



GRADUATE STUDENT HANDBOOK

2022-2023

Academic Year



WELCOME

Congratulations on your admission and welcome to Southern Oregon University!

Thank you for choosing SOU for your graduate studies. Whether you are enrolling in a graduate program, pursuing post-baccalaureate studies or a certificate, or taking additional courses for personal gain, it is important to us that you have a positive experience.

This Graduate Handbook was created to assist you as you become acquainted with campus and begin your studies here. You will find program and campus contacts, maps, graduate program policies, campus resources, and other helpful links and information. Additional statements, policies and resources for your individual program may be found in program-specific handbooks, or on their web sites.

Classes have returned to a primarily in-person format as SOU has shifted from pandemic to endemic operations, while some campus offices may continue to operate in a hybrid format. For guidance, resources, and timely information, please visit our [COVID-19 and SOU web page](#).

If you have any questions during your time at SOU, please feel free to contact the graduate coordinator, advisor, or staff person in your program, as listed on the program contact information pages of this handbook. You are also welcome to reach out to the SOU Graduate Studies office.

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

Dr. Dan DeNeui
Associate Provost
Director of Graduate Studies
541-552-6913
deneuid@sou.edu

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SOU GRADUATE PROGRAM CONTACT INFORMATION

PROGRAM	COORDINATOR / ADVISOR	STAFF
<p>Business Master of Business Administration (MBA)</p> <p>Evening MBA Programs: Finance, Accounting, Information Analysis and Decision Making, Business Analytics, Marketing, Human Resources, Nonprofit Management, and Arts Management Concentrations</p> <p>Online MBA Programs: General, Accounting, Business Analytics, Marketing, Finance, and Healthcare Administration Concentrations</p>	<p>For All Business Programs:</p> <p>Dr. René Ordoñez 541-552-6720 ordonez@sou.edu</p>	<p>For All Business Programs:</p> <p>Graduate Assistants 541-552-8113 mba-grad-asst@sou.edu</p>
<p>Clinical Mental Health Counseling**</p> <p>MA/MS in Clinical Mental Health Counseling (CMHC)</p>	<p>Dr. Cody Christopherson 541-552-8491 christoc1@sou.edu</p>	<p>Angel McDonald 541-552-6539 Prospective Students: cmhc@sou.edu Current Students: mcdonald@sou.edu</p>
<p>Education MS in Education (MSEd)</p>	<p>Dr. Amy Belcastro 541-552-8245 belcasta@sou.edu</p>	<p>For All Education Programs:</p> <p>Anita Caster 541-552-6996 caster@sou.edu</p> <p>Main Education Office 541-552-6936</p>
<p>Education Master of Arts in Teaching (MAT) Early Childhood/Elementary/Middle (Multiple Subject)</p>	<p>Dr. Erin Gravelle 541-552-6935 gravellee@sou.edu</p>	
<p>Education Master of Arts in Teaching (MAT) Middle/High School (Single Subject)</p>	<p>Dr. Jesse Longhurst 541-552-6312 longhursj@sou.edu</p>	
<p>Education Master of Arts in Teaching (MAT) Special Education Endorsement</p>	<p>Dr. Jo-Anne Lau-Smith 541-552-6925 lausmitj@sou.edu</p>	
<p>Education Principal and Professional Administrative Licensure Programs</p>	<p>Dr. Renee Owen 541-552-8422 owenr@sou.edu</p>	
<p>Online MS in Education Concentration in Adult Education</p>	<p>Dr. Amy Belcastro 541-552-8245 belcasta@sou.edu</p>	
<p>Online MS in Education Concentration in Leadership in Early Childhood Education</p>	<p>Dr. Younghee Kim 541-552-8247 kimy@sou.edu</p>	
<p>Online MS in Education Concentration in Curriculum and Instruction in STEM Education</p>	<p>Dr. Amanda Casto 541-552-7051 castoa@sou.edu</p>	

** Indicates program is designated as a [Western Regional Graduate Program](#).

Graduate Program Contact Information is continued on the next page:

SOU GRADUATE PROGRAM CONTACT INFORMATION (continued)

PROGRAM	COORDINATOR / ADVISOR	STAFF
Environmental Education** MS in Environmental Education	Dr. Arielle Halpern 541-552-6929 halperna@sou.edu Dr. Teresa Coker 541-552-6871 cokert1@sou.edu	Graduate Assistants 541-552-6876 seec@sou.edu
Music Master of Music in Performance (MM)	Dr. Terry Longshore 541-552-6548 longshore@sou.edu	Kim Andresen 541-552-6347 andresenk@sou.edu
Outdoor Adventure Leadership** Master of Outdoor Adventure and Expedition Leadership (MOAEL)	Adam Elson 541-552-6857 elsona@sou.edu	Lucas Will 541-552-6526 willl@sou.edu
Theatre Master of Theatre Studies in Production and Design (MoTS)	Deborah Rosenberg 541-552-6690 rosenbergd@sou.edu	Helen Eckard 541-552-6346 eckardh@sou.edu
World Languages and Cultures MA in Spanish Language Teaching	Dr. Anne Connor 541-552-6743 connora@sou.edu	Rachel Gibbs 541-552-6182 sli@sou.edu
Office of Graduate Studies	Dr. Dan DeNeui, Director 541-552-6913 deneuid@sou.edu	

** Indicates program is designated as a [Western Regional Graduate Program](#).

Program-specific policies and resources may be found in program handbooks, or at their web sites. Your program will also direct you towards this information.

MBA Programs – Students work with program coordinators/advisors upon admission. Information about the MBA curriculum and concentrations [may be found in the SOU catalog](#). For students in the Online MBA Programs, the MBA handbook, program announcements, and resources are found at the MBA Central Moodle page. This content is accessible after one’s online student orientation is complete.

Clinical Mental Health Counseling – Students are assigned an advisor in their first term. The CMHC program handbook and practicum/internship manual [may be found at the CMHC Student Resources Page](#) under “Student Documents and Materials.”

Education Programs - Students work with program coordinators/advisors upon admission. Curricular information for the [MSEd](#), [MAT](#), and [Special Education](#) programs can be found in the SOU catalog, or at the [Online MSEd web page](#). Students in the Online MSEd programs access program resources at the MSEd Home Room Moodle Page.

Environmental Education – Students work directly with the program coordinators for advising upon arrival. Curricular information and more can be found at the [EE Student Resources Page](#).

Music – Students are assigned an academic advisor upon admission to the program. Curricular information [may be found in the SOU catalog](#).

Outdoor Adventure Leadership – Students work with program coordinators/advisors upon admission. Curricular information may be found [on the MOAEL web page](#).

Theatre – Students receive program and preparatory information upon admission and work closely with faculty for advising; current curricular information [may be found on the MoTS web page](#).

World Languages and Culture – Students meet with the program director for advising upon admission. [Current curriculum information, courses, and syllabi](#) are stored on the program’s resource pages.

GETTING AROUND CAMPUS

Ashland Campus Map

Familiarize yourself with the SOU campus by taking a look at our [interactive campus map](#), or a [virtual campus tour](#). Find your classrooms, the library, the bookstore, and more.

Campus Buildings

Classes and events are held in a variety of venues. You might see these abbreviations on schedules:

	Building or Room
AB	Art Building
BRITT	Britt
CSC	Cascade Hall
CE	Central Hall
CH	Churchill Hall
CS	Computing Services (East and West)
COX	Cox Hall
DB	DeBoer Sculpture Studio
DMC	Digital Media Center
EP	Education/Psychology Building
HEC	Higher Education Center (Medford)
L	Lithia Motors Pavilion
LIB	Hannon Library
MA	Marion Ady Art Building
MS	Military Science
MUS	Music Building
OP	Outdoor Programs Office
RVTV	Rogue Valley Community TV
SC	Science Building
SU	Stevenson Union
SHWC	Student Health & Wellness Center
SRC	Student Recreation Center
TA	Taylor Hall
THTR	Theatre
WWW	Asynchronous web-based courses

Parking on Campus, Transportation Options & Bus Passes

Please visit the [Parking Services](#) website for information regarding parking permits and the [parking map](#). Please note that there is no free parking on campus.

Visit the [Transportations Options program page](#) to learn about options available to the SOU community. Students may obtain a [Rogue Valley Transportation District](#) bus pass for \$15 per term. Download the UMO Pass app, and sign in with your SOU email. Then, contact RaiderStudent Services to have the pass charged to your student account, *or* to request a smart card if a physical pass is preferred.

GETTING STARTED

Activate Your Student Account

Begin by activating your network account. You will typically be able to do so approximately a day after receiving your acceptance letter.

1. Go to inside.sou.edu, then to the Account Help box on the InsideSOU home page.
2. Click on Students - Activate your Account, and follow the prompts.

You will need your SOU ID number, which can be found on your acceptance letter. If you are a non-admitted student, your ID number would have been provided upon completion of the non-admitted student application.

If you have technical problems with this process, or are ever unable to log in to InsideSOU, contact the IT Helpdesk at 541-552-6900. Please note that password resets must be done over the phone. For any other technical problems, you may either call the Helpdesk or email helpdesk@sou.edu.

Personal Information Updates

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

1. Log in to [InsideSOU](https://inside.sou.edu). In the Online Services box at the right side of the page, look under Banner Self-Service (SISWeb), and select Personal Information.
2. Select Edit in Personal Details, or Add New for contact information.
3. Update information as needed, and click Update.

This section will also allow you to update your Preferred First Name. The SOU Preferred First Name function allows students, faculty and staff to specify a preferred first name that is different from their assigned first name for use throughout campus. The Preferred First Name takes the place of the assigned first name in various records in the system. More information regarding SOU's Preferred First Name function can be found [here](#).

Email

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

Student ID Card

[The SOU Onecard](#) is your official SOU ID card, and is used for financial aid refunds via Bankmobile. It will give you access to campus services, including the library, the Health and Wellness Center, RaiderStudent Services, campus meal plans, and campus events.

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

If you wish to have your photo on the card, please go to Raider Student Services (see next page) to have one taken. If you have not received your card or need to replace a lost card, please email studentservices@sou.edu with your name, SOU ID number, and current mailing address.

ENROLLMENT AND REGISTRATION

Academic Calendar

Most SOU programs operate on the quarter term system. The academic year begins in Fall term and concludes in Summer term. Some programs are held or may start year-round, while others are held or must start in a specific term. Your program will alert you of your schedule. [Please refer to the academic calendar](#) for campus-wide information, such as term/session start dates and registration deadlines.

Please note: The online Master of Business Administration and Master of Science in Education programs are offered in seven-week term sessions [and use a distinct seven-week session calendar](#).

Graduate Student Types

There are three types of graduate students at SOU. If you are unsure of your student type, please contact your program or the SOU Graduate Studies office.

- 1) Graduate: A student who is formally enrolled in a graduate program.
- 2) Post-Baccalaureate: A student who is completing course work at the graduate level, but is not formally admitted to a graduate program. This status may occasionally be awarded, at the discretion of the academic program, to students who will be completing a combination of graduate and undergraduate courses. Post-baccalaureate students may be eligible for some, but not all, forms of financial aid.
- 3) Non-Admitted Graduate: A student who holds a bachelor's degree, is not admitted to SOU, and **is not degree seeking**. Non-admitted graduate students are **not eligible for financial aid**, and may not earn a degree from SOU.

Program Orientations

Some programs hold orientations for their incoming students before the start of the term. You will receive notification of this directly from your program if applicable. If not, please feel welcome to come to campus a few days early to start to learn your way around.

Registration

Your program will assign you an advisor to help guide you through your time at SOU and beyond. Some programs will inform newly admitted students of the courses to register for in their first term, while other programs will provide a program outline for the whole course of study.

Be sure and check with your advisor or program coordinator before registering for courses.

To identify the course registration numbers (CRNs) of the courses you wish to take, you can browse classes via the Registration and Planning page (see registration instructions below), or refer to the online course schedule. You can filter by course level to view graduate courses only. Be sure to review any footnotes for special schedule and/or other information.

You can also use the tools on the Registration and Planning page to view your current and past schedules, plan ahead for registration, or to browse the catalog.

To register for classes:

- 1) In the Online Services box at the right side of the InsideSOU home page, look under Banner Self-Service (SISWeb), and select Student & Registration Tools.
- 2) Select Registration and Planning from the Registration Tools box.
- 3) Select Register for Classes and follow the steps to register.

Raider Student Services

1st Floor, Computing Services (CS) East

Registration and Records: registrar@sou.edu

Bursar - Student Accounts & Billing: studentaccounts@sou.edu

541-552-6600 - Ext. 2 for Registrar, Ext. 3 for Bursar, Ext. 4 for Transcripts

[Raider Student Services \(RSS\)](#) is the administrative hub for students. Housed within RSS are [Academic Services](#), [Financial Aid](#), and [Student Accounts](#). Their associates can assist you with registration issues, holds, tuition payments, your financial aid status, and much more.

During the 2022-2023 academic year, Raider Student Services will operate in a hybrid format, with regular phone and email hours and limited in-person hours. [Please visit their website](#) for more information and operational updates.

Tuition and Fees

Tuition and fees are subject to change from year to year, and the [current tuition and fee schedule is available on the RSS web page](#). A graduate student is considered to be in full-time status when they are enrolled for 9 or more credit hours and part-time at 5-8 credits. Students will be charged all applicable fees, including building fees and health service fees. Please refer to Raider Student Services for additional information about the tuition and fee schedule.

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

Undergraduate level courses are numbered 100-499. Graduate level courses are numbered 500-599. Graduate students may enroll in a combination of undergraduate and graduate level courses, but will be assessed the graduate level tuition rate for all coursework. Undergraduate courses will not be counted towards the number of credits needed to be a part-time or full-time student. Undergraduate coursework cannot be counted toward a master's degree.

Payment Options and Instructions

Tuition and fees may be paid online, by mail, or in person at Raider Student Services. If one is not Receiving financial aid, the due date for payment – whether in full, or a minimum amount due – can be found on the academic calendar and typically falls at the end of the first week of term.

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

- 1) In the Online Services box at the right side of the InsideSOU home page, look under Banner Self-Service (SISWeb), and select Pay Your Bill.
- 2) Select "Make a Payment" on the bottom right.
- 3) Follow the prompts to go to your account and make a payment. (You may select the payment method - credit card or electronic check - at the checkout page).

Late fees and revolving charge fees may be assessed when tuition is not received by the due date. Please refer to Raider Student Services for information on revolving charge account plans and other payment policies, as well as information on important dates and deadlines.

Financial Aid

1st Floor, Computing Services (CS) East

For financial aid questions: finaid@sou.edu

For questions concerning scholarships: finaidchol@sou.edu

541-552-6600, Extension 1

[The Financial Aid office](#) is located within Raider Student Services (see previous page).

Financial Aid for most graduate students is limited to unsubsidized student loans, graduate assistantships, and scholarships. There may also be specialized grants for specific programs.

You must be fully admitted to a graduate program and be enrolled for at least 5 credits in a term (half-time status) in order to qualify for financial aid. [To apply for financial aid](#), first go to www.fafsa.ed.gov and complete your FAFSA - SOU's school code is 003219. The Financial Aid office will contact you regarding the next steps. Financial aid is disbursed two weeks after the start of a term. To continue qualifying for aid, you must demonstrate that you are making progress toward your degree and remain in good academic standing. Contact the Financial Aid office for specific questions about your financial aid.

Graduate Assistantships

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

To hold an assistantship, students must be fully admitted to a master's degree program. They must also have an approved master's degree program on file no later than two weeks of the initial term of appointment as a graduate assistant, and must successfully pursue the program at a rate defined in the [General Regulations for Appointment of Graduate Assistants](#).

The number of assistantships available and the type of work completed during an assistantship will vary by program. Graduate assistantships are generally offered to graduate students at the time of admission - some programs include the application for an assistantship in their initial application, while others will invite applications for assistantships after acceptance. Please contact your program to inquire about such positions.

Oregon Lottery Graduate Scholarships

Oregon Lottery Graduate Scholarships are available to graduate students based on academic merit and financial need. Applicants must complete the FAFSA and the Oregon Lottery Graduate Scholarship application, as well as any additional materials required by specific academic programs. Deadlines vary by program, and students will be invited to apply and provided application instructions by their program.

CAMPUS RESOURCES

Bookstore

Stevenson Union, 2nd Floor (adjacent to food court)

541-552-6178

<https://sou.bncollege.com/>

You can rent or buy new, used, or digital textbooks through the [SOU Bookstore](#). Students may charge Bookstore merchandise to their student accounts prior to the term starting, during the first four weeks of Fall terms, and during the first two weeks of Winter and Spring terms. To be eligible to charge, students must have a minimum of 6 SOU credits and a prior term balance under \$1,500. Please visit the [bookstore website](#) for more information on textbooks and other goods and services.

Campus Library

Circulation Desk and Information: 541-552-6860

Research Services: Please visit bit.ly/AskALibrarianSOU

[Hannon Library](#) provides resources central to students' instructional, research, recreational, and general information needs while attending SOU. Students will find opportunities to enrich their studies both in-person and remotely by utilizing Hannon Library's on-campus and digital services. Whether students visit Hannon Library in-person or online at hanlib.sou.edu, Hannon Library offers easy access to a wide variety of resources, including direct contact with library staff.

The focus is on student success and student learning at Hannon Library. In the first-floor lab area, students can access tutoring in science and math, get help writing papers, use computers, find information resources, and receive research assistance. Highly trained peer tutors in the Math and Science Lab and Writing Center provide online and in-person tutoring opportunities.

The first-floor lab area also provides access to a wide array of desktop computing software and electronic information, with expert tech help staff to assist patrons with using these technologies for research, writing, and presentation. Students can also checkout laptops and Chromebooks here. A well-trained and enthusiastic staff of librarians assist students with reference needs, finding electronic and web information resources, interlibrary borrowing, and materials checkout. Librarians aid students in developing their research and information evaluation skills, providing specialized instruction on library research in a wide range of classes. Subject specialist librarians also offer in-depth research assistance in specific disciplines.

For library updates in response to COVID-19, please visit <https://hanlib.sou.edu/coronavirus.html>.

Campus Public Safety

382 Wightman Street (northwest of the Lithia Motors Pavilion & Student Recreation Center)

campuspublicsafety@sou.edu

Emergency: Dial 911

Campus Officer Assistance: (541) 552-6911

CPS Administrative Office: (541) 552-6258

[Campus Public Safety's](#) mission is to provide a safe and secure environment for SOU students, employees and visitors to express freedom of intellectual growth and responsible global citizenship. Students can receive safety advisories and emergency notifications via voice and/or text messages, by signing up for SOU Alerts on the InsideSOU home page. CPS can also assist with car battery jumpstarts for vehicles parked on SOU property.

Disability Resources

Stevenson Union 134 (ground floor below bookstore - elevator access available)

dr@sou.edu

541-552-6213, Option 2

Confidential Fax Line for Documentation: 541-552-2462

<https://inside.sou.edu/dr/index.html>

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

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

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

Disability Resources is open year-round, and offers both in-person and virtual assistance. To learn about student resources for online and remote instruction, please visit the [Online & Remote Learning Resources Page](#).

Office of the Dean of Students

Stevenson Union 321

dos@sou.edu

541-552-6221

[The Office of the Dean of Students](#) (ODOS) supports our campus community, promotes individual student success and retention, and serves as the primary point of contact for parents and family members. ODOS facilitates the [SOU Cares](#) reporting system to address community support needs and conduct concerns, and [provides many services and tools](#) to ensure students can access [vital resources](#) for mental, physical, and academic well-being. **(Entry continued on the next page):**

ODOS provides intervention through case management (including short term personal or mental health support needs, academic intervention requests, and medical withdrawal processes). It also provide intervention through student conduct processes, to ensure that the whole student population is protected from the behavioral concerns of the few students who do not abide by the [Code of Student Conduct](#).

Equity Grievance & Title IX

For more information on the reporting options for equity concerns, please visit [SOU's Equity Grievance and Title IX web page](#).

Southern Oregon University does not discriminate on the basis of sex, as is required by Title IX of the Education Amendments Act of 1972 and section 106.8(b)(2) of the Final Rule. Should there be any inquiries about Title IX, please be in contact with the Title IX Coordinator, Angela Fleischer:

Angela Fleischer, MSW, LCSW

Director of Equity Grievance/Title IX Coordinator

541-552-7079

Stevenson Union 321, 1250 Siskiyou Blvd, Ashland, OR 97520

fleischea@sou.edu

For further inquiries, you may also be in touch with the Assistant to the Federal Secretary of Education.

Office for Equity, Diversity and Inclusion

edi@sou.edu

SOU as a whole is committed to the essential work of creating and upholding a campus community and learning environment that is supportive, safe, and welcoming to all. [The Office for Diversity, Equity and Inclusion's](#) leadership team and oversight committee carry this work forward, and offer resources and educational opportunities via events, workshops, trainings, and professional development. Please visit their web page for updates, information, and resources. SOU [offers a broad range of student centers, clubs, activities and staff](#) dedicated to supporting students from diverse backgrounds.

SOU Food Pantry

Stevenson Union 312G

foodpantry@sou.edu

[The SOU Food Pantry](#) is committed to providing students with food and other basic necessities to alleviate the effects of hunger and poverty. They strive to promote human dignity and increase the likelihood of continued academic success. Enrolled students may receive nonperishable food, campus-grown produce, and hygiene items on a weekly basis. Donations may be made to the Student Life Office in Stevenson Union 312.

For more information about resources and hours of operation, please visit the [food pantry web page](#).

Housing

housing@sou.edu

541-552-6371

Admitted graduate students may apply to live in [Student Apartments and Family Housing](#), which are conveniently located only two blocks from campus. A range of accommodations are available, from single studios to four-bedroom apartments, allowing single students, roommates, and families to live affordably in Ashland. For more information about rates, eligibility, pets, how to apply, and more, please visit the [University Housing website](#) or contact the housing office.

Student Health and Wellness Center

560 Indiana Street - east of the Art Building, south of Outreach and Engagement

541-552-6136 – Front Desk and to request an appointment

For emergencies, **please call 911**. For mental health crisis calls after hours, students may call the **Jackson County Mental Health Crisis Line at 541-774-8201**.

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

Appointments for medical and mental health services are available in-person, or via phone or video call.

Office of International Programs

Stevenson Union 322

intprogs@sou.edu

541-552-6610

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

Print & Copy Services

Stevenson Union 120

printcopy@sou.edu

541-552-6134

[Print & Copy Services](#) offers low-cost, full-service copying and printing, including laminating, binding, business cards, and more. For more information, available hours, [or to place an order online](#), please contact them or visit their website.

ACADEMIC PROCEDURES AND POLICIES

The [SOU Catalog](#) is an excellent source of information for students – it contains comprehensive information about policies, procedures, and program requirements. Please see the [GraduateStudies](#) section of the catalog for the following items.

Master's Degree Program Information

- Admissions and degree requirements for individual graduate programs
- Information on graduate-level licensing programs in Education

Master's Degree Program Procedures

- Step One: Master's Degree Admission Requirements
- Step Two: Approval of Proposed Program
- Step Three: Mid-program Evaluation and Program Completion
- Step Four: [Master's Degree Application for Graduation](#) (*scroll down*)
 - **To be completed no later than the first week of the quarter in which you plan to complete all requirements for the degree.** Please refer to Raider Student Services for [more information about applying for your degree](#), or email the degree coordinator at graduation@sou.edu with any questions you may have.
- Step Five: Final Steps to Degree Completion, including the Comprehensive Examination and Thesis or Project Defense

General Information

- Commencement
- Student Handbooks

Program Regulations and Procedures

- Student Responsibility
- [Code of Student Conduct](#)
- Right of Appeal
- Professional Ethics

Course Exclusions

- Course-Related Requirements
- Workshop Credit and Practicum
- Credit by Examination
- Prior and Transfer Credit Limitations
- Time Limitation and Outdated Courses
- Open-Numbered Graduate Courses

STUDENT LIFE

Stevenson Union 312

541-552-6461

<https://studentlife.sou.edu/>

[SOU Student Life](#) provides social, cultural, and educational programs aimed at advancing diversity and inclusion, leadership development, and student involvement. It is committed to making sure all students have the resources needed to succeed - offering opportunities for employment, service, and engagement which foster a campus climate that supports equity and social justice. Graduate students are encouraged to participate and to consider taking leadership roles.

We are as proud of our extracurricular activities as we are of our academic offerings. Graduate and post-baccalaureate students are welcome to join the many [student clubs](#) and [recreational activities](#) offered through [SOU Student Life](#) and [SOU Campus Recreation](#).

SOU has several outstanding student resource centers (see next page), designed to assist, engage, and support students. Please feel free to reach out to them or visit their offices.

Stevenson Union

The [Stevenson Union](#) enhances the SOU community by providing programs, services and facilities that promote engagement and increase a sense of campus pride for students, staff, faculty, alumni and visitors. The SU is funded by the student incidental fee and was constructed in 1972, named after former SOU President Elmo Stevenson. It houses the bookstore, food court, lounge and study/computing areas, conference rooms, offices, and resource centers. Visit [What's in the SU](#) to explore the programs, services, and resources available throughout the building.

The SU offers:

- ❖ a supportive environment for cultural, recreational, educational, social, and service activities;
- ❖ appropriate facilities for the diverse needs and activities of the campus community;
- ❖ a sense of community that fosters university pride.

Student Government

Associated Students of Southern Oregon University

Stevenson Union 202

assoupr@sou.edu

[ASSOU](#), part of the Oregon Student Association, advocates for students at the campus, community, and statewide levels through social organizing, legislative advocacy, and voter registration. Their student fee committee works with the president's office to allocate funding for student life activities. Students may become involved with events, initiatives, and various ASSOU committees.

ASSOU [also funds an attorney](#) to provide legal help for students in need, who can assist with questions about court, starting a business, attending law school, and more.

SOU Social Justice and Equity Center

Stevenson Union 305-308

541-552-6711

Assistant Director for Equity and Access: sylvestea@sou.edu or 541-552-6488

<https://socialjustice.sou.edu/>

[The SOU Social Justice and Equity Center](#) is rooted in the framework of intersectionality and provides advocacy, education, community, and resources at Southern Oregon University; centering the needs of Black students, Indigenous students, students of color, queer and trans students, women and femmes, as well as veterans and military families. We work toward a sustainable world. The SJEC provides justice and social change related-education and services, programs, and outreach to support student success and increase graduation rates.

Gender and Sexuality Justice Center

<https://socialjustice.sou.edu/gsj/>

gsj@sou.edu

Equity Coordinator for Gender and Sexuality Justice: jorymills@sou.edu or 541-552-7162

This is a resource area center created in support of queer, trans, femme folks, women, and survivors at SOU. We offer direct resources, confidential advocacy, various identity specific community spaces, education, programming, counseling and support on campus and in collaboration with our community.

Racial Justice and Equity Center

<https://socialjustice.sou.edu/racial-justice>

mrc@sou.edu

Equity Coordinator for Racial Justice: woodardm@sou.edu or 541-552-8791

The SOU SJEC endeavors to create an inclusive program that promotes academic achievement, celebrates diversity, and supports the rich life experiences of the SOU community. We seek to advocate on behalf of BIPOC students, faculty, and staff by maintaining an open center where patrons will connect with a variety of constituencies in order to explore the multifaceted issues of Race and Racial Justice.

The SJEC also includes the [Multicultural Commons](#), located in SU 303. This space was created and developed by the student and campus community in order to better meet the needs of BIPOC students and identity-based clubs.

Student Sustainability Center (SU 310)

<https://sou.edu/sustainability-center/>

ecos@sou.edu

Equity Coordinator for Sustainability and Basic Needs Resources: smedstadj@sou.edu or 541-552-6454

The mission of the SJEC's Student Sustainability Team is to empower student-run initiatives rooted in social equity that encourage a permanent shift to sustainable practices for the SOU community, then region, and beyond. Visit our web page for more information on events, involvement, the SOU Community Garden, Real Food Challenge, SOU Food Pantry, and transportation options.

Veterans and Military Family Resource Center (SU 301)

<https://socialjustice.sou.edu/veterans/>

vrc@sou.edu

Equity Coordinator for Veterans and Military Family Members: watsonj8@sou.edu or 541-552-7102

SOU is committed to supporting military-connected students in pursuit of their educational and professional objectives. We honor our veterans and military family members by working towards a seamless transition from military service to the campus community. Visit our web page for information on benefits, resources, connections, support, programs, and events.

Campus Recreation

Student Recreation Center: 541-552-7230

Outdoor Program: 541-552-7231

[Campus Recreation's](#) mission is to enhance the educational experience of the SOU community by promoting wellness, personal development and leadership through inclusive programs, services, and facilities. Their hub is the beautiful new [Student Recreation Center \(SRC\)](#), located near Raider Village between McLoughlin Hall and Raider Stadium, and containing many fitness and recreation spaces, including a climbing center.

The [SOU Outdoor Program \(OP\)](#) offers student-led trips throughout the school year to explore the Rogue Valley and the Pacific Northwest, as well as high quality and affordable camping, rafting, kayaking, and backpacking equipment rentals for students and the community.

Students taking classes on campus who are assessed the recreation center fee are automatically members of the SRC. Those who are not paying the full fee are able to purchase memberships by term. Please check with Raider Student Services if you are unsure of your status.

IN CLOSING

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

Again, welcome to SOU and have a wonderful year!

SOU Office of Graduate Studies

Dr. Dan DeNeui

Associate Provost

Director of Graduate Studies

541-552-6913

deneuid@sou.edu