



## **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 Affairs division:

### **Student Affairs Administration**

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

### **Multicultural Student Services**

- Diversity Training
- Multicultural Programs

### **Counseling Services**

- Personal and Career Counseling
- Educational Workshops
- Psychological Testing (fee based)
- Groups
- Educational Workshops
- Yoga
- MAT and Dantes Administration
- Referral

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

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

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

- Educational Workshops
- Counseling
- Awareness Events
- Referral

### **Disability Services**

- Services and Accommodations for students with disabilities
- Campus-wide Accessibility
- ADA and Section 504 Compliance
- Peer Academic Coaching

### **Health Services**

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

### **Student Life**

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

## ***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 counselors with advanced degrees and training, a staff psychologist and psychiatrist. Additional services include couples and group counseling, psychological testing (fee based), outreach programming, assistance in career exploration, and educational 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 on-site services in Greenville are available upon request.

## ***Disability Services***

Disability Services works to ensure that University programs, facilities, and services are available to all persons in the campus community. In accordance with the university's commitment to diversity, equality, and ADA and Section 504 guidelines, the office provides access based on individual and community-wide needs. Examples of possible individual accommodations include: sign language interpreting services, alternative test administration, note-taking services, textbooks, documents and tests in electronic or Braille format, and priority registration. For information about services, please call (864) 503-5199 or visit the Campus Life Center, Suite 107. Office hours are 8:30 a.m. - 5:00 p.m. Monday-Friday. The Alternative Testing Center and Assistive Technology Lab are open starting at 8:00 am. Additional extended hours are available for scheduled tests by advance appointment.

## ***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 physi-

cians 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 located at the corner of University Way and Valley Falls Road. 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.

## ***Student Life***

Involvement in co-curricular 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 and educational programming for the USC Upstate campus community
- Challenging members to be innovative when serving a diverse student population. With a collaboration between organizations, CAB can encompass the programming of the campus and become diverse in its vision of events through an active student voice.
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- 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, live music, 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 Hollow, Angel Tree, CSI, and many more. IMPACT also sponsors an alternative spring break trip for members to serve the greater community. If you are interested in making your mark in the world, join IMPACT, [impact@uscupstate.edu](mailto:impact@uscupstate.edu).

## ***Multicultural Programs***

Multicultural Programs 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 Programs 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.

Programs are structured 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 found within the campus community.

## ***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***

Alpha Kappa Alpha Sorority, Inc., Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Delta Zeta Sorority, Kappa Alpha Psi Fraternity, Inc., Kappa Sigma Fraternity, Omega Psi Phi Fraternity, Inc., Phi Beta Sigma Fraternity, Inc., Phi Mu Women's Fraternity, Pi Kappa Phi Fraternity, Sigma Alpha Epsilon Fraternity, Sigma Gamma Rho Sorority, Inc., Zeta Phi Beta Sorority, Inc., Zeta Tau Alpha Women's Fraternity.

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

Accounting Club, Alpha Mu Gamma, Alpha Psi Omega, American Humanics, Beta Gamma Sigma, Chem-

istry Club, Computer Science Club, Club Art & Design, Criminal Justice Club, Engineering Management Student Association (EMSA), Gamma Beta Phi, Health Professionals Club, Literary Club, Marketing Club, Math Club, Mentoring Matters (Psychology), Pi Sigma Alpha, Psi Chi, Psychology Club, Science Club, Sigma Tau Delta, Social Science Club, Student Nursing Association, TEACH, University Business Society.

## ***Special Interest Organizations***

Atheists at Upstate, Black Student Leaders (BSL), Campus Crusade for Christ (CRU), Catholic Student Association, College Democrats at Upstate, College Republicans at Upstate, Collegiate Women, Common, Fellowship of Christian Athletes, Hispanic Awareness Association (HAA), Hodge Hecklers, IGNITE, Independent Thinkers, International Club, Lion's Club at Upstate, Muslim Student Association, NAACP, Otaku Arainsu, Outdoor Club, Presbyterian Students' Association, Softball Club, STAND, Trap and Skeet Club, Upstarts, Upstate Students for Life, Upstate Swing Dancers, Women's Leadership Network.

## ***Performing Groups***

**Art Gallery.** The Curtis R. Harley Gallery schedules six or more exhibitions during the academic year that are accompanied by lectures, symposia, workshops, and field research. Each year the Gallery showcases the work of the graduating seniors in the visual arts program giving them an opportunity to present undergraduate research in a public setting.

**Gordon-Colloms Gospel Choir.** The USC Upstate Gordon-Colloms Gospel Choir is open to any student interested in gospel music. The choir meets on a regular basis to rehearse and presents several performances each year.

**Shoestring Players.** The Shoestring Players theatre group presents several major productions each year, plus smaller presentations and original revues. Membership in the Players is open to all students interested in theatrical performance and production.

**University Singers.** The University Chorus performs traditional selections for chorus, as well as popular and jazz sections and holds an annual concert both in the fall and spring.

**USC Upstate Jazz Band.** The USC Upstate "Mighty Jazz Band" is comprised of students both majoring in music or playing as a hobby. They perform concerts each semester and feature classic jazz and contemporary music from artists such as Miles Davis, Steely Dan, Duke Ellington, the and Beatles.

## ***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.

### ***Tobacco-Free Campus Policy***

The University of South Carolina Upstate is concerned about the toll that smoking and tobacco use has on the health and well-being of the University community. As a public institution of higher education with departments that have interest in and treat the effects of smoking, second-hand

smoke, and other tobacco use, USC Upstate believes it has an obligation to exercise leadership by promoting a healthy tobacco-free environment for its students, faculty, staff, and visitors.

By November 20, 2008, all USC Upstate campuses will follow a policy that provides for a tobacco-free environment. Civility and respect are expected by all members of the University community as we make this transition.

For a full review of the policy, please reference the USC Upstate Web site.

## ***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.