

UPSTATE
University of South Carolina

Up



Next Steps to Enrollment



What does *Up* mean to you? At the University of South Carolina Upstate, it means commitment. It means focus. It means challenging yourself to achieve things that others may not think can be achieved.

USC Upstate is one of the fastest-growing universities in the Southeast region. We are a community of 6,300 students from 34 states and 36 nations set in our beautiful, high-tech 330-acre campus in Spartanburg, South Carolina — a college town along the thriving Interstate 85 economic corridor that is within driving distance of beaches and the picturesque Blue Ridge Mountains, as well as all the professional, cultural and lifestyle possibilities offered in Upstate South Carolina. It's the perfect place for you to start on the path to your future, and we are thrilled you are considering USC Upstate as the beginning of that path. This guidebook provides the information you need to join the Spartan nation.

You simply won't find a positive energy on any other campus in America quite like what you'll find at USC Upstate. Our campus community radiates with pride and strives to live out that *Up* spirit every day.

The University of South Carolina Upstate
Up is where we live.



Student Technology

As a new USC Upstate student, you will use a variety of technologies both on and off campus. Your USC Upstate email address will be the primary contact method with the University during your time at USC Upstate. Follow the steps below to get things started. Before going any further, make sure you have your student data sheet (or the email sent to you from admissions@uscupstate.edu) containing your network username, email address and VIP ID number.

Create Your USC Upstate Campus Password

Your USC Upstate account is used to log in to the following:

- Computers on campus
- The USC Upstate wireless network
- Student email (Office365)
- Library databases
- SpartanGreenSky

Your student data sheet contains your email address, your network username (the first part of your email address before the @ symbol), and your initial password. With letter in hand, go to email.uscupstate.edu and enter your entire email address as the username and initial password as the password (make sure to enter the entire initial password including the !). Your full email address will be your username followed by @email.uscupstate.edu (ie: smithjd2@email.uscupstate.edu). You will be prompted through a quick set-up process that requires a cell phone number or alternate email address; you will also be required to change your initial password.

Password requirements

- Must be at least eight characters
- Cannot contain your username, first name or last name
- Must meet at least three of the following:
 1. One or more lowercase alphabetic characters (a-z)
 2. One or more uppercase alphabetic characters (A-Z)
 3. One or more numeric characters (0-9)
 4. One or more special characters (!@#\$%^&*~+= etc)

Take note of this link as it will be used in the future should you forget the password or wish to change it.



Still having trouble? Give the Help Desk a call at 864-503-5257, email us at helpdesk@uscupstate.edu or visit us in person in the Stockwell Administration Building room 109. The Help Desk is open from 8 a.m. - 10 p.m. Monday through Thursday, 8 a.m. – 5 p.m. Friday, and extended phone and email support is available from 5 p.m. – 10 p.m. Sundays.

Completing the enrollment process

All students



1 Claim your VIP ID

my.uscupstate.edu



Complete

The first thing you must do to continue the enrollment process is claim your VIP ID. This will allow you to log in to Self Service Carolina, where you will complete many of the steps for enrollment. You'll use the site extensively during your time at Upstate. Detailed instructions can be found in your welcome packet or on our website, www.uscupstate.edu.

2 Certify your residency

my.uscupstate.edu



Complete

If you are a legal resident of South Carolina, complete your residency certification in your SSC account.

3 Get immunization info

uscupstate.edu/campus-life



Complete

Visit the Health Services website. Follow the MyHealth link to upload your immunization records. Please upload your information before attending orientation.

4 Verify citizenship

uscupstate.edu/admissions



Complete

Effective January 1, 2009, all USC Upstate students must present proof of citizenship or lawful presence in the United States before enrolling. If you have not completed the FAFSA, you will be required to complete a Citizenship Status Verification form and submit with all proper documentation. If you are seeking financial aid, file the Free Application for Federal

5 Complete the FAFSA

uscupstate.edu/financialaid



Complete

Student Aid (FAFSA) as soon as possible following the completion of your tax return. Our school code is 006951. You will receive an invitation to orientation with instructions on how

6 Register for orientation



Complete

to make your reservation. You'll need to choose a date and make a reservation online as soon as possible after receiving your invitation. If you are interested in on-campus housing*, please submit the online

7 Apply for housing

my.uscupstate.edu



Complete

housing application and \$145 deposit. Log in to Self Service Carolina to complete the application.

***Please note that all freshmen under the age of 20 are required to live on campus unless they are living at home with their parents and within a 50-mile radius.** If you have taken any advanced placement tests or international

8 Submit your AP/IB test scores

uscupstate.edu/admissions



Complete

baccalaureate credits during high school, you must have official test scores submitted electronically to the Records Office. Attend orientation to register for classes (attendance is mandatory for

9 Attend orientation

uscupstate.edu/orientation



Complete

all freshmen). If you wish to purchase a meal plan, you may contact 864-503-5900.

10 Get a meal plan

uscupstatedining.com



Complete

Detailed information on meal plans will also be available at orientation. A meal plan is required for all students living on campus. All commuter students are required to have a minimum \$50 meal plan.

Pay tuition and fees before classes begin!

11 Pay your bill

my.uscupstate.edu



Complete

Freshmen only



1

Complete

All new freshmen check your Self Service Carolina account to be sure you've paid the \$100 enrollment deposit.

2

Complete

Any new SAT or ACT scores must be mailed or submitted electronically to the Office of Admissions. Our SAT school code is 5850 and ACT code is 3889.

3

Complete

Information on advisement testing will be emailed to your Upstate email. Testing must be completed prior to orientation.

4

Complete

A final high school transcript must be submitted to the Office of Admissions after graduation.

5

Complete

If you have taken any college courses, you should ask that college to mail or electronically submit official transcripts directly to the Office of Admissions.

Transfers only



1

Complete

If you are transferring financial aid from another school, you should contact the USC Upstate Office of Financial Aid for instructions.

2

Complete

Any final official transcript must be submitted **directly** to the Office of Admissions.

Your USC Upstate email address is YOUR CONNECTION to everything! Be sure to check your email often as details about registration, financial aid, critical deadlines and other important information will be sent to your USC Upstate email address ONLY.

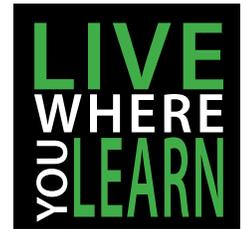
If you have any questions about any of the steps you must take before beginning classes at USC Upstate, please contact the Office of Admissions at 864-503-5246 or at admissions@uscupstate.edu. We look forward to seeing you on campus soon!





Housing and Residential Life

It's one of the most crucial questions that every college student must answer: should you live on campus or off campus? Here at USC Upstate, we want to encourage you to live on campus, an opportunity that will allow you to truly get the most out of your college experience.



On-Campus Advantages



- National statistics say students living on campus do better academically and socially
- Easier to meet new people and possibly forge lifelong friendships
- Convenience of having meals prepared for you — no time devoted to grocery shopping, cooking and doing the dishes
- Learning experiences intentionally designed to meet the needs of new and continuing students
- Staff available to mediate/assist with conflict resolution
- Just steps away, a state-of-the-art Spartan Rec Center with indoor swimming pool, weight room, walking track, fitness classes and more
- Conveniently walk to classes and events
- Show your Spartan spirit at athletic venues conveniently located near housing facilities
- Many options to work on campus just steps from where you live
- One convenient bill for room, meals and all utilities
- Financial aid adjusted to accommodate on-campus rates and applied directly to the bill

SUITE AMENITIES

- Each resident is provided with a bed, a desk, two chests of drawers and an armoire
- Full bathroom
- Communal living area with furniture
- Micro fridge (microwave and refrigerator combination)
- Basic electricity
- Water service
- Wireless internet access

SPECIAL FEATURES

- Computer lab with 12 computers and a printer
- Study rooms for in-house tutoring
- Television/recreational rooms
- Catering kitchen
- 24/7 front desk service
- Free laundry facilities
- On-site mail delivery
- Hammock parks

SAFETY MEASURES

- Controlled access
- Four levels of locks to access bedrooms
- Digital cameras inside and outside
- Well-illuminated parking lots
- Emergency phones
- Parking lot security cameras
- Patrols by University Police



All freshmen under the age of 20 are required to live on campus unless they are living with their parents in the local area (50 mile radius). Students must apply for exemption through Housing and Residential Life to be approved.

UPSTATE

University of South Carolina
HOUSING PARTNERS

Auden Upstate
Apartments

Valley Falls
Apartments



Plan your visit today



NEARBY HOTEL OPTIONS

- **AC Hotel by Marriott**
225 West Main Street
Spartanburg, SC 29306
864-585-8900
- **Spartanburg Marriott**
299 North Church Street
Spartanburg, SC 29306
864-596-1211
- **Courtyard by Marriott**
110 Mobile Drive
Spartanburg, SC 29303
864-585-2400
- **Residence Inn by Marriott
Spartanburg Westgate**
109 Residence Drive
Spartanburg, SC 29301
864-754-4445

NEARBY RESTAURANT OPTIONS

- **Cribb's Kitchen on Main**
226B West Main Street
Spartanburg, SC 29306
864-699-9669
- **Lime Leaf**
101 East Main Street
Spartanburg, SC 29306
864-542-2171
- **Olive Garden**
1498 W.O. Ezell Boulevard
Spartanburg, SC 29301
864-595-4885
- **Texas Roadhouse**
1371 W.O. Ezell Boulevard
Spartanburg, SC 29301
864-576-2913
- **Willy Taco**
930 East Main Street
Spartanburg, SC 29302
864-327-8228

Student Services and Employment

Counseling Services, CLC Suite 224, 864-503-5195

Counseling Services staff are available to assist students in reaching personal and educational goals. Counseling is short-term, solution-based and provided in an atmosphere focused on growth and change. The counseling staff includes licensed counselors, social workers, marriage and family therapists, as well as a board certified psychiatrist and psychiatric nurse practitioner. Additional services include couples and group counseling, testing services, outreach programming, and educational workshops. Counseling is confidential, unlimited and provided to all fee-paying students. Services are available from 8:30 a.m.-5 p.m. Mondays-Fridays. On-site services in Greenville are available; appointments may be scheduled by calling 864-503-5195. Distance counseling is also available to online or remote students.

Dean of Students, CLC Suite 220, 864-503-5107

USC Upstate cares about student success, not only academically, but emotionally and physically. The Office of the Dean of Students assists students, parents & family with navigating campus resources and policies to support our students. The Dean often will help students with faculty communication and making referrals to off-campus resources and services.

Disability Services, CLC Suite 107, 864-503-5199

Disability Services works to ensure educational programming and services are accessible to students with disabilities. Individuals with learning disabilities, physical, sensory, and other disabilities including health and psychological impairments may qualify for accommodations to assist with accessibility. Examples of reasonable accommodations include extended time for tests, distraction reduced testing environments, and assistive technology. Disability Services is open from 8:30 a.m. – 5 p.m. Monday through Friday, and is located in the Sansbury Life Center Suite 107. Extended hours may be available via advance appointment.

Dining Services, CLC, 864-503-5900

www.uscupstatedining.com

Dining Services is located in Office 121, just off the first-floor lobby of the Sansbury Campus Life Center. To learn more about campus dining and meal plan options, please visit us online.

Health Services, 864-503-5191

www.uscupstate.edu/campus-life/health-and-safety

All students are required to have immunization records on file prior to enrollment. This must include documentation of two(2) doses of MMR (measles, mumps, rubella) vaccine, 1 dose of Tdap (Tetanus, Diphtheria, Pertussis) vaccine, and proof of meningitis vaccination (MCV4) for all incoming freshmen residing in University Housing. South Carolina Department of Health and Environmental Control (DHEC) records are allowable, and the USC Upstate immunization form is available online. Records may be uploaded online at www.uscupstate.edu/myhealth, or faxed to 864-503-0754.

Immunizations

All students are required to have a history of current immunizations on file prior to enrollment. This includes documentation of one of

the following: (1) receiving two doses of MMR rubeola (red measles), mumps, and rubella (German measles) vaccine; or (2) positive serum titers (blood antibody tests) for rubella and rubeola; or (3) birthdate before 1957 in order to qualify for an exemption from these immunizations. Proof of vaccination with tetanus-diphtheria-acellular pertussis (Tdap) vaccine (brand names: Adacel or Boostrix) after July, 2005 is required. Proof of meningitis vaccination received after 2005 (with Menactra® or Menveo®) is REQUIRED for all incoming freshmen residing in University Housing, prior to moving into your assigned residential facility. The immunization form is available online. Once these records have been completed and signed by your health care provider, you should either mail them to the attention of Health Services at 800 University Way, Spartanburg, SC 29303; fax to 864-503-5099; or hand-deliver to Health Services while visiting campus. You cannot register for future courses until you have returned your forms and received an immunization clearance through Health Services.

TRIO Student Support Services, Magnolia House (courtyard level), 864-503-5966

Earning an undergraduate degree can seem overwhelming, but the TRIO Student Support Services program at USC Upstate eases the transition from high school to college by providing the support students often need. This program provides students with education, skills, resources, and support that allow traditionally underrepresented students the opportunity to become successful members of the USC Upstate community and after graduation, to become contributing members of society. For more information, visit us online at www.uscupstate.edu/ssc.

Tuberculosis Screening

All incoming international students are REQUIRED to have proof of: (1) a negative (zero millimeters) tuberculin skin test within six months of admission to the University; or (2) a negative chest X-ray, if known to have a history of a positive tuberculin skin test.

These vaccines and tests are available and can be administered while on campus for orientation by appointment during regular office hours. Applicable fees are posted on the Health Services website. Some students may qualify to receive vaccines free-of-charge, dependent upon eligibility under guidelines established by the federal Vaccines For Children (VFC) Program. For more information, contact Health Services at 864-503-5191.

Veterans Affairs, HEC, Suite 2081, 864-503-5273

The Records Office handles certification of all veterans and their dependents receiving educational benefits while at USC Upstate and assists with problems concerning such benefits. Students who want to apply for V.A. benefits should contact the Veterans Affairs Office.

EMPLOYMENT OPPORTUNITIES

USC Upstate offers students a wide variety of part-time on-campus jobs. Working a modest number of hours each week provides you with resources to help make USC Upstate even more affordable. Because many employers expect recent college graduates to have practical experience to excel in the real world, working while in college has never been more important. On-campus work experience can provide you with competitive career skills to secure that full-time job after graduation. Learning should extend beyond the classroom. Find more information about on-campus employment and federal work-study at www.uscupstate.edu/jobs!



INTERNATIONAL STUDENTS:

International students who have F or J visa status may apply for on-campus employment opportunities at USC Upstate. A Social Security number is not required to apply for an on-campus job. If the student is offered a position, the Center for International Studies must confirm employment eligibility before a letter can be issued to apply for a Social Security number. The Social Security Administration does not issue Social Security numbers for F-1 visa holders without verification of employment from USC Upstate.

APPLYING FOR ON-CAMPUS JOBS:

Find and apply for on-campus jobs at uscupstate.edu/jobs. Assistance is available in Human Resources from 8:30 a.m.-5 p.m. Mondays through Fridays. Human Resources is located in the third floor of the Stockwell Administration Building.

- From www.uscupstate.edu/jobs, click “Students,” then click “View Current Job Openings.” Select the position for which you want to apply.
- After reviewing the job details, click “Apply for this Job.”
- Follow the steps to complete the application. A cover letter or a resume can be attached to the application if desired.
- The completed application will be retained in the USC Jobs Online Employment system. It can be used to apply for positions in the future.

Financial Aid and Scholarships Steps

USC Upstate offers a full range of financial assistance programs designed to aid students and their families with the cost of higher education. Options for students earning degrees include university, state, private and USC Upstate Foundation scholarships, as well as grants, loans and employment opportunities.



1

Complete a Free Application for Federal Student Aid (FAFSA) online at studentaid.gov. The FAFSA must be completed each year. For the fall semester, the priority deadline is March 1 of each year, and for the spring semester, the priority deadline is October 31 of each year. FAFSA results received after this date will still be processed. However, we can not guarantee that it will be in time for the fee payment date.

2

You and your parent (if dependent) should apply for a FSA ID at fsaid.ed.gov prior to starting FAFSA on the Web so that you can sign electronically. After obtaining a FSA ID, it can be used every year.

3

USC Upstate's Title IV school code is 006951.

4

You do not have to wait for your financial aid award before beginning your admissions, advisement and registration processes. To be awarded financial aid, however, you must be admitted as a degree-seeking student to USC Upstate.

5

The majority of communications from the financial aid office will be sent to your USC Upstate email account. You must review your email and announcements regularly to ensure you have the latest information about your financial aid status.

6

You are encouraged to respond to email and postal mailing as soon as possible to avoid delays in processing of your financial aid.

7

If you are a transfer student, you will need to add our school code to your FAFSA and cancel your financial aid at your current/previous school. We will need the results of your FAFSA to process any financial aid for you at USC Upstate.

8

For state-scholarship purposes, please make sure that final official transcripts are sent as soon as possible.

9

If you are interested in a federal loan, you will need to complete a Master Promissory Note and Entrance Counseling at studentaid.gov.

10

For additional information, please contact the Financial Aid Office at USC Upstate at 864-503-5340 or finaid@uscupstate.edu. You can also visit us online at www.uscupstate.edu/financialaid.



The priority deadline for financial aid is **March 1** of each year. Students may apply after this date, but funds may be limited.



USC Upstate Fast Facts



6,300

Enrollment of **6,300** students from 34 states and 36 nations



Freshman class average GPA of 3.5, 1000 SAT and 21 ACT composite score



15:1

An **15:1** student to faculty ratio with almost 500 faculty members teaching an average class size of 25



15

Spartan athletics are a source of excitement and pride year-round with **15 Division I NCAA programs** competing in the Big South conference.



In addition to the 330-acre residential campus in Spartanburg, USC Upstate offers courses for juniors and seniors at the University Center Greenville, as well as at the George Dean Johnson, Jr. College of Business and Economics in the heart of downtown Spartanburg.



If you haven't already, we invite you to visit us! You can attend a Fabulous Friday event and spend the day on our campus with your friends and family or join us for Open House and spend a Saturday on campus, touring our facilities, talking with our students, faculty, admissions counselors, and meeting other prospective students over lunch (on us!). Campus tours are available at 10 a.m. or 3 p.m., Mondays through Fridays. You may register for any of these events on our admissions website www.uscupstate.edu/admissions.

UPSTATE

University of South Carolina

USC Upstate
Office of Admissions
800 University Way
Spartanburg, SC 29303
864-503-5246
800-277-8727
admissions@uscupstate.edu
www.uscupstate.edu



The departments within USC Upstate Enrollment Services will be happy to assist you with any questions or needs you may have. Just give us a call at our toll-free number, 1-800-277-8727, or use any of the numbers listed.

Office of Admissions	864-503-5246
Financial Aid	864-503-5340
Orientation Information	864-503-5246
Tuition Payment Plan	864-503-5233

Cashier's Office	864-503-5326
Records & Registration	864-503-5220
Housing & Residential Life	864-503-5422
SC Residency Info	864-503-5246

Web: www.uscupstate.edu/admissions ■ **Email:** admissions@uscupstate.edu

