



Excellence • Integrity • Accountability • Service • Diversity

CENTER FOR STUDENT SUCCESS

FIRST-YEAR EXPERIENCE HANDBOOK 2021-2022



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WELCOME TO THE *JAGUAR LAND*

GREETINGS:

Welcome to Southern University at Shreveport (SUSLA). Your college journey is about to begin. During your first year, the Center for Student Success (CSS) will assist you as you prepare for this journey. The Center has carefully planned some exciting and challenging activities that will teach you how to navigate your new collegiate field of study to successfully attain your academic and vocational goals. These activities form what we refer to as “The First Year Experience (FYE)”.

The Center is the hub of your support services, where academic advisors assist you with your academic needs and help to determine how best to begin your collegiate journey with an end in mind. The Center works closely with the instructors of the College Success Course and service learning/career personnel to ensure that your academic program is aligned with your career destination.

We are pleased that you chose SUSLA for this important phase of your lifelong learning. We firmly believe that your college experience plays an important role in making this journey a success.

DESTINATION — GRADUATION!

Yours truly,

CENTER FOR STUDENT SUCCESS OFFICE STAFF



MAJOR BROCK, JR.



WILLIE SIGLAR, II



GLEN HARRIS



KAYE WASHINGTON

MEET THE SUCCESS TEAM

MAJOR BROCK, JR.

Assistant Vice Chancellor for Student Success

318-670-9280 | mbrock@susla.edu

All prospective SUSLA students, first-year SUSLA students and other current students who are not sure of who your advisor is, please contact the following Student Success Coaches. Students are assigned to a Coach on the basis of the **FIRST LETTER OF THEIR LAST NAME.**

WILLIE SIGLAR, II (A-G)

Student Success Coach

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For first year students, as well as some transfer students, the first year at a new institution, is critically important in determining how successful students will be in college. National data continue to suggest that the majority of students entering college withdraw before graduation (Gerdes & Mallinckrodt, 1994; Pancer, Hunsberger, Pratt, Alisat, 2000). Furthermore, research data suggest that student success is strongly influenced by the experiences that first year student's encounter during their first year (Upcraft, Gardner & Barefoot, 2004). These experiences in and out of the classroom serve as a foundation on which the rest of students college experiences are formed. Realizing this importance, over the past twenty years, college educators and administrators have given greater attention to the unique needs of first year students, especially the nontraditional ones. This attention has generated millions of dollars toward research into the development and expansion of first-year programs.

Often educators hearing the phrase “first year experience (FYI) program” associate it solely with a first-year seminar course. However, the FYI program is larger than a single seminar course and represents an intentional and comprehensive program that consists of different components of student life working coherently to improve academic performance, provide a cohesive learning experience, assist in the transition to college, facilitate a sense of commitment and community to the university, and increase personal development (Barefoot, Fidler, Gardner, Moore, & Roberts, 1999). The development of such a program should be student-centered and driven by a genuine concern by faculty, staff, and administrators in the success of their first-year students. Depending on the organizational structure of the university, for the first year academic and non-academic programs must be coordinated in a manner to develop and implement comprehensive student centric programs. This includes new student onboarding activities, redesigned first-year curriculum, structured proactive advising, expanded student support services, and intentional student-centered administrative policies and procedures.

In addition, the creation of programs that facilitate student contact with faculty outside of the classroom are often overlooked. Research highlights the importance of this interaction, as it correlates positively with undergraduate students' academic achievement (Astin & Panos, 1969; Centra & Rock, 1970; Pascarella, 1980), critical thinking (Wilson, 1975) and retention (Bean, 1981; Pascarella, 1980).

WHAT IS A FIRST-YEAR EXPERIENCE PROGRAM?

15 STRATEGIES & TIPS TO HELP YOU SURVIVE AND THRIVE YOUR FRESHMAN YEAR

1. Go to all orientations. Do you really need to go on yet another campus tour? Yes! The faster you learn your way around campus — and around all the red tape — the more at ease you'll feel and the better prepared you'll be when issues arise.

2. Get to know your roommate and others in your residence hall. The people you live with, most of whom are going through similar experiences and emotions, are your main safety net — not only this year, but for all your years. You may change roommates after the first semester or you may stay roommates for all your collegiate years — just take the time to get to know your fellow first-year students.

3. Get organized. In high school, the teachers tended to lead you through all the homework and due dates. In college, the professors post the assignments — often for the entire semester (syllabus) — and expect you to be prepared. Buy an organizer, use an app, or get a big wall calendar — whatever it takes for you to know when assignments are due.

4. Go to class. Obvious, right? Maybe, but sleeping in and skipping that 8 AM class will be tempting at times. Avoid the temptation. By attending classes and interacting with your classmates, you'll also receive vital information from the professors about what to expect on tests, changes in due dates, etc.

5. Become an expert on course requirements and due dates. Professors spend hours and hours preparing course syllabi and calendars so that you will know exactly what is expected of you and when. One of the lamest excuses a student can give a professor: "I didn't know it was due today."

6. Meet with your professors. Speaking as a Success Coach, I can assure you there are only upsides to getting to know your professors, especially if later in the semester you run into some snags. Professors schedule office hours for the sole purpose of meeting with students -- take advantage of that time.

7. Get to know your Student Success Coach (Academic Advisor). This is the person who will help you with course conflicts, adding or dropping courses, scheduling of classes for future semesters, deciding on majors and minors. This person is a key resource for you -- and should be the person you turn to with any academic issues or conflicts. And don't be afraid of requesting another adviser if you don't click with the one first assigned to you.

8. Seek a balance. College life is a mixture of social and academic happenings. Don't tip the balance too far in either direction. One of my favorite former students always used to say her motto was to "study hard so she could play hard."

9. Get involved on campus. A big problem for a lot of new students is a combination of homesickness and a feeling of not quite belonging. A solution? Consider joining a select group -and be careful not to go overboard -- of student organizations, clubs, sororities or fraternities, or sports teams. You'll make new friends, learn new skills, and feel more connected to your school.

10. Strive for good grades. Another obvious one here, right? Remember the words of the opening paragraph; while good grades could have come naturally to you in high school, you will have to earn them in college -- and that means setting some goals for yourself and then making sure you work as hard as you can to achieve them.

11. Take advantage of the study resources on campus. Just about all colleges have learning labs and tutors available. If you're having some troubles, these resources are another tool available to you. Another idea: form study groups.

12. Make time for you. Be sure you set aside some time and activities that help you relax and take the stress out of your day or week. Whether it's enlisting yoga techniques, watching your favorite television shows, or writing in a journal, be good to yourself.

13. Don't feel pressured to make a hasty decision about a career or a major. It doesn't matter if it seems as though everyone else seems to know what they're doing with their lives -- believe me, they don't -- college is the time for you to really discover who you are, what you enjoy doing, what you're good at, and what you want to be. It's not a race; take your time and enjoy exploring your options.

14. Take responsibility for yourself and your actions. Don't look to place the blame on others for your mistakes; own up to them and move on. Being an adult means taking responsibility for everything that happens to you.

15. Make connections with students in your classes. One of my best students said his technique in the first week of classes was to meet at least one new person in each of his classes. It expanded his network of friends -- and was a crucial resource at times when he had to miss a class.

At SUSLA, the academic advising program uses an intrusive advisement approach to address the needs of first time freshmen at-risk students. Initially, coupled with career coaching, intrusive advisement proactively helps all at-risk students explore and discover their interests, strengths, and challenges in selecting a program of study. This is followed by the development of the appropriate interventions to address the specific risk factors of these students.

All academic departments are expected to have an advisement function that assists students who have chosen their programs. This function should include a departmental liaison advisor who coordinates with the Center for Student Success (CSS) advisors to ensure that all first-time entering students are thoroughly assessed and appropriately assigned an academic advisor during their first year at SUSLA.

CSS is responsible for facilitating the first-time entering freshmen orientation, where each student is assessed to determine college readiness. As a result, students' level of college readiness will be used to determine whether they are at-risk of being unable to optimize their academic performance or persist during their first year of college. CSS advisors share this information with the department liaison advisor and refer students not at risk to academic departments so that the most appropriate academic advising is established for each freshman student. These students are closely monitored by both the CSS advisor and department advisor during their first semester to determine if their current advisement assignment is adequate enough to insure the successful attainment of their academic and vocational goals.

PEER COACHES & MENTORS

The Peer Coach and Mentor Program is for students who have earned 15 or more credit hours and who can answer questions and provides support for the new class of entering students (first-year students).

- The purpose of the program is to promote unity among class years, encourage involvement in clubs and organizations, and provide a support network for entering students.
- Peer Coaches and Mentors provide first-year students with the support they need to succeed.
- They work to further develop a student's skills in order to promote their success at SUSLA.
- Peer Coaches and Mentors help guide students towards resources on campus that fit their needs, walk them through their experiences, and form meaningful relationships

#15TOFINISH

15 to Finish is a campaign designed to encourage students attending or planning to attend SUSLA to take 15 credits per semester to graduate on time.

WHY 15 TO FINISH?

- You're more likely to graduate on time.
- Research has shown you're more likely to get better grades.
- You'll save money, since taking 15 credits is the same cost as taking 12 credits. You're getting 3 credits for FREE!
- By finishing on time, you have more options. You can get an advanced degree, take time off to travel or volunteer, or start working full-time.

GUIDED PATHWAYS

Student Success Coaches develop Guided Pathways to Success (GPS) for each student that maps their complete plan of study to their destinations and tracks momentum analytics, e.g. accumulation of earned credits and time - to - degree. Coaches monitor the navigational pace of their students, focusing on the barriers that are encountered along the pathway in order to proactively intervene where needed to sustain momentum (retention). When barriers are discovered, they are assessed to determine how best to eliminate or navigate around them. Coaches and students collaboratively monitor the assigned pathways, so that navigational issues become a shared responsibility and the action plans developed to address them contain their separate roles and responsibilities. The coaches regularly reminds the student of the benefits of their destination so as to keep them focused on academic and vocational goals.

THE SUCCESS COACH'S (ADVISOR'S) RESPONSIBILITIES

The responsibility of the academic advisor is to:

- Be accessible and responsive to advisees
- Communicate college policies & procedures
- Provide students accurate information about University policies, programs, core curriculum requirements, major/minor requirements, academic advising, and registration procedures assigned
- Peer Coaches and Mentors help guide students towards resources on campus that fit their needs, walk them through their experiences, and form meaningful relationships
- Help students define & develop realistic educational and career goals (short & long-term)
- Match students' needs with available resources & make appropriate referrals
- Educate advisee about the major and/or career field
- Encourage and work with students to develop good study habits
- Monitor students' academic performance during the academic year and recommend, if necessary, strategies to improve weaknesses and enhance strengths
- Discuss the linkage between academic preparation and the world of work
- Keep abreast of curriculum requirements

THE STUDENT'S RESPONSIBILITIES

The responsibility of the student is to:

- Know important dates for each semester, such as the last day to change, drop or add classes, or the graduation application deadline
- Consult with your advisor at least at least three times a semester or as often as necessary
- Plan and attend regular appointments with your advisor each semester
- Come prepared for advising appointments (ex. two-year plan, degree plan worksheet, and make a list of courses you're interested in taking the following semester)
- Gather all relevant decision-making information (i.e. discuss issues of academic performance with your instructor and meet with advisor to explore ways to address them)
- Clarify personal values and goals
- Become knowledgeable about college programs, policies, and procedures
- Complete all "to do's" recommended by your advisor
- Ask questions if you do not understand an issue or have a specific concern
- Take responsibility for exploring career options
- Seek opportunities that are consistent with areas of interest
- Follow through with appropriate action after an advising session (e.g., a visit to the office of the dean, office of the registrar, career development office, etc.)

SUSLA ADVISING FORM(S)

For all incoming first-time freshmen, the Center for Student Success assigns students to courses arranged by common academic interests, otherwise known as "meta majors." BSTEM (Business, Science, Technology, Engineering, and Math), Behavioral Sciences, and Allied Health and Nursing.

Utilizing the Meta Majors approach ensures that students begin on a path that fulfills their chosen field of study requirements yet allows some flexibility to change their major without losing credit or time to degree.

Meta Majors provide students with a clear roadmap of their courses and the requirements they must meet to reach their educational and career goals. While this reduces the number/type of courses they can select for the first term, it gives us greater assurance that the student will begin with a navigational pace that produces the momentum desire for the first year.

They also take a one-credit-hour course, College Success, that provides them with essential information and survival skills to help them navigate the university's logistical, academic, and social demands.

STEM/BUSINESS STUDIES						
Cluster of Programs: Computer Information Systems, Pre-Engineering, Chemistry, Physical Science, Biology, Physical Science, Accounting, Business Administration/Mgmt., Bio Science						
Student ID	Class	Semester	Approved Advisor	Credit Hours		
Primary Schedule						
CRN	Course	Course No.	Section No.	Credit Hrs.	Days	Time
	College Success			1		
	Math			3		
	English			3		
	Major Course			3		
	Music or Art			3		
	CMPS			3		

BEHAVIORAL SCIENCE						
Cluster of Programs: <i>Criminal Justice, Human Services, Psychology, Health & Physical Education, Mass Communications, Fine Arts, Sociology, Social Science</i>						
Student ID		Class	Semester	Approved Advisor	Credit Hours	
Primary Schedule						
CRN	Course	Course No.	Section No.	Credit Hrs.	Days	Time
	College Success			1		
	Math			3		
	English			3		
	Major Course			3		
	Music or Art			3		
	Biology			3		

ALLIED HEALTH						
Cluster of Programs: Dental Hygiene, Health Information Technology, Radiologic Technology, Respiratory Therapy, Pre-Professional Speech Technology, Nursing, MLT						
Student ID		Class	Semester	Approved Advisor	Credit Hours	
Primary Schedule						
CRN	Course	Course No.	Section No.	Credit Hrs.	Days	Time
	College Success			1		
	Math			3		
	English			3		
	Biology A & P			3		
	Psychology			3		
	Comm/Speech			3		
	Biology A & P Lab			1		

HOW COLLEGE IS DIFFERENT FROM HIGH SCHOOL

FOLLOWING THE RULES IN HIGH SCHOOL

Your time is structured by others.

You can count on parents and teachers to remind you of your responsibilities and priorities.

Each day you proceed from one class directly to another, spending six hours each day—30 hours a week—in class.

You are not responsible for knowing what it takes to graduate.

CHOOSING RESPONSIBLY IN COLLEGE

You manage your own time.

You must balance your responsibilities and set your own priorities.

Schedules tend to look lighter than they really are. You often have hours between classes; class times vary throughout the day and evening; and you spend only 12 to 18 hours of each week in class.

Graduation requirements are complex and differ among majors. You are expected to know those that apply to you.

GOING TO HIGH SCHOOL CLASSES

The school year is 36 weeks long; most classes extend over both semesters.

Classes generally have no more than 35 students.

You may study outside class as little as 0 to 2 hours a week, and this may be mostly last-minute test preparation.

You seldom need to read anything more than once, and sometimes listening in class is enough.

You are expected to read short assignments that are then discussed and often re-taught.

SUCCEEDING IN COLLEGE CLASSES

The academic year is divided into multiple terms ranging from 4-18 weeks, each requiring for exams. All classes are determined by their specific term.

Class size may vary one size from 10 to 100 students.

A recent study shows successful students study at least 15 hours per week. Studying includes any time spent on classes such as tutoring, meetings with instructors and review sessions.

You need to review class notes and text material regularly.

You are assigned substantial amounts of reading and writing which may not be directly addressed in class.

TESTS IN HIGH SCHOOL

Testing is frequent and covers small amounts of material.

Make-up tests are often available.

Teachers frequently conduct review sessions, pointing out the most important concepts.

TESTS IN COLLEGE

Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test. A particular course may have only two or three tests per term.

Make-up tests are seldom an option; if they are, you need to request them.

Professors rarely offer review sessions, and when they do they expect you to be an active participant, prepared with questions.

GUIDANCE AND COUNSELING IN HIGH SCHOOL

Your high school guidance counselor will schedule your classes for you to meet state minimum requirements for graduation.

Guidance counselors will help you with college applications and ACT/SAT testing.

ACADEMIC ADVISORS IN COLLEGE

First Year students will meet with their assigned Success Coach to talk about college goals and how to achieve them. You will discuss all the requirements you need for graduation. Beginning with your second term, you will enroll in classes on your own. You will be expected to monitor your progress toward graduation by referring to your Academic Requirements Report online.

Academic advisers can provide referrals to other campus resources such as financial aid, career services, and academic success resources, i.e. learning labs, supplemental instruction.

Academic advisers can assist you with transferring coursework from another college so that it applies to your next institution.

TOP 10 REASONS WHY COLLEGE STUDENTS DROPOUT

TOO MUCH FUN

HOMESICKNESS & A SENSE OF ISOLATION

ACADEMIC UNPREPAREDNESS OR BURNOUT

FINANCIAL CONSTRAINTS

PERSONAL OR FAMILY ISSUES

SCHOOL ISN'T A GOOD ACADEMIC FIT

WRONG MAJOR

LACK OF ADVISING & GUIDANCE

LOCATION

DEMANDS FROM PART OR FULL-TIME EMPLOYMENT

ADMISSIONS

The Office of Admission Services provides information about SUSLA and the requirements for admissions. Completed enrollment application packets are accepted through this office. SUSLA offers courses on a two-semester plan — fall and spring, with special sessions offered during the summer. A completed application and all required admission forms and records must be received in the Office of Admissions before the set deadlines in order for the applicant to be notified regarding eligibility for admission. [Located in Administration Building.](#)

ACADEMIC AFFAIRS

The Division of Academic Affairs is responsible for preparing and delivering quality educational products and services to the citizens of Northwest Louisiana and neighboring regions. To advance the academic mission of the University, Academic Affairs provides leadership for continuous improvement in academic programs, faculty development, supporting facilities and services, and, ultimately, student success. The faculty & staff uphold the highest standards of excellence in education, many with national and international reputations for their teaching, scholarship, and service, and significant stature in their disciplines. [Located in Administration Building.](#)

CAREER SERVICES

The Career Services Department works with students, alumni and employers to connect graduate workforce goals with the needs of employers; this includes student career preparation and readiness, employer development and relationship building, and planning of events to connect the two entities. This activity affords students and alumni the opportunity to integrate theory and methodology beyond the academic setting. Through the career services center the university will empower students with the tools and resources to obtain a quality career or transition into a four-year program. [Located in SUSLA's Small Business Development Center.](#)

FINANCIAL AID & SCHOLARSHIPS

The Office of Financial Aid & Scholarships strives to provide you with assistance throughout your financial aid process and keep you informed of the many available options offered at Southern University at Shreveport in the form of scholarships, grants, loans, and student employment. We assist students in meeting their college expenses by administering financial assistance programs. To be eligible to receive financial aid, students must be admitted to the University. [Located in Administration Building.](#)

HEALTH SERVICES

Accident and health insurance is provided to students enrolled at the University. An insurance plan is designed specifically for students of the Southern University System. All students are automatically enrolled in the insurance plan at registration, and the premium for coverage a student or his family may have. Contact the Vice Chancellor for Student Affairs for more information and obtain an insurance brochure.

CAMPUS RESOURCE GUIDE

INFORMATION TECHNOLOGY (IT)

The Division of Information Technology (DoIT) provides technology-related services to support academic, administrative, and operational functions of Southern University at Shreveport. Consistent with Southern University at Shreveport's (SUSLA) mission of providing leadership and promoting university excellence through superior services, the Division of Information Technology (DoIT) promotes an environment that integrates technology into the fabric of the institution and provides all University constituents with the information, tools, and services necessary to accomplish their goals. [Located in Administration Building.](#)

LIBRARY

The Library is the center for learning materials and it serves as an important teaching agency by providing bibliographic instruction. The Library is also committed to the institution's mission of "teaching and preparing traditional and non-traditional students for degree-attainment, transfer, workforce, continuous learning and self-improvement." The programs and services of the Library are geared toward implementing the mission of the University with the specific objectives of meeting the educational needs of the University and providing community service. [Located in between Jackson Building & NCR Building.](#)

REGISTRAR'S OFFICE

The Registrar's is the official record-keeper of the University. This responsibility entails the registration processes of new, continuing, and returning students; the management of dropping and adding courses; determination of probation/suspension status of students; supervision of grade processing (rosters and grade reports); processing data (verification of receipt of transcripts and degrees earned, posting previous credit earned) for new, transfer, and returning students; preparing transcript and unofficial transcript requests for students. [Located in Administration Building.](#)

RESIDENTIAL LIFE

Jaguar Courtyard proudly serves SUSLA with an experience tailored for its students. Our residents benefit from the camaraderie developed between their peers. That's because Jaguar Courtyard focuses on programming that engages the community and makes making friends a little easier. The community programming includes: community service outreach, academia-oriented learning events, and themed resident appreciation parties. [Located in Jaguar Courtyard \(behind the Library\).](#)

STUDENT AFFAIRS

The Office of Student Affairs and Enrollment Management at Southern University at Shreveport is a fundamental part of the total educational process committed to serving students and is designed to assist students both individually and collectively. The role of Student Affairs and Enrollment Management, in fulfilling the university's mission, is to keep the student central in all decisions and actions, enhance student growth and development, and assist in developing an institutional atmosphere which promotes strong citizenship, diversity and equal opportunity. This office also encourages students to become participating members of the university community so that they can gain maximum benefits from their college experiences. [Located in Administration Building.](#)

STUDENT LIFE

Never a dull moment at SUSLA - the Jaguar Nation has something for everyone. With everything Southern University at Shreveport has to offer, every student can enjoy enriching experiences through organizations, clubs, and groups. Whatever it is that you need, we probably have it here. There are more than 30 student organizations representing educational majors, religious groups, some Greek affiliations, and club sports. [Located in Johnny L. Vance Student Activity Center \(next to the Jaguar Market Place\).](#)

STUDENT SUCCESS CENTER

Following the approval of the Quality Enhancement Plan (QEP) by the Southern Association of Colleges and Schools (SACS) in 2010, the Center for Student Success (CSS) was charged with the direction and implementation of the QEP. CSS functions as a “One Stop Shop”; housing Academic Advisement and Student Retention Services. The goal of the CSS is to teach students to apply and value strategies to successfully navigate their chosen course of study for the attainment of academic and vocational goals. [Located in Fine Arts Building.](#)

STUDENT SUCCESS COACH

The Student Success Coach provides an on-going, intentional, and educational support system for our students' academic success. At SUSLA, the academic advising program uses an intrusive advisement approach to address the needs of first time entering freshmen at-risk students. Initially, coupled with career coaching, intrusive advisement proactively helps all at-risk students explore and discover their interests, strengths, and challenges in selecting a program of study. This is followed by the development of the appropriate interventions to address the specific risk factors of these students. [Located in Student Success Center.](#)

STUDENT SUPPORT SERVICES

TRiO Student Support Services is a unique program at Southern University at Shreveport (SUSLA). We are a supportive academic community working together towards academic excellence and achievement. TRiO SSS helps first generation, low-income students and students with disabilities reach their full potential and achieve academic success. Student success is at the center of everything we do in our program. [Located in Fine Arts Building \(across from Student Success Center\).](#)

TESTING CENTER

The testing and assessment component periodically administers standardized tests, the American College Test (ACT) Residual, the Collegiate Assessment of Academic Proficiency (CAAP) Test, and the Scholastic Aptitude Test (SAT). The ACT Residual is administered to the general public before the beginning of each semester and periodically throughout registration. The ACT is used to evaluate a student's preparedness for college work and to determine whether a student should take the placement test for continued academic advisement. [Located in Welcome Center.](#)

UNIVERSITY POLICE

As a means of fulfilling these efforts, we are committed to being a leader in Campus Law Enforcement in the Philosophy of Community Oriented-Problem Solving Policing. We will constantly transform the organizational culture, structure and policies and procedures to enable the department, faculty, staff and students to work together to ensure public safety within the university community and its immediate neighborhood.

[Located beside the Student Parking Lot.](#)

WELCOME CENTER

The Welcome Center is an inviting space to welcome and service visitors in a fast, friendly and efficient manner. It is the center point for allowing current and prospective students, parents, and community partners to take a virtual exploration of academic and workforce programs, student affairs and campus life (Enrollment Services, Veterans, Athletics, Band, Housing). With innovative technology via self-help kiosks, the Welcome Center will expedite the process for enrollment, admissions, and financial aid. A hybrid of in person from friendly Ambassadors and virtual assistance will provide answers to frequently asked questions (FAQ's) to reduce wait time or a need for office visit.

[Located in Administration Building \(2nd Floor\).](#)

OPPORTUNITY STARTS HERE.



BANNER STUDENT INFORMATION SYSTEM:

Your Student account that allows you to register for classes, check your grades, view your account and print unofficial transcripts. Your Banner User ID differs from your student Username. Your Banner User ID is a series of numbers beginning with 'U'. This ID is generated automatically by Banner System and is printed on your class schedule, fee sheet and Student ID card.

For Banner Account

Banner User ID: U01000001

Your password is your 6 digit date of birth- no dashes or spaces

Password example:

Your DOB is January 30, 1990, your password will be 013090

Click [here](#) to access Banner.

STUDENT EMAIL (mySUemail):

Enter mySUemail address: firstname.lastname@sus.edu

Enter your Password: If logging in for the first-time, your default password will be the first 4 characters of your last name (lower case) and the last four digits of your "U" number

For example: Jane Brown and U1234 password will be brow1234.

Click [here](#) to access mySUemail.

MOODLE LOGIN:

1ST STEP: GO TO [SUSLA.EDU](https://susla.edu)

2ND STEP: CLICK ON "LOG INTO MOODLE"



LOG INTO MOODLE

3RD STEP: CLICK ON "SIGN INTO MOODLE"

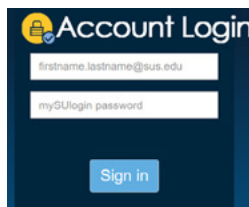
Sign into Moodle

4TH STEP: CLICK ON "LOGIN"
(UPPER RIGHT HAND CORNER)

5TH STEP: ENTER USERNAME: [firstname.lastname@sus.edu](#)

ENTER PASSWORD: If login in for the first-time, your default password will be the first 4 characters of your last name (lower case) and the last four digits of "U" number.

For example, Jane Brown and U00001234 password will be brow1234.



6TH STEP: CLICK ON DASHBOARD TO ACCESS COURSES



STUDENT ACCOUNTS & LOGINS

HOW TO REGISTER FOR COURSES IN BANNER:

1. Log In to Banner Self-Serve

NOTICE: The first time you enter Banner Self-Service, you will be prompted to enter a new PIN.

Your Initial Login:

- Visit www.susla.edu
- Under Current Students, click Banner, then select Banner Self-Serve.
- Click on Enter Secure Area with mySUlogin account.
- User ID: mySUlogin (firstname.lastname@sus.edu)
- PIN: Continuing SUSLA students and new students will enter the first letter of their last name and the last four (4) numbers of their U# their initial login to Banner. The format abcd1234. Example, John Smith would be smitxxxx.
- Click Login
- You will be prompted to enter a security question and answer.
- Then the system will require you to change your PIN before going forward.
- Once you login successfully, please note your new SUSLA student identification number. The U number will appear at the top right corner of your computer screen. This number can be used in place of your social security number. When using your U number to log in, please remember the U must always be capitalized.

2. Click on [Student](#).

3. Click on [Registration](#).

4. Click on [Look Up Classes](#).

5. Click on [Select Term](#) and choose the term you wish to register course and [Select Submit](#) (ex: SUSLA Summer 2020, SUSLA FALL 2020)

6. Select a [Subject](#)

- Reminder: Courses are searched for by the subject and the program of study.
- NOTE: You must choose a subject code. By holding down the control key while selecting the subject code, you can choose more than one subject. All other search criteria are optional.

7. Scroll to the bottom and choose [Course Search](#).

- The system will pull up all courses taught in the subject you are searching.
- You may also customize your search by selecting Advanced Search.

8. If there is a C next to the class you selected, the class is closed.

9. If there is an open box next to the class you want, select the box, scroll down, and click on [Register](#). You are now registered for the course.

HOW TO PAY

TO FINALIZE REGISTRATION, FOR THIS SEMESTER THROUGH YOUR [SELF-SERVICE BANNER ACCOUNT](#). ONCE LOGGED IN, YOU WILL NEED TO GO TO THE FOLLOWING:

-
1. Select the [Student](#) tab.
 2. Select [Students Accounts](#).
 3. Select [Payments and Payment Plan](#).
 4. From the drop menu, select [SUSLA-Summer 2020](#) (or future terms).
 5. Review the [Financial Responsibility](#) Section.
 6. Click [Complete Enrollment](#).

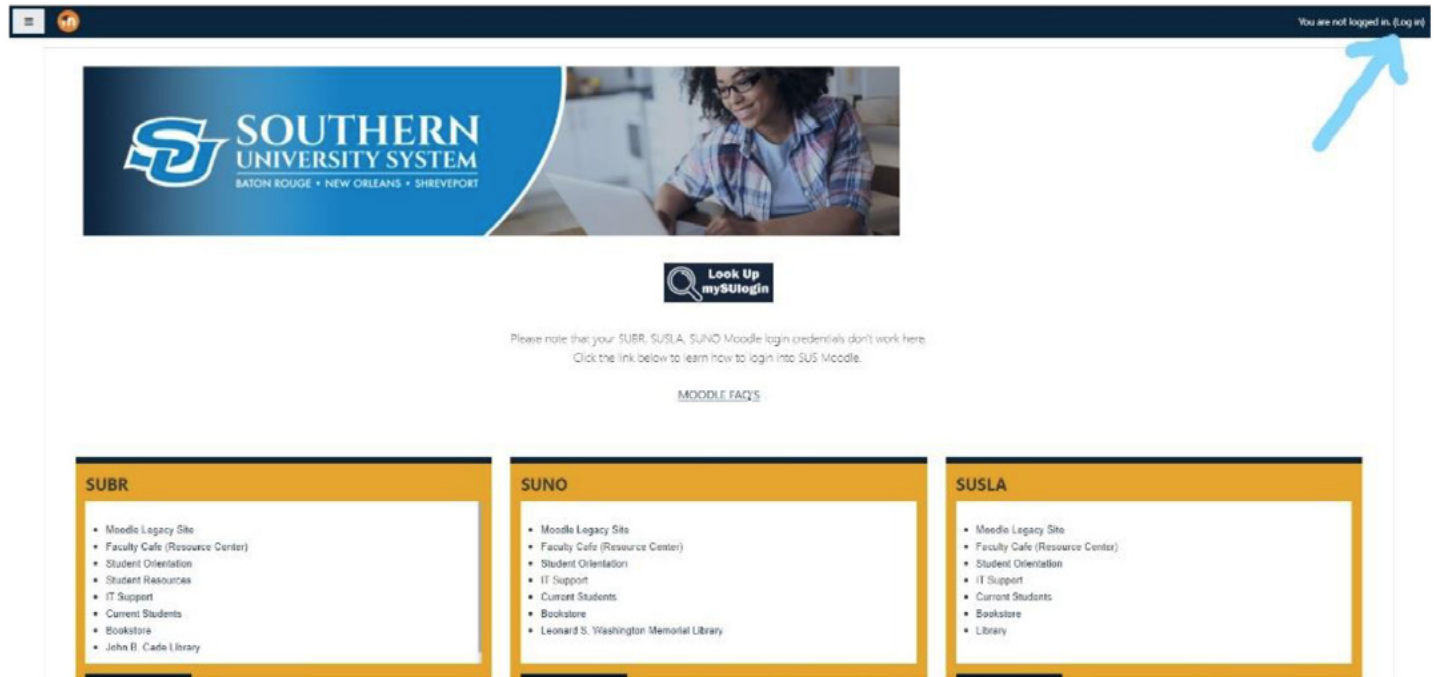
Should you encounter any difficulties with this process, you will need to follow up with the [Bursar's Office](#) at bursar@susla.edu.



STEPS TO COMPLETE ENROLLMENT:

1. Click [Financial Aid](#).
2. Click [Award for Aid Year](#).
3. From the drop-down menu, choose the 2020-2021 aid year.
4. Click the [Terms and Conditions](#) tab. Read the statement and click [I Accept](#).
5. Click the [Awards](#) tab. Here you can view your loan offer (decline/accept).
6. Click the [Resource/Communications](#) tab. Here, you will need to put [yes](#) for each statement. Once this is complete, click the [Student](#) tab.
7. Click [Student Accounts](#).
8. Click [Payment & Payment Plan Processing](#).
9. From the drop-down menu ([choose term](#)).
10. Read the financial responsibility statement, scroll to the bottom of the page, and click [Complete Enrollment](#).

STUDENT LOGIN:



One Login: A new Southern Universal login (mySUlogin) and email account (mySUemail) has been created for you. mySUlogin is a Single Sign-On (SSO) login that is required to access a variety of applications on all campuses of the Southern University System. Your new mySUlogin (firstname.lastname@sus.edu) will allow you to log in to:

- [Banner System](#)
- [Moodle LMS](#)
- [mySUemail](#)
- [mySUMobile App](#)
- SSO-enabled applications (Dynamic Forms, etc.)

Be sure to check mySUemail regularly for communications from Banner, Moodle, etc. To access your mySUemail, please follow these instructions:

1. Enter mySUemail address: firstname.lastname@sus.edu.
2. Enter your Password: For first-time users, your initial password is the first 4 characters of your last name and the last four digits of your U-Number.

For example: Jane Brown and U-Number123456789 password will be brow6789.

If you have forgotten your password or need to change your password please visit mySUlogin [Password Reset](#) tool.



GET YOUR CAREER STARTED

MAKING CAREER SERVICES WORK FOR YOU

Many students go through years of college without ever setting foot in their school's career services office. The mission of career centers is to work with students, alumni and employers to connect graduate workforce goals with the needs of employers; this includes student career preparation and readiness, employer development and relationship building, and planning of events to connect the two entities. Don't overlook this opportunity; it could mean passing up the job of a lifetime.

JOB LISTINGS & RECRUITING PROGRAMS

The Career Services Office has job listings maintained by Purple Briefcase. Employers often post positions specifically for our college (they WANT to hire you). Students can also take advantage of on-campus recruiting programs, where employers collect student resumes and conduct on-campus interviews for various job openings.

CAREER FAIRS

The beauty of career fairs is that they bring employers to you. Twice a year on SUSLA campus you can browse their available positions, talk with them informally, and drop off resumes.

INTERNSHIP PROGRAMS

Internships are the most valuable way to try out different career fields and gain hands-on experience while you are still a student. You can build your resume, learn the ropes, and maybe even get academic credit. You might also pave the way to a full-time position after graduation.

WORKSHOPS

Career center workshops cover skills ranging from writing an effective cover letter to perfecting your interview performance. Not only can you get crucial advice from career center staff and other workshop presenters, but you will also benefit greatly from being in a group environment with your peers.

RESUME & COVER LETTER CRITIQUES

In addition to the assistance offered during individual appointments, during normal hours students may drop-in to the Career Services Office on Wednesdays from 9 AM-12 PM or schedule a [virtual appointment](#).

AJ WILLIAMS

Career Services Coordinator

awilliams@susla.edu | careerservices@susla.edu

318.489.5213

CLUBS & ORGANIZATIONS

ACCOUNTING CLUB

Alywin Holmon
aholmon@susla.edu | 318.670.9256

BAPTIST COLLEGIATE MINISTRY

Elijah Teh-Teh
etehteh@susla.edu | 318.670.9929

BIOLOGY CLUB

Dr. Barry Hester
bhester@susla.edu | 318.670.9407

CHEERLEADING SQUAD

Steva Lowery
slowery@susla.edu | 318.670.9426

COMMUNITY EDUCATION FOR LIFE (C.E.L.T.)

Rhonda Young
ryoung@caddoschools.org | 318.674.3990

CRIMINAL JUSTICE CLUB

Dr. Federick Jackson
fjackson@susla.edu | 318.670.9249

DENTAL HYGIENIC CLUB

Lynne Eatman
leatman@susla.edu | 318.670.9652

EARLY CHILDHOOD EDUCATION CLUB

Rosalyn Holt
rholt@susla.edu | 318.670.9436

ELECTRONICS TECHNOLOGY CLUB

Timothy Banks
tbanks@susla.edu | 318.670.9592

ELITE CLUB

Dr. Angela Nichols-Young
anichols@susla.edu | 318.670.9324

FINANCIAL AID CLUB

Dr. Alan Jackson
ajackson@susla.edu | 318.670.9498

HEALTH INFORMATION TECHNOLOGY ASSOC.

Kim May
kmay@susla.edu | 318.670.9644

INTERNATIONAL CLUB

Dr. Calvin Lester
clester@susla.edu | 318.670.9211

JAZZY JAGS DANCE LINE

Steva Lowery
slowery@susla.edu | 318.670.9426

LIBRARY CLUB

Jane O'Riley
joriley@susla.edu | 318.670.9401

MEDICAL LABORATORY CLUB

Patricia Brown
pbrown@susla.edu | 318.670.9350

NURSING CLUB

Tiffany Varner
tvarner@susla.edu | 318.670.9692

PSYCHOLOGY CLUB

Belinda Dixon
bdixon@susla.edu | 318.670.9438

RADIOLOGIC TECHNOLOGY CLUB

Shelia Swift
sswift@susla.edu | 318.670.9646

STUDENT ORGANIZATIONS & LEADERSHIP

LaTari Fleming
lfleming@susla.edu | 318.670.9353

STUDENT GOVERNMENT ASSOCIATION (SGA)

LaTari Fleming
lfleming@susla.edu | 318.670.9353

UNIVERSITY AMBASSADORS

LaTari Fleming
lfleming@susla.edu | 318.670.9438

THE CSS RESOURCE GUIDE

UNIVERSITY RESOURCES

ADA/504 COMPLIANCE

Glen Harris

gharris@susla.edu | 318.670.9367

ADVISEMENT

Student Success Team

Major Brock, Jr.

mbrock@susla.edu | 318.670.9280

Willie Siglar, II (A-G)

wsiglar@susla.edu | 318.670.9281

Glen Harris (H-Q)

gharris@susla.edu | 318.670.9285

Kaye Washington (R-Z)

klwashington@susla.edu | 318.670.9284

ARAMARK (UNIVERSITY FOOD COURT)

Donnie Banks

donnies@aramark.com | 318.670.9204

BOOKSTORE

Adam King

bookstore@susla.edu | 318.670.6309

BASKETBALL (MEN'S)

David Francis

dfrancis@susla.edu | 318.670.9335

BASKETBALL (WOMEN'S)

Matthew Hines

mhines@susla.edu | 318.670.9331

CAMPUS SECURITY SERVICES

Chief Edward Reynolds

epreynolds@susla.edu | 318.670.9428

CAREER SERVICES

AJ Williams

awilliams@susla.edu | 318.670.9721

DISCIPLINARY COMMITTEE

LaTari Fleming

lfleming@susla.edu | 318.674.9353

EDUCATIONAL/MOTIVATIONAL SEMINARS

Billy Flowers

bflowers@susla.edu | 318.670.9327

FINANCIAL AID ASSISTANCE

Financial Aid Advisors

Tiera Smothers (A-G)

financialaid@susla.edu | 318.670.9369

Dr. Alan Jackson, Jr. (H-J) (Assistant Director)

financialaid@susla.edu | 318.670.9498

Kayla Hullaby (K-R)

gharris@susla.edu | 318.670.9320

Phillippa George (S-Z)

financialaid@susla.edu | 318.670.99321

Jerisica Houston (Intake Specialist/Front Desk)

jhouston@susla.edu | 318.670.9221

Cameron Jones (Loan/FWS Coordinator)

financialaid@susla.edu | 318.670.9231

Sharmain Tolbert (Specialist/SU Connect A-Z)

financialaid@susla.edu | 225.771.3962

LIBRARY

Jane O'Riley

joriley@susla.edu | 318.670.9401

MUSEUM (SUMAS)

Dr. Angelique Feaster Evans

afeaster@susla.edu | 318.670.9631

UNIVERSITY RESOURCES (CONTINUED)

SUPPLEMENT INSTRUCTION

Dr. Chyrl Jackson (Student Support)
cmjackson@susla.edu | 318.670.9325

SUPPLEMENTAL GRANT AID AWARD

Dr. Angela Nichols-Young (Student Support)
anichols@susla.edu | 318.670.9324

TECHNOLOGY WORKSHOPS

Information Technology Center (ITC)
?@susla.edu | 318.670.9900

TESTING & ASSESSMENTS (ENTRY & EXIT)

Welcome Center
welcomecenter@susla.edu | 318.670.9245

TITLE IX COMPLIANCE SERVICES

Dr. Tuesday Mahoney
tmahoney@susla.edu | 318.670.9210

TRANSFER/GRADUATION SERVICES

Dr. Angela Nichols-Young (Student Support)
anichols@susla.edu | 318.670.9324

TUTORIAL PROGRAM

Dr. Chyrl Jackson (Student Support)
cmjackson@susla.edu | 318.670.9325

UNIVERSITY POLICIES & PROCEDURES

LaTari Fleming
lfleming@susla.edu | 318.670.9353

WELCOME CENTER

Service Engagement

Marlo Miller (Director)
mmiller@susla.edu | 318.670.9245

Victor L. Thomas (Specialist)
vthomas@susla.edu | 318.670.9245

ShaKendra Law
slaw@susla.edu | 318.670.9245

COMMUNITY RESOURCES

AMERICAN RED CROSS

Food, Clothes, Shelter
147 E. Stoner Avenue | 318.226.1110
salvationarmyalarm.org/shreveport

AUTISM SOCIETY OF NORTHWEST LA

Connection Groups, Autism, Awareness
4915 Barksdale Blvd. #114 | 318.734.0270
autism-society.org

BRENTWOOD HOSPITAL

Counseling, Recreation, Programs, Meals/Shelter
1006 Highland Avenue | 877.678.7500
brentwoodbehavioral.com

CADA OF NORTHWEST LOUISIANA

Detox, Treatment, Community Resources, Alcohol
2000 Fairfield Avenue | 318.222.8511
cadanwla.org

CATHOLIC CHARITIES OF NORTH LOUISIANA

People in Need, Affordable Housing, Food & Health
331 E 71st Street | 318.865.0200
catholiccharitiesusa.org

DAVID RAINES HEALTH CENTER

Medical Care, Low-Income, Uninsured Families
1625 David Raines Road | 318.425.2252
davidraineschc.org

DRESS FOR SUCCESS SHREVEPORT-BOSSIER

Boutique, Clothing, Self-Confidence, Professional
5905 Financial Plaza Ste. 700 | 318.606.2296
dressforsuccess.org

FOOD BANK OF NORTHWEST LOUISIANA

Food Insecurity, Fighting Hunger, Food Collection
2307 Texas Avenue | 318.675.2400
foodbanknla.org

INTERNATIONAL DYSLEXIA ASSOC. OF LA

Public Awareness of Dyslexia, Learning Abilities
149 Jefferson Oak Drive (Ruston) | 318.225.3431
la.dyslexiaida.org

LGBT CRISIS HOTLINE

LGBTQIA+, Confidential Support, Crisis Intervention
PO Box 52256 | 1.866.488.7386
thetrevorproject.com or pacelouisiana.org

LOUISIANA ASSOCIATION FOR THE BLIND

Visual Impairment, Visual Aid, Awareness, Support
1750 Claiborne Avenue | 318.635.6471
lablind.com

MAHOGANY ENSEMBLE THEATRE

African American Theatre & Arts, Humanities
PO Box 365 | 318.382.2841
mahoganyensembletheatre.org

MENTAL HEALTH ADVOCACY SERVICES

Mental Health/Disabilities, Equality, Advocacy
1525 Fairfield Ave | 318.676.7332
mhas.louisiana.gov

MERCY CENTER

Supportive Housing Program, Homeless, HIV/AIDS
740 Austen Place | 318.221.8219
philadelphiacenter.org/mercy-center

NEW HORIZONS OF NORTHWEST LA

Independent Living, Computers & Training
1701 North Market Street | 318.671.8131
nhilc.org

NORTHWEST LA HUMAN SERVICES DISTRICT

Behavioral/Mental Health, Addiction, Disorders
1310 North Hearne Avenue | 318.676.5111
nlhsd.org

NWLA MAKERSPACE

Resources, Technology, Education, Creatives
5905 Financial Plaza Ste. 700 | 318.606.2296
nwlamakerspace.org

PROVIDENCE HOUSE

Transitional Housing: Domestic Violence/Homeless
814 Cotton Street | 318.221.7887
theprovidencehouse.com

SALVATION ARMY

Food, Clothes, Shelter
147 E. Stoner Avenue | 318.226.1110
salvationarmyalma.org/shreveport

SEXUAL ASSAULT CENTER

Healing, Counseling, Education, and Advocacy
820 Jordan Street #509 | 318.617.3314
nonprofitlocator.org/organizations/la/shreveport

SHREVEPORT GREEN

Health, Sustainability, Economic, Community
3625 Southern Avenue | 318.219.1888
shreveportgreen.org

SHREVEPORT REGIONAL ARTS COUNCIL

Arts & Creatives, Community, Programs, Exhibits
801 Crockett Street | 318.673.6500
shrevearts.org

SPORTRAN

Public Transportation, Schedules, Maps, Bus Fares
1115 Jack Wells Boulevard | 318.673.7400
sportran.org

SUICIDE PREVENTION LIFELINE/INTERVENTION

24/7 Suicide Prevention, Confidential Support, Crisis
6015 Hearne Avenue | 1.800.273.8255
lifechangingsolutionsllc.com

VOLUNTEERS OF AMERICA NORTH LOUISIANA

Homeless Outreach, Permanent Housing
360 Fairfield Avenue | 318.221.2669
voanorthla.org

UNITED WAY OF NORTHWEST LA

Health, Counseling, Financial Stability, Community
820 Jordan Street | 318.677.2504
unitedwaynwla.org

UNIVERSITY HEALTH

Physical & Mental Health
1541 Kings Hwy | 318.626.0000 or 0050
uhsystem.com

Academic Advisor: An academic mentor who guides your student through their degree, making sure they are taking the right courses and helping them make important academic decisions.

Academic Probation: A status colleges give to students who are struggling to pass courses. Academic probation is used to warn students that they need to improve their performance. Students on academic probation may lose scholarships or become ineligible for university sports.

Add/Drop Period: A grace period at the beginning of each semester during which your student can decide to add or drop a course with no penalty.

Associate's Degree: A degree you can earn in 2-3 years, typically from online or community colleges. The credits earned from this degree can sometimes be transferred to a 4-year Bachelor's degree.

BSTEM: Business, Science, Technology, Engineering, and Mathematics. STEM is used to refer to this general field of study.

Campus Visit: When you and our student visit campus, you usually go on a tour to see all the facilities. This is also a chance to meet faculty and ask questions.

Chancellor: The Chief Academic Officer on campus.

Commencement: A graduation ceremony for high school or college students.

Credit Hour: Each course is assigned a certain number of credit hours, usually corresponding to how often class occurs and how long classes are, as well as the course difficulty. Many classes earn a student 3 to 4 credit hours.

Course Load: The number of courses, or total credit hours, your student takes in any given semester.

Department: Refers to a certain section of a university. Departments are usually aligned with degrees or areas of study within a college, such as the engineering department, English department, etc.

Drop: When a student leaves a course during the Add/Drop grace period, it's referred to as dropping. There is no penalty for dropping a course during the grace period.

Electives: Electives are courses the student chooses to take from a list of offerings that fulfill general education requirements.

Faculty: The staff of professors and instructors at a university.

FAFSA: Stands for Free Application for Federal Student Aid. This is the first step in applying for financial aid, and most universities require incoming students to complete the FAFSA form.

Finals: Exams at the end of a semester that test a student's knowledge on everything covered in a course. Finals are usually weighted more heavily than other exams and coursework.

Financial Aid: Refers to any type of student loan, scholarship, or grant your student receives to help pay for college.

First-Generation College Student: A student who is the first in their family to attend college. The term first generation college student typically refers to a student whose parents didn't earn a college degree.

Full-Time College Student: A student who is taking a full course load, typically 12 or more credits.

Gap Year: A year-long break between high school and college.

GPA: Stands for grade point average. This is a reflection of your student's academic achievement at school. The GPA is updated after each semester's grades are finalized and reported.

Internship: An internship is a short-term job, usually for the summer or a semester, that your student takes to get experience in their field of interest. An internship can sometimes lead to a job offer.

COLLEGE TERMS

Lecture: The term for a class that does not entail lab work.

Letter of Recommendation: A letter written by your student's high school teacher, employer, or mentor, explaining to a college admissions department why the student would be a good fit for their school.

Major: The primary focus of study in a 4-year degree. For example, your student might major in biology, philosophy, or aerospace engineering.

Meal Plan: The plan that dictates how many meals a student can eat at on-campus dining facilities. Some meal plans also include a discretionary spending fund that can be used as cash at campus restaurants or snack shops.

Midterms: Exams that occur in the middle of a semester, to test a student's grasp of topics covered in a course up to that point. Midterms are typically weighted more heavily than other tests and coursework, but not as heavily as finals.

Minor: A secondary focus of study, typically earned in tandem with a major. Your student, for example, might graduate with a major in biology and a minor in chemistry.

Orientation: College orientation is a chance for your student to go to their college before freshman year begins to get a tour of the campus and ask questions.

Part Time College Student: A student who does not have a full course load. A student taking fewer than 12 credit hours in any given semester is typically considered a part time college student.

Pass/Fail Course: A class in which no grade is given — a student simply passes or fails.

Plagiarism: Copying some or all of someone else's work and claiming it as your own. Plagiarism is taken seriously in college and could result in an F, academic probation, or expulsion.

Pre-Requisite: A course a student must complete before taking another specific course. For example, Calculus 1 is a pre-requisite to Calculus 2 — a student can't take the latter without having passed the former.

Registration: The period in which a student can sign up for the classes they wish to take in a semester.

Scholarship: A financial award to help your student pay for college.

Semester: A half year of college. There is a fall semester and a spring semester. Most courses are one semester long.

Transcript: A transcript is an overview of a student's academic progress — it usually includes their GPA and total credit hours.

Transfer Credits: Credits that can be transferred from one school and applied toward a degree at another.

Tuition: The amount paid to attend a college.

Undergraduate: An undergraduate is any student pursuing a 4-year Bachelor's degree.

Virtual Tour: When you can't do a campus visit, a virtual tour is often an option. This is a tour hosted online, either through an interactive website or as part of a live video stream presented by the university.

Withdraw: If your student leaves a course after the add/drop period is over, it is called a withdraw. While withdrawal does not affect a student's GPA, it is shown on their transcript. Withdraw can also refer to term withdrawal, in which a student stops taking all their courses for the rest of a semester.

Work Study Program: A federal program which provides universities with funding to hire students for part-time jobs to help them pay for school while they attend.

Thank You.

FROM THE



Excellence • Integrity • Accountability • Service • Diversity

CENTER FOR STUDENT SUCCESS