

# **OFFICIAL UNA CORRESPONDENCE & RESPONSE TO ADMINISTRATIVE NOTICES**

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The University of North Alabama's official communication vehicle is UNA Portal (accessed through the homepage <http://www.una.edu>). This communication includes email, student billing, financial aid notification, viewing grades, campus- wide notifications (including emergencies), and administrative notices. Notices or requests for students to report to an administrative office must be responded to immediately. Such notices are sent only when matters of urgent business or necessary information are involved. A delay in contacting the office concerned may result in a violation of the Code of Student Conduct for Failure to Comply.