



GRADUATE STUDENT HANDBOOK

2018-2019

SO | Southern OREGON
U | UNIVERSITY

WELCOME

Congratulations on your admission and welcome to Southern Oregon University!

Thank you for choosing SOU for your graduate studies. Whether you are enrolling in a graduate program, getting a second bachelor's degree or certificate, or just taking additional courses for personal gain, it is important to us that you have a positive experience. This Graduate Handbook has been created to assist you as you become acquainted with campus and begin your studies here. Included you will find information and links to contact lists, maps, graduate program policies, campus resources, and other helpful material.

If you have any questions, please feel free to contact the graduate coordinator, advisor, or staff person in your program or someone in the SOU Graduate Studies office, as listed below.

Welcome to the Raider family! We look forward to seeing you on campus.

SOU Office of Graduate Studies

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Director of Graduate Studies
541-552-6121
watersj@sou.edu

Joanie Keller-Hand
Graduate Studies Support Specialist
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SOU GRADUATE PROGRAM CONTACT INFORMATION

PROGRAM	COORDINATOR/ADVISOR	STAFF
Business: Master in Business Administration (MBA)	Dr. René Ordoñez 541-552-6720 ordonez@sou.edu	Graduate Assistants 541-552-8113 mba-grad-asst@sou.edu
Education: MA/MS in Education (MEd)	Dr. Amy Belcastro 541-552-8245 belcasta@sou.edu	ALL EDUCATION PROGRAMS: Anita Caster 541-552-6996 Main Office 541-552-6936
Education: Master of Arts in Teaching (MAT) Early Childhood, Elem, Middle	Dr. Erin Wilder 541-552-6935 wildere@sou.edu	
Education: Master of Arts in Teaching (MAT) Middle/High School	Dr. Jesse Longhurst 541-552-6312 longhursj@sou.edu	
Education: MA/MS in Education, Special Education (SPED)	Dr. Jo-Anne Lau-Smith 541-552-6925 lausmitj@sou.edu	
Environmental Education: MS in Environmental Education	Dr. Stewart Janes 541-552-6797 janes@sou.edu	Graduate Assistants 541-552-6876 seec@sou.edu
Foreign Languages: MA in Spanish Language Teaching	Dr. Anne Connor 541-552-6743 connora@sou.edu	Joanie Keller-Hand 541-552-6113 kellerhaj@sou.edu
Foreign Languages: MA in French Language Teaching	Dr. Marianne Golding 541-552-6741 golding@sou.edu	Joanie Keller-Hand 541-552-6113 kellerhaj@sou.edu
Interdisciplinary Studies: MA/MS in Interdisciplinary Studies (MIIS)	Dr. Kristin Nagy Catz 541-552-7077 nagycatz@sou.edu	Joanie Keller-Hand 541-552-6113 kellerhaj@sou.edu
Music: Master of Music Performance	Dr. Terry Longshore 541-552-6548 longshore@sou.edu	Academic Program Assistant 541-552-6347
Psychology: MA/MS in Clinical Mental Health Counseling (CMHC)	Dr. Cody Christopherson 541-552-8491 christoc1@sou.edu FAX 541-552-6988	Angel McDonald 541-552-6539
Theatre Arts: Master of Theatre Studies in Production and Design	Deborah Rosenberg 541-552-6690 rosenbergd@sou.edu	Helen Eckard 541-552-6346
Office of Graduate Studies	Dr. Jody Waters, Director 541-552-6121 watersj@sou.edu	Joanie Keller-Hand 541-552-6113 kellerhaj@sou.edu

GETTING AROUND CAMPUS

Ashland Campus Map

Take a look around [campus](#).

Find your classrooms, the bookstore, the coffee shops, the library.

Campus Buildings

Classes and other events are held in many venues.

You might see these abbreviations:

	Building or Room
AB	Art Building
BRITT	Britt
CE	Central
CH	Churchill
COX	Joseph Cox Hall
CS	Computer Science
CSC	Cascade
DB	DeBoer Sculpture Studio
DMC	Digital Media Center
EP	Education/Psychology Building
HEC	Higher Education Center
L	Lithia Pavilion
LIB	Hannon Library
MA	Marion Ady Art Building
MS	Military Science Center
MUS	Music Building
ODP	Outdoor Programs Office
RVTV	Rogue Valley Community TV
SC	Science Building
SU	Stevenson Union
SUSANN	Susanne Homes Residence Hall
TA	Taylor Hall
THTR	Theatre
WWW	Asynchronous web based courses

Parking on Campus

See the [Parking Services](#) website for information regarding parking permits.

Please note that there is no free parking on campus.

GETTING STARTED

Activate Your Student Account

Begin by activating your network account:

1. Go to InsideSOU.edu, then to the Account Help box on the right.
2. Click on Students - Activate your Account.

You will need your SOU ID number, which can be found on your acceptance letter. If you are a non-admitted student, check with the Enrollment Services Center (ESC) at 541-552-6600 or the Graduate Studies office at 541-552-6113. Any technical problems with this process may be directed to IT at helpdesk@sou.edu or 541-552-6900.

Personal Information Updates

Be sure to keep your personal information current. Here's how:

1. Log into InsideSOU.
2. Scroll to Online Services in the blue box on the right-hand side.
3. Select Student & Registration Tools.
4. Find the information you want to update under Personal Information.
5. Update as needed.
6. Click Submit.

Email

Your SOU email address was created when you applied to the university. **All official university communication is sent only to SOU email accounts.** This is how both the university and your graduate program will send information to you. If you choose to use your personal email instead, please be sure to forward all email from the SOU account.

Student ID Card

The SOU BankMobile card is your official SOU ID card. It will give you access to campus services, including the library, the Health and Wellness Center, Enrollment Services, campus meal plan, and campus events. It is also used for financial aid disbursement.

Your BankMobile card will be sent to you 7-10 days after you register, to the mailing address you have on file at SOU. Once you receive your card, be sure to activate it, using the accompanying instructions. Activation is required to obtain financial aid and other refunds from the university. During activation, you will have the option of using your own existing bank account or opening a BankMobile checking account (which also makes the card a debit card).

If there is no photo on the card, please go to Enrollment Services (see next page) to have one taken. If you have not received your card or have lost it, please email esc@sou.edu, with your name, SOU ID number, and current mailing address.

Academic Calendar

SOU operates on the quarter system. One full year is Fall, Winter, Spring, Summer. Some programs are held year-round, while others are offered only in the summer. Your program will alert you of your schedule. Please see the [academic calendar](#) for campus-wide information.

ENROLLMENT INFORMATION

Graduate Student Types

There are three types of graduate students at SOU:

- 1) Graduate: A student who is formally enrolled in a graduate program.
- 2) Post-Baccalaureate: A student who is completing course work at the graduate level, but is not formally admitted to a graduate program. This status may occasionally be awarded, at the discretion of the academic program, to students who will be completing a combination of graduate and undergraduate courses.
- 3) Non-Admitted Graduate: A student who holds a bachelor's degree, is not admitted to Southern Oregon University, and **is not degree seeking**. A non-admitted graduate student may complete up to 8 graduate level credits at the discretion of the program. Some programs may limit the total number of credits students may complete as a non-admitted graduate. Non-admitted graduate students are **not eligible for financial aid** and may not earn a degree from SOU.

If you are unsure of your student type, please contact your program or the SOU Graduate Studies office.

Program Orientations

Some programs hold orientations for their incoming students before the start of the term. You will receive notification of this directly if it applies to you. If not, please come to campus a few days early anyway and start to learn your way around.

Registration

Your program will assign you an advisor to help guide you through your career here, and beyond. Some programs will have sent you a letter listing the courses you will register for the first term, while other programs will give you a program outline for your whole course of study. **Be sure and check with your advisor or program coordinator before registering.**

Registration Instructions:

- 1) Refer to the online schedule of classes to identify the course registration numbers (CRNs) of the courses you wish to take. You can use the Optional Filter "Course Level" to narrow the view to graduate courses only. Be sure to review any footnotes associated with the courses for special schedule and/or other information.
- 2) Open InsideSOU and log in using your username and password.
- 3) Choose Online Services, Banner Self-Service (SISWeb), Student & Registration Tools.
- 4) Choose Add or Drop Classes.
- 5) Select a Term and click Submit.
- 6) Enter the CRNs of the courses you want and click Submit.
- 7) Be sure to check Detail Schedule to confirm your registration.

Enrollment Services Center

1st Floor, Britt Hall

esc@sou.edu, 541-552-6600

The Enrollment Services Center (ESC) is the administrative hub for students. Housed within the ESC are [Academic Services](#), [Financial Aid](#), and [Student Accounts](#). The ESC Associates at the front counter can help you with everything from registration issues and financial aid status to tuition payments and parking permits. They also handle the SOU BankMobile card (your SOU ID).

Tuition and Fees

Tuition and fees are subject to change from year to year. Click [here](#) for the most current tuition rate. Full-time status for graduate students is granted when a student enrolls for nine or more credit hours. Students will be charged all applicable fees, including building fees and health service fees. Enrollment Services can provide additional information.

Most courses at SOU are billed according to the standard tuition schedule. Online and self-support courses may charge a special rate for tuition. Some courses will have a fee attached in addition to the regular tuition, such as a science lab breakage fee. If a course has a special rate or an additional fee, it will be listed in the course footnote in the online schedule of classes.

Undergraduate level courses are numbered 100-499. Graduate level courses are numbered 500-599. Graduate students may enroll in a combination of undergraduate and graduate level courses, but will be assessed the graduate level tuition rate for all course work. Undergraduate course work cannot be counted toward a master's degree.

Payment Options

Tuition and fees may be paid online, by mail, or in person at Enrollment Services.

To pay online, using a checking/savings account, MasterCard, or VISA:

1. Click on Banner Self-Service, Student & Registration Tools.
2. Click on Make a Payment.
3. Log in.
4. Follow the instructions to make a payment.
5. You may select credit card or electronic check at the checkout page.

Late fees and revolving charge fees may be assessed when tuition is not received by the due date. Please refer to [Enrollment Services](#) for other payment policies as well as information on important dates and deadlines.

Financial Aid

1st Floor, Britt Hall

Monday-Thursday 9:00-5:00, Friday 10:00-5:00

esc@sou.edu, 541-552-6600

The Financial Aid office is located within the Enrollment Service Center (see section above). Financial Aid for most graduate students is limited to unsubsidized student loans, graduate assistantships, and scholarships. There may also be specialized grants for specific programs. You must be fully admitted to a graduate program and enrolled in at least 5 credits in order to qualify for financial aid. To request financial aid, go to [FAFSA](#). SOU's school code is 003219. To continue qualifying for aid, you must demonstrate that you are making progress toward your degree and remain in good academic standing. Contact the [Financial Aid](#) office for specific questions about your financial aid.

Graduate Assistantships: Some programs offer Graduate Assistantships. These complement a student's formal studies through research, teaching, or administrative work under the supervision of faculty or staff. Students generally receive a tuition remission and/or stipend for their services.

To hold an assistantship, students must gain regular admission to a master's degree program. They must also have an approved master's degree program on file no later than the first week of the initial term of appointment as a graduate assistant and must successfully pursue the program at a rate defined in the General Regulations for Appointment of Graduate Assistants.

The number of assistantships and the type of work completed during an assistantship vary per program. Graduate assistantships are generally offered to graduate students at the time of admission. Please contact your program to inquire about such positions.

Oregon Lottery Graduate Scholarships: Oregon Lottery Graduate Scholarships are available to graduate students showing academic merit and financial need. Applicants must complete the FAFSA, the Oregon Lottery Graduate Scholarship application, and any additional materials required by specific academic programs. Deadlines vary by program.

CAMPUS RESOURCES

Bookstore

Stevenson Union

Monday-Friday 8:30-4:30

541-552-6178

The SOU Bookstore is located inside the Stevenson Union building. You can rent or buy new, used, or digital textbooks. Students may charge books to their student accounts prior to the term starting and during the first four weeks (in Fall) or first two weeks (in Winter and Spring) of a term. Restrictions apply to students who are taking fewer than 8 credits or have a \$1,500 prior balance. Please see the bookstore [website](#) for more information on textbooks and other goods and services.

Campus Library

Library Hours: 541-552-6856

Reference Services: 541-552-6442

Loan Services and Information: 541-552-6860

The [Hannon Library](#) provides resources central to students' instructional, research, recreational, and general information needs while attending SOU. In 2005, the University completed an extensive expansion and renovation of Hannon Library that nearly doubled the size of the building to 123,000 square feet. The project upgraded the library's technological infrastructure and created a beautiful facility that is now the centerpiece of the campus.

Hannon Library's [Learning Commons](#), with a focus on student success and supporting student learning, provides students with a single point to receive math and science tutoring, get help with writing papers, explore career opportunities, use computers, find information resources, and receive research assistance. Highly-trained student workers in the [Math and Science Lab](#) and [Writing Center](#) provide one-on-one tutoring.

The Learning Commons also provides access to a wide array of desktop computing software and electronic information, with expert staff to assist patrons with using these technologies for research, writing, and presentation. This area also provides laptops and iPads for check-out.

A well-trained and enthusiastic staff of librarians and paraprofessionals assist students with reference needs, finding electronic and web information resources, interlibrary borrowing, and materials checkout. Librarians aid students in developing their research and information evaluation skills, providing specialized instruction on library research in a wide range of classes. Subject specialist librarians also offer in-depth research assistance in specific disciplines.

Disability Resources

**Basement, Stevenson Union (elevator access available)
541-552-6213**

SOU [Disability Resources](#) provides academic accommodations for students with documented disabilities (whether it be learning, mobility, psychiatric, health-related, or sensory). Types of services offered include notetaking, testing accommodations, alternative textbook formats, assistive technology, special classroom seating (ADA), and sign language interpreting and/or captioning.

It is the policy of Southern Oregon University that no otherwise qualified person shall, solely by reason of disability, be denied access to, participation in, or benefits of any service, program, or activity operated by the University. Qualified persons shall receive reasonable accommodation/modification needed to ensure equal access to employment, educational opportunities, programs, and activities in the most appropriate, integrated setting, except when such accommodation creates undue hardship on the part of the provider. These policies are in compliance with Section 504 of the Rehabilitation Act of 1974, the Americans with Disabilities Act of 1990, and other applicable federal and state regulations that prohibit discrimination on the basis of disability.

Contact the office prior to your first term of enrollment to ensure timeliness of services.

Office of International Programs

2nd Floor, Stevenson Union

The [Office of International Programs](#) (OIP) is the central resource for international students at SOU. The staff assist students with all of the official documents and procedures required for study in the United States. If you are an international student, please contact the OIP with any questions you may have about your stay here at SOU.

Student Health and Wellness Center

The Student Health and Wellness Center (SHWC) provides access to a wide range of health services including primary medical care, mental health care, preventive services, and campus-wide health promotion. It is here to help SOU students to be the best they can be during their college career. Please see the SHWC [website](#) for a full explanation of all that is available to you. All SOU students are eligible to access medical and mental health services at the SHWC. SOU students do not need insurance to be seen at the SHWC.

ACADEMIC PROCEDURES AND POLICIES

The SOU Catalog is an excellent source of information for students. Please see the Graduate Studies section of the [catalog](#) for these items:

Master's Degree Program Procedures

Step One: Master's Degree Admission Requirements

Step Two: Approval of Proposed Program

Step Three: Midprogram Evaluation and Program Completion

Step Four: Application for Graduation.

To be completed no later than the first week of the quarter
in which you plan to complete all requirements for the degree.

Step Five: Final Steps to Degree Completion, including the Comprehensive Examination and Thesis or Project Defense.

General Information

Commencement

Student Handbooks

Program Regulations and Procedures

Student Responsibility

Student Conduct Code

Right of Appeal

Professional Ethics

Course Exclusions

Course-Related Requirements

Workshop Credit and Practicum

Credit by Examination

Prior and Transfer Credit Limitations

Time Limitation and Outdated Courses

Open-Numbered Graduate Courses

STUDENT LIFE

We are as proud of our extracurricular activities as we are of our academic offerings. Graduate and post-baccalaureate students are welcome to join the many clubs and intramural activities offered through SOU Student Life. [Student Life](#) provides social, cultural, and educational programs that underscore our values of diversity and inclusion, leadership development, and student involvement. They offer opportunities for employment, service, and engagement that foster a campus climate that supports equity and social justice. Graduate students are encouraged to participate and to consider taking leadership roles.

SOU has several outstanding student resource centers, designed to assist, engage, and support students. Please feel free to visit their offices:

Commuter Resource Center

Main Floor, Stevenson Union

541-552-8238

The [Commuter Resource Center](#) (CRC) provides students with a lounge, computer lab, nap area (including wake-up calls), a kitchenette, group study tables, and a play area for little ones. The CRC can connect you with a commuting partner, assist with fax and copy needs, as well as sign you up for free locker space.

Ecology and Sustainability Resource Center (ECOS)

Basement, Stevenson Union, Rm. 105

[ECOS](#) works to inspire the Southern Oregon University student body to be environmentally, socially, and economically responsible through educational programming, collaborative partnerships, and innovative initiatives. They provide many diverse student-led initiatives and programs, including a community garden, transportation options and SOU bike programs, Civic Engagement Program, immersive learning trips, and events.

Multicultural Resource Center

2nd Floor, Stevenson Union

541-552-8793

The [Multicultural Resource Center](#) (MRC) endeavors to create an inclusive community that recognizes, celebrates, and supports the diverse life experiences of the SOU community. Toward this goal, it seeks to support the African-American, Latino/Hispanic American, Native American, Pacific Islander, American Asian, and Queer communities of SOU by maintaining an open center where these students and staff may connect with a variety of constituencies to explore the multifaceted issues of race, class, ethnicity, gender, and sexual orientation.

Queer Resource Center
Basement, Stevenson Union
541-552-6488

The mission of the [Queer Resource Center](#) (QRC) of Southern Oregon University is to provide visible and accessible advocacy for the needs of queer students while expanding awareness and knowledge of queer issues on campus and in our community. The QRC works to encourage relationship building and support systems in order to empower every person to have a positive university experience, to grow as a self-aware individual, and to be a responsible community member. We offer a comfortable space to relax, meet new people, study, and access resources. We are sensitive to potential privacy needs for users of the Center. All visitors, phone calls, and e-mails are handled with a certain degree of confidentiality. If you feel you need extra confidentiality, please e-mail our Coordinator directly. Everyone is welcome to access, visit, and utilize resources offered through the QRC.

Student Recreation Center
541-552-7230

The beautiful new [Student Recreation Center](#) just opened in Spring 2018! Students who are paying the full Student Recreation Center (SRC) fee are automatically eligible members of the SRC. Students who are not paying the full fee are able to purchase a membership. Please check with Enrollment Services at esc@sou.edu to determine your status.

Veterans Resource Office
Main Floor, Stevenson Union, inside Commuter Resource Center
541-552-6107

The [Veterans Resource Office](#) (VRO) assists veterans and their families in pursuing their educational, professional, and vocational objectives. The VRO serves as a liaison between the U.S. Department of Veterans Affairs and the university to certify enrollment, provide information on veteran benefits, and monitor students' degree plans and academic progress. There is a dedicated meeting and study space for veterans. The VRO is also home to the Student Veterans Association, an on-campus Veterans Club.

Women's Resource Center
Basement, Stevenson Union
541-552-6216

The [Women's Resource Center's](#) (WRC) community space is a child-friendly environment with comfortable sofas, free tea, computers, and a printer open to the public. Students will find a safe, cozy atmosphere for relaxation or study, a feminist library for information, and opportunities for work-study, practicum credit, and volunteer service through advocacy, research, and activism. Throughout the year the Women's Resource Center offers services pertaining to safety, health, creativity, social justice, and coalition building.

IN CLOSING

We are very happy that you are here at SOU and sincerely want you to feel at home. Please reach out to your graduate program coordinator, your advisor, program staff, or the Graduate Studies office if you need any assistance.

Again, welcome to SOU and have a wonderful year!

SOU Office of Graduate Studies

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