



## ***Student Affairs***

The co-curricular program at the University of South Carolina Upstate is committed to the total development of students as individuals. Comprehensive services and activities are provided to complement the students' academic experience. These activities are organized to promote the holistic development of university students.

## ***The Division of Student Affairs***

The Student Affairs division is an integral component of the University of South Carolina Upstate. Its programs and services are designed to support the overall mission of the University by enhancing the cognitive, moral, cultural, physical, social, civic and interpersonal development of the institution's students.

The Student Affairs Division sponsors programs and services that are designed to:

- assist students in the successful transition to and from college;
- help students explore and clarify their values;
- encourage students to develop healthy relationships with others (i.e., parents, peers, faculty and staff);
- create opportunities for students to expand their aesthetic and cultural appreciation;
- teach students how to resolve individual and group conflicts;
- help students understand, respect and appreciate racial, ethnic, gender and other differences;
- provide opportunities for leadership development;
- offer programs that provide primary health care for students and encourage healthy living;
- provide opportunities for recreation and leisure-time activities;
- help retain students in school and promote their intellectual development and academic success;
- provide opportunities for students to develop and model responsible citizenship behavior;
- enable students to develop realistic educational and career goals;
- promote the development of ethical and responsible conduct;
- facilitate personal and interpersonal development through an increased capacity to understand one's self and relate effectively to others; and
- establish activities and programs that encourage students to reason; organize; plan and execute complex tasks; set goals; solve problems; make sound decisions; analyze complex situations, and manage time and resources effectively.
- Ensure campus accessibility and protect the safety of all students, faculty and staff.

The following offices and functions are included within the Student and Diversity Affairs division:

### **Student Affairs Administration**

- Assessment and Planning
- Division Administrative Compliance
- Overall Fiscal Management
- Performing Groups
- Overall Supervision
- Undergraduate Assistantships
- Data Management
- Discipline

### **Multicultural Student Services**

- Diversity Training
- Multicultural Programs

### **Housing & Residential Life**

- Facility Management
- Living/Learning Communities
- Resident Assistant Training
- Student Housing Administration
- Summer Camps
- 6 Co-curricular Activities

### **Student Development**

#### ***Alcohol and Drug Education Programs***

- Educational Workshops
- Counseling
- Awareness Events
- Referral

#### ***Counseling Services***

- Personal and Career Counseling
- Psychoeducational Workshops
- Personality Testing
- Yoga
- MAT and Dantes Administration
- Referral

#### ***Disability Services***

- Services and Accommodations for students with disabilities
- Peer Academic Coaching
- Campus Accessibility
- Access Issues
- ADA Compliance

#### ***Health Services***

- Education
- Health Screenings
- Primary Health Care
- Wellness Promotion

#### ***Wellness & Campus Recreation***

- Wellness Center
- Intramurals and Club Sports
- Healthy Carolina Initiatives

### ***Non-Traditional Student Services***

- Advocacy for Non-traditional students
- Consultation and Referral
- Networking to build support among non-traditional students

### **Student Life**

- Campus Activities
- Community Service
- Multicultural Affairs
- Enrolled Student Publications
- Greek Life
- Student Organizations
- Leadership Development

## ***Housing & Residential Life***

USC Upstate currently offers traditional-style housing for freshman and apartment-style housing for upperclassman. Students residing on campus are required to purchase a meal plan. Early application for housing is recommended.

Palmetto Villas is an on-campus, apartment style residential complex that is operated and supervised by the University. It houses 348 upperclassman in two-bedroom units that are furnished, air-conditioned, and has a kitchen with stove, refrigerator, dishwasher and disposal. All units are networked as part of the USC Upstate system. A recreation area with pool, laundry and basketball and volleyball courts are available.

Palmetto House and Magnolia House together house 700 freshmen and some upperclassmen residents. The complexes consist of single and double occupancy rooms, open areas, and three recreation rooms. Each hall features a private study area and laundry facilities. In addition, there is a recreation room with three flat screen TVs, an assortment of games (billiards, ping-pong, foosball, air hockey) plus a vending area. This coeducational facility has controlled access, full sprinkler system, Internet access, cable television, green space, and adjacent parking.

## ***Student Development***

Student Development, comprised of the following areas: Alcohol and Drug Education Programs, Counseling Services, Disability Services, Health Services and Non-Traditional Student Services, provides a wide range of support for the USC Upstate student community.

### ***Alcohol and Drug Education Programs***

USC Upstate's Alcohol and Drug Education Programs promotes low-risk, healthy choices about alcohol and other drugs by providing educational workshops, media campaigns, substance-free events and counseling services. The goal is to promote low-risk, healthy choices and to

prevent impairments in academic achievement, personal development and productivity. Services are provided by certified, master's-level counselors with experience in alcohol and drug issues. For information about these programs, please contact the office at 864-503-5195 or visit the Campus Life Center, Suite 220. Office hours are Monday through Friday from 8:30 a.m.-5 p.m.

### ***Counseling Services***

Counseling is available to assist students in reaching personal and educational goals. Counseling is short-term, solution based and provided in an atmosphere focusing on growth and change. The counseling staff includes four Counselors with advanced degrees and training. Additional services include couples and group counseling, outreach programming, assistance in career exploration and planning and psychoeducational workshops. Counseling is confidential, unlimited and provided free of charge to all students. Services are available in the Campus Life Center, Suite 224, Monday through Friday, 8:30 a.m.-5 p.m. Additional hours and onsite services in Greenville are available upon request.

### ***Disability Services***

Disability Services coordinates services and accommodations for students, faculty, and staff with disabilities in compliance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act. The office works to ensure equal access to University facilities and programs in order to meet the individual needs of all members of the campus community. Examples of possible accommodations include: sign language interpreting services, alternative test administration, note-taking services, textbooks in electronic format, Brailled documents/tests, and priority registration. For information about services and eligibility, please call 864-503-5199 or visit the Campus Life Center, Suite 107. Office hours are 8:30 am – 5:00 p.m. Monday-Friday. Testing Center opens at 8:00 a.m. for scheduled tests. Additional extended hours available by advance appointment only.

### ***Health Services***

Health Services provides students with quality individualized health care, as well as information to help students stay healthy. These services include urgent care, physical exams, family planning, vaccinations, minor laboratory tests, health screenings, health education and promotion. If necessary, referrals are made to area physicians and specialists. Services for students are either free or a minimal fee (physicals, laboratory tests, flu shots and other vaccines, CPR, etc.). For more information about services, please visit our Web site at [www.uscupstate.edu/campus\\_services/health](http://www.uscupstate.edu/campus_services/health). To contact us directly, call (864) 503-5191 or visit Health Services in Palmetto Villas Building 1. Office hours are 8:30 a.m.-5 p.m., Monday-Friday.

## ***Non-Traditional Student Services***

Non-Traditional Student Services offers support to students who are in any of the following categories: 25 years of age or older, married and/or parents, veterans of the armed forces, working full-time and attending college, and college or university graduates returning to school. This service focuses on assisting Non-Traditional Students in transitioning to college and linking them with appropriate support services to meet their diverse needs. For information, contact a non-traditional student advocate. Advocates are located in the Campus Life Center Suite 224, (864) 503-5195, and are available from 8:30 a.m.-5 p.m., Monday-Friday.

## ***Campus Recreation & the Wellness Center***

The **Wellness Center** is located within the new Heath Education Complex, a facility developed to impact the health, wellness, and economic development of the Upstate. The facility houses the **Department of Campus Recreation**, which offers activities such as intramural sports, outdoor recreation, group fitness, aquatics, and sport clubs. Campus Recreation also provides a ropes course located at the Valley Falls entrance to campus. The course focuses on strengthening groups and energizing individuals through a variety of high and low ropes elements.

The Wellness Center also offers an eight-lane 25-yard, recreational swimming pool for lap swimming. The pool can also be used for innertube water polo or basketball, dive-in movies, and water aerobics.

The mission of the Wellness Center is to provide a safe and accommodating environment for the students, faculty and staff of USC Upstate. We encourage the pursuit of a healthy lifestyle to enhance the academic and personal development of the student through physical activity and employment. For more information about the facility or programs, contact the Campus Recreation staff.

**Student Employment:** Students who are interested in working at the Wellness Center at USC Upstate are encouraged to browse MySpartanJob.com for various employment opportunities available each semester. Positions are available throughout the facility, including lifeguards, weight room attendants, facility supervisors and facility attendants. Positions are also available for student sports officials to officiate intramural games.

**Student Memberships:** Most students taking one or more semester hours automatically become Wellness Center Members when they register and pay their fees. Continuing student memberships are available to students who were registered for class the previous semester but are not enrolled for the current semester. These are most frequently utilized by students who are in Spartanburg for the summer but are not enrolled for classes at USC Upstate and by students who graduated the previous semester but are still living locally. Continuing student memberships are \$25 for the summer session and run from May 6, 2009 to August 19, 2009.

## ***Student Life***

Involvement in extracurricular activities is an important aspect of college life. The Office of Student Life in the Division of Student Affairs provides support for a wide variety of activities, clubs and organizations for the student body.

### ***Campus Activities Board***

The purpose of the Campus Activities Board (CAB), a student-run organization, is to involve in creating and planning social events for the campus community. CAB aims to provide a diverse range of programs for students that allow them to develop socially, while simultaneously attempting to create a more unified campus. There are three main purposes of CAB, including:

- Providing social programming for the USC Upstate campus community.
- Challenging its members to be creative and innovative with social programming events. With a coalition between social programming organizations, CAB can encompass the social desires of the campus and become diverse in its vision of events through an active student voice.
- Helping to educate and unite various groups in the production, promotion, and organization of programs, as well as in the recruitment and retention of CAB members. These programs include dances, semester concert series, comedians, game nights, movie nights, diversity lectures, etc.

### ***IMPACT Community Service Program***

The purpose of IMPACT is to serve our campus and community by completing various service projects throughout the academic year, such as Freshman Day of Service, Haunted Hallow, Angel Tree, CSI, and may more. IMPACT also sponsors an annual spring break service trip for committed members to service a community outside our own. If you are interested in making your mark in the world, join IMPACT, [impact@uscupstate.edu](mailto:impact@uscupstate.edu).

### ***Multicultural Affairs***

Multicultural Affairs strives to educate, influence and cultivate campus community by offering cultural, educational, and outreach programs and services. Further, these programs and services give all students, faculty, and staff an opportunity to learn, develop and grow both personally and interpersonally as they are challenged to interact with individuals who are different from them.

Multicultural Affairs provides educational opportunities for the USC Upstate community. We engage members of the campus community in educationally-structured learning activities to challenge stereotypical modes of thinking.

We also strive to promote positive interactions among members of the campus community to foster intellectual and social development that invites the robust exchange

of ideas. The office provides:

- Diversity Training - Our staff visits classrooms, staff training sessions, and workshops to facilitate discussions about how to become more aware of and appreciate the individual differences within one another.
- Group Activities - Our staff coordinates activities to assist your staff, group or class with becoming more acquainted with one another. We will assist in helping your team to realize the strengths and perspectives they all bring to the table.

### ***Campus Media***

*The Carolinian*, the campus newspaper, is published by students. It contains information pertaining to student life, club news, sports news and features.

*WritersINC.* is an annual literary and art magazine, edited by students, that publishes the work of students, faculty members and others.

### ***Social Fraternities and Sororities***

USC Upstate has chapters of Alpha Kappa Alpha, Alpha Phi Alpha, Delta Sigma Theta, Delta Zeta, Kappa Alpha Psi, Kappa Sigma, Omega Psi Phi, Phi Beta Sigma, Phi Mu, Pi Kappa Phi, Sigma Alpha Epsilon, Sigma Gamma Rho, Zeta Phi Beta and Zeta Tau Alpha.

### ***Academic and Honorary Organizations***

A number of academic and honorary organizations are available for students to join. These include the Accounting Club, Alpha Mu Gamma, Chemistry Club, Club Art and Design, French Club, Gamma Beta Phi, Health Professionals Club, History Club, International Club, Kappa Delta Pi, Literary Club, Math Club, Mock Trial Team, Pi Gamma Mu, Pi Sigma Alpha, Psychology Club, Science Club, Sigma Tau Delta, Sociology Club, Student Marketing Association, Student Nurses Association, Teachers Educating All Children (TEACH), and University Business Society.

### ***Special Interest Organizations***

Among the campus organizations geared toward special interests are the Aliya Urban Hip Hop Dance Clique, American Humanics Student Association, Amnesty International, Asian Club, Baptist Collegiate Ministry, Bass Fishing Club, Black Student Leaders, Campus Activities Board, Campus Crusade for Christ, Collegiate Women, Hispanic Awareness Association (HAA), IMPACT, Outdoor Club, Softball Club, STAND, Students for the Ethical Treatment of Animals (SETA), Student Government Association, Upstate Feminists, Upstate College Democrats, Upstate College Republicans, Women's Leadership Network.

### ***Performance Groups***

The Shoestring Players, the USC Upstate theater group, stages several major productions each year in the USC Upstate Performing Arts Center.

The University has several musical groups—the University Singers, the USC Upstate Jazz Band and the Gordon-Colloms Gospel Choir—that perform in concert and for special events.

The USC Upstate Debate Team gives students the opportunity to improve their research, reasoning and communications skills by competing with each other and with teams from other colleges and universities.

The Mock Trial Team helps students develop skills in formulating and presenting legal theory and arguments as well as many other team work and professional skills.

The USC Upstate Cheerleaders promote school spirit and support for the athletic program by cheering at pep rallies, basketball games and other athletic events.

The Model United Nations encourages a greater awareness of the role of the United Nations in the peaceful resolution of international conflicts. Students are given an opportunity to participate in Model U.N. programs and develop their skills in oral and written communication.

### ***Student Government Association***

The Student Government Association is the official elected body that represents all USC Upstate students. SGA officers work to conduct student functions and to maintain lines of communication among the faculty, the administration, and the student body. Students are appointed to various university committees upon the recommendations of the SGA. Student organizations are chartered upon its recommendations.

### ***Student Conduct Regulations***

The University of South Carolina Upstate is an academic community preserved through the mutual respect and trust of the individuals who learn, teach and work within it. Inherent in the Code of Student Conduct is the belief in each individual's honesty, self-discipline and sense of responsibility.

### ***Code of Academic Integrity***

It shall be the responsibility of every student at USC Upstate to obey and to support the enforcement of the Academic Integrity Code, which prohibits lying, cheating or stealing. For details of the honor code, procedures for handling complaints, and penalties for violations, consult the *USC Upstate Student Handbook*.

### ***Code of Student Behavior***

It is also the responsibility of every student at USC Upstate to abide by the Code of Student Behavior, to conduct oneself so as not to impair significantly the welfare or the educational opportunities of others in the university

community. All non-academic conduct that infringes upon the rights and welfare of others is thus embodied in the Campus Disciplinary Code. Violations are handled in the same manner as violations of the Academic Integrity Code. Consult the *USC Upstate Student Handbook* for details.

## ***General Regulations***

### ***Alcohol Policy***

USC Upstate enforces a strong alcohol policy in order to respect the academic environment and protect the welfare of individuals accessing the campus. The University complies with the Drug-Free Schools and Communities Act Amendment of 1989 in establishing and enforcing alcohol and drug policy. Consult the USC Upstate Student Handbook for a current copy of the Alcohol Policy.

### ***For Your Information***

#### **• USC Upstate English Fluency Grievance Policy:**

Students who feel that they are unable to understand the spoken and/or written English of an instructor at USC Upstate shall schedule a meeting with the dean of the respective school and make their concerns known. The dean will conduct an investigation and report to the complaining students his/her finding within ten working days of the complaint. In the event student charges are substantiated, the dean and the vice chancellor for academic affairs will take immediate action to rectify the problem. Such action may take the form of replacement of the instructor immediately, intensive remediation of the problem, or any other solution that protects the due process rights of faculty and students. Refer questions to the Academic Affairs Office.

#### **• Policy for Non-Academic Grievances**

A grievance is defined as a dissatisfaction occurring when a student thinks that any condition affecting him/her is unjust, inequitable or creates an unnecessary hardship. Such grievances include, but are not limited to, the following problems: mistreatment by any university employee, wrongful assessment and processing of fees, records and registration errors, racial discrimination, sex discrimination, and discrimination based on handicaps, as they relate to nonacademic areas of the University. The grievance procedure shall not be used for appeals of disciplinary decisions, residency classification decisions, traffic appeals decisions or any other type decision where a clearly defined appeals process has already been established. The procedure is as follows:

The initial phase of the student grievance procedure requires an oral discussion between the student and the

person(s) alleged to have caused the grievance. This discussion must take place within ten working days of the incident that constituted the grievance.

If the student wishes to file an official grievance, a grievance form must be completed and filed with the immediate supervisor of the person alleged to have caused the grievance. The form must be filed with the person's immediate supervisor within five working days of the initial discussion referred to above. The supervisor shall immediately investigate the incident and render a decision. If the student feels the grievance is resolved, the process is complete.

If the grievance is unresolved, the student may bring the matter before the Grievance Committee by presenting a written statement within ten working days of the supervisor's decision.

The Vice Chancellor for Student Affairs and Diversity Affairs coordinates the grievance procedure for nonacademic areas and should be contacted for forms and assistance.

• **The Student Right-to-Know Act** requires higher education institutions that receive federal funds to report graduation rates for students who enter the institutions as first-time, full-time degree-seeking students. In the case of four-year institutions, the rate is based on the number of those students who graduate within six years of enrolling.

The graduation rate for first-time students who entered the University of South Carolina Upstate on a full-time basis in the fall of 1996 is 36.1%.

The figure does not include students who transferred from other institutions and graduated from USC Upstate, or those who transferred from USC Upstate to other four-year institutions and graduated from them.

The graduation rate is also affected by students who change from full-time to part-time status, those who discontinue studies and later return, as well as those who drop out permanently.