New Student Orientation
Department of Human Capital Development
Fully Online
Master’s Program
Welcome

- Program Information
- Course Information
Administrative

- Admissions
- Registration
- Tuition & Fees
- Course Materials
- Technical Support
- Student Bio
- Integrity Assurance Program (IAP)
- Course Format

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. Heather Annulis** at 228.214.3494 or **heather.annulis@usm.edu**
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 courses include $110 per semester hour fee for textbooks and other course materials.

- 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
Course Materials

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

• 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 communications.

• 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 the 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 Kendrick Vaughn at kendrick.vaughn@usm.edu.
Course Format

• Online courses have a duration of 8 weeks and are held in Canvas, the University’s virtual learning environment.

• 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.
  - Test your Canvas access at least two days before the semester begins.
  - 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 or by calling 601.266.HELP.
Other Helpful Information

- USM Gulf Coast Library
- SOAR
- USM Email
- USM Website Home
- HCD Departmental Website
- HCD M.S. Information
- HCD PhD Information

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
- Need to Know for HCD Students
- Tentative Course Schedule
Get Social with HCD

The University of Southern Mississippi HCD and WLPI

@USMWLPI

USMHCD

Revised 8-16-2016
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.
New Student Orientation
Department of Human Capital Development
Fully Online
Master’s Program

Revised 08-16-2016