



New Student Survival Guide



**SOUTHERN MISS
FIRST YEAR EXPERIENCE**

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Southern Miss at a Glance

Vision

The University of Southern Mississippi is the premier research university of the Gulf South—engaging and empowering individuals to transform lives and communities.

Our Values

Our mission is supported by the values that have been formed through the history and traditions of our institution. These values are widely and deeply held beliefs of our faculty, staff, students and administrators:

- Education provides opportunities to improve the quality of intellectual, social, economic and personal well-being. These opportunities should be available to all who are willing and able to meet our standards of excellence.
- Our success is reflected by the degree to which our students become well-read, articulate and creative critical thinkers. It is measured by their display of specialized knowledge and abilities suitable to the pursuit of a career and life in our complex, ever-changing world.
- We cherish innovation in the creation and application of basic and applied research findings, creative and artistic expression, meaningful learning experiences, the scope of services provided to our students and the

broader community that we sustain, and the continuing evolution of degree programs that both respond to and anticipate the evolving demands of our society, employers and the labor market.

- Education encourages and advances the ideals of a pluralistic democratic society: civic responsibility, integrity, diversity and ethical behavior.
- Academic freedom and shared governance are long-established and living principles at the university. We cherish the free exchange of ideas, diversity of thought, joint decision-making and individuals' assumption of responsibility.
- We make efficient and effective use of our resources, for we are accountable to our university communities, the Board of Trustees and taxpayers.

Commitments

Educating Our Students

The University of Southern Mississippi will maintain its leadership in pedagogy and instruction. The General

Mission

Our primary mission is to cultivate intellectual development and creativity through the generation, dissemination, application and preservation of knowledge.

Education Curriculum, First Year Experience and Honors College programs, as well as innovative programs in international education and service learning, underscore the institution's commitment to education.

Educating the Whole Student

Recognizing that students learn outside the classroom as well as within, The University of Southern Mississippi will fulfill its commitment to developing the potential of its students. The university engages its students through abundant opportunities for community service, leadership, student activities, support services, access to state-of-the-art facilities and programs. A caring, student-centered faculty and staff foster students' personal growth and development. Acknowledging the mutual benefit of maintaining close ties with graduates, the university is also committed to creating opportunities for alumni involvement in university activities.

Leading in Academic Excellence

The University of Southern Mississippi is committed to quality in all academic areas. The university will maintain its leadership position in selected programs in science,

technology, arts, humanities, health, education, psychology and business and will continue to be innovative in the development of programs.

Conducting Innovative Research

As a comprehensive research institution, The University of Southern Mississippi will pursue groundbreaking scholarship, creative activity, and research in science, technology, arts, humanities, education, health, psychology and business. Distinguished faculty and staff will utilize research and scholarship opportunities to fortify the education of undergraduate and graduate students and implement service initiatives in the university, in the community and in their academic disciplines as they push the boundaries of knowledge and discovery.

Creating Healthier Communities

The University of Southern Mississippi will contribute to the health and well-being of individuals, families, organizations and communities through continued innovation in applied research, community partnerships and experiential learning.

Leading in Economic Development

The University of Southern Mississippi will continue its initiatives in economic development and entrepreneurship. These initiatives include education and providing intellectual capital to augment economic opportunities.

Enriching the Cultural Environment

The University of Southern Mississippi will provide opportunities for the community to experience a variety of cultural activities. Regular events, performances, exhibits and presentations provide the campuses and surrounding regions with exposure to talented students, faculty and renowned athletes, artists and scholars. The university continues to serve as a primary provider of athletic, artistic and cultural events and education.

Creating Global Communities

The University of Southern Mississippi will continue to provide students with opportunities to live and learn abroad in preparation for leadership roles in an interdependent global society.

Areas of Strategic Focus

Four priorities guide The University of Southern Mississippi, each helping to support our vision. These priorities, identified through a strategic planning process in 2007, provide a solid foundation for progress.

- Climate of Academic Success
- Image Development
- Community Connection
- Healthy Minds, Bodies and Campuses

Climate of Academic Success

Our vision for a climate of academic success includes a unified environment that minimizes barriers for prospective and enrolled students, attracts and retains quality faculty and staff, embraces and reflects diversity, and produces graduates who are truly competitive in the global marketplace.

Students, faculty and staff at Southern Miss, along with the larger community, benefit from a wide range of cultural, social and educational experiences that yield informed, responsible and productive citizens with a standard of lifelong learning.

University experiences are supported by quality facilities and up-to-date technology accessible to the entire university community. Educational programs adhere to rigorous standards in terms of student advisement, engagement and mentoring; curriculum development and delivery; and the exploration and generation of scholarly work. Students admitted to Southern Miss have every opportunity to earn a degree and acquire a comprehensive educational foundation that expands their perspectives, enhances their opportunities and enriches our society.

Image Development

Image development promotes the internal and external reputation of the university and supports the vision of Southern Miss. Image development must be linked to what we do and how well we do it.

Community Connections

We envision engaged citizens of Southern Miss (students, faculty and staff) who genuinely invest in their university community and their host communities (locally, regionally, nationally and globally.) Our engaged citizens internationally build community through learning and working together inside and outside the university in order to

create and sustain a culture of respect and civility. We do this through hosting, serving, sharing and discovering.

- Hosting refers to the importance of every contact made on campus – from the first to the last.
- Serving allows university citizens to invest in people, agencies/businesses and organizations through volunteering, service learning, internships, applied scholarship and university/community partnerships.
- Sharing focuses on how we build relationships and engagement inside the university and with our host communities.
- Discovering encompasses the scholarship and creative activities of the university communities.

Healthy Minds, Bodies and Campuses

A culture that emphasizes a multidimensional healthy environment at Southern Miss is deemed central to attain the goals of this strategic plan. An emphasis on healthy lifestyles will enhance the quality of the Southern Miss experience and beyond. Appropriate efforts in campus sustainability will contribute to an improved environmental impact and an informed perspective on resource use. Continuous efforts to maintain safety and security of all at Southern Miss will increase the potential to attain individual and community goals.

The University of Southern Mississippi

Founded

Founded by legislative action March 30, 1910, The University of Southern Mississippi was the state's first state-supported teacher training school. One hundred years later, Southern Miss continues with an expanded mission, dedicated to conducting cutting-edge research, creating a healthier region, enhancing the cultural environment and educating the whole student.

Enrollment

Fall 2009 enrollment for all campuses and teaching sites was 16,668 students who represent 48 states and 65 foreign countries.

Locations

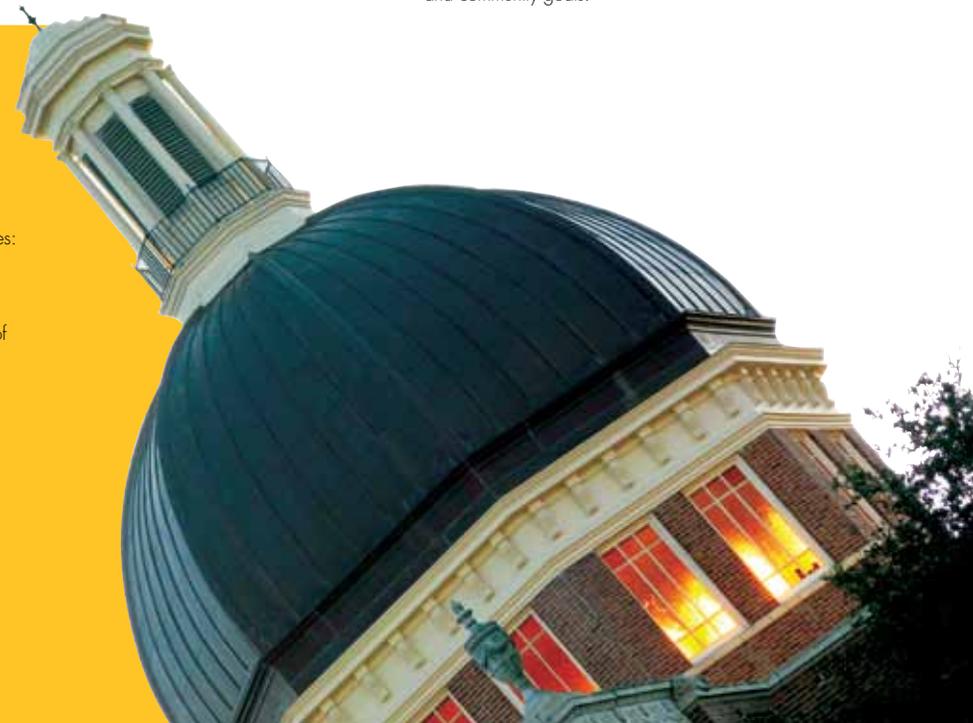
Southern Miss is the only dual-campus university in Mississippi with campuses in Hattiesburg and Long Beach plus six teaching and research sites along the Mississippi Gulf Coast.

Academics

The university is organized into six colleges: the College of Arts and Letters, College of Business, College of Education and Psychology, College of Health, College of Science and Technology, and the Honors College.

Study Abroad

Southern Miss operates study-abroad programs in nearly 20 countries worldwide. The British Studies Program is one of the largest summer programs for Americans in London.



Campus Resources



Ashton Turberville, Senior from Semmes, AL
What advice would you give a new Southern Miss student? "Take it all in. Take it day by day and don't be afraid to change your mind and take chances. Too many times, students follow their agendas for life and get so caught up in getting finished in four years that they forget to live their lives. Life begins in college. This is the place where you find your true friends. This is where you find yourself as well. College is so much more than higher education and getting a degree. It's about growing and maturing into adulthood. You will make mistakes. You may fail a test. You may change your major and realize that polymer science is what your parents wanted for you. You have to realize what you want for you! College is an amazing place and an amazing world. Don't let it pass you by. Live it!"

Admissions

The University of Southern Mississippi
118 College Drive #5166
Hattiesburg, MS 39406-0001
601.266.5000
601.266.5148 (Fax)
E-mail: Admissions@usm.edu
Web site: www.usm.edu/admissions

Amanda Belsom, Director of Admissions Operations

Allison Bruton, Director of New Student Recruitment

The Southern Miss Office of Admissions serves as the central point of contact and coordination for all enrollment-related activities. This office coordinates or assists with three main phases of student enrollment: initial recruitment of prospective students, the application and admissions process, and new student registration.

Unique to Southern Miss is the "comprehensive structure" of this office, which affords new students and parents the luxury of dealing with one primary office throughout the entire recruitment, admission and enrollment process.

Alumni Association

The University of Southern Mississippi
118 College Drive #5013
Hattiesburg, MS 39406-0001
601.266.5013
601.266.4214 (Fax)

E-mail: alumni@usm.edu

Web site: www.SouthernMissAlumni.com
Jerry DeFatta, Executive Director

The mission of the Southern Miss Alumni Association is to build a feeling of pride and loyalty among the alumni of the institution while strengthening participation in alumni and university programs, to coordinate the efforts of alumni on behalf of the university as a whole, and to provide a unified voice for all alumni in the affairs of the university.

To carry out this mission, the Alumni Association maintains an alumni database, produces a quarterly magazine for members, services local chapters and constituent groups, coordinates alumni events at key athletic events, and lends support to various campus entities. The Alumni Association also sponsors a student group, The Legacy.

Barnes & Noble at Southern Miss

601.266.4381

601.266.4355 (Fax)

Web Site: www.usm.bncollege.com

Kathleen Hayman, Director

The University of Southern Mississippi Bookstore, in partnership with Barnes & Noble, is located in the Thad Cochran Center. This full-service bookstore carries all course materials including textbooks, school supplies and general books, as well as spirit items and clothing, computer products and accessories, electronics, gifts and convenience items.

The regular hours of operation for the Barnes & Noble at Southern Miss Bookstore is 7:45

a.m.-6:45 p.m., Monday through Thursday, and 7:45 a.m.-5 p.m. on Fridays. Weekend hours are 11 a.m.-4 p.m. on Saturdays and 1-5 p.m. on Sundays. The Bookstore offers extended hours for the beginning of school and at "buybacks" during exam week. Summer hours of operation are 7:45 a.m.-5 p.m., Monday through Friday.

The Barnes & Noble at Southern Miss Bookstore accepts all major credit cards as well as allowing students to charge to their university accounts. These student charge accounts are closely monitored and have a limit set to allow each student the opportunity to purchase required course materials and school supplies as needed. Other forms of payment include cash, check, VISA and MasterCard, Discover, American Express and Barnes & Noble gift cards.

The Barnes & Noble at Southern Miss Bookstore offers book buyback year-round; however, the best time for students to sell back their books is at the end of each term. At this time, students can receive up to 50 percent of the purchase price for their textbooks. The purchase price is based on course requirement needs as determined by the instructors of each course.

Business Services

The University of Southern Mississippi
118 College Drive #5133
Hattiesburg, MS 39406-0001

601.266.4137

601.266.5876 (Fax)

E-mail: Business.Services@usm.edu

Barbara Madison, Bursar

All students at Southern Miss have accounts receivable created for them when they are admitted to Southern Miss. Tuition, room, board, textbooks and other charges are posted to the accounts; financial aid, scholarships and payments are credited to the accounts. Business Services mails statements; applies payments, including registration; and answers questions on these accounts. Business Services processes and mails refunds resulting from financial aid, scholarships, course changes and withdrawals on these accounts through Higher One. Business Services also serves as the university bank. The Perkins Student Loan Program is administered by Business Services.

John Hii, Junior from Mobile, AL

What is one service that you would encourage new students to take advantage of? "One of the best campus services we have is the clinic."



For some reason this year, I have gotten sick quite a bit. Between mono, bronchitis and two ear infections, our clinic has been there to help me along. Hopefully, no one gets that sick, but knowing it is there gives people reassurance. Plus, it is only \$5 a visit. So I would definitely take advantage of that."

Career Services

McLemore Hall, Room 125

118 College Drive #5014

Hattiesburg, MS 39406-0001

601.266.4153

601.266.4160 (Fax)

E-mail: cpp@usm.edu

Web site: www.usm.edu/cs

Rusty Anderson, Director

Career Services offers comprehensive services to enhance the process of examining and exploring career opportunities and finding meaningful employment.

The following services are available:

Career Counseling – Counseling is available to assist students in understanding more about their personality, interests and values and how such information relates to career areas and majors. Counselors can also support clients through the decision-making process, conquering career fears and setting appropriate career goals.

Individual Career Assessment – A variety of psychological tests and inventories are available to help identify interests related to choosing a major and career path.

Career Information Library – A collection of career-related materials pertaining to a wide range of career fields are available in our resource room. Types of information include job descriptions, necessary training and qualifications, employment outlook, expected salaries and job-seeking guides.

Job Search Development Skills – Services include individual consultations on the

following topics: resumé writing, cover letter development, interviewing tips and admonitions, negotiating salaries, follow-up techniques and networking for job leads.

Online Career Center-Eagle Employment – Southern Miss students and alumni can search for co-op and full-time jobs, submit resúmes to employers, sign up for on-campus interviews, and network with alumni mentors through this online system.

On-Campus Interviews – Our office hosts numerous employers each year who conduct interviews with alumni and students for co-op and full-time career opportunities.

Career Fairs and Education Recruitment Days – A wide variety of employers visit Southern Miss during these events to connect with students and alumni and promote internship, cooperative education and full-time opportunities.



Jazmyne Butler, Junior from Vicksburg, MS
What is one service that you would encourage new students to take advantage of? "I would advise new students to take advantage of the Career Services Center in McLemore Hall. The professional career counselors can help in so many ways. They can help them plan for their future, build resumé and interviewing skills, and help them find jobs in their field before graduation!"

Dean of Students

R.C. Cook University Union, Room 231

118 College Drive #5204

Hattiesburg, MS 39406-0001

601.266.6028

601.266.6401 (Fax)

Web site: www.usm.edu/dos

Eddie A. Holloway, Dean of Students

Brooks Moore, Assistant Dean of Students

The Dean of Students office strives to be proactive in student development, student leadership and student advocacy. Student life programs and services are designed to mirror the academic mission of the institution. Student growth and development are encouraged, excellence is pursued, and the highest standards of integrity are expected in all areas of life. This office, along with other campus departments and community organizations, is available to assist students, parents and family members in personal or family crises. We strive to understand our students and to establish trusting relationships with students, family members and staff. The Office of the Dean of Students is committed to ensuring a safe and secure environment. Student judicial services promote behavior that further supports responsibility, intellectual development, self-worth, mutual respect and a positive interaction among members of the university community in compliance with the Code of Student Conduct (Student Handbook).

Eagle Dining

118 College Drive #5063

Hattiesburg, MS 39406-0001

601.266.5376

601.266.5556 (Fax)

Web site: www.eagledining.com

Eagle Dining is committed to meeting all your campus dining needs. With multiple dining locations and a wide assortment of meal

memberships, you can be certain there is a plan for you. Our seasoned management team's goal is to provide all of our campus customers with a dining program filled with cutting-edge culinary techniques and great customer service in a clean, fun and relaxing atmosphere.

Each membership plan includes a combination of 1) dollars that may be used at any of our retail locations and 2) a designated number of meals to be used at any of our all-you-can-eat residential restaurants. Pick the membership with the right combination for you!

Use your retail membership dollars at these campus locations:

Power House Restaurant: Po'boys, gumbo, stone oven pizzas, sandwiches, soup, entrée salads and more!

A Stone's Throw, located in the Freshman Quad: Specially burgers and veggie burgers, toasted subs, calzones, pizza, chicken strips, grab-and-go salads and wraps.

Seymour's, located in the R.C. Cook Union: Chick-fil-A and Subway restaurants

Starbucks Coffee, located in the Cook Library

The Agora, located in the International Education Building: Einstein Bros. Bagels,

Tsunami Sushi and Greek Eatz

POD Express Convenience Store, located in the Thad Cochran Center, Joseph Greene Hall and the Liberal Arts Building

Use your all-you-can-eat meals at these residential restaurants:

The Fresh Food Company located in the Thad Cochran Center

Real Food of Campus at Hillcrest Residence Hall

Dining Memberships

Visit www.eagledining.com to check out our current dining memberships for residents and commuters.

How do I sign up for my dining membership?

Resident students: There is no need for resident students to sign up. You will be automatically enrolled in the Golden Eagle Pass Membership, and meals will be on your ID when you arrive on campus. You can change your plan to a traditional membership that best fits your schedule and dining needs the first two weeks of classes. Residents of Elam Arms, The Village and Fraternity Row will automatically be enrolled in the Southern Miss 80 meal plan.

Commuter Students: There are a variety of custom commuter plans that can be created to meet your dining needs.

Sign up or change your plan online at www.eagledining.com or visit our Customer Service office located on the ground level of the Thad Cochran Center.

Memberships may be charged to your student account or paid with a check or credit card.

What happens if I run out of Bonus Bucks before the end of the semester? You can add additional Bonus Bucks in the form of Dining Dollars. Dining Dollars are just like Bonus Bucks, but they never expire!

Why should I use Dining Dollars instead of cash or credit cards? Although all of our locations accept cash and credit cards, Dining Dollars and Bonus Bucks are tax-exempt so you will save seven percent on all food purchases!

What should a student do if he or she has special dietary needs?

Please make an appointment with our certified dietician by calling 601.266.5376.

Disability Accommodations

118 College Drive #8586

Hattiesburg, MS 39406-0001

601.266.5024 or 228.214.3232

601.266.6837 TTY

Individuals with hearing impairments can use Mississippi Relay Service at 1.800.582.2233 (TTY) to contact campus offices.

Web site: www.usm.edu/oda

Suzu B. Hebert, ODA Director and ADA Compliance Officer

Ragen Summers, Assistant Director

In accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990), Southern Miss does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. Reasonable accommodations for students with disabilities are provided through the Office for Disability Accommodations. ODA verifies eligibility for accommodations and works with eligible students to develop and coordinate plans for the provision of accommodations. Eligible students include those who are enrolled in degree and non-degree programs offered by The University of Southern Mississippi, are considered qualified to meet all university program requirements despite a disability, and meet the definition of disability as defined by the Rehabilitation Act of 1973 and the ADA. To receive accommodations, students must self-identify with the ODA.

Accommodations may include exam modifications, assistive technology, accessible housing, document conversion, interpreters, note-takers and readers. In order to receive appropriate and timely accommodations, eligible students should contact the ODA before the semester begins to file an application and submit documentation of the disability for review. The ODA is committed to creating a positive campus environment where students with disabilities are encouraged to pursue careers on the basis of personal interest and ability.

For an application and guidelines for documentation of disability, contact The University of Southern Mississippi, Office for Disability Accommodations, 118 College Drive #8586, Hattiesburg, MS 39406-0001; call 601.266.5024 or 228.214.3232; or visit the Web Site www.usm.edu/oda. Individuals with hearing impairments can use Mississippi Relay Service at 1.800.582.2233 (TTY) to contact campus offices.

First Year Experience

118 College Drive #5034

Hattiesburg, MS 39406-0001

601.266.6405

601.266.6150 (Fax)

Wynde J. Fitts, Director

Established December 1, 1998, the Office of the Freshman Year Experience was created to enhance the satisfaction, success and persistence of first-year students. It has been renamed First Year Experience.

The FYE office provides programs and services to help new students make a successful personal, academic and social adjustment to The University of Southern Mississippi. Some of the programs supported by the First Year Experience are Preview, Golden Eagle Welcome Week, Faculty Feedback, Parent Advisory Board, Transfer Student Association and Southern Style.

Preview is the orientation and registration summer program for all new students. During Preview, each student will meet with an academic adviser and plan his or her fall semester courses. The students learn about all of the great resources available at Southern Miss, such as libraries, access to personal

computers, tutoring centers, intramural sports, health care and much more. Parents are encouraged to attend Preview as they are a vital part of the Southern Miss family.

Parents will have an opportunity to speak personally with representatives of university departments, such as Residence Life, Dining Services, Health Services, Public Safety, Financial Aid and many others. Parents also have the opportunity to talk to members of the faculty and learn how they can help students have a successful college experience. Preview is an essential part of becoming an informed and successful student and parent at Southern Miss. Life at Southern Miss will be a new experience, and we want each student to feel prepared. Preview is the student's introduction to one of the most exciting times of life.

Golden Eagle Welcome Week is designed specifically for the incoming freshman class and transfer students. Golden Eagle Welcome Week is three days of having fun, meeting new friends, learning important information and enjoying exciting entertainment. Golden Eagle Welcome Week begins with check-in on the Saturday before the first day of fall classes. The week officially kicks off Saturday morning and continues through Tuesday. Students will be grouped into teams and guided throughout the weekend by upper-class student leaders. Students will become acclimated to Southern Miss and get those first-day jitters out of the way through a fun and exciting weekend. Events range from campus tours, socials, community service, group activities and summer reading discussions to Southern Miss traditions such as painting the Eagle Walk.

During the fall and spring semesters, the FYE office asks faculty to submit names of freshmen who are having performance or attendance issues. Our goal is to contact each student to help provide the resources needed to be successful during the first year at Southern Miss.

Parents who volunteer to be a member of the Parent Advisory Board will have an important role in the First Year Experience. This group of parents will become a sounding board for the FYE office, as well as for other offices on campus. Via phone calls, Internet communication and an annual meeting on campus, the Parent Advisory Board will help to shape the experience students have on Southern Miss' campus for years to come. Southern Style is a diverse group of student leaders who are selected to serve as orientation leaders for Preview and Golden Eagle Welcome Week. They also serve as the host group for university events including Commencement, Award's Day and Legislative Weekend. This year Southern Style consists of 23 members.



Shawn Blanchard, Senior from Denham Springs, LA

What is one service that you would encourage new students to take advantage of? "I feel as if students need to take advantage of the fact that all of our athletic functions are free as long as you are a full-time student. No other school that I know of allows you to have this opportunity. Therefore, since all athletic functions are free, then there should be no reason for students not to go to them. Southern Miss to the Top!"

Financial Aid

The University of Southern Mississippi

118 College Drive #5101

Hattiesburg, MS 39406-0001

601.266.4774

601.266.5769 (Fax)

E-mail: financial.aid@usm.edu

Web site: www.usm.edu/financialaid/

The Office of Financial Aid is located on the first floor of Kennard-Washington Hall, room 101, on the Hattiesburg campus. Financial aid is awarded to students based on merit, financial need or both. Merit-based scholarships are awarded for academic achievement or for some special characteristic, major, skill, talent or ability. Need-based aid is given to students who show they have financial need based on the information they or their parents provide on the Free Application for Federal Student Aid, also referred to as the FAFSA.

There are three kinds of need-based aid: grants or need-based scholarships that do not have to be repaid; loans that are borrowed by the student and must be repaid over a period of time following the student's graduation or separation from the school; and work-study, where a student can earn

money by working at a part-time job, usually on campus.

Each year, colleges and universities are required to establish cost of attendance budgets (composed of the anticipated cost of tuition, fees, books and supplies, room and board, personal expenses and transportation expenses). A student's financial need is defined as the difference between the cost of attendance (COA) and the student's expected family contribution (EFC) that is calculated from the information provided on the FAFSA when it is processed by the U.S. Department of Education's federal processing center. Students can only receive financial aid totaling up to the amount of their cost of attendance budget or the amount of financial aid for which they are eligible based on their academic level (freshman, sophomore, junior, senior or graduate).

Please note, however, that federal laws governing the awarding of financial aid allow financial aid professionals to recalculate a student's financial need in cases of special circumstances (divorce or separation, extensive medical expenses, loss of wages, or loss of employment). Students who wish to discuss special circumstances that may warrant a recalculation of their financial aid eligibility should contact the Office of Financial Aid at 601.266.4774 and ask to speak with a counselor.

Erick Brown, Senior from Columbus, MS
What advice would you give a new Southern Miss student? "The number one piece of advice I would give to students is to remain open: open-minded, open to change, open to accept failure, etc. Someone told me something when I first enrolled here that stuck with me (even though I don't remember who said it). They said 'College is the place where



you decide who you're gonna be for the rest of your life.' I would tell a new student the same thing. To be the person you can be for the rest of your life, it's essential that you stay open to every part of the college experience that can possibly change you for the better."

Greek Life

R.C. Cook Union, Room 120
118 College Drive #5008
Hattiesburg, MS 39406-0001
601.266.6696 (Fax)

Email: greek.life@usm.edu

Web site: www.southernmissgreeks.com

Joshua W. Schutts, Assistant Dean of Students for Greek Life

(601.266.4824)

Lisa Moore, Assistant Director of Greek Life

(601.266.4825)

Valencia Walls, Coordinator of Greek Life

(601.266.5057)

The University of Southern Mississippi recognizes the benefits its students receive through membership in fraternities and sororities. Therefore, the mission of the Office of Greek Life is to provide support, services and programs that enable and encourage students and their member groups to achieve success.

The Office of Greek Life strives to promote the university's vision of being a leading student-centered university with faculty, students and staff sharing the responsibility of working together for academic, professional and personal growth.

A fraternity or sorority can help personalize your college experience by offering a scholastic support system; by providing hands-on experience in leading committees, managing budgets and interacting with faculty and administrators; by exposing one to potential careers through educational programs and discussions with alumni; by offering the chance to give back to the community through service projects; and by creating close friendships that will last a lifetime. Joining, contributing to and participating in a fraternity or sorority makes each student's college adventure fulfilling and complete. Membership is forever, and the benefits are endless.

The National Pan-Hellenic Council (NPHC) consists of historically black Greek-letter fraternities and sororities. NPHC is designed to assure that member organizations cooperatively work together while maintaining their distinct individual identities. These organizations embrace a service-oriented philosophy and aim to promote social action, academic pursuits, political involvement and economic development.

Sororities: Alpha Kappa Alpha, Delta Sigma Theta, Zeta Phi Beta; Fraternities: Alpha Phi Alpha, Kappa Alpha Psi, Phi Beta Sigma, Omega Psi Phi
E-mail greek.life@usm.edu for more information.

The Panhellenic Council (CPC) at Southern Miss is the governing body for the sororities on campus. The council is responsible for setting policies and regulations that concern the

sorority system. Panhellenic focuses on women's issues, fostering of friendships, promotion of shared values, academic excellence and the pursuit of leadership roles in chapters, on campus and in the greater campus community. Sororities include Alpha Delta Pi, Chi Omega, Delta Delta Delta, Delta Gamma, Kappa Delta, Phi Mu and Pi Beta Phi.

The Interfraternity Council (IFC) is the governing body of the fraternity system. The council assists chapters in following regulations established by the university, individual national organizations and the IFC. The primary goal of the council is to promote and portray the values of every chapter's foundation.

Fraternities include Alpha Tau Omega, Delta Tau Delta, Phi Kappa Tau, Pi Kappa Alpha, Pi Kappa Phi, Sigma Alpha Epsilon, Sigma Chi, Sigma Nu and Sigma Phi Epsilon.

Fraternities and sororities exist as a proven support network for men and women on college campuses. Close to a million students across the country are fraternity and sorority members. Currently, around 1,300 men and women are in our 22 fraternities and sororities. This number makes up approximately 14 percent of our student population in the 18-22 age group. If you are interested in joining a group, contact us or visit our Web site.

M.C. Price, Junior from Gulfport, MS
What advice would you give a new Southern Miss student? From personal experience, I have a lot I would tell a student that is coming to Southern Miss. First off, I would tell them to live on campus for as long as they can. Living on campus is a great networking opportunity and I personally wouldn't have met half of my friends if I lived off campus. Also, I would tell a new student to really take the time to get to know



the faculty at our university. I have met some of the most amazing people that work for this university and I basically have a home away from home and a second family due to taking the time to get to know the Pierce's, who both work for Southern Miss.

Student Health Services

118 College Drive #5066

Hattiesburg, MS 39406-0001

601.266.5390

601.266.4205 (Fax)

Web site: www.usm.edu/healthservice/

Dr. Virginia Crawford, Director

Connie Morgan, Administrative Officer

The Southern Miss Student Health Service (clinic) provides the students, faculty and staff with the same services available at a family doctor's office. The clinic provides a wide range of services including laboratory testing, X-ray, pharmacy and education services. Several competent doctors and nurse practitioners staff the clinic, which is located on the west side of Kennard-Washington Hall. During the fall and spring semesters, clinic hours are 8 a.m.-5 p.m., Monday through Wednesday; 9 a.m.-5 p.m. on Thursdays; and 8 a.m.-4:30 p.m. on Fridays.

The clinic is accredited by the Accreditation Association for Ambulatory Health Care Inc. For more information, call 601.266.5390.



Paige LeBlanc, Senior from Madison, MS
What advice would you give a new Southern Miss student? "The best piece of advice that I could give to a new student would be to ride all the rides. College is a completely new experience, and it only lasts for a short time. During that time, you are given the freedom to explore who you are and who you are going to be for the rest of your life. Use the opportunities presented to you over the next four years to better yourself and your community and to learn as much as you can. You will never again be in a position of such freedom-freedom to dream, to make mistakes, to listen and to explore. You will make friends along the way who will help you in this journey. These friends will be unlike other friends that you have had in the past. You will live together and grow together, finding who you are and helping each other to do the same. These are the friends who will be with you for the rest of your life. Embrace them and let them know the real you. Let them love you for who you are and not who you think you are supposed to be or who you think everyone wants you to be. The more you open yourself up to these experiences and the more you let yourself shine, the greater your college experience will be."

iTech

10 Hattiesburg Campus

118 College Drive #5181
Hattiesburg, MS 39406-0001
Help Desk: 601.266.4357
Fax: 601.266.4104
Web site: www.usm.edu/itech
Homer Coffman, Chief Information Officer
Services Support Unit
iTech Help Desk

The iTech Help Desk is available to faculty, staff and students at Southern Miss for technical assistance. Help Desk is located in Cook Library on the second floor in room 209. For more information on iTech services, contact the iTech Help Desk at 601.266.4357 (HELP), or you can visit www.usm.edu/itech/helpdesk.

CampusHUB

CampusHUB allows you to create custom pages for yourself, department or a particular class that you're taking, giving you secure access. Personalize your CampusHUB with features such as chat, announcements, e-mail and a calendar of events. Also, it allows you to connect with thousands of Google gadgets/widgets.

CampusHUB allows you a one-stop, one-time login for applications like SOAR and Blackboard. Check this out for a way for you to communicate, connect and learn in a secure environment supported by the university. Log in to CampusHUB today at www.campushub.usm.edu.

E-mail Accounts

iTech offers electronic mail (e-mail) services. All current Southern Miss students, faculty and staff are eligible to receive an e-mail account at no charge. As a current Southern Miss student, faculty or staff member, you are entitled to one e-mail account, which is kept active for the entire time you are enrolled, employed or as a graduate of Southern Miss. Graduates of

Southern Miss get to keep their e-mail accounts for life!

The University of Southern Mississippi expects all students to have an active Southern Miss e-mail account. Your e-mail account will be used by Southern Miss and classroom instructors to communicate important information. You should get in the habit of checking your e-mail account daily. In order to activate your e-mail account, you will need to log in to SOAR with your student ID or employee ID and password. Please follow the directions located on the iTech website at www.usm.edu/itech/email.

CampusID and Password Reset

After you have established your account and password, you can reset a lost or forgotten password by going to www.campusid.usm.edu. This will allow you to reset your password instantly without contacting the iTech Help Desk.

Eagle Apps ID (Students only)

After you have established your Eagle Apps e-mail account and password, you can reset a lost or forgotten password by going to www.eagleappsid.usm.edu. This will allow you to reset your password instantly without contacting the iTech Help Desk.

Wireless Internet Access

The University of Southern Mississippi offers students, faculty, staff and guests access to wireless LAN services. Wireless Internet access is available to students on all Southern Miss campuses. Qualified wireless users may sign up for wireless access through SOAR. For instructions on how to activate your wireless, go to <http://www.usm.edu/itech/internet/studentwireless>.

Students may register one PC or laptop plus one additional wireless device. Payment for wireless is made through the SOAR online billing process and will be charged to your student account. For more information about iTech services, go to www.usm.edu/itech or contact the iTech Help Desk at 601.266.4357.

Leadership Resource Center

The Leadership Resource Center offers a variety of resources for you and your student organization: student workshops on topics ranging from time management to parliamentary procedure; adviser resources offering information on campus policies, adviser responsibilities and trends in advising; university policies and procedures, sign policies and event guidelines; leadership encyclopedias offering handouts on a wide range of topics; national newsletters, including the *On-Campus Report*, *Student Leader* and others. The location is Student Activities Hub 110.

Mail

The university operates a United States Postal Service Class-A contract station in the Thad Cochran Center. Full window and personal lockbox services are provided. The post office box fee is assessed for students living in university-controlled housing. Those students living off campus may rent a post office box if they so desire. Hours are from 9 a.m. to 4 p.m., Monday through Friday. For more information, refer to the campus post office Web site: www.usm.edu/postoffice/.

McNair Scholars Program

McLemore Hall, Rooms 201 & 202

118 College Drive #5202

Hattiesburg, MS 39406-0001

601.266.6910

601.266.6272 (Fax)

Susan W. Bourland, PhD, Director

Kim S. Brown, Assistant Director

The McNair Scholars Program is a federal TRIO program funded by the U.S. Department of Education to provide high-achieving undergraduate students the opportunity to prepare for doctoral studies through involvement in research and other scholarly activities. Services provided by the program include research opportunities, mentoring, seminars and other activities to prepare for graduate studies; summer internships; and assistance in securing admission and financial aid for enrollment in graduate programs. This program strives to offer its participants access to all the resources needed for successful entry into and completion of graduate school. Please call or come by the McNair Scholars Program office to inquire about eligibility.



Makita Bueto, Senior from Summit, MS
What is one service that you would encourage new students to take advantage of? "The Counseling Center is one of THE BEST services on campus. It is so easy to feel overwhelmed your first year in college, and the Counseling Center provides a free and confidential way to talk about whatever it is that is bothering you. It does not matter if you are stressing out over your tests, having relationship problems or something more serious, they are there to listen, and that makes all the difference."

Parking Management

118 College Drive #5149
Hattiesburg, MS 39406-0001
601.266.5447
601.266.4943
601.266.5331 (Fax)
Web site: www.usm.edu/parking
Lucy Bowens, Director

The Department of Parking Management is a part of the Division of Student Affairs that supports the university's visions, strategies and goals by providing customer service through professionalism, accountability and teamwork.

The Department of Parking Management, located in McLemore Hall, room 152, is responsible for overseeing the multiple aspects of traffic and parking for The University of Southern Mississippi campus. This includes control, enforcement and coordinated maintenance and improvements of all parking areas on campus. Maintenance encompasses coordinating painting, signage and repairs associated with traffic and pedestrian safety. Other responsibilities include operation of the information booth and metered parking that is dispersed throughout campus.

Image Center

118 College Drive #5097 | #5082
Hattiesburg, MS 39406-0001
601.266.4149 (Photo Services)
601.266.5310 (Copy Services)
601.266.4495 (Fax)
Danny Rawls, Manager, Photo Services
Chanté Ravesies, Manager, Copy Services
Photo Services is responsible for maintaining the university ID system and meeting the photographic needs of the colleges, schools, departments and divisions of the university; student groups; and faculty, staff and students in a timely and cost-effective manner.

Services include portraits (formal, informal, graduation, passport and resumé), commercial and press photography (brochures, annual reports, manuals, scientific and technical reports, photographs for news releases, architectural photography and sports photography) and copy work. All color and black-and-white services are done in-house (one to three working days turnaround time on most projects). A large stock of historical black-and-white or color prints are available for sale to the general public for immediate use.



Kimberly Gaddis, Senior from Meridian, MS
What is one service that you would encourage new students to take advantage of? "I would encourage new students to utilize all of the free tutoring centers on campus. We have the Speaking Center, the Writing Center, the Math Zone, and several free tutoring services provided by different departments on campus. I know that both the Biology and Chemistry departments provide tutoring for free, and I have utilized both."

Copy Services' professional staff is dedicated to providing the university community with the highest quality printing, copying and more. Offering color and black-and-white copies in

8.5x11, 8.5x14 and 11x17, Copy Services maintains an inventory of various paper colors and weights

Psychology Clinic (Clinical Psychology)

Services include individual therapy, family and marital therapy, and comprehensive psychological assessment (e.g., intelligence, personality, Attention-Deficit Hyperactivity Disorder and learning disability evaluations).

It operates on a sliding-fee scale for both student and community members and offers a reduced psychological assessment rate for Southern Miss students. They offer services for children, adolescents and adults. All services are provided by clinical psychology graduate students under the direct supervision of PhD-level licensed or license-eligible clinical psychology faculty. For more information or for a phone screening to apply for services, call 601.266.4588.

Recreational Sports

118 College Drive #5155
Hattiesburg, MS 39406-0001
601.266.5405
601.266.5677 (Fax)
E-mail: recsports@usm.edu
Web site: www.usm.edu/recsports
Mike Giles, Director

Recreational Sports, which is housed in the Payne Center, provides a place for students to unwind after a long day of classes. At the Payne Center, students can take advantage of a variety of recreational and fitness-related services and activities. Programs include intramural sports, aquatics, fitness, wellness, sport clubs, personal fitness instruction, fitness assessment, fitness counseling, nutritional counseling and informal recreation. The award-winning Payne Center is a multipurpose facility offering accessibility to

the disabled and containing many indoor recreational facilities. These include four court gymnasium (basketball/volleyball/badminton), four-championship racquetball courts, international-size squash court, six-lane indoor pool (the M.C. Johnson Natatorium), one-eighth-mile indoor exercise track, outdoor volleyball courts, locker rooms with sauna, workout zone with free weights, cardiovascular workout area, strength_training equipment and circuit_training room. The Payne Center also has conference, meeting and seminar facilities where students, faculty, staff and alumni can attend academic classes as well as wellness-related workshops and events. Recreational Sports also manages outdoor facilities such as the Intramural Sports Complex and the Bruce and Virginia Wilgus Fitness Trail. During the spring semester, Recreational Sports runs an incentive program titled "No Payne, No Gain." This program is designed to cultivate a habit to exercise on a consistent basis. Participants are awarded a prize for the completion of each incentive level.

Residence Life

118 College Drive #5064
Hattiesburg, MS 39406-0001
Phone: 601.266.4783
Fax: 601.266.4891
Web site: www.usm.edu/reslife
E-mail: reslife@usm.edu

The Department of Residence Life, located on the first floor of Hickman Hall, is made up of 27 residence halls, which offer diversified housing options to an on-campus population of more than 3,000 students. We are committed to our mission of providing a premier physical, social and cultural environment that encourages and supports the holistic development of the residential student.

Residence Life at Southern Miss strives to provide a safe environment that allows for the

development of student relationships and the building of fun, living-learning communities—an opportunity for friendships that last a lifetime!

Application for campus housing can be made through our Web site at www.usm.edu/reslife. To receive an assignment, you must be accepted to the university, submit a completed housing application and processing fee.

For more information, contact our office at 601.266.4783 or reslife@usm.edu. You can also join us on Facebook by adding the Southern Miss Residence Life group!

Proud Member of:

The Association of College & University Housing Officers International (ACUHOI)
The Southeastern Association of Housing Officers (SEAO)
The Mississippi Association of Housing Officers (MAHO)

Student Academic Enhancement Program

West Football Stadium
118 College Drive #5009
Hattiesburg, MS 39406-0001
601.266.5474
601.266.6191 (Fax)
Stacy Breazeale, Director of Academics
Lauren Hillman, Academic Counselor/Student-Athlete Affairs Coordinator
Ashlesha Lokhande, Academic Counselor
Michelle Harper, Academic Counselor
Carla Collins, Academic Counselor
The Student Academic Enhancement Program (SAEP) is a comprehensive academic support program with primary services to Southern Miss student-athletes. The SAEP operates in accordance with NCAA requirements in monitoring athletic eligibility as related to academic performance of students. Services provided through the SAEP include academic

counseling, tutoring, career counseling, community service opportunities and overall student development. The department further administrates the NCAA.

Student Activities

Student Activities Hub 110

118 College Drive #5048

Hattiesburg, MS 39406-0001

601.266.4403

601.266.5870 (Fax)

E-mail: student.activities@usm.edu

Emily Holmes, Assistant Director for Student Activities

Melissa Carpenter, Student Activities Secretary

Are you looking for a way to get involved on campus? Join the club! Find a club that is right for you and join it! The Office of Student Activities offers an incredible range of clubs and organizations to accommodate the diverse interests of all Southern Miss students. Located in the new Student Activities Hub, the Office of Student Activities has information on more than 280 student organizations at Southern Miss.

Organizations range in categories: arts and letters, business and economic development, education and psychology, games and athletics, general honor societies, graduate, Greek, Gulf Park, health, religious, residence life, and science and technology. The Southern Miss Activities Council (SMAC) and *the Southerner* yearbook are two student organizations that are advised through this office. If you are looking to get involved and to leave this campus better than you found it, feel free to stop by the Office of Student Activities in the Student Activities Hub 110 and ask for Audrey, Joel or Melissa, or call 601.266.4403.

The Office of Student Activities at The University of Southern Mississippi aspires to provide

superior customer service and valuable resources by fostering community, educating servant leaders and giving guidance to student organizations that will initiate and maintain effective student leadership, as well as life-changing experiences in the university community and the world.



Zach Butler, Junior from Mobile, AL

What advice would you give a new Southern Miss student? "If a new student asked me for advice regarding their college experience, I would definitely suggest for the student to take the time to get to know their professors on more personal levels. Not only does this allow for a personal relationship between the student and the professor, but it also allows for teachers to see that the student cares about doing well in their class."

What is one service that you would encourage new students to take advantage of? "It is important to use the resources offered by the university. It does not matter what resource a student uses, as long as they use the resources available. The Office of First Year Experience is a great first step to getting help. The staff in this office can direct students to a different office depending on their needs."

Student Employment

McLemore Hall, Room 125

118 College Drive #5014

Hattiesburg, MS 39406-0001

601.266.4157

601.266.4160 (Fax)

Web site: www.usm.edu/student-employment

Katie Jones, Off-Campus Coordinator

Christie Lightsey, On-Campus Coordinator

Our office posts part-time job opportunities for currently enrolled students at Southern Miss. We strive to present students with a diverse job market so that they will have many options in their job search. The on-campus jobs consist of work-study, wage and graduate assistantship positions. Off-campus employment can range from general labor positions to specialized office jobs and even short-term odd jobs. Although we are a referral service and cannot place students in any certain job, we hope to show students options that are available to them in the Hattiesburg and campus communities.

Student Printz

The Student Printz is a student-run and operated campus newspaper that is published weekly on Tuesdays and Thursdays during both the fall and spring semesters. In addition, its online version, www.studentprintz.com, is available 24/7. The paper and its Web site include news, sports, opinions and information on campus events and happenings in the surrounding area. *The Student Printz* is distributed in a wide variety of locations, both on and off campus.

As a student-run newspaper, there are opportunities for students to become a member of the staff and/or contribute to the paper. Interested students should contact the

newsroom at 601.266.4266 or stop by the office in the basement of Southern Hall.

If you are interested in advertising with *The Student Printz* and/or its online version, contact our advertising department at 601.266.5188.

Student Support Services Program

McLemore Hall, Rooms 201 & 202

118 College Drive #5202

Hattiesburg, MS 39406-0001

601.266.6910

601.266.6272 (Fax)

Susan W. Bourland, PhD, Director

Adina N. Green, PhD, Assistant Director

Student Support Services is a federal TRIO program funded by the U.S. Department of Education with the mission of providing academic assistance, peer-mentoring and individual support to certain eligible undergraduate students. The primary objectives of SSS are to assist participants in maintaining good academic standing, to persist in college and to graduate from the university. SSS participants work with professional staff to identify long- and short-term academic and personal goals and strategies needed to achieve them. SSS participants may use individual or group tutoring, educational and developmental workshops, and other activities to promote academic success.

Student Support Services is dedicated to creating a supportive climate that will make the university experience a positive one. The program strives to offer its participants access to all the resources that promote academic success. All services are provided free of cost to active program participants. Please call

or come by the SSS office to inquire about eligibility.



Lora Claire Jones, Senior from Madison, MS

What advice would you give a new Southern Miss student? "The advice I would give to a new student is to get out of your room! This includes getting involved, getting to know people on your floor in your Residence Hall or those in your classes. Take advantage of campus activities and services and go to class. A freshman's room should be a comfortable place that they call home, but the more they stay out and involved, the better their college experience will be. Different campus organizations require meetings and provide activities and ways for students to network and make connections among one another. I truly believe this launched my college experience and, therefore, it is the best advice that I can give."

What is one service that you would encourage new students to take advantage of? "The campus service that all new students should take advantage of, especially those taking English 101 and/or 102 is the Writing Center. I think that students oftentimes do not realize that writing a paper in college is different than writing a paper in high school

in most cases, and the Writing Center helps students to be able to write towards, what their professor expects out of them. The best advice about using the Writing Center, though, is to go at least a week before the paper is due, go multiple times, and use their advice.”

Ticket Office

Pat Ferlise Center (intersection of Golden Eagle Drive and W. Fourth Street)

118 College Drive #5105

Hattiesburg, MS 39406-0001

601.266.5418

1.800.844.8425

E-mail: ticket.office@usm.edu

Web site: www.southernmisstickets.com

The Southern Miss Ticket Office handles all ticket sales for intercollegiate athletics and the College of Arts and Letters. The office also handles most other ticketed events on the campus. Regular office hours are Monday-Friday, 8 a.m.–5 p.m. Accepted methods of payment include cash, checks, MasterCard, American Express and VISA.

Telephone Services

Telephone service in residence halls and family student housing can be purchased through iTech. The cost of local telephone service, voicemail and call-waiting is on a per semester basis and is listed on the iTech Web site at www.usm.edu/itech/phoneservices.

Undecided/Exploratory Student Advisement

Undeclared/Exploratory Student Advisement, administered by the Student Success Center, provides an organized plan of advisement for students who are undecided about their academic majors.

This program allows students the opportunity to explore various fields of study, while

completing university core courses required for all undergraduate degrees.

Ordinarily, the Student Success Center enrolls undeclared first-term freshmen and transfer students. The program is designed to prepare and declare students for their major areas of study by the second semester of the sophomore year. Call 601.266.5003 for more information.

UNV 101: University 101

This academic course introduces first-year students to higher education and to the resources of The University of Southern Mississippi. Research has shown that students who complete this course are more likely to stay in college and graduate with a higher GPA than those who do not take the course. University 101 helps students get connected to Southern Miss, its students, faculty and staff.

UNV 101 is a two-credithour course addressing topics such as university policies and procedures, time management, career exploration, library skills, campus resources and the history of Southern Miss. Other possible topics include note-taking and test-taking skills.

Call 601.266.5003 for more information.



Austin Jackson, Junior from Clinton, MS

What is one service that you would encourage new students to take advantage of?

I think that new students should really utilize Career Services. This service will help new students find a job, which most college students need. In addition, because so many of these millennials grew up with such a structured life and are not used to having the vast amount of free time that college offers, having a job will help new students manage their time. It will provide them with some of the structure they are used to having.

UNV 301: Transfer Student Success at Southern Miss

This course is open to new students who are transferring either from a community college or another university, and it addresses the unique needs of transfer students pertaining to maximizing success at this research university. Call 601.266.5003 for more information.

UNIVERSITY LIBRARIES

Web site: www.lib.usm.edu

University Libraries includes Cook Library and McCain Library and Archives on the Hattiesburg campus, the Gulf Coast Library in Long Beach, the Gulf Coast Student Service Center in Gulfport, and the Gunter Library at the Gulf Coast Research Laboratory in Ocean Springs. Students may borrow books, videos, music and other materials from any of the libraries. The libraries provide access to many online resources, including articles and e-books which are available to students both on campus and off campus. The libraries also provide services such as course reserves, document delivery, laptop rental and one-on-one consultations with a librarian. Computers are available in each of the University Libraries offering Internet access and applications such as Word, PowerPoint and Excel. Please visit

the Libraries' Web site at <http://www.lib.usm.edu> to learn more about the resources and services offered by the University Libraries.

WUSM

WUSM is a full-service public radio station operated by the Student Media Center as a part of the School of Mass Communication and Journalism. It features its own unique line-up of programming and is designed to serve both the university and the greater community of South Mississippi. The station plays music commonly known as American roots, which includes all of the music that had its start within our country, from blues and jazz, country western, folk music, old-time rock and roll, and a wide range of music from local artists.

WUSM offers student employment, internships and practicums. It also welcomes volunteers within many areas of the station's operations. WUSM, FM 88.5, will air qualified public-service announcements free of charge.

Deliver prepared announcements to WUSM in Southern Hall, room 107; e-mail them to wusm@usm.edu; or mail them to Box 10045. Contact information is required, as are the dates and times of the events. To be considered for use on WUSM, PSAs need to be received two weeks in advance and must meet station guidelines.

WUSM also offers paid underwriting and sponsorships opportunities of its program and within its broadcasts. In addition, WUSM welcomes support from the listeners through contributions and in-kind support. For more information, contact the manager of advancement at 601.266.5188. You can also see our program line-up at www.southernmisradio.com. For additional information, call 601.266.4287.

Quick Reference Telephone Numbers

Campus Emergency.....	601.266.6911
Campus Operator.....	601.266.1000
iTech.....	601.266.4357
Assistant to the Vice President for Student Affairs.....	601.266.4025
Affirmative Action-AA/EEO Office.....	601.266.6618
Business Services.....	601.266.4137
Campus Ministries.....	601.266.4025
Career Services.....	601.266.4153
Clinic/Health Services.....	601.266.5390
Counseling Center.....	601.266.4829
Dean of Students.....	601.266.6028
Dining Services.....	601.266.5376
Disability Accommodations.....	601.266.5024
Financial Aid.....	601.266.4774
First Year Experience.....	601.266.6405
Greek Life.....	601.266.4823
Honors College.....	601.266.4533
Library.....	601.266.4249
Leadership Scholarship	601.266.4403
Luckyday Scholarship.....	601.266.5981
University Communications.....	601.266.4491
Minority Affairs.....	601.266.6705
Office of Community Service Learning.....	601.266.5074
Payne Center.....	601.266.5405
Residence Life.....	601.266.4783
<i>The Southerner</i>	601.266.4398
Speaking Center.....	601.266.4271
<i>The Student Printz</i>	601.266.6431
Student Activities.....	601.266.4403
Student Government Association.....	601.266.4407
Student Success Center.....	601.266.5003
Ticket Sales.....	601.266.5418
Union Administration.....	601.266.4396
Union Information Desk.....	601.266.6194
Union Reservations.....	601.266.4399
University Activities Council.....	601.266.4404
University Police.....	601.266.4986
Vice President for Student Affairs.....	601.266.5020
Writing Center.....	601.266.4821
Writing Lab.....	601.266.4644

Campus Facts

Semester Calendars

Hattiesburg Campus

Fall Semester 2011

March 28 - April 1	Advisement week for continuing students
April 4 - 8	Southern's Online Accessible Records (SOAR) Web registration for continuing students, https://www.usm.edu/soar (by enrollment appointment only)
April 12 - Aug. 24 (except for PREVIEW registration days)	Open enrollment for continuing and readmitted students (no enrollment appointment necessary)
Thursday, Aug. 18	Final orientation and registration for new transfer students
Friday, Aug. 19	Final orientation and registration for new freshmen students
Wednesday, Aug. 24	Classes begin. Late registration and add/drop begin.
Thursday, Aug. 25	Last day to register for first half-semester (8W1) classes
Saturday, Aug. 27	Saturday classes begin.
Friday, Sept. 2	Last day to register for full-semester classes
Monday, Sept. 5	Labor Day holiday Monday day and night classes do not meet.
Thursday, Sept. 8	First refunds processed for the fall term.
Friday, Sept. 16	Last day to drop first half-semester (8W1) classes without academic penalty
Wednesday, Oct. 5	Last day to drop full-semester classes without academic penalty
Thursday, Oct. 13 - Friday, Oct. 14	Fall Break - tentative - subject to change Day and night classes do not meet. (Saturday classes meet.)
Tuesday, Oct. 18	Last day and final exams for first half-semester (8W1) classes Midpoint in fall semester

Wednesday, Oct. 19	Second half-semester (8W2) classes begin.
Thursday, Oct. 20	Last day to register for second half-semester (8W2) classes
Wednesday, Nov. 9	Last day to drop second half-semester (8W2) classes without academic penalty
Friday, Nov. 18	Last day to file application for degree for spring 2012 commencement After this date, a \$50 late fee will be assessed on all spring 2012 degree applications.
Wednesday, Nov. 23	Thanksgiving holidays begin. Day and night classes do not meet.
Monday, Nov. 28	Classes resume.
Monday-Thursday Dec. 5 - 8	Night examinations
Thursday, Dec. 8	Last day of full-term and second half-semester (8W2) classes
Monday-Thursday Dec. 12 - 15	Examinations
Friday, Dec. 16	Commencement, Bernard Reed Green Coliseum, 10 a.m. and 2:30 p.m.
Saturday, Dec. 17	Residence halls close at noon.

Spring Semester 2012

Oct. 31 - Nov. 4	Advisement week for continuing students
Nov. 7 - 11	Southern's Online Accessible Records (SOAR) Web registration for continuing students, https://www.usm.edu/soar (by enrollment appointment only)
Nov. 14 - Jan. 20	Open enrollment begins. (no enrollment appointment necessary)
Friday, Jan. 13	Final orientation and registration for new undergraduate students
Monday, Jan. 16	Martin Luther King Jr.'s birthday (observed) Monday day and night classes do not meet.
Tuesday, Jan. 17	Classes begin. Late registration and add/drop begin.
Wednesday, Jan. 18	Last day to register for first half-semester (8W1) classes
Friday, Jan. 20	Last day to register for full-semester classes
Saturday, Jan. 21	Saturday classes begin.
Tuesday, Feb. 7	Last day to drop first half-semester (8W1) classes without academic penalty

Monday, Feb. 7 - Tuesday, Feb. 8	Mardi Gras holiday
Wednesday, Feb. 29	Last day to drop full-semester classes without academic penalty
Friday, March 9	Midpoint in spring semester Last day of and final examinations for first half-semester (8W1) classes
Monday - Friday March 12-16	Spring Break holidays
Monday, March 19	Classes resume. Second half-semester (8W2) classes begin.
Monday, March 20	Last day to register for second half-semester (8W2) classes
Friday, April 6	Good Friday holiday Full-term classes do not meet
Monday, April 9	Last day to drop second half-semester (8W2) classes without academic penalty
Friday, April 20	Last day to file application for degree for summer 2012 commencement
Tuesday, May 1	Tuesday night class examinations
Wednesday, May 2	Wednesday night class examinations
Thursday, May 3	Thursday night class examinations
Friday, May 4	Last day of full-term classes Last day and final examinations for second half-semester (8W2) classes
Monday-Thursday May 7-10	Examinations
Friday, May 11	Commencement, Bernard Reed Green Coliseum, 10 a.m. and 2:30 p.m.
Saturday, May 12	Residence halls close.

Refer to www.usm.edu/registrar/calendars for the most up-to-date calendar information.

Calendar of Registration Activities

Summer, Fall and Spring

STEP 1—Advisement for pre-registration begins in departmental offices. See your academic adviser for specific advisement appointment.

NOTE: Students must have enrollment flag checked by department in order to register.

STEP 2—Registration for continuing student is available via Southern’s Online Accessible Records (SOAR) by enrollment appointment. See enrollment appointment time posted on your SOAR student account.

Fall 2011

March 28 - April 1

April 4 - 8

April 12 - August 24

Preview dates throughout summer 2011

August 24

Add - August 24 - Sept. 2

Drop - October 5

November 22

November 22

Spring 2012

October 31 - November 4

November 7 - 11

November 14 - January 20

January 13

January 17

Add - January 17 - 20

Drop - February 29

April 25

April 25

REAPPLYING & CONTINUING STUDENTS

Open enrollment for reapplying and continuing students begins.

NOTE: SOAR closes for 30 minutes each night at midnight.

NEW STUDENT

New Student Registration - Contact First Year Experience office for specific registration activities and dates.

LATE REGISTRATION—LATE FEE \$50

A \$50 late registration is charged to students that do not preregister prior to this date.

ADD & DROP

Students who have registered may add or drop via their SOAR student accounts.

NOTE: SOAR closes for 30 minutes each night at midnight.

Last day to drop full-term courses via SOAR without academic penalty

After add/drop deadlines have posted, students must submit to the Registrar’s office the appropriate Permission to Add/Drop form with signatures from instructor and chair of the course.

Last day to submit any change in registration

LATE REGISTRATION—LATE FEE \$50

Students who wish to drop all courses (withdraw) may do so via the SOAR student center with the Drop All Courses link under My Classes > Drop.

Last day to make a request to drop all courses/withdraw for the current term

Financial Deadlines

Fee invoices will be available online via student SOAR account tentatively beginning:

Students registering after this date will not receive fee invoices by mail and are responsible for viewing their invoices via SOAR and paying the deadlines stated. If an add/drop transaction results in your owing more fees or in your receiving a refund, the net effect will be billed/or refunded during the first billing cycle. (See Fee Payment section.)

Financial Aid and scholarship refunds will be processed tentatively beginning:

Last day to drop and receive financial credit:

All current and prior term balances must be paid by the end of the current term; otherwise future term registration will be cancelled, and a \$100 late payment fee will be charged.

Fall 2011 Spring 2012

July 19 November 22

September 8 February 1

August 31 January 31

Residence Halls

The Department of Residence Life accepts applications for housing regardless of age, race, creed, color or national origin. Priority deadline for housing application is February 1 for the following fall, spring and summer terms. Assignment after February 1 will be made pending space availability. Priority for housing is based on date of housing application.

SUMMER SEMESTER

The date the residence halls will open for the summer semester will be posted on our Web site. A student who is unable to arrive by 5 p.m. on Sunday before classes start should contact the Residence Life office at 601.266.4783 to make late arrival arrangements. Students who fail to make late arrival arrangements and do not arrive by Sunday before classes start will forfeit the assignment, and that space will be issued to a student waiting for assignment. Specific halls will be designated for summer housing.

FALL/SPRING SEMESTERS

The date the residence halls will open for fall/spring semesters will be posted on our Web site. Students who do not arrive by 5 p.m. on the date posted on our Web site

and do not make late arrival arrangements will forfeit the assignment, and that assignment will be given to a student waiting.

The Residence Life rental agreement is an ACADEMIC YEAR CONTRACT between the student and the Department of Residence Life. Students signing the contract are making a commitment to reside on campus for both fall and spring semesters if enrolled. Conditions outlining cancellation are provided in the contract. Students who have not cancelled by July 1 and are planning to enroll for the fall semester with paid and signed contracts will be held to the terms and conditions of the academic year residence hall contract.

To receive an assignment, you must be accepted to the university, submit a completed housing application, and pay the \$75 processing fee. Assignments will be held only if both application fee and applications are received at time of application.

Eagle Dining Memberships

All dining membership selections and changes may be made through the Eagle Dining Services Web site, www.EagleDining.com, or at the Eagle Dining Office.

A. On-Campus Residents

Your residence hall assignment will create an automatic assessment for a Golden Eagle Pass. To change to another resident plan, you may visit www.EagleDining.com or our Eagle Dining Office.

Golden Eagle Pass (Unlimited) + \$75 Bonus Bucks	\$1,299
Go Gold upgrade (Unlimited) + \$275 Bonus Bucks	\$1,499
Rollover 10* Meal Membership + \$150 Bonus Bucks	\$1,299
Rollover 7* Meal Membership + \$225 Bonus Bucks	\$1,299
*meals per week	
Fraternity Housing and The Village Plan:	
80 meals a semester + \$550 Bonus Bucks	\$1,299

B. Off-Campus Residents

Off-campus residents may select from any of the dining memberships. To make a selection, go to www.EagleDining.com.

Fresh Food 100	\$625
Fresh Food 50*	\$335

Any Eagle Membership - Deposit as many or as few Dining Dollars as you like.

*Commuter meals never expire.

Registration Procedures

Add a Class:

You may use SOAR to add a class during the published add periods. (See Calendar of Registration Activities for specific deadlines.) To add after the deadline has passed, a Permission to Add/Drop form must be signed by the instructor and director/chair of the course and submitted to the Office of the University Registrar to complete the process.

Note: Additional tuition fees may be assessed.

Dropping a Class:

1. "Within the scheduled add/drop period" means you have completed registration, paid the required fees, and now want to drop a course. Refer to the Calendar of Registration Activities in this guide for locations, dates and times.
2. "Without academic penalty" means you dropped the course prior to the published deadline. You do not need permission from anyone to drop a course during this period unless the class has "Drop consent required."
3. "After the last day to drop without academic penalty" means you must have the Permission to Drop/Add After Deadline form signed by the instructor and director/chair of the course. (This form is available in the departments or in the Office of the University Registrar or Graduate School for non-degree graduate students.) This signed form must be brought to the Office of the University Registrar to complete the process by the dates as stated in the Calendar of Registration Activities.
4. Dropping your one and only course means you are actually withdrawing from the university for the semester. See the procedures for "Drop All Courses" link under My Classes > Drop in SOAR Student Center.

Dropping All Courses or Withdrawing:

"Withdrawing" means you want to leave the university at that point in the semester and will not be enrolled in any courses for the remainder of the semester. "Dropping" a class means you want to withdraw from that particular course only. **You are never automatically dropped or withdrawn**

from a class for nonattendance. You must complete the proper process to make sure that your academic record reflects the correct action.

If you find it necessary to leave the university, you may request to drop all courses for a specific term (withdrawing) via your SOAR account using the "Drop All Courses" link under My Classes > Drop in your Student Center.

Upon your request, an e-mail is automatically generated to you, your academic adviser, department chair and other university staff. They will review your request and attempt to contact you within 1-3 business days to assist you with your request. Upon review and approval by the dean of your college, your request will be processed as of the date of the request. You will receive a final e-mail of your request with the necessary steps to re-enroll at Southern Miss in future terms.

NOTE: If one of your classes has already ended, you are not able to withdraw from the university for the semester, but you may be able to drop the individual remaining courses via SOAR or via Permission to Drop/Add After Deadline form.

After withdrawing, you do not have to reapply for admission if you return the next semester. If you withdraw prior to the deadline for dropping classes, you will not receive any grades. Your records will indicate date of withdrawal only. If you withdraw after the deadline for dropping courses, your instructors will assign grades of "WP" or "WF" on their final grade rosters.

Automatic Cancellation of Registration

Academic Suspension: In the event you are placed on academic suspension after you have pre-registered for the subsequent term, your subsequent semester courses will be dropped if you are not reinstated prior to the start of the next term. To be reinstated, you will be required to petition the appeals committee or dean of your major. If reinstated, you will need to take the suspension clearance form to the Office of the University Registrar.

Admissions Dismissal: If you were admitted on probation and do not meet clear admission criteria during your first semester, you could be placed on admissions dismissal. If placed on admissions dismissal, you must enroll at another institution and improve your grade point average and return meeting full admissions transfer criteria.

Missing Prerequisite: You will be registering for a future semester prior to receiving grades for the current semester. If you do not complete the prerequisite course(s) that is required for a subsequent course, you should change your class schedule. You have the responsibility to evaluate your registration class selections in light of your grades at the end of the semester and make any necessary changes during the add/drop periods. Consult with your academic adviser prior to making any adjustments in your class schedule.

Mandatory Attendance of First Class: Some classes that are in high demand require that you attend the first day or you will be dropped from the class roster.

Admission/Readmission Procedures NEW STUDENTS

To be eligible to register, all new students must meet admission requirements set by the university and the Board of Trustees. It is required that all new undergraduate students attend an orientation session sponsored by the Office of Admissions prior to the beginning of each semester. The Graduate Studies office hosts an orientation prior to the beginning of each semester.

Contact the following offices for additional information:

Undergraduate students:	Graduate students:
Office of Admissions 118 College Drive #5166 Hattiesburg, MS 39406-0001 Telephone 601.266.5000	Graduate School 118 College Drive #5024 Hattiesburg, MS 39406-0001 Telephone 601.266.5137

FORMER STUDENTS

Former students wishing to re-enroll must apply and be accepted for readmission to be eligible for registration. Former students may participate in SOAR online Web registration if readmitted.

Undergraduate students:

Contact the Office of Admissions for assistance (see contact information above).

Graduate students :

Contact the Graduate School for assistance (see contact information above).

Students admitted without the required ACT subscore in English, mathematics and/or reading will be required by IHL requirements to register for the corresponding developmental class(es). Students with the developmental requirement will need special assistance from the Office of the University Registrar or Admissions office to make schedule adjustments until the developmental requirement has been successfully completed.

Students required to take two developmental courses will also be required by IHL standards to register for LS 101 (Study Skills) during the same semester.

FACULTY-STAFF REGISTRATION PROCEDURES

Members of Southern Miss' faculty and staff should follow the procedures listed below for success in registration:

1. If currently enrolled, see your academic adviser and pick up your Advisement and Registration Appointment form in the departmental office of your major. If you are a new or former student, apply or reapply for admission in the Office of Admissions or the Graduate School if a graduate student. Once admitted or readmitted, you will receive your Advisement and Registration Appointment form.
2. Pick up your Faculty-Staff Permit to Register for Free Courses form from the Office of Human Resources. Have it signed by your immediate supervisor.
3. Return your approved Faculty-Staff Permit to Register for Free Courses form to the Office of Human Resources. Allow enough time for Human Resources to update your file before you try to register.
4. Register for your class(es) by SOAR during your appointment window (see your Advisement and Registration Appointment form for appointment window date and time) or in person at open registration.

Academic Offices

College/School Office Location

Phone numbers are area code 601 unless otherwise indicated.

Arts and Letters	LAB 210	266.4315	Honors	HH 301	266.4533
Business	JGH 110	266.4659	International Education	IC 401	266.4344
Education and Psychology	OMH 116	266.4568	Science and Technology	TEC 103	266.4883
Graduate School	MLA 211	266.4369	Marine Sciences	SSC 105	228.688.3177
Health	FG 129	266.5253	Student Success Center	MCL 218	266.5003

Students must pay minimum payment by due date or an additional pre-registration fee of \$100 will be added to their account. Classes are still subject to be dropped at a later date for non-payment.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

Under the Family Educational Rights and Privacy Act of 1974, university students have the right to inspect and review any and all records, files and data directly related to them. The university will not ordinarily release a student's record to any outside agency without the written consent of the student.

The University of Southern Mississippi may release "directory information" on students to any interested member of the public unless the student requests in writing that it be withheld. "Directory information" is defined as follows: student's name, address, telephone number, e-mail address, major, dates of attendance, classification, degree(s) earned, previous educational institutions attended, participation in university-recognized organization and activities, weight and height of athletic team member, and honors and awards.

If you wish the university to withhold your name from the directory and/or the Internet and to withhold "directory information" from release to the general public, complete the Privacy form in the Office of the University Registrar, room 110, Kennard-Washington Hall.

NOTE: The release of information is a very controlled procedure. Unless the student has experienced particular problems, it is not recommended that his/her directory information be withheld. Completion of this form eliminates a student from the campus directory and any other publication concerning student enrollment, including Honor Roll list, commencement program, etc. Individuals who feel the university has violated their FERPA rights may write to the Family Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605.

Academic Departments

Permission to Add Closed Classes

COLLEGE OF ARTS AND LETTERS

See director/department chair.

Art	FAB 108	266.4972
School of Music	PAC 115	266.6855
Theatre and Dance	TAD 201	266.4994
English	LAB 347	266.4319
Foreign Languages and Literatures	LAB 305	266.4964
History	LAB 456	266.4333
Anthropology and Sociology	LAB 430	266.4306
Mass Communication and Journalism	SH 216	266.4258
Philosophy and Religion	LAB 304	266.4518
Political Science	LAB 411	266.4310
Speech Communication	LAB 467	266.4271
Undeclared Majors	LAB 218	266.6891
Interdisciplinary Studies	LAB 218	266.6891

COLLEGE OF BUSINESS

See director/department chair.

Accountancy and Information Systems	JGH 102	266.4641
Economics, Finance and International Business	JGH 309	266.4648
Management and Marketing	JGH 306	266.4627
Hospitality Management	JGH 314	266.6762

COLLEGE OF EDUCATION AND PSYCHOLOGY

See department chair.

Child and Family Studies	OMH 129	266.4679
Curriculum, Instruction and Special Education	SRS 143	266.5247
Educational Leadership and Research	OMH 122	266.4579
Frances A. Karnes Center for Gifted Studies	OMH 108	266.5236
Office of Educational Field Experience	SRS 103	266.4571

Center for Literacy and Assessment	SRS 204	266.5501
Psychology	OMH 231	266.4177
Technology Education	MCL 214	266.4446
Library and Information Science	LIB 206	266.4228

COLLEGE OF HEALTH

See director/department chair.

Community Health Sciences	Thomas House	266.5437
Human Performance and Recreation	HPR 112	266.5358
Medical Technology	TEC 307	266.4908
Nursing	EHH 110	266.5445
Nutrition and Food Systems	FG 210	266.5377
Social Work	FG 202	266.4163
Speech and Hearing Sciences	SRS 208	266.5216

COLLEGE OF SCIENCE AND TECHNOLOGY

See director/department chair.

Criminal Justice	AKH 123	266.4509
Biological Sciences	JST 720	266.4748
Chemistry and Biochemistry	TEC 430	266.4701
Interior Design	KHH 202	266.5988
Geography and Geology	WSB 127	266.4729
Mathematics	SH 319	266.4289
Physics and Astronomy	TEC 112	266.4934
Polymer Science	PSRC 202	266.4868
School of Computing	TEC 214	266.4949
School of Construction	TEC 242	266.4896
Center for Science and Mathematics Education	JST 314	266.4739
Marine Science	SSC	228.688.3177
Economic and Workforce Development	TL	266.6067
Coastal Sciences	GCRL	228.214.4201

Final Examination Schedules

Hattiesburg Campus

Fall 2011

Tuesday, October 18 - First half-semester (8W1) class exams

Full-time and 8W2 exam schedule

Saturday, December 10

Class Day	Class Time	EXAM TIME
All Sections	MAT 099, 101, 101E	9 - 11:30 a.m.
SAT	9 - 11:45 a.m.	9 - 11:30 a.m.
SAT	1 - 3:45 p.m.	1 - 3:30 p.m.

Monday, December 12

Class Day	Class Time	EXAM TIME
MWF	8 - 8:50 a.m.	8 - 10:30 a.m.
MWF	Noon - 12:50 p.m.	10:45 a.m.-1:15 p.m.
MW	5 - 6:15 p.m.	1:30 - 4 p.m.
MW	8 - 9:15 p.m.	4:15 - 6:45 p.m.
TTH	8 - 9:15 p.m.	7 - 9:30 p.m.

Tuesday, December 13

Class Day	Class Time	EXAM TIME
TTH	9:30 - 10:45 a.m.	8 - 10:30 a.m.
TTH	3:50 - 5:05 p.m.	10:45 a.m. - 1:15 p.m.
TTH	1 - 2:15 p.m.	1:30 - 4 p.m.
TTH	5:10 - 6:25 p.m.	4:15 - 6:45 p.m.
MW	2 - 3:15 p.m.	7 - 9:30 p.m.

Wednesday, December 14

Class Day	Class Time	EXAM TIME
MWF	10 - 10:50 a.m.	8 - 10:30 a.m.
MWF	11 - 11:50 a.m.	10:45 a.m. - 1:15 p.m.
MWF	1 - 1:50 p.m.	1:30 - 4 p.m.
TTH	2:25 - 3:40 p.m.	4:15 - 6:45 p.m.
MW	3:30 - 4:45 p.m.	7 - 9:30 p.m.

Thursday, December 9

Class Day	Class Time	EXAM TIME
TTH	8 - 9:15 a.m.	8 - 10:30 a.m.
TTH	11 a.m. - 12:15 p.m.	10:45 a.m. - 1:15 p.m.
MWF	9 - 9:50 a.m.	1:30 - 4 p.m.
TTH	6:30 - 7:45 p.m.	4:15 - 6:45 p.m.
MW	6:30 - 7:45 p.m.	7 - 9:30 p.m.

Class Day	Class Time	EXAM TIME
F	2 - 2:50 p.m.	Last day of class
F	3 - 3:50 p.m.	Last day of class
F	4 - 4:50 p.m.	Last day of class
Class Night	EXAM DATE	EXAM TIME
Monday	November 29	6:30 - 9:15 p.m.
Tuesday	November 30	6:30 - 9:15 p.m.
Wednesday	December 1	6:30 - 9:15 p.m.
Thursday	December 2	6:30 - 9:15 p.m.

Spring 2012

Thursday, March 17 - First half-semester (8W1) class exams

Full-time and 8W2 exam schedule

Saturday, May 7

Class Day	Class Time	EXAM TIME
All Sections	MAT 101, 101E	9 - 11:30 a.m.
Class Day	Class Time	EXAM TIME
All Sections	MAT 099	1 - 3:30 p.m.
SAT	9 - 11:45 a.m.	9 - 11:30 a.m.
SAT	1 - 3:45 p.m.	1 - 3:30 p.m.

Monday, May 9

Class Day	Class Time	EXAM TIME
MWF	8 - 8:50 a.m.	8 - 10:30 a.m.
MW	2 - 3:15 p.m.	10:45 a.m.-1:15 p.m.
MWF	11 - 11:50 a.m.	1:30 - 4 p.m.
MWF	Noon - 12:50 p.m.	4:15 - 6:45 p.m.
MW	6:30 - 7:45 p.m.	7 - 9:30 p.m.

Tuesday, May 10

Class Day	Class Time	EXAM TIME
TTH	8 - 9:15 a.m.	8 - 10:30 a.m.
TTH	11 a.m. - 12:15 p.m.	10:45 a.m.-1:15 p.m.
MWF	9 - 9:50 a.m.	1:30 - 4 p.m.
TTH	6:30 - 7:45 p.m.	4:15 - 6:45 p.m.

Class Day	Class Time	EXAM TIME
TTH	5:10 - 6:25 p.m.	7 - 9:30 p.m.
Wednesday, May 11		
Class Day	Class Time	EXAM TIME
MWF	10 - 10:50 a.m.	8 - 10:30 a.m.
MW	3:30 - 4:45 p.m.	10:45 a.m.-1:15 p.m.
MWF	1 - 1:50 p.m.	1:30 - 4 p.m.
MW	5 - 6:15 p.m.	4:15 - 6:45 p.m.
MW	8 - 9:15 p.m.	7 - 9:30 p.m.

Thursday, May 12

Class Day	Class Time	EXAM TIME
TTH	9:30 - 10:45 a.m.	8 - 10:30 a.m.
TTH	1 - 2:15 p.m.	10:45 a.m.-1:15 p.m.
TTH	3:50 - 5:05 p.m.	1:30 - 4 p.m.
TTH	2:25 - 3:40 p.m.	4:15 - 6:45 p.m.
TTH	8 - 9:15 p.m.	7 - 9:30 p.m.

Class Day	Class Time	EXAM TIME
F	2 - 2:50 p.m.	Last day of class
F	3 - 3:50 p.m.	Last day of class
F	4 - 4:50 p.m.	Last day of class

Class Night	EXAM DATE	EXAM TIME
Monday	May 9	7 - 9:30 p.m.
Tuesday	May 3	6:30 - 9:15 p.m.
Wednesday	May 4	6:30 - 9:15 p.m.
Thursday	May 5	6:30 - 9:15 p.m.

Dates are subject to change. Refer to www.usm.edu/registrar/exam_schedule for the most up to date exam information.

Decoding Campus

Building Codes

ADM	Administration Building
AKH	Arthell Kelley Hall
ALUM	Alumni House
AUD	Bennett Auditorium
BFD	Baseball Field
BOL	Bolton Hall
BH	Bond Hall
CCD	Center for Child Development
CCR	Charcoal Room
CH	College Hall
CLIN	Clinic

COL	Coliseum
CSH	Costume Shop
EHH	Elizabeth Harkins Hall (Nursing)
FAB	Fine Arts Building (Marsh Hall)
FCH	Forrest County Hall
FG	Fritzsche-Gibbs Hall
FH	Fairchild Field House
GB	Grace Bennett House
GCRL	Gulf Coast Research Lab
GHB	George Hurst Building
HH	Honors House

HPR	Human Performance and Recreation
HUB	Hub Building
IC	International Center
IDA	Institute for Disability Studies
IDC	Infant Development Center
IDS	Interior Design Studio/ Kate Hubbard House
IVN	Interactive Video
JAZ	Jazz Station
JGH	Joseph Greene Hall
JST	Johnson Science Tower
KAFB	Keesler Air Force Base
KHH	Kate Hubbard House
KVWH	Kennard-Washington Hall
LAB	Liberal Arts Building
LIB	Cook Library
MAT	Marriage and Family Therapy
MCL	McLemore Hall

MDN	Meridian
MHB	Mississippi Hall Basement
MLA	McCain Library and Archives
MP	Motor Pool Physical Plant
MPL	Machine Processing Lab
NAT	Natorium
OMH	Owings-McQuagge Hall (EPB)
ONL	Online
PAC	Mannoni Performing Arts Center
PC	Printing Center
PH	Pine Haven Apartments
PPLT	Physical Plant
PSRC	Polymer Science Research Center
PAYN	Payne Center
SH	Southern Hall
SH-RAST	Southern Hall Radio Station
SRS	Speech and Hearing, Reading and Special Education

SSC	Stennis Space Center
SSP	Student Support Program
STU	Studio
TAD	Theatre and Dance
TCC	Thad Cochran Center
TEC	Bobby Chain Technology Building
TRL	Trailer
TT	Ticket Trailer
UN	R.C. Cook Union Building
USMGC	Southern Miss, Gulf Park
WFS	West Football Stadium
WHSE	Warehouse, W. 4th St.
WSB	Walker Science Building
WSH	Wilbur Stout Hall
3-D	3-D Studio

Index of Abbreviations for Fields of Instruction

ACC	Accounting	DED	Dance Education	MCJ	Mass Communication and Journalism
ACT	Architectural Engineering Technology	ECO	Economics	MED	Music Education
AEC	Architecture, Engineering, Construction	ED	Economic Development	MGT	Management
AMS	American Studies	EET	Electronics Engineering Technology	MIS	Management Information Systems
ANT	Anthropology	EI	Entertainment Industry	MKT	Marketing
AOS	Aerospace Studies	ENG	English	MSL	Military Science Leadership
ARA	Arabic	ESC	Environmental Science	MTC	Medical Technology
ARE	Art Education	FAM	Family Studies	MUP	Music Performance Studies
ART	Art	FCS	Family and Consumer Sciences	MUS	Music
AST	Astronomy	FIN	Finance	NFS	Nutrition and Food Systems
BA	Business Administration	FL	Foreign Languages	NSG	Nursing
BCT	Construction Engineering Technology	FIN	Film Studies	PHI	Philosophy
BSC	Biological Sciences	FM	Fashion Merchandising	PHY	Physics
BTE	Business Technology Education	FRE	French	PLG	Planning
CD	Child Development	FSC	Forensic Science	PLS	Paralegal Studies
CED	Cooperative Education	GER	German	POR	Portuguese
CET	Computer Engineering Technology	GHY	Geography	PS	Political Science
CHE	Chemistry and Biochemistry	GLY	Geology	PSC	Polymer Science
CHI	Chinese	GRK	Greek	PSY	Psychology
CHS	Community Health Sciences	GS	General Studies	REF	Research and Foundations
CIE	Curriculum and Instruction Elementary	HCD	Human Capital Development	REI	Real Estate and Insurance
CIP	Curriculum and Instruction Primary	HE	Higher Education Administration	REL	Religion
CIR	Curriculum and Instruction Reading	HIS	History	RUS	Russian
CIS	Curriculum and Instruction Secondary	HON	Honors College	SHS	Speech and Hearing Sciences
CISE	Curriculum, Instruction and Special Education	HPR	Human Performance and Recreation	SME	Science and Mathematics Education
CJ	Criminal Justice	HYD	Hydrographics Science	SOC	Sociology
CMS	Communication Studies	IB	International Business	SPA	Spanish
COA	Coastal Sciences	ID	Interior Design	SPE	Special Education
COH	College of Health	IDS	Interdisciplinary Studies	SWK	Social Work
COS	Computational Sciences	IET	Industrial Engineering Technology	THE	Theatre
CPS	Counseling Personnel Services	IS	International Studies	THY	Therapy
CSC	Computer Science	IT	Instructional Technology	TM	Tourism Management
CSS	Computer Science and Statistics	ITA	Italian	TOE	Technical/Occupational Education
DAN	Dance	ITC	Information Technology	TOX	Toxicology
		JPN	Japanese	TSL	Teaching English to Speakers of Other Languages
		LAT	Latin	UNV	University Studies
		IIS	Library and Information Science	WS	Women's Studies
		LS	Learning Skills	WTD	Workforce Training and Development
		MAR	Marine Science		
		MAT	Mathematics		

Information Directory

Phone numbers are area code 601 unless otherwise indicated.

QUESTIONS	OFFICE	LOCATION	PHONE
Accounts Receivable	Business Services	FCH (1st floor)	266.4137
Admissions	(a) Undergraduate (b) Graduate	Admissions The Graduate School	KWH 212 MLA 205 266.5000 266.5137
Advising		(See List B, Academic Depts.)	
Cancellation of Registration	Office of the University Registrar	KWH 110	266.4822
Change	(a) Name (b) Address (c) Major	Office of the University Registrar Office of the University Registrar College Dean	KWH 110 KWH 110 (See List B, Academic Depts.)
CLEP	Admissions	KWH 212	266.5000
Office of Disability Accommodations		Bond Hall, Room 114	266.5024
Eligible to Enroll		(See List B, Academic Depts.)	
English as a Second Language	English Language Institute	IC 209	266.4337
Employment	Student Employment	MCL 125	266.4157
Financial Aid	Financial Aid	KWH 101	266.4774
Fraternity Housing	Office of Conference and Fraternity Housing Operations	Hickman Hall 226/217	266.4791/ 266.5292
Gulf Coast Research Lab	Ocean Springs, MS		228.872.4200
Housing	Dept. of Residence Life	Hickman Hall Lobby	266.4783
ID Cards (for students)	Image Center	MCL (1st floor)	266.4149
Immunization	Clinic		266.5390
Intensive Courses	Learning Enhancement Center	IC 315	266.5518
International Student Information	International Services	IC 411	266.4841
Listeners license	Office of the University Registrar	KWH 110	266.5006
Medical Services	Clinic		266.5390
Mini-Session	Learning Enhancement Center	IC 315	266.5518
Online Courses	Learning Enhancement Center	IC 315	266.5518
Orientation for New Undergraduate Students	First Year Experience	Bolton Hall	266.6405
Orientation for New Graduate Students	The Graduate School	MLA 211	266.4369
Parking Permits	Parking Management	MCL 152	266.4943
Parking Tickets	Parking Management	MCL 152	266.5447
Permission to Add Closed Classes	Dean, Director or Department Chair	(See List B, Academic Depts.)	
Readmission	Admissions/Graduate School	KWH 212/MLA 205	266.5000/ 266.5137
Registration	Office of the University Registrar	KWH 110	266.5006
Residency	Office of the University Registrar	KWH 110	266.5702
Study Abroad	International Programs	IC 401	266.4344
Summer Conference	Office of Conference and Fraternity Housing Operations	Hickman Hall 226/217	266.4791/ 266.5292
Suspension Clearance	College Dean	(See List B, Academic Depts.)	
Textbooks	Barnes & Noble @ Southern Miss	TCC	266.4381
Verification of Enrollment	Office of the University Registrar	KWH 110	266.5006
Veterans Affairs	Office of the University Registrar	KWH 110	266.5396
Withdrawal	via SOAR		266.5006

Academic Standards

An undergraduate student will be allowed to continue in the university as long as the cumulative grade point average (GPA) indicated in the following scale is maintained. A higher minimum allowable GPA is sometimes specified by specific colleges within the university. In such cases, the more stringent requirements supersede those that follow.

Total Hours Attempted Minimum Cumulative GPA Required (Including transfer credit) (Southern Miss work only)

0 - 14 1.50

15 - 29 1.75

30 and above 2.00

Total hours attempted will include credit taken at the university and approved transfer credits. Courses in which a student received grades of I, E or P will not earn quality points that contribute to the Southern Miss GPA.

The university expects all students, regardless of whether they are enrolled part-time or full-time, to meet certain academic standards. Students must assume personal responsibility for their own intellectual growth and personal development and should take advantage of the opportunities for academic support that the university provides. If a student fails to maintain the quality of work necessary to make reasonable progress toward graduation, then the student will be placed on academic probation or suspension. The purpose of this policy is to help students re-establish an acceptable level of academic performance.

Enrollment Status

Full-Time Status: The typical undergraduate student load is 12 to 19 semester hours (fall/spring); nine to 14 semester hours is considered a full load during the summer session. nineteen hours (fall/spring) and 14 hours (summer) is the maximum load without dean of college approval.

Classification of Undergraduates: A student is classified as a freshman when he or she has fewer than 30 semester hours of earned credit; sophomore with as many as 30 semester hours but fewer than 60 semester hours; junior with

as many as 60 hours but fewer than 90 hours; and senior with 90 or more semester hours of earned credit.

Course Numbering: Freshman courses are numbered from 100 to 199; sophomore courses from 200 to 299; upper-division courses from 300 to 499; graduate courses 500 or above. Honors courses carry the prefix H at the end of the course number. Credit-abroad courses carry the prefix of CA at the end of the course number.

Course Sequence and Related Sequences: Certain 100- and 200-level courses may not be taken for credit by a student after he or she has completed higher-level courses in the same subject area. Also, certain sequences of courses may not be taken for credit after a student has completed parallel courses that are similar in subject matter. Specific applications of this policy are indicated in the numbered course descriptions in the "Course Description" section of this Bulletin. Selection of the courses, as well as exceptions to the policy, is left to the department chairs.

Change of Major

Any student wishing to change his or her major within a college must secure the approval of the dean. A student wishing to transfer from one college of the university to another must make application to, and be approved by, the dean of the college he or she wishes to enter. The University of Southern Mississippi does not require students to have a 2.0 grade point average in order to change majors. Individual departments, however, are free to create their own standards regarding grade point averages and changes of majors. Should such policies prevent a student from declaring a major, that student can elect to change to undeclared status until they are academically in a position to declare a major.

Absences

Students are expected to attend class each time the class meets. When it is necessary that a student be absent from a class, it is the student's responsibility to provide an explanation to the professor. Class attendance policy will be set by the professor who is expected to set a reasonable policy with respect to documented absences that are truly beyond the student's control. It will be the responsibility of

each professor to notify his or her class in writing at the onset of each semester as to the attendance requirements.

Add/Drop/Withdrawal

A student is permitted to drop a course without academic penalty up to and including approved dates published in the Class Schedule Guide. After the deadline, a student may drop a course only in the event of extenuating circumstances and with permission of the instructor, department chair and dean of the college offering the course, at which time the student will receive a grade of **WP** or **WF**.

A student is permitted to add a course after the deadline of five class days with the permission of the instructor, department chair and dean of the college offering the course. However, a student will not be allowed to drop a course after the last day to drop without academic penalty as published in the Class Schedule Guide. Adding classes after the 100 percent refund period could result in additional tuition charges.

A student withdrawing from the university prior to the deadline for dropping classes will not receive any grades. His or her record will show the date of withdrawal only. A student withdrawing after the deadline for dropping courses will receive a grade of **WP** or a grade of **WF**. Mini-session and intensive courses completed before the withdrawal is processed will be awarded grades on the official transcript.

Withdrawal Procedures

A student finding it necessary to withdraw from the university must begin the process with the dean of his or her college, who shall initiate the Withdrawal and Refund Authorization form. A student who is undecided (general studies) on a major must begin the process in the Division of Undergraduate Studies office, where the Withdrawal and Refund Authorization form will be initiated. The Web may not be utilized to withdraw.

Refund Policy

The withdrawal deadline for receipt of a grade has nothing to do with the refund schedule for fees. A student who officially withdraws after enrollment may obtain a refund in accordance with the refund policy. Upon notification to the Registrar and Business Services offices, a review will be

made on a case-by-case basis for withdrawals that did not follow official withdrawal policy.

Appeals for refunds due to extenuating circumstances may be made in writing to:

Business Services

The University of Southern Mississippi

118 College Drive #5133

Hattiesburg, MS 39406-0001

Academic Probation

If a student does not attain the minimum cumulative GPA as indicated above, he or she is placed on **academic probation** at the end of the semester. Academic probation will be removed when the student attains an acceptable cumulative GPA. If the cumulative GPA at the end of the semester the student was on academic probation is lower than the minimums specified above or the semester GPA was at least a 2.00, the student will be placed on **academic probation continued**. A student may remain on academic probation continued for as long as he or she earns a semester GPA of at least a 2.00. A student placed on academic probation continued may not enroll in a subsequent semester without the prior written approval of the chair or director of the student's current department or school and the dean of his or her college. A student placed on academic probation continued who fulfills the conditions of his or her contract may not enroll in a subsequent semester without the prior written approval of the chair or director of the student's current department or school. Southern Miss Gulf Coast students should contact the Office of the Academic Dean, Gulf Coast. Attaining the required minimum cumulative GPA will clear all probation categories.

Academic Suspension

A student will be **suspended** from the university the first semester he or she does not earn at least a 2.00 semester GPA while on academic probation continued. Also, regardless of hours attempted or probation status, any student earning a semester GPA of 0.00 (excluding Audit and P grades) will be suspended from the university, unless the cumulative GPA at the end of that semester meets the minimums listed above. The student may appeal suspension through a formal appeals process initiated with the chair or director of his or her major department or school. Any exception to the suspension policy must then be approved by the dean of the respective college with final approval for denied appeals only granted by the provost.

A student placed on academic suspension may not enroll at The University of Southern Mississippi until after the next semester (fall, spring or summer). The student may not transfer credits earned at any other university or college without prior written approval of the chair or director of the student's current department or school and the dean of his or her college. Any credits earned contrary to this policy will not count toward graduation requirements at Southern Miss. Southern Miss Gulf Coast students should contact the Office of the Academic Dean, Gulf Coast.

After one semester on suspension, a student may be readmitted with prior written approval of the chair or director of the student's current department or school and the dean of his or her college. A student readmitted following academic suspension must earn a minimum semester GPA of at least 2.25 or attain the required cumulative GPA. A student readmitted after academic suspension but who fails to attain the required semester GPA will be suspended for two semesters (fall, spring or summer).

Readmission after the required suspension period requires reinstatement to the university through "the change of academic status" process initiated with the chair or director of the student's current department or school and the dean of the college in which the student was enrolled as a major.

Undergraduate Academic Grades

- A — indicates excellent work and carries four quality points per semester hour
- B — indicates good work and carries three quality points per semester hour
- C — indicates average work and carries two quality points per semester hour
- D — indicates inferior work and carries one quality point per semester hour

E — indicates a course in progress. Not included in the grade point average, a grade of E shall be awarded for graduate thesis, recital and dissertation courses and for such self-paced or skill courses as the Academic or Graduate Council may designate. An E shall be changed to a P only in the case of credit for thesis and dissertation and then only for the last recorded credit for these courses. Otherwise, the E remains on the record indicating that to receive credit the student must reregister for the undergraduate course, repeating it on a regular basis until completing it. Upon completion, the appropriate grade, whether P or qualitative, shall be assigned.

F — indicates failure and carries no quality points

NA — indicates the instructor reported the student as not attending. The grade is considered as attempted, but no quality points are earned. The grade is calculated as an F in the student's grade point average.

I — indicates that a student was unable to complete course requirements by the end of the term because of extraordinary circumstances beyond his or her control. Poor performance or unexplained absences are not a justification for the assignment of an I. If an I has not been removed by the end of the next semester (excluding summer term), it automatically becomes an F. Students are prohibited from enrolling in any course for which the current grade is I. Students who have filed for degree and receive an incomplete grade will have to change their graduation term to the term ending the completion of their course work.

AW — indicates administrative withdrawal

WP — indicates withdrawal from a course passing after the deadline for dropping courses

WF — indicates withdrawal from a course failing after the deadline for dropping courses (This grade is computed in the GPA as F.)

P — indicates a passing grade in courses taken on a pass-fail basis (does not count in computing GPA)

Final Examinations

Examinations will be held as published in the Class Schedule Guide and on the Registrar's office Web site at www.usm.edu/registrar/examschedule. No final examinations are permitted prior to the scheduled examination period (see Calendar). A student who is absent from the final examination without valid reason approved by the Office of the Provost forfeits credit for the semester.

Students will be placed on the Dean's List if they have earned a grade point average of 3.5 or above on a minimum academic load of 12 semester hours or more during fall or spring, nine or more during summer, provided they have no grade of D or below for the term (includes F or I). Courses taken for pass-fail credit will not be used in computing the minimum academic load.

President's List

Students will be placed on the President's List if they have earned a grade point average of 4.0 (all A's) on a load of 12 semester hours or more during fall or spring, nine or more during summer, provided they have no grade of I for the term. Courses taken for pass-fail credit will not be used in computing the minimum academic load.

Grade changes made after end of terms will not constitute recalculation of Dean's and President's List.

Academic Dishonesty

When cheating is discovered, the faculty member may give the student an F on the work involved or in the course. If further disciplinary action is deemed appropriate, the student should be reported to the dean of students.

In addition to being a violation of academic honesty, cheating violates the Code of Student Conduct and may be grounds for probation, suspension or expulsion.

Students on disciplinary suspension may not enroll in any courses offered by The University of Southern Mississippi.

Student Policies and Procedures

The Office of Student Activities - Student Activities Hub 110 - 601.266.4403

Student Rights and Responsibilities

The University of Southern Mississippi is committed to the highest possible quality of instruction, research, service programs and support operations. Southern Miss seeks to develop its students, faculty and staff to their fullest potential.

Students at The University of Southern Mississippi have every right to

- be treated with respect and dignity regardless of sex, race, age, ethnicity, sexual orientation or religious background;
- learn, live, work and study in a bias-free environment void of harassing behavior;

- be accepted and judged as individuals, independent of ancestry, social background, physical characteristics or personal beliefs; and
- to conduct his/her academic and social life without fear of disruption.

Students at The University of Southern Mississippi are responsible for

- adhering to all regulations and policies outlined by The University of Southern Mississippi;
- conducting themselves in a manner that does not interfere with the life and work of the university;

- obeying the laws of the city and state; and
- reporting any misconduct that may affect the academic integrity of the university as a whole.

The University of Southern Mississippi supports and respects the rights of all students, faculty and staff and, therefore, believes it is the job of the university to create an environment conducive to that philosophy. However, the university may discipline a student considered a danger to self, the university or its guests. Any conduct that damages or destroys university property, obstructs university activities, or otherwise prohibits the normal routine of university operations is considered misconduct.

The Creed at Southern Miss

I belong to a community of scholars at The University of Southern Mississippi.

I will **demonstrate integrity** and **determination** in all academic pursuits.

I will **appreciate the value of differences** among people, customs and view points and oppose hatred, bigotry and bias toward others.

I will **exhibit behavior** and **choose language** that demonstrates respect for fellow members of the Southern Miss community.

I will **respect others** by honoring their rights, privacy and belongings.

I will **value human dignity** in my academic, social and employment settings.

I commit to exhibiting civil behavior, demonstrating responsible citizenry, and doing my part to achieve a positive and secure living and learning environment for all.

Code of Student Conduct and Disciplinary Conduct

Under the laws of the state of Mississippi, the Board of Trustees of State Institutions of Higher Learning shall have general supervision of the affairs of The University of Southern Mississippi. This board has delegated the power and authority to the president of the university to maintain standards of academic achievement and student conduct. The Division of Student Affairs has the basic responsibility to administer those regulations governing conduct at the university.

Students who register at the university agree to conform to its regulations and policies. Students are defined as all persons enrolled at the university, both full-time and part-time or a person seeking admission or accepted to the university for admission. A student is subject to the laws of the community and state, and enrollment as a student in no way relieves him/her of this responsibility. The fact that civil authorities have imposed punishment will not prevent the university from protecting its own educational purposes and community by taking suitable action against the student under university regulations.

The University of Southern Mississippi recognizes that students are adults with full federal rights and responsibilities who are expected to take personal responsibility for their conduct. The university will not police students' private lives on or off campus nor violate their privacy rights in any way. These regulations derive their authority both from the students (as an article of the SGA constitution) and the administration of the university (as the Code of Student Conduct.)

Section 1. The Judicial Authority

A. In all organizational and individual discipline cases, the judicial authority of the SGA shall be vested in the dean of students, the student judicial council, the university appeals committee, the university president, and the Board of Trustees of State Institutions of Higher Learning.

B. In all cases solely concerning violations and interpretation of the SGA code and constitution, the SGA judicial authority shall be vested in the necessary lower courts and one student supreme court.

Section 2. The Student Judicial Council

- A. The student judicial council shall consist of nine (9) student members who shall serve staggered terms. Five (5) members shall be appointed for two-year terms, and four (4) members shall be appointed for one-year terms. These students must remain in good academic standing as designated in the most recent university catalog and, at the time of appointment, have one semester of prior residency at Southern Miss. These students shall be representative of the Southern Miss student body. The chair of the student judicial council shall be the attorney general of the SGA, and he or she may have no vote in its judicial proceedings.
- B. These students shall be appointed by the SGA president with the advice and consent of the student senate and shall be subject to final approval by the university president. All vacancies shall be filled under the above provisions for the remainder of a vacant term.
- C. The student judicial council shall have original jurisdiction in all cases concerning violations of university regulations whether by an individual or an approved student organization. However, accused students may choose to have their cases heard by the dean of students.

Section 3. The University Appeals Committee

A. The university appeals committee shall consist of four (4) members of the faculty and/or staff appointed annually by the university president and four (4) students appointed by the SGA president, with the advice of the student senate and subject to final approval by the university president. The term of all student

appointments shall be until resignation, graduation or other departure from the university. In addition to the eight (8) members, there shall be a chair appointed by the university president.

B. The university appeals committee shall have appellate jurisdiction on all cases originating in the student judicial council and the Office of the Dean of Students.

Section 4. The Student Supreme Court and Its Lower Courts

- A. Original jurisdiction in cases resulting from violations of the SGA code shall be vested in judicial bodies as created in the judicial title of the SGA code.
- B. The student supreme court shall consist of four (4) associate justices and one (1) chief justice, appointed by the SGA president with the advice and consent of the senate whose term of service shall continue until resignation, graduation, other departure from the university, or removal by impeachment.
- C. The student supreme court shall have appellate jurisdiction in all cases concerning violations of the SGA code. It shall have original jurisdiction in all cases of constitutional interpretation and impeachment.
- D. The student supreme court and its lower courts shall have the following powers:
1. To issue injunctions and writs in accordance with the SGA constitution in SGA matters
 2. To issue subpoenas for SGA public records, films or other information
 3. To issue summonses to call witnesses in cases concerning the SGA constitution, code and procedures

Section 5. Disciplinary Proceedings

- A. The dean of students shall give in writing the options available to the accused student or organization for adjudication along with the hearing procedures.
- B. The dean of students shall have the power to take any reasonable action to ensure the safety of the university

community and university property and to preserve an academic atmosphere prior to full judicial hearing. These actions are subject to approval by the vice president for Student Affairs or his/her designated representative.

- C. The dean of students shall assist the SGA attorney general with the presentation of the case.
- D. The Dean of Students Office or judicial body may postpone disciplinary proceedings. Any rescheduling of disciplinary proceeding must meet the requirements set forth in Section 7A of the Code of Student Conduct.

Section 6. A majority of the membership of each judicial body must be present to hear a case, unless a lesser number is approved by both parties to the case.

Section 7. In all judicial proceedings, the accused shall have the right to the following:

- A. To written notification of the charges of sufficient particularity to prepare a defense, to a summary of written evidence that is to be presented, to the names of adverse witnesses, to the date of the alleged violation, and to the time and place of the hearing, at least 72 hours prior notice to the hearing
- B. To be assisted by any adviser he/she chooses at his/her own expense. The adviser may be a parent or attorney who will be allowed to make closing remarks during the hearing but may not participate otherwise.
- C. To present information and to have an opportunity for reasonable testimony or discussion
- D. To call witnesses
- E. To a speedy and closed hearing unless all parties concerned agree upon an open hearing

Section 8. Each judicial body shall have the following powers and duties:

- A. To issue requests for witnesses to appear on behalf of either party

Code of Student Conduct

and Disciplinary Conduct

- B. To issue requests for relevant university documents on behalf of either party
- C. To authorize depositions in lieu of oral testimony when deemed necessary
- D. To adjudicate violations of the SGA code, constitution or university regulations within their respective jurisdictions
- E. To keep an adequate record, as determined by the dean of students, of the proceedings and to make this record available to the accused after the hearing upon request

Section 9. Rules of Evidence

- A. All decisions of responsibility or non-responsibility shall be decided on the basis of the preponderance of evidence.
- B. Information can be considered by a disciplinary body only if it is introduced before that body in the presence of the accused. If the accused is unavailable for a hearing, then every effort must be undertaken to inform the accused of the existence of the information, and the accused must be given every opportunity to respond before that body reaches a decision.
- C. Each judicial body shall have the opportunity to adopt its own rules of information in addition to those specified in the SGA constitution and code.
- D. A victim of a campus violation may submit a victim impact statement. A victim impact statement is a written statement that describes the harm or loss suffered by the victim of a violation. The Dean of Students office or judicial body considers the statement when the accused student is sanctioned. The victim impact statement is intended to give victims of an offense a voice in the judicial process; it allows victims to explain to the judicial body and the accused, in their words, how the violation has affected them. A copy of the victim impact statement is provided to the accused student.

The statement will be part of the information considered in the judicial process. A victim may be questioned by the accused student about the statement.

Section 10. Appeals

- A. In all judicial decisions either party shall have and be notified of the right to appeal the decision of the judicial body entering judgment. If the decision is appealed, no action shall be taken—except those measures necessary to ensure the safety of the university community, to protect university property, and to ensure an academic atmosphere—until the appellate process has been exhausted.
- B. The request for appeal shall be filed within 72 hours of the written notification of the decision. The request shall be filed with the Dean of Students office.
- C. Student judicial council decisions and those made by the dean of students may be appealed to the university appeals committee, and the university appeals committee's decisions may be appealed to the university president who may, in turn, appoint a hearing officer. Decisions of the university president may be appealed to the Board of Trustees of the State Institutions of Higher Learning. In cases of expulsion, the Board of Trustees hears appeals of the university president's decision.

Section 11. Interim Suspension

- A. When the president of the university or a designated administrator determines that the presence of a student would reasonably constitute clear and present danger to the university community or property, he or she may take swift and immediate action to suspend such a student from university enrollment on an interim basis.
- B. In such cases, the student will be afforded a preliminary hearing with the administrator designated in part A,

unless this action is not possible due to circumstances at the time or to inaccessibility.

- C. Whenever suspension occurs under the provisions of this section, the student shall be accorded review by the student judicial system at the earliest possible date following the suspension.
- D. If, at any time of review, the judicial authority determines that the suspension of the student is inappropriate, it may recommend to the president that the student be reinstated to university enrollment and be allowed to complete any academic work missed as a result of this suspension.

Disciplinary Sanctions of Code of Student Conduct

If the dean of students or the student judicial council, as the case may be, finds that the student has violated the Code of Student Conduct, then that forum will include in its official decision a prescribed punishment which may take any of the following forms:

- A. **Private Reprimand:** The student may be merely reprimanded in writing and warned and admonished to refrain from future misconduct.
 - B. **Restitution:** The dean of students and student judicial council both have authority to order that the student, as a condition of his/her continued presence in the university community, render monetary restitution for the damages or injuries caused by his/her misconduct.
 - C. **Probation:** The student may be placed on probation, with or without non-punitive sanctions, which may include counseling, appropriate community service or exclusion from residence halls, in which case no further sanctions will be assigned unless the student is subsequently responsible for further misconduct during the probationary period. The time frame and the
- conditions of a probationary sanction can be set at the discretion of the forum. Probation implies that a further code violation during the probationary period will be dealt with more severely than if it stood alone.
- D. **Campus/Community Service:** The student may be assigned to a community service site located on or off campus, with his or her acceptance. A predetermined number of hours must be completed by a given date.
 - E. **Suspension:** The student may be suspended from the university for the remainder of any ongoing semester; for a longer, but definitely stated, period of time; for a future semester or semesters or indefinitely, with a date set forth in writing at which time the student will be given the privilege of applying for readmission, with such application to be reviewed and acted upon by the student judicial council or dean of students, depending on which forum heard the original complaint.
 - F. **Expulsion:** A student may be immediately and permanently separated from the university.
 - G. **Interim Suspension:** When the president of the university or a designated administrator determines that the presence of a student would reasonably constitute a clear and present danger to the university community or property, he or she may take swift and immediate action to suspend such a student from university enrollment on an interim basis. Whenever suspension occurs under this provision, the student shall be accorded review by the student judicial system at the earliest possible date following the suspension. If, at any time of review, the judicial authority determines that the suspension of the student is inappropriate, it may recommend to the president that the student be reinstated to university enrollment and be allowed to complete any academic work missed as a result of this suspension.

Prohibited Conduct

In order to protect the university's educational purposes and the university community, a student may be formally referred to the Office of the Dean of Students whenever it is brought to the attention of the dean of students that there is reasonable basis to believe that the student's conduct has resulted in at least one of the following:

- A. Evidence of Felony:** Significant evidence exists that the student has committed a felony of such a nature that the student's continued presence at the university is potentially dangerous to the health or security of other university students and their belongings, faculty, staff or visitors, even though the civil authorities have not yet brought formal charges.
- B. Felony Charges:** The student has been formally charged by civil authorities with the type of felony described in code A.
- C. Felony Conviction:** The student is convicted of the type of felony described in code A.
- D. Disruption of University-Sanctioned Events and Activities:** Obstruction or disruption of teaching, research, administration, disciplinary procedure or any other activity or of other authorized activities on university-controlled property
- E. Parking and Traffic Violations:** Obstruction of the free flow of traffic, both pedestrian and vehicular, on university-controlled property
- F. Physical Assault, Abuse or Detention:** Acts of violence of any kind on university property at a university-sponsored or supervised function
- G. Threats of Violence:** Against another person
- H. Harassments:** Stalking of any kind if such conduct reasonably causes another person to fear that his/her safety or privacy is endangered
- I. Reckless Conduct:** Conduct that unreasonably creates a substantial risk that the student or other persons may be injured or that property belonging to another person or the university may be damaged
- J. Vandalism:** Malicious destruction, damage or misuse of public or private property, including library materials
- K. Theft and Embezzlement:** Any unauthorized taking (whether temporary or permanent) of property belonging to another person or entity
- L. Burglary:** Unauthorized entry into or use of university facilities, including buildings, grounds, automobiles or any property belonging to another person or entity
- M. Disorderly Conduct:** Breach of the peace, or inciting others to breach the peace
- N. Residence Hall Violations:** Violation of rules governing university-controlled residence facilities, including visitation violations
- O. Academic Dishonesty:** Academic cheating or plagiarism
- P. Deception:** Furnishing of false information to the university with the intention of deceiving the university and its officials
- Q. Forgery and Misrepresentation:** Alteration or misuse of university documents, records or identification cards
- R. Bad Checks and Debts:** Intentionally issuing a bad check to the university or one of its departments or ignoring and failing to comply with legally binding financial obligations to the university
- S. Obscenity:** Lewd, indecent or obscene conduct, including expression of profanity, which exceeds the normal standards of decency prevailing in the general Hattiesburg community at large
- T. Firearms Violations:** Possession on campus of firearms, pellet guns, BB guns, other projectiles, explosives, fireworks, dangerous weapons or dangerous chemicals, including possession of validly licensed hunting weapons
- U. Drug Violations:** Illegal manufacture, possession, sales, distribution or use of narcotics, barbiturates, central nervous system stimulants, marijuana, sedatives, tranquilizers, hallucinogens or any other illegal drugs, substances or drug paraphernalia
- V. Gambling:** Violation of the state of Mississippi's gambling laws
- W. Alcohol:** Sale, consumption or evidence of consumption of alcoholic beverages on campus in violation of local, state or federal law
- X. Lack of Appropriate Cooperation with University Administration or Law Enforcement:** Failure to comply with the directions or instructions of university officials or any law enforcement officer acting in his/her official capacity, including failure to present a valid ID upon request
- Y. Violation of Other Published Regulations and Policies:** Violation of any other university regulation or policy that is established and publicly disseminated to the university community at least once a year, including such regulations and policies in the Student Handbook, the Faculty Handbook, the Safety Compliance Document and the Substance Abuse Policy for Students and Employees
- Z. Student Organization Violations:** Any breach of Student Activities policies or university regulations of the chartered organizations will be subject to university organization sanctions.

Sanction Process for Alcohol Violations

The University of Southern Mississippi

Purpose

It is the goal of The University of Southern Mississippi to provide a positive environment that is conducive to the developmental and educational experience. The university understands the potential for the misuse and abuse of alcohol. The university expects that students, faculty, staff and visitors to its campus will act responsibly and follow the university's policy on alcohol.

Policy

The University of Southern Mississippi prohibits the unlawful possession, consumption and distribution of alcoholic beverages by students, employees and visitors on its campus. Any possession or consumption of alcoholic beverages of any kind in plain view shall be considered in violation of campus policy. Further, consumption or possession by underage individuals shall be in violation of applicable state law and university policy. In accordance

with the residence life and housing policy, alcohol is not permitted inside student housing. Alcohol consumption may lead to behaviors that are considered a nuisance or present a threat to others. Such behavior is subject to the enforcement of applicable state law and university policy.

Procedure

A student who is found responsible for an alcohol policy violation, and who has not been found responsible for a previous alcohol-related violation, may face the following sanctions:

- a. **First Offense** – The student will receive a campus citation issued by the University Police Department. The ticket must be paid within the semester in which it was issued, or it will be assessed to the student's account. The student will also be required to complete an alcohol education program and/or complete a community service assignment. Finally, the Dean of Students office reserves the right to

notify the parents of students under the age of 21 who violate alcohol and other drug provisions of the Code of Student Conduct, or who, in our professional judgment, are considered to be a danger to themselves or others. Upon receipt of an alcohol or other drug violation by a student under the age of 21, the dean of students will staff the case and make a decision regarding parental notification based on the particular circumstances of the offense and the student's history. Parents will be notified by letter or phone, depending on the circumstances of the case.

- b. **Second Offense** - The student will be issued a campus citation and will also complete an alcohol assessment at the University Counseling Center (at the expense of the student). The goal of the program is to identify the possibility of an alcohol and substance problem. The student will be placed on disciplinary probation for a minimum of two semesters and may be assigned a community

service project. The student may also face a monetary fine in the amount of \$500, which will be used for campus alcohol education. The student will also go before the student judicial board and if adjudicated as "responsible" could face the following:

- possible suspension from the university
 - prohibited from participation in campus activities, student government and representation of the university or its organizations in any capacity
- c. **Additional Offenses** – The student will receive a state citation. The student may be suspended or required to seek mandatory counseling services that may or may not duplicate those required for earlier violations. The student may also be required to register for the Alcohol Education Program. Parental involvement in the form a parent-student meeting with the Dean of Students office may also be required.

Fraternity/Sorority Alcohol Policy

The Office of Greek Life at The University of Southern Mississippi prohibits the unlawful possession, consumption and distribution of alcoholic beverages by students, employees and alumni in fraternity houses and The Village. Any possession or consumption of alcoholic beverages of any kind in plain view shall be considered in violation of campus policy. Furthermore, any preponderance of evidence or presence of community alcohol including, but not limited to, drinking games and rapid consumption

techniques and devices (e.g., flip cup, beer pong, quarters, funnels, power hour, whoop juice, card games, shots, etc.) violate this policy as well as the University Alcohol Policy. All individual student violations of the University Alcohol Policy will be handled in the Dean of Students office and follow their sanction process for alcohol violations, while fraternities and sororities found in violation of community alcohol will be subject to the following:

All fraternities and sororities found in violation of community alcohol will receive the following **minimum** sanctions:

First offense—required alcohol/drug education program and community service for entire chapter, including associate members, and probation for the remainder of the current semester and the following fall or spring semester. Probation extends through any intervening terms or institutional breaks.

Second offense while on probation—suspension of organization's social activities to take place immediately and to remain in effect for a least one complete fall or spring semester following the suspension's effective date, including any intervening terms or institutional breaks

The minimum sanctions are not appealable. Prior issues or citations concerning alcohol will be considered in making additional sanctions.

Institutional Policy on Hazing

The University of Southern Mississippi is a state institution of higher education devoted to excellence in teaching, research and service to the people of the state. A part of that mission is fulfilled by the university's commitment to the development of students through academic and extracurricular activities. In keeping with its commitment to a positive academic environment, The University of Southern Mississippi is unconditionally opposed to any situation created intentionally or unintentionally to produce mental, physical, psychological or emotional discomfort, embarrassment, harassment or ridicule.

The University of Southern Mississippi interprets hazing in a manner consistent with the Association of Fraternity Insurance Purchasing Group (FIPG) in its statement of hazing and pre-initiation activities. The University of Southern Mississippi follows all state and federal guidelines concerning hazing and any other behavior that could be interpreted as such. In essence, hazing shall include any or all of the following:

- A. Any willful act or practice by a member or new member directed against a member or new member that, with or without intent,
 - 1. is likely, with reasonable possibility, to cause bodily harm or danger, offensive physical punishment or disturbing pain;
 - 2. is likely to (a) compromise the dignity of a member or new member, (b) cause embarrassment or shame to a member or new member in public, (c) cause a member or new member to be an object of malicious amusement or ridicule, or (d) cause psychological harm or substantial emotional strain; or
 - 3. will, unreasonably or unusually, impair a member's or new member's academic efforts.
- B. Any requirement that compels a member or new member to participate in any activity that is illegal, which is known by the compelling person or group to be contrary to the moral or religious beliefs of

a member or new member, or that is contrary to any rules or regulations of this university constitutes hazing. Hazing by individuals or organizations is strictly prohibited at The University of Southern Mississippi. Individuals and organizations both must be responsible for ensuring that all activities exclude any form of hazing. While chapter members may not be present at a new-member activity, it is still the chapter's responsibility to ensure the activity does not include hazing. It is important that chapters realize they are responsible for the new-member activities and are held accountable for hazing violations if they occur. In conjunction with the statement made by the Association of Fraternity Advisers, the following is a list of some fraternity activities considered to be hazing by The University of Southern Mississippi. These are only examples of some hazing activities and are not the only activities considered to be hazing. The University of Southern Mississippi follows all state and federal

- guidelines concerning hazing and any other behavior that could be interpreted as such.
- C. Any action taken or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment or ridicule constitutes hazing. Such activities may include, but are not limited to, the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other such activities that are not consistent with academic achievement, fraternal law, ritual or policy, or the regulations and policies of the educational institution or applicable state law.

Disciplinary Procedures for Prohibited Conduct

- A. **Dean of Students.** All questions or allegations of student misconduct shall be referred to the dean of students. The aims of the student judicial process are as follows:
 - 1. To make students better aware of their behavior(s)
 - 2. To understand the impacts and effects of their behavior on others
 - 3. To make students aware of how their behavior(s) may impact their status
 - 4. To better acquaint students with problem-solving skills and critical thinking strategies
 - 5. To foster a climate for self-introspection and self-image building
- B. **Written Notification to Student.** The dean of students will then investigate any such allegations, and if the dean, in his or her discretion, finds significant basis for

the allegation, then the dean will deliver to the student a written notification that disciplinary proceedings are being initiated. This written notification will specify the alleged misconduct with sufficient particularity to enable the student to fully respond to the allegations and defend himself or herself. This written notification will also direct the student to attend a pre-hearing conference at a time and place specified by the dean of students. A copy of this code will be provided to the student at this time as well.

- C. **Pre-hearing Conference.** At the scheduled pre-hearing conference, the dean of students or his or her designee will inform the student of his or her right to choose the forum before which he or she can defend the allegation: (1) in a hearing before the dean of students

or his or her designee or (2) in a hearing before the student judicial council. This same option applies to students who admit to prohibited conduct and who merely want to choose the forum in which their punishment will be decided. Any official in the Dean of Students office who may ultimately conduct such a hearing will not conduct the pre-hearing conference. The student will have 24 hours to inform the dean of students of the forum he or she chooses. At this pre-hearing conference, the student will also be informed of his or her right to appeal the ultimate ruling of the dean of students or student judicial council.

- D. **Appeals.** All disciplinary actions can be appealed by either party. If a disciplinary decision is appealed, no action will be taken except those measures necessary

to ensure the safety of the university community and property and to promote an academic environment until the appellate process has been exhausted. The party desiring to appeal a decision of the dean of students or student judicial council must submit a written notice of appeal to the dean of students within 72 hours of the decision and provide one of the following:

- 1. evidence that there was an error in process or procedure
- 2. evidence of additional or missing information
- 3. evidence of bias behavior on behalf of the student judicial board or the judicial appeals board
- 4. evidence that the judicial decision is arbitrary or unreasonable

Disciplinary Procedures for Prohibited Conduct continued...

Such appeals will be heard by the university appeals committee, whose decisions can likewise be appealed to the university president, who may elect to hear the appeal or designate another university official to do so (such as the vice president for Student Affairs, in which case, the findings and decisions of the designee will have to be accepted and ratified by the university president in writing). In cases

of expulsion, decisions of the university president may be appealed to the Board of Trustees of State Institutions of Higher Learning. Any academic credit earned during the appeals process will be void if the original decision of suspension or expulsion is upheld by the university appeals committee.

Procedures for Hearings Before the Student Judicial Council or Dean of Students

Accused students who choose to have their cases presented before the student judicial council in lieu of disposition by the dean of students will be entitled to a hearing before the council, pursuant to the following procedures and guidelines:

- A. After the accused student has informed the dean of students of his or her desire for a student judicial council hearing, the dean of students will notify the members of the council and schedule a hearing to be held no fewer than five calendar days nor more than 15 calendar days after the accused student has requested the hearing. In cases where a suspension or expulsion is possible, the Dean of Students office may require a mandatory administrative hearing. The dean of students will inform the accused student of the time and place of this hearing at least 72 hours before the hearing is scheduled to begin. At this time, the dean of students will also give the accused student a copy of this article of the Code of Student Conduct.
- B. All hearings will be conducted in private, and all records or transcripts of the hearing will remain the private property of the university, not subject to access by the general public, unless the accused student and a simple majority of the membership of the student judicial council agree in writing to the public dissemination of

specified records or summaries of the proceedings or to the opening of the hearing itself.

- C. The dean of students or another staff member employed within the Division of Student Affairs will serve as sergeant at arms of the student judicial council, and in that capacity during the hearing, he or she will enforce proper decorum and adherence to the procedures and rules set forth in this article.
- D. The accused student has the right to be assisted at the hearing by an adviser he or she may choose at his or her own expense. This adviser may be an attorney. However, the accused student is responsible for presenting his or her own case, and, therefore, advisers are not permitted to speak to the council or to address any witness or other person participating at the hearing. The accused student must speak for himself or herself throughout the hearing, and thus the adviser's role during the hearing shall be limited to private consultations with the accused student.
- E. The admittance of any person to a private hearing other than council members, the dean of students (or his or her designee), the accused student, and his or her adviser will be allowed only upon the consent of the accused student and a simple majority of the council members present.

- F. Written statements, documents, exhibits and pertinent records may also be presented at the hearing by either side and may be accepted for the consideration of the council at the discretion of the council chairperson. Both the accused and the SGA attorney general, or other university official presenting the charges, are entitled to present live witnesses at the hearing. Any such witness is subject to follow-up questioning by any member(s) of the council.
- G. Neither the federal rules of evidence, the Mississippi rules of evidence, common-law principles of evidence nor any other formal law of evidence apply in council proceedings. The acceptance of live testimony and any tangible proof will be at the discretion of the council.
- H. The Office of the Dean of Students will prepare and preserve a verbatim record of all hearings held before the council in the form of a complete tape recording or a transcript prepared by a court reporter. The choice of the form of record will be left to the discretion of the dean of students. Records shall be kept by the Office of the Dean of Students or its successor office for a period of at least seven years. The university appeals committee, for good cause, may void student disciplinary files. Requests for expungement should be in the form of a written request to the Dean of Students office and be accompanied by three notarized

recommendation letters. Requests for expungement will not be considered for those students who have not graduated or have not been enrolled for at least one calendar year. Records of suspension or expulsion will be kept permanently in the Office of the Dean of Students.

Sexual Harassment Policy

The University of Southern Mississippi, in its efforts to foster an environment of respect for the dignity and worth of all members of the university community, is committed to maintaining a work-learning environment free of sexual harassment. It is the policy of the university that no member of its community shall sexually harass another. Any employee or student who violates this policy is subject to disciplinary action including termination. Sexual harassment is illegal under both state and federal law.

Affirmative Action Procedures and Information

Complaint Procedure

Any employee, student, applicant for admission or employment, or other participant in programs or activities of The University of Southern Mississippi who believes she or he has been unlawfully discriminated against on the basis of age, sex, sexual orientation, color, race, religion, national origin, disability or Vietnam-era veteran status by a university employee may file a complaint with the Office of Affirmative Action/Equal Employment Opportunity.

Students or employees who wish to file complaints against students should contact the Office of the Dean of Students. Federal law, as well as university policy, prohibits any form of retaliation against a person who files a discrimination complaint in good faith.

Office of Affirmative Action and Equal Employment Opportunity

McLemore Hall, Room 310

Office of the Dean of Students

R.C. Cook Union, Room 231

Under the Family Educational Rights and Privacy Act of 1974, university students have the right to inspect and review any and all records, files and data directly related

to them. The university will not ordinarily release a student's record to any outside agency without consent of the student. The University of Southern Mississippi may release directory information on students to any interested member of the public unless the student requests in writing that it be withheld. Directory information is defined as follows: student's name, address, telephone number, date and place of birth, major, dates of attendance, classification, degree(s) earned, previous educational institutions attended and class rank. If you wish the university to withhold your name from the directory or the Internet and to withhold directory information from the general public, complete the Privacy form in the Office of the University Registrar, room 110, Kennard-Washington Hall.

NOTE: The release of information is a very controlled procedure. Unless the student has experienced particular problems, it is not recommended that his or her directory information be withheld. Completion of this form eliminates a student from the campus directory and any other publication concerning student enrollment.

Educational Records for Students

- A. Office of University Registrar: graduate and undergraduate academic records, course enrollments
- B. Office of University Registrar: application for admission, test scores, official transcripts for all schools attended
- C. Graduate School: academic program records, copy of Graduate School admission memorandum, application for graduate assistantship
- D. Placement Office: employment credentials, letters of recommendation
- E. Office of the Dean of Students: disciplinary records, grades
- F. Financial Aid Office: application for financial aid
- G. English Language Institute: test scores
- H. Since the fall of 1997-98, transcripts have been provided at no charge.

Documents are released only upon written authorization. Transcripts are not released when there is indebtedness to the university.

Records Not Available to a Student or Parents

- A. Confidential letters of recommendation filed prior to January 1, 1975, will not be made available as specified in the act.
- B. Any letters of recommendation for admission or for employment to which the student has specifically waived a right to access will remain confidential.

Directory Information

The University of Southern Mississippi may release directory information on students to any interested member of the public unless the student requests in writing that it be withheld. "Directory information" is defined as follows: (1) student's name, (2) address, (3) telephone number, (4) date and place of birth, (5) major, (6) participation in officially recognized activities and sports, (7) weight and height of athletic team member, (8) dates of attendance, (9) degrees and awards received, (10) previous educational institutions attended, (11) fraternity or sorority membership and (12) e-mail addresses.

Affirmative Action Procedures and Information continued...

Other Items

- A. Except as provided by the law, data released to sources outside the university will be in aggregate form, and no personally identifiable records will be made available.
- B. Grades will be available through Southern Miss' Online Accessible Records (SOAR). Students must have a valid password and ID to access records.

Appeals Procedure

A student who challenges the information in his or her educational record and who does not secure a satisfactory adjustment to that record by the appropriate record custodian may appeal by written permission to the chairperson of the Family Educational Rights and Privacy Act Committee, Greg Pierce, at The University of Southern Mississippi, 118 College Drive #5006, Hattiesburg, MS 39406-0001. A hearing will be given to the petitioner, if requested.

Filing of Complaint with Department of Education

Individuals have the right to complain with the U.S. Department of Education concerning failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-4605.

University Grievance Policy

The right of each student to resolve grievances with the university is affirmed, and specific appeal procedures are hereby established to ensure timely and appropriate consideration of each grievance. Student grievances generally originate at the department level, and the resolution of the grievance is sought at the department level.

The exceptions to this procedure are the grade review procedure, appeals originating in the student judicial council and the Office of the Dean of Students, and the Family Educational Rights and Privacy Act.

Instructions regarding the grievance procedure will be available to students at the Office of the Vice President for Student Affairs, the Student Government Association office and the Graduate School, and they will also be published in the Student Handbook.

A student grievance originating in any of the departmental or administrative units is handled by the department chair

or director responsible for the unit in which the grievance originates. The grievance should be made known in writing within 15 days of the occurrence. The decision by the department chair or director should normally be made by the filing of the grievance (Step 1).

The appeal by a student of the decision of the department chair or director must be made in writing within five working days to either the dean exercising jurisdiction over that academic department or to the administrative official having jurisdiction over the nonacademic department involved. This official will render a decision on the grievance in writing (Step 2).

Should the student desire to make further appeal, the written appeal should be directed to the Office of the Provost (for academic issues), the Graduate School (if student is a graduate student for academic issues) or to the appropriate vice president exercising jurisdiction over the matter. The

associate provost or vice president, or dean of Graduate School, shall confer with the student, and if the grievance is not resolved, the associate provost or vice president, or dean of Graduate School, shall refer the matter to a standing committee or appoint a committee of three to five persons, including student representation, to hold an official hearing on the matter. The student may either represent himself or herself or request the assistance of another student. The hearing shall be held within 10 days of receipt of the grievance by the associate provost or vice president, or dean of Graduate School (Step 3).

Upon completion of the hearing, the committee will inform the associate provost or the vice president, or dean of Graduate School, of the decision, and the associate provost or the vice president will inform the student in writing. The associate provost or the vice president may utilize the decision of the committee or amend the decision as deemed appropriate (Step 4).

If the student is not satisfied with the decision indicated in step 4, he or she may appeal to the president of the university in writing. The president shall render a final decision in the case normally within 10 days of the written receipt of the appeal (Step 5).

For additional information regarding FERPA and your right to amend possible inaccuracies of your student records, contact the Registrar's office.

Student Grievance Process

- Step 1: Department chair or director of nonacademic area
- Step 2: Dean or administrative official
- Step 3: A. Undergraduate students - vice president who calls a hearing
B. Graduate students - Graduate Studies office calls a hearing
- Step 4: Vice president makes decision based on hearing
- Step 5: President

Referral Pattern for Students in Need of Mental Health Services

The complexity of mental health needs of the collegiate population has increased nationally in the past several years. The University of Southern Mississippi is proactive in implementing and practicing a multi-department intervention process to identify and assist our students in need. By doing so, students will receive services to help them achieve their academic and life goals, thereby increasing their chances for success and decreasing any risk of harm to themselves or others.

When a student with mental health needs is recognized by or reported to faculty or staff, the following protocol is used:

- A. Students who are willing to seek help, do not appear to be an imminent danger to themselves or others, and are cooperative with a referral should be referred to The University of Southern Mississippi Student Counseling Services, either personally or via phone.
- B. Students who appear to be an imminent danger to themselves or others should be managed by the University Police Department and reported to the Dean of Students office in an expeditious manner. A completed Campus Action Referral and Evaluation form should be completed online (www.usm.edu/cares). If necessary, the dean of students will contact Student Counseling Services for assistance. A mandatory referral for mental health services requires the completion of the Dean of Students Referral to Counseling Services form.
- C. Students who do not appear to be an imminent danger to themselves or others, but who do not appear to be

in distress and are non-cooperative with referral to the Student Counseling Services, should be reported to the Dean of Students office via a completed Campus Action Referral and Evaluation Form. The Dean of Students office will contact Student Counseling Services for assistance and complete the Dean of Students Referral to Student Counseling Services form.

Policies on Withdrawal for Psychological Reasons

Students at The University of Southern Mississippi may either be required to take a mandatory leave of absence for psychological reasons or may voluntarily request this leave of absence. Students may also be removed from the residence halls for psychological reasons if their behavior seriously interferes with the living environment of the other students in the residence halls.

Mandatory Leave of Absence

The university may require a student to take a leave of absence at the request of the dean of students. The dean of students may impose this leave of absence if the student poses a threat to the lives or safety of himself or herself or other members of The University of Southern Mississippi community as evidenced by overt behavior, a medical

condition, or behavior that seriously interferes with the student's ability to function or seriously interferes with the educational pursuits of other members of The University of Southern Mississippi community. The dean of students may enlist licensed psychologists from the Counseling Center or licensed physicians from the Student Health Services to assist in making decisions about requiring students to take a leave of absence for these reasons. Factors considered in making these decisions will include whether or not the problem is chronic or transitory in nature. A leave of absence may be for any amount of time the dean deems necessary. The dean may also require a student to be evaluated by licensed psychologists from the Counseling Center or licensed physicians from the Student Health Services as part of a plan to allow the student's return into the university. A

student may appeal a mandatory leave by presenting his or her case to an appeals board composed of a licensed psychologist from the Department of Psychology, a faculty member from the Department of Criminal Justice and the vice president for Student Affairs.

Voluntary Leave of Absence

A student may also petition the dean of students to receive a leave of absence for psychological reasons. The leave of absence may or may not be granted, based on the circumstances of the request and an interview with either a licensed psychologist from the Counseling Center or a licensed physician from the Student Health Services. For this leave of absence to be granted, the request must come prior to the last three weeks of the semester.

Removal from Residence Halls

Students may also be removed from the residence halls for psychological reasons if their behavior seriously interferes with the living environment of the other students in the residence halls but is not severe enough to warrant a student being required to take a mandatory leave of absence from the university. The dean of students or the director of Residence Life may make the decision to not allow a student to continue living in a residence hall. They may require that a student be evaluated by a licensed psychologist from the Counseling Center or a licensed physician from the Student Health Services as part of a plan to allow the student back into the residence halls.

Parental Notification Policy

The Dean of Students office reserves the right to notify the parents of students under the age of 21 who violate alcohol and other drug provisions of the Student Code of Conduct, or who, in our professional judgment, are considered to be a danger to themselves or others. Upon receipt of an alcohol or other drug violation by a student under the age of 21, the dean of students will staff the

case and make a decision regarding parental notification based on the particular circumstances of the offense and the student's history. Parents will be notified by letter or phone, depending on the circumstances of the case.

SANCTIONS

University students who violate articles of the rules will be

subject to disciplinary actions that range from probation with educational sanctions through suspension and expulsion. Students accused of violating these policies and rules are afforded full due process under the university Code of Student Conduct. The university reserves the right to assign disciplinary sanctions based on the particular circumstances of each individual case.

Sanctions against Southern Miss employees range from a letter of reprimand to termination of employment. The university may refer violators for prosecution to the appropriate officials. The university may impose multiple sanctions.

Code Of Ethics for Student Organizations

Relationship of student organizations to the university: Recognition of or registration of an organization does not mean that the university supports or adheres to the views held or position taken by registered or recognized student groups. Responsibility for any action that violates federal, state or local laws or university regulations is assumed by the individual group and its adviser, officers and members. Introduction of Code of Ethics: The extension of privileges by the university as detailed in this document requires all student organizations to be registered and to conduct their organizations and activities as responsible bodies in their relationships with their members, other students, the community and the university. Organizations and their members are subject to being governed and sanctioned by the same rules and regulations established for individual students. This code of ethics has been established for all registered and recognized student organizations. Each registered student organization must adopt and abide by this code of ethics.

SPECIFIC STANDARDS

A. Scholarship: In accordance with the academic mission of the university, a portion of an organization's activities should reflect a conscious effort to enrich each member's academic development.

- B. Character Development: The moral conduct and personal behavior of each member affect the organization's image. This makes it important for the individual to act at all times with self-respect and integrity.
- C. Community Relations: All organization members will conduct themselves in a supportive positive relationship with the community, as their actions reflect upon the university as a whole.
- D. Financial Management: All funds shall be used in a judicious manner. Members shall not incur debts (either individually or in the name of the organization) that result in organizational disability. All financial debts must be paid to maintain active status.
- E. Wellness: Members shall take basic precautionary measures to ensure individual and group safety. An appropriate program would encompass a concern for mental, emotional and physical well-being.
- F. Leadership Development: The continuing existence of the organization requires a regular succession of effective leaders. An appropriate program would provide for the development of the members' leadership skills for future positions in leadership roles.
- G. Legal Responsibility: Each organization's members have a responsibility to know and uphold all federal, state and local laws and university policies. Students should be knowledgeable of, and comply with, the

expectations set forth for individual students and for organizations as stated in the code of ethics for student organizations.

- H. Multicultural Sensitivity: Both the university community and the larger society are diverse with persons from different ethnic and cultural backgrounds. Organizations must recognize and respect the cultural heritage of others. Compliance with The University of Southern Mississippi Equal Educational Opportunity Policy is required. Guidance regarding the interpretation of this policy is always available from the university's affirmative action officers.

PRIVILEGES, OBLIGATIONS AND DUE PROCESS OF ALL CHARTERED ORGANIZATIONS

Upon official recognition by The University of Southern Mississippi, there are certain privileges afforded a new student organization, and certain obligations the new organization is expected to discharge. These privileges and obligations are as follows:

- A. Upon official recognition by the university, an organization becomes eligible to participate in

university-approved student activities, to sponsor activities that may be included on the master calendar, to reserve university facilities, and to rent a university post office box.

- B. Each organization's officers are required to register their organization (with a minimum of 10 full-time students and an on-campus adviser) with the Student Activities office annually by completing a Student Organization Commitment Card (blue card). Otherwise, the organization will become inactive and will lose its privileges mentioned above. Immediately following each election, lists of new officers or adviser(s) with addresses should be submitted to the Student Activities office.
- C. Each organization commits itself to sponsor only such projects as will benefit both the group and the university and to uphold the university regulations, including the university Code of Student Conduct, the code of ethics for student organizations, the Student Activities policy, city ordinances and all state and federal laws.

RECALL

The approval of a student organization at The University of Southern Mississippi is made on the basis that the organization will conform to the privileges and obligations of chartered organizations as stated above. Failure on the

Continued next page...

part of the organization to conform to the above-mentioned obligations, to conditions of approval and any breach of Student Activities or university policy may subject the organization to recall by the student/faculty committee on student organizations or the fraternity/sorority committee. Recall may result in the president and adviser of the organization having to appear before the appropriate committee to answer any charges that have been brought against the organization.

DUE PROCESS

In the event that student organizations violate the student activities policies, the privileges and obligations of chartered organizations, the code of ethics for student organizations or other university regulations, certain disciplinary procedures will be instituted against the organization initiated by the assistant director of Student Activities or the appropriate administrator in the following manner:

- A. The president and adviser of the organization will be advised by the assistant director of Student Activities of the charges against the organization. The president and adviser will be further advised of the action the assistant director of Student Activities is taking against the organization. The assistant director of Student Activities may impose disciplinary measures on the organization or may refer the charges to the appropriate body.
- B. In the event of disciplinary action imposed by the assistant director of Student Activities, the president and adviser of that organization will have 72 hours from the time of written or e-mailed notification during which time they may (a) accept the assistant director of Student Activities' penalty and waive their rights to a formal hearing on the matter by the president's and adviser's signing a statement of acceptance that will be filed in the Student Activities office or (b) not accept the assistant director of Student Activities' penalty and request a hearing. In the event of a hearing, it will be held at a time and in a place so designated by the assistant director of Student Activities. The hearing will be held before the appropriate body (student activities committee, IFC judicial, etc.).
- C. A student organization referred to a governing body has the right to due process.
- D. In all judicial decisions, either party shall have, and will be notified of, the right to appeal the decision of the judicial body entering judgment. If the decision is appealed, no action shall be taken except those measures necessary to ensure the safety of the university community, to protect university property and to ensure an academic atmosphere until the appellate process has been exhausted.
- E. The request for appeal shall be filed within 72 hours of the written or e-mailed notification of the decision. The request shall be filed with the assistant director of Student Activities.
- F. Decisions involving social fraternities and sororities may be appealed to the fraternity/sorority committee. Decisions involving other student organizations may be appealed to the student/faculty committee on student organizations. Decisions rendered by these committees will be final.
- G. In any hearing resulting from a violation by a student organization in which it is determined that the violation was caused by the action of individuals rather than official action of the organization, the council hearing the matter reserves the right to refer those individuals to the Dean of Students office, which may refer them to the student judicial council. Officers acting in their capacity as representatives for the organization may be dealt with as individuals and official representatives of the organization.

Guide to Chartering

New Student Organizations

The principle vehicles for student activities at The University of Southern Mississippi are student organizations. Student organizations at The University of Southern Mississippi are chartered by the university and, when chartered, become officially recognized organizations that may avail themselves of all privileges relating thereto. An officially chartered student organization will not use its official status for any purpose other than its own organization; this shall include, but is not be limited to, financial gain for individuals, sponsoring activities for an unchartered group, and reserving facilities and conducting business for an unchartered group.

Student organizations are characterized by a written constitution and bylaws, officers, an adviser, and a program of projects and activities through which they attempt to

carry out their objectives. The following chartering policies apply to all student organizations except social fraternities and sororities that are current or past members of the Interfraternity Council, College Panhellenic Council or the National Pan-Hellenic Council, which are chartered through a process originating in the Greek Life office.

REQUIREMENTS

- A. A group of 10 or more full-time students wishing to form an organization and seek official status from the university by obtaining a charter may do so, provided the following requirements are met:
 1. The group does not duplicate an existing organization.
 2. The purpose is to ensure continuity and stability of the organization.
 3. The group does not organize under the sponsorship of an existing organization.
 4. If nonstudents are affiliated with the organization in a capacity other than an advisory role, they may only be associate members. Associate members may not hold office or vote.
 5. If any person is paid for instruction through a student organization, a budget must be approved by a majority vote of the members, by the student/faculty committee on student organizations and by the Recreational Sports department for sports clubs. Any payment for ongoing instruction must be provided through Recreational Sports or Continuing Education, whichever is appropriate.
 6. A formal constitution is submitted outlining the purpose of the group seeking the charter and framework of the organization.
- B. The application for chartering a new student organization is completed and filed with the director of Union and Programs together with proper supporting documents.
 1. Student Organization Committee form (Blue Card) at www.usm.edu/studentactivities
 2. Three copies of proposed constitution signed by officers, chartering members and adviser (In the event the group seeks to affiliate with a state, regional or national organization, three copies of that constitution must also be appended.)
 3. President and adviser agreements

Guide to Chartering continued...

4. Letter of support from the adviser of the proposed student organization
5. A letter from the department with which the proposed organization will affiliate (If no affiliation is planned, no letter is required.)
6. Chartering application
7. Health and Human Services form, which states the proposed organization does not have any statement in its charter, bylaws or other regulations that restrict membership on the basis of sex, race, religion, color or national origin unless allowed to do so under federal exemption
8. The organization has an adviser who is a member of the full-time faculty or staff.
9. The organizational president and adviser meet with the student/faculty committee on student organizations regarding the proposed organization.

ORGANIZATIONAL MEETINGS

Three meetings may be held prior to the official chartering of a student organization. Business during these meetings should be limited to constitution drafting and forming the structure of the organization. A member of the Student Activities staff will meet with the group for aid and counseling in the forming of the new organization.

CONSTITUTION

Once a constitution has been approved by the student/faculty committee on student organizations, said constitution is filed and becomes the official reference copy. No changes will be recognized without committee approval, and in the event of any controversy within the group, the official office copy will be used to determine points in question.

ORGANIZATION STEPS

- A. The director of Union and Programs will present the request to the student/faculty committee on student organizations at its next meeting; he or she will request

the president and adviser of the proposed group to be present to answer any questions that might arise.

- B. The recommendation of the committee is forwarded to the vice president for Student Affairs for final action.
- C. The assistant director of Union and Programs will advise the president and adviser of the proposed organization of final action.
- D. The organizational president is responsible for meeting with assistant director of Student Activities to review campus policies and procedures.

Student Activities Policies, Procedures and Guidelines

The Office of Student Activities strives to educate and advise all students of the policies, procedures and guidelines for student activities. For organizations to gain activity request approval during the 2011-12 academic year, two members of each organization must attend one policies, procedures and guidelines meeting, one in the fall and one in the

spring. Times and dates of the policies, procedures and guidelines meeting will be mailed to the organization's president listed on the "blue card," kept on file at the Student Activities office. It is the organization's responsibility to keep all officer contact information current. A copy of the policies can be found online at the Student Activities Web site.

Solicitation Policy

- A. Solicitation shall be defined as any advertisement or promotional effort through any means of communication or sale of tickets, products, services and giveaways.
- B. Please be advised that any individual student, faculty/ staff member or non-university affiliate is required to obtain a solicitation permit. This includes, but is not limited to, businesses as well as nonprofit and religious organizations. An application for this permit should be submitted two working days in advance of the visit date. A copy of your picture identification is required with application. The solicitor must also provide a detailed description of items being sold or advertised. These items should be submitted to the Event Services office located on the second floor of the Thad Cochran Center, or mailed to 118 College Drive #5067, Hattiesburg, MS 39406-0001. This permit should remain with the solicitor at all times while he or she is on campus and will expire five days from the date of visit.
- C. The university assumes no responsibility for the content, quality or delivery of any product. The university only acknowledges and records that this solicitor will be on campus during the requested dates.
- D. Solicitation may not occur during “Dead Week,” which begins two working days preceding the week during which final exams begin and extends through exam week.
- E. Upon arrival on campus, please deliver your driver’s license or a check for the \$100 deposit to the Event Services office. Please return to the office by 4 p.m. at the conclusion of your permit to pay all outstanding fees for your event. When all fees are paid, the license and deposit will be returned.
- F. Storage is available upon arrival if permit is for consecutive days. Rental fees vary based on size of space requested. The Union will not be responsible for goods stored in this space. For information or to reserve storage space, please refer to the “caging policy” posted under the policies section of the Union and Programs Web site, www.usm.edu/union/policies.php, or contact Event Services at 601.266.4399.
- G. The cost for the permit in regard to any type of sale shall be 15 percent of the revenue collected per day or a minimum of \$75. In addition, there will be seven percent sales tax if the solicitor does not pay his or her own tax. The cost of the permit for any type of advertisement or promotional effort shall be \$75 per day except for posting information in approved areas, which will be free of charge.
- H. If reservations are not cancelled within 24 hours of the date reserved or if monies owed are not paid on the reservation date, a \$75 fee will be assessed before any future reservations are allowed. Three no-shows in an academic year will result in revoked privileges for a solicitation permit.
- I. Door-to-door solicitation is not allowed in residence halls, Pine Haven family housing complex, fraternity houses, the Village, or in the offices of academic or staff personnel. Solicitation will be allowed in the Thad Cochran Center, the R.C. Cook University Union Lobby, Shoemaker Square, the library plazas, and other areas designated by the director of Union and Programs. No solicitation will be allowed that violates current university contractual agreements.
- J. Solicitors may not drive or park vehicles on Shoemaker Square.
- K. Vendors’ displays may not extend more than three feet onto Shoemaker Square. Vendors must remain in assigned areas and not approach the public. No amplified sound will be allowed.
- L. Solicitors cannot ask for or receive advance deposits on any product that is to be mailed to the purchaser.
- M. Solicitors shall not be permitted to post printed advertisements on campus except on inside bulletin boards or reception areas if approval is granted by the building managers.
- N. Credit card promotions, as well as solicitation for sale of products already available on campus, will be denied with the exception of programs affiliated with the recognized university card sponsored by the Alumni Association.
- O. Printed advertisements, materials or wearables shall not contain obscene material as defined by community standards; advertise the sale or use of alcohol, tobacco or illegal drugs; or contain libelous information.
- P. No solicitation will be allowed on days where home football games occur.
- Q. Solicitors are subject to the rules and regulations of the university and the laws of the state of Mississippi. A permit may be suspended or canceled by the Union and Programs director for just cause.
- R. Noncompliance with any of the provisions of these guidelines shall constitute a violation.

Relief Days “Dead Days” Policy

- A. No test shall be given Thursday or Friday before final exams, “test” being defined as in-class examination of cumulative information presented from memory. This is not to be confused with an out-of-class assignment that could possibly be finished and turned in before the date it is due, a date which may fall during the week before finals. Exceptions may be allowed for laboratory, performance/activity and those regularly scheduled Thursday or Friday classes which meet one time per week. Faculty should note exceptions on the course syllabus, which is distributed to students at the beginning of the semester.
- B. All pre-planned social activities that are held by any university-affiliated groups are forbidden Thursday, Friday and the weekend before exams.
- C. All regularly scheduled classes will be held as usual.
- D. This policy is directed toward undergraduate classes on the Hattiesburg campus.

Sign Policy

Union Administration Office, May 2009

Students, student organizations, faculty, staff and departments commonly post signs in designated locations as a means of informing the university community of events, which they are sponsoring, or merely of their opinions. The university allows this practice within regulations designed to reasonably govern the time, place and manner for the protection of the students, university property and the appearance of the campus. All signs must include the name of the sponsoring student organization, department or person. Official signage of The University of Southern Mississippi, building designations, regulatory and traffic control, directional signage, etc., are not governed by this policy. The locations listed below are the only locations where signs may be posted.

TIME, PLACE AND MANNER REGULATION FOR OUTSIDE SIGNS

A. PERMANENT A-FRAMES

1. Frames will be posted in 10 areas across campus and are reserved through Event Services: <http://www.usm.edu/union/reservations.php>.
2. Each applying party will be allowed to use one side of the A-frame and may reserve up to five sides at a time.
3. Signs are allowed to remain for a maximum of five days and then must be removed by the sponsoring organization. Renewal of space may occur at the conclusion of the five-day period if available.
4. A-frame locations:
 - a. Shoemaker Square
 - b. Shoemaker Square
 - c. Weathersby Walkway
 - d. Liberal Arts Building
 - e. Pride Field parking lot
 - f. Freshmen Quad
 - g. Union Plaza

- h. W. 31st Street
- i. Theatre and Dance Building Parking Lot
- j. The Hub

B. FREESTANDING SIGNS

1. Signs may be posted in designated areas by reserving a space through Event Services: www.usm.edu/union/reservations.php.
2. Each applying party is allowed three locations.
3. Signs are allowed to remain for a maximum of five days and then must be removed by the sponsoring organization. Renewal of space may occur at the conclusion of the five-day period if available.
4. Freestanding sign locations:
 - a. Entrance off W. Fourth Street (across from Ferlise Center)
 - b. Shoemaker Square – east, west and north end
 - c. Library and Union Plazas
 - d. Freshman Quad (two spaces)
 - e. Fraternity Row (entrance from Montague Street)
 - f. Joseph Greene Hall (southwest corner of building on lawn)
 - g. Pine Haven Playground
 - h. Liberal Arts Café Lawn (corner of Montague and Coliseum on grassy area)

C. INSIDE SIGNS

1. Handbills (posters, bulletins, flyers and notices) shall be posted on inside bulletin boards and designated areas in university buildings.
2. Each building manager, acting in accordance with these guidelines, may publish written regulations concerning the placing of signs on interior bulletin boards or designated areas of their buildings. Only when available space on these surfaces becomes a problem may a building manager limit the size of the signs. Members of the university

community should have priority in the allocation of space.

D. SUSPENDED BANNERS

1. Banner space is assigned through Event Services. Banners will be hung no higher than six feet in the following locations:
 - a. Entrance off W. Fourth Street by the residence hall
 - b. Entrance off W. Fourth Street in front of the Payne Center
 - c. Other areas approved by the Union and Programs director
2. All banners should be professionally printed and approved by the assistant director for sales and promotions.
3. Banners should not obstruct the sidewalk or interfere with traffic.
4. Banners may remain posted for a maximum of five days, at which time the space may be renewed if available. All signs should be removed after the event occurs by the sponsoring organization.

E. CHALKING

1. Water-soluble chalk only is allowed in designated areas. Markers, spray chalk, paints or oil-based products are prohibited.
2. Chalking may occur only on horizontal, designated spaces. No chalking is allowed on brick areas, buildings, trash receptacles, steps, fountains, benches, tables, light posts, columns and any other vertical areas.
3. The use of chalk on sidewalk and pavement areas is allowed for events only in designated areas:
 - a. Union Plaza
 - b. W. 31st Street
 - c. Thad Cochran service road from Barnes & Noble to red brick area at Shoemaker Square
 - d. Freshman Quad

4. Organizations should reserve the Union Plaza, W. 31st Street, TCC space through Event Services www.usm.edu/union/reservations.php a minimum of 24 hours in advance. The Freshman Quad area requires approval through Residence Life.
5. Organizations using these designated areas are then responsible for the cost of having the Physical Plant clean the chalked area if it has not been cleaned by the organization within 24 hours after the event.

F. M.M. ROBERTS STADIUM

SOUTHERN MISS ATHLETICS

Spectator banners/signs at athletic events

Generally, signs and banners are permitted at athletic events. The Athletics department recognizes that banners/signs can positively contribute to an event but must adhere to the following conditions. Banners and signs

1. May not be attached to posts, standards or sticks;
 2. May not obstruct sight lines of others in attendance;
 3. May not block or detract from sponsor signage;
 4. Must be in good taste and show good sportsmanship;
 5. May not contain objectionable language or innuendo;
 6. Should be positive in nature and relate to the event;
 7. May not have the potential to incite others;
 8. May not detract from the event;
 9. Must be used in a safe manner; and
 10. May not be placed on railings or game goals.
- These standards are at the complete discretion of athletic event management personnel and/or law enforcement. The Department of Athletics reserves

the rights to disallow signs and banners at any event without notice.

Demonstrations & Protests

Demonstrations or protests by spectators are not permitted during athletic events. This pertains to the area inside the ticketed gates. Demonstrations or protests (if permitted by University Police) may not obstruct vehicular or pedestrian traffic adjacent to athletic venues, or inhibit ingress or egress of spectators.

All demonstrations or protests must be registered with University Police.

G. RESIDENCE HALLS

1. All signs belonging to anyone other than Residence Life staff, the residence hall organizations or hall councils therein must have their signage pre-approved by the Residence Hall Association before having it placed within the residence halls.
2. Anything posted must be sponsored by a registered student organization of the university.
3. Inside signage locations, excluding glass and painted surfaces, for the residence halls will be determined by the residence hall staff.
 - a. The minimum size of all inside signs is 8.5 x 11 inches.
 - b. Tattered and torn signs that have become "roughed" to the extent that they are no longer legible will be removed by the residence hall staff.

- c. Signs will be posted by the residence hall staff and will be removed within 24 hours of the advertised event.
 - d. Students and student organizations may register up to two inside signage requests per week per hall.
 - e. Once the signage is approved by the Residence Hall Association, the organization may begin printing the signage and may return it to the RHA center to be dispersed to the residence hall staff for posting.
4. Student organizations may not place signage on the outside of residence halls for any reason.
 5. Student organizations that place signage inside the residence halls without prior consent from the Residence Hall Association will be subject to suspension of posting signage in the future, which will be determined by the Residence Hall Association.
 6. Departments of the university should contact the Student Housing Administration clerk in the Department of Residence Life in an effort to post signage inside the residence halls.

CONTENT

1. Signs that are deemed to be outside the scope of First Amendment protection may be removed, which includes signs such as obscenity and speech inciting individuals to unlawful activities. State and federal Constitutional decisions will be used as guidelines for

determination of what speech is protected by the First Amendment.

2. Student organizations and departments may not display signs, printed advertisement materials or wearables on campus that advertise alcoholic beverage companies or alcohol consumption.

ADMINISTRATION AND ENFORCEMENT OF POLICY

1. Responsibility for assigning building and property managers lies with the vice president for business finance. Building managers may make the decision as to removal of inside signs. If in doubt whether an outside sign should be removed, the following people should be contacted: a) director of Physical Plant – individual safety or property damage or b) Office of the Dean of Students – content. When there is doubt that a sign should be removed because of the content, the decision will be made by a committee consisting of two faculty members who have an awareness of First Amendment law appointed by the dean of students and a student appointed by the president of the Student Government Association.
2. People who feel that a sign has been erroneously removed should immediately contact the dean of students. Since time is often an important consideration in these questions, the party involved may request the student judicial board to meet as quickly as possible

to determine whether the sign has been improperly removed.

3. While all student organizations, students and departments are subject to the rules and regulations contained within this policy, departments have the discretion of posting signs at their facilities for special events. Student organizations that violate this policy are subject to discipline by the student/faculty committee on student organizations. First offense will warrant a letter of warning, while the second offense will result in the president of the student organization being called before the student/faculty committee. The committee has the right to impose penalties including, but not limited to, fines as well as activity restriction. The student/faculty committee retains the right to recommend that an organization's official recognition be withdrawn if serious or continual violation of the policy occurs. Violations by students will be referred to the student judicial board and by departments to the appropriate vice president.
4. During SGA elections, half of the designated spaces will be allocated to the election commissioner for candidate distribution. The SGA election commissioner will be responsible for submitting with the activity request form the names and location the SGA candidates will be posting election signage. Please refer to the SGA constitution for the sign posting dates.

University Snack Policy

Recognizing the need for campus organizations to raise money for their respective groups and charities, benefit from the goodwill donations of off-campus food vendors, and host small gatherings in the most inexpensive manner possible, the university has worked closely with Eagle Dining to provide parameters governing the preparation, distribution and sale of non-Eagle Dining food products on campus. The following policies were developed to meet these needs while at the same time:

- A. Protecting the health and safety of the campus community and public,
- B. Minimizing university and student organization liability, and
- C. Ensuring the university and student organizations are operating in accordance with the law and in agreement with third-party contracts.

The University Snack Policy includes the entire campus. Southern Miss Catering will handle all the food service needs for the Southern Miss campus with the following exceptions:

MEETINGS:

All registered student organizations and departments are allowed to bring in snack food and beverages not totaling more than \$100 to organizational and departmental meetings. Transactions will be reviewed by Procurement and Contract Services.

A. Approved snacks are limited to the following:

- Pretzels
- chips
- salsa and dips
- crackers
- candy
- popcorn
- nuts
- cookies, brownies and cakes
- whole fruit
- sodas

- snow cones
 - vegetable and fruit platters
 - pizza*
 - bottled water
 - iced tea
 - punch and lemonade
 - sandwiches*
 - juice
 - pre-made hot beverages
 - baked goods (cakes, donuts, breads, cereal treats)
- *Delivery by vendor to organization/department meeting required
1. All incidental items (paper plates, tableware, napkins and cups) may be provided by the student organization or department, or Southern Miss Catering can provide these items for a charge, if requested in advance.
 2. The use of appliances that require an electrical supply (coffee pots, crock pots) is not permitted.
 3. No food preparation is allowed in meeting rooms on campus.
 4. Student organizations and departments that plan to bring food into any facility are responsible for all cleanup of their event. If extra trash bags are needed, they may be obtained from the facility services staff.
 5. Rooms must be left in the condition they were found. All trash must be placed in the trash bags obtained from the facility services.

B. Location Limitations

No food products can be distributed in any form near a food service operation, food kiosk or directly adjacent to a facility containing a food service operation or food kiosk.

The following are included:

1. Thad Cochran Center and surrounding space
2. R.C. Cook Union and surrounding space
3. In front of the Power House Restaurant or adjacent courtyard

4. The International Building – patio and sidewalk entrance
5. Space immediately around A Stone's Throw
6. Space immediately around Joseph Greene Hall

C. Small Bake Sales

Snack policy food products (listed above) may be sold on campus by student organizations (not departments) under the following circumstances:

1. The products sold fall under the University Snack Policy list of products with the following exceptions: pizza, sandwiches and drinks may not be sold.
2. The products must be individually wrapped for sale. No portioning at the point of sale is allowed (You may sell pre-wrapped brownies and pre-wrapped whole pies, but you cannot serve a slice of pie from a whole pie or serve an unwrapped cookie from a basket or tray).

D. Resale of a Donated Product for Charitable Purposes

Non-snack plan food products may be sold on campus by student organizations and departments provided all the following conditions are met:

1. One hundred percent (100%) of the total proceeds will be remitted to a charity, a USM Foundation account or the organization's national office (for charitable purposes only).
2. The food is provided by a licensed food service professional, licensed to provide and serve the food in the manner it is served. (If the food is prepared on-site, the vendor must have a license to cater.)
3. If the product is delivered fully prepared, then it must be sold or discarded within two hours of delivery.
4. The donating vendor signs the charitable sales contractual service agreement stating they will not receive the following benefits (payment, distribution of marketing material and advertisements).

However, the organization may have the donating vendor listed on their programs, bulletins or T-shirts. Events under this category will also require the organization to state charitable intentions as well as provide charity contact information on the charitable contractual service agreement.

Section 4 pertains to all student organizations with the exception of those who receive university funding (i.e., Student Government Association, University Activities Council, Southerner Yearbook and Residence Hall Association). Section 4 does not apply to departments.

E. Giving Away of a Donated Product

Donated food products are allowed from off-campus vendors under the following circumstances:

1. The product is not resold by the receiving organization, and guests are not required to make a purchase in order to receive the benefits of the product.
2. The food product is donated by a licensed food service professional.
3. The donating vendor signs the charitable sales contractual service agreement stating they will not receive the following benefits (payment, distribution of marketing material and advertisements). However, the organization may have the donating vendor listed on their programs, bulletins or T-shirts.
4. The product is delivered fully prepared and completely distributed to guests within two hours of delivery.

F. Resale of Purchased Product for Charitable Purposes

All other university events (events not falling under one of the above categories or events not meeting the stated criteria) where food is served or sold will either be executed by Eagle Dining/Southern Miss Catering, or will be executed under the direct supervision and with approval of Eagle Dining. For a minimal management fee, Eagle Dining will supervise the planning, production and execution of all

events in this category. This will ensure food is purchased, handled and served in a manner consistent with state regulations and help guarantee the food consumers will receive is safe and wholesome. Management fees will vary based on the complexity of the event and the amount of time Eagle Dining management is required to spend on the event.

Organizations that fail to follow the above guidelines or abuse the snack policy can have their privileges revoked

by the university. Departments that fail to follow the above guidelines or abuse the snack policy shall submit a memo outlining why it was necessary to circumvent policy through their respective vice president for signature approval. After signature approval, the memo shall be sent to Procurement and Contract Services.

Emergency Notification

It is the policy of the university to notify the campus community in a timely manner of any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees. University Police or first responders can identify certain threats that allow for the immediate activation of the notification system. However, other threats that would allow for the activation need to be assessed, and consultation with other experts may be required. The timely

warning of an emergency event will be issued without delay utilizing Eagle Alert, and take into account the safety of the campus community. The only exception is if doing so would compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. When an emergency situation arises, the Emergency Operations director or his designee will determine the nature and severity of the situation, and if appropriate, will declare an immediate campus threat and authorize activation

of the Emergency Notification System. Once immediate notification has been made, more detailed follow-up information will be released on the university Web site, www.usm.edu or via e-mail.

Eagle Alert

The University of Southern Mississippi has implemented Eagle Alert, a mass notification system comprising e-mail, voice and text-messaging that is designed to send emergency messages to the university's employees and students in a matter of minutes. It will be used in conjunction with existing avenues of emergency communication, including outdoor warning sirens, public address systems, news alerts and the university's Web site, www.usm.edu. Southern Miss students and employees have the option to participate by providing a primary mobile phone number

for text-messaging and up to three other phone numbers for voice messages. The Eagle Alert system is provided through SchoolCast™, a product of High Ground Solutions of Birmingham, Ala.

Students or employees with a valid university ID and SOAR password may sign up online at www.usm.edu/eaglealert. Eagle Alert is a secure system and will not send advertising or spam to personal phones. Messages will be sent through the system only in an emergency and for periodic testing.

For assistance with technical issues, contact the iTech Help Desk at 601.266.4357. For other questions related to the Eagle Alert system, contact the University Police at 601.266.4986.

Missing Persons Policy

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the University of University Police at 601.266-4986. University Police will generate a missing person report and initiate an investigation.

After investigation the missing person report, University Police will notify the student's emergency contact or confidentially identified individual immediately after the

student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, University Police will notify the student's parents or legal guardian immediately after University Police has determined the student is missing. University Police will inform local and surrounding law enforcement agencies immediately of any student determined to be missing.

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify,

confidentially, and individual to be contacted by Southern Miss in the event the student is determined to be missing. Students who wish to identify a confidential contact can do so through the Residence Life Web site. This confidential contact information will be accessible only to authorized campus officials and law enforcement, and it will not be disclosed outside of a missing person investigation.

Sexual Assault Policy

The university provides educational programs on a year-round basis to promote awareness of rape, acquaintance rape and other sex offenses. These programs are conducted by the University Police, Department of Residence Life, Office of Greek Life, University Counseling Center and Student Health Services in residence halls and with student and employee organizations.

Southern Miss strongly encourages prompt reporting of sex offenses to the proper authorities. Victims should seek medical attention immediately and notify either the UPD or other law enforcement agencies. The UPD is available 24 hours a day to assist victims in obtaining medical attention and in reporting offenses.

The UPD, University Legal Services and the University Counseling Center are also available to assist victims and answer questions about the criminal justice process. Students and employees of the university who engage in sexual misconduct may be disciplined or discharged, notwithstanding the judicial remedies offered by criminal authorities.

Campus disciplinary action is possible only when the complainant is willing to make a written statement describing the specific incident. The accuser and the accused are entitled to the same opportunities to have others present during university disciplinary proceedings, and both will be notified of the outcome of such proceedings.

When the university determines that the presence of a student or employee would reasonably constitute a clear and present danger to the university community, the university may take immediate action to suspend the student or employee on an interim basis, pending the final outcome of disciplinary or legal proceedings.

When requested by a victim, the university will assist in changing academic and living arrangements whenever possible.

Constitution of the Student Government Association

***This is the operating constitution of the Student Government Association at the time of print.**

This document may be amended at any time by SGA in accordance with the provisions of the stated constitution. Because the Handbook is printed in advance, any revisions, amendments or changes lawfully passed by the SGA will not be reflected in this printed version. For this reason, please visit the SGA office or the SGA Web site (www.usm.edu/sga) for the operating document at the time of your inquiry.

We, the students of The University of Southern Mississippi, desiring to provide an effective organization for the administration of the student body, do establish this document as the official law of student representation. In an effort to establish official channels through which student opinions may be expressed, to promote students' rights and responsibilities, to ensure the growth and development of self-government for all students, to encourage university pride, to promote academic freedom and academic responsibility, to protect the rights of students, and to promote full cooperation between students, faculty and administration in the constant pursuit of excellence, justice and quality of life for all students of The University of Southern Mississippi, we do hereby adopt this constitution and pledge ourselves to its defense.

Article I. General Organization

Section I. The name of this organization shall be the Student Government Association of The University of Southern Mississippi, otherwise referred to as the SGA.

Section II. The membership of the SGA shall consist of all students duly enrolled in The University of Southern

Mississippi; this membership shall be represented by elected senators and executive officers.

Section III. The governing structure of the Student Government Association of The University of Southern Mississippi shall consist of the following three distinct branches: executive, legislative and judicial. In order to provide for an effective system of checks and balances, no person may concurrently serve in two or more of the following positions: student body president, vice president, attorney general, election commissioner, treasurer, student senator or justice of the judicial board.

Section IV. The Student Government Association adviser shall provide guidance and advisory opinions on financial matters, organizational operations and compliance with university student rules. This guidance is to be taken into consideration by all members when making decisions with reference to the SGA.

Article II. Executive Branch

Section I. All executive powers shall be vested in the executive branch of the Student Government Association.

- A. The president, vice president, attorney general, election commissioner and treasurer shall be elected in accordance with the provisions of the SGA election code during the third week of February, with primary elections being on Tuesday and runoff elections being on Thursday; except in the event that Fat Tuesday falls on the third Tuesday of February, at which time elections shall be held in the same manner during the second week of February.
- B. Executive officers shall serve from the last regular meeting in March until the last regular meeting in March of the following year. They must also assist the executive officers-elect during their transition period; that

is the period between the election of the officers-elect and their inauguration.

- C. The conduct of executive officers must at all times be of the highest standard. At all times the best interest of the student body and the university must be reflected in deed and speech; executive officers must never be found engaging in actions or events that would compromise the integrity of the organization or the position.

Section II. The chief executive officer of the SGA and the student body shall be the president of the Student Government Association, otherwise known as the student body president. The president shall be elected from and by the student body by a majority vote during the spring Student Government Association executive officer elections.

- A. The SGA president shall have been registered and in good standing with The University of Southern Mississippi for at least three (3) consecutive regular semesters preceding his/her election to office.
- B. If the SGA president is unable or unwilling to continue serving in this capacity or is unable to assume office, the office will fall to the vice president, then to the attorney general. In the event that the vice president and attorney general are unable or unwilling to serve as president, a special election will be held to elect a new SGA president by the student body. Upon notification of vacancy by the election commissioner, each officer in the line of succession shall have 48 hours to accept or decline the position of SGA president.

Section III. The powers and duties of the SGA president shall include the following:

- A. To serve as the official representative of the SGA and the student body
- B. To sign or veto all bills passed by the SGA senate (Any bill not signed or vetoed within five (5) class days shall then be enacted.)
- C. To structure, organize and appoint a cabinet, which will serve at the discretion of the SGA president (These and all appointments are subject to the majority consent of the SGA senate.)
- D. To call special sessions of the SGA senate
- E. To appoint members of the SGA judicial board and the SGA election commission with the consent of the attorney general and the election commissioner and the approval of the SGA senate
- F. To make appointments to fill all executive officer vacancies from the SGA with a three-fourths approval of the SGA senate
- G. To excuse any appointment made by the SGA president
- H. To appoint someone from outside the legislative branch to lead investigations on any subject the SGA president deems necessary
- I. To call for a special referendum (Referendum is to be defined as an unscheduled vote of the student body on any subject.)
- J. To appoint persons to serve on university committees
- K. To establish and enforce such rules and procedures as are necessary for the proper functioning of the executive branch
- L. To deliver a "State of the SGA" address to a joint meeting of the entire SGA at a regularly scheduled SGA senate meeting once a semester

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- M. To ensure public access to proceedings of all regularly scheduled meetings of any part of the Student Government
- N. To have appointed a cabinet by the last spring meeting of the SGA senate
- O. To represent Southern Miss at all meetings of the Student Body president's Council of Mississippi Universities
- P. The president and president-elect must attend the transition meeting of the Mississippi Student Body
- Q. To attend the President's Council on the first Saturday in March (In the event the president is unable to attend a university function, he/she shall designate an executive officer to be the official student representative, beginning with the SGA vice president.)

Section IV. The powers and duties of the SGA vice president shall include the following:

- A. To be the official representative of the SGA at activities both on and off campus that the president cannot attend
- B. To assume the office of SGA president during his/her absence or extended illness
- C. To be the presiding officer over all meetings of the SGA senate and to cast a vote only in the event of a tie
- D. To ensure the maintenance of all official records of the SGA senate
- E. To perform all such duties as the SGA president shall assign
- F. To use his/her discretion in appointing the members of all committees falling under the jurisdiction of the SGA senate

Section V. The powers and duties of the SGA attorney general shall include the following:

- A. To serve as the president's chief adviser on all questions of constitutionality

- B. To notify the senate should any officer of the SGA commit an unconstitutional or illegal act
- C. To certify the results of all SGA elections and referendums
- D. To preside at the swearing in of all SGA executive officers
- E. Allowing, if needed, to answer questions and provide clarification during senate meetings and to ensure the governing documents of the SGA are followed correctly
- F. Ruling on any conflicts that arise concerning SGA, its member groups or its members that are not resolved through the normal methods, activities or policies of those involved in the conflict
- G. To serve as the chairman of the SGA judicial board, which hears both traffic appeals cases and cases solely concerning violations and interpretations of the SGA constitution and the Code of Student Conduct and Disciplinary Conduct
- H. To act in accordance with such responsibilities vested in him/her by the SGA president or the SGA senate

Section VI. The powers and duties of the SGA election commissioner shall include the following:

- A. To supervise and oversee all SGA elections
- B. To certify and execute all initiative and recall petitions
- C. In the event of his/her absence, these duties shall fall to the executive director of the SGA election commission.

Section VII. The powers and duties of the SGA treasurer shall include the following:

- A. To keep an itemized account of all receipts and expenditures
- B. To make available to the SGA president and SGA senate a monthly financial statement
- C. To make available all financial records of the SGA
- D. To present a budget report at the first and last senate meeting of the fall semester, at the first meeting of

- the spring semester, and the meeting immediately preceding the inauguration of new executive officers
- E. To serve as the chief adviser to the SGA president on the financial state of the organization

Article III. Legislative Branch

Section I. All legislative powers herein granted shall be vested in the SGA senate. The senate shall consist of all duly elected members.

Section II. The senate shall be composed of 39 students. Fifteen students shall be elected from the five university colleges. Twenty-one students shall be elected from the residence hall areas and the campus at large. Three students shall be elected to represent the Honors College, graduate students and transfer students.

- A. The election commissioner shall conduct senate elections for all senate positions every fall semester.
 - 1. College of Arts and Letters, College of Business, College of Education and Psychology, College of Health and College of Science and Technology shall elect three senators from each of their institutions.
 - i) Each college shall be granted equal representation.
 - ii) Each senator must be a member of the college they represent.
 - iii) No senator may represent multiple colleges.
 - iv) The senate president reserves the right to replace vacant seats with qualified representatives.
 - 2. One Honors College senator will be elected by Honors College students.
 - 3. One transfer senator will be elected by the university population.
 - 4. One graduate student senator will be elected by the graduate students.

- 5. Residence hall senators shall be elected by a plurality of the candidate's residence.
 - i) One senator shall be elected from Fraternity Row, one senator shall be elected from The Village, and one senator from Pine Haven apartments.
 - ii) Four senators shall be elected from Elam Arms, Hattiesburg, Hickman and Mississippi Halls collectively.
 - iii) Five senators shall be elected from Hillcrest, McCarty (men's and women's), Scott and Wilber Halls collectively.
 - iv) Five senators shall be elected from Bolton, Jones, Pulley, Roberts and Vann Halls collectively.
 - v) Three students shall be elected by a plurality of the university to represent the campus at large.
- B. The SGA vice president reserves the right to fill any senate vacancies at any time throughout the year.

Section III. The SGA vice president shall act as the senate president.

- A. The senate president shall serve as the presiding officer over all senate sessions.
- B. The senate president has no vote except in the occurrence of a tie.
- C. The senate president may remove any senator or observer from the senate chamber if deemed necessary.
- D. The senate president shall make all committee appointments.
- E. The senate president shall serve as a member ex officio of all senate committees.
- F. The senate president shall select all senate committee chairs except for the budget and appointments committee.
- G. The senate president shall set the legislative agenda.
- H. The senate president shall determine the policies regarding the submission of legislation.

Section IV. The senate shall be vested with the following powers.

- A. The senate shall approve the appointment of all salaried executive appointments of the SGA president by a majority vote.
- B. The senate shall have the power to override any nonconstitutional veto by the SGA president with a two-thirds vote.
- C. The senate shall issue summonses and conduct investigations on any subject.
- D. The senate may bring impeachment charges against any elected or appointed officer of the SGA upon a two-thirds vote.
- E. The senate shall review and approve the SGA budget.
- F. With a unanimous vote, the senate may call a constitutional convention for the purposes of rewriting or restructuring any article or the constitution as a whole. The senate shall enact any legislation it deems profitable to the student body.

Section V. The senate shall operate under the following rules and procedures. These doctrines supersede any previously written documents on senate conduct.

- A. The senate shall meet every other Tuesday night at 5:15 p.m.
 - 1. The fall, spring and transition senate sessions shall begin at the discretion of the senate president.
 - 2. The senate president may call any emergency meetings necessary to the preservation of the Student Government Association.
 - 3. The senate president may cancel any senate sessions with the approval of the SGA president.
- B. All senate sessions shall constructively proceed according to Robert's Rules of Order.
- C. All senators will dress according to the preference of the senate president.
- D. Each senator shall be allowed two absences per semester of service.
- E. A majority of senators on roll is required to meet quorum.

- F. At the first meeting of the fall session, the senate shall elect a president pro tempore.
 - 1. The president pro tempore shall serve as presiding officer at the senate president's absence or request.
 - 2. The president pro tempore shall chair the senate budget and appointments committee.
- G. The senate shall have officers to aid the senate president and increase the efficiency of the senate.
 - 1. The title and duties of the senate officers shall be determined by the senate president.
 - 2. The senate shall approve all officer appointments.
 - 3. Officer applications shall be disseminated in congruence with senator elections, and all appointments shall be approved in the senate's first meeting of the fall session.
- H. Seven senior senators shall be appointed to represent each of the colleges, the residence halls and the campus at large.
 - 1. The senate president shall appoint each senior senator based on empirical evidence of performance and responsibility.
 - 2. Senior senators shall present reports once a semester regarding their delegation's current progress and future plans.
 - 3. Senior senators are responsible for educating their constituents, responding to their constituents' needs, and meeting regularly with their dean or consultant.
- I. Every senator must serve on a committee.
 - 1. The senate shall have a budgets and appointments committee, documents committee and implementation committee.
 - 2. Committee chairs shall be selected by the senate president.
 - i) Committee chairs shall establish regular meeting times agreed upon by the committee's members.

- ii) Committee chairs shall report directly to the senate president at the president's request.
- 3. The budgets and appointments committee shall consist of the senate pro tempore and six other senators.
 - i) The budgets and appointments committee shall consider and approve the SGA budget before it is sent to session for final approval.
 - ii) The budgets and appointments committee shall approve all constitutional amendments by a majority vote before being presented in session.
 - iii) The budget and appointments committee shall approve all cabinet appointments prior to approval by the senate.
- 4. The documents committee shall not be limited in size.
 - i) The documents committee shall proofread all legislation before it is presented in session.
 - ii) The documents committee shall ensure that all legislation is in proper format and on letterhead.
- 5. The implementation committee shall not be limited in size.
 - i) The implementation committee shall work closely with the university to guarantee the execution of all passed legislation.
 - ii) Authors of legislation will work directly with the implementation committee in assurance that passed legislation will be enacted.
- 6. The senate president may convene any additional committees as seen necessary.
- 7. The Senate shall keep a public record of all its proceedings, including attendance, legislation passed and failed, voting account, and any suspension of the rules.
- 8. Any executive officer reserves the right to speak during session when recognized by the senate president or if time is yielded by a senator.

Section VI. All passed legislation shall be presented to the SGA president for approval. Vetoed legislation may return to the senate and enacted by a two-thirds vote.

Section VII. The SGA president shall present all passed legislation to the university president before implementation.

Article IV. Judicial Branch

- A. Under the laws of the state of Mississippi, the Board of Trustees of State Institutions of Higher Learning shall have general supervision of the affairs of The University of Southern Mississippi. This board has delegated the power and authority to the president of the university to maintain standards of academic achievement and student conduct. The Division of Student Affairs has the basic responsibility to administer those regulations governing conduct at the university.
- B. Students who register at the university agree to conform to its regulations and policies. A student is subject to the laws of the community and state, and enrollment as a student in no way relieves him/her of this responsibility. The fact that civil authorities have imposed punishment will not prevent the university from protecting its own educational purposes and community by taking suitable action against the student under university regulations.
- C. These regulations derive their authority from both the students, as an article of the SGA constitution, and from the administration of the university, as the Code of Student Conduct.

Section I. The Judicial Authority

- A. In all organizational and individual discipline cases, the judicial authority of the SGA shall be vested in the dean of students, the student judicial board, the university appeals committee, the university president and the Board of Trustees of State Institutions of Higher Learning.
- B. In all cases solely concerning violations and interpretations of the SGA code and constitution, the

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SGA judicial authority shall be vested in the SGA judicial board.

Section II. The SGA Judicial Board

- A. The judicial board shall consist of nine (9) student members who shall serve in staggered terms. Five (5) members shall be appointed for two years and four (4) members shall be appointed for a one-year term. These students must remain in good academic standing as designated in the most recent university catalog and, at the time of appointment, have one semester prior residency at Southern Miss. These students shall be representatives of the Southern Miss student body. The chairman of the judicial board shall be the attorney general of the SGA. He or she may have no vote in its judicial proceedings unless to break a tie.
- B. These students shall be selected through an application and interview process to be conducted by the attorney general. All vacancies shall be filled under the above provisions for the remainder of the vacant term. In the event that vacancies arise during the year, the positions shall be filled through an application and interview process conducted by the attorney general within 30 days of the vacancy. In the event that this rule is unmet due to a lack of qualified applicants for a seat, the position shall be filled at the discretion of the attorney general. All members of the judicial board must be approved by two-thirds of the SGA senate present and voting at an announced meeting.
- C. The judicial board shall consist of a chairman who is in charge of the board in the absence of the attorney general and a secretary who will be in charge of taking notes during all hearings and keeping track of attendance. Members of the judicial board shall be allowed three absences during their term of service.
- D. The judicial board shall have original jurisdiction in all cases concerning violations of university regulations by

an individual. However, accused students may choose to have their cases heard by the dean of students or designee of that office.

- E. The judicial board has the power to request relevant university documents on behalf of either party.
- F. The judicial board can authorize dispositions in lieu of oral testimony when deemed necessary.
- G. The judicial board will keep an adequate record, as determined by the dean of students, of the proceedings and upon request to make this record available to the accused after the hearing.

Section III. The SGA Election Commission

- A. In all elections, the SGA election commission shall aid the election commissioner in ensuring complete compliance with the SGA constitution and election code.
- B. The election commission shall have jurisdiction in all appeals of elections.
- C. Decisions made by the election commission may be appealed to the SGA judicial board.

Section IV. The University Appeals Committee

- A. The university appeals committee shall consist of four (4) members of the faculty and/or staff appointed annually by the university president and four (4) students appointed by the SGA president, with the advice of the SGA senate and subject to final approval by the university president.
- B. The university appeals committee shall have appellate jurisdiction in all cases originating with the student judicial board and the Office of the Dean of Students.

Section V. The SGA supreme court shall be in place to serve as the judicial body in the most dire and extreme of circumstances. The decision of the court is the final decision in any matter, as long as that decision does not circumvent the SGA constitution.

- A. The court shall have appellate jurisdiction in cases resulting from violations of the SGA code and shall have original jurisdiction in questions of constitutionality.
- B. The SGA supreme court shall be composed of four (4) associate justices and one (1) chief justice, appointed by the SGA president with the advice and consent two-thirds of the SGA senate. Justices shall serve until resignation, graduation, departure from the university, or removal by impeachment.
- C. The SGA supreme court shall have the following powers:
 1. To issue injunctions and writs in accordance with the SGA constitution and in SGA matters
 2. To issue subpoenas for SGA public records and any form of information
 3. To issue summonses to call witnesses in cases concerning the SGA constitution, code and procedures
 4. To have the sole power to try impeachments

Section VI. Disciplinary Proceedings

- A. The dean of students shall give, in writing, the options available to the accused student or organization for adjudication along with the hearing procedures.
- B. The dean of students shall have the power to take any reasonable action to ensure the safety of the university community and the university property and to preserve an academic atmosphere prior to a full judicial hearing. (These actions are subject to approval by the vice president of Student Affairs or his/her representative).
- C. The dean of students shall assist the SGA attorney general with the presentation of the case.

Section VII. A majority of membership of each judicial body must be present to hear a case unless a lesser number is approved by both parties to the case.

Section VIII. In all judicial proceedings, the accused shall have the right to the following:

- A. To written notification of the charges of sufficient particularity to prepare a defense, to a summary of written evidence that is to be presented, to the names of adverse witnesses, to the date of the alleged violation, to the time and place of the hearing, and to at least 72 hours prior notice to that hearing
- B. To counsel
- C. To present evidence and to have an opportunity for reasonable testimony or evidence
- D. To call witnesses
- E. To a speedy and closed hearing, unless all parties concerned agree upon an open hearing

Section IX. Rules of Evidence

- A. All decisions of responsibility or absence of responsibility shall be decided on the preponderance of evidence.
- B. Evidence can be considered by a disciplinary body only if it is introduced before that body in the presence of the accused. If the accused is unavailable for a hearing, then every effort must be undertaken to inform the accused of the existence of the evidence, and the accused must be given every opportunity to respond before that body reaches a decision.
- C. Each judicial body shall have the authority to adopt its own rules of evidence in addition to those specified in the SGA constitution and code.

Section X. Appeals

- A. In all judicial decisions, either party shall have and be notified of the right to appeal the decision of the judicial body entering judgment. If the decision is appealed, no action shall be taken—except those measures necessary to ensure the safety of the university community, to protect university property,

and to ensure an academic atmosphere—until the appellate process has been exhausted.

- B. The request for appeal shall be filed within 72 hours of the written notification of the decision. The request shall be filed with the Dean of Students office.
- C. SGA judicial board decisions and those made by the dean of students may be appealed to the university appeals committee, and the SGA supreme court decisions may be appealed to the university president or designee. Decisions of the university president may be appealed to the Board of Trustees of State Institutions of Higher Learning.

Section XI. Interim Suspension

- A. When the president of the university or a designated administrator determines that the presence of a student would reasonably constitute clear and present danger to the university community or property, the president may take immediate action to suspend the student from university enrollment on an interim basis.
- B. In such cases, the student will be afforded a preliminary hearing with the administrator designated in part A unless this action is not possible due to circumstances at the time or to inaccessibility.
- C. Whenever suspension occurs under the provisions of this section, the student shall be accorded review by the student judicial system at the earliest possible date following suspension.
- D. If, at the time of review, the judicial authority determines that the suspension of the student is inappropriate, it may recommend to the president that the student be reinstated to university enrollment and be allowed to complete any academic work missed as a result of this suspension. See the student rights and responsibilities section for the complete Code of Student Conduct.

Article V. Recall

If a petition signed by at least 20 percent of the electorate of the position concerned is presented to the election commission, a recall election for the same shall be held

within 14 to 21 days of the presentation of the petition to the SGA election commissioner. If a majority of the voters express a desire to recall the incumbent, the office shall be vacant, and a new election shall be held.

Article VI. Student Body Referendum

If a petition signed by at least 20 percent of the student body is presented to the SGA election commissioner requesting the consideration of a student body-wide vote on any particular issue, a special election for the same shall be held within 14 to 21 days following the presentation of the petition to the SGA election commissioner. If the measure is passed by a majority vote, the measure shall become law pending the approval of the university president, not the SGA president.

Article VII. Impeachment

Section I. The SGA president, vice president, attorney general, election commissioner and treasurer shall be removed from office upon impeachment for and conviction of violations of the SGA constitution or SGA code or law as well as any violation that would cause loss of good standing with the university.

Section II. The SGA senate shall have the sole power of levying charges of impeachment. The SGA senate shall upon concurrence of two-thirds of the members on roll formally charge an officer with impeachment.

Section III. The SGA supreme court shall have the sole power to try impeachments. Upon the introduction of formal charges by the SGA senate, an individual shall be served notice of impeachment by the secretary of the senate to the chief justice of the SGA supreme court. The SGA chief justice shall then call a meeting of the supreme court within three (3) days to conduct a preliminary hearing and to accept the plea of the defendant. The defendant will be issued his/her constitutional rights and be given all pertinent information of significant particularity to prepare a defense. The trial will convene not fewer than 10 days and not more than 15 days from the date of this hearing.

Section IV. Upon a majority vote of the SGA supreme court, a person will be immediately removed from office.

Article VIII. Budget

Section I. The SGA president and SGA treasurer shall submit a budget before the end of the senate transition session for approval by the senate and then resubmit the budget in the fall.

Section II. Once submitted to the senate, the SGA budget shall be regarded as legislation and requires a plurality vote of senators on roll.

Section III. Should a 25 percent change in any one allotment or a 10 percent change in the budget as a whole occur in the budget, then the matter must be brought to the senate for approval.

Article IX. Student Rights

Each SGA member shall be guaranteed the civil liberties and rights vested to them by the United States and the state of Mississippi. This SGA constitution remains subject to and can (in no way) infringe upon these governing documents.

Article X. Amendments

Section I. Any amendments to this document shall be presented to the senate for approval.

Section II. Amendments will be accepted to this constitution upon a two-thirds vote of two consecutive senate sessions.

Section III. Should the SGA president veto an amendment, the veto may be overturned by a 90 percent vote of the senate.

Section IV. If at what time the need arises for a rewriting of the SGA constitution, the process shall begin only with the consent of the SGA president or a unanimous vote of the SGA senate. Upon completion, the new document must be submitted to a vote by the student body. The document will go into effect with the majority consent of those voting.

Article XI. Authority

Section I. This SGA constitution shall be the final authority regarding all SGA matters. Should any bylaws, bills or resolutions conflict with this constitution, they will be rendered null and void.

Section II. Only these articles shall be considered constitutional. Any codes or bylaws must submit to these precepts and shall not be considered equal to the SGA constitution.

Article XII. Enactment and Ratification

Section I. Upon a plurality vote of the participating student body of The University of Southern Mississippi and approval by the university president, this SGA constitution shall take immediate effect, and all preceding documents will be declared null and void.

Section II. Conflicts to immediate implementation, such as this document's effect on the senate, may be postponed or managed accordingly with the approval of the SGA president and the SGA attorney general.

The SGA Election Code

Section 1. The election commissioner and commission

- A. Duties of the election commissioner are as follows:
 1. To publish the Student Government Association election code
 2. To call a meeting of the election commission whenever necessary and to serve as presiding officer
 3. To set the date of all elections, subject to the limitations outlined in this code
 4. To publicize in the campus newspaper the dates of elections and any other pertinent regulations
 5. To examine applications, verify grade point averages, and to prepare a sufficient number of ballots for all elections conducted by the Student Government Association

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6. To ensure the removal of any campaign materials resulting from an election
 7. To arrange for and supervise the tabulation of ballots and to prepare a certified copy of the election results signed by the SGA attorney general and the election commissioner within 24 hours after the close of the polls
 8. To post the election results outside the SGA offices and to make those results available to the campus newspaper upon certification
 9. To enforce and obey all rules and regulations set forth in the SGA election code
 10. To appoint poll workers and tabulators and provide for their instruction and supervision
- B. Duties of the election commission are as follows:
1. To aid the election commissioner
 2. To ensure compliance with this code during campaigning and elections
 3. To attend all meetings of the election commission called by the election commissioner
- Section 2. Qualifications for Candidacy**
- A. All candidates must meet the application requirements.
- B. Each candidate must meet the qualifications for the office, position or title that he/she is seeking by the specified candidacy application deadline.
- C. Each candidate for an SGA office, position or title must have a 2.5 cumulative grade point average and shall be a full-time student (as defined by the university registrar). Full-time, first-semester students without prior GPA at The University of Southern Mississippi who were not admitted on probation may be allowed to seek SGA positions for which they are otherwise qualified.
- D. SGA Executive Offices
1. The executive offices shall consist of the president, vice president, attorney general, treasurer and election commissioner.
 2. Candidates for these offices must have for one complete semester attended The University of Southern Mississippi before they take office.
 3. The treasurer must have had at least three semester hours of accounting in which a cumulative "B" average was acquired.
- E. SGA Senate Positions
1. A candidate for the senate must run from the school of his/her major or from his/her place of residence.
 2. If any senator changes his/her major to a school or place of residence other than the one from which he/she was elected, the senator must immediately inform the SGA vice president of the change. The senator will be required to resign from the senate at the end of the semester in which the change occurred, and a replacement will be appointed by the vice president and approved by the senate.
- F. SGA Titles
1. Homecoming Court
 - a. All positions of the Homecoming Court will be filled by females.
 - b. The queen and the student body maid must be seniors.
 - c. There will be one maid for each undergraduate class and one graduate maid.
 - d. Each maid must be a member of the class that she seeks to represent.
 - e. If a candidate for queen does not receive more than 50 percent of the votes cast, there will be a runoff consisting of the four candidates who received the most votes.
 - f. The student body maid will be the runner-up in the queen election.
 - g. Runoffs for other maids will consist of the two candidates who received the most votes if none of the candidates received more than 50 percent of the votes cast.
2. Mr. and Miss Southern Miss
- a. Candidates for Mr. Southern Miss must be senior male students at The University of Southern Mississippi.
 - b. Candidates for Miss Southern Miss must be senior female students at The University of Southern Mississippi.
 - c. Each candidate for Mr. and Miss Southern Miss shall be required to turn in the required photos, a list of pertinent activities, honors and involvement at The University of Southern Mississippi. This information shall be posted under each candidate's photo. (Refer to Section 4.G.1 for specifications.)
 - d. Runoffs will consist of the two (2) candidates who receive the most votes in each election if no one candidate receives more than 50 percent of the total votes cast.
- Section 3. Election Dates and Notices**
- A. Election Notices and Responsibilities of the Election Commissioner
1. An election shall be announced in the campus newspaper at least 14 days prior to the election date. Applications will be made available upon announcement of the election.
 2. The announcement shall include offices, titles and positions open; location of applications; and application deadlines.
 3. At least five (5) calendar days before the elections, signs containing the election dates and polling places shall appear in all residence halls, fraternity houses and sorority houses.
4. A notice of the runoff dates shall be posted at each polling place.
 5. There shall be at least two (2) calendar days between a primary election and a runoff election.
 6. Failure of the election commissioner to fully enact these standards will result in an automatic censure by the student senate.
- B. Election Dates
1. The Homecoming Court shall be elected a minimum of two weeks before Homecoming.
 2. SGA executive officers shall be elected in the spring semester no later than the third week in March. SGA senators and senators of residence halls shall be elected at the same time as hall councils are elected within the residence halls, no later than the third week of school.
 3. Newly elected SGA executive officers shall serve as officers-elect from the time of election to the end of the spring semester in order that outgoing officers will inform and train incoming officers of their duties and responsibilities of their offices, as according to the SGA Student Handbook.
 4. Mr. and Miss Southern Miss shall be elected no later than November 30.
- Section 4. Applications to Be Enforced by the Election Commissioner**
- A. Applications for any SGA office, position or title shall be available 14 calendar days prior to the election.
- B. Applications will be made available at the SGA office.
- C. All students seeking an SGA office, position or title must fill out the necessary application and meet the qualifications of this code for the particular office, position or title for which they wish to run by the specified application deadline.
- D. The completed application must be placed in the appropriate locked box, which will be in the Student

- Government Association office. The application deadline shall be 5 p.m. on the deadline day.
- E. No applications will be accepted after the deadline, except as noted in 4-N.
- F. The box shall be opened by the election commissioner in the presence of the attorney general or his/her agent at 5 p.m. on the deadline day and not before.
- G. Candidacy
1. Candidates for Mr. and Miss Southern Miss shall be required to turn in a designated number of photographs of themselves and a list of pertinent activities, honors and involvements at The University of Southern Mississippi. These materials shall be placed at each polling place.
 2. Candidates for Homecoming Court shall be required to turn in a designated number of photographs of themselves and may turn in a position paper to the election commissioner. The election commissioner shall not designate the contents of these papers.
 3. Candidates for executive office and senate may turn in a position paper to the election commissioner. The election commissioner may not designate the contents of these papers.
- H. Position papers may include qualifications, platforms, graphics, photos or similar material. A position paper may not exceed 8 1/2 by 11 inches for any SGA-administered elections.
- I. All candidacy application forms for SGA offices, positions and titles require at least the applicant's name, ballot name, The University of Southern Mississippi address, permanent address, grade point average and university identification number.
- J. All information on the application must be completed by the candidate, or a special note shall be attached to the application explaining why the information cannot be given.
- K. No person shall simultaneously seek two executive offices. If a candidate wishes to seek an office other than the one originally applied for, the person must withdraw the first application and then file a new application for the different office sought. The second application must also meet the original deadline date.
- L. If the candidate is unopposed, then he/she automatically wins the office for which he/she applied.
- M. Application boxes will be left in a visible location in the SGA office in the Union at all times.
- N. In the event that no candidacy application is received for a specific SGA office, position or title, the application deadline will be extended for a period of five (5) days under the same guidelines set forth in the Student Handbook.
- Section 5. Campaign Regulations**
- A. For the posting of campaign materials, refer to the sign policy.
- B. Campaign materials may be displayed after midnight of the application deadline date.
- C. Campaign Materials
1. Campaign materials shall include posters, banners, handbills, handouts, cards and other means that convey a candidate's name and attempt to influence a student's vote.
 2. Handbills shall include any printed, copied or written campaign materials that may be distributed by hand but not affixed to a permanent wall.
 3. Campaign materials may be distributed through the University Post Office or e-mail.
- D. Verbal Campaign Rules
1. Verbal campaigning shall be defined as speaking to or appearing before any student or group of students for the purpose of influencing their decisions regarding any election conducted by the SGA. Verbal campaigning will not be allowed in the Union, Thad Cochran Center, Cook Library, Bolton Hall, Liberal Arts Building or any other place where voting is taking place.
 2. No attempt to influence a person's vote may be made in a building containing a polling place or within 10 feet of any door accessing such buildings.
3. All verbal campaigning shall take place in a dignified, professional manner. Violations of this clause may result in the election commissioner removing the violator's right to campaign for the rest of the election.
4. Verbal campaigning may not include voice amplification such as the use of a bullhorn, microphone, etc., except for such organized events approved by the SGA election commissioner.
- E. Campaign materials shall not be displayed inside any building on campus other than the Hub or the residence halls, unless approved by the election commissioner and by the dean of the school that uses that particular building.
- F. Campaign materials shall be removed by the candidate for which they were made within 48 hours after an election is held, unless the candidate is in a runoff election, after which the materials shall be removed within 48 hours of that election.
- G. No person shall deliberately remove, destroy or deface any item of campaign materials of another candidate.
- H. It shall be illegal for any person to fraudulently procure or to knowingly assist in procuring the election of a candidate or group of candidates by any means.
- I. Campaign materials will be limited as follows:
1. Presidential campaigns shall not exceed \$500.
 2. Vice presidential, attorney general, treasurer and election commissioner campaigns shall not exceed \$300.
 3. Senate campaigns shall be limited to \$100.
 4. For a definition of campaign materials, refer to Section 5.C-1.
 5. Any donations to a particular candidate, monetary or other materials will be included in the spending cap.
 - i) Donations must be valued and receipted at market value.
 - ii) Discounts received from an organization must be recorded at market value regardless of a candidate's purchase price.
6. All receipts shall be collected by the election commissioner and must be recorded and totaled the night before election day.
7. It is the candidate's duty to turn in all receipts.
8. No spending-cap extensions will be allowed for runoff elections.
9. The election commissioner has complete authority and jurisdiction over subjective matters that may arise during a campaign.
10. Violations will result in the following punishments:
- i. First offense results in the removal of candidate's campaign material.
 - ii. Second offense justifies removal from the election.
 - iii. Should a candidate chose to wait until the last day to turn in receipts and said receipts eclipse the spending cap, that name will be removed from the ballot, resulting in disqualification.
- J. Candidates for Mr. and Miss Southern Miss and Homecoming Court shall be entitled to verbal campaigning only.
- Section 6. Polling Place and Poll Worker Regulations**
- A. Polling Places
- The polling places for all SGA offices, positions or titles shall be located in designated polling places assigned by the election commissioner. Notice of these locations shall be given by the election commissioner no later than 14 calendar days before the elections are to be held.
- B. General Polling Place Regulations
1. Dates of elections and poll locations shall be set 30 days in advance by the election commissioner. Polls shall be open for the election from 8:30 a.m. to 4 p.m. on the day of the elections.

Constitution of the Student Government Association

2. At least two poll workers shall be assigned to each polling place at all times.
 3. No student shall be allowed inside a polling place except those working in an official capacity.
 4. Ballot boxes shall remain locked at all times when the polls are open.
 5. Only the election commissioner, election commission director, election commission assistant director or attorney general may officially close the polls at the designated time in Section 6B1.
- C. Materials Necessary for Polling Places
1. Candidate photographs and pertinent information, arranged alphabetically
 2. Electronic devices made readily available to cast electronic votes
 3. Computerized voter list for that school, place of residence or classification
 4. Copy of current election code
 5. Dates of runoff elections
- D. Regulations for Poll Workers
1. The poll worker shall require each voter's University of Southern Mississippi identification card, authenticate each voter through the University online system, and permit the voter to proceed to the electronic voting station.
 2. If a student does not have his/her university of Southern Mississippi identification card but can present a driver's license or state-issued ID card with a picture and his/her name appears on the voter list, he/she shall be allowed to vote.
 3. If a student's name does not appear on the voter list for that particular school, place of residence or classification, he/she must present a signed note from the office of the dean of the school in question, the Office of Residence Life for the specific place of residence, or the Registrar's office concerning the student's classification.
4. All poll workers and tabulators are to attend a briefing of the election code that is to be held one day prior to the election.
- Section 7. Ballots**
- A. Every student who has qualified for an office, position or title shall have his/her name appear, in computer-generated random order, on the electronic ballot for that particular office title or position.
 - B. In the event that the electronic voting is not in proper working order, paper ballots will be available for students to cast a valid vote.
 - C. The ballots shall be kept intact and locked for 72 hours after the official announcement of the election results. The ballots shall be disposed of if the election is not contested within 72 hours after the announcement.
 - D. Each voter shall be given only one ballot for each office, position or title to be voted on.
 - E. The number of marked ballots placed in the ballot box and the number of names initialed on the voter list must correspond, or the results from the particular polling place will be invalid, unless the discrepancy will not change the outcome of the election. The attorney general and the election commissioner shall rule in this case.
 - F. Invalid Ballots
 1. Those that do not indicate clearly the voter's intention shall be ruled on by the election commissioner and/or the attorney general.
 2. Those in which more candidates are marked than are specified on the ballot shall be deemed invalid.
- Section 8. Voting**
- A. Voting shall be done electronically by secret ballot in all elections. In the event that the electronic voting system is not in proper working order, votes will be cast by paper ballots.
- B. Senator Elections
1. College Senator Elections: All University of Southern Mississippi students shall vote for a candidate in the school of his/her major as designated by the voter list. Double majors shall vote in the school of his/her primary major. All students with undecided majors shall vote in the College of Arts and Letters.
 2. Residence Hall Elections: All students residing in a residence hall shall vote for a candidate according to their place of residence. These elections will be conducted by the Residence Hall Association with the supervision of the election commission.
- C. Homecoming Elections: All University of Southern Mississippi students shall vote for the Homecoming queen and a candidate in the respective class as designated by the voter list.
- D. Each voter shall present a valid University of Southern Mississippi identification card in order to vote.
- E. If a student does not have his/her Southern Miss identification card but can present a valid driver's license or picture ID and his/her name appears on the voter list, he/she will be allowed to vote. He/she must then write his/her initials beside his/her name.
- F. In the voting process, no student (including poll workers) shall try to influence another student's decision.
- G. No one except the poll worker and the voter shall handle the ballot before it is placed in the ballot box.
- H. Any student with a valid reason (as determined by the election commissioner) shall be allowed to vote by absentee ballot. The ballots may be obtained by contacting the election commissioner no earlier than seven (7) days prior to the election day. The ballot shall be cast in the Dean of Students office no later than the day before the election.
- I. In the event of an election where the voter may choose several candidates on one ballot, the voter may vote for fewer than the maximum number to be voted on.
- J. The voter lists (alpha lists) shall be obtained by the election commissioner from the Office of the Registrar. Listed will be all students duly enrolled in The University of Southern Mississippi, organized alphabetically with their respective Social Security numbers, employee ID numbers, classifications and colleges.
- Section 9. Determining the Winner of an Election**
- A. Vote Tabulation
1. Once the polls have closed, the election commissioner shall have the votes tabulated by the electronic voting system.
 2. All tabulation shall be done electronically with the exception of the absentee ballots and/or any other ballots authorized by the election commissioner, which shall be counted by hand and added to the total from the electronic tabulation.
 3. In the event the electronic voting system is down and ballots are to be counted by hand
 - a. The election commissioner shall choose a place for tabulation,
 - b. The election commissioner and others designated by the election commissioner shall tabulate the votes, and
 - c. The attorney general or his/her appointed agent shall be present at all times during the tabulation.
- B. Any candidate for an office, position or title who receives a majority of the valid votes cast shall be considered duly elected.

- C. A majority shall be defined as more than 50 percent of the valid votes cast.
- D. In the event that a majority vote is not cast for any candidate for any office, position or title, a runoff shall be held. Runoff elections shall be held within one week but no earlier than two calendar days after the primary election.
- E. Runoff elections for each office, position or title shall consist of two (2) candidates (with the exception of homecoming queen runoffs, which consist of four (4) candidates) from the primary election who received the most votes cast.
- F. In a runoff election, the candidate with the most votes cast shall be considered duly elected.
- G. The results of any election are to be considered official only when they are signed by the attorney general and the election commissioner and are posted on the bulletin board of the SGA office.
- H. In the event that two or more candidates in a primary election receive an identical number of votes, and in the event that the vote total is large enough to ordinarily give the candidate a runoff berth, then the names of both candidates shall be placed on the runoff ballot.

Section 10. Vacancies in Executive Offices and Senate

- A. Guidelines for filling executive office vacancies are set forth in Article III, Section 4G of the SGA constitution.
- B. Guidelines for filling senate vacancies are set forth in Article II, Section 2D of the SGA constitution.

Section 11. Violations of the Election Code

- A. Any student, candidate or SGA official may be charged with a violation for each instance of conflict with the election code.
- B. A fine for each violation may be imposed not exceeding \$100 and not less than \$10.
- C. The election commission may disqualify any candidate after the first violation of this code.
- D. Any person who has not paid his/her fine before the end of the semester in which it was levied may not be

allowed to register for the following semester until the fine is paid.

- E. By the authority of the SGA judicial code, the election commissioner shall determine the validity of all violations of the election code and shall have the authority to impose the appropriate fines.

Section 12. Election Appeals

- A. Any university student may challenge an election in which he/she is eligible to vote.
- B. The election commission shall sit on all challenges and hear evidence from all parties concerned.
- C. The election commission may disqualify a candidate ex post facto, order a recount of ballots, or order the reopening of any poll for a second vote.
- D. Appeal Process
 1. Appeals must be registered within two (2) business days following close of polls.
 2. The election commissioner or adviser must be notified by 5 p.m. of the last day that is eligible to make an appeal. Security of ballots must be maintained during that period.

**Approved by Student Government Association Senate
January 26, 2010**

Academic Calendar

August 2011 - July 2012

August '11

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September '11

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October '11

S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November '11

S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December '11

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January '12

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February '12

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March '12

S	M	T	W	T	F	S
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April '12

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May '12

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June '12

S	M	T	W	T	F	S
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24	25	26	27	28	29	30

July '12

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 1 - New Year's Day
 January 16 - Martin Luther King Jr. Day
 February 2 - Groundhog Day
 February 12 - Lincoln's Birthday
 February 14 - Valentine's Day
 February 20 - President's Day

February 16 - Mardi Gras
 February 12 - Washington's Birthday
 March 17 - St. Patrick's Day
 April 1 - April Fool's Day
 April 8 - Easter
 April 22 - Earth Day

May 5 - Cinco de Mayo
 May 13 - Mother's Day
 May 15 - Armed Forces Day
 May 28 - Memorial Day
 June 17 - Father's Day
 July 4 - Independence Day

September 5 - Labor Day
 October 10 - Columbus Day
 October 31 - Halloween
 November 11 - Veteran's Day
 November 24 - Thanksgiving Day
 December 25 - Christmas Day



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 **Bolton Hall**

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Student Success Center



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