Non-Traditional Student
HANDBOOK

UNIVERSITY OF SOUTH CAROLINA UPSTATE

Whatever you can do, or dream you can, begin it. Boldness has genius, power, and magic in it. - Goethe
Statement of Purpose

The mission of Non-Traditional Student Services is to:

• Assist non-traditional students in the successful transition to and from college.
• Promote intellectual development and academic success.
• Provide a supportive and nurturing environment in which growth is encouraged.
• Link non-traditional students to services which correspond to their diverse needs.
• Encourage connections within the broader campus community.

What Is A Non-Traditional Student?

The percentage of non-traditional students in higher education has continued to increase nationally over the past decade. Non-traditional students at USC Upstate comprise approximately 25 percent of the student population.

Non-traditional students are students of any age who are married or are parents; are veterans of the Armed Services; are 25 years of age or older; are college graduates returning to school to expand their skills.
Support and Advocacy Services

Individuals returning to school after having been in the workforce or after having raised families often experience a certain degree of disorientation at the changes which have occurred while they were away from school.

Non-Traditional Student Services offers advocacy and support to help a person adjust to his/her new role as a student.

Advocacy may involve linking the student to existing support services on campus or identifying services within the community to ensure pertinent needs are met.

For more information, contact the Office of Student Life at 864-503-5122 or visit their office in the Sansbury Campus Life Center, Suite 210.

Steps to Success

All students entering college go through a period of adjustment. Non-traditional students may find additional challenges as they try to balance family, job, finances and school. The following guidelines can help alleviate some of the stress in this transition.

- **Participate in Orientation Programs** – Orientation programs provide important information and will familiarize you with the campus while introducing you to other students.

- **Take Math, English and Foreign language Placement Tests** – If it has been a while since you’ve taken these courses, then these tests can help determine which classes to take first. Contact Admissions at 864-503-5246 for additional information.

- **Develop A Support System** – Enthusiasm for your new endeavor or understanding the challenge of a first test or report may not be as strong as you’d like which can sometimes create a sense of isolation affecting academic success. Contact the Non-Traditional Student Advocates at 864-503-5195 for effective strategies to increase support.

- **Incorporate Your ‘Student’ Status into Family Life** – Doing homework with children at a designated homework time is a valuable family activity and reinforces the importance of education.

- **Take A Reasonable Course Load The First Semester** – Spending all semester on the verge of a breakdown is no fun and can lead to failure. Taking the minimum full-time course load allows for free time while providing you with a better chance to adjust to demands of college life.

- **Reach Out** – Some situations, such as a mid-term slump, difficult exam, and/or family problems, may create anxiety or stress. Faculty, advisors and student affairs personnel can help. Call your advocates at 864-503-5195 for additional information.
Campus Resources

BLACKBOARD
Blackboard is an online course delivery system where your instructors may post announcements, course syllabi, assignments or other information. Blackboard can be accessed via Web browser at blackboard.sc.edu or from the Current Students location on the USC Upstate website. Students with questions or problems accessing Blackboard should contact the Help Desk at 864-503-5257 or helpdesk@uscupstate.edu to request assistance.

BOOKSTORE
www.upstatebookstore.com • 864-503-5167
The Bookstore is in the Health Education Complex and carries a full line of textbooks, supplementary materials and supplies, clothing and novelty items. The Bookstore will also buy back used books provided they are your own books.

COUNSELING SERVICES
www.uscupstate.edu/studentaffairs/counseling • 864-503-5195
Counseling Services, located in Sansbury Campus Life Center, Suite 224, offers personal, career and group counseling, psychiatric support, psychological testing, educational workshops, and administers the MAT and DANTES. All services are provided free of charge to USC Upstate students at both the Spartanburg and Greenville Campuses.

DISABILITY SERVICES
www.uscupstate.edu/studentaffairs/disabilityservices • 864-503-5199
Disability Services, located in Sansbury Campus Life Center, Suite 107, works to ensure that campus facilities, curriculum services and resources are accessible to all students on campus. Individuals supported through the Office of Disability Services include those with physical, sensory or learning disabilities, health impairments, psychological impairments and/or other types of disabilities.

FINANCIAL AID
www.uscupstate.edu/enrollment_services/financial_aid • 864-503-5340
USC Upstate seeks to provide financial aid to every student in need of such assistance. Tuition assistance is available in the form of scholarships, grants, loans and work-study programs. South Carolina residents may be eligible for various sources of financial aid, such as the South Carolina Need Based Grant, Palmetto Fellows Scholarship, the LIFE Scholarship, and the HOPE Scholarship. The Financial Aid office is located in the Health Education Complex, Suite 2081.

GEORGE DEAN JOHNSON, JR. COLLEGE OF BUSINESS AND ECONOMICS
www.uscupstate.edu/academics/johnsoncollege • 864-503-5580
Affectionately known as “The George,” the George Dean Johnson, Jr. College of Business and Economics is as impressive as the vitae of its namesake who is regarded as an entrepreneurial legend. This state-of-the-art facility, located at 160 E. St. John St., features a stock trading lab where students will make real time stock trading calls based on momentum, news and overall current-day stock market action. When not in use, it doubles as a much-needed computer lab.

HEALTH EDUCATION
www.uscupstate.edu/healtheducation • 864-503-5536
Health Education focuses on challenging the health attitudes, behaviors and perceptions of the USC Upstate community through education in order to promote the adoption of a healthy lifestyle. Health Education provides a diverse range of comprehensive health educational workshops, health promotion campaigns and supplementary health education strategies in addition to assisting students in understanding health issues that will serve as a basis for personal and professional lifestyle changes. The office is located in Sansbury Campus Life Center, Suite 220.
HEALTH SERVICES
www.uscupstate.edu/campus_services/health • 864-503-5191
Health Services, located on the corner of University Way, offers healthcare and health promotion services to all enrolled students, faculty and staff on an outpatient basis. A nurse practitioner is available to provide care or refer patients for services beyond the scope of practice within the clinic.

NON-TRADITIONAL STUDENT SERVICES
www.uscupstate.edu/studentaffairs/non_traditional • 864-503-5122
Non-Traditional Student Services offers academic and personal support to students who are in any of the following categories: students who are 25 or older; are married or who are parents; are veterans of the Armed Services; are working full-time and attending college; or are college or university graduates returning to school. The office is located in Sansbury Campus Life Center, Suite 210.

ITS HELP DESK
www.uscupstate.edu/its • 864-503-5257
The ITS Help Desk, located in the Stockwell Administration Building, exists to assist students in making effective use of technology and ensure you have the support needed while at USC Upstate. The Help Desk is available over 70 hours a week, offering support over the phone, in person, via email, using screen sharing and onsite at specific locations where needs arise.

REGISTRAR
www.uscupstate.edu/enrollment_services/registrar • 864-503-5220
The Registrar’s Office assists, directs, and provides accurate information related to records and registration and other areas of student course enrollment. It is located in the Health Education Complex, Suite 2081.

UNIVERSITY POLICE
www.uscupstate.edu/police • 864-503-7777
Public Safety is located at 219 North Campus Blvd. and provides a highly visible presence on campus 24 hours a day, seven days a week via foot patrol, bicycles and clearly marked vehicles. Officers are responsible for services including the investigation of criminal conduct and violation of university policies, facilitating crime prevention programs and responding to medical emergencies.

USC UPSTATE GREENVILLE CAMPUS
www.uscupstate.edu/greenville • 864-250-1111
USC Upstate Greenville Campus is part of a consortium of higher education institutions known as the University Center Greenville and is dedicated to increasing access to educational opportunities for Upstate citizens. The USC Upstate Greenville Campus is located at 225 South Pleasantburg Dr., Greenville.

VETERANS AFFAIRS
www.uscupstate.edu/enrollment_services/registrar • 864-503-5273
Students who want to apply for VA benefits should come to the Veterans Affairs Office located in the Health Education Complex, Suite 2081. Continuing VA students must come by the Veterans Affairs office each semester to be certified for VA benefits.
Academic Resources

STUDENT SUCCESS CENTER • www.uscupstate.edu/studentsuccess
The Student Success Center provides students with resources they need to succeed in their studies, to graduate in a timely manner and successfully begin a career or continue with graduate studies. Services include Academic Support, Career Services, Opportunity Network, and Advising Services.

ACADEMIC SUPPORT • 864-503-5392
Academic Support is a comprehensive student support office offering an array of services to assist students in their daily academic demands. Located in the Library, they offer free tutorial services, supplemental instruction for selected traditionally difficult courses, study skills and time management assistance, facilitation of study groups, one-on-one consultations, referrals to other USC Upstate services, and much more.

ADVISING SERVICES • 864-503-5392
Advising Services provides advisement and related services to undeclared majors. A cadre of highly motivated professional advisors works with freshmen majoring in business, education, biology, chemistry, math and computer science, communications, criminal justice, sociology and psychology. This office is located in the Library.

ALPHA SIGMA LAMBDA • 864-552-4218
This organization is an academic honor society for nontraditional students aged 25 or above who are combining work and raising families with earning a degree at USC Upstate. For more information, contact Stacey Mills.

CAREER SERVICES • 864-503-5392
The Career Center, located in the Library, offers a variety of services to prepare students and alumni for pursuing employment opportunities during their collegiate career and upon graduation. For a current listing of services visit the website at www.uscupstate.edu/studentsuccess.

LIBRARY HELP DESK
www.uscupstate.edu/library • 864-503-5620
The USC Upstate Library serves all students, faculty and staff with its physical and virtual collections. The physical collections contain over 233,000 volumes in a variety of formats including print and electronic books and journals, microforms, media, and maps.

MATH TUTORING LAB
www.uscupstate.edu/academics/arts_sciences/math_cs • 864-503-5345
Mathematics tutoring is free and available without an appointment for all USC Upstate students. Computer Science tutoring is available to USC Upstate students enrolled in SCSC 150, SCSC 200, SCSC 300 and SCSC 321. The office is located in Hodge 242.

MEDIA SERVICES
www.uscupstate.edu/campus_services/it/ims • 864-503-5565
Many professors require students to submit media-rich projects which incorporate video into academic assignments. The Media Services staff is available to assist with such projects. The Digital Media Lab located in the Stockwell Administration Building, Suite 117, has PC workstations for video editing, photo manipulation and color printing.

OPPORTUNITY NETWORK • 864-503-5966
Opportunity Network is a federally funded TRIO Student Support Services program. Like the pre-college TRIO programs Educational Talent Search, Educational Opportunity Center, Upward Bound and Upward Bound Math Science, Opportunity Network works with low-income, first bachelor degree, college students or students with disabilities to ensure they are successful, maintain good grades and graduate in a timely manner. The office is located in Magnolia House, courtyard level.
WORLD LANGUAGE LAB
www.uscupstate.edu/academics/arts_sciences/languages_literature/foreignlanguages • 864-503-5688
Experienced foreign language tutors are available for assistance throughout the semester. The office is located in Humanities and Performing Arts Center (HPAC), Room 224.

WRITING CENTER
www.uscupstate.edu/writing • 864-503-5883
The University Writing Center, located in Humanities and Performing Arts Center (HPAC), Room 136, offers free one-on-one tutoring in writing for any assignment.

Financial Assistance

SCHOLARSHIPS AVAILABLE
USC Upstate awards scholarships to students based on demonstrated academic ability, career plans, educational goals and community service. For an updated list of all scholarships, visit www.uscupstate.edu/scholarships.

For more information, contact the Office of Financial Aid and Scholarships at 864-503-5340 or the Office of Admissions at 864-503-5246.

ADDITIONAL FINANCIAL AID INFORMATION
The following websites can provide more information about other scholarships and financial aid assistance:
• fafsa.ed.gov
• www.finaid.org

You can also contact the University’s Office of Financial Aid and Scholarships at 864-503-5340; online at www.uscupstate.edu/financialaid; or visit their office in the Health Education Complex, Suite 2081.

Community Resources

Assistance may be needed beyond the scope of services available on campus. Information about different community services and resources in the Upstate can be found through the following:
www.uscupstate.edu/studentaffairs/counseling/default.aspx?id=9060