00 per school year. No one is allowed to vote until this requirement of membership has been met. Elections are held one month prior to the close of the spring term to take office the following fall. Officers for the 1971-72 year are: Luidita Garcia, President; Joe Lancaster, Vice President; Margaret King, Secretary; Larry Maddox, Treasurer. For further information, contact Lu Garcia at 895-6428.

### Engineering Society

The Engineering Society of The University of Alabama in Huntsville is a service organization composed of students and faculty in engineering and the allied sciences and mathematics. There are two types of membership: 1) Regular - open only to engineering faculty and students, and 2) Associate - open to the faculty and students of the sciences and mathematics.

The Society meets twice monthly to discuss current engineering developments and to participate in special programs of science and engineering enrichment. The meetings provide a common ground for communication between faculty and students leading to a more complete understanding of the real engineering world. The Engineering Society also works with the administration of the Division of Engineering in solving problems relating to curriculum, class scheduling, professional licensing, and the like. Officers for the 1971-72 year are: Jim Taylor, President; David Ullman, Vice President; Cheryl Craft, Secretary-Treasurer; Bill



Nelson, Staff Officer. For further information, contact David Ullman at 895-6332.

### **Gamma Xi**

Gamma Xi is a service organization open to all women students, and is affiliated with the national Gamma Sigma Sigma service organization. Gamma Xi functions at the University, community, and national level and members work at various service and fund raising projects. Initiates must undergo a ten-week pledge period during which time they will work on special projects and attend the regular meetings twice a month. Officers for the 1971-72 year are: Carol Hoffman, President; Maureen Hall, First Vice President; Pam Keahey, Second Vice President; Mary Lou Laney, Secretary; Leslie Brewer, Treasurer. For further information, contact Carol Hoffman at 837-1616.

### **Medical Careers Association**

Medical Careers Association is for students who intend to pursue a career in the health field. It includes pre-medical and pre-dental students as well as those in nursing, medical technology, and allied fields. The purpose of the association is to help its members fulfill the entrance requirements of the various professional schools across the nation and to acquaint them with opportunities in the various health fields. Interviews with and lectures by admissions officers of various professional schools have been and will be scheduled to serve this purpose. Programs are offered that show the latest advances and opportunities in the health field. Guidance is offered in the selection of particular courses of study. Officers for the 1971-72 year are: Charles Larson, President; Jay Tibbles, Vice President; Lourana Howard, Secretary-Treasurer. For further information, contact Lourana Howard at 883-0134.

### **Slav Club**

The Slav Club is a University organization for students whose goal is to further understanding of Slavic cultures. Emphasis is primarily on Russia, but includes the whole spectrum of Slavic nations. At club gatherings, the members use various media to investigate different facets of their interests. Officers for the 1971-72 year are: Dewey Lancaster, President; Cynthia Walker, Vice President; Jane Bowden, Secretary. For further information, contact Dewey Lancaster at 881-4452.

### Social Science Honor Society

This society is affiliated with Delta Tau Kappa, international behavioral science organization. Its purpose is to honor students who have good academic records and a potential for future service. Each year the society selects an outstanding professor and student from the social sciences (defined as history, political science, psychology, sociology, foreign languages, and economics). The society also performs service functions for the campus. Meetings are held every two months. A speaker is usually included in the program. Officers for the year 1971-72 are: Nancy McManus, President; Philip Tucker, Vice President; Jane Bauer, Secretary-Treasurer; Dr. Donald Tarter, Faculty Sponsor. For further information, contact Nancy McManus at 852-5632.

### The Society of Physics Students

The Society of Physics Students, designed solely for students, enables its members to participate in the physics community on a professional basis. Students in SPS pay small national dues and receive Physics Today. Any interested student is urged to join. Within SPS is the Sigma Pi Sigma honorary society. Membership in this fraternity is based on general scholarship. An overall QPA of 2.0 and a 2.2 QPA of at least 15 hours in physics is required for Sigma Pi Sigma. ( $A = 3.0$ ). Officers for the 1971-72 year are: Herbert Gray, President; Roy Cantrell, Vice President; Donald Owen, Secretary-Treasurer. For further information, contact Dr. L. Smalley, 895-6206 or Frank Roberts, 895-6218.

### Student National Education Association

The UAH chapter of the Student NEA is for students who plan to be educators. One of the organization's primary purposes is to increase the involvement of students in the issues and processes of education before they begin their careers. All undergraduate education students are invited to join. The specific interests of freshmen and sophomores on the UAH campus are needed to make the organization a truly representative body. Officers for the 1971-72 year are: Brenda Boyd, President; Bill Forbes, Vice President; Annette Avery, Secretary-Treasurer. For further information, contact the Education Department at 895-6180.



# Procedural Information

## Registration

Registration comes in three varieties: (1) Early, (2) Regular, and (3) Late.

1. Early registration is a mail-in, no standing in line, computer scheduling operation with the student receiving a computer printed schedule through the mail. (Two weeks long, after mid-term and before final exams.)
2. Regular registration is a stand-in-line, first-come first-served, crowded, generally frustrating experience which can be avoided by participating in early registration. (Two days Fall Term, one day each other term.)
3. Late registration is a smaller version of regular registration, with a \$10 late registration charge assessed. (Afternoon hours, first two days of term.)

Any student whose admission has been cleared is eligible to participate in any stage of registration. In order to register, a set of registration cards must be completed and returned in accordance with the procedure appropriate to the time he is registering. Once confirmed, registration is considered a contract between the student and the University and may be changed only by written notification (see changes, drops and withdrawal, below).

## Waiting List

An unusual phenomenon at UAH is the waiting list procedure which is in effect during registration. When a class has reached the limit determined by the department, no additional students are registered for that class. Students are advised to fill out a waiting list card; the information requested on the card includes the time and date it is completed. When all the waiting list cards have been collected, they are referred to the academic department concerned for a decision to be made. As spaces are made available in classes, they are offered to those people on the waiting list in the order of the time their request was filed. Students and instructors attempting to enlarge sections by any other means are operating outside of accepted policy, and their commitments and requests will not be honored by the departments.

### Schedule Changes

To add a course, drop a course, change sections of a course, or change from credit to audit, fill out a Change of Course Form at the Office of Student Records. Changes accomplished in any other way are not valid. Once a registration request has been submitted and processed, the Change of Course Form is the only way to effect a change.

If a student turns in a Change of Course Form to drop a course before classes have begun, all tuition charges for that course will be removed, leaving only the \$3.00 registration fee. If a student wishes to withdraw from a course after classes have begun (regardless of whether or not he has met the class), tuition charges will be calculated at the rate of 25% during the first week of classes, 50% during the second week, 75% during the third week, and 100% thereafter. The correct procedure is to fill out a withdrawal request at the Reception Desk, Morton Hall, sign the withdrawal book, and receive a copy of the Change of Course Form prepared by the personnel on duty at the desk. The withdrawal date used for calculation of tuition is the date the withdrawal request is received at the Reception Desk.

A student may change from credit to audit during the first three weeks of the term. A change from audit to credit is allowed only while registration is open.

The last day to add a class is the last day of late registration.

A change of course fee (\$5.00) is charged for every change processed, except drops before class and withdrawals, or changes initiated by or for the convenience of the University.

### **Motor Vehicle Regulations**

The University of Alabama in Huntsville has established policies concerning motor vehicles operated by faculty, staff, and students on the UAH campus. The term MOTOR VEHICLE refers to automobiles, motorcycles, and motor driven cycles. In general, the policies are defined by the following two statements:

1. All motor vehicles used on the UAH campus by faculty, staff, and students shall be registered.
2. All individuals operating motor vehicles on the UAH campus must observe all parking and traffic rules and regulations stated herein.

### Motor Vehicle Registration Procedures

Students should register motor vehicles during the regular academic registration period. However, motor vehicles may be registered by students



at other times at the Maintenance Office. Registration of motor vehicles at UAH requires presentation of a current driver's license and the state motor vehicle registration form.

Motor vehicles registered for use on the UAH campus are so identified through the use of two colors of parking decals. Red decals are issued to students and green decals are issued to faculty and staff. Decals are issued at the time of motor vehicle registration. The decal is affixed permanently on the lower inside corner (opposite to the driver's side) of the windshield of an automobile. In the case of motor vehicles other than automobiles, the decal shall be located so that it is readily visible from the front of the vehicle. The motor vehicle registration will not be regarded as valid unless the decal is properly affixed to the motor vehicle.

Additional regulations relative to parking decals are stated as follows:

1. Student motor vehicle registrations expire on August 31 of each year.
2. No individual is entitled to more than one type of parking decal.
3. Individuals are asked to remove decals from vehicles when they are sold or traded or when the driver is no longer associated with UAH.

#### Parking and Traffic Regulations

All faculty, staff, and students are expected to adhere to the following parking and traffic regulations on the campus of The University of Alabama in Huntsville. The parking zoning regulations are applicable from 7:30 a.m. to 11:00 p.m. on Monday through Friday with University holidays excepted.

1. All traffic signs must be obeyed.
2. Motor vehicle decals must correspond to the color designation of parking areas.
3. All motor vehicles used on the UAH campus must be registered and bear a valid decal.
4. Driving or parking on the grass or sidewalks, and parking or obstructing traffic on crosswalks, loading zone, or yellow curbs are prohibited.
5. Double parking or obstruction of traffic on streets is prohibited.
6. Motor vehicles must be parked within the markers, if provided.

7. The speed limit on campus roads is limited to 25 m.p.h. except where otherwise posted.
8. Standard rules for operating a motor vehicle in the State of Alabama will be observed on the campus.
9. Motor vehicles and bicycles are subject to the same rules and are to move in the same direction on the same side of the street. They must not be ridden on sidewalks or lawns.
10. All traffic accidents must be immediately reported to the campus police.

#### Parking Zones and Color Codes

Red	Student
Green	Faculty and Staff
White	Visitors (No decal or special decal)
Yellow	Loading Zone and/or No Parking
Sign	Special Parking (such as for handicapped, 10 minute zones, maintenance, etc.)

#### Penalties for Violations

Students, faculty, and staff are subject to penalties as regulated by the UAH Judicial Code for failure to register motor vehicles and for improper observance of parking and traffic regulations on the UAH campus. It should be noted that special complications arise from the fact that the campus is state property, policed by its own security officers, but lying within the City of Huntsville and the County of Madison. Thus, moving vehicle accidents and violations may result in the Huntsville City Police being invited to the campus by the campus security officers to assess a particular situation.

Each violation of the above parking and traffic regulations will subject the violator to a fine and/or disciplinary action as follows:

Parking and other violations:

1st violation	\$1
2nd violation	\$2
3rd violation	\$3
4th violation	\$6
with mandatory appearance before Traffic Court.	

5th violation . . . . . \$10 to \$25  
and/or suspension of driving privileges after mandatory  
appearance before Traffic Court.



All moving-traffic violations . . . . . \$10 to \$25  
and/or suspension of driving privileges after mandatory  
appearance before Traffic Court.

### **VA Benefits**

In order to attend UAH with VA assistance you must first make application and be admitted to UAH. You must also apply to the Veterans Administration Regional Office for your certificate of eligibility, using Form No. 21E 1990. You may find these forms in room 106 Morton Hall or in room 540 in the Court House. When you receive your certificate you should bring it to Mrs. Ertl in room 106 Morton Hall. There is also a short form that has to be filled out each term you wish to receive VA benefits, these you will also find at room 106 Morton Hall. This is to report your hours to the VA office.

### **Lost and Found**

The central location for lost and found items is the Maintenance Office in Sanderson House. Anyone who finds a lost object should turn it in there, and persons seeking lost personal property should check at the same place.

### **Identification Cards**

At certain limited times at the beginning of each term, I.D. cards are made at no charge to the student. Dates, times, and places are noted in each term's current Schedule of Courses. After these dates, a \$2.00 late fee is assessed for I.D. cards made during the term. Instructions for re-validation of current I.D. cards can also be found in each term's Schedule of Courses.

### **Academic Placement Tests**

Several weeks before the beginning of each term placement tests are scheduled. Students who have not yet taken the ACT may take the same test on these dates. The results are valid for UAH admission only. Language tests are available in German, Spanish, and French. These are required for students who have had two years or more of a language in high school and wish to continue in that language. A chemistry test is also given for those students who have had chemistry in high school and wish to study chemistry in the University. Interpretation of ACT results, in terms of mathematics, history, and English placement, and discussion of other placement results, is available from counselors in small group or individual interviews.

