



# REGISTRATION RESOURCE GUIDE

## SUMMER 2024



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Don't forget to follow us!



# DO YOU HAVE QUESTIONS ABOUT YOUR APPLICATION?

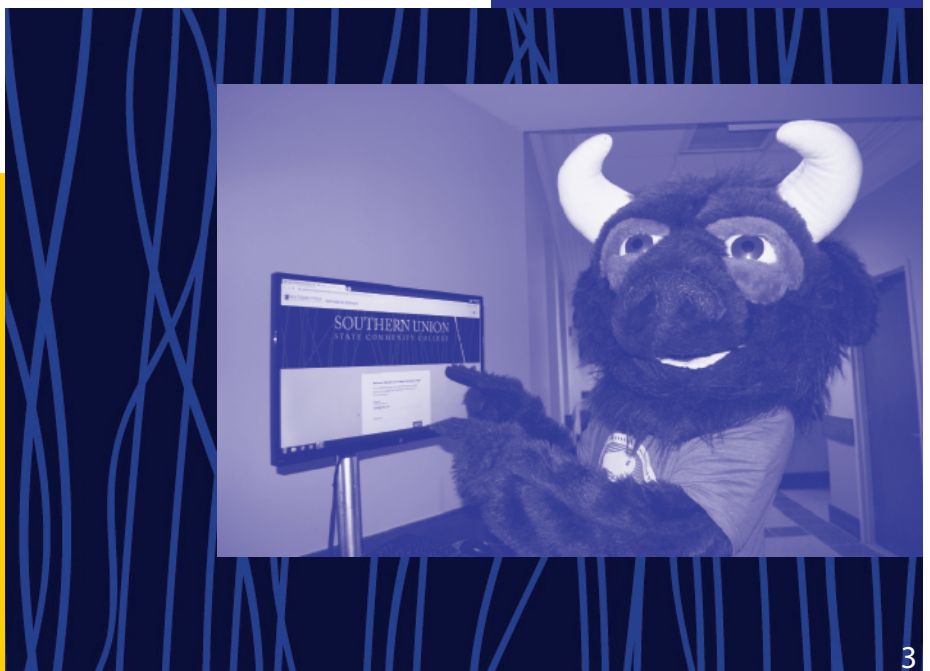
- Department:** Admissions and Records  
*The Admissions and Records Team processes your application and makes sure you have all the documentation you need to enroll in the College. All records of your enrollment at Southern Union are located in this office.*
- Locations:** Opelika – Administration Building  
Wadley – First Floor, Administration Building
- Contact Number:** 256-395-2211, Ext. 5157, 5155, 5367 and 5364
- Contact Email:** [admissions@suscc.edu](mailto:admissions@suscc.edu)
- Webpage:** [Admissions and Records](#)

**Admissions can help you:**

- Check application status
- Locate your A-Number
- Confirm records have been received (High School Transcripts, College Transcripts, GED, Transient Letter, etc.)
- Request your transcripts

## DID YOU KNOW:

You no longer need to submit your ID along with your application.





# DO YOU HAVE PROBLEMS WITH YOUR STUDENT EMAIL OR mySUSCC LOGIN?

**Department:**

Technical Support

*If you cannot log in to your student email, mySUSCC portal, or Canvas, you can contact Technical Support. You will need to include your Student Number, date of birth, and full official name when sending them an email.*

**Contact Email:**

[support@suscc.edu](mailto:support@suscc.edu)

**Webpage:**

[Login and Technical Support](#)

**Technical Support can help you:**

- Login to your student email if you are having issues
- Login to mySUSCC if you are having issues
- Login to Canvas if you are having issues

## DID YOU KNOW:

Checking your SUSCC email is very important because it is the primary tool of communication at Southern Union. You can forward your SUSCC email to another email, but all communication to you from the college will go to your SUSCC email.

# DO YOU NEED TO TAKE THE PLACEMENT TEST (ACCUPLACER)?

**Department:** Assessment Center  
*The Assessment Center team is available to help with scheduling the ACCUPLACER placement test. No tests are required for general admission to Southern Union but may be required for placement in college-level courses.*

**Locations:** Opelika – Assessment Center, Room 120, Business Technology Center (BTC)  
Valley – Main Office in John R. Carmichael Building  
Wadley – Ensminger Room, Ground Floor, Resource Center

**Contact Number:** 334.745.6437, Ext. 5416

**Contact Email:** [rwhaley@suscc.edu](mailto:rwhaley@suscc.edu)

**Webpage:** [Assessment Center](#)

**The Assessment Center can help you:**

- Understand if you are exempt from having to take the ACCUPLACER placement test
- Schedule your ACCUPLACER test

## DID YOU KNOW:

First-time students without proof of appropriate ACT, SAT or GED scores, those with scores below the established guidelines, or those without proof of a 2.75 grade point average or higher on their final high school transcript, must make arrangements to take the ACCUPLACER placement examination in writing and mathematics prior to meeting with an advisor to enroll in classes

# DO YOU NEED ADA ACCOMMODATIONS?

<b>Department:</b>	Student Success Center
<b>Locations:</b>	Opelika – Student Success Center, Room 110, Business and Technology Center (BTC)  Valley – Main Office in John R. Carmichael Building  Wadley – Student Affairs Suite 211, Administration Building
<b>Contact Number:</b>	334.745.6437, Ext. 5354
<b>Contact Email:</b>	Opelika – Joseph Halsey - <a href="mailto:jhalsey@suscc.edu">jhalsey@suscc.edu</a>  Valley – Robin Brown - <a href="mailto:rbrown@suscc.edu">rbrown@suscc.edu</a>  Wadley – Tiffanie Character - <a href="mailto:tcharacter@suscc.edu">tcharacter@suscc.edu</a>
<b>Webpage:</b>	<a href="#">Student Success Center</a>

## The Student Success Center can help you:

- Determine which accommodations are available to you
- Explain which free services, including tutoring and career exploration, are available to help you maximize your learning and development

## DID YOU KNOW:

To receive accommodations, you must request them by submitting a request form along with any supporting documentation.

# DO YOU NEED TO MEET WITH AN ADVISOR?

**Department:** Advising  
*The Advising Team is ready to help you determine your program of study, map out your degree plan, and assist you in registering for classes.*

**Locations:** Opelika – Administration Building  
Valley - Main Office in John R. Carmichael Building

Wadley – Student Affairs Suite 211, Administration Building

**Contact Number:** 334.745.6437, Ext. 5404

**Contact Email:** [suadvising@suscc.edu](mailto:suadvising@suscc.edu)

**Webpage:** [Academic Advising](#)

**Advising can help you:**

- Determine which classes you need to take for your degree
- Understand the different options available to you for degrees and programs
- Answer questions about the registration process
- Complete a Degree Application when you are ready to graduate

## OPELIKA CAMPUS – ACADEMIC

Shawn Caldwell  
334-745-6437, Ext. 5483  
[rcaldwell@suscc.edu](mailto:rcaldwell@suscc.edu)

Kenneth Gray  
334-745-6437, Ext. 5306  
[kgray@suscc.edu](mailto:kgray@suscc.edu)

Sarah Henry  
334-745-6437, Ext. 5307  
[shenry@suscc.edu](mailto:shenry@suscc.edu)

Dr. Patsy Parker  
334-745-6437, Ext. 5317  
[pparker@suscc.edu](mailto:pparker@suscc.edu)

Jeremy Taunton  
334-745-6437, Ext. 5305  
[jtaunton@suscc.edu](mailto:jtaunton@suscc.edu)

## HEALTH SCIENCES DIVISION

Chiquita Brooks  
334-745-6437, Ext. 5519  
[cbrooks@suscc.edu](mailto:cbrooks@suscc.edu)

## TECHNICAL DIVISION

Amanda Harkins  
334-745-6437, Ext. 5411  
[aharkins@suscc.edu](mailto:aharkins@suscc.edu)

## VALLEY CAMPUS

Robin Brown  
334-756-4151, Ext. 5204  
[rbrown@suscc.edu](mailto:rbrown@suscc.edu)

## WADLEY CAMPUS

Tiffanie Character  
256-395-2211, Ext. 5154  
[tcharacter@suscc.edu](mailto:tcharacter@suscc.edu)

**STUDENT ATHLETES  
CAN VISIT THEIR  
COACHES FOR  
ADVISING**

## DID YOU KNOW:

You can make advising appointments online for any time throughout the semester, not just during registration periods.

# DO YOU RECEIVE SOME TYPE OF FINANCIAL AID?

**Department:** Financial Aid  
*The Financial Aid Team is a resource to help assist you regarding grants, scholarships, and other financial aid issues.*

**Locations:** Opelika – Administration Building  
Wadley – Second Floor, Administration Building

**Contact Number:** 334-745-6437, option #3

**Contact Email:** [financialaid@suscc.edu](mailto:financialaid@suscc.edu) (For General Questions)

To contact a specific person, use the email address associated with the beginning letter of your last name:

Last Name Letters A-D: [ahuguley@suscc.edu](mailto:ahuguley@suscc.edu)

Last Name Letters E- I: [wbattle@suscc.edu](mailto:wbattle@suscc.edu)

Last Name Letters J-M: [financialaid@suscc.edu](mailto:financialaid@suscc.edu)

Last Name Letters N-P: [kcrapps@suscc.edu](mailto:kcrapps@suscc.edu)

Last Name Letters Q-U: [kmorsch@suscc.edu](mailto:kmorsch@suscc.edu)

Last Name Letters V-Z: [snewman@suscc.edu](mailto:snewman@suscc.edu)

**Contact For Scholarship Questions:**

Presidential Honors: [wdaniel@suscc.edu](mailto:wdaniel@suscc.edu)

Presidential: [financialaid@suscc.edu](mailto:financialaid@suscc.edu)

Ambassador: [cfranklin@suscc.edu](mailto:cfranklin@suscc.edu)

Performing Arts: [sspratlin@suscc.edu](mailto:sspratlin@suscc.edu)

Technical: [esewell@suscc.edu](mailto:esewell@suscc.edu)

Athletic: [athletics@suscc.edu](mailto:athletics@suscc.edu)

Foundation: [sbrown@suscc.edu](mailto:sbrown@suscc.edu)

Partial Assistance: [mtodd@suscc.edu](mailto:mtodd@suscc.edu)

3rd Party (Non-Institutional) Assistance: [ccupp@suscc.edu](mailto:ccupp@suscc.edu)

**Contact For Student Loans:**

[mstewart@suscc.edu](mailto:mstewart@suscc.edu)

**Contact For Veterans Assistance:**

[veterans@suscc.edu](mailto:veterans@suscc.edu) OR [rthomas@suscc.edu](mailto:rthomas@suscc.edu)

**Contact for WIOA/TRA/VOC REHAB:**

[ahuguley@suscc.edu](mailto:ahuguley@suscc.edu)

**Webpage:** [Financial Aid](#)

**Financial Aid can help you:**

- Check your eligibility status
- Learn the status of your aid
- Confirm if your financial aid amount is correct
- Determine if any verification documentation is needed for your award
- Provide information about scholarships
- Complete your FAFSA now for the 23/24 academic year at [www.studentaid.gov](http://www.studentaid.gov) (school code - 001040)

## DID YOU KNOW:

You must register for ALL credit hours you plan to attend for the ENTIRE semester prior to the end of drop and add for the full term if you receive federal financial aid (Pell Grant or Direct Student Loans).

Which means, if you plan to take a Mini-Term 2 class later in the semester, you must register by the end of drop and add for the full semester in order for your financial aid to cover it. Adding a mini term or 7-week class later in the semester will not activate your financial aid for coverage for the new class added. You would be responsible for the payment of tuition and fees if you register later.

We recommend you register for all of the classes (full term, Mini-Term 1 and Mini-Term 2, or even 7-week classes) at the beginning of the semester so your financial aid can activate based on your full course load. If you are only registering for a mini-term course, you can register at any time during the allowable registration period to activate coverage with your financial aid.





# Summer 2023-2024

## Important Financial Aid Dates



### Full Term & Mini Term #1

May 1st by 4:30 PM (CST)	Pre-Registered Students Tuition & Fees Due <i>(students will be dropped for nonpayment if 100% of expenses are not self-paid or authorized with some form of financial aid assistance)</i>
May 2nd	Students Dropped Due to Non-Payment
May 13th - May 24th	Financial Aid Avail @Barnes and Noble Bookstore
May 20th	Summer Classes Begin (Full Term & Mini Term #1)
May 28th at 11:59 PM	Attendance Verification From Instructors
May 29th	Students Dropped Due to Non-Attendance
May 30th	Tuition Due (Registered on or before May 2nd)
May 31st	Students dropped due to Non-Payment
June 3rd	Pell and Loan Disbursements/ Freeze Date (tuition and fees move to PAID status on student accounts)
Refund Process Begins June 4th	Pell and Loan Refunds to Students (allow 2-3 business days for direct deposit and 5-10 business days for postal delivery)
June 10th	Last Day to Readmit
Refund Process Begins June 20th	Direct Loan Refunds for 1st Time Borrowers (allow 2-3 business days for direct deposit and 5-10 business days for postal delivery)

### Mini Term #2

June 25th by 4:30 PM (CST)	Pre- Registered Students Tuition & Fees Due if registered for <b>Mini #2 Only</b> <i>(students will be dropped for nonpayment if 100% of expenses are not self-paid or authorized with some form of financial aid assistance)</i>
June 26th	Students Dropped Due to Non-Payment
June 19th - July 1st	Financial Aid Avail @Barnes and Noble Bookstore
June 26th	Summer Classes Begin (Mini Term #2)
July 3rd at 11:59PM	Attendance Verification Due from Instructors

July 5th	Students Dropped Due to Non-Attendance
July 8th	Tuition Due (Registered on or after June 23rd)
July 9th	Students dropped due to Non-Payment
July 10th	Pell & Loan Disbursements/ Freeze Date (tuition and fees move to PAID status on student accounts)
Refund Process begins July 11th	Pell & Loan Refunds to Students (allow 2-3 business days for direct deposits and 5-10 business days for postal delivery)
July 17th	Last Day to Readmit

## Seven Week Term

June 6th by 4:30 PM (CST)	Pre- Registered Students Tuition & Fees Due if registered for Seven-Week Term Only <i>(students will be dropped for nonpayment if 100% of expenses are not self-paid or authorized with some form of financial aid assistance)</i>
June 7th	Students Dropped Due to Non-Payment
June 5th - June 13th	Financial Aid Avail @Barnes and Noble Bookstore
June 10th	Summer Classes Begin (Seven Week Term Mon. & Wed.)
June 11th	Summer Classes Begin (Seven Week Term Tues. & Thurs.)
June 18th at 11:59PM	Attendance Verification Due from Instructors
June 20th	Students Dropped Due to Non-Attendance
June 21st	Students Dropped Due to Non-Payment
June 24th	Pell & Loan Disbursements/ Freeze Date (tuition and fees move to PAID status on student accounts)
Refund Process Begins June 25th	Pell & Loan Refunds to Students (allow 2-3 business days for direct deposit and 5-10 business days for postal delivery)
July 1st	Last Day to Readmit

\*\*\*Dates are subject to change

\*\*\*Updated April 2024

[www.suscc.edu/admissions/financial-aid-overview](http://www.suscc.edu/admissions/financial-aid-overview)

# DO YOU KNOW HOW TO REGISTER?

## 1 HOMEPAGE

Go to the Southern Union Homepage – [suscc.edu](http://suscc.edu)

## 2 CURRENT STUDENT

Go to the **Current Students Tab**, and use the drop-down box to find **Class Schedule Look Up** (You will be able to see what classes are being offered)

## 3 SEARCH BY TERM

Find the **Search by Term** drop-down menu and select the term, then click **Submit**

## 4 SUBJECT

Look in the **Subject box** for the subject you want to take (Biology for example)

## 5 LIMIT SEARCH

The other boxes allow you to add more details about the classes you are looking for. For example, put "101" in the Course Number box if you are looking for a Biology 101 class. You can add information here if you want to **limit the search** by a specific instructional method (Hybrid, Online, Traditional, or All Three); campus (Online, Opelika, Valley or Wadley, or Dual Enrollment for those campuses); day and time of the class; or if you are looking for a specific instructor.

## 6 CLASS SEARCH

Once you have added your additional search options, click on **Class Search** at the bottom of the page. (If you do not add any additional information other than the subject you are searching for, a list of all class options for that subject will appear.)

## 7 FIVE DIGIT CRN

Once you find the class you want to register for, look for the **five-digit Course Registration Number (CRN)** next to the title of the class, and write it down. Once you have the classes you want to register for, you are ready to register (**Hint:** Don't close your class search yet, because you may need to look for a second choice if your first class choice is full.)

## 8 mySUSCC

When you have the classes and the CRNs you need, go back to the [suscc.edu](http://suscc.edu) homepage and click on the **mySUSCC tab**. On the page, click the **Student mySUSCC Web Portal** link.

10

## 9 LOGIN

Your initial Username is your Southern Union email (include the @mail.suscc.edu) and the default Password is "!SUSCC" followed by your six-digit birthday.

**Example:** John Smith was born on October 12, 2002

**User ID:** jsmith12@mail.suscc.edu

**Password:** !SUSCC101202

## 10 PREPARE FOR REGISTRATION

Once you are logged in, click on **Prepare for Registration** (clipboard icon). The term in which you wish to register should be there once you have moved to the page, so click "Continue".

## 11 YOU ARE READY

If you see all green checks under your Registration Status, then **you are ready**.

## 12 REGISTER FOR CLASSES

Click the **Registration tab** on the top row, and that will take you back to the previous screen. Find **Register for Classes** (calendar and pencil icon) and click on it, then click "Continue".

## 13 ENTER CRNs

From the list of the CRNs you found when you did your class search, begin by entering the first one and then click "**Add to Summary**" (You can still search for classes if you don't have the CRNs by clicking on "**Find Classes**". It will look different than it did when you searched the Class Schedule Lookup, but the information is the same, just be sure to expand all the tabs.)

## 14 ADD CLASSES

Once you find the class you want to add, go to the "**Add**" button at the very right of the class and click it. Repeat this until you get all your classes added. If a class you selected is full or unavailable, you can look up other options.

## 15 SUBMIT

Once you get all your classes added to your schedule, click "**Submit**."

## 16 PAY YOUR TUITION

You are not considered fully registered until you **pay your tuition and fees**. Non-payment of your balance by the semester deadlines will cause you to be dropped from your classes.

**MAKE SURE YOU KNOW THE PAYMENT DEADLINES FOR SUMMER 2024:**

**If you are registered for multiple terms within the semester (Full Term, Mini Term 1, Seven-Week Term, Mini Term 2)**

- May 1  
(If you register between April 9 and April 14)
- May 30  
(if you register between May 15 and May 21)

**Seven Week Term -Only**

- June 6  
(if you register between April 9 and June 5)
- June 20  
(If you register between June 5 and June 20)

**Mini Term 2 – ONLY**

- June 25  
(if you register for Mini Term 2 ONLY)
- July 8  
(if you register after June 25 for Mini Term 2 ONLY)

# DO YOU UNDERSTAND YOUR TUITION & FEE CHARGES?

**Department:** Business Office  
*The Business Office is responsible for charging and collecting your charges for tuition and fees. They work with other areas of the college to make sure your charges are correct and you are kept informed of payment deadlines.*

**Locations:** Opelika – Administration Building  
 Wadley – First Floor, Administration Building

**Contact Number:** (334) 745-6437, Ext. 5318

**Contact Email:** [ccupp@suscc.edu](mailto:ccupp@suscc.edu)

**Webpage:** [Tuition and Fees](#)

**The Business Office can help you:**

- Understand your tuition and fee charges
- Provide you with payment deadline dates
- Collect charges you owe, including tuition and fees, if you are paying with cash or check

**What happens if I need to withdraw from my classes? Will I get a refund? For Summer 2024, the dates for full and partial refunds are:**

Refund	Full Term	Mini Term 1	Mini Term 2	Seven Week Term
100%	Through May 19	Through May 19	Through June 25	Through June 9
70%	May 20-21	May 20-21	June 26-27	June 10-11
45%	May 22-23	May 22-23	June 28-July 2	June 12-16
20%	May 24-29	May 24-29	July 3-July 9	June 17-23
No refund after	May 29	May 29	July 9	June 23
Drop/Add ends	May 21	May 21	June 27	June 12

Each refund period allows at least one M/W and TU/TH class meeting.

## DID YOU KNOW:

You are not considered fully registered until you pay your tuition and fees. **Non-payment of your balance by the semester deadlines (based on when you registered) will cause you to be dropped from your classes the day after the posted deadlines.**

# Payment Information

## View Your Account Statement

- Go to [www.suscc.edu](http://www.suscc.edu)
- Click on For Students (to the left in blue)
- Click on MYSUSCC
- Click on the STUDENT TAB at the top
- Click on the STUDENT LANDING PAGE
- Click on Make Payment, Deposit, & Payment Plan
- You will be rerouted to TOUCHNET
- Click on the VIEW STATEMENT button
- Select the semester

## Find the PACT Usage Form

- Go to [www.suscc.edu](http://www.suscc.edu)
- Go to admissions
- Click on financial aid
- Click on forms - links - professional judgement (right hand side)
- Click on PACT Usage Form
- Fill out and email to [financialaid@suscc.edu](mailto:financialaid@suscc.edu)

## Pay Your Balance

- Go to [www.suscc.edu](http://www.suscc.edu)
- Click on For Students (to the left in blue)
- Click on MYSUSCC
- Click on STUDENT TAB at the top
- Click on Make Payment, Deposit, & Payment Plan
- You will be rerouted to TOUCHNET
- Click on the MAKE PAYMENT button

## Enroll in A Payment Plan

- Go to [www.suscc.edu](http://www.suscc.edu)
- Click on For Students (to the left in blue)
- Click on MYSUSCC
- Click on the STUDENT TAB at the top
- Click on the STUDENT LANDING TAB
- Click on Make Payment, Deposit, & Payment Plan
- This will reroute you to TOUCHNET
- Click on Enroll in Payment Plan



# SETTING UP DIRECT DEPOSIT

PLEASE SIGN UP TO RECEIVE YOUR REFUNDS & FINANCIAL AID THROUGH DIRECT DEPOSIT

**TO SET UP eREFUND please follow the instructions below:**

Login to **MySUSCC**

Select a **Student tab** on top

Click on **Student Landing Page**

Under **Student Account** click on **Make Payments, Deposits & Payment Plans** then

1. Select Refunds tab on top
2. Enroll in Two step verification
3. Select how you want to receive a verification code (prefer student email address because text messages could get delayed for several hours)
4. After receiving a verification code, you should be able to enter your bank account information (routing number, your account number and select type of account-checking or saving) for a direct deposit.

## QUESTIONS?

Jitka Wiliams

[jwilliams@suscc.edu](mailto:jwilliams@suscc.edu)

256-395-2211 ext. 5111

Marty Kirby

[mkirby@suscc.edu](mailto:mkirby@suscc.edu)

256-395-2211 ext. 5112



# DO YOU KNOW THAT SUSCC HAS A PAYMENT PLAN?

**Department:** Business Office  
*Southern Union offers a tuition payment plan – TouchNet - that allows you to pay your tuition and fees over time.*

**Locations:** Opelika – Administration Building  
Wadley – First Floor, Administration Building

**Contact Number:** 256-395-2211, Ext. 5157, 5156, 5154 and 5183

**Contact Email:** [ccupp@suscc.edu](mailto:ccupp@suscc.edu)

**Webpage:** [Tuition and Fees](#)

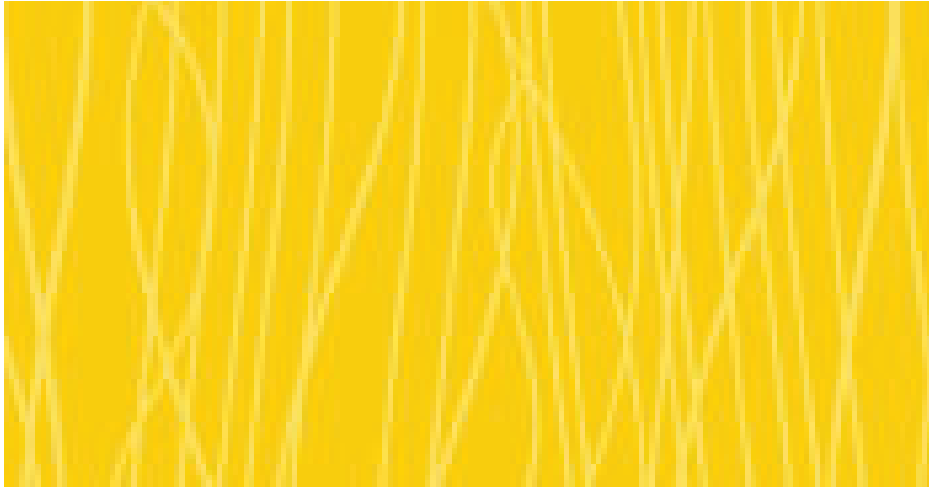
## Benefits of the TouchNet Payment Plan:

- Pay over time with no interest
- Automatic payments available
- Multiple payment plan options

Payment Plan Options	Signup Fee (nonrefundable)	Down Payment	Payment Plan Signup Dates	Monthly Installment Draft Dates
Plan 1 (3 installments)	\$40	25%	4/9/2024 through 4/30/2024	5/7/2024 (25%) 6/7/2024 (25%) 7/7/2024 (25%)
Plan 2 (2 installments)	\$40	30%	5/1/2024 through 5/14/2024	6/7/2024 (35%) 7/7/2024 (35%)
Plan 3 (1 installment)	\$40	50%	5/15/2024 through 5/30/2024	7/7/2024 (50%)

## DID YOU KNOW:

The only cost to enroll in the payment plan is a \$40 enrollment fee, but you are responsible for making sure funds are available in your account. If funds are not available on the 7th of each month, a non-sufficient funds charge of \$35 will be added to your account.



# DO YOU KNOW WHERE TO GET YOUR STUDENT ID?

- Department:** Library  
*Student IDs are made on the Opelika and Wadley campuses in our libraries. Our library staff will be happy to help you make your student IDs.*
- Locations:** Opelika – Learning Resource Center  
Wadley – Resource Center
- Contact Number:** Opelika/Valley – Michelle Wimbish - 334-745-6437, Ext. 5322  
Wadley – John Carlisle - 256-395-2211, Ext. 5132
- Contact Email:** Opelika/Valley – Michelle Wimbish - [mwimbish@suscc.edu](mailto:mwimbish@suscc.edu)  
Wadley – John Carlisle - [jcarlisle@suscc.edu](mailto:jcarlisle@suscc.edu)
- Webpage:** [Student ID Cards](#)
- To receive your ID:**

- You must be able to show you have paid your tuition and fees
- Log into your mySUSCC account and select Student Tab; Student Landing Page; Student Profile to show your tuition and fees are paid
- Have a picture ID (drivers license, military ID, etc.)

## DID YOU KNOW:

Only the name you are registered under will appear on your ID card; no shortened versions or nicknames are permitted. Nothing that casts a shadow or covers the face can be worn when your ID picture is taken.



# DO YOU KNOW WHERE TO GET YOUR PARKING PERMIT?

<b>Department:</b>	Public Safety <i>Parking permits will be issued by Rydin Permit Express through an online process. You must have a Southern Union parking permit in order to park on campus. Some parking areas are designated, so make sure you are parking in the right spot, or you may receive a fine.</i>
<b>Locations:</b>	Opelika – Administration Building Wadley – Administration Building
<b>Contact Number:</b>	Opelika/Valley – Randy Burroughs - (334) 745-6437, Ext. 5523 Wadley – Jimmy Holmes - (256) 395-2211, Ext. 5823
<b>Contact Email:</b>	Opelika/Valley – Randy Burroughs - <a href="mailto:rburroughs@suscc.edu">rburroughs@suscc.edu</a> Wadley – Jimmy Holmes - <a href="mailto:jholmes@suscc.edu">jholmes@suscc.edu</a>
<b>Webpage:</b>	<a href="#">Parking Permits</a>

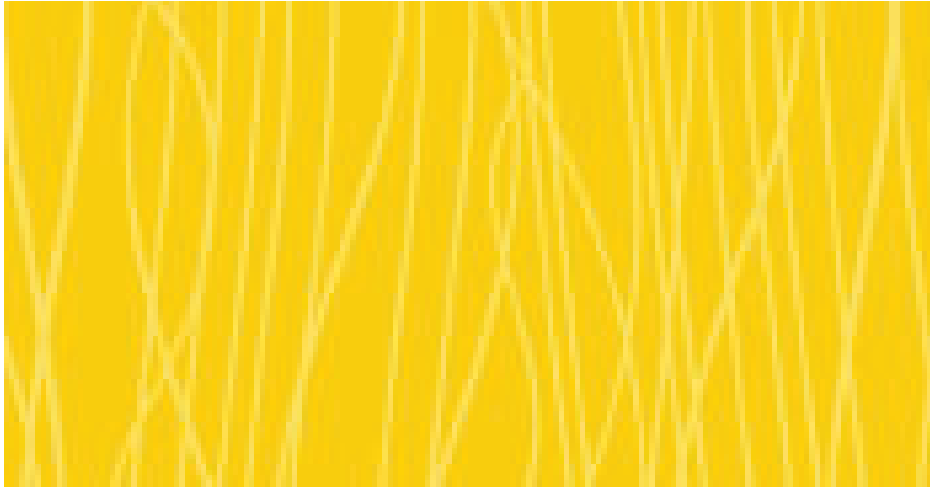
## To receive your Parking Permit:

- You must register online for your parking permit by going to [www.permitsales.net/suscc](http://www.permitsales.net/suscc)
- You will need your vehicle make, model, year and color; vehicle license plate number and state; registered owner and relationship to driver; driver's license number and state; and insurance information
- Pay the \$20 fee for the permit. All student parking permits expire at the end of summer term each year.

## DID YOU KNOW:

Any student who drives a car or other motorized vehicle on any campus, day or night, must have liability insurance and must secure and display a parking decal. If more than one vehicle is driven on campus regularly, each vehicle should have its own decal.





# DO YOU KNOW WHERE TO BUY YOUR BOOKS?

**Department:** Bookstore  
*The bookstore is operated independently by Barnes and Noble.*

**Locations:** Opelika – Student Union Building  
Wadley – First Floor, Administration Building

**Contact Number:** Opelika Bookstore – (334) 745-6437, Ext. 5480 or (334) 705-0588  
Wadley Bookstore – (256) 395-2211, Ext. 5125

**Contact Email:** [sm109@bncollege.com](mailto:sm109@bncollege.com) or [mdixon@suscc.edu](mailto:mdixon@suscc.edu)

**Webpage:** [Bookstore](#)

**The Bookstore can help you:**

- Apply your financial aid to cover the cost of textbooks, supplies, uniforms, laptops  
Note there are specified dates each semester for using financial aid.
- Use online ordering to purchase new, used, digital, and rental books for your classes
- The Bookstore offers both in-store pickup and shipping
- Purchase Southern Union apparel, gifts, class supplies, office supplies, snacks, and drinks year round

## DID YOU KNOW:

You can order your books online and have them shipped to you.

# DO YOU KNOW WHEN YOUR CLASSES BEGIN?

**Department:** Instruction  
*Southern Union offers programs in three divisions: Academic, Career Technical and Health Sciences. Within each division, there are several programs of study and degree options, as well as methods of delivery.*

**Locations:** All Campuses/Instructional Sites/  
Online

**Contact Phone and Email:** **Academic Division**  
Thalia Sumerset  
334-745-6437, Ext. 5401  
[tsumerset@suscc.edu](mailto:tsumerset@suscc.edu)

**Health Sciences Division**  
Melinda Clanton  
334-745-6437, Ext. 5514  
[mclanton@suscc.edu](mailto:mclanton@suscc.edu)

**Technical Division**  
Michelle Etris  
334-745-6437, Ext. 5490

**Webpage:** [Academic Calendar](#)

## DID YOU KNOW:

You can be dropped from your classes for non-attendance. If that happens, you may be readmitted through Financial Aid after your instructor has completed the readmit form. You run the risk of not being able to be readmitted to the classes you were dropped from.

### MAKE SURE YOU KNOW ALL THE BEGINNING AND ENDING DATES FOR YOUR CLASSES:

#### **Full Term – Summer 2024**

May 20 - Classes Begin for Full Term  
May 28 - Attendance Verification due  
July 30, 31 - Final Exams

#### **Mini-Term 1 – Summer 2024**

May 20 - Classes Begin  
May 28 - Attendance Verification due  
June 25 - Final Exams/Mini-Term 1 Ends

#### **Mini-Term 2 – Summer 2024**

June 26- Classes Begin  
July 3- Attendance Verification due  
July 31 - Final Exams/Mini-Term 2 Ends

#### **Seven-Week Term – Summer 2024**

June 10 - M/W Classes Begin  
June 11 - T/TH Classes Begin  
June 18 - Attendance Verification due  
July 25 - Final Exams/Five-Week Term Ends

# DO YOU KNOW HOW TO USE CANVAS?

**Department:**

Instruction

*Canvas is a learning management system to deliver course content. All courses, no matter whether they meet on campus or not, have a corresponding Canvas course that includes the course syllabus, instructor contact information, and grades. Traditional (face-to-face) courses will have a Canvas course with a syllabus and other pertinent information. Online classes will be accessed entirely through Canvas. Hybrid courses will be accessed through Canvas plus on-campus meetings will be required.*

**Location:**

Distance Education Office, Higginbotham Academic Center

**Contact Email:**

General Questions: [dgreen@suscc.edu](mailto:dgreen@suscc.edu)

Support email for problems accessing Canvas: [support@suscc.edu](mailto:support@suscc.edu)

**Webpages:**

Homepage: [suscc.instructure.com](http://suscc.instructure.com)

How to log in to Canvas: [www.suscc.edu/programs/technical-support.cms](http://www.suscc.edu/programs/technical-support.cms)

Additional information: [www.suscc.edu/programs/what-is-online-course.cms](http://www.suscc.edu/programs/what-is-online-course.cms)

## DID YOU KNOW:

You can log in to Canvas within seven (7) days of the beginning of the semester. All classes (Full-Term and Mini Term 1 classes) for which you have registered should be listed under the Courses button (Mini Term 2 and Five-Week classes will appear under the Future Enrollment section). You will not be able to access the class until the instructor has published the course. All instructors should publish their Canvas course by the official first day of class.

Students who register for online and hybrid online classes are required to have access to a computer running Windows 7 and newer or MAC OSX.6 or newer with a webcam and microphone. Some assignments and testing may not be completed on a mobile device.

Students who register for online and most hybrid classes are charged a \$35 proctoring fee that is due at the time of tuition payment.

An attendance verification assignment is required for ALL online classes and some hybrid classes that is due within the first few days of class. Students who do not complete the attendance assignment will be dropped from the class.

If you are dropped for non-attendance or non-payment of tuition and fees, your Canvas class will disappear from your account. You should check your schedule in mySUSCC to be sure you are still registered. If you have been dropped, you should contact the Admissions Office for assistance.



# DO YOU KNOW THE DATES FOR DROP/ADD?

## **Full Term – Summer 2024**

- May 15, 16 & 17 - Walk-in Registration on All Campuses
- May 20 - Classes Begin; Drop/Add Begins
- May 21 - Drop/Add Ends: Last day for registration, course change, or change to audit
- July 5 - Last day to withdraw with a “W” for full-term classes

## **Mini-Term 1 – Summer 2024**

- May 20 - Classes Begin; Drop/Add Begins
- May 21 - Drop/Add Ends
- June 10 - Last day to withdraw with a “W” from Mini-Term 1

## **Mini-Term 2 – Summer 2024**

- June 26 - Classes Begin; Drop/Add Begins
- June 27 - Drop/Add Ends
- July 17 - Last day to withdraw with a “W” from Mini-Term 2

## **Seven-Week Term – Summer 2024**

- June 10 - M/W Classes Begin; Drop/Add Begins
- June 11 - M/W Classes Drop/Add Ends
- June 11 - T/TH Classes Begin; Drop/Add Begins
- June 11 - T/TH Classes Drop/Add Ends
- July 8 - Last day to withdraw with a “W” from Seven-Week Term



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STATE COMMUNITY COLLEGE

[www.suscc.edu](http://www.suscc.edu)