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## ACADEMIC COLLEGES

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<th>WEBSITE</th>
<th>PHONE</th>
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<tbody>
<tr>
<td>Pat Capps Covey College of Allied Health Professions</td>
<td>Interim Dean is Dr. Susan Gordan-Hickey</td>
<td>HAHN 3042</td>
<td>SouthAlabama.edu/alliedhealth</td>
<td>(251) 445-9250</td>
</tr>
<tr>
<td>College of Arts &amp; Sciences</td>
<td>Dr. Andrzej Wierzbicki</td>
<td>HUMB 118</td>
<td>SouthAlabama.edu/artsandsci</td>
<td>(251) 460-6280</td>
</tr>
<tr>
<td>Mitchell College of Business</td>
<td>Interim Dean is Dr. Alvin Williams</td>
<td>5811 USA South Dr.</td>
<td>SouthAlabama.edu/mcob</td>
<td>(251) 460-7167</td>
</tr>
<tr>
<td>College of Education and Professional Studies</td>
<td>Interim Dean is Dr. John E. Kovaleski,</td>
<td>UCOM 3600</td>
<td>SouthAlabama.edu/ceps</td>
<td>(251) 380-2889</td>
</tr>
<tr>
<td>College of Engineering</td>
<td>Dr. John Usher</td>
<td>SHEC 2114</td>
<td>SouthAlabama.edu/engineering</td>
<td>(251) 460-6140</td>
</tr>
<tr>
<td>College of Medicine</td>
<td>Dr. John Marymont</td>
<td>5795 USA North Dr.</td>
<td>usahealthsystem.com/com</td>
<td>(251) 341-3030</td>
</tr>
<tr>
<td>College of Nursing</td>
<td>Dr. Heather Hall</td>
<td>HAHN 3068</td>
<td>SouthAlabama.edu/con</td>
<td>(251) 445-9400</td>
</tr>
<tr>
<td>School of Computing</td>
<td>Interim Dean is Dr. Harold Pardue</td>
<td>SHEC 2101</td>
<td>SouthAlabama.edu/soc</td>
<td>(251) 460-6390</td>
</tr>
<tr>
<td>Honors College</td>
<td>Dr. Kathy Cooke</td>
<td>Seaman’s Bethel Theatre</td>
<td>SouthAlabama.edu/honors</td>
<td>(251) 461-1637</td>
</tr>
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## 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, 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, 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 thought 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 Students,” John W. Green, M.D., professor of adolescent and young adult medicine, Vanderbilt University.*
Education is one of the most important investments a student will 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 this journey. College costs should never be a barrier to opportunity. At South, you have options!

Regardless of the level of financial resources, students may have, knowing how best to manage those resources (as well as identifying new ones!) can help students succeed in college and lead them on the path to making wise financial choices throughout 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 navigating 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
(251) 460-6231
finaid@southalabama.edu

**OFFICE OF SCHOLARSHIP SERVICES**
Meisler Hall Suite 1225
(251) 461-1958
scholarships@southalabama.edu

**OFFICE OF STUDENT ACCOUNTING**
Meisler Hall Suite 1300
(251) 460-6195
Studentaccounting@southalabama.edu

**USA ONE STOP**
Meisler Hall Suite 2100
(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 & TRANSFER SERVICES
(251) 341-4017
aats@southalabama.edu
1375 Student Services Drive

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 and 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
111 Student Services Drive
Academic Support Center, Suite 1370

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 As in the course.

- Marx Library, Second Floor
  (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:

- ThinkingStorm Platform - Offers 24-hour peer tutoring on demand via Zoom: https://www.southalabama.edu/departments/academicsuccess/cae/thinkingstorm.html
- 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.
- 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 RESOURCES

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 maintaining the 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
(251) 460–7212
Disabilityservices@southalabama.edu
Athletics Annex
6001 South Dr, Suite 75

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
(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
(251) 460–6895
omsa@southalabama.edu
Student Center Suite 120

USA Police Department
The University of South Alabama Police Department 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 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 1 in accordance with Federal law. You can read and print the electronic version of this report at SouthAlabama.edu/departments/police. You may also request a paper copy at the University Police Department headquarters. If you see something, do something!

**USA POLICE DEPARTMENT**
24 Hr. Patrol/ Dispatch: (251) 460-6312
24 Hr. Text-A-Tip: (251) 219-0219
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 ticket, money or reservation is needed. Students will park their cars in color-coded lots, which they choose, and then walk or ride JagTran.

**TRANSPORTATION SERVICES**
(251) 460-7735
transportation@southalabama.edu
301 Stadium Dr.

**Student Activities and 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.

**STUDENT ACTIVITIES**
(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.

**DEPARTMENT OF COMMUNICATION**
(251) 380-2800
departmentofcomm@southalabama.edu
6021 USA South Dr.
USA Housing

Students have a substantial number of choices 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:

- Your student can be steps away from everything — classes, dining, library, rec center and athletic events.
- Students meet dozens of fellow students through numerous activities and programs.
- On game days, your student is steps away from Hancock Whitney 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 the summer unless your student wants 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 their family is 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

(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.

- **Eat.** Living where you learn means that eventually, you’ll need to eat. With the dining experience at South, students will never have to worry!
- **The Meals.** This 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 student’s meal plan and are accepted as payment at all USA Dining locations. Unused Bonus Bucks roll from fall to spring by expire at the end of the spring term.
- **How it works.** Once your student has a meal plan, his or her student ID works like a debit card. Just swipe the card, and the amount is deducted each time there is a food service transaction.
- **"Get Funds" app.** A secure service providing students with online account management capabilities to view balance inquiries, check transaction history, report cards lost/stolen, make online deposits, and view off-campus merchants accepting Jag Cash.

DINING

(251) 460-6296
dining@southalabama.edu
350 Campus Dr.
Student Center #232
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 southalabama.bncollege.com.

USA BOOKSTORE
(251) 460-7012
usabookstore@southalabama.edu
340 Student Center Circle

USA Mail Hub
The University of South Alabama Mail Hub is located on the first floor of the Student Center. The Mail Hub is a copy, print, pack and ship center and distributes all University intra-campus mail. US Mail is delivered to the Mail Hub, which then delivers it to boxes in the facility. Students living on campus are required to have a box at the Mail Hub and should apply for one. Payment for the box is included in the housing contract.

USA MAIL HUB
(251) 414-8191
mailhub@southalabama.edu
350 Student Center Circle

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).

STUDENT HEALTH
(251) 460-7151
studenthealth@southalabama.edu
5870 USA South Dr.

Campus Recreation
The USA recreation program provides structured intramural activities, a broad range of fitness opportunities, outdoor recreation, sports clubs, and more. The program also includes the Student Recreation Center, which is a free facility for students to utilize. All of these opportunities 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.

STUDENT RECREATION CENTER
(251) 460-6065
src@southalabama.edu
51 Jaguar Blvd.
# WHAT TO EXPECT

## IN THE FIRST YEAR OF COLLEGE

### August/September
- Varying emotions around leaving for or returning to college
- Testing new-found freedom
- Frequent/Infrequent calls and visits home
- Anxiety about roommates, professors, classes
- First exams

### October
- Learning about roommate and resolving issues
- 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
- Managing exams and papers due before Thanksgiving
- Excitement and/or anxiety regarding going home for Thanksgiving

### December
- Anxiety over preparation for finals
- Varying feelings about leaving new relationships at the end of the semester and returning/visiting home during the winter break
- Doubts about academic competency
- Final exams

### January
- “Fresh Start” mentality sets in with new term
- Satisfaction/disappointment/excitement with fall term grades
- Homesickness
- Varying emotions around leaving for or returning to college

### February
- Winter blues
- Midterm exam
- Challenges with relationships back at home

### March
- Finding roommate(s) for next year
- Excitement and/or disappointment regarding spring break plans
- Midterm exams

### April
- Questioning academic accomplishments and challenges
- Concern over declaring a major
- End of term pressure

### May
- Final exam anxiety
- Apprehension or excitement about returning/visiting home for summer or remaining at school
- Concern over summer employment
- Varying feelings about leaving new relationships at the end of the semester
- Realization of how college influences life decisions

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NOTE: The above information is written with a traditional timeline of fall to spring in mind. This timeline may vary based on your student’s specific entry term, circumstances, etc.
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 an 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 a “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 Email
Each student admitted to the University of South Alabama is assigned a free, permanent, official University email address (@jagmail.southalabama.edu). Most changes in University policies and official University correspondence will be transmitted via the student’s official email account. Instructors must also utilize this address to communicate with students. Students are responsible for regularly reading email sent to this address. The official University email address cannot be changed, but students may elect to have official mail forwarded to any other personal email address. JagMail accounts can be activated at southalabama.edu/logins.

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 a personal computer. This may be achieved by individual ownership, access to a family device 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 email 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 the 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 and 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 Division of Student Affairs. 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, nicotine products, 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.
Payment Deadlines
Payment can be made via cash, check or money order, VISA, MasterCard, American Express or Discover. Financial aid awarded to a student’s account or approval in the USA Credit Union Deferred Payment Plan is also applied as payment toward the semester tuition and fees. Spring term balances are due in full by Wednesday, January 5, 2022. Fall term balances are due in full by Tuesday, August 9, 2022. 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 preferred 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 (APR) is 12%, 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
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 for the summer term run from May 20, 2022 – June 6, 2022. Financial Aid Bookstore charges for the Spring term run from Monday, December 6, 2021 – Monday, January 17, 2022. Bookstore charges should be available the next business day after 2:00 pm 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 in 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.
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 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.

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.

For questions about your scholarship, contact

**OFFICE OF SCHOLARSHIP SERVICES:**
390 Student Center Circle
Meisler Hall, Suite 1225
(251) 461-1958
scholarships@southalabama.edu
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 a 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.
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.