



REGISTRATION RESOURCE GUIDE

SPRING 2024



TABLE OF CONTENTS

Do you have questions about your application?	3
Do you have problems with your student email or mySUSCC login?	4
Do you need to take the placement test (Accuplacer)?	5
Do you need ADA accommodations?	6
Do you need to meet with an advisor?	7
Do you receive some type of financial aid?	8
Do you know the important financial aid dates for Spring 2024	9
Do you know how to register?	10
Do you understand your tuition & fee charges?	11
Do you know that SUSCC has a payment plan?	12
Do you know where to get your student ID?	13
Do you know where to get your parking permit?	14
Do you know where to buy your books?	15
Do you know when your classes begin?	16
Do you know how to use Canvas?	17
Do you know the dates for drop/add?	18
Notes	19

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
- 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

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

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 courses.

DO YOU NEED ADA ACCOMMODATIONS?

Department: Student Success Center

Locations: 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

Contact Number: 334.745.6437, Ext. 5354

Contact Email: Opelika – Joseph Halsey - jhalsey@suscc.edu
Valley – Robin Brown - rbrown@suscc.edu
Wadley – Tiffanie Character - tcharacter@suscc.edu

Webpage: [Student Success Center](#)

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

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

OPELIKA CAMPUS – ACADEMIC

Shawn Caldwell
334-745-6437, Ext. 5483
rcaldwell@suscc.edu

Kenneth Gray
334-745-6437, Ext. 5306
kgray@suscc.edu

Dr. Patsy Parker
334-745-6437, Ext. 5317
pparker@suscc.edu

Sarah Henry
334-745-6437, Ext. 5307
shenry@suscc.edu

Jeremy Taunton
334-745-6437, Ext. 5305
jtaunton@suscc.edu

HEALTH SCIENCES DIVISION

Chiquita Brooks
334-745-6437, Ext. 5519
cbrooks@suscc.edu

TECHNICAL DIVISION

Amanda Harkins
334-745-6437, Ext. 5411
aharkins@suscc.edu

VALLEY CAMPUS

Robin Brown
334-756-4151, Ext. 5204
rbrown@suscc.edu

WADLEY CAMPUS

Tiffanie Character
256-395-2211, Ext. 5154
tcharacter@suscc.edu

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 (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

Last Name Letters E- I: wbattle@suscc.edu

Last Name Letters J-M: financialaid@suscc.edu

Last Name Letters N-P: kcrapps@suscc.edu

Last Name Letters Q-U: kmorsch@suscc.edu

Last Name Letters V-Z: snewman@suscc.edu

Contact For Scholarship Questions:

Presidential Honors: mtodd@suscc.edu

Presidential: wdaniel@suscc.edu

Ambassador: cfranklin@suscc.edu

Performing Arts: sspratlin@suscc.edu

Technical: jmoore@suscc.edu

Athletic: athletics@suscc.edu

Foundation: sbrown@suscc.edu

Partial Assistance: wdaniel@suscc.edu

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

Contact For Student Loans:

mstewart@suscc.edu

Contact For Veterans Assistance:

veterans@suscc.edu OR rthomas@suscc.edu

Contact for WIOA/TRA/VOC REHAB:

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 (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.



SPRING 2024

IMPORTANT FINANCIAL AID DATES



FULL TERM, MINI TERM #1, & FIVE WEEK TERM #1

January 4 th by 4:30 p.m. (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>
January 5 th	Students Dropped Due to Non-Payment
December 18 th – January 18 th	Financial Aid Avail @ Barnes & Noble Bookstore
January 10 th	Spring Classes Begin <i>(Full Term, Mini Term #1, Five Week #1)</i>
11:59 p.m. on January 18 th	Attendance Verification Due from Instructors
January 19 th	Students Dropped Due to Non-Attendance
January 22 nd	Tuition Due <i>(Registered on or before Jan. 4th)</i>
January 23 rd	Students Dropped Due to Non-Payment
January 24 th	Pell & Loan Disbursements/Freeze Date <i>(tuition and fees move to PAID status on student accounts)</i>
Refund Process Begins Jan. 25 th	Pell and Loan Refunds to Students <i>(allow 2-3 business days for direct deposit and 5-10 business days for postal delivery)</i>
January 31 st	Last Day to Readmit
Refund Process Begins Feb. 9 th	Direct Loan Refunds for 1 st Time Borrowers <i>(allow 2-3 business days for direct deposit and 5-10 business days for postal delivery)</i>

MINI TERM #2

March 13 th by 4:30 p.m. (cst)	Pre-Registered Students Tuition & Fees Due if registered for Mini Term #2 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>
March 14 th	Students Dropped Due to Non-Payment
February 29 th - March 19 th	Financial Aid Avail @ Barnes & Noble Bookstore
March 14 th	Spring Classes Begin <i>(Mini Term #2)</i>
11:59 p.m. on March 20 th	Attendance Verification Due from Instructors
March 21 st	Students Dropped Due to Non-Attendance
March 26 th	Tuition Due <i>(Registered on or after March 13th)</i>
March 27 th	Students Dropped Due to Non-Payment
March 28 th	Pell & Loan Disbursements/Freeze Date <i>(tuition and fees move to PAID status on student accounts)</i>
Refund Process Begins Mar. 29 th	Pell and Loan Refunds to Students <i>(allow 2-3 business days for direct deposit and 5-10 business days for postal delivery)</i>
April 4 th	Last Day to Readmit

** Dates are subject to change

Revised October 2023



SPRING 2024 IMPORTANT FINANCIAL AID DATES



FIVE-WEEK TERM #2

February 18 th by 4:30 p.m. (cst)	Pre-Registered Students Tuition & Fees Due if registered for Five Week Term #2 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>
February 19 th	Students Dropped Due to Non-Payment
February 12 th – February 21 st	Financial Aid Avail @ Barnes & Noble Bookstore
February 19 th	Spring Classes Begin <i>(Five Week Term #2)</i>
11:59 p.m. on February 26 th	Attendance Verification Due from Instructors
February 27 th	Students Dropped Due to Non-Attendance
February 29 th	Tuition Due <i>(Registered on or after February 18th)</i>
March 1 st	Students Dropped Due to Non-Payment
March 4 th	Pell & Loan Disbursements/Freeze Date <i>(tuition and fees move to PAID status on student accounts)</i>
Refund Process Begins Mar. 5 th	Pell and Loan Refunds to Students <i>(allow 2-3 business days for direct deposit and 5-10 business days for postal delivery)</i>
March 11 th	Last Day to Readmit

FIVE-WEEK TERM #3

April 1 st by 4:30 p.m. (cst)	Pre-Registered Students Tuition & Fees Due if registered for Five Week Term #3 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>
April 2 nd	Students Dropped Due to Non-Payment
March 26 th – April 5 th	Financial Aid Avail @ Barnes & Noble Bookstore
April 2 nd	Spring Classes Begin <i>(Five Week Term #3)</i>
11:59 p.m. on April 8 th	Attendance Verification Due from Instructors
April 9 th	Students Dropped Due to Non-Attendance
April 11 th	Tuition Due <i>(Registered on or after April 1st)</i>
April 12 th	Students Dropped Due to Non-Payment
April 16 th	Pell & Loan Disbursements/Freeze Date <i>(tuition and fees move to PAID status on student accounts)</i>
Refund Process Begins Apr. 17 th	Pell and Loan Refunds to Students <i>(allow 2-3 business days for direct deposit and 5-10 business days for postal delivery)</i>
April 23 rd	Last Day to Readmit

** Dates are subject to change

Revised October 2023

DO YOU KNOW HOW TO REGISTER?

1 HOMEPAGE

Go to the Southern Union Homepage – suscc.edu

2 CURRENT STUDENT

Go to the **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 homepage and click on the blue box on the left that reads **For Students**. Then find the **mySUSCC** link.

9 LOGIN

Your initial Username is your Southern Union email (include the @mail.suscc.edu) and the default Password is "ISUSCC" 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 SPRING 2024:

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

- November 30
(if you register between Oct. 16 and Nov. 30)
- January 4
(if you register between Nov. 30 and Jan. 4)
- January 22
(if you register between Jan. 4 and Jan. 22)

Second Five Week Term

- February 18
- February 29

Third Five-Week Term

- April 1
- April 11

Mini Term 2 – ONLY

- March 13
(if you register for Mini Term 2 ONLY)
- March 26
(if you register after March 13 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

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 Spring 2024, the dates for full and partial refunds are:

Refund	Full Term	Mini Term 1	Mini Term 2	5 Week Term 1	5 Week Term 2	5 Week Term 3
100%	Through Jan 9	Through Jan 9	Through Mar 13	Through Jan 9	Through Feb 18	Through Apr 1
70%	Jan 10-16	Jan 10-11	Mar 14-15	Jan 10-11	Feb 19-20	Apr 2-3
45%	Jan 17 - 23	Jan 12-13	Mar 16-17	Jan 12-13	Feb 21-22	Apr 4-5
20%	Jan 24-30	Jan 14-15	Mar 18-19	Jan 14-15	Feb 23-24	Apr 6-7
No refund after	Jan. 30	Jan 15	Mar 19	Jan 15	Feb 24	Apr 7
Drop/Add ends	Jan 16	Jan 11	Mar 15	Jan 11	Feb 20	Apr 3

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.**

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

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	Enrollment Fee	Down Payment	Enrollment Dates	Monthly Installment Draft Dates
Plan 1 (3 installments)	\$40	25%	11/1/2023 thru 11/30/2023	1/7/2024 (25%) 2/7/2024 (25%) 3/7/2024 (25%)
Plan 2 (2 installments)	\$40	30%	12/11/2023 thru 1/4/2024	2/7/2024 (35%) 3/7/2024 (35%)
Plan 3 (1 installment)	\$40	50%	1/5/2024 thru 1/16/2024	3/7/2024 (50%)

*For Late Registrants Only

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.



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
Wadley – John Carlisle - jcarlisle@suscc.edu
- Webpage:** [Student ID Cards](#)
- To receive your ID:**

- After you receive an email from library@suscc.edu, upload a photo for your student ID
- Come to your campus library to pickup your ID two business days after you upload your photo
- You must be able to show you have paid your tuition and fees
- Provide a picture ID (drivers license, military ID, etc.) to receive your SUSCC student ID

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?

Department:	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>
Locations:	Opelika – Administration Building Wadley – Administration Building
Contact Number:	Opelika/Valley – Randy Burroughs - (334) 745-6437, Ext. 5523 Wadley – Jimmy Holmes - (256) 395-2211, Ext. 5823
Contact Email:	Opelika/Valley – Randy Burroughs - rburroughs@suscc.edu Wadley – Jimmy Holmes - jholmes@suscc.edu
Webpage:	Parking Permits

To receive your Parking Permit:

- You must register online for your parking permit by going to 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 or 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

Health Sciences Division
Melinda Clanton
334-745-6437, Ext. 5514
mclanton@suscc.edu

Technical Division
Michelle Etris
334-745-6437, Ext. 5490
metris@suscc.edu

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 – Spring 2024

January 10 - Classes Begin
January 18 - Attendance Verification due
May 1-3, 6, 7 - Final Exams

Mini-Term 1 – Spring 2024

January 10- Classes Begin
January 18 - Attendance Verification due
March 13- Final Exams

Mini-Term 2 – Spring 2024

March 14- Classes Begin
March 20 - Attendance Verification due
May 7- Final Exams

Five-Week Term 1 – Spring 2024 January
10 - Classes Begin
January 18 - Attendance Verification due
February 15 - Final Exams

Five-Week Term 2 – Spring 2024
February 19 - Classes Begin
February 26 - Attendance Verification due
April 1 - Final Exams

Five-Week Term 3 – Spring 2024
April 2 - Classes Begin
April 8 - Attendance Verification due
May 7 - Final Exams

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: nbramlett@suscc.edu or bbarks@suscc.edu

Support email for problems accessing Canvas: support@suscc.edu

Webpages:

Homepage: suscc.instructure.com

How to log in to Canvas: www.suscc.edu/programs/technical-support.cms

Additional information: 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 10/11 or newer (Windows 10/11 "S" and "SE" mode are not compatible) 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 with their tuition per course for a middle of the term test and the final exam.

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 – Spring 2024

- January 8 and 9 - Walk-in Registration on All Campuses
- January 10 - Classes Begin; Drop/Add Begins
- January 16 - Drop/Add Ends: Last day for registration, course change, or change to audit
- April 10 - Last day to withdraw with a “W” for Full-Term

Mini-Term 1 – Spring 2024

- January 10 - Classes Begin; Drop/Add Begins
- January 11 - Drop/Add Ends
- February 13 - Last day to withdraw with a “W” from Mini-Term 1

Mini-Term 2 – Spring 2024

- March 14 - Classes Begin; Drop/Add Begins
- March 15 - Drop/Add Ends
- April 16 - Last day to withdraw with a “W” from Mini-Term 2

Five-Week Term 1 – Spring 2024

- January 10 - Classes Begin; Drop/Add Begins
- January 11 - Drop/Add Ends
- February 1 - Last day to withdraw with a “W” from Five-Week Term 1

Five-Week Term 2 – Spring 2024

- February 19 - Classes Begin; Drop/Add Begins
- February 20 - Drop/Add Ends
- March 18 - Last day to withdraw with a “W” from Five-Week Term 2

Five-Week Term 3 – Spring 2024

- April 2 - Classes Begin; Drop/Add Begins
- April 3 - Drop/Add Ends
- April 23 - Last day to withdraw with a “W” from Five-Week Term 3



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