New Student Orientation
Department of Human Capital Development
Executive Format
Graduate Programs
Welcome

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Dr. Cyndi Gaudet
Chair, Department of Human Capital Development
Professor and Program Director, Ph.D. Program

Dr. Heather Annulis
Professor and Program Director,
Human Capital Development,
Master of Science Program
Admissions Information

For questions about program admissions, contact Suzy Robinson at 228.214.3517 or s.robinson@usm.edu

For program advisement, contact:

— Dr. Cyndi Gaudet at 228.214.3491, PhD Students
— Dr. Heather Annulis at 228.214.3494, MS Students
Registration

• For help with the following:
  – Registration issues
  – Financial information
  – Drop/add, withdrawal, and conditional admittance questions

Contact Robin Johnson at 228.214.3432 or robin.johnson@usm.edu
Tuition & Fees

• All Department of Human Capital Development Executive Format courses include $110 per semester hour fee for textbooks and other Executive Format expenses.

• Fees are paid to Business Services or online in SOAR. For more information, contact Business Services at 228.865.4520.

• For tuition information, visit: Tuition and Fees

• For payment deadlines, visit: Billing Schedule
Parking & Student IDs

- All students are required to register vehicles with parking management. License plates will be used to verify a vehicle is registered with Parking Management. License plate recognition (LPR) technology will be used to assist with parking enforcement. Please be on the lookout for an email with instructions on how to register your vehicle.

- For questions about vehicle registration, contact the Department of Parking Management at 601.266.4943.

- All students are required to have a valid Southern Miss Student ID. Visit here for details.

**Important: You will be ticketed if your vehicle is not properly registered**
Course Materials

• Books are shipped directly to your preferred address once you have registered and paid for your courses.

• Books may also be issued during in-person sessions.

• Please contact Suzy Robinson at s.robinson@usm.edu with your preferred mailing address. Include “Textbook Address” as the subject line.
Technical Support

• iTech provides technical support and services to the Southern Miss community. Services include setting up the following:
  • USM email
  • Password help
  • Wireless access
  • SOAR
  • Eagle Alert

• A complete summary of services can be found here.

• All students have a Microsoft 365 email account (usm.edu). Follow the instructions found here to set up your account. This account will be used for all USM communication.

• In addition to having access to web versions, students will be able to download Microsoft Office 365 ProPlus applications on up to 5 devices.
Student Bio

• The Department of Human Capital Development requires all students to submit a short biography.

• Help us showcase you on our website by completing this form by the first day of class.

• If you have questions, contact Department of Human Capital Development Graduate Assistant Kendrick Vaughn at Kendrick.Vaughn@usm.edu.
Integrity Assurance Program (IAP)

**IAP courses are a graduation requirement. All students must complete.**

All graduate students are required to complete the following Integrity Assurance Program (IAP) courses by the end of their first semester:

- Common Course for USM Graduate Students
- Human Subjects Research (HSR) Course
- SBR Human Subjects Research “Optional Course”

- IAP training is offered online through the Collaborative Institutional Training Initiative (CITI).
- Instructions for completing IAP courses are available here.

Please forward a copy of your completion record to Courtney Lange at c.lange@usm.edu.
Course Information

- Course Format
- In-person Sessions
- Blackboard
Course Format

• Most courses meet in a **blended format**: One three day in-person session and 4-5 synchronous chat sessions (one chat session per week). These courses last 5 weeks.

• We also offer two fully **online**, asynchronous courses: *Workforce Development Models* and *Workforce Analysis*. These courses last 8 weeks.

• Please read the e-mail from Suzy Robinson with important course information. Attached to that e-mail are the following important files for your use:
  
  – HCD Course Descriptions
  – MS Gulf Coast Hotels
  – Need to Know for HCD Students
  – Southern Miss Gulf Coast Campus Map
  – Tentative Course Schedule
  – Networking Event Information
In-Person Sessions

- **In-Person Sessions** are held in Long Beach, MS on the Gulf Park Campus of Southern Miss.
- **Attendance is mandatory** for all in-person and online sessions.
- Sessions last from 8 a.m. to 5 p.m. Thursday-Saturday.
- Continental breakfast and catered lunches are provided during all in-person sessions.
- **Networking Events** are held on Friday evenings during each in-person session.
Online Sessions

- Online sessions are held in **Canvas** on Tuesdays from 7-9 PM CST.
- **Attendance is mandatory** for all online sessions.
- About Canvas:
  - [https://usm.instructure.com/login/canvas](https://usm.instructure.com/login/canvas)
  - Student ID number (w#) & SOAR password are needed to login to Canvas.
  - A headset with microphone will be provided.
  - Review the Canvas tutorial and test your Canvas access at least two days before class.
  - Technical support is available from 8 a.m. to 5 p.m. Monday through Friday by contacting the iTech Help Desk at [helpdesk@usm.edu](mailto:helpdesk@usm.edu) or by calling 601.266.HELP.
Other Helpful Information

- [USM Gulf Coast Library](#)
- [SOAR](#)
- [USM Email](#)
- [USM Website Home](#)
- [HCD Department Website](#)
- [HCD MS Information](#)
- [HCD PhD Information](#)
Get Social with HCD

The University of Southern Mississippi HCD and WLPI

@USMWLPI

USMHCD

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Help us Create a Community of Learning

The Department of Human Capital Development is *your* learning community. Please do not hesitate to contact us with questions and feedback on how we can serve you better.
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