II. Student Development & University Services

It is the aim of UTC’s Division of Student Development to make available services and programs that create a climate for a successful college career. The staff strives to meet the needs of the campus population in housing, counseling, health services, and student activities.

Good communication is a key in promoting harmony among the various facets of the University. No matter what problems students have, Student Development staff members are there to be of assistance, either as counselors or as referral agents to the office that can solve the problem.

The University Center

The University Center, known as the “UC” serves as the center of campus activities. The UC is equipped with WiFi. Comfortable walking shoes are suggested as the UC is a large facility with plenty of space for “mall-walking”. From the E. 5th Street garage walk across the street to the Lansing Court arch. Visit the Admissions office or begin an Admissions daily campus tour inside the lower gallery. Inside the gallery, view two levels of an architectural design statement of beams, columns, mirrors, metal, tile, and light. Visit the Financial Aid suite or the Scholarship suite located on the main level near the Auditorium. From the Vine and Baldwin (Cardiac Hill) Streets entrance see the animated student organization sponsored tables; visit Student Development offices; attend student organization meetings; use automatic teller machines; and attend student activity programs. Purchase coffee, other specialty drinks, and snacks from Scrappy’s Mug and a meal from Campus Dining’s Scrappy’s Place. Enjoy socializing with friends, and eating a meal, or snack in the 600-seat UC Commons. The Commons also has many outlets for laptops, phones, and other electronic devices. From the E. Fifth (5th ) Street entrance, purchase books, supplies and official UTC logo clothing in the bookstore. On the lower level, visit the Gameroom area that includes: Student Government Association (SGA) suite, the Student Media Center, and play billiards, table tennis, and electronic games.

Also located in the UC are the Mocs Card/ID office, Bursar’s Office, and Campus Dining Services. Visit the Career and Student Employment Center, Counseling and Personal Development Center, Multicultural Center and Women’s Center. Enjoy the aesthetically pleasing colors, the architectural designs, colorful murals, open atmosphere, and furnishings including rocking chairs. View the art works in the Student Development’s permanent collection. Experience the sense of connectedness to the campus that begins with a visit to the “UC”. Be informed of what is happening on campus and the Chattanooga community. The UC is the cool place to be seen.

The UC supports the University’s efforts to make for a sustainable environment. The Environmental Task Force (ETF) is responsible for the expenditures of the Student Green Fee. The UC has partnered with Orange Grove Center and the ETF in a recycling program of clean paper, cardboard, #1 - #7 plastics, and aluminum cans. Please recycle items while in the UC.

Office of Multicultural Affairs

The Office of Multicultural Affairs assists in fostering a community that contributes to the successful recruitment, retention and graduation of underrepresented students at UTC. It enhances the academic, social, physical and emotional experience of all students through programming, outreach and support. In keeping with the guiding principles of the university, the office works in partnership with faculty and staff, as well as with the greater Chattanooga community to enhance the collegiate experience and promote lifelong learning – one student at a time. The office is committed to fostering an environment which values diversity and creates an awareness of each member’s personal worth and responsibility. The office oversees the Multicultural Center, which provides a warm, inviting and comfortable space for students, and a venue for numerous programs and events throughout the year. The center is located in Room 350 of the University Center, and is open from 8am to 5pm on Mondays, Wednesdays and Fridays, and from 8am to 10pm on Tuesdays and Thursdays. For more information, please call 425-5648, email mcc@utc.edu, or visit our website at http://www.utc.edu/dean-students/multicultural.

Counseling & Personal Development Center

The Counseling and Personal Development Center at UTC offers a variety of services to students. These services include personal, vocational testing, and academic counseling, psychiatric and crisis intervention, for individuals and groups. Consultation services, workshops and other programs are developed and available for the University community. The Center also has a variety of resource materials.

The staff of the Center includes professionally trained counselors and psychologists, who have achieved appropriate certification and/or licensure at the state and national levels. Graduate students work under the supervision of the Center’s professional staff.

Issues for which students receive counseling include: finding a major, relationship difficulties, roommate issues, difficulty in classes, adjusting to college, family issues, depression, anxiety and other mental health concerns. Students may walk into the Center for their first appointment 9:00 a.m. - 11:30 or 1:00 p.m. - 3:30 p.m., Monday-Friday. If a student is experiencing a crisis or emergency, he or she may be seen at anytime during business hours, or after hours may call campus security to reach the counselor on call.

The staff strives to meet the needs of the campus population in housing, counseling, health services, and student activities.

Center for Advisement and Student Success

The Center for Advisement and Student Success provides a variety of programs and services to students. The focus of Advisement is to academically advise freshmen and students who have not declared a major. CASS will educate students regarding the University's academic policies and procedures, provide a list of referrals for additional assistance, and reinforce the importance of getting involved. The focus of Student Success is to promote academic excellence and encourage self directed and lifelong learning for all UTC students. Student Success will provide programs and services (to include supplemental instruction, tutoring, mentoring, study skills) to help students perform well academically which will increase the graduation rate and retention of all UTC students. For additional information, please go to Room 335 of the UTC Library, or call 425-4573, or visit the website at http://www.utc.edu/Administration/AdvisementAndStudentSuccess/.

UTC Women’s Center

The Women’s Center at UTC is committed to creating a community of diverse and empowered students through our core values of Awareness, Activism/Advocacy, Collaboration, Leadership, and Community. Women’s Center programs include women’s leadership initiatives, gender equity activism, LGBTQQIA+ education, and gender-based violence awareness. As an essential part of the Women’s Center, Survivor Advocacy Services provides leadership, working with campus and community partners to reduce gender-based violence, including relationship violence, sexual assault, stalking and sexual harassment. It provides victim advocacy services to students, faculty and staff at UTC. The Women’s Center, located in the University Center, Rm 350, can be reached at 423-425-5648 or visit our website at www.utc.edu/womenscenter. For more information about our events, please join our Facebook group, WCatUTC or follow us on Twitter @WCatUTC.
Career & Student Employment Center

The Career & Student Employment Center, Room 315, University Center, provides a variety of services to students interested in finding a place in the "world of work." Its main functions are threefold. The staff makes every effort to assist alumni and degree candidates in finding positions which will fulfill their career objectives. Local employers list job openings with the Center. Interviews can be arranged on campus with recruiters from industry, government, and education. In addition to this, programs and small workshops, career fairs, resume critiques and mock interviews are held to help students learn what is involved in finding a job. In order to take full advantage of the services, students should begin as early as possible in their college career by coming to the office or visiting our website. Part-time and full-time non-degree listings is another service of the operation. There is always a variety of part-time and full-time job listings, including clerical, accounting, retail, technical, and temporary odd jobs. Students are invited to visit the office at their convenience. For more information call 425-4184 or visit the web site at www.utc.edu/career.

Veteran Student Services

Veteran Student Services and Programs is located on the first floor of the University Center, Room 145. This office is available to veteran students and the dependent students of veterans and strives to assist these students achieve success throughout the college experience. In addition to working with University departments streamlining services to accommodate those using VA benefits, this office is currently designing several new programs geared toward our veteran student population such as a Veteran Lunch and Learn Series. This series will offer an opportunity for our veteran students to learn from experts in a relaxed setting. Some of the topics covered will be: military to civilian career issues, financial planning and time management for students with families, as well as overviews of new UTC programs such as the new Bachelor of Integrated Studies which allows a student to create a major from multiple interests using credits from more than one college. There is a growing Student Veteran Organization that works closely with this office, and together they implement additional programs aimed at increasing awareness of the 300+ student veterans on campus and assisting all student veterans through mutual support and awareness of veteran services on and off campus. Contact the Coordinator of Veteran Student Services and Programs at 423-425-2277.

Student Health Services

The staff of the Student Health Services (SHS) seeks to give every student optimum healthcare. Services include treatment for acute and chronic illnesses, physical exams, screenings, immunizations, lab services, TB skin testing and allergy shots. SHS is located in the Maclellan Gymnasium facility in the center of campus. The entrance is off of Lansing Court, directly across from the University Center entrance. Student Health Services is staffed by family nurse practitioners and registered nurses. There is no charge for office visits and minimal charges for services such as laboratory tests and immunizations. Office appointments are strongly encouraged. Please call (423) 425-2266 for further information about Student Health Services.

Health Insurance

SHS encourages all students to carry personal health insurance, either through their family health plan or by enrolling in the UT Health Insurance Program, an affordable health care coverage plan. UTC student health insurance is offered by UnitedHealthcare and covers a schedule of expenses for healthcare, surgery and hospitalization in case of accident and illness. All international students attending UTC are required to purchase this insurance plan, unless proof of comparable coverage is furnished. Degree seeking students taking 6 or more undergraduate credit hours or 3 or more graduate credit hours and students participating in a co-op program are eligible to enroll. Eligible students may also insure their dependents. Eligible dependents are the student's legal spouse or domestic partner and dependent children under 26 years of age. Information about this policy is available to students at www.utc.edu/studenthealthservices or you may contact Student Health Services at (423)425-2337 for further information.

Immunization Requirements

In order to register for classes at UTC, students are required to provide proof of immunizations as outlined by Tennessee State Law. Forms are available at www.utc.edu/StudentHealthServices. The health care provider's signature or stamp must be provided in the appropriate space or a copy of medical records documenting contraindication or immunity must be attached. Immunization requirements are as follows:

MMR: All students born on or after January 1, 1957 must provide proof of immunization with two doses of MMR vaccine at least 28 days apart or serology showing immunity to MMR.

Varicella or Chickenpox: All students born on or after January 1, 1980 must provide proof of immunization with two doses of Varicella vaccine at least 28 days apart, serology showing immunity to Varicella or documentation from a medical facility verifying a previous diagnosis with the illness.

Hepatitis B: All students must provide proof of immunization with three doses of Hepatitis B vaccine or documentation of serology showing immunity to Hepatitis B virus. The State of Tennessee does allow a waiver of the requirement by completing the waiver statement on the reverse side of the form.

Meningitis: New incoming students, who are less than 21 years of age, who will be residing in on campus housing, must have documentation of a dose of conjugate vaccine at greater than or equal to 16 years of age. Any student not residing on campus who has not received a dose of conjugate vaccine within the past 5 years may choose to be vaccinated to reduce the risk of meningococcal disease.

Immunization forms must be submitted to Student Health Services. If you have questions please email studenthealthservices@utc.edu.

Student Housing

Approximately 3200 students live on the UTC campus. They are housed in Lockmiller, Boling, Johnson Obear, Guerry, Decosimo, Stopher, Walker and UC Foundation Apartments, and Stagmaier Hall. The apartments are predominately 4-person units.

1. Single out-of-town first year students attending the University are expected to live in University housing when space is available unless they commute from their homes in nearby towns.

2. They may not live off campus when residence hall space is available without permission from the Housing and Residence Life.

All individuals living in UTC housing are required to participate in a dining membership plan during fall and spring semesters. The dining membership may be used to make purchases at any of the dining locations.

Differentiated Housing

The concept of Differentiated Housing at The University of Tennessee at Chattanooga campus offers students, with parental involvement, the choice of the housing facility and living atmosphere in which he or she will live. The plans available are:

1. TYPE A - Visitation privileges are allowed in the living-dining area from 12:00 noon until 12:00 midnight.
2. TYPE B - This plan involves minimal rules, regulations, and supervision. This option is available to upperclass students only. The wishes of those who do not want to participate in visitation must be considered in the pattern of visiting. Those who are not participating should be reasonably assured that they will not be unduly imposed upon on any of these occasions. Each resident is responsible for the behavior of any of his or her guests and is expected to accompany him/her whenever they are present.
II. Student Development and University Services

In keeping with students’ responsibility and parental and student requests, the University believes that when and where a student spends time away from the residence halls is a highly individual matter. This should take the form of an agreement between students and parents and not be imposed on students by the University.

Contractual Arrangements

Each resident student signs an individual contract with the University for the premises he/she will occupy. This agreement covers occupancy for the entire academic year unless specifically indicated otherwise on the contract itself. Any student who for any reason wishes to alter the terms of his/her contract, must apply in writing to the Department of Housing and Residence Life at least thirty days prior to the anticipated change. If the contract is modified, notification will be sent in writing to all parties concerned prior to the effective date of action. Unless written exception is granted by the University, he/she is liable for the full extent of the original statement. All residents should review their contract regarding financial obligations.

Room Assignments

Residents of University Housing may sign up for housing by visiting www.utc.edu/housing. All new housing students must pay a $225 application fee. For additional information, please contact UTC Housing and Residence Life at (423)425-4304. The University reserves the right to make changes to assignments when deemed in the best interest of the resident or the University. In case one of the occupants moves, the student(s) who remain agrees to accept assigned roommate or to move to another apartment upon request. Spaces not claimed by the first day of classes in a semester are subject to re-assignment.

Reservation Fee

In order to reserve a room for fall semester, students must remit a $225 reservation fee. The reservation fee is a pre-payment. The reservation fee is refundable if room assignment is cancelled in writing on or before June 1st. Cancellations after June 1st will result in a forfeit of the $225 reservation fee.

Damage

1. The student is responsible for the condition and proper care of the accommodations assigned and shall reimburse the University for all damages done within or to said accommodations in which he/she is housed, for all damages to Residence Hall non-public areas, and all damage to, or loss of University fixtures, furnishings, or property furnished under the contract. Charges for damages and/or necessary cleaning will be assessed against the student, or students, by the University and must be paid promptly. Failure to pay assessment will result in a hold on a student’s registration, graduation and/or transcript.

2. Non-public areas refer to the studies, lounges and restroom facilities, hallways and other areas of a floor of the residence hall which are provided primarily for the use of students having accommodations on that floor.

Room Changes

1. The University expects students to continue residency in the room to which they are assigned. However, it realizes that changes are sometimes mutually beneficial.

2. Through regularly scheduled procedures, room changes may be made. A $25.00 fee will be assessed any time a student is allowed to move. Failure to obtain the written prior approval of both the Resident Director and the Housing Office will result in a minimum $25.00 assessment for administrative costs and also could result in the imposition of disciplinary sanctions.

Check Out

When a student is assigned specific accommodations, the University assumes occupancy by that student until notified otherwise. When vacating the premises, either for another on-campus facility or to leave University housing, it is the occupant’s responsibility to check out in person with a staff member of the residence hall. At that time, an evaluation of the facility is made in the occupant’s presence and a report is completed on deficiencies or damages for which the student is responsible. Failure to check out in the prescribed manner will result in the occupant’s being held liable for any or all deficiencies or damages found, as well as for the cost to replace keys, locks or other such items that affect the appearance or security of the unit. He/she will also be assessed administrative costs incurred by this failure to check out.

Inspection and Search Policy

Entry by University authorities into occupied rooms in residence halls will be divided into three categories: inspection, search, and emergency. Inspection is defined as the entry into an occupied room or apartment by University authorities in order to ascertain the health and safety conditions in the areas, or to check the physical condition of the area, or to make repairs on facilities, or to perform cleaning and janitorial operations. Search is defined as the entry into an occupied room by on-campus authorities for the purpose of investigating suspected violations of campus regulations and/or city, state, or federal law. An emergency situation exists when the delay necessary to obtain search authorization constitutes a danger to persons, property, or the building itself.

1. Inspection: Scheduled inspection by on-campus authorities with the exception of daily janitorial operations shall be preceded, if possible, by twenty-four hours notice to the residents. During the inspection, there will be no search of drawers or closets or personal belongings.

2. Search: On-campus authorities will not enter a room for purposes of search except in compliance with state law or with the permission of the resident or the written permission of the Vice Chancellor for Student Development and his/her representative. University authorities shall have, if possible, the Resident Director of the hall or his/her designee accompany them on the search.

3. For purposes of maintenance, and fire and safety evaluation, rooms will be inspected periodically by the University staff. Normally the resident assistant will be involved in this part of the program and will work out arrangements with the individual occupant beforehand.

Repairs

When requests for repair service in a room or apartment have been submitted, it is likely that the maintenance personnel will not be able to predict exactly when service will be available. Accordingly, when such service personnel has a legitimate repair order for an area and the occupant is not in, maintenance personnel will be granted access to the area in question. This access will be for the stated purpose only and the privacy of the occupants will be respected.

Solicitation

Commercial publicity or solicitation is not allowed on campus. "Buy, Sell, or Trade" advertisements of students, faculty, or staff origin are excepted.

No persons or groups are allowed to solicit or canvass in the residence halls. Exceptions to this regulation are seldom given and are always in writing or by public announcement by the Dean of Students Office or Housing and Residence Life.

Telephone Services

Telephone lines are available in each apartment. Student may choose to plug in their own telephone to this line at no additional charge to make local calls and to receive calls (collect calls are not permitted). Students should dial 9 + the local number for off campus call or the last 4 digits of an on campus number. Students interested in long distance service and/or a personal phone line in their bedroom should contact the Telecommunications Department for more information.

Mail Service

Mail is delivered to each residence hall daily, except Saturdays, Sundays, and holidays.

Guests

Residents may have overnight guests of the same sex only, if prior arrangements are made with roommate(s) in writing and permission is given by the Resident Director. The maximum length of any visit is three days and
three nights. All guests are governed by the University and residence hall regulations, and it is the host’s responsibility to make guests aware of this. In cases where the guest is in violation of University regulations, disciplinary action may be brought against the host.

**Care of Room**

Custodial service is provided by the University to clean public areas. Residents have the responsibility for hanging up and putting away their clothes, making their beds, and generally keeping the rooms neat. No one may remove screens or draperies from the windows or move furniture from room to room.

Misappropriated furnishings will be the responsibility of the residents of the room or apartment, and they will be billed immediately for either recovery or returning the articles to their original place.

Tape and nails are not to be used on the walls. Residents are cautioned that adhesives on the walls or furniture frequently cause extensive damage and/or require considerable time to clean. Small tacks or push pins have proven to be least damaging to the walls and will hold as much as should be posted in any of the UTC facilities. The use of contact paper on wood has proven to damage the wood. Residents will be assessed the full cost of restoring the facilities so damaged to an acceptable standard. All food must be stored in air-tight containers for sanitary purposes. Periodic inspection of the room will be made by a staff member.

**Residence Hall Security**

Procedures regarding Residence Hall Security are provided in Section IV.

**Safety Prohibitions**

The University is greatly concerned with the health and well-being of its members. In group living situations, special care must be exercised so as not to threaten the life or property of any one individual.

Most safety hazards are the result of poor housekeeping, carelessness, and thoughtlessness.

Each staff member and resident is expected to be safety conscious and to do what is necessary to avoid hazardous conditions.

Monthly safety reports are submitted to Housing and Residence Life by the resident staff.

1. No candles, open flames, or incense burning is allowed.
2. Light bulbs should not be touching or near clothing or other flammables.
3. Extension cords must be underwriter laboratory approved or equal.
   - Covering must be in good condition. Plugs and cords must be the same size or larger than appliance wire and not hidden under rugs, trash, paper, clothing, books, or near heat sources.
4. Storage of gasoline, other fuels, or vehicles containing them is prohibited.
5. Any potential fire hazard.

**Fire Drills**

Each residence hall must have at least one fire drill per semester. These are conducted so that each resident can vacate the building quickly and safely in case of emergency. The drills are planned and supervised by Housing and Residence Life, the Security Office, and the Resident Directors. Anytime that the fire alarm is sounded in a University building, every occupant of the building is required to evacuate immediately. The University police will assist with the evacuation to see that the building is totally vacated, and no one will be allowed to re-enter prior to the expressed consent of the security officers on duty.

**False Alarms**

Any person who willfully and maliciously gives or causes to be given, by any means, a false alarm of fire, shall be guilty of a misdemeanor, and upon conviction thereof, shall be fined not less than $10 nor more than $500, or imprisoned in the county jail or workhouse for a period of not more than six months or both. [Acts 1963, ch. 80, sec. 1] Disciplinary action by the University may also be expected.

**Loss of Personal Property**

To insure the protection of valuables, students are encouraged to lock their doors. The University will take reasonable precautions, but it cannot assume responsibility for the loss of money or articles. It is suggested that each individual take out a personal insurance policy to cover his or her belongings while on campus. These policies can usually be obtained rather inexpensively and frequently can be purchased through the insurance carried by the parents on their household goods. Report all suspected thefts of personal property, no matter how small, to the resident director and the campus Security Office as soon as possible.

**Alcohol and Drugs**

The possession or use of alcoholic beverages, other illegal drugs or intoxicants of any kind is prohibited on campus.

**Pets**

Only fish tanks no larger than 10 gallons are allowed. Otherwise, no animals are permitted.

**Weapons or Explosives, Fireworks**

The possession of firearms, hunting knives, fireworks, other types of weapons or lookalikes, and explosives is not allowed in the residence halls or on the University property.

**Keys**

Misuse or loss of keys may jeopardize the safety of others and constitutes grounds for disciplinary action. There is a charge for lost keys and other security measures that must be taken due to the loss of such keys.

**Quiet Hours**

If a student consistently violates Quiet Hours, he/she will be subject to disciplinary action.

**WUTC**

WUTC, FM 88.1, is a 30,000 watt public radio station licensed to The University of Tennessee at Chattanooga. With studios in Cadek Hall, it broadcasts 24 hours a day, 365 days a year, providing musical and informational programming. It is a program service member of National Public Radio. WUTC also operates a digital radio service, WUTC-HD2.

**University Relations**

The Office of University Relations creates and maintains the University’s public image through publications, news media, advertising and marketing, and the institution’s presence on the world wide web.

The Office of University Relations is responsible for the following:

1. To take the many stories and activities of the University and communicate them as a consistent message of academic quality and accessibility.
2. To serve as the coordinating office in communicating with internal and external audiences in crisis and emergency situations.
3. To employ a variety of external media in communication of the University’s stories.
4. To develop and ensure the proper presentation of the University’s visual image through publications and promotional materials.
5. To support student recruitment, fund raising, and community awareness through marketing efforts, including advertising, publicity, publications, and other media.
6. To serve as a resource for the campus in the development of marketing materials and in acquiring publicity.
7. To serve as a campus resource in the planning and implementation of special events and projects as opportunities arise.
8. To determine the visual image and offer content support for the University’s presence on the World Wide Web and Social Media.

Contact the Office of University Relations in 203 Founders Hall, call (423) 425-4363, or email to University-Relations@utc.edu.
II. Student Development & University Services

Alumni Association

The UTC Alumni Office is located in the Patten House at 801 Oak Street. The Office of Alumni Affairs is responsible for the initiation, promotion, execution, and evaluation of a variety of projects which enlist and expand the number of active and contributing alumni at the University.

Programs fall into two categories: those which serve the alumni and those which serve the institution. Types of activities serving the needs of the alumni include reunions; regional chapter events; publications; special programming events; and access to the campus library and other facilities. Alumni in return contribute time, talents and financial resources to the institution; lobby on its behalf; help its students in obtaining career experience and aid in recruiting new students.

Alumni cards are available upon graduation and by calling the Alumni Office. These cards provide alumni with many benefits such as discounted UTC merchandise, use of the computer lab and campus Library, access to exercise facilities, and special prices to athletic events. Alumni memberships to the ARC are also available for purchase.

The UT Alumni Association is administered through the system office of The University of Tennessee. All UTC graduates are automatically members of the UTTAA. UTTAA is administered by a board of governors drawn from all UTC campuses. Alumni from each campus also serve in elected positions.

The UTC Alumni Board, whose membership is limited to those who have attended the Chattanooga campus, exists to establish a mutually beneficial relationship between the Chattanooga campus and its alumni. The Board structures and sponsors many alumni activities on the Chattanooga campus and maintains its office at 801 Oak Street. The Assistant Vice Chancellor for Alumni Affairs for the Chattanooga campus serves as executive vice-president of the Alumni board. The Board is composed of five major program councils: Public Relations, Activities, Development, Young Alumni, and Long Range Planning.

The Graduates of the Last Decade (GOLD) constituency serves the recent graduates of UTC. The GOLD Council is a programming board which assists in providing programming and outreach efforts to all GOLD alumni through professional development, networking and social events throughout the year.

Student programming initiatives include graduation celebration, senior sendoff, official class ring ceremony, and career fairs. The Alumni Office also serves as the home of the Student Alumni Council (SAC), a service and leadership-focused organization which serves as official student ambassadors and alumni hosts. For more information, call the Office of Alumni Affairs at (423) 425-4785 or (800) 728-4882. For a full listing of alumni benefits, events, news, and social media connections you may visit our website at www.MocsConnect.com.

Financial Aid

UTC uses a variety of resources to assist students who otherwise might find the costs of a college education prohibitive. Through federal, state, and university financial assistance programs, a student may receive one or more types of assistance to cover education costs.

To apply for federal and state aid (including the TN HOPE Scholarship) at UTC, the Free Application for Federal Student Aid (FAFSA) must be completed each year. Complete the FAFSA online at www.fafsa.gov. If you are a dependent student, a parent must sign the FAFSA also. UTC’s school code is 003529. Never pay anyone to assist in the submission of the FAFSA – it is a free process.

The FAFSA is available January 1 and must be completed each year for the upcoming fall, spring, and summer terms. Once you have submitted your FAFSA, additional documents may be requested by the Financial Aid Office. Check your MyMocsNet account to see if additional documents have been requested.

The UTC Scholarship application is available August 1 for the following academic year. To apply for UTC Scholarships, log into your MyMocsNet portal using your UTC ID, and the scholarship application is located under the Money Tab. Visit www.utc.edu/scholarships for detailed information.

Students must be fully admitted to UTC before the FAFSA application is processed and before completing the UTC Scholarship Application. Early application for financial aid is encouraged. Some funds are limited. Financial Aid is processed throughout the year for available funds, and aid can be received as long as requirements are complete by the last date of the term of enrollment; however, in order to have aid processed by the fee payment due date of August 6 for Fall; December 14 for Spring; May 12 for summer, all financial aid requirements must be received by July 1 for fall semester; November 1 for spring semester; or April 1 for summer semester.

Students must check their UTC e-mail regularly. The UTC e-mail is the primary way the Financial Aid Office will communicate with the student.

Determining Financial Aid Eligibility (for FAFSA filers only)

Eligibility for Financial Aid is first determined by calculating your financial need using the following formula:

Cost of Attendance
- Expected Family Contribution (EFC) = Financial Need

*Calculated based on the FAFSA information submitted

COST OF ATTENDANCE

Cost of attendance (COA) is an estimate of the educational expenses a student will incur during an academic year. Expenses include direct costs (tuition and fees, books, supplies) and related expenses (living, transportation). The estimated cost of attendance for full time UTC students for fall and spring 2015-2016 semesters is listed below. Aid is awarded based on full time enrollment (12 credit hours or more). If you enroll less than full time, disbursed grants and HOPE Scholarship will be prorated according to enrollment. Total financial aid cannot exceed estimated cost of attendance.

2015-2016 Estimated Cost of Attendance

<table>
<thead>
<tr>
<th>Campus Students</th>
<th>Undergrad Living w/Parents</th>
<th>Undergrad NOT Living w/Parents</th>
<th>Graduate</th>
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</thead>
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<tr>
<td>Enrollment Fees</td>
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<td>8465</td>
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2015-2016 Estimated Cost of Attendance

<table>
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<th>On-line Only Students</th>
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<th>Undergrad NOT Living w/Parents</th>
<th>Graduate</th>
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<td>Transportation</td>
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<td>Out of State Total</td>
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<td>21249</td>
<td>25555</td>
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</tbody>
</table>
Institutional Refund Policy

Any student who submits registration materials will be obligated for a percentage of fees even if he or she does not attend classes unless the class or classes are dropped through the student's MyMocsNet or by notifying the Records Office prior to the first official day of classes that he or she wishes to cancel registration. Please refer to Section IV Page 54 Students Rights and Responsibilities/Refund of Fees & Adjustment for details.

Students who receive federal Title IV financial aid and withdraw from all classes – officially or unofficially - are subject to a federal Return of Title IV regulations. The Return of Title IV aid calculation determines the amount of earned and unearned federal Title IV aid, based on the student's withdrawal date. Students earn Title IV aid as they attend classes during the semester. Only when a student has attended past the 60% mark in the semester have they earned all of their federal Title IV assistance for the term. The Return of Title IV aid calculation determines if federal funds need to be returned by the institution and/or the student (when federal aid has been disbursed for the semester) or if the student is due a post-withdrawal disbursement of federal aid (when federal aid has not been disbursed). The Return of Title IV aid calculation is made within 30 days of the University receiving the student's withdrawal request (or notice of unofficial withdrawal) and the student is notified of the results of this calculation.

The Return of Title IV calculation may require a return of previously disbursed federal aid by UTC and/or the student. This return of Title IV funds may result in an outstanding balance that the student owes UTC. After UTC adjusts the student's federal aid awards based on the R2T4 calculation of earned aid, federal funds may not cover all of the student's institutional charges.

Students awarded federal Title IV aid that has not disbursed for the semester may be eligible for a post-withdrawal disbursement of aid. Post-withdrawal grant amounts are disbursed to the student's UTC account and the student is notified of their eligibility for this post-withdrawal grant disbursement. Students eligible for post-withdrawal loan disbursements are mailed a notice of their eligibility for a post-withdrawal loan disbursement. The student must sign and return a statement indicating that they wish to receive the post-withdrawal loan disbursement. The post-withdrawal loan disbursement notice sets a deadline for the student to request the post-withdrawal loan disbursement. No post-withdrawal disbursement of loan is made without the student's written request.

Title IV funds are returned in the order listed below, as determined by the federal Department of Education. Title IV funds are returned within 45 days of the student's withdrawal.

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Perkins Loan
5. Federal Pell Grant
6. FSEOG
7. TEACH Grant
8. Other SFA Programs
9. Other federal, state, private, or institutional sources of aid
10. The student

Note: The University reserves the right to bill the student for any Return of Title IV aid that exceeds the University's institutional refund (as determined by UTC refund policy).

General Information

1. All withdrawals should be completed online before the published drop date. All returns of Title IV calculations are completed within 30 days of the official withdrawal date and all funds are returned to the appropriate programs within 45 days of the official withdrawal date.
2. If withdrawing after the published drop date, students must officially withdraw through the Records Office. Failure to officially withdraw will result in the University applying its own administrative procedures for determining the unofficial withdrawal date.
3. Students who plan to return to UTC at any time in the future, should check the Financial Aid Satisfactory Academic Progress policy on the UTC Financial Aid website to see if they will need to appeal to get financial aid reinstated.
4. All questions, concerns, or appeals of return of Title IV decisions should be addressed to: Director of Financial Aid, 615 McCallie Avenue, Chattanooga, TN 37403-2598.

Graduate Assistantships and Scholarships

A number of assistantships are available for degree-seeking graduate students. These assistantships provide a stipend and a tuition waiver and are awarded on the basis of ability by the students' respective departments. Opportunity Assistantships are available to degree seeking students who are first-time, first generation graduate students. The Opportunity Assistantships may provide a mentor relationship with a professor on a research project. There are also a few assistantships awarded by administrative departments without respect to the student's academic discipline. Additionally, there are graduate scholarships. Many of these are for single course tuition but others are more specialized. The Thomas E. Geraghty Scholarship Awards provide tuition to graduate students with a non-business undergraduate degree who are enrolled in the Master of Business Administration program. Stanton P. Fjeld Scholarships are for Criminal Justice students with high academic achievements. Channel 3 Scholarships award scholarships to two African-American students in the MBA program who have an interest in the broadcast industry. The Lebovitz Scholarships are reserved for graduate students of Jewish faith, and there are a few general but limited awards. The Dyer Book Scholarship is available to Public Administration students. Applications for these awards are available on the website at utc.edu/graduateschool under Student Resources/Scholarships, and Financial Aid.

Study Abroad, International Exchange Programs, International Internships, Research Abroad

The University offers a wide range of opportunities for students to study, intern, or research abroad while earning academic credit. Through the University's membership in the International Student Exchange Program (ISEP) and through UTC's international partnerships with institutions around the world, UTC students may participate in exchange programs for a summer, semester or full year.

The International Programs Office also approves several study abroad program providers including: AIFS, API, CCSA, CIEE, CISabroad, Global Semesters, ISA, IPSL, KEI, SFS, SIT, and Semester at Sea.

In addition, opportunities for creative activities abroad including international internships and research abroad can be pursued through the International Programs Office. The office staff also recruits for and advises on State Department sponsored scholarship programs including the Boren Award for International Study, the Benjamin A. Gilman International Scholarship, and the Critical Language Scholarship Program.

Students interested in studying abroad should contact UTC's Office of International Programs by calling (423) 425-4735 or visit the website at http://www.utc.edu/exchange.
National Student Exchange
UTC is also a member institution of the National Student Exchange Program, which is coordinated by the International Programs Office staff. UTC students can pay their UTC tuition and fees to do an exchange for a semester or year at any of the more than 200 NSE member institutions, which also include Canada, the U.S. Virgin Islands, and Puerto Rico.

Students will be required to register for a non-credit exchange class that certifies them as participants in the UTC Study Abroad program. There is a placement fee required of all students who plan to study abroad. Interested students should contact UTC’s Office of International Programs by calling (423) 425-4735 or visit the website at http://www.utc.edu/exchange.

National Student Exchange

Disability Resource Center
The Disability Resource Center (DRC) provides leadership in ensuring equal access to all facilities, programs, and services of UTC. DRC reviews the accommodation requests and manages these reasonable accommodations for all students, employees and visitors of UTC. The staff of the DRC base all determinations on the guidelines of the Americans with Disabilities Act Amendments Act of 2008 and Section 504 of the Rehabilitation Act of 1973. These federal Acts require that accommodations and adjustments be made to all programs and activities in order to provide equal access to qualified individuals with disabilities. Individual determination of appropriate and reasonable accommodations are made through an interactive and deliberative process based on the functional limitations of the disability. In addition to determining these reasonable accommodations, the staff of the DRC also lead the campus in discussions about facility access, future building and growth of the campus, equal access in the virtual classrooms, programmatic accessibility, and many other areas. For more information, please contact the Disability Resource Center at 425-4006.

The O.D. McKee Center for Dyslexic Studies
This endowed Center offers textbook readings in exceptional learning to assist dyslexic students, as well as other interested scholars, to gain a greater understanding of learning differences. Housed in Frist Hall, the Center is located in the Disability Resource Center (DRC). If you need assistance please visit the DRC staff in 102 Frist Hall or call 425-4006.

Children's Center
The Children’s Center is an early childhood education program that serves as a learning lab for the College of Education and Applied Professional Studies. The Center accepts children ages six weeks through prekindergarten and gives priority for enrollment to UTC faculty, staff and students. Battle Academy for Teaching and Learning at Main and Market Streets and Brown Academy for Classical Studies at Eighth and Baldwin Streets provide space for a Children’s Center component at each site. Hours of operation are 7:30 a.m. to 5:30 p.m., Monday - Friday.

The Children’s Center is accredited by the National Association for the Education of Young Children. The pre-kindergarten program is approved by the Tennessee Department of Education. For information and a waiting list application, call 209-5735 (Battle) or 209-5740 (Brown).

Student Employment

Federal Work-Study
Federal Work-Study is awarded on a first come first served basis to undergraduate students with financial need. Students must complete the Free Application for Federal Student Aid (FAFSA), be admitted to and in regular attendance at the University, have a complete financial aid file, and be maintain Satisfactory Academic Progress (SAP) to work under the Federal Work-Study program. Students must accept their work study award online within 30 days of the award to be eligible for placement. Eligible students work 10 to 15 hours a week. Unlike other federal financial aid, Federal Work Study funds are not posted to student accounts as a credit. Instead, these funds are paid bi-weekly to help the student with living expenses. Students awarded Federal Work Study will need to pay outstanding fee balances by other means. Placement for Federal Work Study starts on the first day of classes and continues through the first week of classes - Fall and Spring semesters. Students awarded in this program choose the job in which they are interested and must interview for the position and sign a contract with the hiring department. Contracts are issued during placement. Students awarded Federal Work-Study will receive detailed instructions about the placement process in July preceding Fall classes and in December preceding Spring classes via their UTC email account. Federal Work Study funds are expended quickly, therefore, a Wait List is kept of students not initially awarded but still interested in the program. If Federal Work Study is not a part of your award package and you are interested in being a part of the program, contact the Financial Aid Office at 423-425-4677 and request that you be added to the Federal Work Study Wait List. Although awards from the list are dependent on funds becoming available and eligibility, several students each year are normally awarded from it.

Job Location & Development Program
Part-time employment is also available in the Chattanooga area through the Career & Student Employment Center located in the University Center, 3rd Floor Room 315. You can contact the Career Center at 423-425-4184 or email career@utc.edu. To be eligible for this part-time employment, the student must meet the requirements established by the employing agency. Financial need is not a factor.
Academic Service Scholarship Program

Students on this scholarship program receive a $2100 per semester scholarship ($4200 per year); in return they must provide 125 hours of service to the university per semester. Your service position is chosen through the same group of approved positions as Federal Work-Study, but you receive your funds up-front. Your GPA coming into UTC must be a minimum 3.0 and you must have a record of service to your school and/or your community. A letter of interest along with your resume outlining your previous service commitments and three letters of reference. These documents can all be attached to your UTC Online Scholarship Application. Please visit the UTC Scholarship Office webpage for instructions on How to Apply. The UTC Online Scholarship Application submission deadline is February 1 for 2015-2016 applicants. Recipients are then chosen in June before school starts in August, and are notified by the Director of Scholarships. The IRS considers the Academic Service Scholarship to be taxable income. In January you will receive an IRS Form W-2 which should be filed with your income tax return.

Institutional Employment

Departments also hire students through their departmental budget. Students seeking employment on campus should check with the departments in which they would like to work. Some departments historically hire a larger number of students including the Library, University Center, Bookstore, and Parking Services. Departments are not required to post their jobs, but both Financial Aid and the Career & Student Employment Center will post campus positions as they are notified of need.

ID/Mocs Card

The University provides each student with an official University ID card, the Mocs Card. This card can be used for the following purposes:
- Admission to athletic events
- Secure door access validation
- Checking out books, laptops, etc. from the new Library
- Obtaining special rates and privileges at many University functions
- Indication of an individual’s right to use University facilities

Also the Mocs Card can be used as a debit card at the following locations:
- Dining Services: Crossroads Dining Hall, UC Food Court, C-Stores, Java City, Boling Mini-Mart and Starbucks
- Counseling & Personal Development
- Computer Labs- Go Print Stations
- Graphic and Mail Services
- Bookstore
- Parking Services
- Select copy and vending machine locations
- Concession Stands at McKenzie Arena
- Student Health

A student’s account can be managed online through ManageMyID by registering at www.utm.mngrmyid.com. Money can be added to your mocs card online through ManageMyID and by depositing cash into the Value Port machine located on the first floor of the new library. Deposits can also be made in the form of cash or check in the UTC Bursar’s Office, 274 University Center.

The Mocs Card Office is located in the University Center, Room 141, ground floor, next to the game room. The phone number is (423) 425-2218 or (423) 425-4109, or fax at (423) 425-2281. A student’s initial Mocs Card is intended to last throughout a student’s entire stay at UTC. Lost or stolen cards should be reported immediately through ManageMyID. UTC is not liable for any loss of funds due to misuse or theft of a student’s Mocs Card. Replacement cards (lost, broken or damaged) are made at the Mocs Card Office for a cost of $15 to be paid at the Bursar’s Office. Once a replacement card is made, previous card cannot be reactivated under any circumstances. No fee is charged for the initial card or for the initial use of the debit card system. Replacement of a card due to a change in cardholder status or name is free; however, the old card must be presented in exchange. The filing of a police report does not waive the replacement fee of a stolen card.

Refunds cannot be given on any meal plan (Board Meals, Mocs Bucks) or Gold Club Funds. Money deposited in book points or campus points may be refunded to students upon graduation, in accordance with the University policy. A completed Account Closure Request Form must be submitted to the Mocs Card Office. At the time of an account closure, a $15 service fee and any other debts due to the University will be deducted from the balance. The University does not process refund checks for under $3; therefore, no refunds will be given for balances of $18 or less. See Mocs Card Brochure for more detailed information. Or Visit www.utc.edu/auxiliary-services/mocscard.

Safety and Security

The University of Tennessee at Chattanooga Police Department supports the mission of the University by promoting a safe and secure higher education environment while providing proactive police and customer-related services aimed at reducing crime and disorder. Services provided full time (24/7/365) inside the University Community include:
- *Police Services* including emergency response, victim services, preventative patrol, and investigations
- *Security Services* including physical security of all University Properties, fire prevention, and access control
- *Crime Prevention Services* including personal protection training, community awareness, and escort service; lost and found property division and motorist assistance

The University of Tennessee at Chattanooga Police Department is located at 400 Palmetto Street. Emergency Service Procedure: If an emergency occurs, call the UTC Police Department by dialing 911 or 425-4357 (HELP). Please locate yourself with the location of the Blue Emergency phones. These phones are located near buildings, intersections, and in every parking lot; these directly connect to the UTCPD dispatch. We encourage each member of the community to program 425-4357 in their cell phone as UTCPD. We also recommend that each member of the community program an “In Case of Emergency” or ICE number into their telephone. Off campus disciplinary issues and/or criminal misconduct involving recognized student groups are monitored, recorded, and referred to the Dean of Students for appropriate action. For additional details and information regarding all services offered by the University Police Department, please visit our website: www.utc.edu/administration/departments/public-safety.

Traffic/Parking Regulations

**Introduction**

1. The purpose of these regulations is to facilitate the safe and orderly operation of University business and to provide parking facilities for this operation within the limits of the available space.
2. Parking Services is responsible for implementation and enforcement of these regulations.
3. Any person operating a motor vehicle on the University campus is required to obey these regulations as a condition to parking or operating the vehicle on campus.
4. The responsibility for locating a legal parking space rests with the operator of the motor vehicle. Lack of space will not be considered a valid excuse for violating any parking regulation.
5. The University shall have no responsibility for loss or damage to any vehicle or its contents operated on The University of Tennessee at Chattanooga campus or on lots leased by The University of Tennessee at Chattanooga.

UTC Student Handbook 2015-16/ Page 21
II. Student Development & University Services

**Registration of Vehicles**

1. All motor vehicles, including motorcycles, parked on UTC property between 7:00 A.M. and 5:00 P.M. or on lots leased by UTC must have current UTC decals and be registered with the University.
2. Decals will be sold in the Bursar’s Office or in Parking Services.
3. The decal must be hung on the rear view mirror of the vehicle. If using stick-on decal, it must be displayed on the driver’s side of the windshield of the vehicle.
4. Expired decals should be removed so that only the current decal is displayed.
5. Decals must be renewed each Fall semester.
   a. General Parking: Decals must be renewed at the beginning of each Fall Semester so long as the registrant remains a student or a University employee. The vehicle may be parked in any general (yellow) lot. Cost is $136.00 per year.
   b. Reserved Parking: Decals must be renewed at the beginning of each fall semester and will be valid until the expiration of the decal so long as the registrant remains a member of the University community and elects to keep the reserved space. If registrant cancels the reserved space before the expiration of the decal, the decal must be surrendered. Reserved Parking allows exclusive use of a designated parking lot between 7:00 A.M. and 5:00 P.M., Monday through Friday. Cost is $120.00 per semester or $321.00 for the entire year; there is a reduced rate of $81.00 for the summer. Lots are marked by blue colored signs.
   c. With reserved decal, the user may park in his or her designated reserved lot, as well as any general lot.
6. The person to whom a vehicle is registered is responsible for the vehicle and all violation citations issued therefor. If the person operating the vehicle is other than the registrant when a violation is committed, both the operator and the registrant may be cited.
7. Parking clerks issue special decals to qualified handicapped persons.

**Parking Decals**

Renewal of reserved decals will be scheduled during the Spring at the Bursar’s Office, Parking Services or online at UTC’s website. Renewal will only be made in the same lot held during the Spring term. PAYMENT MUST BE MADE AT THE RENEWAL DATE. Shortly after the renewal period, remaining reserved spaces may be purchased at the Bursar’s Office, Parking Services or online at UTC’s website. PAYMENT MUST BE MADE AT THAT TIME.

**Replacement of Decals**

1. A new decal will be issued at no cost for a newly acquired vehicle which replaces a currently registered vehicle upon presentation of the original decal to the cashier at the Bursar’s Office or Parking Services.
2. If it is necessary for you to drive a car other than your registered vehicle, the transferable decal must be placed on the rear view mirror of the replacement vehicle.
3. Lost or stolen decal will be replaced for $2.00 upon proof of loss. Only one replacement decal may be obtained at the $2.00 charge during the academic year. If additional replacement decals are required during the academic year, the charge will be the current decal price.

**Refund Policy**

Refunds will be ordered upon receipt of decal and proof of ownership in the Bursar’s Office or Parking Services. The amount of refund will depend upon date decal is cancelled.

**Vehicle Operation**

1. All persons operating a vehicle on University property or in the campus area, which includes city streets running through University property, must be properly licensed operators.
2. Pedestrians have the right-of-way at established pedestrian crossings, except where regulated by traffic control lights or police officers.
3. Under normal conditions the maximum speed limit on campus streets is 15 mph and 30 mph on the city streets. However, vehicles may not be operated at any speed which is excessive for the conditions which may exist as a result of weather, traffic congestion, pedestrians, etc.
4. Traffic control signs, devices, and directions of police officers must be obeyed.
5. All persons operating vehicles are responsible for maintaining control of the vehicle, safe operation, and observation of traffic control signs, barriers and devices.
6. Operating a motor vehicle in any area other than a street or roadway intended for motor vehicles is prohibited.
7. All accidents must be reported to the University Police immediately (425-4357). All vehicle break-ins or incidents should be reported immediately.

**Violations**

The following examples constitute violations of these regulations:
1. Parking Permits
   a. No current decal (parking permit).
   b. Current decal not visible in vehicle (not affixed to vehicle).
   c. Unauthorized possession of decal.
   d. Falsification of decal registration information.
   e. Illegal use, reproduction or alteration of decal and/or parking permit.
   f. Tampering with wheel-lock.
2. Parking Violations/Overtime Metered Space
   a. In no-parking or loading zones or unmarked spaces.
   b. Overtime parking in metered spaces. (Even vehicles with UTC decals must pay when parking in metered areas.)
   c. In unauthorized area.
   d. Tampering with wheel-lock.
3. Moving
   a. Exceeding posted speed limit.
   b. Excessive speed for existing conditions.
   c. Failure to obey traffic control signal or sign.
   d. Failure to obey police officer.
   e. Operating vehicle without valid operator’s license.
   f. Driving off roadway or street.
   g. Reckless driving and/or racing.
   h. Failure to yield right-of-way at pedestrian crossing.
   i. Leaving scene of accident by participant.
   j. Failure to signal turn or stop.
   k. Wrong way on one-way street.
   l. Following too closely.
   m. Operating mechanically unsafe vehicle.
   n. Driving while under the influence of alcohol and/or narcotics.
   o. Operating vehicle causing loud or unnecessary noise, such as loud mufflers, horns, P.A. systems, etc.
4. Motorcycle Parking
   a. All cycles must have parking decals.
   b. No motorcycle may be driven within the confines of a housing perimeter. They must be walked.
   c. Motorcycles are to traverse hard surface areas only, not grass areas.
   d. All motorcycles are to be parked on hard surfaces, not on the grass or soil.
   e. All motorcycles are not to block stairways, sidewalks, or pedestrian access.
   f. Motorcycles should not be the occasion for clutter and debris on the property.
5. Impounded Vehicle/Towed Vehicle
   a. The University may tow without advance notice those vehicles parked in a fire lane, designated handicapped parking space, spaces reserved for designated vehicles or in such a manner as to impede the flow of traffic or disrupt the orderly affairs of the University.
b. If a vehicle has unpaid parking citations the University may impound/tow the vehicle, if advance notice and opportunity to contest have been given. Windshield notices and/or other methods of notification will be used to provide the operator of the vehicle with advance notice of our intent to tow and the operator’s right to a hearing.

6. Fire Lane or Obstruction
a. Blocking or obstructing traffic, street, sidewalk, driveway, fire hydrant, building entrance or exit, another vehicle or fire lane.

Enforcement
1. University violation citations must be answered at Parking Services within 72 hours (excluding Saturday, Sunday and Holidays) after issuance, except that staff citations may be answered within 72 hours by mail or in person to Parking Services.
2. City citations must be answered as indicated on the citation.
3. A vehicle parked in a manner which blocks a fire zone, emergency exit, flow of traffic, designated handicapped parking space, spaces reserved for designated vehicles, or otherwise poses a danger or disrupts the orderly affairs of the University may be impounded, immobilized, or towed.
   a. The owner of the above vehicle will be afforded a hearing by a University official prior to the assessment of any tow charges, fines, or penalties.
   b. If penalties are assessed after such hearing, impounded or immobilized vehicles will be released upon proper identification and receipt for payment of all appropriate fees and penalties (see below).
4. A vehicle which has accumulated $50.00 or more in traffic citations may be impounded or immobilized or towed if the owner of such vehicle has received advance notice and the opportunity to contest has been given. Windshield notices and/or methods of notification will be used to provide the operator of the vehicle with advance notice of intent to tow and the operator’s right to a hearing. In the event the owner does not request a hearing or prevail at the hearing, his vehicle will be towed, wheel-locked or impounded whenever it is next found upon the University property, whether parked legally or illegally.

Penalties
1. Violation Fees—Staff, Students and Visitors. All violation fees will be paid at the Bursar’s Office, Parking Services or online.
   a. No parking permit $25.00
   b. Other parking violations 25.00
   c. Overtime on meter 8.00
   d. Moving violations 25.00
   e. Immobilized vehicle--$20.00 plus any other fees owed to the University
   f. Impounded vehicle/towed vehicle--amount of fine plus cost
   g. Handicap Space 200.00
   h. Fire Lane/obstruction 40.00
2. Penalties
   a. Students who fail to pay violation fees or penalties will not be permitted to register for course work, to continue as a student, to receive credit, to receive a degree, or to obtain a transcript until the fees or penalties are paid.
   b. A staff member who persists in violating these regulations or fails to answer a citation will be reported to his or her department head and/or penalties may be collected through payroll deduction as specified by University personnel policies.
   c. Repeated violation of parking regulations will be grounds for towing away, impoundment or immobilization in accordance with regulations under enforcement.
   d. Students who persist in violating these regulations or commit a single violation under extreme circumstances will be referred to the Vice Chancellor for Student Development’s office for disciplinary action which may lead to suspension or dismissal from the University.
   e. Once an automobile owner has accumulated $50.00 of unpaid fines, his or her car, if found parked on University property or lots leased by the University, will be wheel-locked or towed in accordance with regulations under Enforcement.

Appeals
1. The Student Conduct board will handle all student appeals.
2. Students may appeal a violation citation within 10 class days of issuance by making application for appeal when answering the citation through forms furnished by Parking Services.
3. Students may request that their appeal be heard by the Student Conduct Board without their being present at the board’s meeting. Failure to appear without advance notice will result in the case being considered in the student’s absence and the decision of the board will be binding.
4. Staff and visitors appeal a violation citation through appropriate administrative channels.
5. No appeals may be made through the Safety and Security Office.
6. Anyone failing to appeal within 10 class days of issuance of citation loses the right to appeal.

Restrictions
University streets or grounds may not be used by any firm, corporation or person for advertising or commercial purposes.

Special Occasions and Emergencies
On special occasions (for example: athletic events, concerts, graduation exercises, etc.) and in emergencies, parking and traffic limitations may be imposed by the Safety and Security Department as required by the conditions which prevail.

Pedestrian Regulations
Students and staff members must not endanger their safety or constitute an unreasonable impediment to lawful vehicular traffic by crossing streets at other than authorized lanes or willfully walking or congregating in the streets. All personnel are expected to avoid walking across lawns or against traffic signs. Violations of these regulations will be cited through appropriate channels for disciplinary action.

Campus Visitors & University Identification
The following regulations have been established by the University to implement the Board of Trustees’ resolution of June 18, 1970, which reserved campus facilities for use by students, faculty, guests, and invitees:
1. Students, faculty, and staff should have their University identification with them when they are on campus.
2. The person in charge of each campus facility is required to check the identification of persons using the facility whenever necessary to insure implementation of the policy. Non-University personnel who are not bona fide guests will be asked to leave the campus. Failure to comply with the request to leave will constitute trespass as defined by law.
3. Students using a facility must be accompanied by their University host and must be registered by the host with the person in charge of the facility. In unusual cases, the administrative official in charge of a facility may serve as the University host of persons using the facility. Guests will be issued a guest identification card which they must have with them when they are on campus. This card is normally issued on a one-day basis.
4. Persons who are so frequently guests on campus as to reasonably be considered as using the facilities excessively may be limited in use of a facility by the person in charge.
5. Campus services facilities (bookstore, snack bar, cafeteria, recreation room, etc.) are intended for use by University personnel and their bona fide, occasional guests. Attendants in charge of these facilities may check the identification of persons making purchases in the facility.
Use of Recreation Facilities

Please visit our website for up to date information on programs, special events and building hours. [www.utc.edu/CampusRecreation](http://www.utc.edu/CampusRecreation).

The Campus Recreation Department operates the Aquatic and Recreation Center (ARC), Macellan Gym, outdoor tennis courts, Intramural Complex and Club Sports fields for the use of UTC students and all other authorized members of the University community (faculty, staff, plus one and invited guests). A valid UTC Mocs Card is required in order to enter these facilities during operating hours. Although such a policy may appear to be an inconvenience, it actually serves the purpose of protecting participant’s interests and rights as an authorized user. Also watch your valuables carefully, and notify the staff if you see something out of the ordinary. Your cooperation in presenting proper identification is expected at all times. Students, faculty, staff, and cardholders who forget their UTC Mocs Card will not be admitted into the facility.

The Campus Recreation Department is not responsible for lost or stolen items.

*The groups of individuals listed below must have the following to enter the Aquatic and Recreation Facilities:

UTC Campus Recreation requires a membership to utilize all of our wonderful amenities. Amenities include (but not limited to): access to the 14,000 square feet Aquatic and Recreation Center, Mac gym, the Racquet Center, the intramural fields and challenge fields. UTC Outdoors equipment rentals and trips, ARC Fitness personal training and participation in Intramural sports.

For membership questions, visit the Campus Recreation main office or call 423.425.4213. Go to [http://www.utc.edu/campus-recreation/memberships/arc-membership.php](http://www.utc.edu/campus-recreation/memberships/arc-membership.php) for all membership types.

Valid UTC Mocs Card or Campus Rec Card is required for each membership listed below:

- Student Membership (current student)
- UTC Faculty and Staff
- Moc One (over 18 years that lives with a member)
- Aqua Moc (under 18 years to use Aquatic facility only)
- UTC Affiliates
- UTC Alumni
- Retired UTC Faculty and Staff

There is a limit of one guest per valid member. Guests must be accompanied by their sponsor at all times. Guest fees are applicable. Guests must register at the service desk prior to using any facility.

No one under 18 years of age may be in any recreation area except the pool. Recreation Fields and Recreation Complexes (Intramural Complex, Club Sports field) are for the use of UTC students and all other authorized members of the University community (members and invited guests). These fields must be reserved in advance to enter. The fields are closed during any inclement weather events.

Participants’ Code of Conduct

Participation in recreation centers and Campus Recreation programs is a privilege. All participants in ARC programs or who utilize The ARC facility agree to adhere to the following Code of Conduct:

**Participants’ expectations:**

- Treat the staff and facilities with respect.
- Act with character and courtesy while respecting the rights, welfare and dignity of all participants and staff.
- Adhere to the rules & policies set forth by Campus Recreation staff and the University
- Act in a safe, responsible manner regarding yourself and others.

All users are expected to adhere to the policies and procedures as well as UTC rules and regulations. Lack of cooperation in adhering to the rules governing the center and its programmed activities will result in administrative action and possible disciplinary action, including removal from the center and/or cancellation of facility use privileges.

Club Sports

The University sponsors clubs in recreational activities under the direction of Campus Recreation Department. These sports clubs must be registered as a student organization. In addition, they must meet criteria set forth in the student handbook as well as criteria established by the Campus Recreation Department.

Club Sport activities can be competitive, recreational, or instructional and may include intercollegiate competition and tournament play. Participation in club sports is strictly voluntary and is meant to be a learning experience for all members involved. The primary goal of the UTC Club Sport Program is to produce "student-lead, student-run" organizations that enhance participants’ teamwork and leadership abilities while also maintaining a safe, fun, and friendly environment for all.

Fitness Programs

Personal training is offered to all students, faculty, staff and all ARC members. This service is offered though campus recreation but must be purchased and is only allowed by trained campus recreation trainers only. Go to [http://www.utc.edu/campus-recreation/fitness/personal-training.php](http://www.utc.edu/campus-recreation/fitness/personal-training.php) for all personal training options.

When participating in physical activity, understand that you are exercising at your own risk. All rules and regulations must be followed at all times and are posted for participant convenience. Participants must respect all fitness equipment and utilize it in a safe manner at all times.

The Campus Recreation fitness department also consists of a full group fitness class program offering 40+ classes each week during the Fall and Spring semesters. These classes include Spin Cycle, Zumba, P90X and Insanity, MMA Self Defense, Cardio Sculpt, Belly Dancing, Yoga and many more. Beginners are always welcome in group fitness classes.

Aquatics Programs

No swimming in any UTC pool without a lifeguard on duty. The aquatics programs offers classes for learn to swim, aqua fit, and lifeguarding to all students, faculty, staff and all ARC members and this service is offered though campus recreation by highly trained instructors.


All rules and regulations must be followed at all times and are posted for participant convenience. Participants must utilize the aquatics facilities in a safe manner at all times.

Outdoors Program

All rules and regulations must be followed at all times.

Outdoor equipment may be rented, must be returned at agreed date/time, understand that you are renting at your own risk. Participants must respect all outdoor equipment and utilize it in a safe manner at all times.

Intramurals

Intramural activity programs sponsored by the Campus Recreation Department on the UTC campus encourage students to manage, direct, and participate in physical activities as part of the learning process. Students may participate as individuals in some sports or as part of a team through fraternity, sorority, or independent organizations. Competition is keen with the winners receiving awards to document their accomplishments. Intramural activities include badminton, basketball, flag football, golf, inner-tube basketball, racquetball, softball, swimming, tennis, track, volleyball, wrestling, table tennis and indoor soccer. The Intramural Office is located in the Aquatic and Recreation Center. Office hours are 12 - 6 p.m., Monday-Thursday. The telephone number is 423-425-5987.
MocsNet Accounts

All students are provided a UTC MocsNet account for access to email, the Internet, online class resources, and student self-service for registration, billing, and grades, library databases, and more. By logging onto the UTC website at www.utc.edu, you are able to register for classes, review grades and reports of academic progress, financial aid information. Your UTCID (username) should be printed on your MOCs identification card. If you don’t know your password, go to MocsNet and click on “Forgot Password.”

Acceptable Use Practices

Use of UTC’s network and computing facilities must be in accordance with the Acceptable Use Practices found at www.utc.edu/aup. In keeping with this policy, any computer or networked device which creates excessive traffic or otherwise interferes with the operation of the network may lose access until the problem is corrected. The most common reasons for violations are peer-to-peer file sharing (typically music or movies) and infected computers attempting to propagate viruses or spam.

Email

The UTC email account is an official means of communication between the University and its students. You are expected to check your email account regularly for University communications. Students may use the UTC account for personal communication at their discretion.

Internet Access

High-speed Internet access is provided in all buildings, including residence halls. Wireless Internet is available on campus and in the dorms (see www.utc.edu/information/technology for more information). To access the Internet from a computer, students must have an approved antivirus installed and keep the computer’s operating system current with the latest security updates. All devices that connect to our network must be registered. Students using the network are not allowed to use peer-to-peer programs that capture packets, do port scanning or any other programs that spread malicious code as outlined in the Acceptable Use Practices.

Online Class Resources

UTC Learn is a web-based course management system that allows faculty and students to access course materials and content. Faculty may use the system to deliver handouts, conduct online discussions, give tests, post grades, and as a way for students to turn in papers electronically. Students may contact their fellow students, work in groups on projects and email their instructors. For access, use your UTCID and password to log onto utconline.utc.edu. Ask your professor for specifics about the use of the system for particular classes. Help is available on the website or you may call the IT Solutions Center at 423-425-4000.

IT Solution Center (ITSC)

The IT Solutions Center provides a single point of contact to assist UTC faculty, staff, and enrolled students with IT delivered services and IT related issues. The ITSC consists of both student workers and experienced full time staff to provide solid IT solutions and reliable support. Whether you need help with campus WiFi, Microsoft Office, or you have a problem with your PC, our trained experts have the answers you need. Any of our support techs can assist you in finding the perfect service to keep your computer running smoothly.

Visit http://utc.edu/itsc for location, hours and other helpful information or call us at (423) 425-4000. On campus phones call 4000.
UTC DINING SERVICES

UTC Dining Services puts students first pursuing our mission to deliver experiences that enrich and nourish lives. At UTC dining, we continuously strive to deliver the highest quality, most nutritious and convenient dining services available.

The Mocs Card is the most efficient way to purchase food on campus; it can be used at the University Center Food Court, Crossroads Dining Hall, Java City or at our convenience stores.

All individuals living in UTC housing are required to participate in a dining membership plan during Fall and Spring Semesters. The dining membership may be used to make purchases at any of the dining locations.

UTC Catering Services offers complete catering services for anyone on campus, including staff, faculty, students, and administrators. Our Catering Department can develop a menu to meet any occasion.

Dining Services is an employer of choice offering on-campus positions suitable for student schedules each semester. Check our website to view and apply for current openings.

Twitter: @UTCDining  Instagram: @UTCDining  www.UTCDining.com
Office: (423) 425-4200  Fax: (423) 425-4070  Catering (423) 425-4200