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ACADEMIC COLLEGES

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<thead>
<tr>
<th>College</th>
<th>Website</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Allied Health Professions</td>
<td>southalabama.edu/alliedhealth</td>
<td>(251) 445-9250</td>
</tr>
<tr>
<td>College of Arts &amp; Sciences</td>
<td>southalabama.edu/artsandsci</td>
<td>(251) 460-6280</td>
</tr>
<tr>
<td>Mitchell College of Business</td>
<td>southalabama.edu/mcob</td>
<td>(251) 460-6419</td>
</tr>
<tr>
<td>College of Education &amp; Professional Studies</td>
<td>southalabama.edu/coe</td>
<td>(251) 380-2889</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>southalabama.edu/engineering</td>
<td>(251) 460-6140</td>
</tr>
<tr>
<td>College of Medicine</td>
<td>southalabama.edu/colleges/com</td>
<td>(251) 341-3030</td>
</tr>
<tr>
<td>College of Nursing</td>
<td>southalabama.edu/con</td>
<td>(251) 445-9400</td>
</tr>
<tr>
<td>School of Computing</td>
<td>southalabama.edu/soc</td>
<td>(251) 460-6390</td>
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</tbody>
</table>

PARTNERSHIP FOR SUCCESS

The University of South Alabama is committed to establishing and maintaining a sound relationship with family members. This handbook is designed to help familiarize families with the University and provide information about campus services and programs. We view our role as partners in your student’s success and hope this handbook will assist with:

**Being Informed.** Family members can help their student by being informed about the programs, services, and activities the University of South Alabama offers.

**Communication.** One of the best things family members can do for their student—whether it's homesickness, academic problems, roommate difficulties, or something else—is to ask them, “What are you doing to resolve the situation?” and encourage them to try and handle it. Learning to do this builds self-esteem and gives students a sense of control over their environment.

**Understanding Campus Culture.** Family members can support the University’s efforts in holding students accountable for their behavior, when the facts warrant it. There are two sides to every story. The only request is that family members give the University the chance to work with students to resolve issues they may face. USA works to be as thorough and consistent as possible in our application of policies, but we know that parents may want to solve their student’s problems for them. Of course we encourage parents to be supportive of their son or daughter, however, the student must take the lead responsibility for resolving issues.
**Letting Go**
Like most changes or transitions that produce personal growth, moving away to college may bring pressures, stresses and challenges—for both students and their parents. During this time, some of the most important life transitions occur. For students, effective adjustment to college requires coping with feelings of loss when moving away from home and finding new friends and relationships. Effective time management and caring for self can also be challenging for many students. Support from parents and family is critical to a student’s successful transition to college.

**Leaving Home**
The initial separation of moving away to college can evoke many feelings. When a student leaves home, a number of things are left behind: the familiarity of one’s house, room, friends, parents, school, etc. Divestment from these things and people must occur so that the individual can invest in college life. For students, potentially positive involvement in campus life, activities, experiences and friends may be accompanied by anxiety, a temporary sense of loss of self and confusion (or even chaos). The associated inner conflicts are sometimes conscious, but more often they are not.

**Listening**
Parents who actively listen will usually allow their student to express underlying feelings, providing the parents with a better understanding of the feelings behind the behaviors. Ongoing communication between parents and students supports the young person’s ability to make more positive and effective adjustments.

It can be difficult for parents to allow their child to “work through” a problem situation. However, each time individuals find a solution to a problem, it can enhance their self-confidence and teach them important life lessons. Many young people today possess a great deal of knowledge, but developing problem-solving skills allows them to translate that knowledge into making thoughtful and wise decisions.

**Identity Development**
The major task of early adulthood is to develop meaningful relationships with others, and this requires a certain amount of experimentation and rejection of parental values. The apparent rejection of parental advice by college-age adults may be difficult for parents to accept. Parents may feel frustration and anxiety during these times and attempt to “regain control” or to withdraw emotionally from sons or daughters. Remember that some degree of exploration and testing of new ideas is required for the development of a clear self-image. It also may be reassuring to remember that most children will re-embrace the majority of their parents’ values.
Competition
Entering freshmen must also deal with a higher level of competition. Students may experience either academic or interpersonal failures for the first time. Parents should not try to protect their children from experiencing failure. Learning how to fail and how to rebound are very important lessons for individuals.

New Relationships
A second major task of adolescents and young adults is to develop significant relationships. During the college years, these relationships may be romantic or otherwise. Some will be lasting and others will not. Relationships developed during college are important to the student’s feeling of acceptance by his or her peer group. These relationships can provide a source of social support during times of stress.

Residence Life
Throughout the first year, tensions may develop between your son or daughter and his or her roommate. It is always an adjustment to learn to live with someone else. Few students have shared a room at home, and whether their new roommate(s) were strangers or friends prior to living together, conflicts will occur. Living in the residence halls provides students with an opportunity to recognize, accept, and adjust to individual differences.

Stressed Out
Your son or daughter will begin making adjustments as soon as he or she arrives on campus. Freshmen identify the first month at college as the most stressful time during their first year. During this time, they may make frequent calls home. Your son or daughter may even expect you to know that he or she is lonely and, therefore, to know when to call (by reading his or her mind). Parents can be most helpful by listening actively and empathetically to students’ concerns. Stay calm; listen for the feeling the student is attempting to express and try to understand it before responding. In surveys at universities across the country, the most common areas of concern included:

- Dealing with emotions/feelings (loneliness, depression, anxiety, alcohol, etc.)
- Stress (social, family, time management, etc.)
- Health issues (colds/flu, exercise, nutrition, sleep, etc.)
- Interpersonal conflicts and relationship difficulties
- Academics
Parents can help students get through a particularly tough time by mailing a special letter or package and offering their support.

Some helpful suggestions include:

- Maintain contact with your college student, but don’t over-identify or try to over-control them.
- Be available to listen. Your primary role during this stage of development is to act as a sounding board and guide by reflecting the young person’s thoughts back to him or her and allowing that person to reach his or her own conclusion.
- Give specific advice only when asked and don’t feel rejected when your advice is questioned. This is normal! Allow for learning by trial and error when possible.
- Encourage and be positive when possible. Do not use guilt or threats.
- Be a good role model.
- Empathize and encourage.
- When these suggestions do not appear to be helping, suggest campus resources and/or contacts such as resident assistants, deans, professors, Student Health Center and the Counseling and Testing Center.

Holidays at Home
When freshmen return home on weekends, holidays and summer breaks, they often practice new behaviors and express new ideas within their old environment. Parents may feel that their child should be excited to see them and spend time with them. Most students will be excited to see you for the first 24 hours, but then the excitement may wane. Even sleeping late may be viewed negatively by parents, but coveted by exhausted freshmen.

Freshmen may identify holidays and the first summer home as stressful because they are again subject to rules and regulations of the home. While at school, they come and go as they wish and set their own limits. Some feel that they are forced to return to a child’s role. Students may find this adjustment difficult. Both parents and students should be aware of these issues. Hopefully, each will be able to discuss the expected rules and regulations associated with time spent at home during breaks.

Personal Family Changes
Most parents of freshmen are at or near midlife. Many are experiencing their own midlife changes or even crises. Family stability is important to most students during the process of separation and independence. For more information and resources about the college transition for students and families, call the USA Counseling and Testing Center at 251-460-7051.

*Adapted from “Thoughts and Suggestions for Parents of First-Year College Students,” John W. Green, M.D., professor of adolescent and young adult medicine, Vanderbilt University.
Student Financial Services

Your education is one of the most important investments you’ll ever make. Knowing what costs to expect, how things like a major or housing options may impact that cost, and what funding options are available is key to navigating your journey. College costs should never be a barrier to opportunity. At South, you have options!

 Regardless of the level of financial resources you may have, knowing how best to manage those resources (as well as identifying new ones!) can help you succeed in college and lead you on the path to making wise financial choices throughout your life.

The Division of Student Financial Services (SFS) understands how complex the world of financial aid and educational expenses can appear. We are committed to offering students support in meeting their financial obligations, understanding the policies of the institution, understanding how to budget for the now AND plan for the future, as well as navigate the everyday college experience. We strive to provide exceptional customer service in a confidential environment while making the student experience as accessible and as seamless as possible.

SFS is composed of four primary offices – Financial Aid, Scholarship Services, Student Accounting, as well as a shared model in the USA One Stop. We also offer a student support program in South CARES.

**Office of Financial Aid**
Meisler Hall Suite 1200  
Ph: (251) 460–6231  
finaid@southalabama.edu

**Office of Scholarship Services**
Meisler Hall Suite 1225  
Ph: (251) 461–1958  
scholarships@southalabama.edu

**Office of Student Accounting**
Meisler Hall Suite 1300  
Ph: (251) 460–6195  
studentaccounting@southalabama.edu

**USA One Stop**
Meisler Hall  
Ph: (251) 341–4872  
onestop@southalabama.edu
Student Academic Success

Student Academic Success supports the mission of the University by offering, supporting, and assessing programs and services designed to improve student academic success, including but not limited to retention and graduation. The following offices and programs fall under Student Academic Success: Academic Advising & Transfer Services, Career Services, Center for Academic Excellence, freshman learning communities, the university first year experience courses, and the USA Scholars Initiative, including our Earn Back program. For more information visit southalabama.edu/sas.

**Academic Advising & Transfer Services**

Academic advising is the process where students obtain the critical information they need to make thoughtful decisions about their college career, such as deciding upon a major or solving any roadblocks they may encounter along the way. An academic advisor’s purpose is to encourage students to develop as self-directed learners and decision makers. Finally, good academic advising supports the mission of the University of South Alabama through encouraging student academic success and persistence towards graduation. For more information visit southalabama.edu/fyac

**Academic Advising and Transfer Services**
(251) 341-4017  
aats@southalabama.edu

**Career Services**

USA Career Services is committed to providing Jaguars competitive career development opportunities throughout their time at the University of South Alabama and beyond. Our team is dedicated to seeing your student succeed in their education and career. We help students explore careers & majors, gain practical-related experience prior to graduation, and prepare them for their professional careers and graduate or professional school plans. We’re here to help create a path for your student’s future. For more information visit southalabama.edu/careerservices.

**Career Services**
(251) 460-6188  
careerservices@southalabama.edu

**Center for Academic Excellence (CAE)**

The Center for Academic Excellence (CAE) is an important part of the Student Academic Services team and offers a variety of academic resources. We are committed to helping students reach their academic goals by offering free peer tutoring and mentoring to enhance their learning. These services are provided by trained JagPALS, Peer Academic Leaders, who maintain at least a 3.0 GPA, have recommendations from faculty and staff, and make A’s in the course.

**Center for Academic Excellence**
(251) 460-6480  
cae@southalabama.edu
In addition to resources provided through Student Academic Success, some departments offer tutoring to support their courses. Our tutoring partners may include:

- **Math Lab Tutoring** — The Math Lab offers additional help for students in MTH 100. Trained Math Tutors are available in the Lab throughout the week.

- **Math & Statistics Tutoring** — The Math & Statistics Department offers tutoring for students in MA125/126.

- **Physics Tutoring** — The Physics Department has tutoring available each semester, including summer.

- **Engineering Tutoring** — Tau Beta Pi Honor Society offers tutoring for Engineering students.

- **Computing Tutoring** — Association for Computing Machinery (ACM) offers tutoring for Computing students.

- **Foreign Language Tutoring** — The Foreign Languages Department typically offers free tutoring in French, German, Russian and Spanish during Fall and Spring semesters.
Student Services
The Division of Student Affairs is responsible for that part of the student's total educational experience which takes place outside the formal classroom program. Among its responsibilities are Student Center, student activities and recreation, student organizations and programs, disciplinary actions, special student services, community service, personal counseling, multicultural student affairs, and testing services. In addition, programs such as the Student Government Association give the students a responsible voice in the governance of the University. The telephone number to Student Affairs is (251) 460-2617.

Student Disability Services
The University offers special services to students with disabilities. Students requesting services must submit documentation regarding the disability to the Student Disability Services Office prior to receiving services. Reasonable accommodations are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. Please see below for contact information for this department:

Student Disability Services
Ph: (251) 460-7212
disabilityservices@southalabama.edu
320 Student Center Circle, Suite 19

Counseling and Testing Information
The University Counseling and Testing Center’s mission is to provide high quality counseling, testing, outreach and consultative services to the University community. The staff strive to facilitate the academic, emotional, social, and career development of students. The University Counseling and Testing Center provides confidential, free counseling and crisis intervention services to eligible USA students and consultation and outreach services to members of the USA community. Please see below for contact information for this department:

Counseling & Testing Center
Ph: (251) 460-7051
counselingservices@southalabama.edu
300 Student Center Circle

Multicultural Student Affairs
The Office of Multicultural Student Affairs is committed to providing programming for cultural awareness, coordinate efforts to increase the retention of minority students, encourage minority students to participate in all aspects of campus life, and provide leadership development for aspiring student leaders. Please see below for contact information for this department:

Multicultural Student Affairs
Ph: (251) 460-6895
omsa@southalabama.edu
Student Center Suite 120
USA Police Department
The University of South Alabama Police Dept. exists to meet the unique law enforcement needs of the university community. The Department is led by a Chief of Police and reports to the Executive Vice President of the University. The department is comprised of sworn law enforcement officers, civilian support staff, and student assistants. All sworn University Police Officers are considered state law enforcement officers with full arrest powers as provided by Alabama State Law (Tit. 16-55-10), and have been certified by the Alabama Peace Officers Standards and Training Commission. The Department’s primary mission is to provide a safe environment so the University can fulfill its educational purpose. The Department offers crime prevention programs throughout the year and is responsible for enforcing all state criminal and traffic laws, as well as the policies of the institution.

Everyone plays a role in safeguarding the campus community. Please report all crimes or suspicious activity to the University Police immediately, 24/7. Students can also file a report in person at Police headquarters which is centrally located in the residential area of campus, in the Beta/Gamma Commons Building.

Learn about crime prevention programs, fire safety, emergency/evacuation procedures and relevant campus safety policies by reading the Annual Security and Fire Safety Report. This report, which also contains crime and fire statistics, is updated annually by October 1st in accordance with Federal law. You can read and print the electronic version of this report at: www.southalabama.edu/departments/police. You may also request a paper copy at the University Police Dept. Headquarters. If you see something, do something! Please see below for contact information for this department:

“If you See Something, Text Something!”
(251) 219-0219

USA Police Department
Ph: (251) 460-6312
police@southalabama.edu
290 Jaguar Blvd.

JagTran
The University of South Alabama’s campus transportation system, JagTran, was created to provide easy, safe, and efficient transportation for USA students, employees and visitors. Some JagTran vehicles run continuously throughout the day on the main campus. No tickets, money, or reservation are needed. Students will park their cars in color-coded lots, which they choose, and then walk or ride JagTran. Please see below for contact information for this department:

Transportation Services
Ph: (251) 460-7735
transportation@southalabama.edu
301 Stadium Drive
Student Activities & Greek Life
Over 200 professional organizations, departmental organizations, Greek organizations, special interest clubs, religious groups, and honor societies are active at the University. These organizations represent a wide variety of disciplines and interests and provide an opportunity for every student to get involved. Please see below for contact information for this department:

Student Activities
Ph: (251) 460-7003
activities@southalabama.edu
Student Center, Suite 101

Student Media
The student newspaper, The Vanguard, is distributed free to students. It is also under the direction of a board of representatives from the Student Government Association, The Vanguard, faculty, media services, and public relations. JagTV is USA’s student television station seen throughout the campus on the University’s closed-circuit cable system. The Prowl is USA’s student led radio station and can be heard playing on and off campus. Due South is USA’s student led award winning magazine and is distributed on campus. Please see below for contact information for this department:

Department of Communication
Ph: (251) 380-2800
usaonlinestudent@southalabama.edu
6021 USA Drive South

USA Housing
Students have a substantial number of choices to choose from when it comes to on-campus housing. Whether a student’s plans include taking classes the entire academic year or simply during the spring or summer semesters, they can find housing on-campus. South’s 33 residence halls can be found on the west side of the main campus divided into 7 residential communities that are home to approximately 2,500 residents. South students who live on campus say it’s definitely the best choice for getting involved, making friends, and staying on top of studies. Research shows that students who live on campus have a higher GPA and graduation rate along with a greater sense of belonging. Consider the benefits and please see below for contact information for this department:

- Be steps away from everything — classes, dining, library, rec center and athletic events.
- Meet dozens of fellow students through numerous activities and programs.
- On game days, you’re steps away from our brand new stadium!
- Everything’s included — plus no security deposit! Furniture, utilities, laundry, mail, designated parking, Internet and cable TV.
- USA’s dining plans reduce time spent shopping, cooking and clean up.
- Academic year contract — no commitment to stay for summer unless you want to.
Care Packages
Share your love and support all year long with the University of South Alabama care package program. A care package is the best way to remind your student that Mom and Dad are thinking of them on a birthday, a holiday, and during final exams. A care package says it all. Each of our care packages are loaded with all of your student’s favorite snacks, including fresh baked cakes or cookies, fresh fruit, candy bars, and more! The best part is that you can include your own personal note to your student in every package. Don’t just show them how much you care, tell them!

Housing
Ph: (251) 341-4663
housing@southalabama.edu
251 Delta Loop

USA Dining
USA Dining offers a wide variety of food and convenient services across campus. These services are designed with the student’s needs in mind, providing flexibility and convenience to meet their demanding schedules. All students living in University housing are required to have a meal plan. Other meal plan options are available for faculty, staff, and commuter students. Please see below for contact information for this department:

- Eat:
  - Living where you learn means that eventually, you’ll need to eat. With the dining experience at South you’ll never have to worry!
- The Meals:
  - The meals portion of each meal plan is available at the Fresh Food Company, South’s all-you-care-to-eat dining location. The Fresh Food Company is located on the 2nd floor of the Dining Hall adjacent to the residential communities.
- The Bucks:
  - Bonus Bucks supplement your meal plan and are accepted as payment at all USA Dining locations. Unused Bonus Bucks roll from fall to spring but expire at the end of the spring term.
- How it Works:
  - Once you have a meal plan, your Student ID works like a debit card. Just swipe your card and the amount is deducted each time there is a food service transaction

Dining
Ph: (251) 460-6296
dining@southalabama.edu
350 Campus Drive

USA Bookstore
The USA Campus Bookstore is your source FOR ALL THINGS SOUTH. At the bookstore you will find new, used and rental textbooks, student supplies and Jaguar apparel. The bookstore has a full assortment of PC laptops and merchandise. Visit us on-campus in the Student Center and online at www.southalabama.bncollege.com. Please see below for contact information for this department:
USA Mail Hub
The University of South Alabama Mail Hub is located on Center. The Mail Hub is a copy, print pack and ship center University Intra-Campus Mail, it also offers shipping, shipping supplies, etc. There are no mail deliveries therefore, all students living on campus are required mail. Payment for this box is included in the housing contract. box (residential OR commuter) must visit the USA application to receive a mail box number. Please see below for contact information for this department:

USA Mailhub
Ph: (251) 414–8191
mailhub@southalabama.edu
350 Campus Drive

Career Services
Career Services provides comprehensive career planning including assistance with exploring careers and academic majors, gaining real-world work experience through co-ops and internships, and obtaining permanent employment and planning for graduate/professional school. Please see below for contact information for this department:

Career Services
Ph: (251) 460–6188
careerservices@southalabama.edu
390 Student Center Circle
Meisler Hall 2100

Student Health
The Student Health Center is available during each semester to all students actively enrolled in the University. All first-time entering students born after 1956 must provide proof of adequate immunization against measles, mumps and rubella (MMR) and answer a TB Questionnaire. All students living in University Housing are also required to have the Bacterial Meningitis vaccine (within the last five years). Please see below for contact information for this department:

Student Health
Ph: (251) 460–7151
studenthealth@southalabama.edu
5870 Alumni Drive

Campus Recreation
The USA recreation program provides structured intramural activities, fitness activities, the Student Recreation Center, open recreation opportunities, outdoor recreation and sports clubs, all of which allow students to develop lifetime patterns of healthful living. In addition, through their involvement in positive recreational programs, students will meet people in a relaxed, friendly atmosphere. Please see below for contact information for this department:

Student Recreation Center
Ph: (251) 460–6065
src@southalabama.edu
51 Jaguar Blvd
What to Expect in the First Year of College

August/September
- Leaving for college
- Excitement
- Testing new-found freedom
- Frequent calls and visits home
- Anxiety about roommates, professors, classes
- First exams

October
- Roommate problems begin to arise
- Questioning: “Do I fit in here?” “Can I make it?”
- Midterm Exams
- Relationships from home remain strong
- Homesickness and loneliness

November
- Consequences of decision-making experienced
- Many exams and papers due before Thanksgiving
- Excitement and/or anxiety regarding going home for Thanksgiving

December
- Anxiety over preparations for finals
- Sadness about leaving new relationships
- Doubts about academic competency

January
- “Fresh start” mentality sets in with new term
- Satisfaction/disappointment/excitement with fall term grades
- Homesickness
- Relief being away from home and back at school
February
- Winter blues
- Midterm exam stress
- Challenges with relationships back home

March
- Finding roommate(s) for next year
- Excitement and/or disappointment regarding Spring Break plans
- Midterm exams

April
- Questions about what they have or have not been able to accomplish during the year
- Concern over declaring a major
- End of term pressure

May
- Final exam anxiety
- Apprehension about returning home for summer
- Concern over summer employment
- Sadness over leaving new friends and/or relationships
- Realization of how college influences life decisions
What USA Parents Should Know

**Academic Advising**
While attending the University of South Alabama, students are assisted and advised by faculty, as well as academic advisors in each school or college. All new students are assigned an academic advisor within the particular school or college to which they have been admitted. The advisors help students map out their chosen program of study, narrow their choice of a minor and inform them of requirements yet to be fulfilled.

**Class Registration**
Registration (making course selections and enrolling in classes) occurs prior to the beginning of each term. All students register utilizing USA's Personal Access Web System (PAWS) at paws.southalabama.edu.

**Student Records**
The University of South Alabama maintains records and data relative to the individual student to facilitate the educational process of the student and to assist in the administration of student needs by the University. The University of South Alabama complies with the rights of privacy and access to the educational records of the student as set forth in the Family Educational Rights and Privacy Act (FERPA) of 1974.

**Grades**
A grade-point average is used to determine standing in class, eligibility for graduation, and eligibility for any honors. It also serves to qualify the student for continuation in good standing and for decisions pertaining to probation and dismissal, continuation of scholarships and other matters. The University of South Alabama uses a traditional grading scale, with an A = 4.00, B = 3.00, C = 2.00, D = 1.00 and F = 0.00. Grade reports can be found at the end of each semester online via PAWS. Grade reports are no longer mailed.
Minimum Grade-Point Average
A student must earn a minimum grade-point average (GPA) of 2.00 (an average grade of “C”) based on all course work taken at the University of South Alabama. Students enrolled in the College of Education must have a minimum grade-point average of 2.20 (2.50 grade-point average for teacher certification). Grades in pass-fail (S/U) courses do not carry quality points and are not used in determining the grade-point average.

University E-mail
Each student admitted to the University of South Alabama is assigned a free, permanent, official University e-mail address (@jagmail.southalabama.edu). Most changes in University policies and official University correspondence will be transmitted via the student’s official e-mail account. Instructors must also utilize this address to communicate with students. Students are responsible for regularly reading e-mail sent to this address. The official University e-mail address cannot be changed, but students may elect to have official mail forwarded to any other personal e-mail address. To activate your jagmail account, select that link on the University’s PAWS web site at paws.southalabama.edu.

Semester System
Terms normally consist of fifteen weeks of class followed by a final examination week. In some programs of study, courses may be scheduled for parts of terms different from a complete semester. Usually, one semester credit hour is awarded for each 50-minute lecture class per week or 2-3 hour laboratory or studio period. Quarter credit hours divided by 1.5 yield the equivalent number of semester credit hours.

Each hour of lecture usually requires two hours of outside preparation. Thus, a student carrying sixteen semester hours should be prepared to spend at least 48 hours in class and study per week.

Computer Access Requirement
All students enrolled at the University of South Alabama are required to have access to personal computer. This may be achieved by individual ownership, access to a family machine when residing at home, sharing with a roommate, or other suitable arrangements not dependent on University public computer laboratories. Student personal computer access must include a current version of word processing software appropriate to college-level work, access to the Internet, and access to the university’s e-mail system. Individual degree programs and specific courses may have additional requirements appropriate to curriculum needs.
**Attendance and Absences**
An individual is responsible for attending the classes in which the student is officially enrolled in (virtually or on-campus). The quality of work will ordinarily suffer from excessive absences. At the beginning of classes, instructors must define their policy on absences, and all cases of illness and emergency shall be promptly reported and verified to the instructor. For excessive absences (two or three consecutive class meetings) due to illness, death in family, or family emergency, the Dean of Students’ office should be advised. Be sure to check out our website for the most up to date information.

**Plagiarism and Cheating**
Plagiarism and other forms of cheating are academic matters; accordingly, no credit will be given for work in which they are involved. In addition, incidents of this nature may be reported to other appropriate authorities for further disciplinary action.

**Drug & Alcohol Policy**
The University does not permit the possession, consumption, or distribution of alcohol by an individual on any of its campuses and in any of its facilities without prior approval. Organizations may be permitted to have alcohol at events if permission is granted through the Office of Campus Involvement. The possession, consumption, and/or distribution of illegal substances without a medical prescription are forbidden. Violation of either policy is subject to both University administrative action and criminal prosecution.

**Tobacco Policy**
The use of all forms of tobacco and nicotine products and smoking on all property owned (structures, land and vehicles), and/or in the possession of, on (leased, and rented by) the University of South Alabama campus is prohibited. This policy is applicable for all students, faculty, staff, temporary/contract employees, contractors, patients and visitors.
Money Talk

Payment Deadlines
Payment can be made via cash, check or money order, Visa, MasterCard, American Express or Discover. Financial aid awarded student’s account or approval in the USA Credit Union Deferred Payment Plan is also applied as payment toward the semester tuition and fees. **Fall term balance is due in full by Tuesday, August 11, 2020.** If a student misses this deadline, he or she will be given an opportunity to re-register for classes. However, if a student’s schedule is canceled, there is no guarantee that his/her preffered classes will remain available. Students must pay the balance on their account in full in the Office of Student Accounting or online in PAWS.

Tuition Payment Plan
The USA Federal Credit Union Tuition Payment Plan is a low cost plan for financing 100% of tuition, fees, housing, and meals with equal payments over the term of the semester. A book allowance up to $750 is also offered. The Annual Percentage Rate is 12% (APR), and subject to change. In order to qualify for the tuition loan, a student must meet the Credit Union’s eligibility requirements and join the USA Federal Credit Union by depositing $25 into a share account. This amount will be returned to the student when the student no longer wishes to belong to the Credit Union. To secure a tuition loan for the semester’s fees, students should see a Credit Union Representative by the University of South Alabama’s balance due date. For more information, please call (251) 706-0255.

USA Bookstore Charges
Students will no longer have to wait until their financial aid balance is returned to them to purchase books. If a student has been awarded financial aid by the USA Office of Financial Aid and has excess funds after all tuition, fees, meals and housing have been paid, he or she may charge up to $1,500 (or the available balance, whichever is less) of books at the USA Bookstore. The Bookstore will have the available amount at checkout. Bookstore charges will be placed on the student’s account and covered by the financial aid disbursement. Financial Aid Bookstore charges run from August 2 - August 23. Bookstore charges should be available the next business day after 2 p.m. on the day the student registers during this time period.

Financial Aid Refunds
All refunds are handled by the Office of Student Accounting. If your financial aid award exceeds costs, you will receive a refund from the Office of Student Accounting. The refund can be distributed in two ways:

1. If you enrolled for electronic direct deposit (EDD) through the Office of Student Accounting, the refund will be deposited to the student’s checking account within 5-6 business days.
2. If you did not enroll in EDD, the refund will be mailed by the Office of Student Accounting to the student’s mailing address within two weeks after classes begin.
Institutional Scholarship Guidelines:

✔ Scholars must be enrolled full-time each fall and spring semester and earn 30 credit hours during the academic year. Students are highly encouraged to take, on average, 14-16 hours each fall and spring to stay on track for 30 hours. **Be aware that repeating a course for which you have already earned credit will not contribute credit hours toward satisfying the 30-hour requirement for the year.**

✔ Scholarship recipients must also maintain a minimum 3.0 cumulative institutional GPA (after the spring semester) to be eligible for renewal in subsequent years.

✔ If a student does not meet the renewal requirements at the end of the spring semester (i.e. had to withdraw from a course or GPA dropped below a 3.0), the student may enroll at USA, at their own expense, during the summer term to meet the requirements. The scholarship will be forfeited if renewal requirements are not met at the end of the summer semester.

✔ Institutional scholarships are applied typically towards the payment of USA tuition and fees. In some cases the award may also be used for USA Housing, USA Dining, and required textbooks at the USA Bookstore. Scholarships may have additional award specifics or restrictions – please review your award letter carefully for individual scholarship guidelines.

✔ Institutional scholarships are non-refundable.

✔ Institutional scholarship funds do not roll from term to term or year to year.

✔ Institutional scholarship funds may not be used for the summer term.

✔ All institutional scholarship funds must be used prior to the end of the add/drop period (typically the third day of classes).

✔ A maximum has been established for the total combined amount a student may receive from all USA scholarships and aid funded through the institution or matched with institutional funds (all scholarships are considered institutional unless clearly documented as external).

✔ Renewable scholarships will be reviewed at the end of the spring term, once all grades have been certified by the Office of the Registrar.

✔ Grade replacement requests must be completed and submitted to the Office of the Registrar at the end of the completing term and must be processed prior to the first day of the subsequent term.

✔ The USA Freshman Bay Area Scholarship is a one-year, non-renewable scholarship. Students receiving the USA Freshman Bay Area Scholarship must be enrolled full-time during the fall and spring semester, and earn 30 credit hours during the academic year.

✔ Student-athletes that participate in a head-count sport, for the University of South Alabama, receive athletic aid that covers 100% of their USA tuition and fees, room, board, and books. These student-athletes are not eligible to receive Institutional Scholarships.

✔ The institutional cap does not apply to scholarship recipients within the College of Medicine.

Please contact the Office of Enrollment Services with any questions regarding your Scholarship at (251) 460-6494 or enrollmentservices@southalabama.edu
Thinking about dropping a course?

Your student’s decision could impede progress towards finishing their degree, as well as carry financial consequences regarding tuition, fees, and books.

Encourage your student to talk before dropping a course.

✓ Students should talk to their professor.
  • Your student may have an opportunity to improve their grade.
  • They might not be doing as badly as they think.

✓ Students should talk to their academic advisor.
  • The course might be taught only once a year.
  • The course might be a prerequisite to a required course.
  • Your student might get out of course sequence, thus delaying their graduation.

✓ Students should talk to a Financial Aid representative.
  • Dropping a course could put your student’s scholarship, grant, or financial aid in jeopardy.

For more information about dropping a course, visit:
www.southalabama.edu/departments/registrar/registration_schedule_adjustment_policies.html
Now, more than ever, connection is critical.

Stay connected to all things South Alabama through a parent-membership in the USA National Alumni Association. When you join, you’ll receive access to members-only scholarship opportunities for your student, on-campus events at the new MacQueen Alumni Center, monthly email news and a wide range of money-saving new benefits.

Money-saving benefits include:

- Nationwide hotel, rental car and travel discounts including Disney, Universal Studios and SeaWorld resort and many more!
- USA Bookstore discount on Jaguar items and supplies (textbooks excluded)
- Discounts from Liberty Mutual Insurance
- Area retail and dining discounts

Visit alumni.southalabama.edu to learn about all of the benefits of joining your National Alumni Association, or call (251) 460-7084.