



SOUTHERN
ADVENTIST UNIVERSITY

Power for Mind & Soul

INFO FOR PARENTS

ANSWERS TO FREQUENTLY ASKED QUESTIONS



Welcome to the Southern Adventist University family!

As a parent, you probably have as many questions as your student (if not more) about what to expect. That's why we've created this information booklet just for you.

Southern remains dedicated to providing a meaningful, life-changing on-campus experience as safely as possible. Updates continue to be posted at southern.edu/coronavirus, including answers to frequently asked questions.

If you have a question that's not answered in this booklet, we invite you to get in touch with us. There are many helpful numbers located at the back. Or if you're not sure whom to contact, call **1.800.SOUTHERN** so we can connect you with the person best able to help.

Thanks so much for entrusting us with your student. We hope you treasure the experience of watching your young person grow in service to God and humanity.

QUESTIONS ABOUT PARENT INVOLVEMENT

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How will Southern communicate with me?

Parent Website

By visiting southern.edu/parents, you can find online parent orientation sessions along with pertinent information regarding student jobs, parking permits, campus events, a link to the digital student handbook, final exam schedules, where to stay when visiting, and more.

On the parent webpage, you'll find the Parent Portal button. By clicking on this link and logging in, you will be able to view information about your student's major, class list, GPA, and financial statements, as well as contact information for his or her enrollment adviser, financial aid adviser, and residence hall dean.

This feature is available to all parents who have students listed as dependents on their tax forms; however, your student must first send you an electronic invitation to create an online account in order for you to access the Parent Portal and view information.

If you don't find what you're looking for on the parent page, call Records and Advisement at 423.236.2899.

Parent Newsletter and Emails

To help bridge the information gap between parents and the university, Southern produces a printed parent newsletter, *Panorama*. It offers parents a glimpse of what life on campus is like for students through employee profiles, student life articles, a special question-and-answer column, and more. The publication is mailed to parents once a semester and supplemented by an electronic newsletter delivered between print issues. You can sign up for the e-newsletter at southern.edu/parents.

Columns Magazine

Parents will automatically receive issues of the university magazine, *Columns*, each fall and spring. You can also view issues online at southern.edu/columns.

University Calendar

The dates of Southern events, activities, and deadlines, among other details, are online at southern.edu/calendar.

PARENT PORTAL

Convenient access to your student's information.

Login Here

PARENT ORIENTATION

Sessions designed to help you understand your student's transition into university life.

Read More

Where do I send mail and packages?

All addressing on mail and packages to students should include first and last name of the recipient as well as the appropriate room number. **Please do not send mail or packages until your student is on campus.** To avoid redirection and delays, do not send student mail or packages to P.O. Box 370 or 4881 Taylor Circle as these addresses are intended for employees and departments only.

When sending packages through the U.S. Postal Service (**USPS**), please use:

FOR THATCHER HALL

Name of Resident
Room #
P.O. Box 529
Collegedale, TN 37315-0529

FOR TALGE HALL

Name of Resident
Room #
P.O. Box 569
Collegedale, TN 37315-0569

FOR THATCHER SOUTH and FOR SOUTHERN VILLAGE

Name of Resident
Room or Apartment #
P.O. Box 2218
Collegedale, TN 37315-2218

If websites don't recognize the street addresses listed above, some sites will still accept them if you simply click the submit button a second time or if you add the address to your address book first.

For more information, contact Talge Hall at 423.236.2990 or Mail Services at 423.236.2335.

When sending packages through **UPS**, **FedEx**, **DHL**, or other carriers, please use:

FOR THATCHER HALL

Name of Resident
Room #
4871 Taylor Circle
Collegedale, TN 37315

FOR TALGE HALL

Name of Resident
Room #
4891 Taylor Circle
Collegedale, TN 37315

FOR THATCHER SOUTH and FOR SOUTHERN VILLAGE

Name of Resident
Room or Apartment #
4841 University Drive
Collegedale, TN 37315

Where can I order flowers or a gift basket?

The Village Market on campus can help you celebrate birthdays or other special occasions for your student. Say "Get well," "We are proud of you," "Hang in there," or "We love you" with a special balloon or gift basket. Gift baskets can include fruit, cookies, nuts, and crackers, among other items. Prices start at \$25.

Additionally, the Village Market hosts a gift shop and offers potted plants, succulents, and flowers designed by Grafe Studio. Call 423.236.2300 for more information.

A few other local options for flowers and gift baskets include:

- » Bate's Raintree Florist (423.892.6112, batesraintreeflorist.net)
- » Blluum (423.541.6767, blluum.com)
- » Chattanooga Flower Market (423.899.2440, chattanoogaflowermarket.com)
- » Edible Arrangements (423.622.8884, ediblearrangements.com/stores/4513-brainerd-rd-chattanooga-tn-37411)
- » Grafe Studio (423.468.4172, grafestudiofloralartists.com)
- » Piece-a-Cake Bakery (423.396.3334, pieceacakecdale.com)
- » Ruth's Florist and Gifts (423.238.5994, ruthsfloristandgifts.com)
- » Valley Flowers (423.521.1509, valleyflowerstn.com)

When should I visit and where can I stay?

Parents are always welcome on campus. Southern hosts Parents Weekend on odd years, and this special event is a great time for you to attend class with your student, participate in your student's weekend activities, and see some of his or her favorite places on campus. To learn more, log in to the Parent Portal at southern.edu/parents and click on "Plan a Visit" in the list of topics under the portal and orientation buttons.

Campus Accommodations

Guest rooms are available in Guest Lodging on the south end of campus. Private baths, kitchens, and dining areas complement two-bedroom suites, each with free Wi-Fi. Information about apartment types and rates can be found at southern.edu/lodging. Please call 423.236.7000 for booking and reservation availability or feel free to email guestlodging@southern.edu with any questions.

Hotel Accommodations

If you are planning a trip to the area, these hotels offer a discount to those visiting Southern and aren't far from campus:

- » Hampton Inn—Ooltewah (423.305.6800)
- » Holiday Inn Express—Ooltewah (423.591.8500 or 888.465.4329)
- » Springhill Suites—Ooltewah (423.301.5669)

Can I help my student purchase textbooks?

Southern partners with BNC Services (formerly MBS Direct) to provide a customized online bookstore offering new, used, rental, and e-book options. Textbooks are no longer sold on campus, except for a few select self-published titles.

Your student may charge books to his or her Southern account (referred to as “using a voucher” by BNC) or pay using a credit/debit card or PayPal. The online store also provides access to a marketplace of third-party sellers, although students cannot charge these purchases to their accounts. Please note that neither BNC nor the Campus Shop can control when marketplace orders ship or help with customer service for these orders.

Order dates and details are communicated to students via their Southern emails once they have registered for courses. BNC’s fall online book store opens August 2. Companies continue to report delays and suspended shipping guarantees due to the pandemic, so please encourage your student to place his or her order soon.

Your student’s books will be delivered to the Campus Shop to be picked up upon arrival on campus, and ID will be required. Please note that if orders placed with BNC Services are charged to your student’s Southern account, the charges show up on statements as Campus Shop charges. The customer service number for BNC is 800.325.3252. If you need additional help, call the Campus Shop at 423.236.2152.

Steps for Ordering Textbooks and Class Materials

- » Register for classes and then wait 24-48 hours for your student’s book list to load into the system. The list will show materials needed for classes along with any special instructions.
- » Go to southern.edu/bookstore and click on the Southern logo.
- » Click on the “Let’s Get Started” button.
- » Enter your student’s ID number, including the leading zero.
- » When course information appears, read **all** information and instructions **carefully**, and then make selections.
- » To pay using your student’s ID card, you will need the Access Code that was sent to the student’s university email account.

A more detailed list of instructions can be found at saucampusshop.com by clicking on the “Textbooks” tab.

All communication regarding your student’s order will be from BNC Services via his or her university email account, so please encourage your student to check for messages regularly.

Courses accessed through e-Class (Inclusive Access) will not be billed from BNC Services until **after** Southern’s drop/add date as listed at southern.edu/calendar.

NOTE: The Campus Shop is in the process of being renamed the Hub and moving from Fleming Plaza into the newly completed Bietz Center for Student Life on the campus promenade. The transition will be complete before the Fall 2021 semester.

QUESTIONS ABOUT ACADEMIC PROGRAMS AND SERVICES

How much should my student plan to study?

On average, your student needs to study two hours for every one hour in class. When making a schedule, your student should pay special attention to the total number of credit hours for which he or she has registered. Each credit hour represents an hour of class time per week.

Who can advise my student on courses and changes in major?

A summer advising program is in place from the time fall registration opens in April through the first day of class. During this time, advisers are standing by to assist new students.

This support team is available year-round to answer both registration and general questions and help new students set up their Southern accounts. Call 423.236.3100 or email fye@southern.edu. Find additional details on page 20 of this booklet or at southern.edu/fye.

When your student enrolls at Southern, he or she is assigned an academic adviser based on the major selected on the application. Your student can log in to southern.edu/access, choose the “Academics” tab and then “Academic Profile” in the center dropdown. If an adviser’s name is not listed under

“List: Advisers,” contact Records and Advisement at 423.236.2897.

Each semester before registration, students are encouraged to schedule meetings with their advisers to go over class options and discuss the credits and courses needed to graduate on time.

Whenever your student has questions about what he or she should be doing academically, encourage a visit with the adviser. Students can make an appointment by emailing, calling, or stopping by the adviser’s office.

If the adviser is not available within a reasonable period of time, consult the program director, dean, or chair of the school or department.

A student can request a different adviser by filling out the “Change Adviser” form online at southern.edu/records.

Are there group study rooms on campus?

McKee Library offers eight private study rooms and a presentation lab that students can reserve online at southern.edu/library or in the library using their campus cards. All study rooms have a white board and some have media capabilities.

Talge Hall, Thatcher Hall, and Thatcher South each have multiple study areas. Most are open lobbies that are used almost exclusively for individual or group study—first come, first served.

Is extra academic help available for my student?

Tutoring Center

Located on the third floor of McKee Library, the Tutoring Center offers free individual and group tutoring to any Southern student. The center provides tutoring for more than 70 upper and lower division courses, as well as tutoring to help students with academic success skills and ACT preparation. All tutors are students who have demonstrated mastery in the courses and are recommended by their departments. For more information, visit southern.edu/tutoring, email sfordham@southern.edu, or call 423.236.2578.

Writing Center

The Writing Center, housed on the main floor of McKee Library, provides free writing support to any member of the Southern community. The center is staffed by a full-time director and experienced undergraduate tutors from a variety of academic disciplines. Writing tutors are trained to respond to writing assignments from across the university's curriculum and can help writers with brainstorming, paragraph development, organization, grammar, citation, academic writing conventions, English as a Second

Language, and issues of clarity and style, to name a few. For more information, visit southern.edu/writingcenter, email sfordham@southern.edu, or call 423.236.2384.

Research Coaching

McKee Library's reference librarians offer free research coaching sessions to assist students in locating, understanding, and using high quality research materials. To schedule an appointment, visit southern.edu/library and click "Research Coaching."

Student Support Team

The Student Support Team offers appropriate resources to all Southern students who strive to make the most of their college experience. Key staff members and graduate students are designated to focus on the success of each and every enrolled student, with special emphasis on those who may be at risk for withdrawal from the university. Anyone—faculty, staff, deans, advisers, students, and parents, among others—can refer a student for this tailored support by calling Retention Services at 423.236.2838 or emailing ssat@southern.edu.

What important dates should I know?

Here's a schedule to help you plan for your student's next few years of college.

Academic Year	2021-2022	2022-2023	2023-2024
New student orientation	August 18-20	August 17-19	August 16-18
First semester classes begin	August 23	August 22	August 21
Midterm break	October 14-17	October 13-16	October 12-15
Midterm grades viewable	October 20	October 19	October 18
Thanksgiving break	November 22-28	November 21-27	November 20-26
Semester exams	December 13-16	December 12-15	December 11-14
Winter graduation	December 16	December 15	December 14
Final grades viewable	December 21	December 20	December 19
Christmas break	December 17- January 9	December 16- January 8	December 15- January 7
Second semester classes begin	January 10	January 9	January 8
MLK Community Service Day	January 17	January 16	January 15
Midterm grades viewable	March 9	March 8	March 6
Spring break	March 11-20	March 10-19	March 8-17
Semester exams	May 2-5	May 1-4	April 29-May 2
Spring graduation	May 8	May 7	May 5
Final grades viewable	May 11	May 10	May 8

Summer	2022	2023	2024
Summer begins	May 9	May 8	May 6
First session classes begin	May 9	May 8	May 6
Classes end	June 3	June 2	May 31
Second session classes begin	June 6	June 5	June 3
Classes end	July 22	July 21	July 26
Third session/ SmartStart classes begin	July 25	July 24	July 29
Classes end	August 18	August 17	August 22
Summer ends	August 18	August 17	August 22

What is the final exam schedule?

You are encouraged to check the exam schedule on the university website—southern.edu/examschedule—before making plans or booking airline tickets for your student to return home for Christmas or summer break to avoid overlapping a vacation and a test.

For more information about exam schedules, call Records and Advisement at 423.236.2899.

The screenshot shows the Southern Adventist University website's "EXAM SCHEDULE" page for Fall 2021. The page is organized into two sections: "Exam Schedule organized by Semester Class Time" and "Exam Schedule organized by Exam Week Time". A note states: "The two exam schedules above contain the same information. The difference is how they are viewed. You can view the new version organized by the semester class time or the traditional exam week model." Below this, there are four numbered points:

1. Because of problems concerning time, expense, fairness, and test security, **final examinations must be taken as scheduled** in the official examination schedule.
2. The 8:00 a.m. test period includes classes starting before 8:00 a.m. that continue into the 8:00 a.m. hour. Classes that meet after 6:00 p.m. will be given at the regular class time during test week.
3. If a course does not include a final examination, the class should plan to meet during the scheduled time since it is counted as a part of the total instructional time.
4. Students with four exams on one day, or with three exams scheduled consecutively, may request to have an exam rescheduled. See the Associate Vice President for Academic Administration for a request form. Travel arrangements that include early departure should not be made prior to receiving written authorization from the Associate Vice President for Academic Administration. Rescheduling a midterm or final exam is \$100 per class.

Can my student study abroad?

Adventist Colleges Abroad

While enrolled at Southern, students can study around the world through Adventist Colleges Abroad (ACA). If your student is interested in the ACA program and wants to discuss yearlong and summer program options and course requirements, he or she should make an appointment with the Modern Languages Department by calling 423.236.2221 or emailing aroyo@southern.edu. Students are strongly encouraged to study abroad during their sophomore year of college.

Expenses for a student's year abroad are processed through Southern's Student Finance office. For financial information and other specifics about ACA schools, visit acastudyabroad.com. Students are responsible for all expenses not included in the ACA package price, such as airfare and visa processing fees.

Academic Year

- » **Arabic:** Middle East University (Beirut, Lebanon)
- » **English:** Newbold College* (Binfield, United Kingdom)
- » **French:** Campus Adventiste du Salève (Collonges-sous-Salève, France)
- » **German:** Seminar Schloss Bogenhofen (bei Braunau am Inn, Austria) and Theologische Hochschule Friedensau (Sachsen-Anhalt, Germany)
- » **Italian:** Istituto Avventista Villa Aurora (Florence, Italy)
- » **Spanish:** Escuela Superior de Español (Sagunto, Spain) and Universidad Adventista del Plata (Entre Rios, Argentina)

Summer

- » **Chinese:** Taiwan Adventist College (Yuchi Township, Taiwan)
- » **French:** Campus Adventiste du Salève (Collonges-sous-Salève, France)
- » **German:** Seminar Schloss Bogenhofen (bei Braunau am Inn, Austria)
- » **Hebrew:** Jerusalem Study Center (Jerusalem, Israel)
- » **Italian:** Istituto Avventista Villa Aurora (Florence, Italy)
- » **Spanish:** Escuela Superior de Español (Sagunto, Spain)

Study Tours Abroad

Some departments on campus offer three- to six-week-long study tours during the summer. Not every tour occurs each year; most are biennial.

Common tours include but are not limited to:

- » **Africa Study Tour** (School of Business)
- » **Archaeology Excavation Tour** (School of Religion)
- » **China Study Tour** (School of Business)
- » **Europe Study Tours** (History and Political Studies Department or School of Social Work)

**Students interested in Newbold College should contact Southern's School of Business (423.236.2527), the English Department (423.236.2381), or the History and Political Studies Department (423.236.2319).*

How can I view grades?

Even though parents of college students aren't sent report cards the same way that they are for elementary or high school students, you can still be in the loop.

During registration, students are given the option of allowing parents to view their grades and other information. If your student neglected to do this during registration, he or she can update privacy settings at any time by going to southern.edu/grantaccess. Your student must send you an invitation to create an

account in order for you to be able to view grades online.

If your student is a legal dependent, you have the right to view grades whether or not he or she grants permission. Fax proof of student dependency (such as a tax return) to Records and Advisement at 423.236.1899 as an alternate way to receive your student's grades.

Once you have authorization to view, visit southern.edu/parent and select the Parent Portal login to begin.

The screenshot shows the Southern Adventist University website's Parent Portal. The header includes the university logo and navigation links: APPLY, VISIT, DEGREES, and MENU. The main content area is titled "Information Parents" and includes a welcome message, two main buttons for "PARENT PORTAL" (with a "Login Here" button) and "PARENT ORIENTATION" (with a "Read More" button), and a list of links for various services like Student Employment, Campus Safety, Staying Informed, University Health Center, Chaplain's Office, Student Success Center, and Plan a Visit. A sidebar on the left lists navigation options such as Future Students, Current Students, Parents, Alumni and Friends, Faculty and Staff, Student Handbook, University Blogs, Mobile Apps, and The Main Event.

What are the options for student worships, convocations, and vespers?

Spiritual growth is dependent on both personal and corporate worship. While all students are encouraged to cultivate their own devotional lives, they also need opportunities to come together for spiritual fellowship.

Additionally, Southern encourages student participation in cultural and educational programming outside the classroom to ensure a well-rounded experience. The university's Spiritual and Cultural Enrichment Program fills these needs through a credit system (see detailed requirements on next two pages).

You can read further details about Southern's spiritual environment and programs not found in this section beginning on page 24.

Following are some of the scheduled worship options that students can choose to attend throughout each week to earn enrichment credit:

Morning Meditation Schedule

Monday through Friday: 7:30 a.m.
(Talge Hall Chapel, co-ed)

Evening Chapel Schedule

Sunday: 9:30 p.m.

(hall worships in Talge)

Sunday: 10 p.m.

(hall worships in Thatcher/
Thatcher South)

Tuesday: 8 p.m.

(Thatcher Hall Chapel, co-ed)

Saturday: Evensong, time varies
(Collegedale Church)

Friday Night Vespers

Vespers begins at 7:30 p.m. in the Collegedale Church of Seventh-day Adventists. You can watch live online at southern.edu/vespers.

Students also can earn enrichment credits by attending convocations, the Performing Arts Series, and more.

Convocations

Convocation is held each Thursday at 11 a.m. Although many convocations have spiritual content, others celebrate and honor academic achievement with programs that enrich the classroom experience.

In addition to regularly scheduled convocations, evening convocations are offered throughout the year.

Performing Arts Series

Southern's Performing Arts Series brings musical and cultural performers from around the world to campus.

Details about convocations and performing arts will be available soon online at southern.edu/studentdevelopment.

Additionally, performances by the university's own musical groups are listed at southern.edu/musicevents.

Requirements

Both residential and community students are required to attend a set number of events during each semester as determined by class standing. Part-time students (those taking 6-11 credit hours) must still follow the applicable residence hall or community requirements for their class standing.

Exempt students include married students, students with children, veterans, students age 23 or older at start of semester, students who have already earned 124 hours, and students completing student teaching, as well as consortium and 100%-online students.

Enrichment Credits

Students earn enrichment credits in the following increments:

- » **1 Credit:** morning meditations, evening worships, Evensong, and convocations sponsored by official student organizations, classes, or academic departments or schools.
- » **2 Credits:** LifeGroups, vespers, week of prayer meetings, Thursday convocations, and Performing Arts Series programs.

Additionally, credits can be earned by attending a large number of other events that are not listed here. Posters and announcements of these events across campus inform students if attendance can earn credits.

Students are required to earn at least 25% of their credits from programming with primarily a cultural emphasis.

Students can easily track how many total requirements have been completed and the percentage of each type by logging into their Southern accounts, clicking "Residence Life" in the Bookmarks section and then "Worship."

Detailed below are the number of total enrichment credits per semester that each class standing is required to earn:

Residential Students

Freshmen = 60 credits (*15 cultural*)
 Sophomores = 55 credits (*14 cultural*)
 Juniors = 50 credits (*13 cultural*)
 Seniors = 45 credits (*11 cultural*)
 Graduating seniors (bachelor's) = 20 credits (*5 cultural*) for semester in which graduation occurs

Community Students

Freshmen = 40 credits (*10 cultural*)
 Sophomores = 36 credits (*9 cultural*)
 Juniors = 32 credits (*8 cultural*)
 Seniors = 30 credits (*8 cultural*)
 Graduating seniors (bachelor's) = 20 credits (*5 cultural*) for semester in which graduation occurs

Reductions

Reductions are rare and only for exceptional situations, such as:

- » Commuter students with no Thursday classes
- » Nursing students with clinicals during the Convocation hour
- » Nurses with regular shifts on Thursday mornings or Friday evenings
- » Students with campus positions that cannot close during Convocation or Vespers, such as Food Services staff and department desk jobs that require full-time staffing.

If one or more reductions apply to a student's situation, he or she should complete the petition form at southern.edu/convoreduction.

If you have questions or need more information, contact Student Development at 423.236.2814 or visit southern.edu/studentdevelopment.

Penalties

Missed requirements are assessed at the end of each semester as follows:

» **Fewer than 10 credits missed**

First offense = probation
 Second = probation
 \$5 fee per missed credit
 Third = probation
 meet with vice president
 \$5 fee per missed credit
 Fourth = semester suspension

» **10 or more credits missed**

First offense = probation
 \$5 fee per missed credit
 Second = probation
 meet with vice president
 \$5 fee per missed credit
 Third = semester suspension

The screenshot shows the ABODEHMS student portal interface. At the top, it displays the term '2019-2020 Winter' and the date range '01/01/2020 - 05/10/2020'. Below this, there are two progress bars: one for 'Required progress' at 80% (34/42) and another for 'Culture progress' at 81% (9/11). A table lists various worship events with columns for Date, Worship, Credits, Culture, and Presenter.

Date	Worship	Credits	Culture	Presenter
01/16/2020	Convocation	2	Yes	No
01/20/2020	MLK Day	1	Yes	No
01/17/2020	Vespers	2	No	No
01/23/2020	Convocation	2	Yes	No
01/24/2020	Vespers	2	No	No
01/27/2020	Student Week of Prayer - pm	2	No	No
01/26/2020	Music	2	Yes	No
01/31/2020	Vespers	2	No	No
01/30/2020	Convocation	2	No	No
02/06/2020	Convocation	2	No	No
02/13/2020	Convocation	2	Yes	No

QUESTIONS ABOUT STUDENT SUPPORT

What happens if my student gets sick?

The University Health Center provides medical services for primary and acute/subacute conditions, illnesses, and injuries, as well as makes referrals to area healthcare providers and hospitals for students and employees.

Under the supervision of a physician (who is available to see students at pre-arranged times), nurse practitioners and registered nurses work regular office hours, which are normally 8 a.m. to 12 p.m. and 1-4 p.m. Monday through Thursday and 8 a.m. to 12 p.m. on Friday.

Whenever possible, visitors should make an appointment.

In addition to testing for COVID-19 as needed, the University Health Center handles quarantine and isolation (for more details, visit southern.edu/coronavirus).

Other available services include:

- » acute care
- » minor illnesses and injuries
- » immunizations
- » physicals and gynecological exams
- » lab tests
- » worker's compensation
- » screening and treatment for depression and anxiety
- » allergy injections

Additionally, a registered nurse is

available in the women's residence hall for students with medical questions or concerns. The deans in all residence halls are prepared to refer students with **medical emergencies** to local outpatient clinics as well as hospitals in Chattanooga.

Charges incurred at the University Health Center are applied to the student's account. For students enrolled in United Healthcare Student Resources through Southern, claims are submitted. For students using private insurance, walk-out statements can be provided.

Students who enroll at Southern before they turn 18 must have a medical consent form on file at the University Health Center signed by a parent or guardian.

Medical information is strictly confidential and may be released only with the written permission of the student. Medical records are not accessible to anyone other than professional staff at the University Health Center.

The health center retains medical records for 10 years after a student has left the university, and immunization records are kept indefinitely. To request copies of medical and immunization records, please submit a Medical Information Release Authorization form, which is available at southern.edu/universityhealthforms or by calling 423.263.2713.

Is my student required to purchase an insurance plan offered through the university?

The university requires all students to have adequate accident and health insurance that complies with the Affordable Care Act, covering both inpatient and outpatient services. Each student's insurance plan should be valid in Tennessee for emergency and non-emergency care. The same coverage is encouraged for spouses and dependents of students.

All students must submit the Health Insurance Enrollment and Verification form **prior** to the start of **each semester**. This form is located within the Enrollment Checklist in the MyAccess student portal.

Students taking 6 or more credit hours (3 or more credit hours during any summer

session) or living in university housing are automatically enrolled in the healthcare plan offered through the university if adequate insurance has **not** been indicated. Students will continue to be enrolled each successive semester unless a waiver is completed. Students who have signed a waiver form and later decide to enroll in the insurance plan may do so, but the premium is not prorated. A refund of the premium is allowed only upon entry into the military services.

For more information about the healthcare plan offered by United Healthcare Student Resources, log in at uhcsr.com/southern.

What if my student is injured on campus?

Injury Only insurance is included in the school general fees for each respective semester and is afforded to students taking 6 or more credit hours. This coverage is for students who are accidentally injured on campus or during a school-sponsored trip.

Students are welcome and encouraged, but not required, to be seen at the University Health Center for injuries. For any life-threatening injuries, students should go to a local emergency room and advise medical facilities to bill the Injury Only policy as primary insurance.

The limit for this plan is \$2,500 per occurrence and will cover eligible medical expenses. For policy information, such as benefits, exclusions, terms and limits, and to access the insurance ID card, visit uhcsr.com/southern.



What if my student is depressed or needs counseling?

College is a time of transition, and with the new demands your student is facing, he or she may need some extra help coping. Counseling Services provides a variety of services at no additional cost, designed to help when situations arise that might interfere with the college experience.

Individual and group counseling services offer opportunities to increase knowledge in areas such as: relationships, conflict resolution, career interests and abilities, stress and time management, test anxiety, learning differences, personal crisis, depression, selecting a major, value exploration, substance abuse, self-esteem, loss and grief, spiritual concerns, family issues, social concerns, adjustment to college, and referrals for additional services.

A staff of professionally trained counselors is available to provide students with short-term counseling in a supportive, caring, and confidential environment.

Students may make an appointment with a counselor in Counseling Services to take an assessment to determine if depression or other mental health issues are present.

Because these conditions often go undiagnosed or are misunderstood, Southern participates in National Depression Screening Day, which takes place at university campuses across the country each fall. If you are concerned about your student's mental well-being, this is a good time to suggest he or she participate in the nonthreatening and confidential assessment.

For more information about services provided through Counseling Services or to make an appointment with a counselor, visit southern.edu/counseling or call 423.236.2782.

Psychiatrist Appointments

Additionally, a psychiatrist is available at the University Health Center for a fee. Students may be referred to the psychiatrist either by their counselor or by a provider at the health center and should call 423.236.2713 to make an appointment.

NOTE: If you have an urgent concern about your student's state of mental health, please contact one of the residence hall deans immediately (see page 41 at the back of this book for names and contact numbers).

How will Southern protect my student on campus?

As part of Southern's commitment to taking care of students, Campus Safety is on patrol 24 hours a day, seven days a week, and is always available to students, faculty, and staff at 423.236.2100.

Visit southern.edu/campusafety to find safety information, policy statements, and Clery Act crime statistics in the Annual Security and Fire Safety Report.

Other services offered to the campus community by Campus Safety include:

- » on-campus accident response
- » security alarm monitoring and response
- » severe weather monitoring

- » emergency medical assistance
- » training in fire safety, personal safety, and self-defense
- » on-campus safety escorts after dark
- » emergency preparedness safety and security checks
- » incident response, investigation, and reporting
- » lost and found
- » safety equipment inspection
- » crosswalk safety control
- » emergency access requests
- » assistance for motorists who need a jump-start, air in their tires, or emergency gas

How is sexual misconduct addressed?

Under Title IX, any Southern student, employee, or third party participating in any university program or activity who wishes to report a complaint of sexual misconduct against a Southern student or employee may do so at any time. The procedures for reporting a complaint are found in the unabridged version of Southern's Sexual Misconduct policy. The policy

also includes the process of investigation and adjudication of alleged misconduct; the rights of the complainants and the respondents; and a list of sanctions from which the Student Sexual Misconduct Review Panel may choose should a person be found guilty of misconduct. Visit southern.edu/sexualmisconductpolicy to view additional policy details.

How will my student be notified in the event of a campus emergency?

Southern has an emergency notification system that students may sign up for at southern.edu/notify to receive text and/or voicemail notification in the event of a campus-wide emergency. Phone numbers are used for these situations only and are not shared.

Other ways students may be notified include email, outdoor sirens, and indoor voice alarms in most buildings. Students are encouraged to listen to the voice alarms, which announce fire, tornado, lockdown, or other emergencies along with instructions to follow for the situation.

How will Southern help my student make the transition from high school to college?

First Year Experience

The freshman year can be exhilarating as well as challenging. Southern's First Year Experience (FYE) program is designed to help new students be successful and productive while exploring academic and career goals. The components of the program are detailed below:

- » **Advising Support** often begins remotely, sometimes months before an enrolled student arrives on campus. Knowledgeable and friendly advisers are available year-round to assist students who are deciding what classes to take. These front-line support members also connect students with academic advisers in their chosen areas of study to answer questions about degree requirements and other specifics related to their major. Call 423.236.3100 or email your questions to fye@southern.edu.
- » **Parent Orientation** sessions are offered virtually in July and August with one-hour recorded segments housed at southern.edu/parents. Learn about academic and support services, residence life, student activities, the enrichment program, health and safety, finances, student employment, and spiritual fellowships and ministries on campus.
- » **New Student Orientation** is required for all freshmen and transfer students. Before classes begin, this is an opportunity for students to receive an introduction to university life and to experience the social, spiritual, and academic programs that Southern offers. New students

meet various faculty members while getting to know their peers as well. By the time students head to their first class, they're already feeling more comfortable on campus.

- » **Southern Connections** (NOND101) is a required, one-credit class during a student's first semester on campus. The class is designed to give first-year students the best tools for their college journey. Students are empowered to be active, responsible learners who can cope with academic demands while developing strong relationships with peers, faculty, and staff. Participants discuss and research topics of interest in a core subject area. Seminar participation facilitates social adaptation to the university environment and connections with professors within the student's major. Best of all, students are reminded to rely on God for strength and guidance throughout their learning experience.
- » **Student Mentors** are assigned to all new students so students have a person they can turn to throughout the year for advice and direction. These positive peer role models are established, successful students who build community with their groups through one-on-one visits, monthly workshops with the entire group, and social activities. Mentors also attend the Southern Connections class with their mentees.

For additional details about the FYE program, visit southern.edu/fye or contact the program coordinator at 423.236.2575 or renitak@southern.edu.

Can my student get career counseling?

Career Services offers career counseling as well as assistance with résumés, cover letters, and interviewing skills. Career counseling helps students discuss their expectations for college and beyond while exploring the realities of the working world. Students are offered a private and comfortable environment for discussions.

A career counselor can help determine what assessments and activities will best help students identify their strengths, interests, and values. Many tools are available for this process, and career counseling helps ensure accurate interpretation of the assessment results.

Students seeking to learn about possible career paths can schedule an appointment for career counseling by calling 423.236.2078 or visiting Career Services on the third floor of Lynn Wood Hall. For students who are currently enrolled, there are no fees for these services.

Students also can learn more about career options at southern.edu/careers. Online resources include tips for writing a résumé and a cover letter as well as links to the *What Can I Do With This Major?* website and PathwayU, an online career counseling companion to guide users toward discovering purpose and meaning.

What if my student has a disability or a learning difference?

Students with documented or suspected disabilities should contact Disability Support Services (DSS) as soon as possible. Students are responsible to self-identify and to provide DSS with documentation of their disability.

DSS offers testing to determine or rule out disorders. Accommodations are individualized and flexible, based upon a student's request, the nature of the disability, and the academic environment. Accommodations are determined through a review of documentation and recommendation of the DSS Committee.

For students needing added assistance, DSS has developed a fee-based program, known as the Transition and Support Program (TSP). This program helps meet

the unique needs of university students on the autism spectrum disorder or students facing challenges from other forms of learning disabilities.

Once a student turns 18, he or she is protected by the Family Education Rights and Privacy Act. This means that DSS staff cannot talk to parents about their child's confidential information without written consent from the student. Students have a right to refuse to request or use services. DSS records do not become part of a student's academic record.

For more information, call DSS at 423.236.2544, email dss@southern.edu, or visit southern.edu/disabilitysupport.

What technical support does Southern offer to students?

Students experiencing computer problems can call the Information Technology (IT) Help Desk. IT provides technical assistance for student computers for most support issues free of charge. However, students are charged a reasonable fee for time-intensive procedures, such as installing an operating system. Typically if a computer is dropped off in the morning, it should be available for pickup before 5 p.m. the same day.

Computer Software

Microsoft Office 365 (for Windows and Mac) and Windows products are available to students free of charge as part of Southern's campus license agreement with Microsoft. Current students taking at least one class at Southern are eligible to download Microsoft Office 365 at portal.office.com, while Windows products can be downloaded at southern.onthehub.com.

Bandwidth

To make sure that everyone is able to have equal access to the internet, Southern regulates its network data transfer. High consumers of internet bandwidth will occasionally be slowed down in order for the campus to maintain a certain level of performance and quality of service. Southern also detects the various types of internet traffic and gives priority to academic usage.

Internet Filters

Southern's policy is to block access to internet sites with content pertaining to criminal skills, drugs, obscenity, gambling, hate speech, and sexual misconduct. However, if a professor or student feels that a site has been unnecessarily blocked, he or she may request that the URL be unblocked by visiting southern.edu/IT.

Computer Labs

Because not all students come to college with personal computers, Southern has 250 computers available in labs across campus. The library alone provides 50 computers for general student use and offers students a chance to borrow a laptop or tablet from the circulation desk for in-library use.

Cell Phone Coverage

Cell phone coverage is adequate in most areas on campus. Additionally, in order to boost the signal in the residence halls, Southern has installed repeaters for Sprint and Verizon. Alternatively, because of robust Wi-Fi coverage, students can use their smart phones' Wi-Fi calling feature.

For more information or to contact the IT support team, call 423.236.2712.

How can students get rides to the airport and elsewhere?

During breaks, Southern offers students free local transportation to and from Chattanooga Airport, the local Greyhound Bus station, and Groome Transportation.

These rides are coordinated through Transportation Services. Your student can sign up at southern.edu/studenttransport by choosing one of the scheduled dates and times that coordinates best with his or her travel plans. (Multiple stops could be made, so students should plan for travel time of at least 45 minutes to reach their destinations.) Reservations are required, and arrangements should be made at least 48 hours in advance or by 11 a.m. on Friday for Sunday transports.

For shuttle service to and from the Atlanta or Nashville airports, students should contact Groome Transportation directly by calling 423.954.1400.

Students needing local transportation to scheduled medical appointments (such as dentist, eye doctor, etc.) or the Social Security office should complete the Special Request form online under Student Transport. Requests must be made at least 24 hours in advance and are approved based on availability. Services are offered Monday through Thursday from 8 a.m. to 5 p.m. *Please note: Southern is unable to transport students to work, internships, or job shadowing appointments.*

When students have other local transportation needs, they may call East Ridge Cab Company at 423.629.7304. Other options are available through the Uber and Lyft mobile apps.

The screenshot shows a web interface for 'STUDENT TRANSPORTATION'. At the top, there is a navigation bar with links for Portal, Academics, Financial, Employees, Resources, and Work Order. Below the navigation bar, the main heading is 'STUDENT TRANSPORTATION'. A prominent '+ New Request' button is located at the top left of the main content area. Below this button, there is a message: 'God bless the rest of your semester!'. Underneath that, there is a section titled 'Other' with a note: 'Special requests can only be made for medical or Social Security Office appointments. Requests placed on the weekend will be processed the next business day.' A 'Request' button is located at the bottom right of this section.

QUESTIONS ABOUT SPIRITUAL ENVIRONMENT

How does Southern create an environment that supports spiritual growth?

Spiritual activities make Southern's campus special. The university desires that students take advantage of opportunities to mature their faith in Christ. Here's a look at some of the components that help make your student's college experience a time of spiritual growth.

The Office of Ministry and Missions oversees the spiritual life of the campus, and our mission is to ignite every student to be a missional leader by providing an exceptional spiritual environment that empowers each to:

- » **find identity and value in Jesus**
- » **belong to Jesus**
- » **embrace a vocational calling**
- » **go where He leads**

We serve students in a variety of ways through the vice president for Spiritual Life, associate chaplain, assistant chaplain, director for Student Missions, and director for Humanitarian Engagement. Together with employees and departments across the campus, we provide opportunities for every student to grow closer to Jesus.

Located in the newly opened Bietz Center for Student Life on the campus promenade, we are committed to journeying alongside our students. Feel free to call us at 423.236.2787, email chaplain@southern.edu, or visit southern.edu/chaplain.

Find Identity and Value in Jesus

» **Vespers** is held every Friday night at 7:30 p.m. on campus where speakers powerfully share the Gospel each week with student-led music and prayer. To view live streaming, visit southern.edu/vespers.

» **Afterglow** is held every Friday at 8:30 p.m. after the vespers service, providing space for students to build meaningful friendships, ask questions, share testimonies, and engage in music.

» **Fall Week of Prayer** provides students the opportunity to hear from guest speakers to deepen their personal, growing relationship with Jesus Christ.

» **Student Week of Prayer** is held every spring semester and serves as an opportunity for students to share with the campus community how God has changed their lives.

» **Any student** can apply to be part of the team of student leaders who minister to the student body through a variety of spiritual initiatives, LifeGroups, and media ministries. Students may apply for open positions upon returning to campus after Christmas break by visiting southern.edu/chaplain.

» **Individual** spiritual counseling, Bible studies, preparation for baptism, prayer, and premarital counseling are also available for all students.

Belong in a Faith Community

» **Residence Hall Student Chaplains** are assigned to Thatcher and Tadge halls to visit residents and support the initiatives of the deans, including weekly worships (see page 13 for more details).

» **LifeGroups** are student-led small groups where students are encouraged to join others to experience belonging through spiritual community. Students can choose from five different kinds of groups: activity-based, Bible study, book-based, support groups, and topical groups. All aim to inspire students to behold God personally and intimately. Any student interested in joining or leading a LifeGroup can visit southern.edu/lifegroups.

» The Office of Ministry and Missions is also partnering with **student-focused Adventist churches** and facilitating a connection between the local faith community and our students during their time at Southern and beyond. We desire our students to experience a vibrant faith through intergenerational faith communities and meaningful relationships.

Collegedale Church of Seventh-day Adventists offers four Sabbath services on the university's campus. Times and locations may change due to the pandemic; details listed here represent normal circumstances:

Adoration is a traditional worship service held in the main sanctuary at 9 a.m. You can view it online at southern.edu/streaming.

Merge is a gospel-centered worship service, planned and led by students, that meets at 11:45 a.m. in Lynn Wood Chapel.

Connect is a contemporary, multi-generational worship service held in the auditorium of the Collegedale Academy elementary school at 9 a.m.

Renewal is the 11:45 a.m. sanctuary worship service, planned and led by students. Watch it online at southern.edu/streaming.

More than two dozen Adventist churches in the surrounding communities provide students with a wide variety of choices on Sabbath mornings. Languages and worship styles vary. One example is **SuCasa**, the Collegedale Spanish American Church on Southern's campus, which hosts weekly services that are also streamed live at sucasachurch.org.

Embrace A Vocational Calling

We empower students by identifying their unique talents and gifts to further God's calling in their lives. At Southern, students can take advantage of distinct resources made available to them, including:

- » **PathwayU**, a program offered by Career Services that guides students toward discovering purpose and meaning while exploring majors and occupations that align with their interests, personality, values, and workplace preferences (see page 21 for more information).
- » **CliftonStrengths**, coordinated through Southern's Center for Teaching Excellence and Biblical Foundations of Faith and Learning, helps students to assess and develop their greatest God-given talents. For additional details, email cte@southern.edu or phone 423.236.2085.

Go Wherever God Leads

Service changes people. Whether you spend a few hours at a nursing home in Chattanooga or teach Buddhist kids for 10 months in Thailand, life gets better when you minister to humanity as the hands and feet of Jesus.

Southern encourages students to live a countercultural faith through serving others. There are exciting opportunities for students in all areas of study to serve locally, domestically, and internationally for a day, a week, or a year.

» **Soul-winning And Leadership Training**

Southern's SALT program, offered through a partnership with It Is Written, provides students with hands-on experience giving Bible studies and sharing their faith with others. Classes are taken as a semester-long program (with academic credit available). For more information, visit southern.edu/salt.

» **Evangelist Resource Center**

The ERC provides opportunities for students to be involved in community service activities and preaching the gospel, regardless of academic major. The ERC typically coordinates domestic and international mission trips during March and May, including travel and lodging arrangements. The team also assists with mentoring, training, and fundraising for these trips. For more information, visit southern.edu/erc.

» **Humanitarian Engagement**

There are a variety of weekly opportunities for students to serve people in Southern's local community. Student-led ministries seek to follow Christ's method of meeting people's needs, nurturing friendships, and inviting them to experience the joy of a personal relationship with Jesus. Some ministries and partnerships include: Homeless Ministry, Feed My Sheep Food Pantry, Caring for the Sick and Shut-ins, Refugee Support, and ministering to vulnerable women and children. Find more information at southern.edu/serve.

Students also have the opportunity to create, co-lead, and participate in short-term mission trips globally. These Vision Trips intentionally provide students with a vision for how to integrate a commitment to missions in their future careers. The trips are typically during Spring Break and early in the summer months. Find more information at southern.edu/vision.

» **Student Missions**

Since this program began in 1967, nearly 3,000 students have followed God's calling and served around the world. The Student Missions team is eager to assist students through the application, fundraising, and training processes. While students are serving in the field, they can expect to be supported through regular communications and care packages. A special task force is responsible for reviewing and monitoring specific opportunities for service as we continue to navigate the pandemic. For more information, visit southern.edu/studentmissions.

QUESTIONS ABOUT RESIDENCE HALL LIFE

What are the residence hall policies?

Southern is a residential university, and single students under the age of 23 (who are enrolled for more than three credit hours and do not live with parents or legal guardians) must live in the residence halls. Research confirms that students who reside on campus perform significantly better, with higher GPAs and graduation rates, enhanced social lives, and enriched spiritual journeys.

Students living in campus housing, including residence halls and apartments, are strongly encouraged to purchase property insurance. This type of insurance covers student's personal property—electronics, clothing, textbooks, and furniture, among other items—in the event of accidental damage or other unforeseen emergencies. For more information about property insurance, contact a residence hall dean.

Moving into residence halls was by appointment-only last year, due to the pandemic. We are continuing this practice after learning how the appointment method eliminated long waiting lines.

Students who plan to return to campus for second semester will not need to empty their rooms before leaving campus for Christmas break.

Curfew

Curfew in the residence halls is 11 p.m., Sunday through Friday, and 12 a.m. on Saturday, with grace periods (see page 29). After those hours, the residence halls remain closed until 6 a.m. All outside doors are locked during closed hours. Night check is conducted at closing time each evening. Students should have all off-campus business concluded and cars parked prior to night check. It is each student's responsibility to get on check.

If students can't be in their residence hall by closing time due to work, they must submit a petition form to the dean in charge of night check. Only with an approved petition are students exempt from night check violations.

Once in the residence halls for curfew, students must receive a dean's permission if they need to leave before 6 a.m. This permission must be obtained before the dean leaves for the night. Sign-outs are an exception, not a rule.

Minor Curfew Violations

Coming in after the grace period has expired, but within an hour of curfew, is considered a minor violation of the night check policy. Students are allowed five minor violations without consequences.

Other night check irregularities, such as an illegible sign-in, may be considered minor violations as well. A dean will inform students of these situations.

Major Curfew Violations

Major violations include:

- » coming in more than an hour late
- » being unaccounted for at night check
- » signing out of the residence hall without permission
- » six minor violations

Major violations will result in the student being placed on restriction for one month and could result in a fine. If the student receives any additional major violations during the same semester, he or she will be placed on probation for one month.

Late Leaves

Late leaves may be requested for the following reasons:

- » emergencies
- » special occasions
- » out-of-town travel

One late leave may be requested per week for any night except Friday and Saturday. Under normal circumstances, a late leave gives the resident one hour beyond curfew to be out of the residence hall. Request forms are available at the front desk and must be approved in person by a dean; they may not be left at the front desk for a dean.

Should a student have an emergency that keeps him or her from returning to the residence hall by curfew, the student should call and speak to the dean on duty.

Overnight Leaves

Any time students leave campus overnight (even for a university-sponsored trip), an overnight leave is required. Overnight leaves are now available to students online through **residencelife.southern.edu**. Requests must be approved before students leave campus. Parental approval may be required for any leave. Residents are expected to remain off campus at all times during the dates listed on the leave request. Violation of this policy will result in the cancellation of the leave. If a leave must be canceled or the resident returns early from a leave, a dean should be informed and the resident should be in the residence hall by curfew.

Standards of Behavior

Students are expected to maintain a Christian lifestyle that fosters maximum spiritual, mental, physical, and social growth. Encouraged choices include:

- » engaging in prayer, Bible study, and Christian-service activities
- » practicing good study habits
- » selecting a balanced, nutritious diet
- » scheduling adequate periods of rest
- » participating in wholesome recreational and leisure activities
- » relating responsibly and respectfully to others

Behaviors that do not promote Southern's lifestyle and are expressly forbidden include: the use of alcoholic beverages, tobacco, and illicit drugs (visit **southern.edu/substanceabusepolicy**); gambling; dancing; attendance at entertainments that are spiritually or morally destructive; and improper sexual conduct. It is inappropriate for unmarried students to engage in sexual activities or sleep together.

Night Check Summary

Student	Day	Curfew	Grace	Minor	Major
Under 21 and non-GPA privilege	Sunday-Friday	11 p.m.	11:15 p.m.	11:16 p.m.-12 a.m.	12:01 to 6 a.m.
21 and over or non-freshman with 3.25+ GPA	Sunday-Thursday	12 a.m.	1 a.m.	1:01-2 a.m.	2:01 to 6 a.m.
Four-year graduating seniors (94+ hours) and 23+	Sunday-Thursday	1 a.m.	none	1:01-2 a.m.	2:01 to 6 a.m.
All residents (except seniors and 23+)	Friday	11 p.m.	11:15 p.m.	11:16 p.m.-12 a.m.	12:01 to 6 a.m.
Seniors (94+ hours) and 23+	Friday	11 p.m.	12 a.m.	12:01-1 a.m.	1:01 to 6 a.m.
All residents	Saturday	12 a.m.	1 a.m.	1:01-2 a.m.	2:01 to 6 a.m.

NOTE: Students under 18 have even more specific regulations as minors. Contact a residence hall dean for more information.

Do the residence halls have storage rooms?

A storage room is located in the basement of each residence hall. During the academic year, there is no charge for use of this facility, but during the summer there is a \$45 charge, which may be paid in cash or charged to the student's account.

The residence halls do not assume responsibility for any articles placed in the storage room. It is recommended that students take out personal property insurance for these items.

Furniture, bicycles, empty cartons, and auto parts (including tires) may not be held

in the storage room.

All stored items must fit into a reserved bin and be labeled for shipping. Items must be stored 18 inches below the sprinkler pipes and ceiling.

Residents who do not return at the end of the summer must make arrangements for their stored items to be sent to them within a 30-day period.

Items left in the storage room for more than 30 days beyond the arranged pick-up date or termination of residence hall status will be disposed of by residence hall personnel.

Additional Questions

For more information about residence hall life, view the complete *Residential Life Handbook* by visiting **southern.edu/residentiallifehandbook**.

QUESTIONS ABOUT AFFORDABILITY AND FINANCES

How can my student find a job on campus?

More than half of Southern's students worked on campus last year, and the university spent nearly \$4 million on student labor.

The best place to look for available jobs is southern.edu/studentjobs. Postings are updated regularly and include on- and off-campus jobs. Although Southern doesn't have a placement office for

student workers (each department interviews and hires for themselves), Human Resources is glad to assist students with any questions they have concerning employment.

Students are welcome to contact the student employment coordinator by calling 423.236.2278 or emailing akmaitland@southern.edu.

Common Campus Departments for Employment

Advancement Call Center	423.236.2841, callcenter@southern.edu
Dining Hall	423.236.2708, jdpewsey@southern.edu
Hulsey Wellness Center	423.236.2593, dbissell@southern.edu
KR's Place	423.236.2719, kimearmstrong@southern.edu
Landscape Services	423.236.2747, dboyce@southern.edu
McKee Library	423.236.2788, charrison@southern.edu
Plant Services	423.236.2291, kasturm@southern.edu
Service Department	423.236.2132, bernettashockley@southern.edu
Talge Hall	423.236.2990, susanb@southern.edu
Thatcher Hall	423.236.2902, etchakarov@southern.edu
Village Market	423.236.2300, jkrose@southern.edu
VM Deli	423.236.2300, atun@southern.edu

Required Forms

Once your student has been hired by a department, several forms must be completed BEFORE starting work:

- » Request for Labor Assignment
- » Employment Eligibility Verification Identification (Form I-9 that requires identification documents, such as: birth certificate, Social Security card, U.S. passport, permanent resident card, or I-20 for non-U.S. citizens.

NOTE: *Originals only—no copies accepted*

- » Withholdings and Allowances (W-4)
- » Direct Payroll Deposit (with attached voided check)

These forms are available in the Human Resources office on the second floor of Wright Hall.

Earnings

By default, 25% of earnings is transferred to a student's bank account; the other 75% is applied to his or her student account at Southern. Student employees receive an automatic deposit into their bank accounts every other Friday. Students wishing to change the default percentage that they receive should visit Human Resources. If your student wants to decrease the amount that is put on his or her student account at Southern, the request must be approved by a student finance counselor.

Work-Study Program

The Federal Work-Study (FWS) Program helps students who are financially eligible earn funds through part-time work at the university. Student eligibility for the program is based on the Free Application for Federal Student Aid (FAFSA).

Students who are part of the work-study program automatically receive 100% of their earnings unless the student indicates otherwise. Forms are available to change this allocation in Human Resources. If a student who is part of the work-study program falls behind on his or her bill, the student may be disqualified from the work-study program and the percentage he or she receives reverts back to the 25/75 split.

Online Payments

Students may grant online account access to any individual—not just a parent—who is helping with their balance. Users can view monthly statements, set up a payment installation plan, make payments, or otherwise manage a student's financial details—all online. Users are not limited to credit cards and may transfer money via bank draft as well.

To view or modify an account, visit southern.edu/payment.

Payment Plans

Each person responsible for paying a student account uses one of Southern's two options: paying the semester balance before classes begin or paying monthly. The university offers five-month plans per semester (August-December for fall and January-May for winter), and four-month semester payment plans are also available.

Visit southern.edu/payment to select the monthly installment or semester balance option. If you'd like to speak with a student finance counselor, see the next page for a listing of names and numbers.

Who can I call with questions about my bill, scholarships, and loans?

Call 423.236.2535 to reach student finance counselors who are available and ready to answer your financial questions. Additionally, you can reserve a time for a phone or Zoom appointment at southern.edu/financeappointment.

Several team members are designated to support undergraduate students, while another member focuses primarily on helping students enrolled in graduate programs. Following are email addresses and contact names:

» Undergraduate

studentfinance@southern.edu

Faith Anderson

Xenia Figueroa

Elias Martinez

Beth Helton

» Graduate

gradfinance@southern.edu

Ginger Cheney

The Student Finance office's customer service commitment is to return emails and voicemails to students and parents within 24 business hours. If you feel an issue needs to be escalated, please reach out to the assistant or associate director:

Michael Rumsey at 423.236.2535 (michaelrumsey@southern.edu)

Lillian Loza at 423.236.2893 (lillyl@southern.edu)

Can I get a tax credit?

Parents of dependent college students may qualify for education tax credits.

Your tax adviser may be able to help you determine eligibility, but the best source for information is IRS Publication 970, *Tax Benefits for Education*, found at irs.gov/pub/irs-pdf/p970.pdf.

This document explains all of the possible tax credits, including the American Opportunity Credit, the Hope Credit, and the Lifetime Learning Credit. The income level caps for each tax credit are described in this publication.

Each year, 1098-T forms are sent to all Southern students at their permanent

mailing address by January 31. The 1098-T helps parents determine whether or not their student is eligible for federal income tax education credits.

Students and authorized users can also obtain a copy of the 1098-T by logging into TouchNet at southern.edu/payment. Please note that while Southern is required to provide each student with a 1098-T form, Southern's staff is not able to offer tax advice due to the complexity of each family's circumstances. We recommend that each family consult a tax preparer for questions concerning how to file for the available tax credits.

The screenshot shows the Southern Adventist University Student Account Suite interface. At the top is the university logo. Below it are four main sections: 'Students and Staff', 'Authorized Users', 'Welcome', and 'Student Account Suite Features'. The 'Students and Staff' section has a login form with fields for 'Southern Username' and 'Password', and a 'Login' button. The 'Authorized Users' section has a login form for parents or others with fields for 'Email' and 'Password', and a 'Login' button. The 'Welcome' section contains a message about the 24x7 service and instructions for logging in. The 'Student Account Suite Features' section lists various services like checking balance, making payments, and e-billing.

For what things can students use their campus identification cards?

Southern students receive campus identification cards at registration. With these cards, they can:

- » buy a meal on campus at all five eateries: Dining Hall, KR's Place, CK₂, The Kayak, and the Village Market Deli (requires active meal plan*)
- » buy food from vending machines: yogurt, fresh fruit, granola bars, chips, crackers, cold beverages, and other items (requires active meal plan*)
- » purchase groceries at the Village Market (requires prepaid card plan*)
- » purchase textbooks and other supplies at the Campus Shop
- » print documents at campus computer labs (requires prepaid card plan*)
- » clock in and out of work
- » get into their residence hall or apartment
- » check out books at McKee Library
- » get discounts at local stores

Lost or stolen cards should be reported to the Campus Card Desk at 423.236.2707 with a request to either cancel the card or temporarily suspend usage. Students can leave a message after hours.

* See next page for details on signing up for a meal plan or card plan.



What is Southern's meal plan?

Southern offers students a variety of healthy vegetarian foods (including gluten-free and vegan options) to provide well-balanced meals and reduce time spent traveling to restaurants or cooking.

There are three meal plan levels for residence hall students per semester with declining-balance accounts: Bronze \$1,340, Silver \$1,540, and Gold \$1,740.

Residence hall students will be billed the Silver plan by default but can switch to Bronze or Gold, if they choose. Students will be allowed to add to their meal plans in \$100 increments throughout the semester. Amounts added to a student's meal plan are eligible for the 40% discount and a 100% refund of unspent amounts.

Students who are not required to sign up for a meal plan will be offered an optional plan beginning at \$250 per semester. Purchases made within the chosen plan will receive a 20% discount. Prepackaged foods and drinks, vending machine purchases, and Village Market purchases will be excluded from this discount.

Additional Prepaid Options

Prepaid options for miscellaneous purchases not covered by the meal plan are available each semester in \$150 increments, up to \$600. This allows students to use their ID cards for such purchases at the Campus Shop, McKee Library, the Village Market, and various other departments approved by the university. Any unused balance on the prepaid account will be refunded at the end of the semester.

Students can check the balance of their meal plan at a cash register when they purchase food, or they can view the details online under the "Financial" tab at southern.edu/access.

For more information on meal plans and prepaid options, visit southern.edu/card. For a daily menu or other questions, visit southern.edu/food.

QUESTIONS ABOUT CAMPUS LIFE

How can my student stay fit on campus?

Southern hopes your student will develop healthy habits on campus that last for a lifetime. Here are some ways wellness is encouraged:

Intramural Sports

More than half of our students participate in the university's intramural sports program and tournaments each year. Available sports include:

- » badminton
- » basketball
- » flag football
- » floor hockey
- » futsal
- » racquetball
- » soccer
- » softball
- » tennis
- » volleyball

The intramural schedule is available at southern.edu/intramurals. Spectators will be limited to outdoor games with appropriate distancing.

Residence Hall Weight/Aerobics Rooms

Weight rooms are located in the basements of Talge Hall and Thatcher Halls.

Outdoor Trails

Nearly 40 miles of award-winning campus trails on White Oak Mountain and Bauxite Ridge offer varied opportunities for hiking and biking.

Hulsey Wellness Center and Iles Physical Education Center

Hulsey Wellness Center is a comprehensive wellness facility with:

- » fitness center
- » indoor walking track
- » aerobics gym
- » therapeutic massage rooms
- » two pools (one therapeutic pool)
- » steam and dry saunas
- » hot tub and whirlpool room
- » 30-foot climbing wall
- » dedicated gymnastics gym
- » cooking demonstration kitchen
- » human performance lab
- » group classes
- » personal trainers
- » healthy snack shop (The Kayak)

Iles P.E. Center is used for some intramural sports and houses full-sized basketball, racquetball, and volleyball courts. Tennis courts, pickleball courts, a 14-hole disc golf course, a synthetic putting green, and a quarter-mile rubber surface track are located behind the facility.

Undergraduate students taking six semester hours or more are not charged any additional fees to use these facilities.

To see facility schedule, visit southern.edu/wellness.

What student organizations are available?

Near the start of each academic year, Southern hosts an Organization Showcase where student organizations and campus departments fill the Iles P.E. Center with information booths about how to get involved beyond the classroom.

These opportunities are a great way for students to start building their résumés. Many organizations are specific to a major, department, or culture. For a complete list, visit southern.edu/studentorganizations.

How can my student get involved in student government?

The Student Association Senate is a student governing body that meets every two weeks to discuss new projects and proposals for improving student life on campus. It gives students a chance to have their ideas heard and acted upon.

If your student has attended Southern for at least one semester and would like to become a senator, he or she should email the Student Association executive vice president (visit southern.edu/sa for name and address) to request an application.

What is the campus dress code?

Southern has established a dress code emphasizing modesty, cleanliness, neatness, and appropriateness. Guests and visitors are encouraged to comply with the following dress code:

- » **Men**—modest pants worn at the waist with shirts or sweaters; suits or collared dress shirts or turtleneck sweaters for Sabbath services; clean and well-groomed beards and mustaches; modest recreational apparel.
- » **Women**—modest dresses, skirts, or pants with shirts or sweaters; modest skirts, dresses, or dress pants with shirts or sweaters for Sabbath services; natural-looking makeup; modest recreational apparel, including one-piece swimsuits.

- » **Men and Women**—Shoes and shirts are required in all nonrecreational public places. Hair is to be clean, neat, and without radical styles. Shorts worn in classroom buildings or during Convocation must be modest in length and not recreational shorts.
- » **Specifically prohibited in public**—sloppiness; tank tops; pajamas/lounge wear; clothing that is torn, frayed, or with printing that contradicts university standards; tight-fitting and revealing styles; sheer fabrics; low-cut tops; bare midriffs or shoulders; exposed camisoles; miniskirts with or without leggings; skirts with deep slits; and jewelry* including bracelets, necklaces, chains, medallions, earrings, and rings.

* Married students may wear wedding bands. Medical alert chains and bracelets are allowed.

CONTACT INFORMATION

Administration

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Melissa Moore, Humanitarian Engagement Director	423.236.2442
	423.236.2121

Student Development

Teri Reutebuch, Administrative Assistant	423.236.2814
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Student Association

Josh Esten, President	423.236.2600
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Student Life and Activities

Kari Shultz, Director	423.236.2484
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Residence Hall Housing

Lisa Hall, Dean of Students/Director of Residence Life	423.236.2900
Talge Hall (men)	423.236.2994
Brandon Dorn	423.236.2992
Carl Patterson, Associate Dean	423.236.2996
John Sager, Associate Dean	423.236.2991
Lisa Patterson, Administrative Dean	423.236.2990
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Susan Pennington, Associate Dean	423.236.2903
Elizabeth Tchakarov, Office Manager	423.236.2902
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Chamra Anthony, Associate Dean	423.236.2908
Southern Village	
JP Mathis, Associate Dean	423.236.2907
John Willis, Associate Dean	423.236.2997

Student Success

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Career Services

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Counseling Services

Tiffany Bartell, Coordinator	423.236.2784
Brandon Grentz, Counselor	423.236.2548
Loni Romero, Counselor	423.236.2549

Disability Services

Mariella Pechero, Coordinator	423.236.2574
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First Year Experience

Renita Moore, Coordinator	423.236.2575
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Retention Services

Cheri Durst, Coordinator	423.236.2546
Regina Bailey, Office Manager	423.236.2838

University Health Center

Candace Wing, Director	423.236.2713
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Michelle Mix, Nurse Practitioner	423.236.2713
Ashley Brooks, Nurse	423.236.2713
Mary King, Support Nurse	423.236.2515
Kelly Crawford, Office Manager	423.236.2713

Additional Contacts

For a complete campus directory, **visit southern.edu/directory**.

Alumni Relations

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Hulsey Wellness Center

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CURRENT AS OF SUMMER 2021

More information at [*southern.edu/parents*](https://southern.edu/parents)