

**SPRING 2024**

# **PARENT HANDBOOK**

OFFICE OF PROSPECTIVE STUDENT PROGRAMS  
AND NEW STUDENT ORIENTATION

Mobile Townhouse  
5910 USA South Dr.  
Mobile, Alabama 36608  
(251) 460-7093



UNIVERSITY OF  
SOUTH ALABAMA



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# ACADEMIC COLLEGES

ACADEMIC COLLEGES	DEAN	LOCATION	WEBSITE	PHONE
Pat Capps Covey College of Allied Health Professions	Dr. Susan Gordon-Hickey, Dean	HAHN 3042	SouthAlabama.edu/alliedhealth	(251) 445-9250
College of Arts & Sciences	Dr. Andrzej Wierzbicki	HUMB 118	SouthAlabama.edu/artsandsci	(251) 460-6280
Mitchell College of Business	Dr. Michael Capella	5811 USA South Dr.	SouthAlabama.edu/mcob	(251) 460-6419
College of Education and Professional Studies	Dr. Angela Barlow	UCOM 3600	SouthAlabama.edu/ceps	(251) 380-2889
College of Engineering	Dr. John Usher	SHEC 2114	SouthAlabama.edu/engineering	(251) 460-6140
College of Medicine	Dr. John Marymont	5795 USA North Dr.	SouthAlabama.edu/com	(251) 341-3030
College of Nursing	Dr. Heather Hall	HAHN 3068	SouthAlabama.edu/con	(251) 445-9400
School of Computing	Dr. Todd R. Andel	SHEC 2101	SouthAlabama.edu/soc	(251) 460-6390
Honors College	Dr. Doug Marshall	Seaman's Bethel Theatre	SouthAlabama.edu/honors	(251) 461-1637

# 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 students 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. Family members should 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 students' problems for them. Of course, we encourage parents and guardians to be supportive of their students. However, students must learn to take the lead in resolving issues.

## OFFICE OF PROSPECTIVE STUDENT PROGRAMS AND NEW STUDENT ORIENTATION

Mobile Townhouse  
5910 USA South Drive  
Mobile, Alabama 36608



## 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. Separation 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 hindered 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, which provides 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 a student finds 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. This requires a certain amount of experimentation and rejection of parental values. The 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 their children. It 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 in the university setting. 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 rebound is a very important lesson for young adults.

## New Relationships

A major task of adolescents and young adults is to develop significant relationships. Some will be lasting and others will not. Relationships developed during college are important to the student's feeling of acceptance by their peer group. These relationships can provide a source of social support during times of stress. Mentoring relationships with faculty and staff can also be beneficial.

## Residence Life

Throughout the first year, tensions may develop between your child and their 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, some conflicts will occur. Living in the residence halls provides students with an opportunity to recognize, accept, and adjust to individual differences.

## Overcoming Stress

Your student will begin making adjustments as soon as they arrive 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. They may even expect you to know that they are lonely and to know when to call (by reading their 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.

*\*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.*

### Some helpful suggestions to assist your student with overcoming stress 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 them and allowing that person to reach their 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. Show empathy.
- 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 Wellness Center.

## Returning 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. 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 Wellness Center at (251) 460-7051.

# PAYING FOR COLLEGE

## Federal Student Aid

Federal student aid includes grants, loans and part-time employment. Eligibility for most programs is based upon the “demonstrated financial need” of the student applicant and their family. However, financial need is not a criterion for all programs. Most federal student aid applicants will be eligible for some form of federal student aid regardless of demonstrated financial need. In order for eligibility to be determined, a Free Application for Federal Student Aid (FAFSA) must be filed each year at [fafsa.gov](http://fafsa.gov). USA’s school code is 001057.

When the Office of Financial Aid receives the FAFSA, an email will be sent to the student to notify them that their FAFSA has been received and if any additional information is needed to determine eligibility. All requested information should be submitted as soon as possible to ensure adequate processing time for meeting payment deadlines.

A federal student aid offer will be issued once all information has been received and reviewed. This process may take approximately two to three weeks to complete. Offers are based on individual eligibility and the availability of funds. Students will be notified via JagMail to review their offers in PAWS.

## Scholarships

JagSPOT is USA’s Scholarship Program Opportunity Tracker. JagSPOT allows both incoming and current USA students the ability to research, apply, and access their scholarship information campus-wide through one online system. Students are encouraged to explore all the scholarship opportunities available — which can be searched through our Scholarship Directory on JagSPOT.

Once the individual application deadlines close, students can track and monitor the progress of their open applications, as well as the progress of the scholarship award, in JagSPOT. Any notifications and communication with the student, including pending items and award notifications, will be made by the system through the student’s JagMail.

## Third Party Payments

Notification of any tuition assistance should be given to the Office of Student Accounting prior to registration. Tuition assistance includes State VA and State Rehabilitation benefits, 529 plans and other third-party assistance. After notification, the total amount due for tuition and fees will reflect any tuition assistance.

**PLEASE NOTE:** Students utilizing military/VA benefits should contact the Office of Veterans Affairs on campus at [vets@southalabama.edu](mailto:vets@southalabama.edu).

## Student Financial Services

The Division of Student Financial Services (SFS) understands how complex the world of financial aid and educational expenses can seem at first glance.

SFS is committed to helping students navigate the perceived complexities by offering support in meeting their financial obligations and understanding institutional policies. SFS includes Financial Aid, Scholarship Services, Student Accounting, USA One Stop and our student support program, South CARES.

### OFFICE OF FINANCIAL AID

Meisler Hall Suite 1200  
(251) 460-6231  
[finaid@southalabama.edu](mailto:finaid@southalabama.edu)

### OFFICE OF SCHOLARSHIP SERVICES

Meisler Hall Suite 1225  
(251) 461-1958  
[scholarships@southalabama.edu](mailto:scholarships@southalabama.edu)

### OFFICE OF STUDENT ACCOUNTING

Meisler Hall Suite 1300  
(251) 460-6195  
[Studentaccounting@southalabama.edu](mailto:Studentaccounting@southalabama.edu)

### SOUTH CARES

Meisler Hall Suite 2100  
(251) 341-4872  
[southcares@southalabama.edu](mailto:southcares@southalabama.edu)

### USA ONE STOP

Meisler Hall First Floor & Second Floor Suite  
(251) 341-4872  
[onestop@southalabama.edu](mailto:onestop@southalabama.edu)

# MONEY TALK

## Payment Deadlines

Students must have payment arrangements (aid, scholarships, etc.) in place or pay the balance on their account in full in the Office of Student Accounting or online via PAWS. Financial aid authorized to a student's account or enrollment in the USA Payment Plan are also applied as payment toward charges for the semester. Refer to the Financial Calendar for payment deadlines for each semester. If a student misses a payment deadline, their schedule will be released and they will be given an opportunity to re-register. However, there is no guarantee that their original schedule will be available. Missing payment deadlines may also put students at risk of being removed from their campus residence hall and/or suspension of their meal plan.

## USA Payment Plan

The USA Payment Plan is offered through the Office of Student Accounting. Students or an authorized user can enroll and pay a \$35 nonrefundable processing fee each semester to participate. The plan features 3–4 monthly payments for each semester based on actual charges and plan enrollment date. Late enrollment in the Payment Plan may reduce the number of payments available. For more information, visit [southalabama.edu/studentaccounting](http://southalabama.edu/studentaccounting).

## Out of Pocket Payment

If student aid does not cover all charges on the student account, the difference can be paid using ACH web checks, MasterCard, VISA, American Express or Discover Card online through PAWS. Checks can be made payable to: University of South Alabama. Always include the student's Jag# on checks.

## Student Aid Charging Privileges at the USA Bookstore

If a student has excess eligible student aid funds available after all charges on the student account, students may charge up to \$1,500 per semester (or the amount of the credit balance refund due to the student, whichever amount is less) at the USA Bookstore. The Bookstore will have the student's account balance available at checkout after the student has registered. The Bookstore charges will then be placed on the student's account to be covered by excess student aid funds. Please refer to the Academic Calendar for the Bookstore charge periods each semester.

## How Student Aid is Disbursed

Student aid will be applied to the student's account and will officially "pay" towards the student's institutional charges at the beginning of each semester if they have met all eligibility requirements. The amount of aid a student receives depends on the number of credit hours they are enrolled in on the last official drop/add day as listed on the Academic Calendar. Any additions to a student's registration after the official add/drop day will not be counted towards student aid eligibility. Classes must be taken for credit and be required for a student's degree to count towards student aid eligibility. Classes taken as audit will not count towards eligibility. Initial eligibility for student aid is based on full time enrollment and may be prorated for lesser enrollment. Full time enrollment is defined as 12 credit hours for undergraduate students and 6 hours for graduate students.

## Student Aid Refunds

If the total amount of student aid exceeds the charges on the student account, the student account will be assessed for eligible refunds. All eligible credit balances and refunds of student aid are handled by the Office of Student Accounting and will not be issued until after the drop/add period.

- Any tuition refunds for which tuition was originally paid by credit card will be refunded to the credit card last used on the account.
- If enrolled for Electronic Direct Deposit (EDD) through the Office of Student Accounting, the refund will be deposited to the student's checking account.
- If not enrolled in EDD, the refund will be mailed by the Office of Student Accounting to the mailing address in PAWS. This process may take up to 10 business days.
- Please refer to the Academic Calendar for the start of the refund process each semester.

# FAQS

## Is there a way to estimate college costs each year?

Yes! USA offers a College Cost Estimate Calculator at [SouthAlabama.edu/onestop/costestimator](https://southalabama.edu/onestop/costestimator).

## Where can the most up to date financial information be found?

SFS communicates primarily through JagMail and PAWS. Students should make a habit of checking both on a regular basis.

## Where are official payment deadlines posted?

Important payment and financial deadlines are listed on the Financial Calendar:

[SouthAlabama.edu/departments/financialaffairs/studentaccounting/financialcalendar.html](https://southalabama.edu/departments/financialaffairs/studentaccounting/financialcalendar.html).

## How can parents, guardians or other authorized individuals access Student Financial Services (SFS) information?

There are two ways students can grant access to their financial information:

- Completing a FERPA Information Release Form using JagNet credentials at [SouthAlabama.edu/onestop](https://southalabama.edu/onestop) under One Stop Forms, then eForms. Students will establish a password that can be shared with anyone who may contact SFS on their behalf. As long as the individual can provide the FERPA Password AND the student's Jag#, SFS information can be released.
- Establishing an Authorized User to view bills and make payments. Instructions can be found at [SouthAlabama.edu/departments/financialaffairs/studentaccounting/parent-guardian-access.html](https://southalabama.edu/departments/financialaffairs/studentaccounting/parent-guardian-access.html)

## Are there consequences for student aid when dropping courses?

**Before dropping a course, think about the following:**

- Could the decision impede progress towards degree completion?
- Is it a waste of money spent on tuition, fees and books?

**Then, have a few conversations:**

- Talk to your professor. You might not be doing as badly as you think.
- Talk to your academic advisor. The course might be taught only once a year or once every two years. The course might be a prerequisite to a required course. You might step out of a course sequence, thus delaying your graduation.
- Talk to the Office of Financial Aid and the Office of Scholarship Services. You might be putting your scholarship or federal student aid in jeopardy.

## Can loans be adjusted or canceled?

Yes. Students can request to have their loans reduced or canceled by emailing the Office of Financial Aid at [finaid@southalabama.edu](mailto:finaid@southalabama.edu).

## What is an IRS Tax Form 1098-T?

A 1098-T reports payments received for any qualified tuition and related education expenses. The Office of Student Accounting posts 1098-T forms for students to view and print in PAWS.

### OFFICE OF FINANCIAL AID

Meisler Hall Suite 1200  
(251) 460-6231  
[finaid@southalabama.edu](mailto:finaid@southalabama.edu)

### SOUTH CARES

Meisler Hall Suite 2100  
(251) 341-4872  
[southcares@southalabama.edu](mailto:southcares@southalabama.edu)

### OFFICE OF SCHOLARSHIP SERVICES

Meisler Hall Suite 1225  
(251) 461-1958  
[scholarships@southalabama.edu](mailto:scholarships@southalabama.edu)

### USA ONE STOP

Meisler Hall Suite 2100  
(251) 341-4872  
[onestop@southalabama.edu](mailto:onestop@southalabama.edu)

### OFFICE OF STUDENT ACCOUNTING

Meisler Hall Suite 1300  
(251) 460-6195  
[studentaccounting@southalabama.edu](mailto:studentaccounting@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](https://SouthAlabama.edu/sas).

## Academic Advising & Transfer Services

Academic advising is the process where students obtain the critical information needed to make thoughtful decisions about their college career. Advisors assist students in developing and implementing educational plans that are consistent with their values and academic and career goals. They also encourage students to become self-directed learners and decision-makers and support their educational journey towards graduation.

For more information, visit [SouthAlabama.edu/departments/academicadvising](https://SouthAlabama.edu/departments/academicadvising).

### ACADEMIC ADVISING & TRANSFER SERVICES

(251) 341-4017

[aats@southalabama.edu](mailto:aats@southalabama.edu)

Academic Support Center, Suite 1380  
111 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](https://SouthAlabama.edu/careerservices).

### CAREER SERVICES

(251) 460-6188

[careerservices@southalabama.edu](mailto:careerservices@southalabama.edu)

Academic Support Center, Suite 1370  
111 Student Services Drive

## 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 peer tutors 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](mailto:cae@southalabama.edu)

Marx Library, Second Floor

In addition to resources provided through Student Academic Success, some departments offer tutoring to support their courses. Our tutoring partners include:

- Math Lab Tutoring — The Math Lab offers additional help for students in MTH 100. Trained math tutors are available in lab ASC 1301 throughout the week.
- Physics Tutoring — The Physics Department has tutoring available in lab MSPB 215 each semester.
- Foreign Language Tutoring — The Foreign Languages Department typically offers free tutoring in French, German, Russian and Spanish during fall and spring semesters.
- ThinkingStorm Platform — Offers 24-hour peer tutoring on demand via ZOOM: [SouthAlabama.edu/departments/academicssuccess/cae/thinkingstorm.html](https://SouthAlabama.edu/departments/academicssuccess/cae/thinkingstorm.html)

# STUDENT RESOURCES

The Division of Student Affairs is responsible for the part of the student's total educational experience that 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. For more information, visit [SouthAlabama.edu/studentaffairs](http://SouthAlabama.edu/studentaffairs).

## Center for Educational Accessibility & Disability Resources

The University offers special services to students with disabilities. Students requesting services must submit documentation regarding the student's needs to the Center for Educational Accessibility & Student Disability Resources Office prior to receiving services. Accommodations are offered in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990.

### CENTER FOR EDUCATIONAL ACCESSIBILITY & DISABILITY RESOURCES

(251) 460-7212  
Disabilityservices@southalabama.edu  
320 Student Center Circle, Educational Services Building,  
Suite 19

## Counseling and Wellness Information

The University Counseling and Wellness 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 Wellness Center provides confidential, free counseling and crisis intervention services to eligible USA students and consultation and outreach services to members of the USA community.

### COUNSELING AND WELLNESS CENTER

(251) 460-7051  
Counselingservices@southalabama.edu  
300 Student Center Circle

## Multicultural Leadership Center

The Multicultural Leadership Center is committed to providing programming for cultural awareness, coordinating efforts to increase the retention of minority students, encouraging minority students to participate in all aspects of campus life, and providing leadership development for aspiring student leaders.

### MULTICULTURAL LEADERSHIP CENTER

(251) 460-6895  
mlc@southalabama.edu  
5930 South Drive

## 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 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 for the USA community. USAPD 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](http://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](mailto: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](mailto:transportation@southalabama.edu)  
6570 John Counts Drive

## **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](mailto:activities@southalabama.edu)  
Student Center, Suite 101

## **Student Media**

Jag Media oversees the fields of print, television, radio and newspaper media transmitting the voice of Jag Nation. These productions have serviced the University's student, staff, faculty, and campus community since as early as 1965. At South, there is The Vanguard student newspaper, JagTV, 97.1 The Prowl radio station, and the award-winning

Due South magazine; all of which are designed to enhance students' learning environment for both consumers and creators alike. These are developed and distributed by students on campus.

### **DEPARTMENT OF COMMUNICATION**

(251) 380-2800  
[departmentofcomm@southalabama.edu](mailto: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 specific 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.
- Everything's included: furniture, utilities, laundry, mail, designated parking, internet and cable TV.
- USA's dining plans reduce time spent shopping, cooking and cleaning up.
- Academic year contract — no commitment to stay for the summer unless your student needs to.

### **HOUSING**

(251) 341-4663  
[housing@southalabama.edu](mailto:housing@southalabama.edu)  
251 Delta Loop

### **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 you 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!

## USA Dining

South Alabama Dining offers a wide variety of food options 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.

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 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 your student has a meal plan, their 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.

### SOUTH ALABAMA DINING

(251) 460-6296

dining@southalabama.edu

Student Center #232

## JagPantry

USA's JagPantry provides short-term relief for students experiencing food insecurity. The pantry is open Monday through Friday from 8:00 a.m. – 5:00 p.m. Please contact the USA Police Department to access the pantry after hours and holidays at (251) 460-6312.

### JAGPANTRY

usajagpantry@gmail.com

Meisler Hall, Room 2130



## USA Bookstore

The USA Campus Bookstore is your source for all things South! The bookstore has a full assortment of laptops, computer accessories and other merchandise. Visit the bookstore on campus in the Student Center and online at southalabama.bncollege.com.

### USA BOOKSTORE

(251) 460-7012

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 & Wellness

The USA Department of Campus Recreation and Wellness 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.

### STUDENT RECREATION CENTER

(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 preparation for finals
- Sadness about leaving new relationships
- Doubts about academic competency
- Excitement and/or anxiety regarding going home for the holidays

## 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 at 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 both professional and faculty advisors. All new students are assigned an academic advisor within the Academic Advising & Transfer Services office. Advisors help students map their chosen program of study, refer students to important campus resources, connect students to campus opportunities, and support students in their overall academic success.

## 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](http://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 and Professional Studies 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 a personal email address. To activate your JagMail, visit USA's Personal Access Web System (PAWS) at [paws.southalabama.edu](http://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 a 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 email system. Individual degree programs and specific courses may have additional requirements specific 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 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.



# 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 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 ENROLLMENT SERVICES**  
(251) 460-6494  
[enrollmentservices@southalabama.edu](mailto:enrollmentservices@southalabama.edu)

# THINKING ABOUT DROPPING A CLASS?

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.

For more information about dropping a course, visit:

[SouthAlabama.edu/departments/registrar/registration\\_schedule\\_adjustment\\_policies.html](https://SouthAlabama.edu/departments/registrar/registration_schedule_adjustment_policies.html)



# ALUMNI RELATIONS



## Welcome to the Jaguar Family!

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 emails, and a wide range of money-saving benefits.

### Money-saving benefits include:

- Nationwide hotel, rental car and travel discounts including Disney, Universal Studios, SeaWorld 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](http://alumni.southalabama.edu) to learn about all of the benefits of joining the South Alabama National Alumni Association, or call (251) 460-7084.



100 Alumni Dr.  
(251) 460-7084  
[alumni@southalabama.edu](mailto:alumni@southalabama.edu)  
Facebook: @USAAumni  
Twitter: @USAAumni  
Instagram: @usa\_alumni  
LinkedIn: University of South Alabama  
National Alumni Association



**EST. 1963**

**UNIVERSITY OF SOUTH ALABAMA**