



## **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
- 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

- Division Administrative Compliance
- Overall Fiscal Management
- Performing Groups
- Discipline

### Counseling Services

- Personal and Career Counseling
- Family and Couples Counseling
- Group
- Psychological testing (fee based)
- Psychiatric services
- Consultation
- Community referral
- Outreach programming
- MAT and Dantes administration

### Alcohol and Drug Programs

- Individual Counseling
- Family and Support Counseling
- Alcohol Skills Training Seminars
- Alcohol and Drug Screening & Assessments
- Education
- Prevention and Early Intervention

### Disability Services

- Services and Accommodations for Students with Disabilities
- Campus-wide Accessibility
- ADA and Section 504 compliance
- Academic Coaching
- Alternative Testing
- Sign Language Interpreters
- Captioning and Transcription
- Assistive Technology

### Health Services

- Urgent care for illness/injury, laboratory testing, prescription medications and specialty referrals
- Health education and promotion programs
- Family planning/sexually-transmitted disease services
- Immunizations/vaccinations
- Screening/confirmatory testing for tuberculosis
- Physical examinations
- Consultation/collaboration for special needs (academic, dietary, disability, emotional/mental health, etc.)
- Coordination of care with primary provider

### Housing and Residential Life

- Summer Camp Housing
- Resident Advisors
- Residence Hall Honor Council (RHCC)

- Residence Hall Association (RHA)
- Tutor rooms
- Computer Lab
- Multimedia room
- Game room
- Facility maintenance of all residential areas
- Activities and Events for residential students

### **Student Life**

- Campus Programs
- Civic Engagement
- Multicultural Programs
- Student Media
- Fraternity & Sorority Life
- Student Organizations
- Leadership Programs
- Homecoming
- Spartan Speakers Lecture Series
- Leadership & Service Living Learning Community
- Non-Traditional Student Services

### **Campus Recreation**

- Intramural Sports
- Sports Clubs
- Aquatics
- Group Fitness Classes
- Outdoor Recreation
- Weight Room
- Exercise Equipment
- Basketball/Racquetball

### **ALCOHOL AND DRUG PROGRAMS**

Alcohol and Drug Programs actively promotes low-risk, healthy choices regarding the use of alcohol and other drugs by providing confidential services to Upstate students. AOD offers individual, group, and family counseling as well as prevention, education, and standard outpatient treatment options to meet student needs. All services are provided or supervised by licensed, Master's level counselors with specific experience and training in alcohol and drug-related issues. For more information about Alcohol and Drug Programs please contact AOD at 864-503-5536 or visit the Campus Life Center, Suite 220. Office hours are Monday through Friday from 8:30am – 5:00pm.

### **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. On-site services in Greenville are available Thursday and Friday from 8:30 a.m. - 12 p.m. For more information about services, please contact the office at 864-503-5195.

### **DISABILITY SERVICES**

Disability Services works to ensure that University programs, facilities, and services are accessible 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 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 located at the corner of University Way and Valley Falls Road. Office hours are 8:30 a.m. - 5 p.m., Monday-Friday.

### **HOUSING AND RESIDENTIAL LIFE**

Housing and Residential life provides on-campus housing options for all students at USC Upstate. Options include suite style rooms (single and double room options) as well as on-campus apartments. Resident Advisors are assigned throughout the residential area to provide support, resources, and activities for students. Students living on campus are encouraged to get to know their roommates as well as others living on their floor or in their building by participating in campus activities and seeking leadership opportunities through the Residence Hall Honor Council and/or the Residence Hall Association. The Housing and Residential Life Office is located on the bottom floor of the Palmetto House and is open 8:30-5:00 p.m., Monday-Friday. Contact Housing and Residential Life by e-mail, [HRL@uscupstate.edu](mailto:HRL@uscupstate.edu), or by phone, 864-503-5422.

## 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 for the student body, including Greek Life, Leadership Programs, Community Service, Campus Media, and Student Programming.

### CAMPUS PROGRAMS

The Office of Student Life sponsors a variety of student programs including Premiere Fair, Homecoming, Spartan Speaker Lecture Series, Winter Blast, coordination of Upstate48, and Upstate Expeditions (coming Fall 2013). Student Life is also home to the Campus Activities Board (CAB), a student organization dedicated to planning social events for the campus community. CAB aims to provide a diverse range of programs that allow students to develop socially, while also attempting to create a more unified campus.

### CIVIC ENGAGEMENT

The Office of Student Life supports Civic Engagement through the development of service projects, assisting with service learning courses, supporting the AmeriCorps VISTA program, and the advisement of IMPACT, the student led community service organization. Annual service projects and fundraisers hosted by IMPACT include Spartan Day of Service, Haunted Hollow, Angel Tree, and Lake Sweep. The Office of Student Life also oversees the Alternative Break program that includes multiple Alternative Fall Break trips and Alternative Spring Break trips.

### 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.

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.

### 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, Room 215, (864) 503-5196, and are available from 8:30 a.m. - 5 p.m., Monday-Friday.

### FRATERNITY AND SORORITY LIFE

USC Upstate is home to 12 active Greek-lettered fraternities and sororities (6 men's organizations, and 6 women's organizations). For more information about becoming involved in Greek Life, contact the Office of Student Life at 503-5122.

#### Men's Organizations

Alpha Phi Alpha Fraternity, Inc.  
Kappa Alpha Psi Fraternity, Inc.  
Omega Psi Phi Fraternity, Inc.  
Phi Beta Sigma Fraternity, Inc.  
Pi Kappa Phi Fraternity  
Sigma Alpha Epsilon Fraternity

#### Women's Organizations

Delta Sigma Theta Sorority, Inc.  
Delta Zeta Sorority  
Phi Mu Fraternity  
Sigma Gamma Rho Sorority, Inc.  
Zeta Phi Beta Sorority, Inc.  
Zeta Tau Alpha Fraternity

### STUDENT 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.

### STUDENT ORGANIZATIONS

USC Upstate is home to over 90 registered student organizations, including Academic and Honorary groups, faith-based organizations and other special interest organizations. For an up to date list of all registered student organizations, please contact the Office of Student Life at 503-5122.

### LEADERSHIP PROGRAMS

The Office of Student Life sponsors programs to support the development of student leadership. These programs help to provide resources and increase the skills necessary to be an effective student leader. The annual Leadership Advance is a 3-day intensive conference that current students can attend to explore individual leadership development while interacting with other students from across campus. LEAD (Leadership Exploration and Development) is a workshop series based upon the Social Change Model of Leadership Development. The Leadership and Service Living Learning Community (L & S Community) is a group of 25 students

who think leadership development and making a difference are fun and rewarding experiences, and strives to promote a vibrant group of socially conscious individuals focused on developing leadership skills through academics and community-based experiences.

### 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 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, and the 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.

## CAMPUS RECREATION AND THE WELLNESS CENTER

Welcome to the Wellness Center at the University of South Carolina Upstate, which opened in February, 2009. The Wellness Center is located within the new 150,000 square foot Health Education Complex, a facility developed to impact the health, wellness, and economic development of the Upstate.

The mission of the Wellness Center is to provide a safe and accommodating environment for the students, faculty

and staff of the University of South Carolina Upstate. We encourage the pursuit of a healthy lifestyle to enhance the academic and personal development of the student through physical activity and employment.

This 60,000 square foot facility, a vision of former students, is the home to the Department of Campus Recreation, which offers activities such as Intramural Sports, Outdoor Recreation, Group Fitness, Aquatics, and Sport Clubs. We also provide a Ropes/Challenge Course located at the Valley Falls entrance to campus. This course focuses on strengthening groups and energizing individuals through a variety of high and low ropes elements. Our knowledgeable staff can help you with any questions you have concerning the facility, programs, etc., so please contact us for more information.

The Wellness Center 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. We also provide the latest in cardio and strength equipment as well as various Group Fitness classes such as pilates, yoga and kickboxing.

### STUDENT EMPLOYMENT

We encourage students who are interested in working at the Wellness Center at USC Upstate to browse MySpartanJob.com for various employment opportunities we have available each semester. We have positions available throughout the facility including lifeguards, weightroom attendants, facility supervisors and facility attendants. We also hire student sports officials to officiate our Intramural games..

### STUDENT MEMBERSHIPS

Most students taking one or more semester hours automatically become Wellness Center Members when they register and pay their fees. For information on all of our programs please visit our website at [www.uscupstate.edu/wellness](http://www.uscupstate.edu/wellness). You may also contact us at our Front Desk at 864-503-5080 or e-mail at [campusrecreation@uscupstate.edu](mailto:campusrecreation@uscupstate.edu).

## 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. Effective 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 website.

## 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 student 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 Dean of Students 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.