

STUDENT HANDBOOK

2021 - 2022





What is in the Student Handbook?

This handbook contains a listing of offices where students may go for a wide variety of services and support, along with the contact information and personnel they should see to resolve questions and concerns. Policies and procedures are provided here so that all students are aware of the standards that surround the SOU campus community.

Academic or program-specific information published by academic departments will provide further guidance and should be used in conjunction with this publication.

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[Explore the Campus map here.](#)

Important Dates

Further information can be found on the online SOU academic calendar at <https://sou.edu/student-services/dates/>

Fall 2021

- September 22 Fall term classes begin
 - October 11 Last day to drop classes with a full refund
 - October 25 Priority registration for Winter 2022 begins
 - December 6-10 Finals Week
 - December 10 Fall term ends
-

Winter 2022

- January 3 Winter term classes begin
 - January 18 Last day to drop classes with a full refund
 - January 31 Priority registration for Spring 2022 begins
 - March 14-18 Finals Week
 - March 18 Winter term ends
-

Spring 2022

- March 28 Spring term classes begin
- April 11 Last day to drop classes with a full refund
- May 2 Priority registration for Fall 2022 begins
- June 6-10 Finals Week
- June 10 Spring term ends
- June 11 Commencement

Student Code of Conduct

All students are accountable to the Code of Student Conduct upon matriculation to SOU. We recommend a review of the [Code of Student Conduct \(SOU Policy SAD 15\)](#).

Sexual Misconduct, Bias, or Discrimination Policy

All students, staff, faculty, and guests are accountable under the Sexual Misconduct and Equal Opportunity Policy (SOU Policy SAD 007). We recommend careful review of this policy as it sets the minimum standards for the SOU community. To report these concerns please use the following form:

► **SOU Sexual Misconduct and Equal Opportunity Report**

The **Campus Choice Program** allows reports to be made both confidentially and anonymously. Learn more by reading the Equity Grievance and Title IX section of this handbook.



Campus Services

ATHLETICS

SOU is a member of the Cascade Collegiate Conference and the National Association of Intercollegiate Athletics (NAIA). The SOU Raiderette Dance team, the SOU Cheer team, and the Raider Band lead with spirit. Our student athletes represent Southern Oregon University through their values and personal character of integrity, service, diversity, gender equity, and high academic achievement. SOU Athletes represent the following teams:

Women's sports:

Wrestling
Soccer
Track and field
Volleyball
Cross Country
Track and Field
Softball

Men's sports:

Basketball
Cross Country
Football
Soccer
Wrestling
Track and Field

For information on recruitment, eligibility, athletic staff, event schedules, and tickets visit: <https://souraiders.com>.

Matt Sayre • 541-552-6273 • sayrem@sou.edu • Lithia Motors Pavillion

CAREER CONNECTIONS

Southern Oregon University's Office of Career Connections provides resources to assist students from all academic programs and class years to identify and achieve their individual career goals. We welcome all students and foster opportunities to collaborate with employers; apply for graduate and professional schools; connect with faculty, staff, and student organizations; as well as obtain support from alumni in order to provide the highest quality of service to our students. For those students interested in on-campus employment, please register for Handshake here.

Max Brooks • 541-552-6131 • brooksm@sou.edu • Stevenson Union 312

CAMPUS RECREATION and the Student Recreation Center

SOU Campus Recreation oversees the Student Recreation Center (SRC) and four programming areas: Outdoor Programs, Intramural Sports, Sport Clubs, and Fitness Programs. The SRC includes two indoor gymnasium courts, a suspended running track, a fitness center, two fitness studios, a bike maintenance shop, a 40+ ft climbing wall, and more. The SRC membership fee is included in the tuition fees for enrolled students, and available for purchase for online students, staff, and faculty. The Intramural Sports programs offer opportunities to play with and compete against the different SOU teams during the seasons (from 1-day tournaments to a few weeks in length). Sport Clubs are student-led organizations who offer opportunities to play their respective sport and engage in competitions within regional and national leagues.

Hugues Lecomte • 541-552-7230 • lecomteh@sou.edu • Student Recreation Center

CAMPUS PUBLIC SAFETY

We support the mission of Southern Oregon University through our dedication to student safety, success, and responsible citizenship. We strive to serve the campus community by maintaining the highest standards of work performance and interaction between the officers and the campus community. Through our partnerships, programs, and a 24-hour, seven-days-a-week presence across campus our officers work to deliver services to meet the diverse needs of our students, faculty, staff, and visitors. Part of our duties includes enforcing state laws, city ordinances, and university policies when those violations compromise safety and/or the livability of the campus community.

Robert Gibson • 541-552-6258 • campuspublicsafety@sou.edu • Campus Public Safety 382 Wightman St.

Campus Services *cont'd*

COMMUNITY OF RECOVERY IN EDUCATION (CORE)

CORE, SOU's collegiate recovery program, offers support and resources to SOU students who are in recovery from addiction. College is stressful, recovery is difficult, and the two combined can be uniquely challenging. Join SOU staff and other students in recovery for fellowship and crucial recovery-protective support. We offer weekly support meetings, sober activities, leadership and service opportunities, connections to on-campus and off-campus resources, and an active and caring recovering community.

Anna D'Amato • 541-552-8464 • damatoa@sou.edu • Student Health & Wellness Center

DINING

Campus dining is available to on- and off-campus students or guests and include:

The Hawk is located in the Dining Commons where guests enjoy home-style classics to ethnic and healthy entrees. Breakfast, lunch, and dinner are served.

Elmo's is located in the Stevenson Union and offers Stack Burger, Chilaca, and The Green Leaf salad bar. Signature options are available for breakfast and lunch.

Einstein's Bros. Bagels serve coffee, smoothies, bagels, and more!

Southern Grounds is a coffee shop in the Hannon Library serving treats from the Human Bean and sandwiches and soups from Ebert & Gerbert's.

The Landing is located in the Dining commons and offers a quick snack, Starbuck's coffee, beverages, salads, sandwiches, and groceries.

Staci Buchwald • 541-552-6377 • buckwalds@sou.edu • Greensprings Lobby

DISABILITY RESOURCES

Our office provides accommodations for students with disabilities and is a resource to all of SOU for creating an inclusive and accessible learning environment. Accommodations are individually determined with the student through an interactive process. Some of our more common accommodations include: testing accommodations, note-taking services, alternative textbook formats, assistive technology, housing accommodations, accessible classroom seating, and sign language interpreters/captioning.

Aubrey Owens • 541-552-6213 • dr@sou.edu • Stevenson Union, 1st Floor (Academic Support Programs)

THE FARM at SOU

The student-led organic Farm produces healthy, sustainably-grown food for the SOU community. It is a hub for education, student and faculty research, and community outreach to the Rogue Valley. Projects on The Farm inspire a generation of ecologically-committed leaders who promote a vision of living and working sustainably. All SOU students are invited to work and study at The Farm. We welcome volunteers to the weekly work parties at the Farm on Friday afternoons. Come have fun in the dirt and sun and help grow healthy veggies for your fellow students.

Dean Williamson • 541-552-6399 • thefarm@sou.edu • 155 Walker Avenue

FINANCIAL AID

The primary goal of the Financial Aid team is to assist you with your research, knowledge, and processing of your Financial Aid funding. We have a student-focus and are here to answer your questions on your aid status, scholarships, grants, loans, and work study.

Kristen Gast • 541-552-6600 • finaid@sou.edu • Britt Hall 1st Floor (Enrollment Services)

FIRST YEAR MENTOR PROGRAM

First-year students are paired with returning students who offer support, guidance, and a source for connection. All mentors assist with finding university services, making friends, joining or starting student clubs and organizations, on-campus employment, and more. Sign up for this program here.

Julie Lau • 541-552-7277 • studentorientation@sou.edu • Student Life 312

Campus Services *cont'd*

OFFICE OF EQUITY GRIEVANCE & TITLE IX

The Equity Grievance Department serves students, staff, and faculty. Concerns about sexual harassment, sexual assault, stalking, intimate partner violence, bias and discrimination are all addressed by the Office of Equity Grievance at SOU. The Director of Equity Grievance/Title IX Coordinator is Angela Fleischer and can be reached via phone at 541-552-7079 or via email at fleischea@sou.edu. Her office is located in Stevenson Union, suite 321.

Southern Oregon University is committed to a timely, thorough, and thoughtful response to concerns of equity violations. We are also committed to providing an educational environment that is safe and accessible to all. In addition, Southern Oregon University values due process, clarity of procedure, and strives to ensure equal access for all members of the campus community.

Survivor/Victim of Sexual Violence:

Southern Oregon University is committed to maintaining a safe and healthy campus for all of its students. If you are, believe you may be, or know someone who is the victim of sexual violence and/or bias and discrimination, there are resources available to you. Begin with an SOU Confidential Advisor or the online reporting form to learn about all your available options. **If you are in immediate danger, call 911.**

Campus Choice

Campus Choice is the Southern Oregon University system of addressing sexual violence and bias and discrimination. Through Campus Choice you can access Confidential Advisors who are able to explain all of your options as well as guide and accompany you through any process in which you choose to take part.

Campus Reporting Options and Resources:

Anonymous Report [Click to file an Anonymous Report](#)

Anyone can submit an anonymous report via the Southern Oregon University's Sexual Misconduct and Equal Opportunity Report Form. You can also meet with a Confidential Advisor without giving identifying information. To be connected with a Confidential Advisor, please email vipra@sou.edu. Anonymous reports give you the opportunity to provide any information you would like about an assault and allow you to decide if you would like to be contacted or not in the event another report is made about the same person. At any time you can decide to make a formal report.

Confidential Report [Click to file a Confidential Report](#)

You can make a confidential report via the Southern Oregon University's Sexual Misconduct and Equal Opportunity Report Form. You can also meet with a Confidential Advisor and make a report without initiating a formal report. At any time you can decide to make a formal report. To be connected with a Confidential Advisor, please email vipra@sou.edu.

Formal Report [Click to file a Formal Report](#)

You can request to make a formal report via the Southern Oregon University's Sexual Misconduct and Equal Opportunity Report Form. You may also make a formal report to a Confidential Advisor or an Equity Grievance team member or Title IX official (University Title IX Coordinator or Deputy Title IX Coordinators).

FILE A REPORT NOW

Confidential Advising Reporting

An SOU Title IX Confidential Advisor will also assist you if you need housing accommodations for health or safety reasons. Please note, aside from SOU Confidential Advisors or medical or counseling staff at the Student Health and Wellness Center, no other group, faculty, staff, or administrator on our campus can guarantee that what you tell them will be held in confidence.

SOU Cares

To report concerns for yourself or a student surrounding the topics of mental and emotional health, academic performance, alcohol and other drug use, or similar concerns, please submit an [SOU Cares report](#). For more information on this resource, visit the SOU Cares section of this handbook.

Campus Services *cont'd*

OFFICE OF INTERNATIONAL PROGRAMS

The Office of International Programs (OIP) provides a wide variety of unique cultural exchange opportunities to students through our international university partnerships, study away providers, and the National Student Exchange (NSE). Our study away advisors offer step-by-step guidance to all students interested in an education abroad program or the NSE. In addition, we serve as a Passport Acceptance Facility in which community members may apply for a U.S. passport to travel abroad. The OIP enthusiastically welcomes and supports international students by offering quarterly orientations & workshops, advising services, and International Student Club (ISA) mentorship. Our services also include the Intensive English Program (IEP) which helps students improve their English language skills to successfully transition to SOU degree studies.

Virginia Roberson • 541-552-6336 • intprogs@sou.edu • Stevenson Union 322

OUTDOOR PROGRAM (OP)

The SOU Outdoor Program is committed to making outdoor recreation accessible to all students. It provides leadership opportunities, empowering students to gain skills that will benefit their careers and personal lives. On campus, our Climbing Center, Bike Repair shop, and rental shop are full of outdoor adventure and camping gear. Off-campus opportunities include kayaking, whitewater rafting, mountain biking, hiking, backpacking, snowshoeing, snowboarding, skiing, and rock climbing.

Willie Long • 541-552-7231 • outdoorprogram@sou.edu • Student Recreation Center

PARKING

On-campus parking is managed by our Campus Public Safety (CPS) department. This team offers regular lot maintenance, painting, and resurfacing to meet the access and safety needs of our campus. Parking rules are enforced 365-days-a-year, including summer term and federal holidays. Parking permits are offered on a first-come, first-served basis. Click here for information on rates, parking maps, and online purchase information.

Robert Gibson • 541-552-7275 • parking@sou.edu
Campus Public Safety 382 Wightman St.

PRINT AND COPY SERVICES

We offer full service, low cost copying and printing available to you on campus. You can print your class projects, booklets, headshots, graduation announcements, club flyers, brochures, postcards, and more. We offer binding, laminating, business cards, etc. To place your order, please visit our website.

John Silverman • 541-552-6134 • printcopy@sou.edu • Stevenson Union 120

RAIDER STUDENT SERVICES

Raider Student Services is the office of academic services, financial aid, and student billing. Here you will find information on course registration, transcripts, changes to your course schedule, and academic policies and payment policies. You can find information on your student account, your SOU OneCard, tuition and fees, and make a payment to your student account.

Matt Stillman • 541-552-6600 • esc@sou.edu • Computing Services West Wing

Campus Services *cont'd*

SOCIAL JUSTICE & EQUITY CENTER

The SOU Social Justice and Equity Center provides advocacy, education, and community building at SOU, 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.

Lexi Sylvester • 541-552-6488 • sylvestea@sou.edu • Stevenson Union 305

The Social Justice and Equity Center has full-time and student staff working in the following areas:

GENDER & SEXUALITY JUSTICE

Provides visible and accessible advocacy for the needs of queer, trans, women and femme students on campus and in our community. The Gender & Sexuality Justice team is passionately dedicated to improving our community through education, empowerment, physical resources, and support services. Campus Pride has ranked SOU as one of the Top 25 LGBTQ-Friendly Colleges & Universities for the past 5 years.

Torr Maeve • 541-552-7162 • GSJ@sou.edu • Stevenson Union 305

RACIAL JUSTICE

Endeavors to create an inclusive program that promotes academic achievement, celebrates diversity, and supports the rich life experiences of the SOU community. Toward this goal, we seek to advocate on behalf of Black, Indigenous, and People of Color students, faculty, and staff by conducting training and programming where participants connect and explore the multifaceted issues of Race and Racial Justice.

Marvin Woodard • 541-552-8793 • woodardm@sou.edu • Stevenson Union 307

SUSTAINABILITY & BASIC NEEDS

Inspires a student body who is socially, economically, and environmentally responsible. We offer events, workshops, and campaigns to inspire local and global sustainability; access to the community garden, and different options for transportation around campus and town. We offer sustainable amenities that include UPcycled reusable beverage containers, print cartridge recycling, and a dish loan program.

Jill Smedstad • 541-552-6454 • sustainability@sou.edu • Stevenson Union 310

VETERANS AND MILITARY FAMILIES

Serves students based on a framework of integrity, serving others, and excellence in student support. We do this by creating regular programming, educating the university community through outreach initiatives, and partnering with campus and community agencies in support of the Military affiliated population at SOU. We provide assistance to Veterans and Military Families as they work to achieve their educational and personal goals at the university.

Jesse Watson • 541-552-7102 • VRC@sou.edu • Stevenson Union 301

Campus Services *cont'd*

SOU CARES

We encourage a culture of supporting one another at SOU. The Office of the Dean of Students provides many services and tools to the SOU community to ensure students get access to vital resources during their time here. Key areas of interest are outlined below; visit the SOU Cares site to explore the full depth of services available to students to promote mental, physical, and academic wellbeing.

SOU CARES Report

The entire SOU campus is committed to supporting the success of students, faculty, and staff. Anyone can [submit an anonymous note of concern](#) about a student online to the Office of the Dean of Students. Some examples of reported concerns include, mental and emotional health, academic performance, personal illness or injury, alcohol and other drug use, academic integrity, distressing or threatening behavior.

Dr. Carrie Vath • 541-552-6652 • dos@sou.edu • Stevenson Union 321

STUDENT FOOD PANTRY

The SOU Food Pantry is committed to providing students with food and other basic necessities to alleviate the effects of hunger and poverty. We strive to promote human dignity and increase the likelihood of continued academic success. Visit the site for more information, including access hours and contact.

Check in for access at Stevenson Union 310 or email foodpantry@sou.edu.

CARE COORDINATORS

The Care Coordinators in the Office of the Dean of Students provide short - mid term assistance for students with complicated issues and concerns. Our Care Coordinators work with students directly and can provide connections to services, SOU offices, and resources both on campus and in the community. When a single problem escalates, or if a student encounters multiple life challenges, the care coordinators serve as ongoing support, working with students to help them succeed during their time at Southern Oregon University.

Emily Holgen • holdgene@sou.edu • [Click to schedule with Emily](#)

Serena Muswieck • muswiecks@sou.edu • [Click to schedule with Serena](#)

STEVENSON STUDENT UNION (SU)

Stevenson Union provides an environment that encourages interaction and strives to increase a sense of campus community for students, faculty, staff, alumni, and visitors. The SU offers a supportive space for cultural, recreational, educational, social, and service activities; appropriate facilities for the diverse needs and activities of the campus community; and a sense of community that fosters university pride.

Danielle Mancuso • 541-552-8346 • mancusod@sou.edu • Stevenson Union 312

STUDENT CLUBS AND ORGANIZATIONS

Student clubs and organizations serve as a means for connection with other students while growing leadership skills, promoting campus pride, and advancing a wider representation and inclusion of all SOU students. Leaders from all recognized student organizations participate in the Inter-Club Council (ICC) and receive funding for regional, national, and international experiences through the Office of Student Life.

Jessica Haywood • 541-552-7188 • haywoodj@sou.edu • Stevenson Union 312

STUDENT HEALTH AND WELLNESS CENTER

The Student Health and Wellness Center (SHWC) is SOU's on-campus clinic which provides access to primary medical care, mental health care, preventive services, and campus-wide health promotion. Students do not need insurance to access services. All students taking at least four on-campus credits automatically pay the Health Fee which allows them access to our services.

Anna D'Amato • 541-552-6136 • SHWCfeedback@sou.edu • Student Health & Wellness Center

STUDENT LIFE

Student Life provides social, cultural, and educational programs experiences to promote campus involvement and a sense of connection to the SOU community. The Student Life staff assist with advising student organizations and helping students make the most of their university experience. Whether you would like to join an existing student group or begin a new one, we have the resources and staff to assist you.

Danielle Mancuso • 541-552-8346 • mancusod@sou.edu • Stevenson Union 312

Campus Services *cont'd*

STUDENT GOVERNMENT (ASSOU)

The Associated Students of SOU provide students with resources that enrich the college experience, encourage the exchange of ideas, and foster a positive campus environment. ASSOU positions are appointed or elected and all positions within ASSOU are paid employment opportunities. ASSOU oversees a budget of \$4M of student fees that fund campus involvement, civic engagement, and legislative advocacy. ASSOU offices are located in the SOURS Leadership Center in Stevenson Union.

ASSOU President • ASSOUPresident@sou.edu • Stevenson Union 308

TRANSPORTATION OPTIONS AT SOU

SOU Bike Maintenance Shop: SOU has its own Bike Shop! Located in the Outdoor Program, the Bike Shop is open from 10am - 4pm, Monday - Friday. All students are welcome to bring their bike and use the shop's tools completely free. Not sure where to start? Ask SOU's bike mechanic Mike Vergeer. Learn how to repair your own bike alongside an experienced mechanic in the Outdoor Program, located in the Student Recreation Center. Drop-in hours are Thursday from 12:30-5pm, or email Mike at vergeerm@sou.edu.

Carpool: Connect with fellow SOU commuters and others on your route easily through the GetThereOregon.org website.

Want to get a carpool parking permit? Get a discount on your SOU parking permit for sharing the ride. Make sure that you specify you want a carpool permit for \$135.

Bus: Students can purchase an RVT (Rogue Valley Transit District) bus pass for \$15 in the Enrollment Services Center (Britt Hall). All RVT buses have bicycle racks. For maps and schedules click [here](#).

Shuttle: The POINT shuttle offers low-cost transportation across southern Oregon. Besides Grants Pass and Brookings, you can get a ride to the Amtrak Train Station in Klamath Falls. Routes are included for the Cascades, Eastern, High Desert, NorthWest, and SouthWest Oregon. For specific information click [here](#).

Walk: Ashland is ranked as Oregon's most walkable community.

Jill Smedstad • 541-552-6454 • ecos@sou.edu • Stevenson Union 310

TRiO: SUCCESS AT SOUTHERN OREGON

TRiO is a free program that serves low-income, first-generation students, and students with disabilities. Services include academic advising, tutoring, financial aid and scholarship advising, dedicated study space and tutoring center, and workshops and cultural events. Admission is application based and can be found [here](#) or on the website of the TRiO office. This program is funded through a federal grant.

Belisario Nigenda-Pérez • 541-552-6983 • success@sou.edu • Academic Support Programs (lower level of the Stevenson Union Building)

THE TUTORING CENTER

SOU is committed to providing academic support to its students. Operating under the Hannon Library, the Tutoring Center offers in-person and online appointments, as well as in-person drop-in assistance for Math, Science, and Writing skills.

Daniel Scharf • 541-552-8793 • tutoring@sou.edu Hannon Library 146

MATH & SCIENCE LAB

The goal of the Math and Science Lab is to provide insight and support in helping students problem-solve with mathematical or scientific concepts. Students should leave a tutoring session feeling empowered with a better understanding of the material and additional tools needed for success.

THE WRITING CENTER

The Writing Center works with all undergraduate students who may be beginning writers or advanced writers. The Writing Center will help you with incorporating research, organizing longer papers, and properly citing sources. From one paragraph summaries to full-length research papers, we provide guidance in all aspects of the writing process.

If you are writing a long paper or planning a research project, you may want to schedule a series of appointments. Regular weekly meetings with a tutor can help you stay on track and manage deadlines. Although the Writing Center typically focuses on writing, assistance with speech preparation, including outlining, development, and delivery may also be available.

Campus Services *cont'd*

UNIVERSITY COACHING AND ACADEMIC MENTORING (UCAM)

We provide support for students in the areas of time management, organization, self-advocacy, emotional health, academic/life balance and resiliency. Professional coaches meet with students individually to hear their specific needs and assist with their transition to college and utilization of campus resources. Students have access to weekly academic coaching, a professional writing coach, a two-credit academic skills class, student mentors, and social activities. An additional fee is assessed and is included in the total cost of attendance for estimating Financial Aid awards. A limited number of need-based scholarships are available.

Aubrey Owens • 541-552-6213 • UCAM@sou.edu • Academic Support Programs (lower level of the Stevenson Union Building)

UNIVERSITY HOUSING

University Housing oversees Residence Halls, SOU Dining Services, Student Apartments and Family Housing, and conferences for our students, staff, faculty, and campus guests. For more information on the variety of residential complexes available, click here. For information on SOU Dining services, see the Dining section in this handbook.

We provide a safe and secure learning and living environment that complements our students' academic pursuits. Students who reside in our residence halls quickly become part of the campus community. A group of students, or Resident Advisors (RAs), serve as a source of support, mentorship, and connection. A professional staff team is on-site to guide social and educational programming and promote campus and personal safety.

Staci Buchwald • 541-552-6371 • Housing@sou.edu • Greensprings Lobby

VA BENEFITS

A team of advisors from the office of Financial Aid will address the needs of our military connected students in support of your enrollment, academic course scheduling, certification, and benefits. Information on programming, advocacy, support, student organizations, networking, and recognition will be available soon.

Stephanie Hanigan • 541-552-7102 • VAbenefits@sou.edu • Computing Services, East

Community Contacts

Asante Ashland Community Hospital (24-hour)
541-201-4000
280 Maple St, Ashland, OR 97520

Ashland Police
541- 488-2211
1155 E Main St, Ashland, OR 97520

Valley Immediate Care
541-488-6848
1401 Siskiyou Blvd, Ashland, OR 97520

Mental Crisis Hotline (24-hour)
541-774-8201

National Crisis Text Hotline
24-hour availability
Text "Home" to 741-741

Suicide Prevention Hotlines (24-hour)
Jackson County Phone: 541- 774-8201
National/Veterans Phone: 1-800-273-TALK[8255]
Red Nacional/Veterans: 1-888-628-9454

