

Student Email

- Log onto www.southernwv.edu
- Put the mouse on “Current Students” (Click on Student Email)
- Create an Outlook account...Enter: Username: **first name, last name @southernwv.edu** (EX: johndoe@southernwv.edu)
Temporary Password: Enter Student ID number (EX: S00000000!scc) Students MUST capitalize the S, add an exclamation mark, and letters, scc...MUST CHANGE YOUR PASSWORD FIRST TO BE ABLE TO GET INTO YOUR STUDENT EMAIL, ONLINE COURSES, AND MYSouthern ACCOUNTS
- There will be a “Pop Up” box to enable you to change your password.
- Students will be prompted to download the authenticator app on their phone to receive security codes to be able to access Southern email
- Students will then be able to fully access student email, online courses, and MySouthern
- **VERY IMPORTANT: PLEASE CHECK SOUTHERN EMAILS DAILY**

Online Classes

- Log onto www.southernwv.edu
- Put the mouse on Online Classes (top of page)
- You can't access the online course(s) until the day classes start
- Please click on Student Tutorials to access and watch the videos for online classes (EX: Quizzes, Why Can't I Access Quizzes)
- To log onto Online Course(s): **Username: first name, last name (EX: johndoe)**
Password: *Must use your CHANGED Password and NOT the S number as shown, using Brightspace D2L for accessing your Online Courses. The website hasn't been updated at this point.*
- Please read the syllabus thoroughly for each online class once you have access to the course(s)
- Technical Assistance: Call 304.896.7474 Monday thru Wednesday 7:00 AM – 5:00 PM, Thursday 7:00 AM – 4:30 PM OR submit a Helpdesk ticket. *If you submit a Helpdesk ticket, please include your name, Student ID number, and a good contact number.*

Textbooks

- All tuition, fees, and book costs are bundled
- You have to opt all in or all out, meaning you can't take some books and not all, even if some classes don't require a book.
- If you want to purchase your own textbooks, you must opt out by emailing Chris Gray Chris.Gray@southernwv.edu or Dee McMillen (Dee.Mcmillen@southernwv.edu with your name, Student ID number, and stating that you want to opt out of the textbooks for

the semester. You can also stop by the Business Office to let Dee or Chris know you want to opt out. IF YOU DON'T, YOU ARE STILL CHARGED FOR THE TEXTBOOKS!

- Books cost \$24 a credit hour (EX: \$24 x 15 credit hours = \$360)
- *Students will receive a Southern email from Barnes & Noble. Complete and submit the form, which gives the options to pick up books on the Logan campus or to be mailed. Books can't be given until 10 days before classes start.*
- Books have to be turned in at the end of the semester. Reminders are sent to students' Southern email to inform them that the rental books are to be turned in, so there are no late fees charged to the students.
- Bookstore hours: Monday through Thursday, 8:00 AM – 5:00 PM, Friday 8:00 AM – 1:00 PM...**FRIDAY HOURS ARE OPTIONAL...CALL FIRST**
- Bookstore number: 304.896.7222

BankMobile

- Students will receive an email from BankMobile informing them to create an account.
- It will allow you to link it to your checking account if you have one.
- If students have any reimbursements after paying tuition, fees, and books, the remaining refund will go to the BankMobile account.
- If you don't have a checking account, you will be issued a BankMobile card.
- If students have any concerns, please contact the cashier(s) in the Bursar Office.

Library Resources

Empirical Articles (essay writing, research)

Empirical articles, peer-reviewed Journals, and evidence-based journals are all library or database resources, meaning they are factual—steps to retrieve the articles.

1. Log onto www.southernwv.edu
2. Click on *Library Services* (top of page)
3. Click on the blue box, *Research*
4. Click on EBSCOHost (Southern Students Only)
5. Username: (same username for email account) Password: (same password for email account)
6. Click on *Library Services*...then click *Library Databases*
7. Click on *EBSCOHost (Southern Students Only)*
8. Put in the search bar your topic (EXAMPLE: Major Depressive Disorder) and hit SEARCH
9. All of the articles listed on your topic will appear. You can email, print, or download
10. Click at top on **Peer Reviewed**...click on title to review article(s)
11. Click on the drop-down box, **"Access Options"**: Choose **Online Full Text** to download and cite the source...Click on **"Quotation Marks" (")** at the top...Click on the **dropdown box, "Style"**, to choose MLA, APA 7th edition, etc.
12. **"References"** will have the citation source: copy and paste it into your paper