embark 2018-19
orientation handbook

University of North Carolina
ASHEVILLE
transition.unca.edu
Welcome to UNC Asheville!

We’re excited to welcome you to embark Orientation at UNC Asheville, and we look forward to showing you the many possibilities waiting for you here.

Preparing for your first semester can be a fun and exciting experience, but like most students, you probably have many questions and concerns. Orientation—and this book—are designed to give you the answers you need to prepare. This book covers essential topics every new UNC Asheville student should know, and it supplements information you’ll receive from orientation leaders and UNC Asheville staff.

Please hold onto this book for future reference because it will be useful during orientation and throughout your first year.

Success in your first year at UNC Asheville lays the foundation for future accomplishments, and we want to help you get a great start. Take advantage of the opportunities described in orientation sessions and this book to meet people, get involved in student life, find the assistance you need to succeed and use everything UNC Asheville offers to help you reach your goals.

Sincerely,

Your embark Orientation staff
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As a new student at UNC Asheville, your first steps include paying tuition and fees and meeting immunization and health insurance requirements. If you have not already done so, please take care of these necessary steps as soon as possible.

Paying Tuition and Fees

Payments for fall 2018 are due August 1. In mid-July, a bill will be sent to your UNC Asheville email address. If payment is not made by the August 1 due date, your classes may be cancelled.

New students for the spring 2019 semester will be allowed to register for the spring semester, but should be prepared to pay for those classes the same day they register. Students should be prepared to pay for any amount not covered by financial aid. Also, students who intend to apply for financial aid but have not done so at the time they register, must pay for their classes and get reimbursed when and if their financial aid is delivered.

Checks (made payable to UNC Asheville) for tuition, fees, room and board may be mailed to:

UNC Asheville
Student Accounts Office
One University Heights, CPO #1565
003 Ramsey Library
Asheville, NC 28804

You may pay in person at the Student Accounts Office by cash, check or money order during office hours, Monday-Friday, 8 a.m.-5 p.m. Payments using ACH, Visa, MasterCard, Discover or American Express are accepted online only. To make payments online, log in to your OnePort account and click on the ePayment link listed under Financial Aid and Payments on the QuickLaunch Launch Pad.

Students may set up a monthly payment plan for the semester with Tuition Management Systems (TMS) online at unca.afford.com or 800.722.4867. This payment plan should be set up by the due date for the semester (August 1 for the fall or December 15 for the spring).

Financial Aid

To receive financial aid every year, complete a Free Application for Federal Student Aid (FAFSA). You will need to list UNC Asheville’s school code (002907) for us to receive your information. Once the FAFSA is submitted, you will receive an email with your Student Aid Report (SAR), a summary of what you reported on your FAFSA. The SAR indicates if you have been selected by the federal government for verification, a process universities use to confirm that the data you reported on your FAFSA is accurate. If you are selected for verification, please contact the Office of Financial Aid for assistance.

Once you are accepted to UNC Asheville, you will be given instructions for how to setup your OnePort and official university email account. It is important to check your UNC Asheville email account often to avoid missing important information. Financial aid information can only be sent to your official university email address. There are a few types of aid that you may be eligible to receive including: grants (money from the federal or state government that does not have to be repaid); scholarships (awarded based on academics or other achievements that does not have to be repaid); and loans (money borrowed from the federal government that must be repaid).

To view your financial aid information, log into your UNC Asheville OnePort Account. For detailed instructions on viewing your financial aid, visit financialaid.unca.edu/my-financial-aid-award
Required Immunizations

North Carolina law requires immunizations for all students enrolled in N.C. colleges and universities. Your immunization records will be reviewed by Health Services to ensure compliance with state law. You must submit your immunization records to Health Services prior to registering for classes. Health Services representatives will be at orientation to answer questions and review records for compliance. Failure to submit records or noncompliance with the N.C. immunization law may delay your registration process.

N.C. regulations prohibit us from accepting immunizations documented on high school transcripts.

Immunization records are NOT transferred automatically from any source.

Acceptable records of your immunizations may be obtained from:

- North Carolina Immunization Registry
- Personal Shot Records—These must be verified with a physician's stamp or signature or by a clinic or health department stamp.
- County Health Department
- Military Records
- Previous College or University

Required Immunizations:

- Documentation of 3 DTP or TD—tetanus diphtheria, last one within 10 years
- Documentation of 2 MMR—measles, mumps, rubella
- Documentation of 3 doses of hepatitis B, if born after July 1994

Recommended Immunizations:

- Meningococcal—1 dose. The Centers for Disease Control and American College Health Association recommend this vaccine for all undergraduates, especially those living in residence halls.
- Hepatitis A—2-dose series
- Varicella (chicken pox) if you have not had the disease
- HPV—cervical cancer vaccine
- Influenza (flu) vaccine—seasonal vaccine

If you have not yet sent your immunization records, you may deliver them in person, mail or fax them to:

UNC Asheville, One University Heights
Health and Counseling Center, CPO #3710
Asheville, NC 28804
Phone: 828.251.6520 • Fax: 828.251.6887
immune@unca.edu

Health Insurance Requirement

If you are enrolled in six or more credit hours and you are a degree-seeking student, you must be covered by a health insurance policy. Health coverage may be through an individual policy or through your family's health insurance. If you do not have insurance, a policy is available through the UNC system. If you are taking less than six hours or you are not a degree-seeking student, you are not required to have health insurance.

Students who have an existing health insurance policy must go online and provide their health insurance information so coverage can be verified. All degree-seeking students who are taking six or more credit hours will automatically be charged for health insurance. To avoid this charge on your student account, you must demonstrate proof of health insurance by entering your insurance information at bcbnc.com/student. Once you have entered your insurance information and the waiver has been approved, a credit will be issued to your UNC Asheville student account.

Personal Health Insurance

Your parents or guardians should review their personal health insurance policy to determine whether you will continue to be covered by that policy once enrolled at UNC Asheville. Children are able to be under the coverage of their parents or guardians until age 26.
taking care of business

OnePort

OnePort is a secure website used for class registration, grade reporting, submitting financial aid applications, checking your UNC Asheville email account and updating your personal contact information. You may access OnePort on the UNC Asheville homepage. You will need the username and student ID number given to you in your admission packet.

oneport.unca.edu

OneCard

The OneCard is much more than your official UNC Asheville ID card—it’s your key to a wide variety of services, resources, building access and discounts. Use your OneCard for access to your residence hall (if you are a campus resident), free access to Asheville transit routes, and entrance into athletic events. The OneCard can also be used to purchase items or access services in locations such as Ramsey Library, the Bookstore, Cashier’s Office, the Health and Counseling Center and all campus dining locations. All students who are registered for classes are required to have a OneCard. You will have your photo taken for your OneCard during orientation. Be sure to take care of your OneCard; if you lose or damage it, there is a $25 fee to replace your card.

onecard.unca.edu

Campus Employment

Over 1,000 on-campus jobs are available for all degree-seeking and currently enrolled students. You may work 20 hours per week during the semester and up to 40 hours during the semester breaks and summer months. Depending on the job requirements, wages range from $9 to $12 per hour. Federally funded work study positions are also available for eligible students to work on or off campus ($9 - $10 per hour for 10 hours per week). Jobs are posted in Handshake, accessible through career.unca.edu. Before beginning work, you must complete a student employment contract and payroll paperwork in the Payroll Office in 115A Phillips Hall. You also need to complete a federal I-9 form and provide required employment identification to Human Resources in 228 Phillips Hall.

career.unca.edu

the fine print

Student Rights and Responsibilities/Family Educational Rights and Privacy Act (FERPA)

In order to comply with federal regulations, UNC Asheville has adopted institutional policies and procedures to be followed with regard to the disclosure of information from the education records of current and former students. The student record policy of UNC Asheville conforms to the Family Educational Rights and Privacy Act of 1974 (Public Law 93-380). This policy gives students the right to inspect educational records within a reasonable length of time, to ask for interpretations and to request that any inaccuracies be corrected. Education records are in the custody of the Office of the Registrar. A student’s UNC Asheville academic transcript is permanently maintained. Other documents are retained pursuant to administrative policies.

The university does not permit access to or the release of education records without proper authorization of the student with the following exceptions:

- To UNC Asheville officials, including faculty, who require such records in the proper performance of their duties
- In connection with the student’s application for or receipt of financial aid or Veterans Administration benefits
- To organizations conducting studies for educational and governmental agencies (in which case individual students are neither identified nor identifiable)
- U.S. government agencies as listed in Public Law 93-380
- Parents of a dependent student as defined in the Internal Revenue Code of 1954
- Accrediting agencies
- To comply with a judicial order or lawfully issued subpoena
- Appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or any other person
- To other University of North Carolina system institutions if the student applies or is accepted for transfer to those institutions
- Directory information
Information Release Process

Non-directory information cannot be released to parents or guardians at any time without the authorization of the student. Students can authorize release of non-directory information online through their UNC Asheville OnePort account. The access for an authorized individual, referred to as a proxy, can include grades, unofficial academic transcript, schedule of classes, financial aid and accounts payable information. Refer to the FERPA Release/Proxy Access information on the Office of the Registrar website: registrar.unca.edu/proxy-access-online-ferpa-release.

UNC Asheville Drug and Alcohol Policy—Parental Notification

Student conduct records of UNC Asheville are considered confidential and are released only in accordance with the provisions of FERPA. It is now permissible for institutions of higher education to notify parents or guardians of underage students (under 21) when they are found responsible for alcohol and other drug-related incidents.

UNC Asheville will, under most circumstances, send a letter to parents or guardians of underage students when there is a second violation of the alcohol portion of the UNC Asheville Drug and Alcohol Policy or a first incident involving illegal drug use or possession.

The University reserves the right to notify parents or guardians when there is a first incident if the University feels there are extenuating circumstances and just cause to do so, and when there is any first incident that results in the student receiving emergency assistance or being transported to the hospital.

If the student is 21 or older, parents or guardians will not be routinely notified of alcohol and drug violations unless the student is determined to be, or to have been at the time of the incident, a danger to himself/herself, others or property, or if the student needs emergency assistance or to be transported to the hospital.

Directory Information

Unless a student requests in writing to the contrary, federal law permits the University to release directory information to the public without the student’s consent. Directory information is information not generally considered harmful or an invasion of privacy if disclosed, such as your name, mailing and permanent address, major field of study, class year, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and previous educational institution.

registrar.unca.edu/release-student-information

Directory information can be accessed publicly at:

directory.unca.edu

Title IX

UNC Asheville is committed to equality of educational experiences for students and is an Equal Employment Opportunity employer. UNC Asheville will not discriminate against students, applicants or employees on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, disability, political affiliation or any other legally protected status with respect to all terms, conditions or privileges of university-sponsored activities, employment and the use of university facilities.

All members of the university community are expected to engage in conduct that contributes to the culture of the integrity and honor upon which UNC Asheville is grounded. Acts of sexual misconduct, sexual harassment, dating violence, domestic violence, and stalking jeopardize the health and welfare of our campus community and the larger community as a whole and will not be tolerated. The University has established procedures for preventing and investigating allegations of sexual misconduct, sexual harassment, dating violence, domestic violence and stalking that are compliant with Title IX federal regulations.

The Title IX Office

The Title IX Office is designated in investigating all allegations of sexual misconduct. The Title IX Office for UNC Asheville is located in Highsmith Union. If you would like to file a complaint, please feel free to contact the Associate Vice Chancellor for Student Affairs and Title IX Administrator, Dr. Jill Moffitt, jmoftit@unca.edu, 828.232.5658 or Assistant Title IX Coordinator, Keishea Boyd, 103 Highsmith Union, kboyd3@unca.edu, 828.258.7872.

titleIX.unca.edu
beyond the classroom

▶ Athletics

UNC Asheville’s intercollegiate athletics program reflects the attitudes and values underlying the university’s overall mission: academic excellence, diversity, equity, integrity, service and accomplishment. UNC Asheville is an NCAA Division I member of the Big South Conference and fields 16 varsity teams for men and women. Students can receive free admission to all regular-season home athletic events by presenting their OneCard. For basketball games at Kimmel Arena, which is located in the Sherrill Center, student tickets are available prior to game day.

 uncabulldogs.com

▶ Cultural Events Series

The Events & Conferences Office presents the largest of UNC Asheville’s performing arts and events series, featuring world-class performances by musicians, vocal groups, dance and theater companies, authors and lecturers who visit campus each semester. As a UNC Asheville student, you will be able to receive free or reduced-price tickets for any of the nationally and internationally known programs offered throughout the year.

Many of these talented visiting artists offer hands-on, interactive workshops in their fields and participate in up-close-and-personal discussions in classrooms and with our campus community while they are here. The Cultural Events Committee welcomes your participation to make these big events happen, so join the programming action.

 eventsandconferences.unca.edu

▶ Campus Recreation

The Campus Recreation Department at UNC Asheville provides community members with opportunities to enhance overall physical and mental wellness through various supervised and/or self-directed programs, activities and services. The department manages the Student Recreation Center, Sherrill Center fitness room, Intramural Field, Bike Shop and Diamond Brand Low Challenge Course. Programs include aquatics, outdoor recreation, intramural sports, group fitness, sport clubs, and informal recreation.

 recreation.unca.edu
Office of Multicultural Affairs

The Office of Multicultural Affairs (OMA) serves as a leader in advancing UNC Asheville’s core value of diversity and inclusion. With a strategic focus on campus culture and leadership development, OMA provides institutional support, organizational advising, engagement opportunities, and educational initiatives aimed at supporting the University’s liberal arts focus and advancing student success. Through our programs, workshops, and advising, we’re working to create an interconnected community of partners where everyone feels valued and empowered to contribute.

multiculturalaffairs.unca.edu

Key Center

The Key Center for Community Engaged Learning works to connect students, faculty, staff, and community partners in meaningful relationships that help foster constructive social change. Whether a one-time project, an ongoing volunteer opportunity, or a connection through a course with a community engaged learning component, the center’s goal is to provide a clear pathway for members of the UNC Asheville community to work with members of the surrounding communities of Asheville, Western North Carolina, the nation, and the world in ways that foster deep levels of learning, awareness, and transformation. The Key Center supports and administers many programs and opportunities both on and off campus, such as the MLK Day of Service, the L.E.A.D. Living Learning Community, an online volunteer database with information on nonprofit agencies throughout Asheville and Buncombe County, a large selection of community engaged learning courses, and the Community Engaged Scholars Program. The Community Engaged Scholar honor is one of five academic recognitions given to graduating seniors at UNC Asheville and recognizes student commitment to outstanding community engagement. Contact the Key Center to learn more about the many ways you can explore issues you’re passionate about while making a difference on campus and in the world.

keycenter.unca.edu

Join a group

With more than 60 student organizations, there’s something for everyone. Check out the list at:

unca.presence.io/organizations
Highsmith Student Union

Highsmith Student Union provides a dynamic and inclusive experience where quality facilities and services meet engaging programs and activities centered around helping students excel well beyond graduation.

highsmithunion.unca.edu

Around the Union

The union houses the campus Game Room, Bookstore, Food Court, Bike Shop, Art and Intercultural Gallery, as well as student organization and administrative offices. Additionally, Highsmith Student Union provides opportunities for personal growth and lifelong learning that align with a liberal arts education and enhance the student experience on campus. The department also employs over 50 student employees to manage the operations of Highsmith.

Programming

There is always something to do on the UNC Asheville campus. Departments within the Division of Student Affairs and others around campus come together to coordinate several annual events, including Rockypalooza, Homecoming, and others. In addition to co-sponsoring collaborative programs, Highsmith Student Union sponsors a number of events of its own, averaging one event each week, including fun, social activities to personal leadership development workshops. For information about events, check out our website to see the latest, upcoming activities.

Leadership Development

Utilizing a theoretical framework for leadership development, Highsmith Student Union's leadership programs provide UNC Asheville students a stronger understanding of individual values and skills to create positive social change in the community. Highsmith provides bi-weekly leadership workshops with faculty and staff as facilitators, as well as an annual conference where students have an opportunity to present alongside their peers, faculty, and staff.

Student Organizations & Greek Life

UNC Asheville has more than 60 recognized student organizations, including general-interest organizations, honor societies, departmental clubs, and community service groups. Additionally, our fraternity and sorority community promotes personal, social, intellectual, and ethical development for all chapter members. The chapters at UNC Asheville are affiliated groups of their international organizations, including Alpha Sigma Phi, Alpha Xi Delta, Gamma Phi Beta, and Sigma Nu.
Underdog Productions

Underdog Productions (UP), UNC Asheville’s student-run campus activities board, sponsors many of UNC Asheville’s co-curricular programs. UP offers numerous and diverse events including regular movies, open mic nights, musicians, thought-provoking speakers, and hands-on crafts. At the end of the spring semester, UP sponsors Lawn Party, an entire day of games and fun activities on the Quad. If you are interested in planning and coordinating campus events, we recommend that you get involved with UP through a committee: Acts and Performers, Movies and Film, Awareness, or Craftworks.

Off-Campus Student Resources

UNC Asheville students living off-campus are an important part of our community. Highsmith Student Union works to connect off-campus students with on-campus programs, leadership opportunities, student organization membership, and much more. Highsmith also coordinates regular “Bulldogs & Bites” programs outside campus parking lots and “House Calls” to bring on-campus resources directly to you!

Student Government

The Student Government Association (SGA) is recognized by the university as the official governing body of its students. Organized into executive and legislative branches, SGA strives to make the voice of UNC Asheville’s student body heard through constant contact with the University of North Carolina General Administration, the North Carolina General Assembly, and the UNC Asheville administration. The SGA president is a full voting member of the UNC Asheville Board of Trustees, the university’s highest governing board. As an enrolled student, you are considered a member of SGA and are invited to get involved. Officials are elected each spring, except freshman senators, who are elected in the fall. Appointments of qualified applicants to both branches of government are made throughout the year.

UNCA Now App

UNCA Now is your centralized home for student events at UNC Asheville. Whether you want to join a club or find a fun event to attend, this mobile app is the one place to get involved and connected outside of the classroom.

The UNCA Now app is free and available for download in the Apple Store and Google Play Store. For every event you attend as a student, you earn NowPoints to bid towards huge prizes in a prize auction at the end of each semester. The more you scan, the more you can win!

Additionally, your scans will help track your involvement history and assist you in developing an official co-curricular transcript. This university document strengthens your well-rounded, liberal arts degree by showing employers and graduate schools that you excel outside of the classroom!

Download the app today or visit the web portal on our website to get started.
Residential Education and Housing and Student Life Operations

The goal of the Offices of Residential Education and Housing and Student Life Operations is to provide a safe, clean and comfortable living and learning community for you. In order to fully engage you in the liberal arts college experience, we require you to live on campus during your freshman year. Rooms have both ethernet and wireless internet connection and Philo TV—a streaming service offered exclusively to residential students for watching live TV on devices across campus. All residence halls have features such as study areas, lounges, laundry facilities, computer print stations, vending areas and air conditioning. All residence halls are smoke-free. We want you to enjoy your new home away from home!

housing.unca.edu

Room Assignments

Once you have been admitted to the university and paid your enrollment fee, you can apply for on-campus housing. Room selection is a self-assign process where you, the student, select and assign yourself to your preferred residence hall and room during a designated time frame. The Office of Housing and Student Life Operations will be in contact with you regarding your self-selection date and time. Students who choose not to participate in self-selection will be manually assigned by our office. The university does have a freshman housing requirement, which guarantees on-campus housing for first-time freshmen. Transfer students are encouraged to apply for on-campus housing, but are assigned only on a space-available basis.

Closing During Break

For safety and security reasons, the residence halls are closed during break periods, except for fall break. During break periods other than fall break, availability of student services is reduced—our Residential Education and Housing and Student Life Operations staff is not available consistently, Campus Police provides minimum coverage and the Dining Hall is closed. There is no access to rooms when residence halls are closed. Personal belongings may remain in the rooms during breaks but they must be removed at the end of spring semester. During academic year closings, students are required to vacate the residence halls.

housing.unca.edu/important-dates

Liability and Renters Insurance

The University does not assume any legal obligation to pay for the loss of or damage to your property if it occurs in its buildings or on its grounds prior to, during or subsequent to the period of your housing contract. It is to your advantage to contact an insurance company and obtain renters insurance. In some cases, you may find you are covered under the terms of an existing policy, such as a homeowner’s policy held by your parents.
Mail Services

On-campus residential students wishing to obtain a university mailbox can request one from the Highsmith Guest Services Desk & Mail Center when they move into the residence halls. Students are able to keep the same mailbox for the duration they live on-campus.

Mail will be delivered to residential students’ mailboxes located in the Highsmith Student Union, next to the Bookstore, beginning the first day of classes each semester. It is your responsibility to check your mailbox daily. You are also responsible for important information from the university that is delivered to your mailbox. Packages can also be picked up at the Guest Services Desk & Student Mail Center.

Dining Services

UNC Asheville Dining Services offers a variety of options across campus for easy access and choices, so there’s bound to be a spot where you grab that midday pick-me-up or coffee wherever you are!

dineoncampus.com/unca
828.251.6183

Meal Plans

Required for residential students, meal plans provide flexibility so your dining experience can be as unique as you are. Whether you prefer to eat most of your meals in the dining hall or around campus, meal plan options combine meals and dollars to fit your dining needs.

Dining Options

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<thead>
<tr>
<th>Dining Hall</th>
<th>M-Th: 7 a.m.–8:30 p.m.</th>
<th>Fri: 7 a.m.–7:30 p.m.</th>
<th>Sat: 9 a.m.–7:30 p.m.</th>
<th>Sun: 9 a.m.–8:30 p.m.</th>
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<tr>
<td>Located in Brown Hall, the main Dining Hall features healthy, home-style entrees, sides and desserts; vegan, vegetarian, gluten-free options; locally-raised produce and meats; and much more. Dining Hall options also include made-to-order sauté stations, salad bar, pizza bar, deli and grill. For guests with additional dietary needs, we encourage you to speak with any of our dining staff and we’ll help you address your needs.</td>
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<tr>
<th>Highsmith Student Union Food Court</th>
<th>M-F: 8:30 a.m.–10 p.m.</th>
<th>Sat-Sun: 4 p.m–10 p.m.</th>
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<tr>
<td>Highsmith Student Union has a newly renovated Food Court, featuring Tex-Mex/grill favorites (BBQ, burgers and chicken tenders) at Austin Grill and and BUILD, a make-your-own-pizza restaurant with various toppings, sauces, and cheeses. The Food Court also features locally roasted Dynamite Coffee, Outtakes sandwiches, Au Bon Pain soups, convenience items and snacks and a full assortment of ice cream pints from Asheville’s The Hop, bottled beverages and Pepsi products.</td>
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<tr>
<th>Argo Tea</th>
<th>M-Th: 7:30 a.m.–7 p.m.</th>
<th>Fri: 7:30 a.m.–2 p.m.</th>
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<tr>
<td>In Ramsey Library, Argo Tea features natural and tasty signature drinks, fresh-baked pastries, quiche, flatbreads and salads. Outstanding coffee is available too—fair trade, organic and certified farmer-direct.</td>
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<tr>
<th>The DownUnder</th>
<th>M-Th: 7:30 a.m.–2 a.m.</th>
<th>Fri: 7:30 a.m.–midnight</th>
<th>Sat: 11 a.m.–midnight</th>
<th>Sun: 11 a.m.–2 a.m.</th>
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<tr>
<td>Located on the first floor of Overlook Hall, the DownUnder serves made-to-order sandwiches and wraps, Starbucks premium specialty coffee drinks and grab-and-go items, with late hours to satisfy any craving.</td>
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<tr>
<th>Rosetta’s Kitchenette</th>
<th>Mon-Th: 7:30 a.m.–6:30 p.m.</th>
<th>Fri: 7:30 a.m.–2 p.m.</th>
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<tbody>
<tr>
<td>Conveniently located in the Sherrill Center’s Wellness Café, Rosetta’s Kitchenette features freshly made entrées and sides with the emphasis on locally-made vegan, vegetarian and healthy eating, served along with locally roasted Counter Culture Coffee and espresso drinks.</td>
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resources for success

UNC Asheville offers various services to help you reach your highest potential.

➤ Advising and Learning Support

Located in OneStop Student Services, the Advising and Learning Support (ALS) Office offers assistance with course selection/registration, understanding academic requirements, and academic planning. Additionally, the ALS Office provides the Online Advising and Registration (OAR) course for incoming students and offers the Academic Recovery Program for students working to return to good Academic Standing.

advising.unca.edu

➤ Peer Tutoring Program

Offered as a free service for all currently enrolled UNC Asheville students, the Peer Tutoring Program’s student-centered approach offers opportunities for collaborative and active learning. Best of all, tutors are currently enrolled students who know firsthand the challenges of classes such as CHEM 132, PHYS 131, or SPAN 110. Tutoring is available through drop-in tutorial labs, and a schedule of current labs is always available at advising.unca.edu/peertutoring. If a tutoring lab is not offered for a class, students may request an individual tutor using the application found online for individual tutoring.

advising.unca.edu/peertutoring

➤ Academic Accessibility

UNC Asheville recognizes disability as a valued aspect of diversity. As a campus, we understand access as a matter of social justice and strive to design more welcoming and inclusive environments. The Office of Academic Accessibility works collaboratively with students, faculty, and staff to ensure that all aspects of campus life — learning, working, and living — are universally accessible. The office provides the university community with resources, education, innovative programming, and direct services so people with disabilities may have a greater opportunity to achieve social justice and equity. Disabilities may be disclosed at any time; however, please be advised that processing requests for accommodations may take 10-15 business days. For more information about accessibility support, disability, and accommodations, please contact our office at academicaccess@unca.edu, call us at 828.232.5050, or stop by our offices in OneStop.

oaa.unca.edu

➤ Parsons Mathematics Assistance Center (Math Lab)

For expertise help on math, visit the Parsons Math Lab located on the third floor of Robinson Hall (RRO 323). No appointment is necessary. Just drop in during our extensive hours of operation: Monday to Thursday, 8:00 a.m. - 9:30 p.m.; Friday 8:00 a.m. - 5:00 p.m.; and Sunday 4:30 p.m. - 8:30 p.m.

math.unca.edu/services

➤ University Writing Center

The University Writing Center (UWC) supports students in writing projects and in courses across the disciplines. Student writing consultants offer friendly, informed feedback at all stages of the writing process, assisting writers with brainstorming, drafting, revising and final editing. Located on the main floor of Ramsey Library, the UWC is open Sunday through Friday, morning through evening.

Appointments last 30-50 minutes and can be scheduled online.

writingcenter.unca.edu
Information Technology Services

The Information Technology Services (ITS) Service Desk is your first point of contact for technical assistance. Send an email to itservicedesk@unca.edu or call 828.251.6445 (Monday–Thursday, 8 a.m. - 8 p.m.; Friday, 8 a.m. - 5 p.m.; and Sunday, 1 - 7 p.m.). You can also request help 24/7 via a simple web form on the ITS Service Desk Self-Service Portal.

its.unca.edu/helpdesk

Log into the university’s wifi by going to wifi.unca.edu and register with eduroam to gain access. You will need to select your university affiliation and follow the prompts to complete your wifi registration.

wifi.unca.edu

Career Center

The UNC Asheville Career Center supports students and alumni as they take steps toward leading successful, flourishing lives as leaders and contributors to their communities. We do this by:

1. Coaching students and alumni as they develop self-awareness, establish goals and make career choices;
2. Educating students and alumni on tools, resources and strategies to manage their careers in an increasingly diverse, dynamic and connected world; and
3. Connecting students and alumni with education, internship and work opportunities to use their liberal arts education.

The Career Center offers a variety of services and resources customized for students and alumni including:

- Individual career counseling
- Interest and other self-assessment inventories
- Major and career exploration
- On-campus student employment
- Internship and job search assistance
- LinkedIn profile development
- Résumé development and critiques
- Mock interview practice
- Graduate and professional school assistance
- Job, graduate school and internship fairs
- Online job and internship postings on Handshake
- Employer campus interviews

career.unca.edu

Health and Counseling Center

Located at 118 W.T. Weaver Boulevard, the Health and Counseling Center has professional staff to provide health and counseling services for currently enrolled students. Office visits and medical examinations are free of charge. Laboratory services, medications, immunizations and surgical procedures require a small fee. The staff takes great precautions to ensure your privacy and is committed to protecting confidentiality. No information about your visits will be shared with anyone outside the Health and Counseling Center staff without your written permission. Even your parents or guardians must get health information directly from you, except when your health status is critical or if you are a minor. If you are under 18, you must have a “minor consent” form signed and on file at the Health and Counseling Center.

healthandcounseling.unca.edu

Bookstore

The UNC Asheville Bookstore, located on the lower level of Highsmith Student Union, has everything you need to make your college years a success: textbooks, school supplies, apparel, gifts, health and beauty items, snacks and even discounted Biltmore Estate tickets.

Textbooks are available new, used and digital, and more than half the textbooks are rentable, saving students up to 50% off the cost of new texts! The Bookstore buys back textbooks daily, and at the end of each semester it holds a large buy-back. Stop by the Bookstore, or order books, clothing and gifts online. In-store pickup is free.

unca.edu/bookstore

Bookstore Hours

Monday–Thursday, 8 a.m.–6 p.m.
Friday, 8 a.m.–5 p.m.
Saturday, 11 a.m.–3 p.m.
Sunday, closed
Freshman Parking Policy

Freshmen are **not** permitted to park cars on campus during their freshman year (fall and spring semesters). If you experience extenuating circumstances, you may complete a New Freshman Parking Waiver Application to seek an exemption from this policy.

[transportation.unca.edu/freshman-parking](transportation.unca.edu/freshman-parking)

Transportation Options

Multimodal Transportation Options

UNC Asheville offers a variety of programs designed not only to reduce the need for private vehicle use and resource consumption, but also to meet the transportation needs of students without cars. The following programs assist students in getting around Asheville and traveling for weekends/breaks:

**Campus Shuttles**—This free shuttle system operates Monday–Thursday, 7:30 a.m. - 9:30 p.m.; Friday 7:30 a.m. - 5:20 p.m.; and Sunday 5:30 p.m. - 9:30 p.m. The shuttle moves over 630 students a day on three routes.

The shuttle services the campus in several ways:

1. Operates on 12 minute loops for the “Main” shuttle routes and 20 minute loops for the evening shuttle.

2. Allows students and campus visitors to travel between buildings and parking areas on campus from 7:30 a.m. to 9:30 p.m.

3. Transports students between UNCA and local apartments, including The Verge, Mountain Trace, Hawthorne Northside, and University Place.

4. Enables transfers from Asheville Transit routes that operate on the Merrimon Corridor.

5. Evening Shuttle Access to area grocers and shopping areas after 5:30 p.m. every 20 minutes.

**Public Transportation**—UNC Asheville students, faculty, and staff have unlimited and free access to all Asheville Transit routes ONLY with a valid OneCard with a “Passport” sticker. Asheville Transit manages 24 different bus routes, two of which stop on the UNC Asheville campus but connect via the transit station downtown. All buses also transport at least two bicycles.
**Online Ride Board**—Save gas money and reduce your carbon footprint by using the online program, Zimride. This service offers ride matches for single trip travel (i.e., weekend and holiday travel) as well as daily commutes. Freshmen may want to use the site to get rides home with upperclassmen, and upperclassmen may want to use the online Ride Board to save gas money while carpooling. Students using the site are encouraged to share the cost of travel.

**Carshare Rentals**—UNC Asheville partners with the UHaul Carshare program allowing easily accessible vehicles for rent without leaving campus. Use of this program requires a UHaul Carshare account and credit card. It’s a perfect program for those without a vehicle on campus but making a short trip around town.

**Car Rental Program**—Enterprise Rent-A-Car offers car rentals to UNC Asheville students age 18 and older. In order to rent a car, students must provide:

- A valid driver’s license
- A valid OneCard
- Proof of insurance
- A valid credit card or in-state debit card

**Emergency Ride to Campus (ERC) Program**—The ERC Program provides freshmen that regularly carpool, bike, walk, or take transit a limited number of free emergency rides back to campus if those transportation options are unavailable.

**Med Cab Program**—The Med Cab Program allows students without access to, or who are unable to use a vehicle, a free taxi ride to a designated medical facility for appointments or emergencies, or to a pharmacy to pick up a prescription or other medical supplies. The Med Cab Program is available for emergencies, when all other transportation options (biking, walking, carpooling, taking transit) are not feasible. Contact University Police, Student Health Services, or the Counseling Center—one of these offices must call for the Med Cab taxi and authorize its use.

**Bike Shop**—The Bike Shop at Highsmith Student Union offers free access to tools and free bike rentals to students, faculty, and staff. Access to tools enables students to keep their bicycles well-maintained, learn bicycle mechanics, and save money. Bikes must be parked only on available racks. Parking to trees or railing is prohibited.

### Student Parking Options

Parking permits are available for resident and non-resident students who are not classified as freshmen. Parking permits cost $100 for the academic year and are available for purchase online.

[transportation.unca.edu/student-parking](http://transportation.unca.edu/student-parking)
<table>
<thead>
<tr>
<th>Service</th>
<th>Website</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Academic Accessibility</td>
<td>oaa.unca.edu</td>
<td>828.232.5050</td>
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<tr>
<td>Advising &amp; Learning Support</td>
<td>advising.unca.edu</td>
<td>828.350.4500</td>
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<td>Athletics</td>
<td>uncabuldogs.com</td>
<td>828.251.6459</td>
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<td>Bookstore</td>
<td>uncashop.com</td>
<td>828.251.6416</td>
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<td>Campus Police</td>
<td>publicsafety.unca.edu</td>
<td>828.251.6710</td>
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<td>Campus Recreation</td>
<td>recreation.unca.edu</td>
<td>828.232.5650</td>
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<td>Career Center</td>
<td>career.unca.edu</td>
<td>828.251.6515</td>
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<td>Events &amp; Conferences Office</td>
<td>eventsandconferences.unca.edu</td>
<td>828.251.6853</td>
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<td>Financial Aid</td>
<td>financialaid.unca.edu</td>
<td>828.251.6535</td>
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<td>Health &amp; Counseling Center</td>
<td>healthandcounseling.unca.edu</td>
<td>828.251.6520</td>
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<td>Highsmith Student Union</td>
<td>highsmithunion.unca.edu</td>
<td>828.251.6990</td>
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<td>Information Technology Services (ITS)</td>
<td>its.unca.edu</td>
<td>828.251.6445</td>
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<td>Key Center for Community Engaged Learning</td>
<td>keycenter.unca.edu</td>
<td>828.258.7721</td>
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<td>Parsons Mathematics Assistance Center (Math Lab)</td>
<td>math.unca.edu/services</td>
<td>828.232.5191</td>
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<td>Office of Multicultural Affairs</td>
<td>multiculturalaffairs.unca.edu</td>
<td>828.258.7671</td>
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<td>OneCard Office</td>
<td>onecard.unca.edu</td>
<td>828.251.6767</td>
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<tr>
<td>OneStop Student Services</td>
<td>onestop.unca.edu</td>
<td>828.350.4500</td>
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<tr>
<td>Residential Education &amp; Housing &amp; Student Life Operations</td>
<td>housing.unca.edu</td>
<td>828.251.6700</td>
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<tr>
<td>Student Accounts (Business Office)</td>
<td>studentaccounts.unca.edu</td>
<td>828.251.6664</td>
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<td>Title IX Office</td>
<td>titleix.unca.edu</td>
<td>828.258.7872</td>
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<td>Transportation</td>
<td>transportation.unca.edu</td>
<td>828.251.6691</td>
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<td>Transition &amp; Parent Programs</td>
<td>transition.unca.edu</td>
<td>828.232.2417</td>
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<td>University Dining</td>
<td>dineoncampus.com/unca</td>
<td>828.251.6183</td>
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<td>University Peer Tutoring</td>
<td>advising.unca.edu/peertutoring</td>
<td>828.251.6596</td>
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<tr>
<td>Writing Center</td>
<td>writingcenter.unca.edu</td>
<td>828.251.6596</td>
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be a member of the BLUE CREW

Did you enjoy your embark experience?
Want to be a 2019 Orientation Leader?

For information, application materials and deadlines, go to unca.edu/blue-crew