

HUMAN CAPITAL DEVELOPMENT

New Student Orientation

Fully Online
Master's Programs

The University of Southern Mississippi
Gulf Park Campus
730 East Beach Boulevard
North Academic Building Rm 228
Long Beach, MS 39560

Phone: 228-214-3517
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THE UNIVERSITY OF
SOUTHERN
MISSISSIPPI

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Welcome

The information provided in this guide are essential items for your success as a student in the Human Capital Development program. Please be sure to review the information and to save a copy of this document for future reference.



#SMTT

Southern Miss To The Top

Administration



Dr. Cyndi Gaudet

Professor
Co-Director School of Interdisciplinary
Studies and Professional
Development

Cyndi.Gaudet@usm.edu
228-214-3491



Dr. Heather Annulis

Professor
Program Director
Human Capital Development

Heather.Annulis@usm.edu
228.214.3494

General inquires can be sent to:

ispd_gp@usm.edu

Registration

Contact Ms. Robin Johnson for help with the following issues:

- Financial information
- Registration issues
 - Drop/add
 - Withdrawal
 - Conditional admittance questions



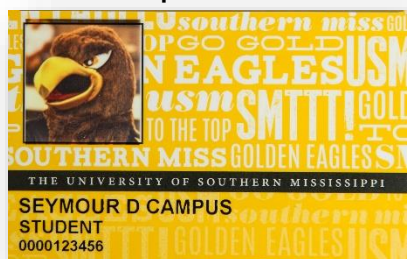
robin.johnson@usm.edu
228.214.3432

Tuition & Fees

- All Department of Human Capital Development Executive Format courses include \$110 per semester hour fee for textbooks, Executive Format, and online 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

Student IDs

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



Parking

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.

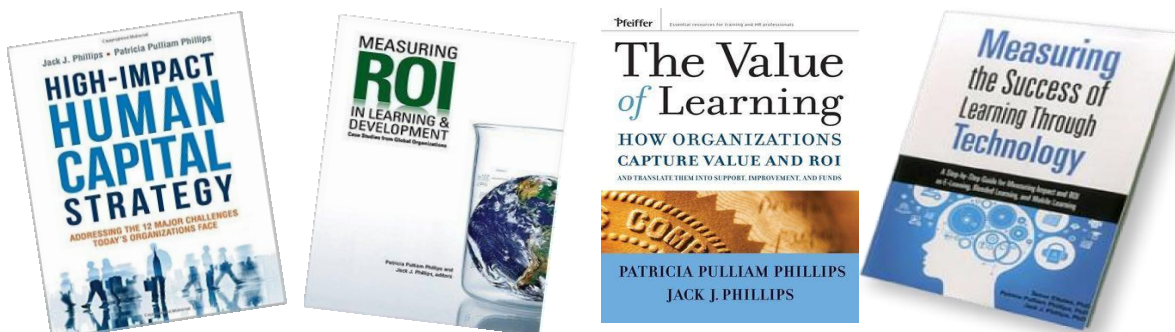
****Important:** You will be ticketed if your vehicle is not properly registered.

Course Information

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 send an email to ispd_gp@usm.edu with your preferred mailing address. Include *“Textbook Address”* as the subject line.
 - If your address changes while enrolled in the program, email ispd_gp@usm.edu to document the change. Include *“Address Change”* as the subject line. This will ensure continued receipt of books.



Technical Support

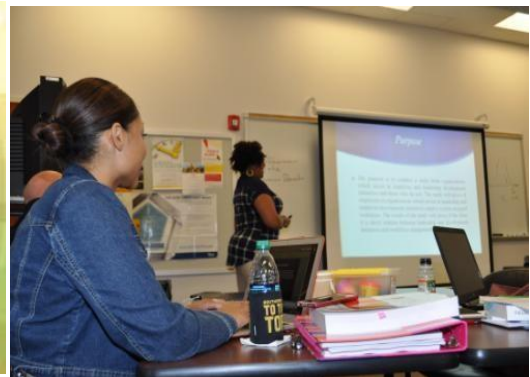
iTech provides technical support and services to the Southern Miss community.

Services include setting up the following:

- USM email
- Password help
- Wireless access
- SOAR
- Eagle Alert

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. Check your email regularly for important program information.

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



Course Format

- Most courses meet in a blended format: One, three-day in-person session and 5 synchronous chat sessions (one chat session per week). These courses last approximately 7 weeks.
- We also offer fully online, asynchronous courses. These courses last approximately 7 weeks.
- Please read the e-mail from the department for 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 Information” 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

- Synchronous 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>
 - 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. Avoid technology issues by testing your system.
 - 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.



Complete and Submit – Action Required

Collaborative Institutional Training Initiative (CITI)

****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 Graduate Assistant, Tracie King at tracie.n.king@usm.edu

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 regarding the bio contact, Graduate Assistant, Tracie King tracie.n.king@usm.edu

Other Useful Resources

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

Get Social with HCD



@USMWLPI



The University of Southern
Mississippi HCD and WLPI



USMHCD

Join the Podcast Club - Listen and discuss HCD themed podcast with others in the HCD community.

<https://www.facebook.com/groups/listen.learn.lead/>



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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