



MASTER OF LIBERAL ARTS AND SCIENCES



mlas.unca.edu

STUDENT HANDBOOK
2016-17

The University of North Carolina at Asheville is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Master's Degree. UNC Asheville is also a full member of the Association of Graduate Liberal Studies Programs.

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Contact information for UNC Asheville faculty, staff and students can be found through the online university directory (directory.unca.edu).

Program Overview

The Master of Liberal Arts and Sciences (MLAS) Program is an interdisciplinary course of study that explores human nature, human values, and the quality of human life. The theme integrates studies ranging from the arts and humanities to the natural and social sciences. The program allows you to focus on issues of importance in contemporary culture and to build your own interdisciplinary curriculum from courses in Environmental and Cultural Sustainability, Climate Change and Society, Creative Writing, Humanities, Science and Human Values, and select Social Sciences. Throughout, the MLAS Program fosters critical thinking, creativity, and effective communication.

ADMISSIONS

Admission Requirements

Admission to the UNC Asheville Master of Liberal Arts and Sciences Program and certificate programs is based upon (1) the applicant's possession of a baccalaureate degree or its equivalent in any field and (2) demonstrated interest and talent in pursuing advanced study in the liberal arts and sciences.

For priority consideration for Fall admission, all materials must be received by April 1.

For priority consideration for Spring admission, all materials must be received by November 1.

All applicants for admission as MLAS degree-seeking candidates must submit:

- A completed MLAS application form (available on the MLAS website or from the MLAS Program office);
- An application fee of \$60 payable to UNC Asheville. This is a non-refundable processing charge and does not apply to any other university fee;
- Official transcripts of all undergraduate and graduate work previously undertaken. For recent college graduates, an overall undergraduate GPA of 3.0 is expected.
- Three letters of recommendation with signed Letter of Recommendation forms (available on the MLAS website or from the MLAS Program office). *Letters received without the accompanying form signed by both applicant and recommender will be considered incomplete;*
- An essay of approximately 1000 words that reflects the applicant's academic background and interests, passion for the liberal arts, how the applicant plans to use the MLAS Program to further personal and/or professional aims, and what special abilities, personal qualities, and life experience the applicant brings to the program.

All materials should be sent to the Admissions Office, UNC Asheville, CPO 1320, One University Heights, Asheville, NC 28804.

In addition to these requirements, each applicant will also be interviewed on campus by members of the Graduate Council.

Incomplete files will be held over until the following semester and destroyed after one year.

Candidates for admission may submit their scores from the Graduate Record Examination (GRE) or other standardized tests, but that is not required.

Notification

All applicants will be informed by mail from the MLAS Program Director of their admission status as soon as possible after all of their credentials have been reviewed by the Graduate Council. The notice of admission may include mention of any academic condition under which a student is offered admission. Unless otherwise indicated, failure to meet those conditions will result in the student's dismissal.

Admission as a Graduate Special Student

Persons with a baccalaureate degree who wish to take graduate courses, but have no clear intention of obtaining a degree, may be admitted to the university as Graduate Special Students for one semester. The usual MLAS Program admission requirements are waived for students in this classification, but the application form, official transcripts, one essay, and a \$60 application fee are required. Admission as a Graduate Special Student does not constitute regular admission to the MLAS Program; Graduate Special Students who wish to continue after one semester must apply as degree-seeking students. Students who are interested in obtaining the degree, but apply for admission after the priority deadline may be considered for admission as a Graduate Special. The Graduate Special application can be found on the MLAS website.

ACADEMICS

Degree Requirements

Each student seeking a degree will complete at least 30 semester hours of course work within the Master of Liberal Arts and Sciences program, with a minimum grade-point average of 3.0 required for graduation. At least 24 of these credits must be taken at UNC Asheville. Courses offered through the Asheville Graduate Center or at other accredited universities may be taken as program electives with the prior approval from the Graduate Council.

- I. Required courses for the degree—12 hours including: MLAS 500, ECS/MLAS 540; 3 hours from ECS/ENG/MLAS 520; 3 hours from ECS//MLAS 560. MLAS 500 must be taken within the first three semesters.
- II. Student must select 12 hours from 500-600 level program electives.
- III. Other degree requirements—6 hours of Capstone coursework which may include one of three options as the final requirement for the degree: a) MLAS 681, Capstone Project; b) MLAS 690, Master's Thesis; or c) a non-credit bearing MLAS Portfolio with 6 additional credits of electives. Oral competency will be demonstrated through a formal presentation at the MLAS Program Forum.

Students who select the Portfolio option must still complete 30 credit hours in the program. The portfolio will be completed within the student's final semester, and for students not selecting a graduate project or thesis, the portfolio is a degree requirement. The student's MLAS advisor serves as the portfolio advisor. The Portfolio will be submitted at the end of the semester to the MLAS Program Director and the Graduate Council for review and approval. The following items must be submitted to satisfy the requirements for the Portfolio option:

- A cover page with the student's name, date, and title of the project.
- At least three substantive papers from separate courses that represent their best work.
- A 10-12 page reflective narrative placing the papers in the context of the student's intellectual journey through the MLAS program.

A minimum GPA of 3.0 must be attained in order to graduate. All coursework is assessed on the four-point scale, with the exception of MLAS 681 and 690, which are evaluated on a Satisfactory/Unsatisfactory basis.

Summary of Degree Requirements		Credit Hours
Required Classes		12:
MLAS 500	<i>Seminar on the Human Condition</i>	3
MLAS/ENG/ECS 520	<i>Seminar in the Humanities and Creative Writing</i>	3
MLAS/ECS 540	<i>Seminar on Globalization, Past and Present</i>	3
MLAS/CCS/ECS 560	<i>Seminar on Science & Human Values</i>	3
Electives: MLAS, ECS, CCS	May be taken from 520, 540, and 560 as topics change or through independent courses 571-3, 599, and 610.	12
Capstone Options		6
MLAS 681	Capstone Project, either creative or research; may be taken in 1 or 2 semesters	6
MLAS 690	Independent Thesis	6
Portfolio Option + 6 Electives	Non-credit portfolio plus additional 6 credit hours of elective coursework	6
Total Coursework		30

Post-baccalaureate Certificate Programs

Climate Change and Society Certificate

The Certificate in Climate Change and Society is awarded to students who successfully complete the following courses, with an average grade-point-average of 3.0 in the four courses. Course descriptions follow in the Course Catalog (page 7).

Required courses (12 credit hours):

- CCS 560 - Fundamentals of Climate Change Science
- CCS 560 - Tools for Climate Change Information and Decision-Making
- CCS 560 - Decision Modeling and Statistics
- CCS 560 - Communicating Science

Environmental and Cultural Sustainability Certificate

The Certificate in Environmental and Cultural Sustainability is awarded to students who successfully complete the following courses, with an average grade-point-average of 3.0 in the five courses. Course descriptions follow in the Course Catalog (page 10).

Required courses (9 credit hours):

- ECS 520 - Seminar in Sustainable Cultures (3)
- ECS 540 - The Economics of Sustainability (3)
- ECS 560 - Energy Systems (3)

Electives: Two courses (6 additional elective hours) approved by the MLAS director.

Course Catalogue

The program's course numbering system retains certain course numbers (MLAS/ENG 520, MLAS 540, MLAS/CCS 560, MLAS 571-3, MLAS 671-3) even as course topics change. These courses can be repeated for elective credit so long as the topic has changed; however, MLAS 500 cannot be repeated for course credit. Courses with the prefixes ENG and CCS count towards your MLAS course requirements. Current semester course descriptions can be found online at mlas.unca.edu/courses.

MLAS 500 The Human Condition (3 credit hours)

An introduction to interdisciplinary studies at the graduate level. This gateway seminar for the Master of Liberal Arts and Sciences Program offers an opportunity to examine topics that address our fundamental human nature from a multitude of perspectives—intimate and immediate as well as analytical and more removed. Students will develop scholarly research, writing, and analytical thinking skills. Must be taken as part of the first 9 hours of coursework in the MLAS program. Exceptions must be approved by the director. Fall and Spring.

ECS 520 Seminar in Sustainable Cultures (3 credit hours)

Interdisciplinary seminar on the importance of diversity among the world's cultures and the potential for homogenization resulting from the globalization of many human activities. Literature from a variety of authors concerning international environmental themes will be read and discussed throughout the course.

ENG 520 Seminar in English (3 credit hours)

Interdisciplinary seminar on questions of human nature and human values raised by the study of literature, linguistics, and the process of creative writing. May be repeated as topics vary.

MLAS 520 Seminar in the Humanities (3 credit hours)

Interdisciplinary seminars on questions of human nature and human values raised in the humanities, but drawing on insights from the natural and social sciences as well. Some seminars emphasize the creative writing process. May be repeated as topics vary.

ECS 540 - The Economics of Sustainability (3 credit hours)

Interdisciplinary seminar on the challenges and opportunities facing environmental sustainability in the modern era. This course draws on environmental and natural resource economics as well as political economy to understand contemporary sustainability issues including climate change, ecosystem services, and the greening of global supply chains.

MLAS 540 Seminar on Globalization, Past and Present (3 credit hours)

Interdisciplinary seminars on questions of human nature and human values within the context of Globalization. These seminars are taught from the perspective of the social sciences, but draw on insights from the humanities and natural sciences as well. May be repeated as topics vary.

CCS 560 Seminar on Climate Change and Society (3 credit hours)

Interdisciplinary seminar on questions of human nature and human values raised by the study of climate change and society. Topics include the fundamentals of climate change science, and provide tools for decision-making, modeling, and communicating climate science to the general public to improve the understanding of how these issues impact the human condition. May be repeated as topics vary.

ECS 560 Energy Systems (3 credit hours)

Interdisciplinary seminar on the study of current energy uses and demands. Energy resources, including carbon-based, water-based, geothermal, and nuclear energy will be discussed. Renewable methods of energy generation, and potential future sources of energy will be reviewed.

MLAS 560 Seminar on Science and Human Values (3 credit hours)

Interdisciplinary seminars on questions of human nature and human values raised by the natural sciences, but drawing on insights from the humanities and social sciences as well. May be repeated as topics vary.

CCS/ECS/ENG/MLAS 571-3 Special Topics (1-3 credit hours)

Courses not otherwise included in the catalog listing but for which there may be special needs. May be repeated for credit as subject matter changes. See MLAS Program Director.

CCS/ECS/ENG/MLAS 599 Directed Research (1-6 credit hours)

Independent research under the supervision of a faculty mentor or with an interdisciplinary team of faculty. An IP grade may be awarded at the discretion of the instructor. Students may take Directed Research twice for a total of 6 hours of credit, in any combination of MLAS 599, ENG 599 and CCS 599. Fall and Spring.

MLAS 610 Tutorial (1-3 credit hours)

Individual study supervised by a faculty member. Topics are chosen after consultation between student, graduate advisor, and faculty member. Course may be repeated as subject matter changes for a total of 6 hours of credit.

MLAS 681 Capstone Project (3 or 6 credit hours)

Most students enrolled in the Master of Liberal Arts and Sciences program conclude their degree requirements by writing an independent project under the direction of a faculty supervisor. The graduate project is interdisciplinary in scope and reflects an emphasis or interest that the student has discovered in the MLAS program. The Final Project, which includes but is not limited to a work of written analysis, may involve academic research, applied research or creative work. Often, students choose to amplify a paper or topic from a previous class. The Capstone Project is a formal process that requires the development and submission of a proposal, structured study with a faculty supervisor, and exit interview with faculty supervisor and the MLAS advisor (who serves as the second

reader of the project). The completed project is retained in the MLAS archive in Ramsey Library. (Grading S/U/IP). Students who receive an IP grade for MLAS 690 will have two (2) additional semesters in which to complete and defend their projects.

MLAS 690 Master's Thesis (6 credit hours)

The Master's Thesis option in the MLAS Program is intended for students who plan to continue their studies at the graduate level. The Master's Thesis is a substantial academic research project and resulting original thesis, with topic chosen in consultation with the faculty member who will serve as the thesis director and is approved by the Graduate Council. The student must establish a Thesis Committee that consists of the thesis director, a second faculty member, and either the MLAS Director, Associate Director, or a member of the Graduate Council. The thesis must be publicly defended by the candidate and accepted by the Thesis Committee and full Graduate Council. The completed project is retained in the MLAS archive in Ramsey Library. (Grading S/U/IP). Students who receive an IP grade for MLAS 690 will have two (2) additional semesters in which to complete and defend their theses.

The Capstone Experience

Students will choose from among three options to complete the degree: a) MLAS 681, MLAS Capstone Project; b) MLAS 690, Master's Thesis; or c) The MLAS Portfolio Option—The MLAS Portfolio Option is a non-credit option within the MLA Capstone. Students who select the Portfolio option will take 30 credit hours in the program. The portfolio will be completed within the student's final semester, and for students not selecting a graduate project or thesis, the portfolio is a degree requirement. The student's MLAS adviser serves as the portfolio adviser. The Portfolio will be submitted at the end of the semester to the MLAS Program Director and the Graduate Council for review and approval. The following items must be submitted to satisfy the Portfolio Option requirements:

- At least three representative papers from three separate courses
- A 10-12 page reflective narrative placing the papers in the context of the student's intellectual journey through the MLAS Program.
- A cover page with the student's name, date, and title of your project.

Students will make an oral presentation of their portfolio and reflective essay before faculty and fellow students at the MLAS Program Forum. A copy of the Portfolio and reflective narrative will be retained in the MLAS archive in Ramsey Library. Guidelines for the MLAS 681 Capstone Project options are below.

Traditional Research Thesis Project (MLAS 681)

The traditional research thesis is in the range of 50 pages of text. It is grounded in the scholarly literature that is connected to the topic, and for the MLAS should bring together work in at least two disciplines. Project evaluators will be looking for evidence of at least the following:

- That the student has demonstrated the ability to plan and conduct research appropriate to the project.

- That the student has reviewed, understood, and synthesized the current and/or relevant literature appropriate to the project.
- That the student has adopted a critical, perceptive, and constructive approach to her/his work and the work of others.
- That the student has honed her/his skills in academic writing and has produced a work that is at least potentially publishable in some appropriate format.
- That the work is driven by a clearly formulated thesis and supported by relevant data, evidence, and/or analysis.
- That the work expresses clear conclusions and that these follow clearly from the thesis and support offered in the work.
- That the work is professionally prepared in accordance with the established conventions accepted by the program (the Turabian or Chicago style) and is free of errors.

Non-traditional and/or Creative Project (MLAS 681)

The non-traditional master's project should be designed with the student's strengths in mind as well as their interests. Examples of projects successfully completed in the past include video documentary, sculpture installation, and creative writing. Students who choose this option will need to provide a written statement of intention which clearly lays out the research question(s) of the project and shows how the methods used successfully respond to those questions (usually 10-20 pages of text). Students must have the appropriate academic and/or other background to ensure that they are capable of producing quality work: those who do not have appropriate skill levels will either need to take the time to procure the skills or re-design their project. Project evaluators will be looking for evidence of at least the following:

- That the student demonstrates a professional level of familiarity with and understanding of contemporary work in the field.
- That the student demonstrates a sufficiently comprehensive investigation of the creative form and content.
- That the methods and techniques used in the work are appropriate to the subject matter and are aesthetically effective.
- That the student demonstrates a sufficiently high standard of quality in her/his chosen methods and techniques.
- That the student has clearly identified a research question/program in the work and has articulated that clearly in the accompanying statement.
- That there is an appropriate and substantiated interface between the work and the accompanying statement
- That the work is presented in a sufficiently professional and appropriate manner.

Tutorial Guidelines

A tutorial (MLAS 610) is a 3-credit-hour course of individual study under the supervision of a full-time UNC Asheville faculty member holding a terminal degree. Students may take up to two tutorials (6 credit hours) in fulfillment of elective credit with the permission of the MLAS Program Director.

Students are responsible for arranging tutorials with faculty members who are willing to serve as the instructor of record. Tutorial topics and parameters are determined in consultation between the student and the supervising faculty member, and must be approved by the MLAS Program Director in writing.

Although individualized, the Tutorial is intended to be a high-quality graduate-level experience consistent with the rigor of the MLAS Program's general coursework. Proposals for Tutorials ought to establish the goals of the course, outline appropriate readings and/or activities (with meeting times and topics to be addressed included), and designate the student's final product, to be evaluated in writing by the supervising faculty member. The Tutorial Proposal form can be found on the MLAS Program website (mlas.unca.edu/forms).

Transfer Credit

At the discretion of the Graduate Council, students may transfer up to 6 credit hours from other accredited graduate programs, provided that the work is relevant to the individual student's particular focus area and the student earned a grade of B- or better in each course. Transfer credit will be awarded for elective courses only. Supporting materials (transcript, syllabus, and a petition describing the relevance of the course to the MLAS Program) must be submitted to the MLAS Program Director, who will present the petition to the Graduate Council at their monthly meetings. Courses offered through the Asheville Graduate Center may be taken as MLAS electives with the prior approval of the Graduate Council. All decisions made by the Graduate Council regarding transfer credit are final and not subject to appeal.

Advising

Students will be paired with an advisor based on student interest and faculty availability. The MLAS advisors are MLAS core professors and members of the Graduate Council. Students are expected to maintain contact with their designated graduate advisor to ensure sufficient progress throughout the program. The Graduation Check Sheet should be used by the student to track his or her progress. This form can be found on the MLAS website (mlas.unca.edu/forms).

Academic Integrity

As a community of scholars dedicated to learning and the pursuit of knowledge, UNC Asheville relies on the honesty and academic integrity of all the members of its community. Any act of plagiarism or cheating is academic dishonesty. A person who knowingly assists another in cheating is likewise guilty of cheating. According to the instructor's view of the gravity of the offense, a student may be punished by a failing grade or a grade of zero for the assignment or test, or a failing grade in the course. If it seems warranted, the instructor may also recommend to the Provost dismissal or other serious university sanction. Any questions regarding academic integrity or procedures should be referred to the MLAS Program Director.

Academic Progress

Students must complete at least one MLAS course per year and maintain regular contact with their assigned faculty advisors in order to remain candidates for the degree. It is expected that students will track their own progress through the use of the Graduation Check Sheet, which can be found on the MLAS website (mlas.unca.edu/forms). Questions about requirements should be directed to student's assigned faculty advisors. It is expected that a student will need no more than 5 years to complete the MLAS degree. Permission of the Graduate Council is necessary in order to remain a candidate for the degree beyond this time limit.

POLICIES & PROCEDURES

Registration

Online registration is accessed through OnePort using your UNC Asheville username and password. The Registration Access Number (RAN) necessary for online registration must be obtained from the student's graduate advisor prior to registering. Registering via OnePort will also require students to input their student identification numbers (found on OneCards).

Courses can also be dropped through OnePort during the Drop/Add period. Visit the Registrar's website for a full registration calendar (registrar.unca.edu). Once the Drop/Add period has ended, students must go to the OneStop office to fill out a withdrawal request. Students dropping courses after the Drop/Add period has ended will not receive full refunds, and a grade of W (withdrawal) will appear on the students' transcript; the GPA is not affected by this entry. There is a maximum of three withdrawals during the student's career at UNC Asheville. Contact the Cashier's office at (828) 251-6664 with questions about refunds.

As the online registration process can be complicated, feel free to contact MLAS staff members for assistance.

Students who registered but failed to pay tuition by the due date will have their schedules dropped. The Registrar's office will assess a \$100.00 fee for re-registration.

New Students

New students will register as part of orientation or shortly thereafter. All registration information will be imparted to students at orientation. For additional information please contact the MLAS Program office.

Continuing Students

Continuing students will register for classes during the semester prior. Although sometimes called "pre-registration" in other university literature, this is the time when ALL continuing students should register. Failure to register during the appropriate time will result in the charging of a \$50.00 late registration fee by the Registrar's office and will require pre-payment of tuition and fees (in full) before the student can register. The current registration calendar and other relevant information are available on the Registrar's website.

Returning Students

Those students returning from a leave of absence must first complete and submit the Application Update form, available on the MLAS website (mlas.unca.edu/forms), prior to the start of the semester in order to be updated to active student status and be eligible to register. Questions should be directed to the MLAS Program's staff.

Online Registration

Find the link to OnePort in the upper right corner of the UNC Asheville homepage, www.unca.edu. Sign into OnePort using your UNC Asheville username and password. Under the QuickLaunch Navigation menu to the left, click “Registration Main Menu,” then select “Add or Drop Classes.” Select the term for which you are registering. When prompted for your PIN/RAN, enter the current six-digit RAN. This number changes each semester and can be obtained from the MLAS Program Office or your advisor. Enter the five-digit CRN code for each class in the gray boxes and hit Submit. Your schedule should appear with the words “Web Registered.” Please contact the MLAS Program Office with any questions.

Grades

Log into OnePort (link is in the upper right hand corner of unca.edu) using your UNC Asheville username and password. In the QuickLaunch Navigation menu on the left, click on “Check my Grades.” Choose the semester in which you took the class from the drop down window and click “Submit.” Scroll down to view your grades. You may also view your unofficial transcript of all work completed through OnePort.

Leave of Absence

Students may apply for a leave of up to one year by completing the Leave of Absence request form. In order to return from a Leave of Absence, a student must submit for approval the Application Update form to the MLAS Program Director. This form must be turned in no later than two weeks before the first day of classes. If the form is turned in before the pre-registration period (mid-semester of the semester prior to re-enrollment), returning students are then eligible to register during pre-registration. The registration schedule changes each semester, and can be found on the Registrar’s website (registrar.unca.edu). Returning students submitting the Application Update form after the pre-registration period will be eligible to register with new students prior to the first day of classes. Both the Leave of Absence form and the Application Update form can be found on the MLAS website (mlas.unca.edu/forms).

Withdrawal

A student may officially withdraw from the program at any time, following consultation with the MLAS Program Director. If a student has not been in attendance for one full calendar year, he or she will be dismissed automatically from the program. Reinstatement requires the permission of the Graduate Council.

Graduation

Students must apply to graduate through OnePort well in advance of the intended graduation date. Deadlines for submitting the Graduation Application are as follows:

Graduation Month	Graduation Application Deadline
May	December 1
August	June 1
December	September 1

Failure to apply by the appropriate deadline will result in a \$100 late processing fee or graduation at the end of the following semester.

Tuition and Fees

As a public institution, tuition and fees are set by the General Assembly of the State of North Carolina. For the complete and current graduate student tuition and fees breakdown, please go to finance.unca.edu/tuition.

General Payment Rule

Students are expected to pay by the dates noted below for any portion of their tuition, fees, room and board that will not be covered by financial aid, scholarships, Voc Rehab, VA benefits, or who do not have a payment plan through Tuition Management Systems.

Pre-registered Students

Payment due dates for students who have pre-registered for the semester they plan to attend are as follows:

- Fall semester payment for pre-registered students is due by August 1.
- Spring semester payment for pre-registered students is due by December 15.
- Summer term payment for pre-registered students is due by May 20.

Students Who Are Not Pre-registered

Students who have not pre-registered for the semester they plan to attend are required to pay in full for the classes they intend to take prior to registering for any classes. Students who were eligible to register during pre-registration, but elected not to, will be charged a \$50 fine, due with tuition. Students who did pre-register but whose schedule was dropped due to late or non-payment will be charged a \$100 fine, due with tuition. This policy is not applicable to new students and students returning from a leave of absence, as they are not eligible for pre-registration.

Billing Methods

To try to ensure that each student receives his or her bill from UNC Asheville, the Bursar will send the bill to all **pre-registered** students by two methods. First, they send a bill via email to the student's UNC Asheville email address. Second, they send a paper bill to the student at the

billing address in the student's OnePort record. For the paper bill, it is important that the student's billing address be active and current. If your billing address in OnePort is not current or needs to be changed, please contact the Registrar's office.

Payments

Tuition payments should be mailed or delivered in person to the Cashier's office, (828) 251-6664. The Cashier's office is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Payments may be made with cash, check, or money order. MasterCard, Discover, and American Express credit card payments may be made online only through the student's OnePort account. There is a transaction fee of 2.75% with a minimum fee of \$3.00 for all credit card payments.

Payment via electronic check (ACH) from a checking or savings account can be made online only through the student's OnePort account. There is no fee for ACH payments.

Financial Aid: Financial aid originated through UNC Asheville's Office of Financial Aid will appear on the student's account when it is disbursed by the Financial Aid office. If your aid does not appear on your account, then please contact the Financial Aid office with your questions.

Financial Aid Refunds: Refunds to students for financial aid are generated after the aid is received. Refunds for payments made on their accounts by students must be requested. Please contact the Cashier's office if you have any questions.

In-state Residency for Tuition Purposes: Residency status is usually determined during the admissions process. If your residency status changes after enrolling at UNC Asheville, you must apply for in-state residency status for tuition purposes. Under North Carolina law, to qualify for in-state tuition, you must demonstrate:

- that you established your domicile in North Carolina.
- that you have maintained that domicile for at least twelve continuous months prior to the start of the term.

Establishing a bona fide domicile in North Carolina requires proof:

- that you were physically present in the state,
- that you intend to make North Carolina a permanent home indefinitely, and
- that you are not in North Carolina solely to attend college.

Further details, including the process of applying for in-state residency *after* enrolling at UNC Asheville, and how this application is reviewed, and petitioned if necessary, are available on the Registrar's website (registrar.unca.edu/residency).

Third Party Financial Aid: If you are awaiting financial aid that did not originate with UNC Asheville's Financial Aid office, then please contact the source directly. The cashiers will apply this aid when it arrives, but cannot answer questions about why it is not here.

Tuition Management System: If you would like to pay your education expenses monthly, use the interest-free, monthly payment option offered by our partner, Tuition Management Systems. The payment plan is available for a small enrollment fee and includes personal account service,

automated account information 24 hours a day, and access to your account through their website. Visit the Tuition Management Systems web site (unca.afford.com) for more information on payment options, education loans, free education payment counseling, and the many ways they can help you afford education.

Vocational Rehab/Veterans Benefits: For questions about these benefits please contact the Bursar at (828) 251-6608.

Refunds

The following policies apply to refunds for students who officially withdraw from the university:

1. A student who leaves school without officially withdrawing from the university forfeits all rights to a refund or to a reduction in charges on his or her account.
2. Refunds for tuition and fees for the Fall and Spring semesters (except the application fee and course fees, which are non-refundable) will be on the following basis, provided the student officially withdraws from **all courses** (exits from the university during that semester). There is no refund given if students withdraw from one course while still enrolled in others. The percentage of the refund will be based on the date shown on the official withdrawal form. Exact dates for the current semester can be found at finance.unca.edu/tuition.

Date of Withdrawal	Amount of Refund
Through first week of classes	100%
After 1 week of classes	90%
After 2 weeks of classes	70%
After 3 weeks of classes	50%
After 4 weeks of classes	30%
After 5 weeks of classes	15%
After 6 weeks of classes	None

NOTE: Once the drop/add period ends, a student must completely withdraw from the university to receive a refund.

Any questions regarding refunds should be directed to the Bursar at (828) 251-6608.

STUDENT SERVICES

Adverse Weather Policy

The MLAS Program follows university protocol for the cancellation of classes in the event of adverse weather. Additionally, faculty use their own discretion in the cancellation of a class should the university remain open and on schedule. Students should check the UNC Asheville homepage (unca.edu) for delay or cancellation information or call the UNC Asheville Adverse Weather and Emergency Line at (828) 259-3050 in addition to regularly checking their UNC Asheville email. If you are unable to attend class due to weather, please contact your instructor(s) prior to the class start time.

Buying Books

Required texts for MLAS/ENG/CCS courses are available through the university Bookstore in Highsmith University Union and are also available on the course syllabus.

Information Technology & Email

As a UNC Asheville student, you are issued a university email address. You can access your email account through the UNC Asheville homepage on a link located at the top right of the page. Whether you choose to use your UNC Asheville email for your communications with MLAS Faculty/Staff or a personal email address, it is your responsibility to check your UNC Asheville email regularly for course or program news, updates, and assignments.

You must change your OnePort/email password every 90 days. Password requirements are listed on the Password Change Utility located at accountinfo.unca.edu.

Parking Information

Each vehicle parked on campus is required to have a valid parking permit.

All UNC Asheville parking permits expire in August of each year. New permits for each new academic year must be displayed no later than the first day of classes.

It is the responsibility of the operator of any motor vehicle operating and/or parking on the UNC Asheville campus to comply with all UNC Asheville Parking Regulations.

For more information or to register for a permit, visit transportation.unca.edu.

Student Health Insurance

Students who are degree seeking and taking 6 or more credit hours are required to have health insurance to attend a UNC system school. Students with existing health insurance coverage can waive out of the school insurance plan.

Students must enroll in or waive out of the coverage no later than September 1, 2015. Visit www.bcbsnc.com/unca beginning June 3 to start the process. Students who do not submit an approved waiver and have not enrolled themselves in the program will be enrolled automatically.

Students who have existing family or individual coverage through another Blue Cross Blue Shield plan must complete the enrollment/wavier process as well. Students who are covered under a different health insurance plan are welcome to consider Student Blue.

For more information, please visit www.bcbsnc.com/unca, or contact Jay Cutspec at 828.251.6520.

UNC Asheville OneCard

The UNC Asheville OneCard is the official ID and on-campus debit card for The University of North Carolina at Asheville. The UNC Asheville OneCard is the property of the university and should be carried with the cardholder AT ALL TIMES. It is not transferable. Altering or lending this card will subject the cardholder to disciplinary action. Only the person pictured on the ID card will be allowed to use the card.

New students should apply for the OneCard in the OneCard office, 120 Highsmith University Union. Please bring a photo ID and a print-out of your class schedule.

The UNC Asheville OneCard is a multipurpose card, serving as the official ID card and as an on-campus debit card. All UNC Asheville students, faculty, adjunct, staff, and extended temporary employees are required to have the OneCard with them while they are on campus. If the card will be used for identification only, there is no requirement to deposit funds in the OneCard account.

Use of the UNC Asheville OneCard includes, but is not limited to, the following: campus bookstore, career center, cashier's office, copiers and the copy center, drama tickets, dining hall, health services, Highsmith Union food court, laundry, library, parking fines, recreational activities, student life activities, and vending machines.

The cardholder is responsible for immediately reporting a lost, stolen, or misplaced card to the OneCard office in 120 Highsmith University Union during business hours (828-251-6767) or to Campus Police office after hours (828-251-6710). Business hours are Monday - Friday, 8 a.m. to 5 p.m. If reported after hours, the cardholder must come to the OneCard office during business

hours for a replacement card. A replacement fee of \$25.00 will be charged for lost, stolen, misplaced, or damaged cards.

More information may be found at the OneCard website (onecard.unca.edu).

University Police

Campus Police is located in Weizenblatt Hall and can be reached at police@unca.edu or (828) 251-6710.

Students are strongly encouraged to sign up for Bulldog Alerts (<http://bulldogalert.unca.edu/>) and download the Rocky Shield app for smart phones.

Primary Services

Emergency First Response

University Police officers are the primary means for emergency first response for a crime, suspicious circumstance, medical crisis, intrusion, fire alarm, or other critical incident situations.

Routine and Directed Patrols

Uniformed officers patrol the campus 24 hours a day, 7 days a week. Officers may be on foot, in a vehicle, on bicycle, or in an electric GEM car. If there is an increased threat in a particular area due to recent crime or suspicious persons, officers will conduct extra directed patrols of that area. If you have concerns about a specific area or incident and would like to request directed patrols, please visit Weizenblatt Hall or contact police@unca.edu.

Motorist Assistance

University Police officers will provide dead battery jump-starts and key extractions for keys that have been locked in vehicles. These services are only available for vehicles located on campus and can be accessed by calling the dispatch center.

Safety Escorts

Students, faculty, and staff can request a safety escort whenever they feel unsafe on campus. An officer will respond and escort the person to the requested destination. We encourage community members to call especially if they are parked in remote locations, it is dark, or there is no one else around. After hours escorts may be provided to nearby apartment complexes for students.

Non-Emergency Medical Escorts

The University Police Department may provide non-emergency medical escorts to students when needed. Student health services is located at 118 W.T. Weaver Blvd, and a campus shuttle runs Monday-Friday to transport students. In cases where the student is unable to ride the shuttle, or cannot utilize the MedCab transportation program to an off campus appointment after-hours, University Police will assist.

University Resources

Athletics

Students at UNC Asheville are eligible for tickets to a wide variety of athletic events, including men's basketball, women's basketball, volleyball, baseball, men's soccer, women's soccer, and swimming. A valid UNC Asheville OneCard is required for picking up student tickets. For more information, contact the box office at 828-258-7900 or visit the UNC Athletics website (uncabulldogs.com).

Campus Recreation

The Campus Recreation Department offers a variety of recreational facilities, activities, and programs for students with a valid OneCard. More information about these offerings can be found at recreation.unca.edu.

Career Center (259 Highsmith University Union, 828-251-6515)

Information concerning employment and internship possibilities, career planning, and career resources can be found at career.unca.edu. One-on-one consultations with Career Center counselors are available to degree-seeking students and UNC Asheville alumni.

Computer Labs

Most computer labs on the UNC Asheville campus are open to all students when the facilities are not in use for a class. Computer lab locations can be found at its.unca.edu/classrooms-and-labs.

Counseling Services (118 W. T. Weaver Boulevard, 828-251-6520)

Offers individual and group sessions to UNC Asheville students Monday through Friday, 8 a.m. to 4:30 p.m. Program information is available at healthandcounseling.unca.edu/counseling-services.

Cultural Events & Special Academic Programs (CESAP)

The mission of CESAP is to provide programming and services that bridge the campus community to outside communities through the arts and non-credit academic programs. Discounts on tickets are available for students. More information and upcoming events can be found at cesap.unca.edu.

Dining Services

Several dining options are available to students in various locations on campus, including the main dining area in Brown Hall. Several meal plans are available for students. More information about dining options and meal plans can be found on the dining services website (dineoncampus.com/unca).

Ramsey Library

General library information is available on the library's website (library.unca.edu). Laptop computers may be checked out for use within the library.

University Writing Center (136 Ramsey Library, 828-251-6596)

Assistance with writing assignments for any subject, by appointment or during drop-in hours.
For additional information, please visit writingcenter.unca.edu.

Student Health Services (118 W. T. Weaver Boulevard, 828-251-6520)

Standard office hours during the spring and fall semesters are Monday through Friday, 8 a.m. to 4:30 p.m. More information can be found at healthandcounseling.unca.edu/health-services.