

# Accreditation

## **Samford University**

Samford is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate's, bachelor's, master's, educational specialist's and doctor's degrees. It holds accreditation by numerous special accrediting groups.

## **Cumberland School of Law**

Cumberland School of Law has been accredited by the American Bar Association since 1949 and has been a member of the Association of American Law Schools since 1952.

## **Health Law and Compliance**

Accreditation by the Compliance Certification Board (CCB)<sup>®</sup> was sought and granted in spring 2015. Graduates of the program will be eligible to sit for any of the following credentialing exams offered by the Compliance Certification Board: Healthcare Compliance (CHC)<sup>™</sup>, Healthcare Research Compliance (CHRC)<sup>®</sup>, Healthcare Privacy Compliance (CHPC)<sup>®</sup> Compliance and Ethics Professional (CCEP)<sup>®</sup>.

The Master of Studies in Law and the Master of Laws programs are not accredited by the American Bar Association, nor are students eligible to sit for the bar examination upon completion of the program.

# Academic Policies

## Good Standing and Academic Progression

The minimum acceptable grade in this program is a C. If a student earns a C-, D+, D, or D- he/she must repeat the course. If a C (2.0) or better is not earned the second time, the student's participation in the program is terminated. If a student earns an F in any course, the student's participation in the program is terminated. It is possible for a student to complete the program following termination. See *Readmission of Students Dismissed for Academic Reasons*, below.

To maintain a status of Good Standing, students must maintain a cumulative GPA of 3.0 or better in all courses completed in the Master of Studies in Law (M.S.L.) or Master of Laws (LL.M.) program. Students must complete their degree within seven academic years of the original date of matriculation.

## Joint/Coordinated Degree Academic Policies

### Pharm.D./M.S.L.

You may receive both the Pharm.D. and M.S.L. degrees in the same semester, but that is not required. In this program, you may earn the Pharm.D. earlier than the M.S.L., but you must complete the M.S.L. within seven academic years of the original date of admission to the M.S.L. program. See below for further information.

You will have two separate grade point averages, one for M.S.L. and one for pharmacy. Pharmacy school ranking and percentiles will be based on only the pharmacy GPA. Students must maintain a 3.0 GPA in the M.S.L. program to be in good standing. Students may not earn a grade below C in any course to progress in the M.S.L. program. For complete details and additional M.S.L. program academic policies, please refer to the M.S.L. website. Pharmacy students no longer interested in completing the M.S.L. program must communicate with the McWhorter School of Pharmacy Associate Dean for Academic Affairs.

You may choose to drop the M.S.L. degree in order to earn the Pharm.D. degree earlier. The Cumberland School of Law will accept shared credit from the pharmacy school upon later readmission to the M.S.L. program as long as the student 1) began the dual degree before graduating with the Pharm.D. degree; 2) was in good standing with the Cumberland School of Law; and 3) requests readmission to restart M.S.L. course work within 18 months after Pharm.D. graduation.

## Dismissal and Probation

If a student's cumulative GPA falls below 3.0, the student is placed on academic warning and is required to show improvement in the GPA in the next semester. A student's eligibility for financial aid may be impacted if placed on warning. If a student on warning does not improve his/her GPA in the next semester, the student will be required to withdraw from the program. Under no circumstances will a degree be awarded to a student who is on warning (not in Good Standing).

## **Readmission of Students Dismissed for Academic Reasons**

Students dismissed due to a low GPA, and thus not in Good Standing, may petition the director of graduate programs for readmission after sitting out at least one full semester. The petition to continue studies on warning must detail in writing the reasons why the student should be permitted to continue in the program and must be received no later than four weeks prior to the term in which the student wishes to re-enroll. That petition will be shared with the dean of the law school. The director of graduate programs and the dean of the law school may impose reasonable conditions on the readmission of a student dismissed for academic reasons, including retaking specified courses in order to raise the student's GPA to Good Standing (the original grades will remain on the student's record but only the new grade will be included the calculation of the student's grade point average). Under no circumstances will a student be allowed to re-take more than two courses or a total of six credit hours. Students on warning may be ineligible for some forms of financial aid.

The decision of the director of graduate programs and the dean of the law school is final. If a student fails to meet the requirements set forth in that decision following readmission, the student will be dismissed with no right to petition for readmission a second time.

## **Withdrawal**

Students should notify the director of graduate programs as soon as possible if there is a problem that might involve an immediate interruption in attendance.

Course Withdrawal: A course withdrawal occurs when a student wishes to drop a course, but remain enrolled in at least one other course. A student may drop a course with no academic penalty and receive a full refund of tuition during the drop/add period as outlined in the University catalog academic calendar. After the drop/add period, there is no refund of tuition if a student withdraws from a course. Academic penalty (an "F" in the course) is applied when a student withdraws from a course after the deadline to withdraw from a course without academic penalty as outlined in the University catalog academic calendar.

University Withdrawal: A university withdrawal occurs when a student wishes to cancel his/her entire schedule (not be enrolled at all in the term). If a student withdraws after the first week of the term, there will be a pro-rata financial penalty as outlined in the University catalog. University withdrawals due to medical emergencies or exigent circumstances are considered on a case-by case basis by the University Registrar in Samford Hall.

Readmission: Because of the nature of the cohort model, readmission following a program withdrawal or leave of absence in Good Standing will be addressed on a case by case basis by Cumberland School of Law administration.

## **Registration**

The Graduate Programs Office will register all students for all classes. It is your responsibility to ensure that your registrations are correct and to check your billing and financial aid information frequently in the Portal to ensure adequate time to address any financial issues that may arise.

## Registration Cancellation

Students who do not pay their bill by the due date are subject to having their registration cancelled until payment is received. A student may be reinstated by paying their balance in full, plus a \$100 reinstatement fee. Following this payment, students will receive a clearance slip from the bursar's office for them to present to student records to re-establish their class schedule. Late fees are not reversed upon reinstatement.

Students making changes to their schedule (usually at the beginning of a term or during drop/add) after the e-bill has been sent are required to immediately make payment in full. E-bills are generated monthly. Therefore, additional charges resulting from any of the changes mentioned above should be paid prior to receipt of the next e-bill notification in order to avoid registration cancellation. Failure to make full payment on or before the next business day after the end of the drop/add period as noted in the academic calendar for your classification may result in registration cancellation.

## Grading Scale and Quality Points

The possible grades in the Master of Studies in Law/Master of Laws program are A, B, C, D, and F. These grades may be differentiated by pluses and minuses, but do not have to be. Quality points are assigned as follows:

Scale		Quality Points	
A	93-100	A	4.0
A-	90 – 92.9	A-	3.7
B+	87 - 89.9	B+	3.3
B	83 - 86.9	B	3.0
B-	80 - 82.9	B-	2.7
C+	77 - 79.9	C+	2.3
C	73 - 76.9	C	2.0
C-	70 - 72.9	C-	1.7
D+	67 - 69.9	D+	2.3
D	63 - 66.9	D	1.0
D-	60 - 62.9	D-	0.7
F	Below 60	F	0.0

## Grade Appeals

An initial grade may be challenged by a student before the last day of classes of the next full semester. Summer term grades must be appealed by the end of fall term. All petitions must be made first in writing to the instructor,

then to the director of graduate programs, and dean. If each of these three in turn denies the appeal, the student may submit a written appeal to the university registrar. The registrar will then convene a subcommittee of the Faculty Academic Affairs Committee who will weigh the appeal. The results of this subcommittee's decision are final.

## **Academic Integrity Policy**

A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the University.

The Faculty Statement on Academic Dishonesty is as follows: students, upon enrollment, enter into voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity; they must respect knowledge and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also completely deficient in the scholarly maturity necessary to college study. Those detected in dishonesty are subject to severe punishment. The more dependence on cheating, the more inevitable becomes ultimate failure, often accompanied by public disgrace. Any act to obtain an unfair academic advantage is considered dishonest.

If a student is suspected of a violation, he or she will be notified immediately by the faculty member observing the violation. The director of graduate programs and the faculty member will then review the violation, and share their findings with the student. The student will have the right to respond to the notification of alleged violation to contest the allegation and/or argue that there should be no sanction or only a limited sanction. Sanctions may include awarding a zero for the assignment in question, suspension, or dismissal. The student may appeal that decision, in writing, to the dean of the law school. Decisions of the dean of the law school are final.

If dismissed from the university, students may apply for readmission per the policy, above, *Readmission of Students Dismissed for Academic Reasons*.

Any university-wide Academic Integrity Policy for graduate students supersedes this policy.

## **Student Complaint Process**

Samford University is a community that respects individuals and their rights. The campus judiciary process is designed to afford fundamental fairness to students involved in violations of campus rules and regulations. The values violation process is well defined and is followed as a means of assuring fairness.

Issues occasionally arise outside the areas governed by the campus judiciary process. In the spirit of community, individuals should discuss candidly with those most directly involved their complaints, disagreements or misunderstandings, since those most directly involved deal best with most issues. It is a fact of group life that no individual can have his or her way in all circumstances. In cases where matters seem difficult to resolve, students may resort to this official student complaint process.

If a student has a complaint about an academic matter, the student should confer with the professor(s) or individual(s) involved. Should the concern persist, the student should speak with the chair or supervisor of the department. If resolution is not found, the student should confer with the dean of the school or college involved.

If the issue cannot be resolved at the levels mentioned above, the student may take the concern to the Office of the Provost. If the issue remains unsettled, the student may present the concern in writing to the president of the university.

If a student has a complaint about a nonacademic matter, the student should confer with the individual(s) involved. If resolution is not found, the student should speak with the supervisor of the office or unit involved. If the issue cannot be resolved at the levels mentioned above, the student may appeal to the vice president who is responsible for oversight of the area at issue. If the issue remains unsettled, the student may present the concern in writing to the president of the university.

## Online Attendance and Participation

Students who are registered in online courses are expected to complete all required coursework, including lectures, questions, and assignments, electronically. Students are expected to participate in all class discussions or as directed by the instructor. In the event of extenuating circumstances, students should notify the instructor prior to class and make arrangements for any make-up work. Failure to do so may affect the course grade. Online class attendance will be assessed by completion of all course assignments by the published due date and time. Students are responsible for retrieving electronic messages from both their Samford University Bulldog e-mail account and the learning management system. It is expected that students will respond to all messages within 48 hours.

Students who do not log into a course by the drop/add deadline and who do not contact the faculty member or director of graduate programs with an adequate explanation of their failure to participate will be administratively withdrawn from the course. The drop/add deadline is usually the Friday following a Monday start of term.

After initial participation as demonstrated by a course login, submitted assignment, or peer or faculty interaction, a student who fails to participate for 21 *consecutive* days will receive a grade of Failure Due to Absences or FA. The instructor or program director will notify the student of his or her non-compliance no later than 48 hours prior to the end of the 21-day non-participation period so that the student will have the opportunity to complete missed assignments, drop the course, or withdraw from the program rather than receive a grade of FA. Students should be aware of the “last day to drop a course without academic penalty” as indicated on the [academic calendar found on the website of the Office of the Registrar](#). It is possible that a student’s 21-day period of non-participation will end after the last day to withdraw without academic penalty and thus the student will be forced to accept a grade of FA.

For the purpose of determining the [tuition refund amount following withdrawal or suspension](#), the last date on which a student logged into the learning management system will be deemed the last date of class attendance.

## Access to Online Courses

Students will have access to their current online courses when the course coordinator makes the course available at the beginning of the semester. During the semester, students may access any files available to them and download for their use in meeting the course objectives and for future reference. Two weeks following the end of the semester, these courses will be unavailable to students.

## **Technology Requirements**

Technology is an essential and integral aspect of an online course. The student must have a computer and stable connection to the internet on a regular basis. A high-speed internet connection, such as a cable modem or DSL line is preferred. The student will need access to Word, PowerPoint, and Excel. As online lectures utilize audio, the student will additionally need the capability to access audio through speakers. A webcam and microphone are also required. It is the student's responsibility to communicate with Technology Services if he or she encounters any technology-related problem, including problems with the learning management system. Students may not be excused from assignments or deadlines based on technological difficulties if university personnel are not allowed adequate time to address the issue.

## **Proctoring**

In order to ensure the integrity of the examination process, examinations in the Master of Studies in Law (M.S.L.) and Master of Laws (LL.M.) programs may be administered via a remote proctoring service.

## **Graduation and Commencement**

It is the responsibility of the student to see that all graduation requirements are met. A student is required to meet all requirements for graduation as set forth in the Samford University Catalog in effect at the time of entrance into the graduate program. Included in these requirements is a cumulative 3.0 GPA.

Students whose enrollment has been interrupted are to follow the requirements for graduation as set forth in the catalog in effect at the time of readmission to the graduate program. If the University changes requirements for graduation after the entry of a student into a program, and if those changes better meet the goals of the student, the student may petition the school to be allowed to qualify for graduation by meeting the newer requirements. If approved, the student will meet all requirements for graduation set forth in the later catalog. In no case may a student qualify for graduation by meeting various requirements set forth in two different catalogs.

Prospective graduates are contacted by the Office of Student Records to confirm the student's intent to graduate. Please be prompt in your response to any request from this office. Attendance at Commencement is encouraged for those completing degree requirements. Students in the Master of Studies in Law (M.S.L.) and Master of Laws (LL.M.) programs will complete their degree requirements (graduate) in summer and participate in the fall Commencement.

## **Honors and Honor Societies**

Cumberland School of Law does not offer membership into any honor society to students in the Master of Studies in Law (M.S.L.) or Master of Laws (LL.M.) programs, nor are Latin Honors awarded to program graduates. However, students may receive offers of honor society membership from others on campus, outside the law school. Students are solely responsible for those memberships and for obtaining the society's honor cords to be worn at the commencement ceremony.

# Important Information for Students

*For the 2019-2020 academic year, students in the Graduate Law Programs follow Academic Calendar A and Summer Term III.*

*Beginning fall 2020, courses in the Graduate Law Programs will be offered using the Professional Studies A/B terms for fall and spring. Summer term will remain on the Summer III/Summer 10-week calendar.*

## Academic Calendar 2019-2020

### Fall Term 2019

August 26	Classes Begin
September 2	Labor Day; no classes meet
November 13	Last day to withdraw without academic penalty
November 27-29	Thanksgiving Holiday; no classes meet
December 5	Last Day of Classes
December 6	Reading Day
December 9	Exams
December 13	Commencement
December 17	Final Grades Due

### Spring Term 2020

January 21	Classes begin
March 9-13	Spring Break
April 8	Last day to withdraw without academic penalty
April 30	Classes end
May 1	Reading Day
May 4-7	Exams
Final Grades Due	May 12

### Summer III Term 2020

June 1	Classes begin
July 23	Last day to withdraw without academic penalty
August 5	Classes end
August 6-7	Exams
August 10	Final Grades Due

## Students with Disabilities

Samford University complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who wish to request accommodations should register with Disability Resources (205) 726-4078, [disability@samford.edu](mailto:disability@samford.edu), Dwight Beeson Hall Room 103 and 104, [www.samford.edu/dr](http://www.samford.edu/dr). Students who are registered with Disability Resources are responsible for providing Cumberland's Director of Student Services and ADA Compliance, Tona Hitson, with a copy of their accommodation letter and scheduling a meeting to discuss how the approved accommodations will apply to this course. Accommodations will not be implemented until students have met to review their accommodation letter. Ms. Hitson can be reached at [tlhitson@samford.edu](mailto:tlhitson@samford.edu) or 205-726-2222.

Classroom accommodations are not retroactive; therefore, prompt attention to the process is advisable. Students who wish to receive examination accommodations must provide a letter from Disability Resources to Cumberland's Director of Student Services and ADA Compliance no later than thirty days prior to the last day of classes.

Because the process of evaluating and documenting a student's need for accommodations can be time consuming, students are encouraged to contact Disability Resources early in the semester in order to ensure the completion of all necessary paperwork by the aforementioned deadline. Accommodations received after the deadline will be processed for the following semester.

## RAVE Emergency Notification

All Samford students and employees are automatically registered for the free Rave Alert system to receive emergency notices via their Samford e-mail addresses. Students and employees also may opt to receive text messages to their mobile phones by registering a mobile phone number online. Visit [www.getrave.com/login/Samford](http://www.getrave.com/login/Samford) and log in with your Samford-issued user name and password to update your settings.

## Samford Portal

Samford University subscribes to an information management system, campus portal. This secure site provides students, faculty and administrative staff with intranet and internet services. By logging into the portal on the Samford University home page at [www.samford.edu](http://www.samford.edu), or at <http://portal.samford.edu> students may access the following information and services:

- grades
- schedules
- unofficial transcripts
- financial information
- online tuition payment
- online Drop/Add (restricted to certain timeframes)
- Samford Bulldog Mailsystem
- personal organizational tools (online calendar, e-mail address books, etc.)

The campus portal is a secure service. Students use a user ID and password provided prior to enrollment. Please email [support@samford.edu](mailto:support@samford.edu) for password issues.

## **Samford Email**

E-mail is a means of official communication at Samford University, and some communication will be sent only via e-mail. All students, faculty and staff are assigned a Samford e-mail account with an address of the form username@samford.edu. Individuals are responsible for reading mail sent to these accounts and are expected to check their accounts regularly. Individuals are responsible for maintaining their accounts through routine deletion of old mail, etc. to ensure that the accounts always have sufficient space to allow for the delivery of new mail. Samford is not responsible for mail that does not reach recipients when lack of attention to a recipient mailbox prevents message delivery. While Samford may allow the use of other e-mail accounts for some purposes, official communication will be sent only to the samford.edu account. Individuals who choose to automatically forward samford.edu mail to another e-mail account (e.g. AOL, Hotmail, etc.) do so at their own risk and are responsible to assure that all mail is properly forwarded. Samford University takes no responsibility for e-mail delivery beyond the assigned samford.edu account. Students may access their Samford e-mail accounts from home with an internet connection through the campus portal. See *Samford Portal*, above.

## **Student Information Changes**

It is important that students notify the Graduate Programs Office of any change in student status, academic program, or personal information. Having accurate student information allows our office to accurately advise and communicate with students. If a student's name has been legally changed (e.g., marriage), then the student must present a social security card and photo identification with the new name to the Managing director to officially change the name in the Samford system. Changes in address or phone number should be made by the student through the Samford Portal.

## Campus Services

Samford's student services are available to support online, hybrid, and on-campus faculty and students, regardless of their physical location. Visit [samford.edu/programs/online](http://samford.edu/programs/online) for a convenient list of resources available and how each resource can be accessed by students enrolled in online offerings. Below is a listing of benefits that may be of particular interest to online students.

### Academic Success Center

The Academic Success Center provides academic consultations online and outside of regular business hours (posted on website) upon request. These consultations can be in-person or via phone, email, or Skype to help students identify academic goals and locate the needed resources to meet those goals. Additionally, several resources are posted online and are accessible to all students. These include: free tutoring schedule (online support may also be available during these times based on tutor availability and upon request); private tutor list in various subjects; study tips and resources, including links to Dr. Chew's "How to Study" video series on YouTube; links to other areas of student support where referrals are needed.

### Athletic Events/Tickets

All currently enrolled Samford students may receive one ticket to each athletic event. Present your valid Samford student ID at the ticket booth on the day of the event to receive your ticket. For information, call 205-726-DOGS or go to [www.samfordsports.com](http://www.samfordsports.com).

### Arts Events/Tickets

Students may receive free or discounted tickets to events through the Samford Arts Box Office. Visit [tickets.samford.edu](http://tickets.samford.edu) for details.

### Campus Bookstore

The campus bookstore is temporarily located on the first floor of the Dwight & Lucille Beeson Center, across from Siebert gym. The bookstore is owned and operated by Samford. The bookstore carries all required course materials, Samford branded clothing and merchandise, snacks and gifts, etc. The bookstore is open during the school year Monday-Thursday, from 7:45 a.m. to 5:30 p.m.; on Friday, from 7:45 a.m. to 4:30 p.m.; and on Saturday from 10:00 a.m. to 2:00 p.m.

### Pete Hanna Fitness Center

The fitness center is located on the upper level of the west side of the Pete Hanna Center. This state of the art facility has eight treadmills, eight ellipticals, and four Lifecycles bikes, all with their own personal televisions. Also in the cardio room are several Signature Series Strength Machines. The center also features a free weight room equipped with Hammer Strength equipment. The fitness center is free to all current students, faculty, and staff members at Samford University.

## **Career Development Center**

Samford University's Career Development Center's resources are available to students located on campus, those enrolled in online programs, and alumni. Online assessments and resources, a virtual career library, resume examples, job postings, and more are accessible through the department's website.

In addition, the Cumberland School of Law Career Development Office may be able to assist you with questions related to legal careers.

## **Counseling Services**

The Office of Counseling Services & Wellness Programs (C&WP) provides face-to-face mental health counseling for all Samford University students. Some of the areas of assistance include adjustment to college, personal exploration/growth, managing anxiety, relationships, substance abuse and psychotherapy. We maintain an up to date resource list online, which outlines various services and providers a student may need for ongoing and specific mental health issues in the larger Birmingham area.

For distance and online students who cannot travel for a face-to-face session, our office additionally provides phone consultations for brief assessment and referral purposes in and beyond Birmingham, AL. The National Suicide Hotline (1-800-273-8255) and local Birmingham Crisis Center (205-323-7777) provide 24/7 phone counsel for suicidal individuals in crisis, as well as Rape Response resources and counsel (205-323-7273).

## **Disability Resources**

Disability Resources serves as the central campus resource for students with disabilities. Working in partnership with faculty, staff and administration, the goal of Disability Resources is to promote an accessible and inclusive environment for all students. Disability Resources works individually with each student to determine appropriate accommodations to ensure access to programs, activities and services. See *Students with Disabilities*, page 14, or visit [Samford.edu/dr](http://Samford.edu/dr) for more information. Disability Resources is available to meet with students via telephone, Skype, or other accessible platforms.

## **Office of Financial Aid**

Financial aid for graduate students is dependent upon the program in which a student enrolls. A completed Free Application for Federal Student Aid (FAFSA) will be used to determine your eligibility for Stafford, Perkins and Grad PLUS Loans. For any financial aid questions, please contact the Office of Financial Aid directly at 205-726-2905. The OFA is located in the Admissions/Financial Aid suite on the first floor of Samford Hall. Office hours are 8:00a.m. - 4:30p.m., Monday through Friday. Application forms should be processed through the OFA at least 10 weeks before registration.

## **Libraries**

Samford offers a wealth of library resources featuring extensive print and electronic collections, as well as multimedia resources that include microfilm, music scores, and audio and video recordings. The online catalog and other electronic resources are available to students 24/7 via the internet. Other libraries in the Birmingham area cooperate with Samford on a reciprocal basis, increasing the variety of resources directly available to the Samford community.

## Lucille Stewart Beeson Law Library

The Lucille Stewart Beeson Law Library provides extensive legal research and study materials for the Cumberland School of Law and the rest of the Samford community. The library contains 13 conference rooms, 474 study spaces, large carrels with electrical and data connections, and more than 30 computers. Online access to current legal information is provided through computer-assisted legal research systems. The book collection contains more than 212,000 volumes, and the microform and audiovisual room provides access to the microfiche equivalent of more than 126,000 volumes.

## Samford University Library

The Samford University Library is the primary library for all students, faculty, and staff. In addition to books, ebooks, periodicals, unique collections, and electronic resources, the library houses a large government documents collection-serving as an official repository. The Special Collection houses outstanding research materials with particular strengths in Alabama history, Baptist records, and Samford University Archives. Individualized and group instruction in the use of library resources is provided on a regular basis by librarians.

A computer laboratory, computer classroom, individual and group study rooms, multimedia viewing and listening rooms, meeting rooms with advanced presentation and conferencing capabilities, and a patron-lounge area are available for patron use.

The University Library is home to the Marla Haas Corts Missionary Biography Collection, the Alabama Men's Hall of Fame, and the Hellenic Scholars' Library.

## Career Development Center Library

The Career Development Center Library, located in the Ralph W. Beeson University Center, is a resource center for career-related books, videos, Web sites and handouts; and for extensive company and corporate information.

## Public Safety

The mission of the Samford University Department of Public Safety and Emergency Management is to protect the life and property of all people of the Samford University community. Our goal is to enhance the quality of life of the university by providing a safe and secure campus through professional service and proactive crime prevention. To create an environment where students, faculty and staff can conduct their daily business without the threat of physical or psychological harm. These responsibilities are to be met with the integrity and demeanor consistent with the Christian values of the university.

## Important and Emergency Telephone Numbers

Public Safety (205) 726-2020  
City of Homewood Police (205) 879-2101  
City of Homewood Fire (205) 879-4701  
Emergency/Crisis 911

## Samford Student ID

The Department of Public Safety, located in the Seibert Hall Room 301, issues the Samford card to students, staff and faculty of the university. All Samford students are issued a Samford card at no cost. Replacement cards are available from public safety for a fee.

## Technology Services and Resources

### Technology Assistance

Technology assistance is available from the Service Desk, located in Davis Library 012. You can reach the Service Desk 24 hours a day, seven days a week at (205) 726-2662. After normal business hours, calls to the Service Desk automatically roll to the off-site help desk to assist with tier 1 issues and/or to escalate system outages or issues that affect multiple callers. You may also send a request to [support@samford.edu](mailto:support@samford.edu). For hands-on assistance in the Service Desk office, Analysts are available Monday through Friday from 7:30 a.m. to 5:00 p.m. (depending on library hours).

### Technology Laboratories

Four general access computer laboratories are available to every student, except during times when one or more of the labs are scheduled for classes. Several academic departments or schools also have computing labs that support their specialized needs. The general access laboratories offer a substantial suite of software to assist with word processing, page layout, presentation preparation, and statistical analysis. Each computer in the general access computing labs is connected to the campus network, which is connected to the internet. This gives every Samford student access to the World Wide Web and other networked resources. For more information about laboratory resources, hours, and availability, see the computer lab page at <http://www.samford.edu/labs/>.

### Microsoft Office for Students

Office 365 Education for Students is available for Samford University students, free of charge, at [office.com/GetOffice365](https://office.com/GetOffice365). The service includes Office Online (Word, PowerPoint, Excel, and OneNote), 1TB of OneDrive storage, Yammer, and SharePoint sites. Samford allows students and employees to install the full Office suite of applications on up to 5 PCs or Macs for free. To sign up and get Microsoft 365 at no charge, point your browser to [office.com/getoffice365](https://office.com/getoffice365) or contact the Service Desk for assistance at (205) 726-2662, or at [support@samford.edu](mailto:support@samford.edu).

## Websites & Contacts

Samford University Homepage ..... [www.samford.edu](http://www.samford.edu)  
 CSL Graduate Programs Resources ..... <https://samford.instructure.com/courses/10040>  
 Samford Student Portal ..... <http://portal.samford.edu>  
 Canvas Learning Management System ..... <https://canvas.samford.edu/>

For questions about:

**Please contact:**

Financial Aid .....  
 Office of Financial Aid  
[www.samford.edu/admission/financial-aid](http://www.samford.edu/admission/financial-aid)  
 205-726-2905  
[ofa@samford.edu](mailto:ofa@samford.edu)

Student Records/Transcripts/Calendars ..... **Office of the Registrar**  
[www.samford.edu/departments/registrar](http://www.samford.edu/departments/registrar)  
 1-877-726-2911

Payment/Billing ..... **Samford OneStop**  
[www.samford.edu/departments/financial-services](http://www.samford.edu/departments/financial-services)  
[onestop@samford.edu](mailto:onestop@samford.edu)  
 (800) 888-7214

Password Help/General Technology Help ..... **Technology Services**  
[support@samford.edu](mailto:support@samford.edu)  
 205-726-2662

Disabilities/Accommodations ..... **Office of Disability Resources**  
[www.samford.edu/departments/disability-resources](http://www.samford.edu/departments/disability-resources)  
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Other/General Questions ..... **Office of Graduate and Professional Programs**  
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