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## ORIENTATION

### **Student Life**

**Phone: 205-665-6565**

**Webpage: [www.montevallo.edu/orientation](http://www.montevallo.edu/orientation)**

The University provides a program of orientation and course registration for freshmen and transfer students. New students are required to participate in an orientation session before registering for classes.

The orientation program provides students an opportunity to better understand individual capabilities and limitations, to explore interests and to become familiar with the campus and facilities.

Orientation sessions for new students are held at designated times during the spring and summer, and an extended orientation (Orientation Welcome Weekend) is held prior to the fall semester. Students beginning in the spring or summer terms must attend a one-day session in December or January and May respectively. Fall semester freshmen and transfer students may indicate preference for the orientation session they prefer to attend in April, June or July.

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## POLICIES

**Webpage: [www.montevallo.edu/policies](http://www.montevallo.edu/policies)**

UM policies are available in all major offices on campus including the Office of the Vice President of Enrollment and Student Affairs and Office of Human Resources. UM policies are also available on the University of Montevallo webpage under Policies.

## POSTING AND CHALKING REGULATIONS

- When posting in any area, local regulations supersede those set by the Student Life Office. It is the responsibility of the organization/individual initiating the publicity to comply with all campus regulations.
- Students wishing to post advertisements and notices in buildings are urged to check with the appropriate college or department administrative assistants for rules governing posting in that building or area.
- In order to post in the Residence Halls, you must first obtain approval through Housing and Residence Life in Main Hall (205-665-6235). They will stamp approved postings, and any item that does not have the official approval stamp on it will be removed.
- Do not place flyers on car windshields or vehicles parked on campus. The cost of removal will be assessed to your organization.
- Flyers and posters must be confined to bulletin boards and designated posting areas. Posting on walls, windows, doors, sidewalks, fences, buildings and grounds is strictly prohibited, and all publicity placed there without approval from the Student Life Office will be removed.
- There may be only one poster or flyer publicizing a given activity per bulletin board.
- Posters must be removed within 48 hours of the completion of the event.
- Activities which are open to members and non-members of the organization may be publicized through general advertising media. However, notification of a meeting or event that is open

only to organization members should be made by email or by announcement at meetings. These postings are not allowed.

- Organizations may not co-sponsor an event or display any advertising on or off campus with an alcohol distributor.
- Alcoholic beverages or illegal drugs may not be implied, stated or pictured in organization advertisements.
- All publicity is expected to be in good taste.
- Flyers may be posted on the digital signage. They should be emailed to [cmoore16@montevallo.edu](mailto:cmoore16@montevallo.edu) in landscape format, saved as a jpg. The measurements of the digital flyer should be 1920 by 1080 pixel resolution or 16:9 aspect ratio. Please send advertisements in a timely manner.
- Posting hints: Be sure posts answer what, when, where and why, and be sure to include the sponsoring organization's name or logo on the post.

The following applies to all chalking on campus:

- Do not chalk under any overhang or breezeway, as it takes a very long time to wear away.
- **Chalking on buildings or walls is STRICTLY PROHIBITED**, as they are very difficult to clean.
- Organizations that violate this will be responsible for any costs associated with removal.

## POST OFFICE BOXES

### **Farmer Hall, First Floor**

**Phone: 205-665-6571**

Each residential student is assigned a mailbox in the University post office. This is necessary so that students can receive important University communications. A student is held responsible for all announcements, requests and/or time-sensitive information delivered to their University address. This service is free.

The post office is located in the bottom floor of Farmer Hall. Stamps may be purchased at the window Monday through Friday from 8 a.m. to 4:30 p.m. P.O. boxes are provided for all residential students. Express mail, COD and money orders are available at the downtown U.S. Post Office.

## PREGNANT AND PARENTING STUDENTS

The University is dedicated to supporting the academic success of pregnant and parenting students. This includes prohibiting discrimination against pregnant and parenting students in all academic, educational, extracurricular, athletic and other programs or activities.

Pregnant or parenting students needing assistance with appropriate Title IX accommodations can contact the Title IX Coordinator, Tony Miller, Jr. at 205-665-6020. Please visit [www.montevallo.edu/pregnant-parenting-right-protections-and-procedures](http://www.montevallo.edu/pregnant-parenting-right-protections-and-procedures) for more information.

Breastfeeding students may request access to the University's lactation room, located in Ramsay Hall by contacting the Title IX Coordinator, Tony Miller, Jr. at 205-665-6020.

Although healthy pregnancies without complications are not considered a disability covered within the Americans with Disabilities Act (ADA), complications or other medical issues that may result from pregnancy may be covered. An expectant student needing temporary accommodations for a medical situation related to pregnancy, including preferential parking, may contact the Disability Support Services Office at 205-665-6250 for assistance and documentation guidelines.

## PROTECTIVE ESCORT SERVICE

### **University Police**

**Phone: 205-665-6155**

The protective escort service is an on-campus service to provide protective escorts for members of