



# REGISTRATION RESOURCE GUIDE

## FALL 2023



# 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 Fall 2023	9
Do you know how to register?	11
Do you understand your tuition & fee charges?	12
Do you know that SUSCC has a payment plan?	13
Do you know where to get your student ID?	14
Do you know where to get your parking permit?	15
Do you know where to buy your books?	16
Do you know when your classes begin?	17
Do you know how to use Canvas?	18
Do you know the dates for drop/add?	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](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 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](mailto:jhalsey@suscc.edu)  
Valley – Robin Brown - [rbrown@suscc.edu](mailto:rbrown@suscc.edu)  
Wadley – Tiffanie Character - [tcharacter@suscc.edu](mailto: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](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

## 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)

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

Alyson Skinner  
334-745-6437, Ext. 5307  
[askinner@suscc.edu](mailto:askinner@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)

Ally Silva  
256-395-2211, Ext. 5813  
[asilva@suscc.edu](mailto:asilva@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](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: [mtodd@suscc.edu](mailto:mtodd@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.





# FALL 2023 IMPORTANT FINANCIAL AID DATES



## FULL TERM & MINI TERM #1

August 15 <sup>th</sup> by 4:30 p.m. (cst)	Pre-Registered Students Tuition 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>
August 16 <sup>th</sup>	Students Dropped for Non-Payment
August 3 <sup>rd</sup> – August 28 <sup>th</sup>	Financial Aid Avail @ Barnes & Noble Bookstore
August 21 <sup>st</sup>	Fall Classes Begin <i>(Full Term &amp; Mini Term #1)</i>
August 24 <sup>th</sup>	Tuition Due <i>(Registered between August 16<sup>th</sup> – August 22<sup>nd</sup>)</i>
August 25 <sup>th</sup>	Students Dropped for Non-Payment
11:59 p.m. on August 29 <sup>th</sup>	Attendance Verification Due from Instructors
August 30 <sup>th</sup>	Bookstore File Sent to SU
September 1 <sup>st</sup>	Pell & Loan Disbursements/Freeze Date <i>(tuition and fees move to <b>PAID</b> status on student accounts)</i>
Refund Process Begins Sept. 5 <sup>th</sup>	Pell and Loan Refunds to Students <i>(allow 2-3 business days for direct deposit and 5-10 business days for postal delivery)</i>
September 8 <sup>th</sup>	Last Day to Readmit
Refund Process Begins Sept. 20 <sup>th</sup>	Direct Loan Refunds for 1 <sup>st</sup> Time Borrowers <i>(allow 2-3 business days for direct deposit and 5-10 business days for postal delivery)</i>

## MINI TERM #2

October 12 <sup>th</sup> by 4:30 p.m. (cst)	Pre-Registered Students Tuition & Fees Due if registered for <b>Mini Term #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>
October 13 <sup>th</sup>	Students dropped for non-payment
October 9 <sup>th</sup> - October 19 <sup>th</sup>	Financial Aid Avail @ Barnes & Noble Bookstore
October 16 <sup>th</sup>	Fall Classes Begin <i>(Mini Term #2)</i>
October 17 <sup>th</sup>	Tuition Due <i>(Registered between October 13<sup>th</sup> – October 17<sup>th</sup>)</i>
October 18 <sup>th</sup>	Students Dropped for Non-Payment
11:59 p.m. on October 23 <sup>rd</sup>	Attendance Verification Due from Instructors
October 23 <sup>rd</sup>	Bookstore File Sent to SU
October 30 <sup>th</sup>	Pell & Loan Disbursements/Freeze Date <i>(tuition and fees move to <b>PAID</b> status on student accounts)</i>
Refund Process Begins Oct. 31 <sup>st</sup>	Pell and Loan Refunds to Students <i>(allow 2-3 business days for direct deposit and 5-10 business days for postal delivery)</i>
November 6 <sup>th</sup>	Last Day to Readmit

## FIVE WEEK TERM #1

August 15 <sup>th</sup> by 4:30 p.m. (cst)	Pre-Registered Students Tuition & Fees Due if registered for <b>Five Week Term #1 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>
August 16 <sup>th</sup>	Students dropped for non-payment
August 3 <sup>rd</sup> - August 28 <sup>th</sup>	Financial Aid Avail @ Barnes & Noble Bookstore
August 21 <sup>st</sup>	Fall Classes Begin <i>(Five Week Term #1)</i>
August 24 <sup>nd</sup>	Tuition Due <i>(Registered between August 16<sup>th</sup> – August 22<sup>nd</sup>)</i>
August 25 <sup>rd</sup>	Students Dropped for Non-Payment
11:59 p.m. on August 29 <sup>th</sup>	Attendance Verification Due from Instructors
August 30 <sup>th</sup>	Bookstore File Sent to SU
September 1 <sup>st</sup>	Pell & Loan Disbursements/Freeze Date <i>(tuition and fees move to <b>PAID</b> status on student accounts)</i>
Refund Process Begins Sept. 5 <sup>th</sup>	Pell and Loan Refunds to Students <i>(allow 2-3 business days for direct deposit and 5-10 business days for postal delivery)</i>
September 6 <sup>th</sup>	Last Day to Readmit



# FALL 2023

## IMPORTANT FINANCIAL AID DATES



### FIVE WEEK TERM #2

September 26 <sup>th</sup> by 4:30 p.m. (cst)	Pre-Registered Students Tuition & Fees Due if registered for <b>Five Week Term #2 Only</b> (students will be dropped for nonpayment if 100% of expenses are not self-paid or authorized with some form of financial aid assistance)
September 27 <sup>th</sup>	Students Dropped for Non-Payment
September 21 <sup>st</sup> – September 29 <sup>th</sup>	Financial Aid Avail @ Barnes & Noble Bookstore
September 27 <sup>th</sup>	Fall Classes Begin (Five Week Term #2)
October 9 <sup>th</sup>	Tuition Due (Registered after September 26 <sup>th</sup> )
October 10 <sup>th</sup>	Students Dropped for Non-Payment
11:59 p.m. on October 4 <sup>th</sup>	Attendance Verification Due from Instructors
October 3 <sup>rd</sup>	Bookstore File Sent to SU
October 11 <sup>th</sup>	Pell & Loan Disbursements/Freeze Date (tuition and fees move to <b>PAID</b> status on student accounts)
Refund Process Begins Oct. 12 <sup>th</sup>	Pell and Loan Refunds to Students (allow 2-3 business days for direct deposit and 5-10 business days for postal delivery)
October 16 <sup>th</sup>	Last Day to Readmit

### FIVE WEEK TERM #3

November 1 <sup>st</sup> by 4:30 p.m. (cst)	Pre-Registered Students Tuition & Fees Due if registered for <b>Five Week Term #3 Only</b> (students will be dropped for nonpayment if 100% of expenses are not self-paid or authorized with some form of financial aid assistance)
November 2 <sup>nd</sup>	Students dropped for non-payment
October 30 <sup>th</sup> - November 6 <sup>th</sup>	Financial Aid Avail @ Barnes & Noble Bookstore
November 2 <sup>nd</sup>	Fall Classes Begin (Five Week Term #3)
November 13 <sup>th</sup>	Tuition Due (Registered after November 1 <sup>st</sup> )
November 14 <sup>th</sup>	Students Dropped for Non-Payment
11:59 p.m. on November 8 <sup>th</sup>	Attendance Verification Due from Instructors
November 8 <sup>th</sup>	Bookstore File Sent to SU
November 16 <sup>th</sup>	Pell & Loan Disbursements/Freeze Date (tuition and fees move to <b>PAID</b> status on student accounts)
Refund Process Begins Nov. 17 <sup>th</sup>	Pell and Loan Refunds to Students (allow 2-3 business days for direct deposit and 5-10 business days for postal delivery)
November 20 <sup>th</sup>	Last Day to Readmit

\*\* Dates are subject to change

Revised March 2023

# 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.

## 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:** ISUSCC101202

## 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 FALL 2023:**

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

- August 15  
(If you register between April 5 and August 15)
- August 24  
(if you register between August 15 and August 24)

**Second Five Week Term**

- September 26
- October 9

**Third Five-Week Term**

- November 1
- November 13

**Mini Term 2 – ONLY**

- October 12  
(if you register for Mini Term 2 ONLY)
- October 17  
(if you register after October 12 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 Fall 2023, 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 Aug 20	Through Aug 20	Through Oct 15	Through Aug 20	Through Sep 26	Through Nov 1
70%	Aug 21-27	Aug 21-22	Oct 16-17	Aug 21-22	Sep 27-28	Nov 2-6
45%	Aug 28 - Sep 3	Aug 23-24	Oct 18-19	Aug 23-24	Sep 29-Oct 3	Nov 7-8
20%	Sep 4-10	Aug 25-29	Oct 20-24	Aug 25-29	Oct 4-5	Nov 9-13
No refund after	Sep 10	Aug 29	Oct 24	Aug 29	Oct 5	Nov 13
Drop/Add ends	Aug 24	Aug 22	Oct 17	Aug 22	Sep 28	Nov 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](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%	7/1/2023 thru 7/30/2023	8/7/2023 (25%) 9/7/2023 (25%) 10/7/2023 (25%)
Plan 2 (2 installments)	\$40	30%	8/1/2023 thru 8/20/2023	9/7/2023 (35%) 10/7/2023 (35%)
Plan 3 (1 installment)	\$40	50%	8/21/2023 thru 8/24/2023	10/7/2023 (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?**

**Department:**

Public Safety

*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.*

**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](mailto:rburroughs@suscc.edu)

Wadley – Jimmy Holmes - [jholmes@suscc.edu](mailto: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](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**  
Nicole Lynch  
334-745-6437, Ext. 5401  
[nlynch@suscc.edu](mailto:nlynch@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  
[metris@suscc.edu](mailto: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 – Fall 2023**

August 21 - Classes Begin for Full Term  
August 29 - Attendance Verification due  
December 11-15 - Final Exams

### **Mini-Term 1 – Fall 2023**

August 21 - Classes Begin; Drop/Add Begins  
August 29 - Attendance Verification due  
October 13 - Final Exams/Mini-Term 1 Ends

### **Mini-Term 2 – Fall 2023**

October 16 - Classes Begin  
October 23 - Attendance Verification due  
December 15 - Final Exams/Mini-Term 2 Ends

### **Five-Week Term 1 – Fall 2023**

August 21 - Classes Begin  
August 29 - Attendance Verification due  
September 29 - Final Exams/Five-Week Term Ends

### **Five-Week Term 2 – Fall 2023**

September 27 - Classes Begin  
October 4 - Attendance Verification due  
November 1 - Final Exams/Five-Week Term Ends

### **Five-Week Term 3 – Fall 2023**

November 2 - Classes Begin  
November 8 - Attendance Verification due  
December 15 - 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: [nbramlett@suscc.edu](mailto:nbramlett@suscc.edu) or [bbarks@suscc.edu](mailto:bbarks@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 I 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, hybrid online, and virtual classes are required to have access to a computer that meets the [technology requirements](#) for Canvas and proctoring vendors. A working webcam and microphone must be attached or built into the computer. The use of a mobile device for completing coursework is not recommended and, in some cases, will not be allowed.

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 – Fall 2023**

- August 16, 17 & 18 - Walk-in Registration on All Campuses
- August 21 - Drop/Add Begins
- August 24 - Drop/Add Ends: Last day for registration, course change, or change to audit
- November 7 - Last day to withdraw with a “W” for full-term classes

## **Mini-Term 1 – Fall 2023**

- August 21 - Classes Begin; Drop/Add Begins
- August 22 - Drop/Add Ends
- September 22 - Last day to withdraw with a “W” from Mini-Term 1

## **Mini-Term 2 – Fall 2023**

- October 16 - Classes Begin; Drop/Add Begins
- October 17 - Drop/Add Ends
- December 15 - Last day to withdraw with a “W” from Mini-Term 2

## **Five-Week Session 1 – Fall 2023**

- August 21 - Classes Begin; Drop/Add Begins
- August 22 - Last day to drop/add Five-Week Session 1
- September 12 - Last day to withdraw with a “W” from Five-Week Session 1

## **Five-Week Session 2 – Fall 2023**

- September 27 - Classes Begin; Drop/Add Begins
- September 28 - Last day to drop/add Five-Week Session 2
- October 18 - Last day to withdraw with a “W” from Five-Week Session 2

## **Five-Week Session 3 – Fall 2023**

- November 2 - Classes Begin; Drop/Add Begins
- November 3 - Last day to drop/add Five-Week Session 3
- December 1 - Last day to withdraw with a “W” from Five-Week Session 3



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