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Dear USC Upstate Student,

I am thrilled to welcome you to the 2017-2018 academic year at the University of South Carolina Upstate. At the University of South Carolina Upstate, you will become part of a positive, diverse, and empowering university community for motivated, success-minded students. As a Spartan, you will be challenged academically, supported personally, and pushed to the boundaries of your potential in an opportunity-rich environment.

You will encounter a new vibrancy and sense of pride whether you attend classes on the main campus in Spartanburg, the George Dean Johnson, Jr. College of Business and Economics in downtown Spartanburg, or the Greenville Campus (located at the University Center Greenville). As we celebrate the University’s 50th Anniversary, you will have opportunities to learn more about our past, present and future. I believe that the pathway forward for this institution is paved with tremendous opportunities and growth. I could not be more pleased that you will be part of the momentum.

U.S. News & World Report recently recognized the University of South Carolina Upstate as #2 Top Public Regional Colleges in the South and #3 lowest student debt upon graduation in Southern Region: only school ranked in S.C. In addition, the University of South Carolina Upstate was recognized as a Military Friendly Campus. These are all recognitions of which we all can be very proud.

As your chancellor, I will continue to work on enhancing the value of your degree. The stronger presence that USC Upstate has in the heart and minds of those in this region and state, the more valuable the degree you earn becomes. USC Upstate will continue to build a strong reputation of serving as a critical force in fulfilling regional and state talent needs and serve as a major engine of social and economic development. Nearly 85 percent of our graduates remain in the Upstate region to build successful careers and lives, including a high level of civic engagement and community leadership. With nearly 30,000 alumni, the success and the continued growth of USC Upstate is vital not only to the region but to the entire state of South Carolina.

On behalf of the faculty and staff of your university, I welcome you as a member of the USC Upstate community and wish you the very best in 2017-2018.

Sincerely,

Dr. Brendan Kelly
Chancellor
Happy Birthday Spartans, you look good at 50!

As we begin another academic year, join us as we hold investiture ceremonies for Dr. Brendan Kelly, the 4th Chancellor in our history. It’s an exciting time to follow his leadership as we plan for the growth in our next 50 years. The events and programs planned for our 50th year celebration will provide opportunities to learn, connect with our community and celebrate all things about being a Spartan.

Start the semester by attending Upstate 48 events, a showcase of programs and services focusing on the first 48 days of the fall semester. Upstate 48 also serves as a way to build a strong campus community by connecting you with faculty, staff and your fellow students. Look for the icon on our website that highlights these events for our campus.

Freshmen, a dynamic “AGOGE” program has been designed especially with you in mind to further assist your transition into college and the Spartan community. This program will equip you with vital knowledge that will be of paramount importance as you embark on your academic career.

Throughout this year, we will provide you with many opportunities to connect with the Division of Student Affairs as we strive to promote school spirit through events such as Premiere Fair, Stadium Party, Rocktoberfest, and many other meaningful educational experiences. Get healthy and stay fit by engaging in programs in the Wellness Center.

I encourage you to become actively involved in the growing life of all of our campuses. Your input and perspective will assist us as we evaluate student services and activities currently offered to students.

RU OK? Many of you may wonder what this program is all about and how it affects you. Over the past few years, we have seen an increase in the number of students who have been in crisis along with the normal stress of their academic programs. The Spartans Care campaign is a way we hope to assist students who are in need. Utilize the student reporting form found on our website or just stop by one of our offices for assistance. If you have a friend in the midst of a personal, health, financial or academic crisis, refer them to our services. We have top rated counseling, health services and disability services that help students be academically successful. Show that Spartans do care by offering support and encouragement to each other.

The Student Handbook is provided to you as a service that outlines policies and processes for students, while highlighting ways that you can become involved on campus. A unique feature of our Handbook is the calendar/planner also highlighting many campus-wide events and important dates. We hope you will utilize this handbook as you plan your academic schedule and co-curricular events at Upstate.

Please remember, if you need any assistance during this year, do not hesitate to come and visit me or contact my office at (864) 503-5107. We are here for you! Stay #SpartanStrong!

Laura Puckett-Boler, Vice Chancellor for Student Affairs and Dean of Students
Greetings Fellow Spartans,

On behalf of the Student Government Association, I would like to welcome you into the #SpartanStrong family here at the University of South Carolina Upstate. The University of South Carolina Upstate offers many great opportunities. I am more than certain you will find a niche and grow with it. The University of South Carolina Upstate welcomes all students and makes everyone feel like we are part of a family.

College is what you want to make it. This is a journey that you are allowed to create on your own and I definitely encourage you to do just that. Make this academic year your own! Do everything that you desire and more because the sky is the limit. Do not ever let a “no” dictate your destiny. If it is meant to be it will happen!

Lastly, college is not going to be easy. It is going to take a lot of long hours of study, book purchases, and a lot of ups and downs. Do not get discouraged. That makes this a true college experience. This is a big step in life and success is not measured by just accomplishments. Success is also measured by how many times you have been told “no” and you decided to get back up and keep on going. I wish everyone the best this 2017-2018 school year and remember that we are #SpartanStrong.

Sincerely,

Tia Greene
2017-2018, Student Government Association President

"You are going to be tested throughout your years of college. So, keep your eyes on the prize and remember what you’re here for."

— Tia Greene
The community of scholars at the University of South Carolina Upstate is dedicated to personal and academic excellence.

Choosing to join the community obligates each member to a code of civilized behavior.

As a USC Upstate Spartan...

I will practice personal and academic integrity;

I will respect the dignity of all persons;

I will respect the rights and property of others;

I will discourage bigotry, while striving to learn from differences in people, ideas, and opinions;

I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

Allegiance to these ideals requires each Spartan to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.
Fall Semester 2017

Aug. 16  Wed.  Faculty Reporting Day
Aug. 24  Thurs.  Fall Classes Begin
Aug. 24-25  Thurs.-Fri.  Continuing Registration; drop/add though SSC
Aug. 28-30  Mon.-Wed.  Drop/Add through SSC
Aug. 30  Wed.  Last Day to change schedule;
           drop class without receiving a “W”
           Last day to receive 100% refund
Aug. 15 - Oct. 15  Fri.  December graduation applications online
Sept. 4  Mon.  Labor Day Holiday - (No Classes)
Oct. 19-20  Thurs.-Fri.  Fall Break - (No Classes)
Nov. 1  Wed.  Last day to withdraw without receiving a “WF”
Nov. 6-10  Mon.-Fri.  Priority Registration through SSC for Spring 2018
Nov. 22-26  Wed.-Sun.  Thanksgiving Break (No Classes)
Dec. 15-18  Mon.-Fri.  Applications for May graduation online
Dec. 8  Fri.  Last Day of Classes
Dec. 9  Sat.  Reading Day
Dec. 11-15  Mon.-Fri.  Final Exams
Dec. 19  Tues.  Convocation to Honor December Graduates
Dec. 20  Thurs.  Grades can be viewed on Self Service Carolina

Spring Semester 2018

Jan. 15  Mon.  Dr. Martin Luther King, Jr. Day (No Classes)
Jan. 16  Tues.  Classes Begin
Jan. 22  Mon.  Last day to change schedule;
           drop class without receiving a “W”
Mar. 11-18  Mon.-Fri.  Spring Break (No Classes)
Mar. 19-30  Fri.  Academic advisement for Spring/Summer 2018
Mar. 27  Fri.  Last day to drop without a “WF”
Apr. 30  Mon.  Last Day of Classes
May 1 - May 7  Tues. - Mon.  Final Exams
May 8  Tues.  Spring Commencement

Maymester 2018

May 14  Mon.  Classes Begin
June 1  Fri.  Last Day of Classes
June 4  Mon.  Final Exams
June 7  Thurs.  Grades can be viewed on Self Service Carolina

Summer Session A

Classes Begin
Last Day of Classes
Final Exams
Grades can be viewed on Self Service Carolina
The grand opening of the George Dean Johnson, Jr. College of Business and Economics at USC Upstate took place in May 2010. This $30 million complex represents the pinnacle partnership achievement of the University’s “metropolitan mission,” providing a magnificent resource for the University’s continuing growth. It is also a major investment in the economic development future of Spartanburg. Locating the business school in the heart of downtown Spartanburg facilitates internship opportunities with downtown; offers easier access to community and business leaders willing to share their knowledge and experience as guest lecturers; and provides a location for seeding and incubating entrepreneurial ideas.

Affectionately known as “The George,” the 60,000-square-foot facility is as impressive as the résumé of its namesake, who is regarded as an entrepreneurial legend. This state-of-the-art facility features a stock trading lab where students 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. Smart classrooms and a tiered classroom that can accommodate 72 students, means faculty members use the latest technology to teach. The three art galleries in “The George” feature rotating art exhibits from The Johnson Collection, comprised of more than 600 pieces ranging from the 1700's to the present.

160 East St. John Street
Spartanburg, SC 29306, 864-503-5580
www.uscupstate.edu/johnsoncollege

Main Contacts at Johnson College:
Dr. Mohamed Djerdjouri, Dean (864) 503-5111
Dr. Elnora Stuart, Associate Dean (864) 503-5588
Amy Henderson, Admin. Asst. to the Dean (864) 503-5312
Deborah Sparks, Admin. Asst. for Student Services (864) 503-5580
Hannah Terpack, Freshman Advisor (864) 503-5049
Sarah Butler, Transfer Advisor (864) 503-5525
Brian Smith, Student Support Coordinator, Sr. Instructor (864) 503-5595
Driving Directions from Spartanburg Campus:
Take US-176/I-585 (Pine St.) east toward Spartanburg. Drive about 3.5 miles. At the 5th traffic light, turn right onto Daniel Morgan Avenue. Proceed up the hill. Turn left onto Liberty Street. Both “The George” and the parking garage will be on your right.

OR
Take Asheville Highway to downtown Spartanburg. Pass the Marriott Hotel. At the next traffic light, turn left onto East St. John St. “The George” will be on your left.

Driving Directions from Greenville:
Take I-85 North to Spartanburg. Take exit 72 (US-176/I-585) at top of ramp turn right. Drive 3.5 miles to the 5th traffic light, turn right onto Daniel Morgan Avenue. Proceed up the hill. Turn left onto Liberty Street. Both “The George” and the parking garage will be on your right.

Parking:
There is a City parking garage directly behind “The George,” with 240 free student parking spaces.

Administrative Office Location:
All offices are located on the second floor. The Dean’s Suite (George 220) is comprised of Dr. Mohamed Djerdouri (George 222) and Amy Henderson (George 223). Dr. Elnora Stuart is located in George 208, Deborah Sparks, Admin. Asst. is located in George 210. Brian Smith, student support coordinator, is located in George 207; Hannah Terpack, freshman advisor is located in George 153; and Sarah Butler, transfer advisor is located in George 152.

I.D. Cards:
The USC Upstate Department of Public Safety takes photos and issues I.D. cards during Orientation for students attending classes at the USC Upstate Campus, The George, and Greenville Campus. These Upstate identification cards for students, faculty and staff may be obtained at the Department of Public Safety, located at 219 North Campus Blvd. Each currently enrolled USC Upstate student is issued one I.D. card at no cost and automatically activated upon receipt of tuition payment.

I.D. Cards are issued Monday through Friday 9 a.m. to 4 p.m., except holidays.

Bookstore:
Located in the Health Education Complex and easily accessible online, the Bookstore provides required course materials, general reading and reference books, a complete selection of stationery products, art supplies, and a wide variety of University clothing and souvenirs. Operation Hours are 8 a.m. to 6 p.m., Monday through Thursday and 8 a.m. to 5 p.m. on Friday. Visit www.upstatebookstore.com for more information.

Building Hours:
During fall and spring semesters, students can access the building from 7:30 a.m. to 6:30 p.m. Staff hours will be 8:30 a.m. to 5:00 p.m. Doors available to enter the building are the doors by the fountain closest to the parking garage and the front doors facing St. John Street. Any door may be used to exit. The building will be closed weekends and all days that the University observes holidays.

Expected Business Dress:
In support of the mission of the College to hold our students “accountable for practicing a high degree of personal and professional excellence,” the faculty expect professional dress as part of class participation. Students should dress in a manner that presents a positive image of themselves and the Johnson College of Business and Economics. With the presence of frequent guests from the business community, students are encouraged to consider opportunities derived from maintaining a professional image and environment.

Shuttle/City Bus Info:
The University provides free shuttle service between the Spartanburg and the George campus. Students are encouraged to use this shuttle service for convenience and as a way to protect the environment. For the shuttle schedule, visit www.uscupstate.edu/johnsoncollege.
The University of South Carolina Upstate Greenville Campus participates in a consortium of institutions known as the University Center of Greenville. The USC Upstate Greenville Campus is dedicated to increasing access to degree completion programs for Upstate citizens. Nearly 1,000 students with academic credit enroll each year.

Students who have earned an associate’s degree or are taking junior or senior-level courses may complete bachelor’s degrees in a variety of disciplines.

Students are advised by academic advisors from each discipline and attend day or evening classes on the Greenville Campus.

Student services provided on the Greenville Campus include: Enrollment Services; Financial Aid; Disability Services; Counseling Services, IT Services and Health Services (by appointment).

University of South Carolina Upstate
225 S. Pleasantburg Drive
Greenville, SC 29607-2544
(864) 552-4242
http://www.uscupstate.edu/academics/greenville_campus

Main Contacts at the Greenville Campus
Mr. Stacey D. Mills
Executive Director
(864) 552-4218

Rosie Meindl
Administrative Assistant
(864) 552-4232

Vicki Corn
Director of Student Services
(864) 552-4175

Alicia Walker, Academic Advisor
(864) 552-4187

Dr. Marilyn Izzard
Director of Teaching Education
(864) 503-5636

Dr. Sonya Blevins
Associate Dean of Nursing
(864) 552-4258

Mr. Tim Ellis
Director of Engineering Technology, Management and Advanced Manufacturing Management
(864) 552-4235

Front Desk Coordinator
(864) 552-4242
Driving Directions from Columbia:
From I-26 exit to I-385. Take I-385 toward downtown Greenville. Take exit 40B, the South Pleasantburg exit (Hwy 291). Proceed until you reach Antrim Drive. Turn left onto Antrim Drive and then right into University Center of Greenville. Please enter the building facing Pleasantburg Drive. The USC Upstate office will be directly ahead.

Driving Directions from I-85 Southbound:
Go North on I-85 approaching Greenville to exit 51C (385 North connection) toward downtown Greenville. Take the South Pleasantburg exit (Hwy 291). Proceed until you reach Antrim Drive. Turn left onto Antrim Drive and then right into University Center of Greenville. Please enter the building (facing Pleasantburg Drive). The USC Upstate office will be directly ahead.

Driving Directions from I-85 Northbound:
From I-85, take exit 48B, Hwy 276, Greenville (not 48A towards Mauldin). Continue on Laurens Road (Highway 276) until you reach Antrim Drive. Turn left on Antrim Dr, then turn right into University Center of Greenville. Please enter the building facing Pleasantburg Drive. The USC Upstate office will be directly ahead.

Parking:
Parking is readily available at the University Center of Greenville in the front of the building and to the side of the building. There is no charge for parking.

Administrative Office Location
The Administrative and Student Support Services Office Suite is located in Suite B-1 in the University Center.

I.D. Cards:
Students on the Greenville campus are required to upload a personal photo, sign the cardholder agreement through Self Service Carolina and notify the Academic and Student Affairs team by e-mail at rmeindl@uscupstate.edu or upstategville@uscupstate.edu.

ID cards will be mailed to the Greenville Campus for student pick up in the Administration and Student Support Services Suite (Suite B1).

Nancy Lambert (Associate Dean of the Library for Greenville) is available on site for assistance in the University Center Library Monday through Thursday. An additional USC Upstate library faculty is available on site two days each week.

Bookstore:
Textbooks can be ordered online through the Bookstore at www.upstatebookstore.com/buy_textbooks.asp. Additional Upstate items also are available for purchase online. Free shipping is available for online orders over $40.

Building Hours:
The University Center of Greenville building is open from Monday through Thursday, 8 a.m. to 9:30 p.m., on Friday from 8 a.m. to 4:30 p.m., on Saturday from 8 a.m. to 5:30 p.m., and on Sunday from 1 p.m. to 5:30 p.m.

USC Upstate Greenville offices are open Monday through Thursday from 8:00 a.m. to 6:00 p.m. and on Friday from 8:30 a.m. to 12:00 p.m.

Security:
A security officer is stationed at the University Center of Greenville, Monday through Friday from 7:30 a.m. until 10:00 p.m. or until all classes have ended and the building is empty. This same schedule is followed on Friday and Saturday. Security is available at 12:30 p.m. on Sunday until the building closes at 5:30 p.m. The University Center is unlocked by 6:30 a.m., each morning and locked by security at the above times. For assistance, please dial (864) 250-9811 or (864) 419-9929. In case of emergency, please dial 911.

Shuttle/City Bus information:
The University does not provide a shuttle service between the Spartanburg and Greenville campuses. For public transportation information in Greenville, visit www.ridegreenlink.com.
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- **CONTINUING REGISTRATION; DROP/ADD THROUGH SSC**
- **TUITION DUE: CLASSES CANCELED FOR NON-PAYMENT OF FEES**
- **DROP/ADD THROUGH SSC, LAST DAY TO CHANGE SCHEDULE LAST DAY TO RECEIVE 100% REFUND, LAST DAY TO DROP WITHOUT RECEIVING A “W”, LAST DAY TO CHANGE FROM CREDIT TO AUDIT”**
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WEEKLY NOTES

**MONDAY**
14
August

**TUESDAY**
15
August

**WEDNESDAY**
16
August

- **DECEMBER GRADUATION APPLICATIONS DUE IN STUDENT’S ACADEMIC MAJOR AREA**, APPLY ON-LINE UNTIL OCTOBER 15
- Leadership Advance

- **TUITION DUE: CLASSES CANCELED FOR NON-PAYMENT OF FEES**
- Leadership Advance
- New Nursing Student Orientation, UCG Auditorium
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- Leadership Advance
- Transfer Orientation, UCG Auditorium
- Art Walk, 5pm-8pm, Downtown Spartanburg
- Men’s Soccer VS Bob Jones (Exhibition), County University Stadium

- Alcohol EDU Part 1 and Haven Part 1 Due
- Harley Art Gallery—Gary Weber (Ceramics), through September 22nd, HPAC Lobby

- Men’s Soccer VS Brevard (Exhibition), County University Stadium

- Treehouse Move-In Day, 8am-5pm
- Treehouse Community Meetings, 7pm, Floor Lobbies
- Women’s Soccer VS Radford, 7:00pm, County University Stadium
- Big Green Welcome, 8:30pm, Wellness Center
WEEKLY NOTES

August

• Fall Intramural Sports (Flag FB, V-Ball, 3on3 B-Ball, Kickball, Racquetball) Registration Opens, 9am
• Rock The Block, 5pm, Treehouse Plaza

MONDAY
21
August

TUESDAY
22
August

WEDNESDAY
23
August

• Villas Move-In Day, 8am-5pm
• Stadium Party, 5pm, Soccer Stadium (URC Rain Location)
• Villas Community Meetings, 7pm, Sparty’s
• Housing & Residential Life, Welcome Back Event, 8pm

• Freshman Convocation, 5pm, Hodge Arena
FRIDAY

• FALL CLASS BEGIN, CONTINUING REGISTRATION; DROP/ADD THROUGH SSC
• Welcome Back Tables, 8:30am-3pm, CLC, HEC, George, Greenville UCG Atrium
• Greek Information Night, 6pm, Tukey Theatre
• Campus Recreation Bowling Night (FREE for students, faculty, staff), 9pm-1am, Paradise Lanes
• SGA Freshman Class President Applications go live on Agora

THURSDAY

24
August

FRIDAY

25
August

• CONTINUING REGISTRATION; DROP/ADD THROUGH SSC
• Welcome Back Tables, 8:30am-3pm, CLC, HEC, George, Greenville UCG Atrium
• CAB Upstate@Nite: Luau, 9:30pm-12:30am, Intramural Fields behind Treehouses
• Shoestring Players, 8pm Tapestry, Studio Theatre

SATURDAY

26
August

• CONTINUING REGISTRATION; DROP/ADD THROUGH SSC
• Spartan Day of Service, 9am-12pm
• Shoestring Players, 8pm Tapestry, Studio Theatre

SUNDAY

27
August

• CONTINUING REGISTRATION; DROP/ADD THROUGH SSC
• Women’s Soccer VS Alabama A&M, 1:00pm, County University Stadium
• Shoestring Players, 3pm Tapestry, Studio Theatre
### MONDAY

28 August

- **CONTINUING REGISTRATION; DROP/ADD THROUGH SSC**
- RHA Info Meeting, 7pm, Sparty’s Den
- Shoestring Players: Let the Right One In, Auditions, 7pm–9pm, Performing Arts Center

### TUESDAY

29 August

- **CONTINUING REGISTRATION; DROP/ADD THROUGH SSC**
- Premiere Fair, UCG Atrium
- Meet the Greeks, 6pm, CLC Ballroom
- FOCUS Gallery on Campus, West View Elementary, through September 22nd

### WEDNESDAY

30 August

- **DROP/ADD THROUGH SSC, LAST DAY TO CHANGE SCHEDULE LAST DAY TO RECEIVE 100% REFUND, LAST DAY TO DROP WITHOUT RECEIVING A “W”, LAST DAY TO CHANGE FROM CREDIT TO AUDIT**
- Premiere Fair, 11am–2:30 pm, CLC Patio
- Blood Drive, 10:30am–3:30 pm, CLC Circle Lot
- Spartan Speaker Series–Lori Hart, 5pm & 7pm, HPAC
- Living-Learning Community Info Meeting, 7pm, Palmetto House Classroom
• MultiCultural Mix and Mingle, 4pm-6pm, CLC 2nd floor lobby
• CAB Interest Meeting, 5:30pm, CLC 309
• Upstate Gallery—Susan Lenz Installation, through November 4th, 172 East Main Street Spartanburg
• IMPACT Member Meeting, 4:30pm

• LAST DAY TO APPLY FOR DECEMBER GRADUATION ON-LINE
• SGA Freshman Class President Applications close, 9am, Student Life Office
• Cross Country Eye Opener Invitational, 6:30pm, Milliken Research Center
• Women’s Soccer VS Hampton, 7:30pm, County University Stadium
• Volleyball at Gardner-Webb Tournament, time TBA, Boiling Springs, NC
• Men’s Soccer VS Liberty, County University Stadium

• IMPACT Saturday Service Project, 6am, Milliken Research Park
• Volleyball at Gardner-Webb Tournament, time TBA, Boiling Springs, NC
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**MONDAY**

4 September

**TUESDAY**

5 September

**WEDNESDAY**

6 September

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**SEPTEMBER 2017**

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**OCTOBER 2017**

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**Labor Day**

- Women’s Soccer VS South Carolina State, 6:00pm, County University Stadium
- HRL Academic Excellence Recognition, 6pm–7pm, Sparty’s Den

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**TUESDAY**

- Group Fit Classes Begin, Wellness Center
- Panhellenic Recruitment Orientation, 6pm, Tukey Theatre
- Tutor Trac sign-ups, Magnolia House Lobby
- Shoestring Players: Moonlight’s Pillow Auditions, 7pm–9pm, Performing Arts Center

---

**WEDNESDAY**

- Faith Fest, 11am-2pm, Jazzman’s Quad (Rain Location: CLC 2nd floor lobby)
- Who’s Who Among Students Nominations, CLC Room 303, through October 24th
- FLEX Welcome Dinner, 5:30pm, CLC 309
- Tutor Trac sign-ups, Palmetto House Lobby
FRIDAY

- Fall Intramural Sports (Flag FB, V-Ball, 3on3 B-Ball, Kickball, Racquetball)
  Registration Closes, 11:59pm
- Harley Art Gallery - Gary Weber (Ceramics)
  Reception, 4:30pm, HPAC Lobby
- IMPACT Member Meeting, 4:30pm
- Tutor Trac Sign-ups, Sparty’s Den

SATURDAY

- Panhellenic Recruitment, The George
- Women’s Soccer VS Wofford, 6:00pm, County University Stadium
- Men’s Soccer at Wofford, Spartanburg, SC

SUNDAY

- Panhellenic Recruitment, The George
- CAB Food Truck Pop Up, 3pm-6pm, Treehouse Plaza
- Impact Service Project, TBD

SEPTMBER 2017

THURSDAY

- 7 September

FRIDAY

- 8 September

SATURDAY

- 9 September

SUNDAY

- 10 September
# WEEKLY NOTES

## MONDAY

| 11 | September |

## TUESDAY

| 12 | September |

## WEDNESDAY

| 13 | September |

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### SEPTEMBER 2017

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### 9/11 Day of Remembrance
- September 11 Day of Service
- Panhellenic Bid Day, 5pm, Upper Quad
- IFC Recruitment Orientation, 6:30pm, CASB 101
- Living-Learning Community Meeting, 7pm, Palmetto House Classroom

### TUESDAY

- IFC Meet & Greet, 6pm, Treehouses
- SGA Senate Meeting, 5pm, JM Smith Boardroom
- Reception: FOCUS Gallery (West View Elementary), 4:00pm, Art Gallery
- S.T.U.D.Y. Series

### WEDNESDAY

- Greek Life Anti-Hazing Seminar, 6pm, Tukey Theatre
- Pizza with the Chancellor, 9pm-10pm, Palmetto House lobby
<table>
<thead>
<tr>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>Hispanic Heritage Month Begins</td>
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<tr>
<td>FRIDAY</td>
<td>Greek Life Anti-Hazing Seminar, 6pm, Tukey Theatre</td>
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<td>CollegeFest, 8pm-11pm, Morgan Square (Downtown Spartanburg)</td>
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<tr>
<td>SATURDAY</td>
<td>Constitution Day</td>
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<td>SUNDAY</td>
<td>Greek Life Anti-Hazing Seminar, 6pm, Tukey Theatre</td>
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<td>CollegeFest, 8pm-11pm, Morgan Square (Downtown Spartanburg)</td>
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<td>WEEKLY NOTES</td>
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<td>September</td>
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</table>

- Civility Week
- National Hazing Prevention Week
- Hispanic Heritage Month Lunch and Listen: The Latinx Giant with David Romero, 11am-1pm, CLC Ballroom

| **TUESDAY**  |
| 19          |
| September   |

- Civility Week
- National Hazing Prevention Week
- NTS Luncheon, 11:30 am, CLC Dining Hall, Quiet Room
- Spartan Speaker feat. Suzette Walden Cole “It’s Everybody’s Job: Building Safe Communities.” 6pm, CLC Ballroom

| **WEDNESDAY** |
| 20          |
| September   |

- Civility Week
- National Hazing Prevention Week
- UCG, NTS Nursing Lunch & Learn, 12pm, UCG room 125
- Greek Life, Anti-Hazing Seminar, 6pm, Tukey Theatre

- Rosh Hashanah (Begins at sundown)
<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>21 September</th>
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<tbody>
<tr>
<td>• Civility Week</td>
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<td>• National Hazing Prevention Week</td>
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<tr>
<td>• Internship Fair, 10:30am - 1:30pm, CLC Ballroom</td>
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<td>• Greek Life, Anti-Hazing Seminar, 6pm, Tukey Theatre</td>
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<td>• Upstate Gallery-Art Walk Reception, 5pm-8pm, 172 East Main Street Spartanburg</td>
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<td>• IMPACT Member Meeting, 4:30pm</td>
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<td>• Civility Week</td>
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<td>• National Hazing Prevention Week</td>
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<thead>
<tr>
<th>SATURDAY</th>
<th>23 September</th>
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<tbody>
<tr>
<td>• Impact Service Project, TBD</td>
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<tr>
<td>• Men’s Soccer VS Lipscomb, County University Stadium</td>
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<th>SUNDAY</th>
<th>24 September</th>
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WEEKLY NOTES

MONDAY
25
September

TUESDAY
26
September

WEDNESDAY
27
September

• Intramural Sports (8on8 Soccer, 5on5 B-Ball, Bubble Soccer) Registration Opens, 9am
• FOCUS Gallery on Campus, Eastside High School, through October 25th
• Latin Fest

National Voter Registration Day
• SGA Senate Meeting, 5pm, JM Smith Boardroom
• UCG NTS Nursing Lunch & Learn, 11am, UCG Education suite
Yom Kippur
(Begins at sundown)
- Harley Art Gallery- Dana Ezell (Graphic Design), through October 27th, HPAC Lobby
- Volleyball VS Jacksonville, 6:00 pm, G.B. Hodge Center

Cross Country Upstate Invitational, 9am, Milliken Research Center
- Men’s Soccer VS Stetson, County University Stadium

Volleyball VS North Florida, 2:00 pm, G.B. Hodge Center
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<td><strong>Columbus Day (Observed)</strong></td>
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<td><strong>• ACADEMIC ADVISEMENT FOR SPRING/SUMMER 2018 BEGINS, ENDS NOVEMBER 3</strong></td>
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## MONDAY

| 2 | October |

## TUESDAY

| 3 | October |

- Reception: FOCUS Gallery (Eastside High School), 5:00pm, Art Gallery
- Spartan Speaker Series: Coffee & Conversation, 6:00pm, JM Smith Boardroom, HEC

## WEDNESDAY

| 4 | October |

- Last day to withdraw from graduate courses without academic penalty (grade of “W” will be recorded)
<table>
<thead>
<tr>
<th>Date</th>
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</table>
| **THURSDAY** 5 October | • Women’s Soccer VS Stetson, 7:00pm, County University Stadium  
• Shoestring Players: Let the Right One In, 8pm, Performing Arts Center |
| **FRIDAY**  6 October  | • Spartanburg International Festival, 11am-7pm, Barnet Park  
• Impact Service Project, TBD  
• Volleyball at Stetson, time TBA, DeLand, FL  
• Shoestring Players: Let the Right One In, 8pm, Performing Arts Center |
| **SATURDAY**  7 October | • Women’s Soccer VS Florida Gulf Coast, 1:00pm, County University Stadium  
• Shoestring Players: Let the Right One In, 3pm, Performing Arts Center |
| **SUNDAY**  8 October |                                                                                   |
MONDAY
9
October

TUESDAY
10
October

WEDNESDAY
11
October

Columbus Day (Observed)

• Student Investiture Event
• SGA Senate Meeting, 5pm, JM Smith Boardroom

• UCG Lunch with the Chancellor, 12pm, UCG Auditorium
• Living-Learning Community Meeting, 7pm, Palmetto House Classroom
<table>
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**THURSDAY**

- Intramural Sports (8on8 Soccer, 5on5 B-Ball, Bubble Soccer) Registration Closes, 11:59pm
- IMPACT Member Meeting, 4:30pm

**FRIDAY**

- Investiture of Chancellor Kelly
- Fall for Greenville, Downtown Greenville
- Cross Country at ECU Invitational, 5:00pm, Greenville, NC
- Volleyball at Kennesaw State, 7:00 pm, Kennesaw, GA

**SATURDAY**

- USC Upstate Gospel Choir: Reunion Concert, Time TBD, URC Great Room
- Fall for Greenville, Downtown Greenville
- Women's Soccer VS Lipscomb, 7:00pm, County University Stadium

**SUNDAY**

- LAST DAY TO APPLY FOR DECEMBER GRADUATION ON-LINE
- USC Upstate Gospel Choir: Reunion Concert, 4pm, Cornerstone Baptist Church, Spartanburg
- Fall for Greenville, Downtown Greenville
- Hispanic Heritage Month Ends
MONDAY
16
October

TUESDAY
17
October

WEDNESDAY
18
October

• S.T.U.D.Y. Series
OCTOBER 2017

THURSDAY
19
October

FALL BREAK

Art Walk, 5pm-8pm,
Downtown Spartanburg

Impact Service Project, Alt.
Fall Break

FRIDAY
20
October

FALL BREAK

SATURDAY
21
October

Volleyball VS NJIT, time TBA,
G.B. Hodge Center

Men’s Soccer VS Florida
Gulf Coast, County
University Stadium

SUNDAY
22
October
WEEKLY NOTES

MONDAY

23
October

TUESDAY

24
October

WEDNESDAY

25
October

OCTOBER 2017

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• ACADEMIC ADVISEMENT FOR SPRING/SUMMER 2018 BEGINS, ENDS NOVEMBER 3
• Breast Cancer Awareness Week
• Diversity Week
• Nurse Recruitment, 1pm-3pm, HEC Gym

• Breast Cancer Awareness Week
• Diversity Week
• NTS Luncheon, 11:30 am, CLC Dining Hall, Quiet Room
• SGA Meeting, 5pm, JM Smith Boardroom
• Last day for Who’s Who Nominations, CLC Room 303
• Sophomore Summit, 5pm, CLC Ballroom

• Breast Cancer Awareness Week
• Diversity Week
• UCG, NTS Nursing Lunch & Learn, 12pm, UCG room 125
• Breast Cancer Awareness Week
• Diversity Week
• Fresh Check Day, 11am-2pm, CLC

THURSDAY
26
October

• Breast Cancer Awareness Week
• Diversity Week
• Rocktober Fest, 5pm-9pm, Burroughs Parking Lot
• Volleyball VS Lipscomb, 6:00 pm, G.B. Hodge Center

FRIDAY
27
October

• IMPACT-Haunted Hollow
• Cross Country A-Sun Championships, 9am, Atlanta, GA
• Men’s Soccer at North Florida, Jacksonville, FL

SATURDAY
28
October

• Volleyball VS Kennesaw State, 2:00 pm, G.B. Hodge Center

SUNDAY
29
October
<table>
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<th>MONDAY</th>
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<td>• PRIORITY REGISTRATION THROUGH SSC FOR SPRING 2018</td>
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<tr>
<td>• PRIORITY REGISTRATION FOR SPRING 2018 DIRECT CONNECT STUDENTS</td>
<td>• PRIORITY REGISTRATION FOR SPRING 2018 DIRECT CONNECT STUDENTS</td>
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<td>• THANKSGIVING BREAK—NO CLASSES</td>
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<td>• OPEN REGISTRATION BEGINS</td>
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<td><strong>THANKSGIVING BREAK–NO CLASSES</strong></td>
<td><strong>DAYLIGHT SAVINGS TIME ENDS</strong></td>
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</table>
| **THANKSGIVING DAY**  
• **THANKSGIVING BREAK–NO CLASSES** | **THANKSGIVING BREAK–NO CLASSES** |                 |
| 30       |        | 26              |
### MONDAY

30
October

### TUESDAY

31
October

### WEEKLY NOTES

<table>
<thead>
<tr>
<th>NOVEMBER 2017</th>
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#### Halloween
- Blood Drive, 10:30am to 3:30 pm, CLC Circle Lot
- UCG NTS Education Lunch & Learn, 11am, UCG Education Suite

#### LAST DAY TO WITHDRAW FROM UNDERGRADUATE COURSES WITHOUT ACADEMIC PENALTY (GRADE OF “W” WILL BE RECORDED)
- Native American Heritage Month begins
- FOCUS Gallery on Campus, Woodruff Middle School, through December 1st
- USC Upstate Foundation Scholarship Application Available online (due Feb. 1st)
• Angel Tree Ceremony, 12pm, CLC 2nd floor lobby
• IMPACT Member Meeting, 4:30pm
• 3rd Annual Spartan Strong 5k, 7pm

THURSDAY
2
November

• LAST DAY TO SIGN UP FOR ACADEMIC ADVISMENT FOR SPRING/SUMMER 2018
• Alcohol EDU Part 2 and Haven Part 2 Due
• Harley Art Gallery- USC Upstate Faculty Exhibition, through December 1st, HPAC Lobby
• Volleyball VS Stetson, 6:00 pm, G.B. Hodge Center
• S.T.U.D.Y. Series

FRIDAY
3
November

• Impact Service Project, TBD

SATURDAY
4
November

• DAYLIGHT SAVINGS TIME ENDS
• Volleyball VS Florida Gulf Coast, 2:00 pm, G.B. Hodge Center

SUNDAY
5
November
WEEKLY NOTES

MONDAY
6
November

TUESDAY
7
November

WEDNESDAY
8
November

• PRIORITY REGISTRATION UNTIL NOV. 17 THROUGH SSC FOR SPRING 2018

Election Day
• SGA Senate Meeting, 5pm, JM Smith Boardroom

• Living-Learning Community Meeting, 7pm, Palmetto House Classroom
• Native American Heritage Month Lunch and Listen: Songs by Michael Jacobs, 5 pm
• Upstate Gallery - Mary Robinson Print Installation, through December 30th, 172 East Main Street—Spartanburg
• Harley Art Gallery - USC Upstate Faculty Exhibition Reception, 4:30 pm, HPAC Lobby

Veterans Day

THURSDAY
9
November

FRIDAY
10
November

SATURDAY
11
November

SUNDAY
12
November
**WEEKLY NOTES**

<table>
<thead>
<tr>
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<td>13 November</td>
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- Hunger and Homelessness Awareness Week
- International Education Week
- S.T.U.D.Y. Series

<table>
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<td>14 November</td>
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</table>

- Hunger and Homelessness Awareness Week
- International Education Week
- RA Apps for 2018/19 open on myspartanjobs.com
- Resident Advisor Info Session, 6:30pm, Sparty's
- Reception: FOCUS Gallery (Woodruff Middle School), 4:30pm, Art Gallery
- Breakfast with the Chancellor, 8am, CLC Dining Hall, Quiet Room

<table>
<thead>
<tr>
<th>WEDNESDAY</th>
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<tr>
<td>15 November</td>
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</table>

- Hunger and Homelessness Awareness Week
- International Education Week
- UCG NTS Nursing Lunch & Learn, 12pm, UCG room 125
• Hunger and Homelessness Awareness Week
• International Education Week
• NTS Luncheon, 11:30 am, CLC Dining Hall, Quiet Room
• Upstate Gallery-Art Walk Reception, 5pm-8pm, 172 East Main Street Spartanburg
• IMPACT Member Meeting, 4:30pm
• Shoestring Players: Moonlight’s Pillow, 8pm, Performing Arts Center

THURSDAY
16 November

• LAST DAY FOR PRIORITY REGISTRATION THROUGH SSC FOR SPRING 2018

• Hunger and Homelessness Awareness Week
• International Education Week
• Shoestring Players: Moonlight’s Pillow, 8pm, Performing Arts Center

FRIDAY
17 November

• Impact Service Project, TBD
• Shoestring Players: Moonlight’s Pillow, 8pm, Performing Arts Center

SATURDAY
18 November

• Shoestring Players: Moonlight’s Pillow, 3pm, Performing Arts Center

SUNDAY
19 November
MONDAY
20 November

TUESDAY
21 November

WEDNESDAY
22 November

• PRIORITY REGISTRATION FOR SPRING 2018 DIRECT CONNECT STUDENTS
• Trans Day of Remembrance
• UCG Angel Tree Project begins (gifts due Dec. 6th)

• PRIORITY REGISTRATION FOR SPRING 2018 DIRECT CONNECT STUDENTS
• SGA Senate Last Meeting of the Semester, 5pm, JM Smith Boardroom

• THANKSGIVING BREAK--NO CLASSES
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>November 23</td>
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<tr>
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<td>Thanksgiving Break – No Classes</td>
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<td>November 25</td>
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MONDAY
27
November

TUESDAY
28
November

WEDNESDAY
29
November

• OPEN REGISTRATION BEGINS

• Programming Deadline
• UCG NTS Education Lunch & Learn, 12pm, UCG Education Suite
• Resident Advisor Info Session, 6:30pm, Sparty’s
• A Dickens of a Christmas, 6pm-9pm, Downtown Spartanburg
• Angel Tree Gifts Due in Student Life

• Poinsettia Christmas Parade, Downtown Greenville

THURSDAY
30 November

FRIDAY
1 December

SATURDAY
2 December

SUNDAY
3 December
<table>
<thead>
<tr>
<th>MONDAY</th>
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<tr>
<td>• FINAL EXAMS</td>
<td>11 Hanukkah <em>(Begins at sundown)</em></td>
<td>12 • FINAL EXAMS</td>
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<tr>
<td>18 • CONVOCATION TO HONOR DECEMBER GRADUATES</td>
<td>19 • GRADES DUE AT 9:00 AM</td>
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<tr>
<td>Christmas Day</td>
<td>25 Kwanzaa <em>(Begins)</em></td>
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<td>• GRADES DUE AT 9:00 AM</td>
<td>• LAST DAY OF CLASS</td>
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<td>• ALL GRADES CAN BE VIEWED ON SSC</td>
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<td>• ALL GRADES CAN BE VIEWED ON SSC</td>
<td>• FIRST DAY OF WINTER</td>
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<td>November 30, 2017</td>
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</tbody>
</table>

- **December 7, 2017**: Last day of class.
- **December 14, 2017**: Grades due at 9:00 AM.
- **December 21, 2017**: All grades can be viewed on SSC. First day of winter.
- **December 28, 2017**: All grades can be viewed on SSC. Christmas Eve.
- **December 29, 2017**: New Year's Eve.
MONDAY

4
December

• Education Recruitment, 10:30am-12:30pm, CLC Ballroom

TUESDAY

5
December

• Living-Learning Community Drop-in, 7pm, Palmetto House Lobby

WEDNESDAY

6
December

• UCG Angel Tree Project Gifts Due
• HRL Graduation Celebration, 7pm, Sparty’s Den
THURSDAY
7
December

• LAST DAY OF CLASS

FRIDAY
8
December

SATURDAY
9
December

SUNDAY
10
December
MONDAY

11
December

TUESDAY

12
December

WEDNESDAY

13
December

• FINAL EXAMS
• Study Breakers, 12pm-2pm, CLC lobby
• Late Night Breakfast, 10pm-12am, Dining Hall

Hanukkah (begins at sundown)

• FINAL EXAMS
• Study Breakers, 12pm-2pm, Library

• FINAL EXAMS
• HRL Caffeine Cram Event
FRIDAY
15
December

• FINAL EXAMS

• Applications for May Graduation due in student’s academic major area, apply on-line through February 15

SATURDAY
16
December

• Residence Halls Close, 10am

SUNDAY
17
December

• LAST DAY FOR PRIORITY REGISTRATION THROUGH SSC FOR SPRING 2018

THURSDAY
14
December
WEEKLY NOTES

MONDAY
18
December

TUESDAY
19
December

CONVOCATION TO HONOR
DECEMBER GRADUATES

WEDNESDAY
20
December

GRADUES DUE AT 9:00 AM
• ALL GRADES CAN BE VIEWED ON SSC
• FIRST DAY OF WINTER
• Art Walk, 5pm-8pm, Downtown Spartanburg

THURSDAY
21
December

FRIDAY
22
December

SATURDAY
23
December

SUNDAY
24
December

Christmas Eve
WEEKLY NOTES

MONDAY
25
December

TUESDAY
26
December

WEDNESDAY
27
December

Christmas Day

Kwanzaa (Begins)
<table>
<thead>
<tr>
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<tr>
<td>Martin Luther King, Jr. Day</td>
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<td>• LAST DAY TO CHANGE SCHEDULE, LAST DAY TO DROP WITHOUT A “W” • CONTINUING REGISTRATION LAST DAY TO RECEIVE 100% REFUND LAST DAY TO CHANGE FROM CREDIT TO AUDIT</td>
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MONDAY
1 January

TUESDAY
2 January

WEDNESDAY
3 January

• UCG RN to BSN Orientation, UCG Auditorium

JANUARY 2018

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1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

FEBRUARY 2018

M T W T F S S
1 2 3 4
5 6 7 8 9 10 11
12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28

New Year’s Day
### WEEKLY NOTES

#### JANUARY 2018

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#### FEBRUARY 2018

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<td>January</td>
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64
• Earl Gordon Medal Award Nominations, through Feb. 13th, CLC 303
• Excellence in Teaching & Advising Nominations, through Feb. 13th, CLC 303

11
January

12
January

13
January

14
January

• Alcohol EDU Part 1 and Haven Part 1 Due
• Upstate Gallery - Herb Parker - Sculpture 50th Anniversary SAC Fellows, through March 24th, 172 East Main Street - Spartanburg
• Harley Art Gallery - Artist TBA, through February 16th, HPAC Lobby

• Returning Residential Students may return, 10am

• Spring 2018 Residential Move In Day, 10am-2pm, Sparty’s
MONDAY
15
January

TUESDAY
16
January

WEDNESDAY
17
January

Martin Luther King, Jr. Day
- MLK Day of Service, 8am-12pm, Spartanburg

CONTINUING REGISTRATION
CLASSES BEGIN
- Welcome Back Tables, 8:30am-3pm, CLC, UCG, HEC, George
- SGA Senate Meeting, 5pm, JM Smith Boardroom
- Intramural Sports (5on5 B-Ball, 4on4 V-Ball, Bubble Soccer, Racquetball)
  Registration Opens
- Group Fit Classes Begin, Wellness Center

CONTINUING REGISTRATION
- Welcome Back Tables, 8:30am-3pm, CLC, UCG, HEC, George
- Living-Learning Community Welcome Back Event
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<th>Date</th>
<th>Events</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>• Resident Advisor Info Session, 6:30pm, Sparty's</td>
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<td>• Upstate Gallery-Art Walk Reception, 5pm-8pm, 172 East Main Street Spartanburg</td>
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<td>• Campus Recreation Bowling Night (FREE for students, faculty, staff), 9pm-1am, Paradise Lanes</td>
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<td>• Shoestring Players: Mr. Burns, a post-electric play, Auditions, 7pm-9pm, Performing Arts Center</td>
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<tr>
<td>Friday</td>
<td>• Spring Spartan Day of Service</td>
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<td>Saturday</td>
<td>• Spring Spartan Day of Service</td>
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<td>Sunday</td>
<td>• Spring Spartan Day of Service</td>
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JANUARY 2018

18
January

19
January

20
January

21
January

67
WEEKLY NOTES

MONDAY
22 January

• LAST DAY TO CHANGE SCHEDULE, LAST DAY TO DROP WITHOUT A "W" CONTINUING REGISTRATION LAST DAY TO RECEIVE 100% REFUND LAST DAY TO CHANGE FROM CREDIT TO AUDIT

• FOCUS Gallery on Campus, Boiling Springs Intermediate School, through February 16th
• HRL Academic Excellence Recognition
• Continuing Registration

TUESDAY
23 January

• Shoestring Players: The Musical The Mystery of Edwin Drood Auditions, 7pm-9pm, Performing Arts Center

WEDNESDAY
24 January

• Winterblast & Health Fair, 11am-2pm, CLC
• Blood Drive, 10:30am to 3:30 pm, CLC 3rd floor
• UCG Non-Traditional Student Lunch & Learn
• NTS Luncheon, 11:30 am, CLC Quiet Room
• IMPACT Member Meeting, 4:30pm

THURSDAY
25
January

FRIDAY
26
January

SATURDAY
27
January

SUNDAY
28
January
MONDAY
29
January

TUESDAY
30
January

- SGA Senate Meeting, 5pm, JM Smith Boardroom
- Reception: FOCUS Gallery (Boiling Springs Intermediate School), 4:00pm, Art Gallery

WEDNESDAY
31
January

- RA Applications close
- UCG Non-Traditional Student Lunch & Learn
Groundhog Day

**THURSDAY**
1
February

**FRIDAY**
2
February

**SATURDAY**
3
February

**SUNDAY**
4
February
<table>
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<td>Presidents' Day</td>
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- **Last Day to Withdraw from Graduate Courses without Academic Penalty (Grade of “W” Will Be Recorded)**
- **Purim (Begins at Sundown)**
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<tr>
<td>Groundhog Day</td>
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<td>Founder's Day</td>
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<td>Washington's Birthday</td>
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WEEKLY NOTES

**MONDAY**
5
February

**TUESDAY**
6
February

**WEDNESDAY**
7
February

- Homecoming
- Living-Learning Community Meeting, 7pm, Palmetto House Classroom
<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
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<tbody>
<tr>
<td>8 February</td>
<td>THURSDAY</td>
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<tr>
<td></td>
<td>Homecoming</td>
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<tr>
<td></td>
<td>IMPACT Member Meeting, 4:30pm</td>
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<tr>
<td>9 February</td>
<td>FRIDAY</td>
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<td>Impact Service Project, TBD</td>
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WEEKLY NOTES

FEBRUARY 2018

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MARCH 2018

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MONDAY

12
February

TUESDAY

13
February

WEDNESDAY

14
February

Lincoln’s Birthday
- Heart Health Week
- “SGA Applications Go Live!”

- Heart Health Week
- SGA Senate Meeting, 5pm, JM Smith Boardroom
- Last day for Earl Gordon Medal Nominations CLC, 303
- Last Day for Excellence in Teaching & Advising Nominations, CLC 303
- UCG Non-Traditional Student Lunch & Learn

Ash Wednesday,
Valentine’s Day
- Heart Health Week
FEBRUARY 2018

THURSDAY
15
February

Founder’s Day
• Heart Health Week
• University Founders Day
• Art Walk, 5pm-8pm, Downtown Spartanburg

FRIDAY
16
February

Heart Health Week

SATURDAY
17
February

SUNDAY
18
February
MONDAY
19
February

TUESDAY
20
February

WEDNESDAY
21
February

Presidents' Day
• Body Image Awareness Week
• NTS Luncheon, 11:30 am, CLC Dining Hall, Quiet Room

• Body Image Awareness Week
• UCG Non-Traditional Student Lunch & Learn
Washington’s Birthday
- Body Image Awareness Week
- IMPACT Member Meeting, 4:30pm
- Breakfast with the Chancellor, 8am, CLC Dining Hall, Quiet Room

THURSDAY
22
February

FRIDAY
23
February

Body Image Awareness Week
- Harley Art Gallery- Fleming Markel (Sculpture), through March 30th, HPAC Lobby

SATURDAY
24
February

Impact Service Project, TBD

SUNDAY
25
February
MONDAY
26
February

TUESDAY
27
February

WEDNESDAY
28
February

- Intramural Sports (Indoor Soccer, 4on4 Flag Football, Softball, Disc Golf) Registration Opens
- FOCUS Gallery on Campus, Chesnee High School, through March 23rd

MARCH 2018

- LAST DAY TO WITHDRAW FROM GRADUATE COURSES WITHOUT ACADEMIC PENALTY (GRADE OF “W” WILL BE RECORDED)
- SGA Senate Meeting, 5pm, JM Smith Boardroom
- Reception: FOCUS Gallery (Chesnee High School), 4:30pm, Art Gallery

Purim (Begins at sundown)
- Black Heritage Day, 6pm-9pm, URC Great Room
- UCG Lunch with the Chancellor
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<thead>
<tr>
<th>Date</th>
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<td>Women’s History Month begins</td>
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<td>SGA Applications due, 5pm, Student Life Office</td>
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<td>Desk Assistant (HRL) applications open</td>
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<td>Harley Art Gallery–Fleming Markel (Sculpture) Reception, 4:30pm, HPAC Lobby</td>
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<td>Good Friday Passover (Begins at sundown)</td>
<td>• LAST DAY FOR ACADEMIC ADVISEMENT FOR SPRING/SUMMER 2018</td>
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MONDAY
5
March

TUESDAY
6
March

WEDNESDAY
7
March

• AmeriCorps Week

• AmeriCorps Week

• AmeriCorps Week

• Living-Learning Community Meeting, 7pm, Palmetto House Classroom
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- **AmeriCorps Week**
- **Intramural Sports** (Indoor Soccer, 4on4 Flag Football, Softball, Disc Golf) Registration Closes
- **SPRING BREAK**
- **DAYLIGHT SAVING TIME BEGINS**
- **Alternate Spring Break**
MONDAY
12
March

TUESDAY
13
March

WEDNESDAY
14
March

• SPRING BREAK
• Alternate Spring Break

• SPRING BREAK
• Alternate Spring Break
• SGA Senate Meeting, 5pm, JM Smith Boardroom

• SPRING BREAK
• Alternate Spring Break
• NCAA Bracket Challenge: Entries due at noon, Campus Recreation
• SPRING BREAK
• Alternate Spring Break
• Art Walk, 5pm-8pm, Downtown Spartanburg

THURSDAY
15
March

St. Patrick’s Day
• SPRING BREAK
• Alternate Spring Break

SATURDAY
17
March

• SPRING BREAK
• Alternate Spring Break

SUNDAY
18
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### WEEKLY NOTES

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#### MARCH 2018

- **ACADEMIC ADVISEMENT FOR SPRING/SUMMER 2018 THROUGH MARCH 30**
- **SGA Elections Begin, 12pm**

#### APRIL 2018

- **FIRST DAY OF SPRING**
  - NTS Luncheon, 11:30 am, CLC Dining Hall, Quiet Room

- **UCG Non-Traditional Student Lunch & Learn**
- **Freshman Finale, 5pm, URC Greatroom**
- **Intramural Sports Basketball Skills Night, 7p.m., Wellness Center**
MARCH 2018

THURSDAY
22
March

• IMPACT Member Meeting, 4:30pm
• Living Learning Community Leadership Dinner

FRIDAY
23
March

• Alcohol EDU Part 2 and Haven Part 2 Due
• SGA Elections Close, 12pm

SATURDAY
24
March

• Impact Service Project, TBD

Palm Sunday

SUNDAY
25
March
WEEKLY NOTES

MONDAY

26
March

TUESDAY

27
March

WEDNESDAY

28
March

• LAST DAY TO WITHDRAW FROM UNDERGRADUATE COURSES WITHOUT ACADEMIC PENALTY (GRADE OF “W” WILL BE RECORDED)
• Last SGA Senate Meeting, 5pm, JM Smith Boardroom
• UCG Non-Traditional Student Lunch & Learn
• Fresh Check Day, 11am-2pm, CLC
• Upstate Gallery—Herb Parker— USC Upstate 50th Anniversary Exhibition, through May 26th, 172 East Main Street-Spartanburg

THURSDAY
29
March

Good Friday
Passover (Begins at sundown)
• Last Day for Academic Advisement for Spring/Summer 2018

FRIDAY
30
March

• Desk Assistant (HRL) applications due

SATURDAY
31
March

Easter, April Fool’s Day

SUNDAY
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April
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WEEKLY NOTES

MONDAY
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April

TUESDAY
3
April

WEDNESDAY
4
April

• PRIORITY REGISTRATION THROUGH SSC FOR SPRING 2018
• Living Learning Community Project Planning

• Living Learning Community Project Planning

• Living Learning Community Project Planning
• SPRING FEST
• FOCUS Gallery on Campus, Art Education Seniors, through May 4th
• Harley Art Gallery- Art Education Senior Show, through May 4th
• Living Learning Community Project Planning

• NTS Luncheon, 11:30 am, CLC Dining Hall, Quiet Room
• IMPACT Member Meeting, 4:30pm
• Living Learning Community Project Planning

• IMPACT Service Project, TBD
WEEKLY NOTES

APRIL 2018

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MAY 2018

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21 22 23 24 25 26 27
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MONDAY

9
April

• NTS Appreciation Week
• Living-Learning Community Capstone Project

TUESDAY

10
April

• NTS Appreciation Week
• Living-Learning Community Capstone Project

WEDNESDAY

11
April

• NTS Appreciation Week
• Living-Learning Community Capstone Project
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<td><strong>THURSDAY</strong></td>
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<tr>
<td>12 April</td>
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<tr>
<td>- NTS Appreciation Week</td>
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<tr>
<td>- Reception: FOCUS Gallery (Upstate Art Ed. Seniors), 4:30pm, Art Gallery</td>
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<tr>
<td>- Harley Art Gallery- Art Education Senior Reception, 4:30pm, HPAC Lobby</td>
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<tr>
<td>- Living-Learning Community Capstone Project</td>
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<td>- Shoestring Players: The Musical The Mystery of Edwin Drood 8pm, Performing Arts Center</td>
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| **FRIDAY** |
| 13 April |
| - Last Day for Priority Registration Through SSC for Spring 2018 |
| - NTS Appreciation Week |
| - Living-Learning Community Capstone Project |
| - Shoestring Players: The Musical The Mystery of Edwin Drood 8pm, Performing Arts Center |

| **SATURDAY** |
| 14 April |
| - NTS Appreciation Week |
| - NTS Family Day |
| - Shoestring Players: The Musical The Mystery of Edwin Drood, 8pm, Performing Arts Center |

| **SUNDAY** |
| 15 April |
| - Shoestring Players: The Musical The Mystery of Edwin Drood, 3pm, Performing Arts Center |
# WEEKLY NOTES

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- **PRIORITY REGISTRATION FOR SPRING 2018 DIRECT CONNECT STUDENTS**
- Programming Deadline
- Student Affairs Awards Night, 6pm, CLC Ballroom
- Blood Drive, 10:30am to 3:30 pm, CLC Circle Lot
- Denim Day
- Living-Learning Community Celebration Day

## APRIL 2018

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• Upstate Gallery—Art Walk Reception, 5pm-8pm, 172 East Main Street
  Spartanburg
MONDAY
23
April

TUESDAY
24
April

WEDNESDAY
25
April

• Graduate School Celebration Dinner, 5pm, JM Smith Boardroom
• The Golden Shoe Awards Show, 7:30pm, Performing Arts Center
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WEEKLY NOTES

MAY  2018

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7  8  9 10 11 12 13
14 15 16 17 18 19 20
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28 29 30 31

JUNE  2018

1  2  3
4  5  6  7  8  9  10
11 12 13 14 15 16 17
18 19 20 21 22 23 24
25 26 27 28 29 30

MONDAY

30 April

TUESDAY

1 May

WEDNESDAY

2 May

• LAST DAY OF CLASS

• Late Night Breakfast, 10pm-12am, Dining Hall

• FINAL EXAMS

• Asian/Pacific American Heritage Month begins

• Study Breakers, 12pm-2pm, CLC lobby

• FINAL EXAMS

• Study Breakers, 12pm-2pm, Library
MONDAY
7
May

TUESDAY
8
May

WEDNESDAY
9
May

• FINAL EXAMS

• COMMENCEMENT
• Residence Halls Close, 10am

• MAYMESTER CLASSES BEGIN
### MAY 2018

#### THURSDAY
10
May

#### FRIDAY
11
May

#### SATURDAY
12
May

Mother’s Day

#### SUNDAY
13
May

- **Grades due at 9:00 AM**
- **All grades can be viewed on SCC**
Student Clubs & Organizations
The Office of Student Life is home to over 70 registered student organizations. Co-curricular involvement promotes academic success, leadership development, and service to the campus and greater Spartanburg communities. For additional information regarding student organizations at USC Upstate, please contact the Office of Student Life at 503-5122.

Academic Organizations
Accounting Club
Chemistry Club
Child Advocacy Studies Club
Club Art and Design
Computer Science Club
Engineering Management Student Association (EMSA)
Exercise Science Club
French Club
Health Professionals Club
Historical Society, Upstate
International Club
Math Club
National Art Education Association
Nonprofit Leadership Alliance
Psychology Club
Science Club
Student Marketing Association
Student Nurses Association - Greenville
Student Nursing Association - Spartanburg
TEACh-Greenville
TEACh - Spartanburg
University Business Society

Honors Organizations
Alpha Kappa Delta (Sociology)
Alpha Mu Gamma (Foreign Language)
Alpha Phi Sigma (Criminal Justice)
Alpha Psi Omega (Theatre)
Alpha Sigma Lambda (Non-traditional Students)
Beta Gamma Sigma (Business)
Gamma Beta Phi (All Disciplines)
Honors Council (Honors Program)
Iota Iota Iota (Women’s Studies)
Kappa Delta Pi (Education)
Lambda Pi Eta (Communications)
National Society of Collegiate Scholars (All Disciplines)
Phi Kappa Phi (All Disciplines)
Psi Chi (Psychology)
Sigma Tau Delta (English)

Faith, Spirituality or Belief Based Organizations
Baptist Collegiate Ministry (formerly IGNITE)
Campus Crusade for Christ (CRU)
Catholic Student Association
Fellowship of Christian Athletes (FCA)
Journey, The

Campus Media
Carolinian, The
writersINC.

Fraternity & Sorority Organizations
Alpha Kappa Alpha Sorority, Inc.
Alpha Phi Alpha Fraternity Inc.
Delta Sigma Theta Fraternity Inc.
Delta Zeta Sorority
Kappa Alpha Psi Fraternity Inc.
Omega Psi Phi Fraternity Inc.
Phibeta 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.

Performance Organizations
Commercial Music Combos
Gospel Choir
Jazz Combos
Shoestring Players
Upstate Vocal Ensemble

Special Interest Organizations
A. Bevy Productions
American Sign Language
Anime Club
Black Student Leaders (BSL)
Campus Activities Board (CAB)
College Democrats
Community Garden, Upstate
Disability Acceptance, Awareness, & Advocacy (DA3)
Fishing Club
Future Filmmakers Club
Gay-Straight Alliance (formerly Prism)
Hispanic Awareness Association (HAA)
IMPACT
Jiu Jitsu Club
Knit & Crochet, Upstate
Music Club, The
NAACP
Non-Traditional Student Assembly
Student Alumni Council
Student Government Association (SGA)
Student Veterans Association
Study Abroad Association
Underground, The
#WeNeedToTalk
**Student Life**

**A. Bevy. Productions**
The purpose of A. Bevy. Productions, Inc. at USC Upstate shall be as stated in the mission is to provide a means for progressive focus and to incite an exponential increase in the growth for one’s self, community, and world. This shall be done through the purpose-filled events and fundraisers throughout the USC Upstate community.

**Accounting Club**
The mission of the Accounting Club is to provide the students of USC Upstate a window into the future of an accounting career, to shake knowledge of the accounting field, to locate professionals to share their experiences, to make connections with other accounting students, and to inspire others to pursue the area of accounting.

**Alpha Kappa Delta**
Alpha Kappa Delta, International Sociology Honor Society, was founded in 1920. The Mu Chapter at USC Upstate was chartered in 2009. AKD recognizes students with outstanding academic achievements in sociology. Because the mission statement of AKD is “To investigate humanity for the purpose of service,” students also engage in a number of service activities throughout the year. In order to become a member, students must be a sociology major or minor, have junior standing (completed at least 60 hours), have a grade point average of 3.0 or higher – both overall and in sociology, and must have completed at least four sociology courses at USC Upstate.

**Alpha Mu Gamma**
Alpha Mu Gamma is the national collegiate foreign language honor society of the United States, founded in 1931. Its primary purpose is that of honoring students for outstanding achievement in foreign language study in college.

**Alpha Psi Omega**
Alpha Psi Omega National Theatre Honor Society is an American honor society recognizing participants in collegiate theatre.

**Alpha Sigma Lambda**
ASL is an academic honor society for nontraditional students aged 25 or above who are combining work, raising families, with earning a degree at USC Upstate. The organization has been at USC Upstate for six years. An induction ceremony is held in April to recognize nontraditional students usually with 3.6 or 3.7 and above academic averages. Nontraditional students nominate faculty for recognition as nontraditional student advocates.

**American Sign Language Club**
The American Sign Language Club helps raise awareness and understanding of the Deaf and Hard of Hearing (H.o.H.) cultures and the language to the public. Individuals will have opportunities to gain a better understanding of the language, as well as, the culture it is derived from. The club will provide opportunities for participants to come and improve their language skills in a safe, educational environment by offering workshops, booths, and social events within the campus community.
Anime Club
The Anime Club exists to provide students an opportunity to meet other individuals interested in Japanese anime and to promote the understanding of animation.

Baptist Collegiate Ministry
BCM, formerly known as IGNITE, is a community of college students seeking to find and implement God's purpose for them and their world. Through such experiences as fellowships, study groups, worship gatherings, and service projects; individual and community growth is sought. BCM is open to all students.

Beta Gamma Sigma
Beta Gamma Sigma is the international honor society recognizing the outstanding academic achievements of students enrolled in collegiate business and management programs accredited by AACSB International – The Association to Advance Collegiate Schools of Business. Membership in the Society is the highest recognition a business student anywhere in the world can receive in a baccalaureate program in business.

Black Student Leaders (BSL)
Black Student Leaders (BSL) strives to increase cultural awareness, foster harmonious interracial relations among all the members of the university community, and promote the development of its members as individuals. Annual participation in a variety of Black History Month and annual sponsorship of HIV/AIDS Awareness Week activities highlights the group's active contributions to campus life. BSL is open to all students.

Campus Activities Board (CAB)
The purpose of CAB is to involve students 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. CAB serves as the student-led programming branch of the Office of Student Life.

Campus Crusade for Christ (CRU)
CRU provides fellowship and support for its members and encourages them to share their faith with others. CRU is open to all students.

The Carolinian
The Carolinian is the bi-monthly campus newspaper. It contains a wealth of information pertaining to student life, such as club news, athletic results, upcoming events, interesting features and much more. The Carolinian is published entirely by students, and the staff is always looking for news and feature writers, sports reporters, photographers and advertising representatives.

Child Advocacy Studies
The mission of the CAST Club is to promote interdisciplinary involvement in CAST, provide awareness and service to the campus and local community about child abuse prevention efforts, and provide networking opportunities for students.

Catholic Student Association
Worshipping and socializing with our peers, reinforcing personal ethics, and sharing God's word with others enhances the development of social, emotional, and spiritual growth of our Catholic students. Acts of mercy (community service) and learning more about our faith are goals. For more information, check out our Facebook page, Catholic Student Association.
Chemistry Club
The purpose of the Chemistry Club is to stimulate and maintain an interest in the field of chemistry through regularly scheduled meetings. The club meetings involve either hands-on activities or speakers from universities or industry. Additionally, the Club tours local industry, participates in service activities like Lake Sweep, and performs chemistry demonstrations for the public during National Chemistry Week. Attendance at monthly meetings of the Western Carolina’s Section of the American Chemical Society allows our members to meet fellow chemistry students from around the western Carolinas and hear professional chemical presentations. Everyone is welcome to participate in any and all of these activities.

Computer Science Club
The Computer Science Club aims to promote a sense of community amongst CS/CIS students, and to provide them with opportunities for intellectual growth and leadership development. We do this by holding informational talks, competitive team activities, and arranging outings to various computer science events in the area. For more information, please see our website at http://cs-sun2000.uscupstate.edu/~student25/

Disability Acceptance, Awareness, & Advocacy
DA3’s mission is to promote acceptance of disabilities and mental illnesses on campus, raise awareness of the culture and history surrounding disability and mental illness, and advocate on behalf of students with disabilities and mental illnesses through educational events, peer led support groups, and promotion of assistance utilizing resources both on and off campus.

College Democrats at Upstate
The College Democrats support the candidates and philosophy of the Democratic Party. Furthermore, the College Democrats will support all efforts to increase the participation of college students in Democratic affairs.

Commercial Music Combo
The USC Upstate Commercial Music Combos perform a variety of styles such as pop, rock, country, R&B, etc., at one major performance on campus per semester with additional minor performances at events both on and off campus. Auditions may be required. Students earn one (1) credit for MUSC 134 or 334. Stipends may be awarded by audition.

Community Garden, Upstate
The USC Upstate Community Garden is a student-run organization open to students, faculty and staff, alumni, and other members of the university community. There is no cost to use the raised bed plots, but an application is necessary for their use. The purpose of the garden is to promote the health, well-being and education of our campus community through the creation, development, and maintenance of a community garden. Additionally, a plot dedicated to growing food for a local community organization is one of the service projects of our organization.

Club Art & Design
Club Art & Design is open to all USC Upstate students. Club Art & Design’s mission is to identify and develop activities that support the arts and enhance academic and professional development of its members. Special emphasis is given to the following three areas of study: graphic design, art education, and art history.
The purpose of the EMSA is to promote the engineering management profession. EMSA supports opportunities for the ETM students to utilize the leadership, teamwork, and decision-making skills taught in the ETM curriculum outside the classroom environment.

Exercise Science Club
The purpose of the Exercise Science Club is to promote health education and awareness to both our campus and community. The organization will focus and partake in community service programs to ensure the positive development to all those and things around us. We will strive to ensure that each member of the organization is equipped with the knowledge and resources needed to further his/her education and career in any health-related field.

Fellowship of Christian Athletes (FCA)
The mission of the Fellowship of Christian Athletes is to present to athletes and coaches and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the Fellowship of the church.

Fishing Club
The Fishing Club is a club for angling enthusiasts that strive to pursue collegiate tournaments as well as to enjoy the sport here in local lakes. This team is made up of students, faculty, and staff to enhance the overall college experience and networking with other anglers.

French Club
The mission of the French Club is to enlighten the students on the USC Upstate campus about the overall culture of French Society. The French aesthetics we teach will include: language, literature, film, music, traditions, ethics, ideology, formal and informal etiquette, history, politics, industry, travel, geography, cuisine, art, and philosophy. We seek to establish outreach opportunities with international business, communities, and centers in the Upstate and beyond to advocate for the importance of French studies. We strive for the fair and equal representation of French and Francophone culture on and off campus, as well as introduce the student body to a unique cultural experience into the lives of French and Francophone citizens.

Future Filmmakers Club
The Future Filmmakers Club allows students to have an interest in one area of film to experience the process of filmmaking. Members write, shoot, and edit short films. Members also view and critique new and old films while discussing the elements of filmmaking.

Gamma Beta Phi
This honor and service organization seeks to recognize and encourage excellence in education, to promote the development of leadership ability and character of its members, and to foster, disseminate, and improve education through service projects.

Gay-Straight Alliance
The USC Upstate Gay-Straight Alliance (GSA) is a support group created for the LGBTQ students, faculty, staff and allies at USC Upstate. We value respect, togetherness and knowledge. The GSA is a safe place on campus to build new relationships, talk about LGBTQ issues and share what we know, as well as to confide in one another through our support groups. This organization was formerly known as PRISM and COMMON.

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. Students may earn academic credit by registering for SMUS 128.
Health Professionals Club
The Health Professionals Club offers meetings at which individuals in the health professions come and give lectures to students planning on going into their chosen field of study (pre-health, pre-pharmacy, etc.). Health Professionals Club also actively participates in community service.

Hispanic Awareness Association (HAA)
The purpose of the Hispanic Awareness Association is to provide support and guidance of Hispanic students and to educate and share the many facets of Hispanic culture with the USC Upstate community. HAA is open to all students.

Honors Club, USC Upstate
The Honors Program at the University of South Carolina Upstate provides an enriching educational opportunity for motivated students committed to academic excellence. Our program provides a unique learning environment that enriches and enhances students’ academic careers by offering a curriculum of study designed to prepare them for life-long learning and achievements. Serving the needs of the best and brightest, the Honors Program is designed to offer students a challenging curriculum of honors courses, top professors, exciting seminars, student-faculty conversations, extracurricular activities and other honors opportunities. The Honors Program encourages students to grow intellectually, think independently and critically, and engage in a challenging honors learning experience.

IMPACT
IMPACT, a community service organization, helps unite the campus and community by promoting good relations among students, faculty members, and administrators, and serves as the student-led community service branch of the Office of Student Life. Community service opportunities may include, but are not limited to: monthly service projects in the Greater Spartanburg Area, Spartan

Day of Service, Annual Fall Break Day of Service, Haunted Hollow, Angel Tree, and Annual Alternative Spring Break (ASB).

Iota Iota Iota
Triota shall be the primary unit of undergraduate student service and leadership in the Women’s and Gender Studies Program. The purpose of this organization is to provide an environment of academic excellence, encourage undergraduate research and scholarship in Gender Studies, foster relationships among students and faculty, promote interest and awareness of gender issues, and academically represent the Women’s and Gender Studies Program at USC Upstate.

International Club
The International Club brings together and celebrates cultures from around the world. It serves as a meaningful engagement for international and local students to share their culture and learn from one another about adjusting and succeeding in a new environment while navigating complex cross-cultural contexts. The International Club is open to all students.

Jazz Combos
The USC Upstate Jazz Combos are comprised of music majors and non-majors. They perform traditional and contemporary jazz, funk, and Latin music at one major performance on campus per semester with additional minor performances at events both on and off campus. Auditions may be required. Students earn one (1) credit for MUSC 127 or 327. Stipends may be awarded by audition.
**Jiu Jitsu Club**
Based on techniques that have evolved over hundreds of years, Shorinji Kan Jiu Jitsu provides an extremely effective self-defense system against virtually any attacker, unarmed or otherwise. This system, taught in a friendly club atmosphere, can be used by anyone irrespective of strength, weight or gender. All you need to start is loose clothing. The club meets twice a week and progressively builds upon lessons learned throughout the semester.

**Journey, The**
The Journey takes the truth of Jesus Christ to the campus, community and world by producing leaders of African descent who are spiritually focused, financially responsible and morally fit.

**Kappa Delta Pi**
A chapter of Kappa Delta Pi, a national education honorary fraternity, was established at USC Upstate in the spring of 1978. It is open to juniors and seniors who have outstanding academic records and a strong commitment to the profession of education. This honor organization is composed of individuals who exhibit the ideals of scholarship, high personal standards, and promise in teaching and related fields of education. Membership is by invitation.

**Knit & Crochet, Upstate**
Bring friends and crochet and knit with us! We can teach you the basics of crocheting and knitting so don’t be afraid to join! It’s easy to learn, fun, relaxing and best of all it’s free! Many of our projects that we make together as a club will be donated to local charities.

**Lambda Pi Eta**
The purpose of Lambda Pi Eta is to recognize, foster, and reward outstanding scholastic achievement in communication studies, to stimulate interest in the field of communications, to promote and encourage professional development among communications majors, and to provide the opportunity to discuss and exchange ideas in the field of communications.

**Music Club, The**
The Upstate Music Club allows students of USC Upstate to become more involved in music through events such as member performances and collaborations, as well as instruction and an introduction into the world of music for beginners and non-musicians. All USC Upstate students are eligible to join, regardless of musical ability or experience.

**NAACP**
The mission of the USC Upstate Collegiate chapter of the NAACP is to ensure the political, educational, social, and economic equality of rights of all persons and to eliminate racial hatred and racial discrimination with fellow high-achieving students. This involvement can make college a more rewarding experience.

**National Art Education Assoc., USC Upstate Chapter**
USC Upstate Student Chapter of National Art Education Association is a pre-professional organization with members dedicated to art education.

This chapter will provide an effective transition from art education preparation to professional practice. Furthermore, the chapter will sponsor service projects to promote art education on campus and the community at large. Some projects will include speakers, conferences, and exhibitions to gain greater insight and perspective about teaching art.

**National Society of Collegiate Scholars**
The National Society of Collegiate Scholars recognizes academic achievement and provides opportunities for members to develop leadership skills. Members positively change their campuses and communities by participating in service activities.
as they prepare for future endeavors like internships, graduate school, and careers. Along the way, members often make valuable connections with fellow high-achieving students. This involvement can make college a more rewarding experience.

Nonprofit Leadership Alliance
The Nonprofit Leadership Alliance is a strategic alliance of colleges, universities, nonprofit organizations and students, whose mission is to prepare and certify future nonprofit professionals with America’s youth and families.

Non-Traditional Student Assembly
The mission of the Non-Traditional Student Assembly is to encourage and coordinate support, education, and advocacy for the adult learner. By recognizing the unique needs of non-traditional students and appreciating the diversity they bring to the campus, NTSA provides a unique opportunity for members to pool resources for the benefit and mutual advancement of non-traditional students. We exist to enhance the academic experience and intellectual advancement of the non-traditional student learner. We strive to provide the non-traditional student with a sense of belonging and a place to share ideas and resources in an environment of comradery.

Phi Kappa Phi
This organization, the nation’s oldest and largest all-discipline honor society, is dedicated to the recognition and promotion of academic excellence in all fields of higher education. Membership in Phi Kappa Phi is by invitation only. Those invited to membership include the top 7.5 percent of last-term juniors and the top 10 percent of seniors, along with outstanding graduate students, faculty, professional staff, and alumni.

Pi Sigma Alpha
This is the national political science honor society. The Nu Kappa chapter was chartered at USC Upstate in 1982. Membership is open to students who attain a “B” average, both overall and in political science courses. Applicants must have completed 10 semester hours in political science and be ranked in the upper third of their college class.

Psi Chi
This National Honor Society in Psychology was founded in 1929 for the purposes of encouraging, stimulating, and maintaining excellence in scholarship and advancing the science of psychology. The chapter at USC Upstate was chartered in 1993. To be eligible for membership, students must be psychology majors (or IDS bi-disciplinary majors) who have completed at least three semesters of college work including nine hours of psychology. Eligible students must rank in the top 35 percent of their class and have a minimum GPA of 3.0 in psychology courses.

Psychology Club
The mission of the Psychology Club is to promote interest in psychology, inform others of the science of psychology, provide service to the local community, and help students network among themselves and in the community.

Resident Hall Association
The Residence Hall Association (RHA) gives students a voice in what residents want and need and encourages residents to become actively involved in the residential life community. RHA is a student organization led by residents on the Executive Board who were elected by their fellow residents.
Science Club  
The purpose of the Science Club is to give students with a passion for biological sciences and related subjects, topics, events, etc. the ability to broaden their learning experience. The members are able to explore the love of science in many contexts and support its fundamental importance.

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.

Sigma Tau Delta  
Sigma Tau Delta exists to confer distinction for achievement in English language and literature in undergraduate, graduate, and professional studies, to promote interest in literature and the English language on campuses and their communities to foster the discipline of English in all its aspects, including creative and critical writing.

Student Alumni Council  
The Student Alumni Council (SAC) was established in 2010 to foster the “Spartan Spirit”, and present leadership opportunities to both alumni and students of the University of South Carolina Upstate.

Student Government Association (SGA)  
The USC Upstate Student Government Association is a self-governing entity of the student body. It is the primary liaison between students, faculty, and administration. SGA is your voice on campus.

Student Marketing Association  
The Student Marketing Association provides students with the opportunity to broaden their understanding of, and appreciation for, the discipline of marketing. The club seeks to identify member needs and to improve members with a value-added experience. The club seeks to do so by providing a mix of activities: company tours, guest speakers, attendance at marketing conferences, etc. The student marketing association is sponsored by the George Dean Johnson, Jr. College of Business and Economics.

Student Nursing Association (Spartanburg & Greenville)  
The Student Nurses Association (SNA) is a national organization that brings student nurses together to discuss current healthcare issues as well as celebrate the nursing profession. The state level informs each school’s chapter of upcoming events and issues that are important for student nurses. The National Student Nurses’ Association (NSNA) has a national convention that raises new issues that affect the future of nursing. Founded in 1952, NSNA is a nonprofit organization for students enrolled in associate, baccalaureate, diploma, and generic graduate nursing programs. It is dedicated to fostering the professional development of nursing students.

Student Veterans Association  
This group works to advocate for and support students who have served in the military. The members plan events and functions to address the needs of student veterans.

TEACH (Spartanburg & Greenville)  
TEACH serves and acts on behalf of the needs, rights, and well-being of all young children in the Upstate community and their families, with special emphasis on developmental and educational services and resources. It fosters the growth and development of the membership in their work with and on behalf of all students.
University Business Society
The mission of the University Business Society is to be an innovative organization that contributes to the success of its diverse student body by providing valuable networking opportunities. Our goal is to enhance our students’ knowledge and abilities to make ethical and responsible future business decisions.

Study Abroad Association
The purpose of the Study Abroad Association is to provide an environment in which returning study abroad students are able to actively share their experiences with individuals and the campus-at-large through peer mentoring and various cultural, service, and social activities.

Underground, The
The UNDERGROUND is an organization that will provide a safe place for African-Americans to express their emotions through art, spoken word, poetry, dance, etc.

Upstate Vocal Ensemble
The Upstate Vocal Ensemble rehearses and performs music from a wide range of classical, folk and popular styles, including acappella arrangements. One major performance on campus per semester with additional minor performances at events both on and off campus. Solo and small group performance opportunities available. Auditions may be required. Students earn one (1) credit for MUSC 129 or 329. Stipends may be awarded by audition.

Volleyball Club, Upstate
The purpose of the USC Upstate Club Volleyball Team is to give former high school volleyball players a competitive league to play in. This club is created for those who are passionate about volleyball and would love the opportunity to increase their competitive level of play!

#WeNeedToTalk
#WeNeedToTalk is a movement that promotes culture, consciousness, and social development through insightful and introspective discussion forums, networking events, and seminars. We focus on issues that divide humanity economically, socially, culturally, and politically by bringing people of different walks of life together through open and frank discussions.

WritersINC
USC Upstate’s WritersINC is a publication that gives students the opportunity to submit poetry, short fiction, and art for publication. WritersINC is published once a year, giving our student body a publication that embodies the individual talent found on campus.
Greek Council

Council Structure

USC Upstate’s Greek Community is governed by three councils, the Inter-Fraternity Council (IFC), National-Panhellenic Council (NPHC), and Panhellenic Council (PC). Each council sets forth policies and procedures for its affiliated chapters, and is advised by the Office of Student Life, which oversees Fraternity & Sorority Life at USC Upstate.

Inter-Fraternity Council (IFC)

IFC Fraternities limit their membership to male students at USC Upstate. Students are eligible for membership beginning their first semester of enrollment. These organizations participate in IFC Recruitment, a series of social events and gatherings hosted by each IFC Fraternity that allows potential and current members to interact before bids are offered. At USC Upstate, IFC Recruitment occurs at the beginning of the Fall and Spring semesters.

National Pan-Hellenic Council (NPHC)

NPHC is the governance council for historically African-American fraternities and sororities. These organizations host Information/Interest Meetings where they discuss their chapter’s history, philanthropy, and requirements to become a member. Students who apply and are accepted for membership would then participate in Membership Intake, the process of educating and initiating new members into an individual chapter. Each organization selects if/when they will host an Interest Meeting or Intake, and this could happen in the Fall semester, Spring semester, or both, based on the needs of the chapter. Most organizations require sophomore status for membership, but some are open to second semester freshmen.

Panhellenic Council (PC)

Panhellenic organizations limit their membership to female students at USC Upstate. Students are eligible for membership beginning their first semester of enrollment. These organizations participate in Panhellenic Recruitment, a series of on campus events hosted by each Panhellenic sorority that allows potential and current members to interact before bids are offered. At USC Upstate, Panhellenic Recruitment occurs at the beginning of the Fall semester.
Greek Council

Council Structure

USC Upstate’s Greek Community is governed by three councils, the Inter-Fraternity Council (IFC), National-Panhellenic Council (NPHC), and Panhellenic Council (PC). Each council sets forth policies and procedures for its affiliated chapters, and is advised by the Office of Student Life, which oversees Fraternity & Sorority Life at USC Upstate.

Inter-Fraternity Council (IFC)
IFC Fraternities limit their membership to male students at USC Upstate. Students are eligible for membership beginning their first semester of enrollment. These organizations participate in IFC Recruitment, a series of social events and gatherings hosted by each IFC Fraternity that allows potential and current members to interact before bids are offered. At USC Upstate, IFC Recruitment occurs at the beginning of the Fall and Spring semesters.

National Pan-Hellenic Council (NPHC)
NPHC is the governance council for historically African-American fraternities and sororities. These organizations host Information/Interest Meetings where they discuss their chapter’s history, philanthropy, and requirements to become a member. Students who apply and are accepted for membership would then participate in Membership Intake, the process of educating and initiating new members into an individual chapter. Each organization selects if/when they will host an Interest Meeting or Intake, and this could happen in the Fall semester, Spring semester, or both, based on the needs of the chapter. Most organizations require sophomore status for membership, but some are open to second semester freshmen.

Panhellenic Council (PC)
Panhellenic organizations limit their membership to female students at USC Upstate. Students are eligible for membership beginning their first semester of enrollment. These organizations participate in Panhellenic Recruitment, a series of on campus events hosted by each Panhellenic sorority that allows potential and current members to interact before bids are offered. At USC Upstate, Panhellenic Recruitment occurs at the beginning of the Fall semester.
Alpha Kappa Alpha
Alpha Kappa Alpha was founded on the campus of Howard University in Washington, DC on January 15, 1908. The sorority was incorporated on January 29, 1913. With over 290,000 college-trained members it is bound by the bonds of sisterhood. Alpha Kappa Alpha is a sorority whose main goal is to give service to all mankind by merit and by culture. The purpose of AKA is to cultivate high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women in order to improve their social stature, to maintain a progressive interest in college life and to be of service to all mankind.

Delta Sigma Theta Sorority, Inc.
Twenty-two undergraduate women founded Delta Sigma Theta Sorority, Inc. on January 13, 1913 at Howard University. These young women wanted to use their collective strength to promote academic excellence and to provide assistance to persons in need. At USC Upstate, Delta Sigma Theta continues the tradition, striving to promote sisterhood, scholarship and service.

Delta Zeta Sorority
Delta Zeta’s mission is to unite its members in the bonds of sincere and lasting friendship, to stimulate one another in the pursuit of knowledge, to promote the moral and social culture of its members and to develop plans for guidance and unity in action.

Kappa Alpha Psi Fraternity, Inc.
Kappa Alpha Psi Fraternity, Inc. was founded on January 5, 1911 on the Indiana University campus. The fraternity is the realization of a dream, a vision that allows college men of all colors, religions, and national origin to experience fraternal life and brotherhood. It encourages honorable achievements in every field of human endeavor.

Omega Psi Phi Fraternity, Inc.
Omega Psi Phi is a Christian, community service based organization founded on the principles of manhood, scholarship, perseverance, and uplift. This great fraternity aspires to bind men together of like attainments and similar ideals of fellowship and manhood in a brotherhood of elite gentlemen.
Phi Beta Sigma Fraternity, Inc.
Phi Beta Sigma Fraternity, Incorporated was founded at Howard University in Washington, D.C., January 9, 1914, by three young African-American male students. The founders, Honorable A. Langston Taylor, Honorable Leonard F. Morse, and Honorable Charles I. Brown, wanted to organize a Greek letter fraternity that would truly exemplify the ideals of brotherhood, scholarship, and service. Today Phi Beta Sigma has blossomed into an international organization of leaders.

Phi Mu Women’s Fraternity
Founded in 1852, Phi Mu is a women’s organization, which provides personal and academic development, service to others, commitment to excellence and lifelong friendships through a shared tradition. Phi Mu promotes vibrant living, encouraging members to achieve their personal best.

Sigma Alpha Epsilon Fraternity
Sigma Alpha Epsilon was founded March 9, 1856 at the University of Alabama, making it the first fraternity founded in the deep South. Colonized on August 17, 1998 and chartered on March 5, 2000, the South Carolina Beta Chapter emphasizes academic achievement and community service while enhancing the collegiate experience of the students of USC Upstate through various social functions.

Sigma Gamma Rho Sorority, Inc.
Sigma Gamma Rho Sorority’s aim is to enhance the quality of life within the community. Public service, leadership development, and education of youth are the hallmarks of the organization’s programs and activities. Sigma Gamma Rho addresses concerns that impact society educationally, civically, and economically.

Zeta Phi Beta Sorority, Inc.
The purpose of Zeta Phi Beta is to foster the ideas of service, charity, scholarship, civil and cultural endeavors, sisterhood, and finer womanhood. These ideals are reflected in the sorority’s national program for which its members and auxiliary groups provide voluntary services to staff, community outreach programs, fund scholarship, support organized charities, and promote legislation for social and civic change.

Zeta Tau Alpha
Women’s Fraternity
Zeta Tau Alpha is focused on service, sisterhood, scholarship and socials. After 110 years ZTA is still one of the largest women’s fraternities and striving to always be the best both nationally and on every campus...USC Upstate being no different!
ATHLETICS

Baseball
The baseball team plays its home games at Cleveland S. Harley Baseball Park, one of four facilities at the Louis P. Howell Athletic Complex across the street from the HEC. The team has had several players, mostly pitchers, selected in the Major League Baseball Draft or sign free agent contracts with MLB franchises since moving to Division I in 2007-08. The program recorded its 700th win last season with a 9-5 victory over Pittsburgh, its first over an Atlantic Coast Conference team in school history.

Men’s Basketball
The men’s basketball team plays its home games in the G.B. Hodge Center. The team finished fourth in the conference last season and hosted a quarterfinal game in the ASUN Men’s Basketball Championship. The Spartans also secured a spot in the CollegeInsider.com Postseason Tournament for the fourth time in the program’s Division I era. The program had a First Team All-Conference and All-Academic Team performer in 2016-17.

Women’s Basketball
The women’s basketball team plays its home games in the G.B. Hodge Center. The team appeared in the ASUN Women’s Basketball Championship last season and had two players receive postseason honors. Those honors included ASUN All-Freshman Team and ASUN All-Academic Team.

Men’s Cross Country
The men’s cross country team runs its home meets at the Milliken Research Park adjacent to campus across Business I-85. The team will host two meets in the fall in the Eye Opener Invitational and Upstate Invitational. The Spartans had two ASUN Second Team All-Conference performers last season and placed two representatives on the ASUN All-Academic Team.

Women’s Cross Country
The women’s cross country team runs its home meets at the Milliken Research Park adjacent to campus across Business I-85. The team will host two meets in the fall in the Eye Opener Invitational and Upstate Invitational.
The program earned All-Academic Team accolades last season from the U.S. Track & Field and Cross Country Coaches Association (USTFCCCA).

**Men’s Golf**
The men’s golf team practices at nearby Woodfin Ridge Country Club and Carolina Country Club, and plays anywhere between 9-12 events throughout the season. The team had a season-best finish of fourth place at the Bridgestone Match Play. The Spartans had a member of the ASUN All-Freshman Team for the third time in program history.

**Women’s Golf**
The women’s golf team practices at nearby Woodfin Ridge Country Club and Carolina Country Club, and plays anywhere between 9-12 events throughout the season. The program set a new single-season stroke record last season at 312.56 and recorded a best finish of third place at the Mimosa Hills Intercollegiate. The Spartans received two postseason honors from the ASUN including the first Freshman of the Year in program history. The team also had its first honorees in program history on the ASUN All-Conference and All-Freshman Teams.

**Men’s Soccer**
The men’s soccer team plays its home games at County University Soccer Stadium, one of four facilities at the Louis P. Howell Athletic Complex across the street from the HEC. The team had the ASUN Scholar-Athlete of the Year last season as well as a member of the ASUN All-Freshman Team. The Spartans will play a total of six home games this year including two exhibition contests.
Women's Soccer
The woman's soccer team plays its home games at County University Soccer Stadium, one of four facilities at the Louis P. Howell Athletic Complex across the street from the HEC. The Spartans had one player selected to the ASUN All-Academic Team last year. The team will play a total of eight home games this season.

Softball
The softball team plays its home games at Cyrill Stadium, one of four facilities at the Louis P. Howell Athletic Complex across the street from the HEC. The Spartans made their fifth consecutive appearance in the NCAA Tournament last season, competing in the Knoxville, Tenn. Regional. The program has won seven ASUN championships in the last five seasons, including three regular season titles (2014, 2015, 2017) and four tournament titles (2013, 2015, 2016, 2017).

Men's Tennis
The men's tennis team plays its home matches at the USC Upstate Tennis Complex, one of four facilities at the Louis P. Howell Athletic Complex across the street from the HEC. The team appeared in the ASUN Men's Tennis Championship last season. The program received three postseason honors from the ASUN including one Second Team All-Conference performer and two on the All-Freshman Team.

Women's Tennis
The women's tennis team plays its home matches at the USC Upstate Tennis Complex, one of four facilities at the Louis P. Howell Athletic Complex across the street from the HEC. The Spartans had an ASUN Second Team All-Conference performer last season and a player on the ASUN All-Academic Team.

Men's Track & Field
The men's track & field team practices on campus and at local high schools in preparation for its indoor and outdoor seasons. The team earned six ASUN All-Conference accolades last season including four during the ASUN Indoor Track & Field Championships to highlight the year.
Women’s Track & Field
The women’s track & field team practices on campus and at local high schools in preparation for its indoor and outdoor seasons. The program posted five ASUN All-Conference accolades last year with all five earned at the ASUN Outdoor Track & Field Championships to end the season.

Volleyball
The volleyball team plays its home matches in the G.B. Hodge Center. The team made its first-ever appearance last season in the ASUN Volleyball Championship after winning 14 matches including five in conference play. The program has two players who earned ASUN postseason honors on the All-Conference, All-Freshman and All-Academic Teams. The Spartans are scheduled to play seven home matches this season.
AGOGÉ: Freshmen event to transition new students to all things Spartan. Come out for helpful hints to academic success, events to introduce you to your classmates and memories to be shared.

Alternative Breaks: Students are given the opportunity to spend their Fall and Spring breaks travelling to different communities to work on service projects.

Angel Tree: This event gives the Upstate Community the opportunity to adopt less fortunate children in Spartanburg for the holiday season and provide gifts.

Black Heritage Day: A celebration of the African-American experience that includes a keynote speaker, dancing, history, live music and food.

Sparty Q: This annual spring celebration with the Chancellor features music, competitions, games, rides, prizes and barbecue. Join us for the fun.

Freshman Finale: This program is a party for Freshmen to celebrate the completion of the first year to get info about the Sophomore year. It provides dinner, prizes and a fun-filled evening.

Haunted Hollow: The Trail is the annual fundraiser for IMPACT and features scenes on the trail built by clubs and organizations to raise money for local charities. A Halloween theme event held by IMPACT for their annual fundraiser to raise funds for local charities.

Homecoming: The week is filled with activities, organization competition, fun and culminates in a weekend that features the Spartan basketball teams and crowning of the homecoming king and queen.

Late Night Breakfast: This event features a breakfast buffet at the beginning of Exam Week for all students.

Latin Fest: A celebration of Hispanic culture with food, dancing, history and music.

Midnight Madness: This annual October event on the Upstate campus celebrates that formal basketball practices begin. Upstate’s tradition provides a preview and first look for the student body of the men’s and women’s basketball teams.

New Student Convocation: All incoming students attend this event to mark the beginning of their collegiate experience at Upstate. It includes dinner on the quad with the entire freshman class.
**Preface:** The Freshman Reading Project gathers around one book each fall semester and promotes a variety of events around the chosen selection.

**Premiere Fair:** The entire Upstate community comes out for this annual Fall event that features student organizations, student services, community agencies, and local businesses. This fair is a great way to learn about opportunities for campus involvement, and to take advantage of giveaways.

**Rock the Block:** Housing and Residential Life welcomes students back to campus for this annual mixer. Greet old friends and meet new ones at this event.

**Rocktoberfest:** Join the Campus Activities Board (CAB) for its annual Fall festival complete with carnival rides, food, and music.

**Springfest:** Join the Campus Activities Board (CAB) for its annual Spring concert.

**Stadium Party:** This welcome back event features live entertainment, dinner and giveaways for all students. All fall sports teams are introduced and celebrated at this event in the stadium.

**Student Affairs Awards Night:** This award dinner and recognition event for student leaders and campus organizations highlights service, programming and leadership.

**Study Breakers:** Each semester, free snacks and encouragement are offered to students in the CLC Lobby during Exam Week.

**Upstate @ Nite:** This late night program series is sponsored by the Campus Activities Board (CAB). Events are held one Friday each month during the academic year, and are FREE for USC Upstate students. Previous events have included Laser Tag, Drive In Movies, and the CAB/IMPACT MASKerade Costume Party.

**WinterBlast Student Organization & Health Fair:** This annual event occurs at the beginning of the Spring semester, and is a way to learn about opportunities for campus involvement, healthy living, and to take advantage of giveaways.
Student Affairs

The mission of the Division of Student Affairs is to promote the holistic development and academic success of students while advancing the mission of the University of South Carolina Upstate.

Core Values

**Integrity:** We value being respectful, honest and ethical by exemplifying behavior that can be modeled by all.

**Community:** We seek to build a community of care and support for all students; A community of trust and tradition that instills a sense of belonging and Spartan pride.

**Valuing Others:** We advocate for all students, promoting inclusion and appreciation for individual differences. We celebrate the diversity of our community and seek to understand all students.

**Knowledge:** We value the importance of acquiring knowledge and developing skills to enable our division help students reach their full potential.
Goals

1. Foster a healthy, safe, and supportive learning environment that facilitates student success. The Division of Student Affairs will promote a healthy and safe campus environment while encouraging students to live a balanced life and make healthy choices.

   We will:
   - Promote the development of ethical and responsible conduct
   - Offer education and services which promote lifelong health and wellness
   - Promote an inclusive community where students value racial, ethnic, cultural, physical, gender and other differences
   - Educate students about personal safety
   - Support student retention through the provision of a wide range of services

2. Support student learning and personal development. The Division of Student Affairs is an integral partner and strives to support the academic mission of the University through its co-curricular programming, while contributing to the holistic development of the student.

   We will:
   - Collaborate with academic units to provide experiential learning opportunities
   - Offer students opportunities to develop leadership, career and professional skills
   - Provide students with opportunities to expand their cultural arts appreciation and exposure
   - Assist students in defining realistic education/career goals
   - Support the interpersonal and social development of students
   - Offer education and services which promote lifelong health and wellness

3. Create opportunities for student engagement. The Division of Student Affairs will create opportunities for students to be actively engaged with the University and greater community through the development and implementation of purposeful programs, services, and activities.

   We will:
   - Create a sense of community with programs, services and events that facilitate positive interaction among students, faculty and staff
   - Provide a thriving residential life program
   - Present students opportunities to expand their cultural arts appreciation and exposure
   - Provide opportunities for students to volunteer and become engaged with our community and world
Student Rights & Freedoms

I. Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for the truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable aspects of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

Their responsibility to serve and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The University has a duty to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures should be developed within the framework of general standards with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for students freedom to learn.

The University is also committed to a policy of affirmative action that assures equal opportunity to all students and therefore does not discriminate on the basis of race, color, gender, sexual orientation, religion, national origin, age, disability, veteran status or sexual orientation. Students who have AIDS or a positive HIV antibody test will not be discriminated against with regard to admission to the University or in their participation in student life programs and activities. Such students are encouraged to notify the campus nurse of their condition so they can receive appropriate information and assistance in a confidential manner.

II. In the Classroom

Students are expected to adhere to the standards and requirements delineated by the faculty person of record. Students are entitled to fair and civil treatment.

A. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.

B. Protection against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

C. Protection Against Improper Disclosure

Information about student views, beliefs and political associations that professors acquire in the course of their work as instructors, advisors and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

III. Student Affairs

A. Student Organizations

Students bring to the campus a variety of interests previously acquired and will develop many new interests as members of the campus community. They should be free to organize and join associations to promote their common interests.

Members of the faculty serve the college community when they accept the responsibility to advise and consult with student organizations; they do not have the authority to control the policy of such organizations. Student organizations are required to submit a statement of purpose, constitution and a proposed list of officers and members to the Division of Student Affairs and go through an approval process and an organization training session in order to become eligible for university registration.

Campus organizations, including those affiliated with an extramural organization, should be open to all students without respect to race, creed or national origin.
B. Freedom of Inquiry and Expression
Students and student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. Expression may be subjected to reasonable regulations of time, place, number of persons, and form under established regulations. They should be free to support causes by lawful and orderly means that do not disrupt the regular and essential operation of the institution and that do not interfere with the rights of others. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students or organizations speak only for themselves.

Students should be allowed to invite and to hear any person of their own choosing subject to routine procedures provided for off-campus speakers. These procedures should be designed only to assure that there is orderly scheduling of facilities and adequate preparation for the event, that the occasion is conducted in a manner appropriate to an academic community, and that the safety of individuals, the University and the community are not endangered. While the University is properly concerned with the prevention of unlawful conduct, the institutional control of campus facilities should not be used as a device for censorship of ideas. It should be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the institution.

C. Student Participation in Institutional Government
As constituents of the academic community, students should be free, individually and collectively, to express their views on issues of general interest to the student body. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs. The role of the student government and both its general and specific responsibilities should be made explicit, and the student government within the areas of its jurisdiction should be reviewed only through orderly and prescribed procedures. The University should provide sufficient governing freedom and sufficient financial autonomy for the student government to maintain its integrity of purpose as elected representatives of the student body.

D. Student Publications
Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on campus. They are means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinions on various issues on the campus and in the world at large.

In the delegation of editorial responsibility to the students, the University must provide sufficient editorial freedom and sufficient financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.

Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications or the standards to be used in their evaluation, and the limitations on external control of their operation. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications the following provisions are necessary:

The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial and news coverage.

Editors and managers of student publications should be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal and then by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.

All University-published and financed student publications should explicitly state on the editorial page that the opinions there expressed are not necessarily those of the University or the student body as a whole.

E. Access and Accommodations
Students with disabilities are considered and admitted in the same manner as all other students. Students may request physical or academic accommodations, which will be considered on a case-by-case basis. To receive accommodations, students must complete an intake form and have a collaborative interview with a staff member in Disability Services. Some accommodations require significant pre-planning, so students should begin the intake process well in advance of the start of their first academic semester.

Documentation: Current documentation from a qualified physician or other licensed professional in a field related to the disability can be helpful in the determination of accommodations.
Since each disability situation is unique, requests for additional information or documentation will vary. Additional documentation to support a disability may be required.

For the collaborative interview, students should be prepared to discuss the impact of their disability in the academic environment, their history of accommodations and the accommodations being requested. This information, with the results will help determine appropriate accommodations. Students must request accommodation for each successive semester. For more information contact Disability Services at 503-5199 or visit our website at www.uscupstate.edu/studentaffairs/disabilityservices/

IV. Non-Discrimination Statement

The University of South Carolina provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, veteran status or sexual orientation. These equal opportunity provisions include, but are not limited to admissions, employment, financial aid and student services.

A. Discriminatory Harassment
Policy EOP 1.03
Harassment based upon race, color, religion, sex, national origin, age, disability, veteran status and sexual orientation is a form of discrimination in violation of federal and state law and University of South Carolina system policies. Discriminatory harassment includes conduct (oral, written, graphic, or physical) directed against any person or group of persons because of race, color, national origin, religion, gender, age, disability or veteran status that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for that person or group of persons. Such conduct includes, but is not limited to, objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm. The University is committed to maintaining a harassment and discrimination-free environment for all faculty, staff and students and will not condone behavior between or among members of the campus community which creates an unacceptable educational or working environment.

B. Sexual Harassment Policy EOP 1.02
Sexual harassment subverts the mission of the University by threatening the careers, educational experiences, and well being of all members of this community. It undermines the University's deep commitment to the primacy of a reward system based purely on merit, intellectual excellence, and job performance. The University, however, is also committed to freedom of speech and to the liberty of academics to teach, publish, and profess matters that others may find offensive. The purpose of this policy is to define "sexual harassment" in both the University employment and academic contexts, to provide procedures for investigation of sexual harassment claims, and to ensure that violations are fully remedied, while also protecting the constitutional and academic rights of every member of this community.

Definition of Sexual Harassment
Sexual harassment of employees or students at the University is defined as unwelcome sexual advance, requests for sexual favors, verbal or other expressive behaviors or physical conduct commonly understood to be of a sexual nature. Sexual harassment includes, but is not limited to, the following:

- Threats to make adverse employment or academic decision if another person refuses to engage in sexual activities.
- Demands that another person engage in sexual activities in order to obtain or retain employment or academic benefits.
- Promises, implied or direct, to give employment or academic benefits if another person engages in sexual activities.
- Unwelcome and unnecessary touching or sexually suggestive physical contact or threats to engage in such conduct.
- Indecent exposure.
- Invasion of sexual privacy.
- Sexual advances, requests for sexual favors, sexual comments and/or questions, and other sexually-oriented conduct that is directed against a specific individual and persists despite its rejection.
- Conduct not specifically directed at the complainant, which is sufficiently pervasive, severe, or persistent to alter the conditions of the complainant's employment or status as a student and create a hostile working or learning environment, when viewed from the perspective of a reasonable person of the complainant's gender.

Prohibited Conduct

- A member of the university community shall not engage in the sexual harassment of another member of the University community.
- A member of the university community shall not encourage, condone, or fail to take reasonable steps within this person's power to stop the sexual harassment of another member of the university community, regardless of whether the harassment is by another member of the university community or by persons doing business with the University.
V. Policy on Sexual Assault

A. Introduction
The University of South Carolina Upstate is an academic community preserved through mutual respect and trust of the individuals who learn, teach and work within it. Chief among the university’s goals is a commitment to educating men and women to become responsible citizens. In this regard, the University is dedicated to maintaining a campus environment that actively discourages and condemns violence of any kind. Therefore, the University does not tolerate or ignore acts of sexual violence. As members of the University community, all individuals are expected to comply with and abide by the university policies and guidelines, Title IX, in addition to federal, state, and local laws whether off campus or on-campus. The use of alcohol and other drugs in conjunction with an incident of sexual assault and/or acts of violence does not mitigate accountability for the commission of these acts or diminish the seriousness of the offense. The Student Right-to-Know and Campus Security Act (the Clery Act) of 1990 mandates the annual disclosure of statistics of sexual assaults and violent acts known to have occurred within the university’s jurisdiction. The survivor’s identity is not disclosed in any such statistical reporting.

Any act that constitutes a sexual assault or interpersonal violence of another person will not be tolerated and is a violation of the university’s Code of Student Conduct, and may result in sanctions ranging from probation to expulsion. Disciplinary action on the part of the university does not preclude the possibility of criminal charges against the individual. Campus disciplinary procedures may proceed with or without prosecution by local, state or federal authorities. Disciplinary action will follow current university policy outlined in the Code of Student Conduct. These acts are defined in the following ways:

Stalking
Definition: a pattern of conduct that is intended to cause or does cause a person to fear: (1) Death or death of others important to that person; (2) Assault or assault of others important to that person; (3) Bodily injury or bodily injury of others important to that person; (4) Sexual assault or sexual assault of others important to that person; (5) Involuntary restraint or involuntary restraint of others important to that person; (6) Damage to property or damage to property of others important to that person; (7) Confinement or confinement of others important to that person, (8) Threats of harassment via electronic devices. The relationship between the perpetrator and the victim may be a current or former partner or spouse, dating relationship, acquaintance, or stranger.
Non-Consensual Sexual Contact
Definition: occurs when there is coerced, manipulated or unwanted touching, directly or through clothing, of an intimate part of a person (i.e., the genital area, groin, inner thigh, anus, buttocks, mouth or breasts) that occurs against one’s will, or without one’s consent, including when one is unconscious, intoxicated or otherwise unable to give consent.

Non-Consensual Sexual Assault
Definition: occurs when there is unwilling or nonconsensual penetration of any bodily opening with any object or body part. This includes, but is not limited to penetration of a bodily opening without consent through use of coercion or manipulation.

Forced Sexual Assault
Definition: occurs when there is unwilling or nonconsensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another’s mental or physical condition of which the assailant was or should have been aware. Providing or making available to a victim, and/or using any substance (e.g. alcohol, GHB, Rohypnol, etc.) will be considered by the Administrative Hearing Officer, Honor Council, or pre-hearing Officer when determining responsibility and appropriate sanction. Use of these substances in violating this policy may constitute “Forced Sexual Assault” and result in expulsion from the University. In addition, the use of these substances by an alleged assailant may constitute violation of other university policies, and the student may be charged with these violations as well (e.g. Drugs, Harm to Persons, Disorderly Conduct, Disruptive Activity, Alcohol, etc).

The use of alcohol and other drugs by either party, in conjunction with an incident of sexual assault, does not mitigate accountability for the commission of this offense or diminish the seriousness of the offense.

Consent is defined as follows:
• Both individuals are physically free and capable to act.
• Both individuals are willing and clear about their intent to engage in sexual activities.
• Silence may not in and of itself constitute consent.
• Past consent of sexual activities does not imply ongoing future consent.

B. Medical Attention
Whatever one does following sexual assault, it is essential that medical attention be sought immediately at the nearest emergency room to protect against internal injury or disease and to assist with later prosecution. A victim should observe the following recommendations: Preserve all physical evidence of the assault, even if you (or someone you know) are unsure whether to report the crime. Do not shower, bathe, douche, eat, drink, wash your hands or brush your teeth until after you have had a medical examination. Save all the clothing that was worn during the time of the assault and bring them and any other potential evidence to the emergency room (medical exam). Place each item of clothing in a separate paper bag (do not use plastic bags). Do not clean or disturb the area where the assault occurred.

C. Counseling
Counseling can be critical to regaining one’s emotional balance following a sexual assault. There are trained professionals ready to assist you or refer you to other competent professionals. All assistance is free and strictly confidential as it is for other offices such as the University Police Department and the Office of Student Affairs. Counseling Services is located in CLC Suite 224 and can be contacted at 864-503-5195.

D. Reporting to the University Police or Local Police
If an assault occurs on university property, it should be reported to the campus police by calling 911 or 503-7777 or 503-5911 or by using a campus emergency phone. Assaults that occur off campus should be reported to the local police (911). These numbers can be used 24 hours a day, seven days a week.

E. Reporting
The University encourages students to report all incidents of sexual assault to the University Police, to a counselor in Counseling Services, or to the Dean of Students: 503-7777, 503-5195, 503-5107 or 503-5911 (evenings). The adverse emotional impact following sexual assault can be severe. The long term effects of the trauma of sexual violence can have serious and lasting psychological consequences. The University recognizes the importance of competent, comprehensive, sensitive professional help. Do not hesitate to contact any one of the offices listed to report any incidence of sexual violence:
• Counseling Services is an on-campus resource that provides free counseling visits to students. The phone number is 503-5195.
• University Police will provide on-going assistance in pursuing criminal prosecution. The phone number is 503-5911. They can also put a victim/survivor in touch with Victim/Witness Services.
• University Housing is available to assist a victim with housing needs, such as relocation. They can be reached at 503-5422.

Time is absolutely critical when reporting a sexual assault. The sooner an assault is reported the easier it is to collect valuable evidence.
VI. Student Grievance Procedures

A. Policy for Academic Grievances
Each school has developed its own policy for academic grievances. Any student having a grievance should start the process by first discussing the problem with the faculty member concerned. If the problem is not resolved, the student should speak with the dean of the school. An appeal to the executive vice chancellor for academic affairs is the next step if the problem is still unresolved. Academic grievances include, but are not limited to; grading, acceptance into programs, academic policies, and transfer credits.

B. 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 disability, as they relate to non-academic 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. Non-Academic grievances related to the University’s non-discrimination and equal opportunity policies should be reported to the dean of students, and to the director of equal opportunity programs. The procedure is as follows:

The initial phase of the student grievance procedure requires an oral discussion between the student and the immediate supervisor of the person(s) alleged to have caused the grievance. If the student wishes to file an official grievance, a grievance form may be completed and filed with the immediate supervisor of the person alleged to have caused the grievance.

The form should be filed with the person’s immediate supervisor within five (5) 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 dean of students by presenting a written statement within ten (10) working days of the supervisor’s decision. The Dean of Students will investigate and render a decision within 10 working days.

C. Policy for Disability-Related Grievances
Any student who believes s/he has been subjected to discrimination on the basis of disability or has been denied access or accommodation required by law may invoke a grievance procedure and may expect an expedient and equitable resolution. The grievance should be addressed to the ADA Coordinator.

• The grievance should be filed within 30 calendar days of the date of the alleged discrimination.
• The grievance must include student contact information and a thorough description of the complaint. The student may submit supporting evidence, such as documentation from medical professionals, documents exchanged between the student and the university, witness testimony, etc.
• The ADA Coordinator will review the submitted grievance and may conduct informational interviews with the student and/or other campus personnel.
• The ADA Coordinator will submit a written determination to include a review of the grievance, a statement of the validity of disability discrimination, and a proposed resolution, if appropriate, within 30 calendar days of receipt of the grievance.
• The ADA Coordinator will file the determination with the university and provide a copy to the student, and will maintain files and records related to the grievance for a minimum of three years.
• If the grievance is against the ADA Coordinator, the grievance should be submitted to the Coordinator’s supervisor (the Dean of Students), or the Director of the Equal Opportunity office.

Although students are encouraged to attempt resolution of grievances pertaining to disabilities by using the above campus process, they have the right to file a grievance directly with the US Department of Education, Office for Civil Rights (OCR). Region IV office: 404-974-9450.

D. 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 findings within 10 working days of the complaint. In the event student charges are substantiated, the dean and the senior 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.
E. Parking Appeals
An appeal should be filed only if the person feels he or she was given a citation (1) through error, or (2) without just cause.

Appeal forms can be accessed at the following: www.uscupstate.edu/parkingappeal or can be picked up in the University Police Department within 72 hours or three weekdays following the issuance of a citation. The appeal is automatically forfeited if it is filed after 72 hours of the date when the citation was issued.

The University Parking Appeals Committee, appointed by the Chief of Police, consists of (1) one faculty member; (2) one staff member, (3) president of the student government or his/her appointee. The committee will review each appeal and render a decision within 30 days of the appeal.

VII. Code of Student Behavior

A. Philosophy
The University of South Carolina Upstate is an academic community preserved through mutual respect and trust of the individuals who learn, teach and work within it. Students as well as all parties at the University must be protected through fair and orderly processes. These are best safeguarded when each person within the university community acts in an orderly and responsible manner. All students and guests are equally entitled to the protection embodied in this document and are expected to meet the standards set forth herein.

Specifically, the University of South Carolina Upstate has adopted the Carolinian Creed. Thus, the community of scholars at USC Upstate is dedicated to personal and academic excellence. Choosing to join the community obligates each member to a code of civilized behavior.

As an Upstate Spartan...I will practice personal and academic integrity. A commitment to this ideal is inconsistent with cheating in classes, in games, or in sports, it should eliminate the practice of plagiarism or borrowing another student's homework, lying, deceit, excuse making, and infidelity or disloyalty in personal relationships. I will respect the dignity of all persons. A commitment to this ideal is inconsistent with all forms of theft, vandalism, arson, misappropriation, malicious damage to, and desecration or destruction of property. Respect for another's personal rights is inconsistent with any behavior which violates a person's right to move about freely, express themselves appropriately and to enjoy privacy. I will discourage bigotry, striving to learn from differences in people, ideas and opinions. A commitment to this ideal pledges affirmative support for equal rights and opportunities for all students regardless of their age, sex, race, religion, disability, international/ethnic heritage, socioeconomic status, political, social or other affiliation or disaffiliation, or affectional preference. I will demonstrate concern for others, their feelings and their need for conditions which support their work and development. A commitment to this ideal is a pledge to be compassionate and considerate, to avoid behaviors which are insensitive, inhumane or insulting, or which unjustly or arbitrarily inhibit another's ability to feel safe or welcomed in their pursuit of appropriate academic goals. Allegiance to these ideals obligates each student to refrain from and discourage behaviors which threaten the freedom and respect all USC Upstate community members deserve. This last clause reminds community members that they are not only obliged to avoid these behaviors, but that they also have an affirmative obligation to confront and challenge and respond to or report the behaviors whenever or wherever they are encountered.

B. Application
This document governs the conduct of all students and student organizations. This document may apply to student behavior both on and off the university's campus. Violators are subject to local, state and federal laws, as well as the provisions listed herein. Campus hearings may proceed prior to off campus criminal hearings. The decision regarding when a campus hearing is scheduled is determined by the vice chancellor for student affairs/dean of students with the best interest of the University community in mind.

C. Mental Health Disturbances
Instances of student behavior that may be the result of a mental health disturbance require specific consideration and action.

The dean of students, in consultation with the Behavioral Intervention Team (BIT), chief of university police, the chancellor and others deemed appropriate will assess and treat as unique each student’s behavior and determine if administrative action is warranted. The University may take the following actions in response to instances of student behavior where there is a reason to believe the conduct is the result of a mental disturbance or the behavior poses a threat of physical harm to the individual or others: counseling, referral for evaluation, remediation, therapeutic treatment, disciplinary action, voluntary or involuntary withdrawal, or other action deemed
D. Rights and Prohibited Conduct
Nothing herein is intended or shall be construed to limit or restrict the student's freedom of speech or peaceful assembly. Free inquiry and free expression are indispensable to the objectives of an institution of higher education; and to this end, peaceful, reasonable, orderly demonstrations in approved areas shall not be subject to interference by members of the university community. However, those involved in demonstrations may not engage in conduct that violates the rights of other members of the University community. These rules should not be construed as to restrain controversy or dissent, or to prevent, discourage, or limit communication among faculty, students, staff and administrators. The purpose of these rules is to prevent the abuse of rights of others and to maintain public order conducive to a learning environment. In this regard, it shall be the responsibility of every student to obey the Code of Student Conduct, which includes the Code of Academic Integrity and the Code of Campus Behavior. USC Upstate students who are appointed or elected to positions in university recognized student organizations or who are awarded financial assistantships or scholarships are required to be in good academic and disciplinary standing. Good academic standing is defined as having a 2.0 or greater cumulative grade point average. Good disciplinary standing is defined as not being on university or conduct probation at the time of service. This document is reviewed by the executive vice chancellor for academic affairs, the vice chancellor for student and diversity affairs, the faculty senate and is approved by the chancellor of the University.

E. Student Arrest Policy
Students who are apprehended and charged by law enforcement agencies with felony criminal conduct on or off campus are required to inform the dean of students of such matters within five working days.

I. Student Conduct for the Classroom
USC Upstate supports the principle of freedom of expression for both instructors and students. University policies on appropriate behavior in the classroom cannot be used to punish reasonable classroom dissent. The lawful expression of a disagreement with the instructor or other students is not in itself inappropriate/disruptive behavior. Maintenance of these rights requires classroom conditions which do not impede their exercise. Classroom behavior that seriously interferes with either 1) the instructor's ability to conduct the class or 2) the ability of other students to profit from the instructional program will not be tolerated. The community of scholars at the University of South Carolina Upstate is dedicated to personal and academic excellence. Freedom to teach and freedom to learn depend upon appropriate opportunities and conditions in the classroom, on campus, and in the larger community. Faculty members and students at USC Upstate are expected to exercise their freedoms with a sense of responsibility and sensitivity to the educational interest of others. Faculty and students conduct themselves in a civil, cooperative, orderly, and purposeful manner in all educational settings. Faculty members have authority to set reasonable standards of conduct for classrooms, laboratories, the Library, internships, field placements, and campus wide activities. Please review the following general guidelines and act accordingly.

A Member of the USC Upstate Community of Scholars:
Displays personal and academic integrity. You are honest, truthful, and trustworthy. You do not lie, cheat, or steal. You do not present others' work as your own or collaborate with others without acknowledgment or permission from the faculty member.

Accepts responsibility for actions. You do not blame others for academic consequences resulting from your own decisions and behavior. You follow established policies and procedures in the USC Upstate Catalog, the USC Upstate Student Handbook, and course syllabi.

Respects the rights and dignity of all persons. You are courteous and respect the rights and property of others. You do not harass, demean, ridicule, abuse, threaten, or discriminate against others.

Maintains a learning-focused attitude. You are engaged in the classroom and other learning environments, both on and off campus. You are on time, prepared, and alert. You participate until the faculty member in charge dismisses the class.

Refains from conduct that adversely affects others. Your conduct is appropriate for learning. You do not enter class late or leave early without permission of the faculty member. You follow the instructions of the faculty member regarding talking or using electronic devices in class. You do not use threatening, demeaning, or inflammatory language.

Follows specific requirements of faculty members. You meet the behavioral and academic expectations of your instructors, recognizing that these standards will often vary.

Defining Disruptive Behavior.
The phrase "classroom disruption" means the behavior a reasonable person views as substantially or repeatedly interfering with the conduct of a class. Since faculty members are ultimately responsible for management of the classroom environment, they possess clear authority to establish reasonable classroom behavioral standards. Exactly which behaviors are “disruptive” may depend upon the size, nature, and format of the class, as well as upon the particular sensitivities of faculty and/or students.

Resolution of Disruptive Classroom Conduct.
If a student’s behavior is disruptive to the faculty member, to another student, or to the class as a whole, the faculty member may direct the student to leave the classroom for the remainder of that class period. The faculty member is the sole judge of when a student’s behavior warrants such a dismissal. If the disrupting behavior continues when the student returns to class, the faculty member reports the behavior to the vice chancellor for student affairs/dean of students, who holds a hearing. If the hearing does not result in a resolution, the Honor Council is convened to decide whether the student remains enrolled in the class. Complete description of the Honor Council is found in section V of this code.

II. The Code of Academic Integrity
Under the Code of Academic Integrity, students are on their honor not to cheat, lie or steal, and if they witness another student doing so, it is their responsibility to report the individual and the circumstances to the instructor or the dean of students.

A. Bribery
The offering, giving, receiving or soliciting of anything of value to obtain a grade or consideration a student would not expect to achieve from his or her own academic performance.

B. Cheating
Examples include:
• Any conduct during a program, course, quiz or examination that involves the unauthorized use of written or oral information, or information obtained by any other means of communication.
• The buying, selling, sharing of questions or theft of any examination or quiz prior to its administration.
• The unauthorized use of any electronic or mechanical device during any program, course, quiz or examination or in connection with laboratory reports or other materials related to academic performance.
• The unauthorized use of notes, laboratory reports, term reports, theses and written materials in whole or part.

C. Lying
Lying is the deliberate misrepresentation by words, actions or deeds of any situation or fact, in part or whole, for the purpose of avoiding or postponing the completion of any assignment, duties, test or examination in a course, internship or program.

D. Plagiarism
Plagiarism, or literary theft, in any writing assignment: using others’ words or ideas without consistent, correctly formatted acknowledgement. This includes sources the student knows personally (friends, other students, relatives, etc.) as well as all text, Internet, and other sources. Students are required to properly acknowledge sources as follows: students may not present as their own ideas, opinions, images, figures, languages or concepts of another, including those of other students. Students must acknowledge all sources such as magazines, journals, Internet sites, records, tapes, films and interviews. Papers and other materials bought from “term paper writing services,” if submitted as the work of anyone except the writing service, constitute a violation of the principles of this document. Further, violation of any of the following standards may be cause for disciplinary action. The common specific uses of source material are:

Direct Quotation: Word-for-word copying of a source. Direct quotation must be accurate, must not misrepresent the source in any way and must be properly acknowledged.

Paraphrase:
A recasting into one’s own words material from a source, generally condensing the source. A direct quotation with only a word or two changed, added or omitted should not be passed off as a paraphrase. A paraphrase restates the source but does not misrepresent it and must be properly acknowledged.

Self-Plagiarism:
The act of re-using your own work without letting your professor know that it comes from a previous paper or assignment. This can include parts of a previous assignment or an entire paper.

Use of ideas:
The use of an idea from a source must be properly acknowledged, even when one’s application of that idea varies from the source.

Use of figures, tables, charts, statistics, images, photographs and other similar sources: These items must be fully acknowledged, and any
changes must be clearly indicated. If a student has received any kind of help (except that permitted by an instructor) in the preparation of a project, that help must be fully acknowledged.

Sanctions of Academic Integrity violations include, but are not limited to:
• expulsion;
• indefinite or definite suspension;
• reprimand;
• “X” assigned for the final grade;
• “F” assigned for the course;
• “0” assigned for the assignment, test or paper;
• additional assignments from the professor;
• completion of plagiarism workshop and
• community service.

The sanctions provided for in this section are intended to be disciplinary, and nothing in these procedures, including the imposition of any sanction, shall be interpreted to limit the academic authority of an instructor to determine an appropriate grade for a student who has violated the Rule. If an instructor determines that, because of academic dishonesty, a student’s performance in an academic program merits a grade reduction or a failing grade, the instructor’s authority to award such an appropriate grade is not limited by the imposition of any sanction under this Section.

Infractions of the Code of Academic Integrity may result in removal from academic programs by the authority of the specific academic dean.

Students removed by the academic dean for academic integrity violations have the same rights outlined in the USC Upstate Code of Student Behavior regarding notice of the alleged offense and an opportunity to be heard before the honor council.

III. The USC Upstate Code of Student Behavior

It shall be the responsibility of all students and student organizations to abide by the Code of Student Behavior. All nonacademic conduct that infringes on the rights or welfare of others is thus embodied in the Code of Student Behavior.

Violations of this Code are handled in the same manner as violations of the Academic Code. This does not preclude from criminal and civil charges being filed as well. Sanctions listed are guidelines; other sanctions may be applied as deemed appropriate by the Hearing Officer. Violations include but are not limited to:

1. Abuse of the University judicial system, including, but not limited to:
• Failure to obey summons of a judicial body or University official.
• Falsification, distortion or misrepresentation of information before a judicial proceeding.
• Harassment (verbal or physical) and/or intimidation of a member of judicial body prior to or during the course of the judicial proceeding.
• Failure to comply with sanctions imposed under the Code of Student Conduct.
• Influencing or attempting to influence another person to commit an abuse of the judicial system or Code of Student Conduct.

Listing of Possible Sanctions:
1st Offense: suspension, probation
2nd Offense: suspension
3rd Offense: expulsion

2. Alcohol Policy: (found on Page 141)
Unauthorized possession, distribution or consumption of alcohol. Violating any other provision of the Student Code of Conduct while under the influence of alcohol is a violation of this Alcohol Policy. Such conduct includes, but is not limited to, public intoxication, providing alcohol to underage persons, etc.

3. Compliance with General Laws:
Students or student organizations involved in violations of any federal, state, or local laws may be subject to disciplinary action. Action imposed by the University may precede and/or be in addition to any penalty imposed by an off-campus authority.

Listing of Possible Sanctions:
1st Offense: warning, reprimand, probationary status, community service
2nd Offense: suspension
3rd Offense: expulsion

4. Disruptive Activity:
Individual or group behavior that interferes with the freedom of expression, movement or activity of others, or with the educational mission of the University is prohibited. Forms of expression that disrupt or materially interfere with such activities and operations or invades the rights of persons is also prohibited.

Listing of Possible Sanctions:
1st Offense: reprimand, probation, suspension
2nd Offense: suspension
3rd Offense: expulsion

5. Drug Policies:
The unauthorized possession, use, manufacture, sale, or distribution of any counterfeit, illegal, dangerous, “designer,” or controlled drug or other substance is prohibited. This includes prescription medications. Violating any other provision of the Student Code of Conduct while under the influence of any illegal or illegally obtained drug is also a violation of this policy (Refer to the Alcohol and Drug Policy on page 141). The possession of drug paraphernalia is also prohibited (i.e., pipes, bongs, etc.)
6. Failure to Comply with Official Requests: Students and student organizations are expected to comply with and respond appropriately to the reasonable and lawful requests of University officials in the performance of their duties. Students are expected to appear at disciplinary hearings to respond to allegations or testify as a witness when reasonably notified to do so. A failure to properly comply with or complete a sanction or obligation resulting from a disciplinary hearing or adjudication may also be considered failure to comply with an official request. (Note to resident students: The definition of University officials in this regulation includes Housing staff).

Listing of Possible Sanctions:
- **1st Offense:** reprimand, restriction of privileges, probation
- **2nd Offense:** community service, probation
- **3rd Offense:** suspension, expulsion

7. Forgery, falsification, alteration, or knowingly furnishing false information to the University or its officials.

Listing of Possible Sanctions:
- **1st Offense:** grade change, cancel any benefit resulting from illicit activity, probation
- **2nd Offense:** suspension
- **3rd Offense:** expulsion

8. Harassment/Bullying:
Conduct that creates or attempts to create an intimidating, hostile, or offensive environment for another person.
Such conduct includes, but is not limited to action(s) or statement(s) that threaten harm or intimidate a person, or any other form of unwanted contact.

Listing of Possible Sanctions:
- **1st Offense:** probation, community service, corrective action and in severe cases suspension
- **2nd Offense:** suspension
- **3rd Offense:** expulsion

9. Harm to Persons:
Actions which result in physical harm, have the potential for physically harming another person, which create conditions that pose a risk of physical harm to another, or which cause reasonable apprehension of physical harm are prohibited. Conduct which threatens to cause harm to persons, or creates hazardous conditions for persons.

Listing of Possible Sanctions:
- **1st Offense:** suspension, probation
- **2nd Offense:** expulsion

10. Hazing:
defined as any act that endangers the mental or physical health or safety of a student, faculty member or other University official. This includes the removal of public or private property for the purpose of initiation, admission into, affiliation with or as a continued membership in a group or organization.

Listing of Possible Sanctions:
- **1st Offense:** probation, community service
- **2nd Offense:** suspension
- **3rd Offense:** expulsion

11. Misuse of Keys:
No person may use or possess any university key without proper authorization. No student is allowed under any condition to have a university key duplicated. (Note to resident students: Loaning a room/apartment key to a person not assigned to that residence may be considered a violation of this regulation.)

Listing of Possible Sanctions:
- **1st Offense:** reprimand, restriction of privileges
- **2nd Offense:** community service, probation
- **3rd Offense:** suspension for not less than one semester

12. Parking/Traffic Violations:
Refer to Parking Brochure or Web site for fines and sanctions. [www.uscupstate.edu/police](http://www.uscupstate.edu/police)

13. Sexual Assault:
Refer to Policy on Sexual Assault for Definitions Non-Consensual Sexual Assault

Listing of Possible Sanctions:
- **1st Offense:** probation, suspension, or expulsion; participation in sexual assault training program
- **2nd Offense:** expulsion

14. Forced Sexual Assault:
Listing of Possible Sanctions:
- **1st Offense:** suspension of not less than one semester
- **2nd Offense:** expulsion

15. Sexual Misconduct or Non-Consensual Sexual Contact:
Refer to Policy on Sexual Assault for Definition

Listing of Possible Sanctions:
- **1st Offense:** probation, suspension, or expulsion; participation in sexual assault training program
- **2nd Offense:** expulsion

16. Tobacco Use:
USC Upstate is a tobacco-free campus. Tobacco use is prohibited in all USC Upstate owned or leased buildings (including in all offices, classrooms, laboratories, meeting rooms, residence halls, restrooms, lobbies, lounges, cafeterias, hallways, stairwells, elevators etc.), building entrances, balconies, decks, patios and outside stairways to buildings and outdoor passageways to entrances; buildings on land
for use by the University; all University vehicles; side walks; parking lots; athletic venues; common areas; and any and all land for use by the University, including campus “green spaces.” This includes the areas of USC Upstate in Greenville, and any other current or future USC Upstate owned or leased properties. (Refer to the USC Upstate Tobacco-Free Campus Policy on page 148.)

17. Stalking:
Defined as a pattern of conduct that is intended to cause or does cause a person to fear. See Sexual Assault policy for full definition.
Listing of Possible Sanctions:
1st Offense: warning, reprimand, probation, corrective action and in severe cases, suspension
2nd Offense: suspension for up to one calendar year
3rd Offense: expulsion

18. Theft of any kind:
Including seizing, receiving, or concealing property with knowledge that it has been stolen, is forbidden. Sale, possession, or misappropriation of any property, including USC property, without the owner’s permission is also prohibited.
Listing of Possible Sanctions:
1st Offense: community service
2nd Offense: suspension for not less than one semester
3rd Offense: expulsion

19. Theft or abuse of computer time:
including, but not limited to:
• Unauthorized entry into a file to use, read or change the contents or for any other purpose
• Unauthorized transfer of a file
• Unauthorized use of another individual’s identification and passwords
• Use of computing facilities to interfere with the work of another student, faculty member or University official
• Use of computing facilities to send an obscene or abusive message
• Use of computing facilities to interfere with normal operation of the University computing system
Listing of Possible Sanctions:
1st Offense: probation, community service, restriction of privileges or in severe cases, suspension
2nd Offense: suspension for not less than one semester
3rd Offense: expulsion

20. Unauthorized Entry, Presence/Use or abuse of University facilities:
Unauthorized entry into, presence in, or use of University facilities equipment or property which has not been reserved or accessed through appropriate University officials is prohibited.
Listing of Possible Sanctions:
1st Offense: reprimand, restriction of privileges, probation, suspension
2nd Offense: community service, probation, suspension

21. Use of personal portable sound amplification equipment (i.e. radio, TV, etc.) in a manner that disturbs the privacy of other individuals and/or the instructional program of the University.
Listing of Possible Sanctions:
1st Offense: probation, community service
2nd Offense: suspension
3rd Offense: expulsion

22. Violations of local, state or federal law:
Violators may face prosecution off campus as well as disciplinary action on campus.
Listing of Possible Sanctions:
1st Offense: probation, community service, suspension
2nd Offense: community service, suspension
3rd Offense: expulsion

23. Weapons:
The unauthorized possession or use of firearms, or weapons of any other kind (including but not limited to dangerous chemicals, dirks, slingshots, metal knuckles, razors, BB guns, and air pistols) is prohibited. The use or display of any object or instrument in a dangerous, provocative or threatening manner is prohibited.
Listing of Possible Sanctions:
1st Offense: suspension, confiscation of weapon(s) and/or materials
2nd Offense: expulsion

IV. Resolution of Alleged Infractions
A. Informal Administrative Hearing
Upon receiving an alleged violation of the Code of Student Conduct, the vice chancellor for student affairs/dean of students or designee will investigate the report. The vice chancellor for student affairs/dean of students or designee will conduct an initial interview with the accused. The rights and prerogatives of the accused will be explained at that time. It is at this time the student can resolve the matter through admission of responsibility, or request a hearing in the appropriate council. The Honor Council (see below for composition and procedures) is given the charge to handle academic honor code or student behavior code violations. The Student Honor Council (see below for composition and procedures)
is given the charge to handle campus discipline code violations. Students with alleged campus discipline code violations may choose between which council will hear their case. The Honor Council does not have the role to examine severity of sanction appeals from the decisions of the vice chancellor for student affairs/dean of students or faculty member; those concerns will be forwarded to the Appeals Council. Should further action be necessary, the charged student will receive written notification of a hearing before the Council within a reasonable period of time. The charge letter will include a statement of the charges and the time and place of the hearing. If the accused accepts responsibility in writing prior to appearing before a Council hearing, a sanction determined by the vice chancellor for student affairs/dean of students, or faculty member if an academic violation, will be imposed. If a student fails to respond to a charge letter within the time specified in a certified letter, he or she forfeits his or her rights and may have a sanction imposed by the dean of students. A hearing may be conducted in the absence of an accused student if the student fails to appear for a scheduled hearing.

B. Mediation
An agreement to participate in a mediation process. Resolution through mediation requires a voluntary agreement from both parties to participate in a mediation process. This option is reserved for situations where all of the immediate parties in the incident agree to have a conflict resolved in this fashion, and the option is considered appropriate by the vice chancellor for student affairs/dean of students or designee. Code of Academic Integrity charges will not be handled through mediation. Failure to fulfill the terms of a mediation agreement could lead to reactivation of the charges as well as additional disciplinary action.

C. The Honor Council Procedures
During an Honor Council hearing, the faculty chairperson will bring the council to order and present the alleged violation brought against the student. The student has the right to attend the hearing, at a designated time, to respond to any evidence, and to present witnesses and evidence. Council members and the student shall be free to ask questions during the hearing. Following the presentation and hearing of all information pertaining to a particular violation, the Honor Council shall deliberate without the accused student being present. The Honor Council shall also determine the sanction that will be imposed if the student is found responsible for Code of Campus Behavior violations. Faculty members will determine the sanction assigned for any Academic Code of Integrity violations that occur in their classes. The vice chancellor for student affairs/dean of students will maintain all records of violations of the Code of Student Conduct confidentially for a period of six calendar years from the date of the hearing. Cases that result in suspension or expulsion will be retained indefinitely. Appropriate University officials may be notified of actions taken by the Honor Council on the basis of their need to know. Records will be made available to the Honor Council for specific cases where a student is found responsible, and has a record of any prior violations of the Code of Student Conduct. Any prior violations of the Student Conduct Code will be taken into account in determining the sanction or sanctions for a subsequent violation(s) of the Code. The hearing authority shall exercise active control over the hearing in order to elicit relevant information, avoid needless consumption of time, and to prevent harassment or intimidation of witnesses. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the charged student, student organization or University is shown to have resulted. Ad hoc honor councils may be created when extenuating circumstances (e.g. summer break, University holidays, final exams, etc.) preclude an usual quorum (two students, three faculty) for hearing a case. The dean of students or designee will serve as the administrator of this council.

Composition and Jurisdiction of the Honor Council
The Honor Council normally consists of two students and three faculty voting members. Participants for each council are selected by the vice chancellor for student affairs/dean of students from a pool of students and faculty. The vice chancellor for student affairs/dean of students is authorized to assign non academic integrity cases to a Student Honor Council that operates under the same guidelines as a council in which faculty participates. The faculty pool consists of two faculty appointed by each academic division or department from each of the following disciplines: business, education, nursing, library and the College of Arts and Sciences. The student pool consists of two students appointed by each academic division or department from each of the following colleges: business, education, nursing and the College of Arts and Sciences. Students serving on the Honor Council must have completed 30 hours at USC Upstate and maintain a 2.25 GPA and must be in good behavioral standing at the University. Members of the Honor Council are selected each fall to serve during the fall, spring and summer of the following year. With the voluntary, informed and written consent of the university’s representative and charged parties,
the above provisions related to council composition, chairmanship and quorum may be waived in order to expedite the scheduling and completion of hearing procedures. The dean of students or designee acts as a nonvoting administrator of the council, and will appoint a faculty chairperson for each council hearing, and selects members from the pool to serve at a particular council hearing. All matters involving an alleged violation of the Code shall subject the student or student organization to the jurisdiction of the campus judicial system. In special cases where the safety of the individual or the University community is threatened, a student may be subject to immediate suspension by the chancellor or his designee pending a hearing.

D. The Student Honor Council
During a Student Honor Council hearing, the hearing chair will bring the hearing to order and present the charges brought against the student. The student has the right to attend the hearing, at a designated time, to respond to any evidence, and to present witnesses and evidence. Student Honor Council members and the student shall be free to ask questions during the hearing. Following the presentation and hearing of all information pertaining to a particular violation, the Student Honor Council shall deliberate without the accused student being present. The Student Honor Council shall also determine the sanction that will be imposed as outlined in the Code of Conduct if the student is found responsible. The vice chancellor for student affairs/dean of students will serve as the non-voting administrator of the council, and selects members from the pool to serve at a particular council hearing. All matters involving an alleged violation of the Code shall subject the student or student organization to the jurisdiction of the campus judicial system. In special cases where the safety of the individual or the University community is threatened, a student may be subject to immediate suspension by the chancellor or his designee pending a hearing.

Composition and Jurisdiction of the Student Honor Council
The Student Honor Council normally consists of five students, one of whom is the student chair. Participants for each court are selected by the vice chancellor for student affairs/dean of students from a pool of students. The pool consists of students appointed annually through academic deans, department and division chairs. Students serving on the Student Honor Council must have completed 30 hours at USC Upstate and maintain a 2.25 GPA and must be in good behavioral standing at the University. Members of the Student Honor Council are selected each fall to serve during the fall, spring and summer of the following year. With the voluntary, informed and written consent of the University’s representative and charged parties, the above provisions related to board composition, chairmanship and quorum may be waived in order to expedite the scheduling and completion of hearing procedures.

The vice chancellor for student affairs/dean of students acts as non-voting administrator of the council, and appoints a student chair to serve as chairperson for each council hearing, and selects members from the pool to serve at a particular council hearing. All matters involving an alleged violation of the Code of Student Conduct shall subject the student or student organization to the jurisdiction of the campus judicial system. In special cases where the safety of the individual or the University community is threatened, a student may be subject to immediate suspension by the chancellor or his designee pending a hearing.

V. The Rights of the Charged Student
The following rights are guaranteed to persons involved in the University judicial system.

• The right of the Charged Student to a clear, simple written notice of actions alleged as violations of the Code of Student Conduct. This notice should also include a brief statement of the nature of the evidence and possible sanctions.
• The right to be presumed innocent until guilt has been determined.
• The right of the charged student and the accuser to present information and respond to any information presented. This does not include cross-examination of either witnesses or the Honor
Court members and does not grant the charged student the right to be present during testimony.
• The right to a fair hearing.
• The right, if the student desires, to have an advisor present to advise and serve in a consultative role to the student, although they may not actively participate in the hearing. The charged student must give prior notice to the vice chancellor for student affairs/dean of students when the student wishes to have an advisor present at the scheduled hearing. The notice must be given to the dean of students at least 48 hours before the hearing date.
• The right of the charged student and accuser to present witnesses and other substantive evidence.
• The right of the charged student to appeal an Honor Council decision.
• A charged student forfeits these rights if the student refuses to appear for a hearing or fails to respond in a timely manner to a hearing notice. A hearing may be held in a student’s absence.

VI. Resolutions of the Council
When an accused student is found not responsible, all records of the hearing proceedings, except one, shall be destroyed immediately. The one shall be kept on file as a reference to the hearing procedure, and will be kept confidential by the vice chancellor for student affairs/dean of students. In matters pertaining to academic coursework, a student should receive the earned grade when it is determined that the student is not responsible for the alleged violation.

A. Official Reprimand/Warning
The vice chancellor for student affairs/dean of students will serve as an official notice of censure cautioning a student against specific behavior. An official reprimand shall carry no further restrictions.

B. Practical Penalty
The student may be assigned a penalty, fine or task commensurate with the offense. Penalties may include, but are not limited to the following:
• Damage to or littering of University-owned property shall subject the violator to the responsibility for full restitution or restoration of any damaged property or item.
• A recommendation may be made to the instructor that a failing grade be assigned for a specific project or requirement. Other sanctions may include revision of an assignment or additional work.
• A student or student organization may also be prohibited from participation in some or all extracurricular activities and may not use certain University facilities or property as determined by the court.

C. Definite Probation
Definite probation shall be for one, two or three semesters. A student or student organization placed on probation may be prohibited from participation in some or all extracurricular activities and may not use certain University facilities or property as determined by the court. The individual will not be eligible to hold an elective office of any campus organization while on probation. He or she will also lose eligibility to assume any position supported by a University stipend.

D. Indefinite Probation
Indefinite probation shall require that the student organization serve a probationary period of at least one academic year and submit a written petition to the vice chancellor for student affairs/dean of students requesting reinstatement in good standing. This petition should contain evidence during the probationary period of good citizenship such as recommendations from faculty, staff and other credible references. During the probationary period the student or student organization may be prohibited from participating in some or all extracurricular activities and may not use certain university facilities or property as determined by the court.

E. Definite and Indefinite Suspension
Under definite, there shall be a specific time limit of either one or two semesters in which the student may not enroll at the University, participate in activities designated for university students, or use certain university facilities or property. A student organization under suspension may not function as a USC Upstate organization. A student or student organization placed under the indefinite suspension must formally petition the chancellor to gain reinstatement to the University. A student who has been suspended indefinitely may not petition to be reenrolled in the University until at least one calendar year has expired from the effective date of the suspension.

F. Expulsion
Dismissal from the University without the ability to be considered for readmittance.

VII. Appeals
Any student or student organization found guilty by a faculty member or either Council may submit a written request for a review hearing with the Appeals Council on the grounds of (1) insufficient evidence, (2) severity of penalty, (3) denial of basic rights guaranteed by the Code of Student Conduct, or (4) new information not available at the time of the original hearing. An appeal request must be filed with
The dean of students within five working days from the receipt of a written notification of a hearing decision. The Appeals Council may request from the dean of students any written statements, testimony information or evidence pertaining to the original hearing, the charges, or the penalty imposed against the accused. When an appeal is filed the original sanction imposed by the Council is delayed until the appeal is resolved. Following receipt of the appeal request, the student or student organization will be notified if an appeal hearing is required. If so, the date, time and location will be included in the letter for notification. If a new hearing is not required, a decision regarding the appeal will be made based on a review of statements, testimony information and evidence presented at the original hearing.

The chair of the Appeals Council will render a decision that may:
- affirm the original decision, which shall be effective as of the date specified
- affirm the original decision and reduce the penalty, which shall be effective as of the date specified
- dismiss the original decision
- specify other appropriate action as deemed necessary. In extraordinary circumstances, the Appeals Council may direct a new hearing. All deadlines expressed in any section are subject to change if exigent circumstances exist. The vice chancellor for student affairs/dean of students shall send written notification of the decision regarding the appeal to the appealing party within 15 university business days of receiving the appeal barring special circumstances requiring an extension of this time limit. A copy of the decision will be sent to the original Hearing Board. The decision of the Appeals Council in all appellate matters is the final decision for the University.

Composition of the Appeals Council
The Appeals Council normally consists of one academic dean, and two faculty members as voting members. The vice chancellor for student affairs/dean of students serves as administrator of the appeals council as a non-voting member. The faculty and academic dean are given a one-year appointment by the senior vice chancellor for academic affairs. Members of the Appeals Council are selected each fall to serve during the fall, spring and summer of the following year.

IX. Alcohol and Drug Policy
I. Introduction
This policy governs the distribution, serving, possession, and consumption of substances, which includes alcoholic beverages and illegal drugs, at the University of South Carolina Upstate.

This policy is established to:
- Respect the academic environment without unnecessarily restricting the exercise of legal privileges;
- Protect the welfare of individuals accessing the USC Upstate campus;
- Respect the low risk use of alcohol;
- Respect zero tolerance of illegal drug use.
- Students, faculty, staff and guests are required to comply with and abide by the contents of this policy.

II. South Carolina Law
All state laws related to alcohol and illegal drugs are in effect on the USC Upstate campus. All students, faculty, staff and guests are required to comply. All students, faculty, staff and guests are viewed by USC Upstate as individually responsible and legally accountable for their actions regarding alcohol and illegal drugs. The specific laws cited in the list below are pertinent to this policy. All South Carolina laws, whether or not they are cited in this policy, are applicable. It is against South Carolina law to:
- Purchase, possess or consume any alcoholic beverage if you are under the age of 21;
- Provide any alcoholic beverage to a person under the age of 21 by transfer, gift or sale;
- Misrepresent your age for the purpose of procuring alcoholic beverages;
- Drive under the influence;
- Have a blood level of 0.02 or higher while driving a vehicle if you are under the age of 21 (zero tolerance);
- Have an open container of alcoholic beverage in a moving vehicle;
- Be intoxicated in public;
- Manufacture, distribute, possess or use illegal drugs;
- Possess or use drug paraphernalia.

III. Definitions
Alcoholic Beverage - any spirituous malt (for example: Smirnoff Ice, Schlitz Malt Liquor, wine coolers), vinous, fermented, brewed (whether lager or rice beer) or other liquors or any compound or mixture thereof by whatever name called or known which contains alcohol and is used as a beverage.

Common Source Container - any keg, pony keg, trashcan, bathtub, large container of beverage (i.e. box of wine), or other similar devices used for storing or mixing a quantity of beverage from which a quantity of beverage is distributed to, or consumed by, more than one individual.

Drug Paraphernalia - items such as roach clips, bongs, water pipes, cocaine spoons, etc.
**Distilled/Spirituous Liquor** - for example: whiskey, rum, brandy, gin and all other distilled liquor and mixtures of cordials, liqueur and premixed cocktails, in closed containers for beverage use regardless of their dilution.

**Illegal Drugs** - for the purposes of this policy includes illegal drugs including (but not limited to) marijuana, cocaine, heroin, MDMA (ecstasy), and LSD. Any prescription drug for which the user does not have a valid prescription is also included.

**Mixed Beverage** - a drink composed in whole or in part of distilled liquor and served in a quantity less than the quantity contained in a closed package.

**IV. Statement of Policy**

This policy is subject to change at any time to comply with new local, state or federal laws, or to changes in the USC Upstate policy or Code of Conduct. It is established for all USC Upstate students and includes behavior not only on university property, but also at any university sponsored event or travel opportunity. This policy will be reviewed annually.

**A. General Provisions Regarding the Distribution, Consumption and Possession of Alcohol in Accordance with Local, State, and Federal Laws:**

- The use of alcoholic beverages on campus or at college-sponsored functions is permitted only by those of legal age as specified with South Carolina law.
- There shall be no alcoholic beverages or empty alcohol containers in the Magnolia/Palmetto House or other residence areas designated as “dry” even if residents or guests are at least 21 years of age. Alcohol is permitted in the Palmetto Villas, however it must be limited to one six pack of beer or one bottle of wine (not to exceed 750 ml) for only persons who are at least 21 years of age. No distilled/spirituous liquor is allowed.
- Aiding and abetting in the sale or transfer of alcoholic beverages to any person under the age of 21 is prohibited.
- The use of alcoholic beverages, drugs, or drug paraphernalia as a prize in a contest, drawing, lottery, etc. is prohibited.
- Consumption of alcoholic beverages must be secondary to the intended purpose of any event on the USC Upstate campus (i.e., awards dinner, wedding reception, dance, etc.).
- Requests to serve and consume alcoholic beverages on the USC Upstate campus must be submitted at least two weeks in advance to the appropriate approval authorities:
  - The Risk Manager and the Chief of Police act on behalf of the University in the consideration of faculty, staff and off-campus organizations/ groups who request to serve and consume alcoholic beverages;
  - The Chancellor grants final approval on all requests to serve distilled liquor;
  - All requests will be considered on an individual basis;
  - USC Upstate reserves the right to deny any request.
- An approved third party vendor must be contracted with to serve alcoholic beverages at any event on-campus where alcoholic beverages are to be served. (Exceptions may be approved by the Chief of Police.)
- A University Police officer(s) is required at all events that are open to the general public where alcoholic beverages are to be served. (Exceptions may be approved by the Chief of Police.)
- State-appropriated funds cannot be used for the purchase of alcoholic beverages.
- USC Upstate does not sanction a student organization or club providing off-campus events where alcoholic beverages are to be served, authorize the use of the USC Upstate name for advertising or promoting an off-campus event where alcoholic beverages are to be served or authorize the use of the USC Upstate name to enter into agreements, contracts or as leverage to gain goods or services.
- At no time are kegs or any other common source containers of alcohol allowed on the campus unless approved by the authorities listed in section 6 above for a formalized function.
- At any event where alcohol is being served, all attendees shall be required to have a valid picture identification card with their birth date listed in order to obtain an alcoholic beverage. Attendees at least 21 years of age who present a valid picture identification card will be given a wristband. Only those with a wristband will be served alcohol. Serving of alcohol is limited to two drinks per person.
- Advertisements, posters, or invitations intended for campus/public viewing may not mention or depict alcohol or other drugs or use terms referring to alcohol or other drugs unless being used for educational and/or prevention programs or services and approved by the Vice Chancellor for Student Affairs/Dean of Students.
- Organizational officers or individuals sponsoring the event are encouraged to assist in making arrangements for the safety of everyone in attendance.
- If the event is being sponsored by a student organization, the organization’s advisor (or his/her designee) must be present at the event.
- Drinking contests or games are prohibited on the USC Upstate campus.
- Anyone who appears on campus and is obviously impaired as a result of being under
the influence of any substance may be asked to leave and is subject to appropriate sanctions. A University Police Officer will be called to assist the individual(s) with safety and/or transportation.

- Property damage as a result of alcohol or other drug use will not be tolerated and the individual(s) responsible for the damage will be subject to any and all sanctions designated by this policy as well as any other applicable policies and in accordance with the Student Code of Conduct.

B. General Provisions Regarding the Possession and Distribution of Illegal Drugs

- Possession, sale, or use of narcotic, mind-altering, and/or other illicit drugs, except for one’s own valid prescription by a licensed physician or provider, is prohibited and will be handled in accordance with local, state, and federal laws.
- Possession or use of prescription drugs prescribed to another individual is prohibited.
- The re-sale of one’s own valid prescription is prohibited.
- Possession of illegal drugs with the intent to sell or distribute will be handled in accordance with local, state, and federal laws.
- Anyone who appears on campus and is obviously impaired as a result of being under the influence of any substance will be asked to leave and is subject to appropriate sanctions. A University Police Officer will be called to assist the individual(s) with safety and/or transportation.
- USC Upstate will cooperate with all law enforcement agencies in the enforcement of any and all local, state, and federal laws on campus.

V. Sanctions

Failure to comply with applicable laws as well as this policy may subject an individual or group to civil or criminal proceedings and/or appropriate sanctions as listed below. Individuals will be held responsible for their behavior while under the influence of alcohol and/or illegal drugs. Violations of this policy will be referred to the appropriate departments and agencies. Students and student organizations may be subject to sanctions by more than one department or agency, including the Student Code of Conduct, and any local, state or federal law enforcement agencies. The student or organization is responsible for any and all fees associated with any sanctions imposed upon them by the university and/or the local, state, and federal laws.

A. Sanctions for Violations of the General Provisions of the Alcohol Policy

Students who fail to complete their sanctions will be documented as not in good standing resulting in loss of privileges and/or status with the university and may be prevented from registering for classes and/or be placed on probation. Students who fail to complete their sanctions and who are transferring or graduating from the university may have grades withheld or other appropriate documentation on their transcripts. Conviction of an alcohol violation may result in the loss of financial aid and/or the ability to register for classes or on-campus housing, as well as any appropriate sanctions from local, state, and federal law enforcement agencies.

First Offense

- A letter will be issued to the student with a description of the violation and of all sanctions and deadlines for completion. This letter will become part of the student’s disciplinary record.
- A copy of the letter will be mailed to the student’s parent(s) or legal guardian(s).
- The student must complete the online alcohol educational workshop addressing the issues around alcohol use and abuse. Any fees associated with this workshop are the student’s responsibility.
- The student may be required to have an assessment with appropriate counseling center staff. If the counselor determines that further counseling is needed, the student must comply in order to remain in good standing. The student is responsible for scheduling an appointment for the initial assessment within 72 hours after receiving the violation and sanctions.
- If the counselor determines that the student needs more intensive counseling around alcohol and drug issues, the student may be referred to the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency. The student will be expected to comply with the agency and any costs or fees for the services in order to remain in good standing with the university.
- The student must complete at least 15 approved community service hours. Community service hours may be approved by the Vice Chancellor for Student Affairs/Dean of Students and/or Director of Housing and Residential Life.

Second Offense

- A letter will be issued to the student with a description of the violation and of all sanctions and deadlines for completion. This letter will become part of the student’s disciplinary record.
- A copy of the letter will be mailed to the student’s parent(s) or legal guardian(s).
- The student may be removed from university housing (to be determined by the Vice Chancellor
Third Offense

- A letter will be issued to the student with a description of the violation and of all sanctions and deadlines for completion. This letter will become part of the student’s permanent disciplinary record.
- A copy of the letter will be mailed to the student’s parent(s) or legal guardian(s).
- The student will be removed from housing if he/she is an on campus resident.
- The student may be suspended from the university with return dependent on approval from the Dean of Students.
- The student must complete the online alcohol educational workshop addressing the issues around alcohol use and abuse. Any fees associated with this workshop are the student’s responsibility.
- The student will be required to have an assessment with appropriate counseling center staff. If the counselor determines that further counseling is needed, the student must comply in order to remain in good standing. The student is responsible for scheduling an appointment for the initial assessment within 72 hours after receiving the violation and sanctions.
- If the counselor determines that the student needs more intensive counseling around alcohol and drug issues, the student may be referred to the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency. The student will be expected to comply with the agency and any costs or fees.
- The student must complete at least 30 approved community service hours. Community service hours may be approved by the Vice Chancellor for Student Affairs/Dean of Students and/or Director of Housing and Residential Life.
- A copy of the letter will be mailed to the student’s parent(s) or legal guardian(s).
- A letter will be issued to the student with a description of the violation around alcohol use and abuse. Any fees associated with this workshop are the student’s responsibility.
- The student must have an assessment at the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency and must comply with any treatment or classes that are indicated as well as any associated costs or fees for these services.
- The student must complete at least 50 approved community service hours. Community service hours may be approved by the Vice Chancellor for Student Affairs/Dean of Students and/or Director of Housing and Residential Life.

B. Sanctions for Organizations or Groups in Violation of the Provisions of the Alcohol and Drug Policy

Organizations or groups who are found to be in violation of the provisions of this policy will incur sanctions including but not limited to the following, in addition to any sanctions imposed upon individual students in participation:

- Community Service Hours
- Educational workshop(s)
- Loss of use of university facilities
- Suspension of university recognition or charters
- Online Educational program completion

USC Upstate reserves the right to suspend the activities of any organization or to deny the ability of individuals to sponsor events when said organization or sponsoring individual has been charged with a violation. In addition to the sanctions listed above, student organizations in violation of the alcohol policy may also be responsible for educational outreach assessments as described in Section IV.


Students who fail to complete their sanctions will be documented as not in good standing resulting in loss of privileges and/or status with the university and may be prevented from registering for classes and/or be placed on probation. Students who fail to complete their sanctions and who are transferring or graduating from the university may have grades withheld or other appropriate documentation on their transcripts. Conviction of a drug charge or violation may result in the loss of financial aid and/or the ability to register for classes or on campus housing as well as any appropriate sanctions from local, state, and federal law enforcement agencies.

First Offense

- A letter will be issued to the student with a description of the violation and of all sanctions and deadlines for completion. This letter will become part of the student’s disciplinary record.
- A copy of the letter will be mailed to the student’s parent(s) or legal guardian(s).
- The student will be removed from housing if he/she is an on campus resident.
• The student must complete the online alcohol / drug educational workshop addressing the issues around alcohol/drug use and abuse. Any workshop fees are the student’s responsibility.
• The student may be required to have an assessment with appropriate counseling center staff. If the counselor determines that further counseling is needed, the student must comply in order to remain in good standing. The student is responsible for scheduling an appointment for the initial assessment within 72 hours after receiving the violation and sanctions.
• If the counselor determines that the student needs more intensive counseling around alcohol and drug issues, the student may be referred to the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency. The student will be expected to comply with the agency and any costs or fees.
• When deemed necessary by the counselor (or his/her designee), the student must have an assessment at the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency and must comply with any treatment or classes that are indicated as well as any associated costs or fees for these services.
• The student may be required to undergo random drug testing and will be responsible for any costs or fees associated with the testing in order to remain enrolled at the university.
• If the violation is for more than simple possession of an illegal drug, the student may be suspended or expelled.

Second Offense
• A letter will be issued to the student with a description of the violation and of all sanctions and deadlines for completion. This letter will become part of the student’s disciplinary record.
• A copy of the letter will be mailed to the student’s parent(s) or legal guardian(s).
• The student will be removed from housing if he/she is an on campus resident.
• The student must complete the online alcohol / drug educational workshop addressing the issues around alcohol/drug use and abuse. Any workshop fees are the student’s responsibility.
• The student may be required to have an assessment with appropriate counseling center staff. If the counselor determines that further counseling is needed, the student must comply in order to remain in good standing. The student is responsible for scheduling an appointment for the initial assessment within 72 hours after receiving the violation and sanctions.
• If the counselor determines that the student needs more intensive counseling around alcohol and drug issues, the student may be referred to the Spartanburg Alcohol and Drug Abuse Commission (SADAC) or another appropriate community agency. The student will be expected to comply with the agency and any costs or fees.
• The student will be suspended from the University.
• If the violation is for more than simple possession of an illegal drug, the student may be expelled.

VI. Educational Outreach Assessments
• In addition to the sanctions listed in the above specific sections, students may be responsible for educational outreach assessments according to the guidelines described below.
• Educational outreach assessments will be used to help fund alcohol and other drug educational programs and substance-free campus events.
• If the educational outreach assessment is not paid to the appropriate office within ten (10) business days of receiving the violation and sanctions, the student will be deemed noncompliant and will be subject to further sanctions, similar to those of a subsequent offense.
• Students who violate the general provisions of the alcohol policy aside from those that threaten the health and safety of others or cause damage to personal or university property may incur educational outreach assessments according to the following guidelines:
  1st Offense: $50
  2nd Offense: $100
  3rd Offense: $200

• Students who violate the general provisions of the alcohol and drug policy that include behaviors that threaten the health or safety of others and/or cause damage to personal or university property may incur educational outreach assessments according to the following guidelines:
  1st Offense: $100
  2nd Offense: $200
  3rd Offense: $300

• Student organizations or groups that violate the general provisions of the alcohol and drug policy may incur educational outreach assessments according to the following guidelines:
  1st Offense: $50
  2nd Offense: $100
  3rd Offense: $200

• Students who violate the general provisions of the illegal drug policy by possessing drug paraphernalia but have no other evidence related to drug use or distribution may incur educational outreach assessments according to the following guidelines:
  1st Offense: $50
2nd Offense: $100
- Students who violate the general provisions of the illegal drug policy by possessing (without intent to distribute) a Schedule III-IV controlled substance (including but not limited to marijuana, steroids, prescription drugs for which the person in possession does not have a valid prescription) may incur educational outreach assessments according to the following guidelines:
  1st Offense: $100
  2nd Offense: $250

- Students who violate the general provisions of the illegal drug policy by possessing (without intent to distribute) a Schedule I-II controlled substance (including but not limited to heroin, LSD, opium, cocaine, amphetamine, methamphetamine, ecstasy) may incur educational outreach assessments according to the following guidelines:
  No educational outreach assessments are necessary as a first offense of this nature warrants immediate suspension or expulsion.

Resources
USC Upstate recognizes alcohol and/or drug dependence as treatable illnesses. Students, faculty and staff are encouraged to seek assistance for alcohol and/or drug problems before there is an incident that would cause the University to impose sanctions. The following resource information is provided for students, faculty and staff:

Local County Alcohol and Drug Abuse Programs
(out-patient drug and alcohol counseling and prevention services):
- Spartanburg Alcohol and Drug Abuse Commission: 582-7588
- Phoenix Center Greenville: 467-3790

Local Support Groups:
- Al-Anon and ACOA: 585-1930
- Alcoholics Anonymous: 585-1930
- Narcotics Anonymous: 1-800-828-5689

Toll-free Resources:
- 24-hour Helpline: 1-800-234-0420
- Cocaine Hotline: 1-800-COCAINE
- Drugstore Clearinghouse: 1-800-942-3425

Treatment Facilities (in-patient treatment):
- Addlife Addiction Services (Greenville): 852-8520
- Center for Behavioral Health (Greer): 235-2335
- Haven for Hope (Spartanburg): 472-9083

USC Upstate Resources:
- Health Education Programs: 503-5536
- Counseling Services: 503-5195
- Dean of Students: 503-5107
- Health Services: 503-5191
- Online Alcohol Screening

Policy Specifications
- Student/Student Employee sanctions
- Student Code of Conduct
- University Housing
- Student Organizations
- Special Events

For more information please visit the USC Upstate Alcohol & Drug Education Program website at: www.uscupstate.edu/studentaffairs.

Emergency Notification Information

USC Upstate students can register for the Campus Emergency Notification System ’SpartAlert” through my.sc.edu. The Emergency Notification System will provide students with critical information when unexpected circumstances arise that pose a threat of imminent danger to the campus community. USC Upstate may also use other communication tools during emergency situations including broadcasting e-mail messages, a coordinated use of public media outlets, and a 24-hour recorded Emergency Hotline, (864) 503-5599. Through my.sc.edu students are asked to provide a cell phone number, email address and work/alternate phone number in order to receive alerts in the event of an emergency.

Inclement Weather Policy
Inclement weather occasionally affects the Upstate area, which makes attending class difficult. Visit www.uscupstate.edu/weather for important information.

Procedures:
In case of inclement weather, decisions about canceling or delaying classes at the University of South Carolina Upstate will be made as early as possible and no later than 6:00 a.m. When possible, decisions will be made the night before. If Spartanburg County (not local school districts) closes or delays the opening of county offices, the University will follow Spartanburg County’s decision and close or delay opening the campus.
If classes are canceled on the Spartanburg campus, USC Upstate will NOT hold classes at the George Dean Johnson, Jr. College of Business and Economics or the Greenville Campus at UCG or the River Street location. There may be times USC Upstate is open
and the University Center Greenville is closed. Faculty, staff, and students working or attending classes at the University Center of Greenville should listen to the radio, watch local television, or go to the UCG website at www.ucgreenville.org for information on the status of the University Center of Greenville.

Definitions/Closing Messages are as follows:
Classes Canceled: Students do not report for class with an indication for day and/or evening classes. Faculty, staff and students working or attending classes at the George Dean Johnson, Jr. College of Business and Economics and the Greenville Campus at UCG or the River Street location will follow the same schedule as the USC Upstate campus (unless the University Center Greenville is closed). All classes with the exception of online classes are canceled. Employees are expected to report to work but may take annual leave, elect to take the day without pay, or make-up the time missed within a specified time frame to be established by Human Resources in conjunction with Payroll.

Classes Delayed:
• After the University opens, students should report to their next scheduled class.
• Nursing students: Clinical and laboratory experiences will be joined in progress after the opening of the University.
• Education students: School clinicals will follow the appropriate K-12 school schedules.
• Students enrolled in natural science laboratory classes should join their lab in progress if instructed by their professor after the opening of the University.

USC Upstate Closed: Classes are canceled for students and employees do not report to work. Employees may elect to take annual leave, take the day without pay, or make-up the time missed within a specified time frame to be established by Human Resources in conjunction with Payroll.

Communication Methods:
Unless changes are posted by the following means, assume that classes will meet as scheduled.

The USC Upstate Website
The Winter Weather Information box will be displayed on the USC Upstate homepage during times of inclement weather with information regarding closings or delays.

Social Media: Information will be posted to USC Upstate’s Facebook and Twitter accounts.

Text Alert: The University community will receive text alerts to announce closings or delay due to weather. You must sign up for the service in order to receive alerts. Students should register through https://my.sc.edu. While faculty and staff should register through https://vip.sc.edu.

Area Media Outlets: WSPA-TV7, WYFF-TV4, FOX 21. Occasionally, media outlets will confuse the message provided by the University. For clarification, please consult the USC Upstate Website.

Other Info:
Library Schedule:
The hours of operation for the Library will be posted on the USC Upstate homepage and Library Web page.

Dining Services Schedule:
The hours of operation for Dining Services will be posted on the USC Upstate homepage and Dining Services Facebook Page.

Wellness Center:
When the University is closed for inclement weather, the Wellness Center will be open from 12:00 p.m.to 6:00 p.m.

Building Access:
The doors closest to Highway 176 (the front of campus) and accessible entrances on each building are usually the first cleared of snow and ice. Watch for signs directing you toward the safest entrance.

In times of inclement weather, students and employees are urged to use their best judgment to determine if traveling to campus will present a safety hazard.

Student Employment
Employment, including on-campus student employment, is governed by the University of South Carolina policies, South Carolina state laws and United States of America federal laws. On-campus employment processes and procedures have been developed with compliance to the aforementioned policies and laws.

Dispute Resolution Policy for Student Employees
Student employees are expected to discuss concerns about their work conditions and/or work expectations first with their immediate supervisor. The supervisor should respond within seven business days. If no response or if conversation does not produce a mutually agreed resolution to the concerns, student employees may then discuss those concerns with the next-level supervisor whose decision on the matter is final, and will be delivered within seven business days.
Tobacco-Free and Smoke-Free Campus Policy

The University of South Carolina Upstate is dedicated to providing a safe, healthful, comfortable, and productive learning, living, and working environment for students, faculty, staff, and visitors. According to the World Health Organization (WHO), direct smoking is currently responsible for approximately 3.5 million deaths worldwide each year. The Environmental Protection Agency (EPA) reports that Environmental Tobacco Smoke (ETS) is responsible for an estimated 53,000 deaths per year in nonsmokers. In addition, the 1986 US Surgeon General’s Report entitled, The Health Consequences of Involuntary Smoking, concluded the following: Involuntary smoking is a cause of disease, including lung cancer, in healthy nonsmokers. The simple separation of smokers and nonsmokers within the same airspace may reduce, but does not eliminate, the exposure of the nonsmoker to ETS. In addition to causing direct health and environmental hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning and maintenance costs, and costs associated with employee absenteeism, health care, and medical insurance.

In light of this information, and as part of a global wellness initiative for the University, USC Upstate shall become a completely tobacco-free and smoke-free campus. The policy expands the 2011 smoke-free/tobacco-free policy to include the use of electronic cigarettes (e-cigarettes) of any kind (either prescribed or non-prescribed electronic nicotine delivery devices). The intent of this policy is to create an environment that is conducive to quitting tobacco use, promoting the prevention of tobacco use and reducing the risks associated with exposure to secondhand smoke and vapors. This will be supported by ongoing communications and cessation programs for those who desire to quit or abstain from tobacco. Enforcement for the policy is the responsibility of each member of the USC Upstate community. Faculty, staff and students are expected to enforce the policy for their facilities and/or sponsored activities.

A. Covered Individuals
The provisions of this policy apply 24 hours a day, seven days a week to all students, faculty, staff, visitors, volunteers, contractors and vendors unless otherwise noted.

B. Definitions
1. “Tobacco and smoking products” include all tobacco-derived or containing products, including but not limited to cigarettes (i.e. clove, bidis, kreteks), electronic cigarettes, cigars and cigarillos, pipes, water pipes, smokeless tobacco products or substitutions (spit and spitless, chew, pouches, snuff) or any other device intended to simulate smoked tobacco. This does not apply to nicotine replacement therapy, which is designed to assist tobacco users to quit tobacco. Acceptable forms of nicotine replacement therapy include prescription nasal spray and/or oral inhaler medications, nicotine gum, transdermal nicotine skin patches, and nicotine lozenges.

2. USC Upstate property includes all owned or leased buildings (including all offices, classrooms, laboratories, meeting rooms, residence halls, restrooms, lobbies, lounges, cafeterias, hallways, stairwells, elevators, etc.), building entrances, balconies, decks, patios, outside stairways to buildings and outdoor passageways to entrances; buildings on land for use by the University; in all University vehicles; sidewalks; parking lots; athletic venues; common areas; and any and all land for use by the University, including campus “green spaces.”

This also includes the areas of USC Upstate in Greenville, the George Dean Johnson, Jr. College of Business and Economics in downtown Spartanburg, and any other current or future USC Upstate owned or leased properties.

C. Use of Tobacco Products
1. The use of tobacco products is prohibited on university property. No ashtrays, receptacles or smoking shelters will be permitted.
2. The use of tobacco products is prohibited in university-owned, operated or leased vehicles.
3. The use of tobacco products is prohibited in personal vehicles parked on university property.
4. The university discourages the use of tobacco products by all covered individuals on properties adjacent to the campus.

D. Support of Tobacco Products
1. All tobacco advertising, including flyers, posters, electronic media, University newspapers and other publications etc., is prohibited on the USC Upstate campus and other current or future USC Upstate owned or leased properties, as supported by the University posting policy.
2. The sale of tobacco products and tobacco-related merchandise (including logo items) is prohibited on all USC Upstate property, as well as other current or future USC Upstate owned or leased properties, and at university-sponsored events, regardless of the operating vendor.
3. The free distribution of any tobacco product is prohibited on the USC Upstate campus and other current or future USC Upstate owned or leased proper-
ties, including to or by any clubs or organizations.
4. Tobacco industry and related company sponsorship of athletic events is prohibited.
5. USC Upstate campus organizations are prohibited from accepting money or gifts from tobacco companies, or from distributing free, reduced-price, or fully priced tobacco products (including all items containing tobacco as well as promotional products such as t-shirts, hats, etc.)

E. Communication of Policy
This policy will be communicated to the campus community as follows:
1. News and information will be posted on the Tobacco-Free Upstate website at www.uscupstate.edu/smokefree.
2. References to this policy will be added to student handbooks, orientation communications and other publications as appropriate.
3. Copies of this policy will be distributed regularly to all students, faculty, and staff.
4. “Tobacco-free” and “No-Smoking” signs will be posted throughout campus and in any and other current or future USC Upstate owned or leased properties and all ash trays and “butt containers” will be removed.
5. The Visitor Center and appropriate staff will assist in informing all visitors of the policy and asking that they comply while on any university property. All community members are encouraged to assist with the education of visitors and volunteers regarding our policy.
6. A provision will be inserted in all contracts, e.g. dining, construction and/or maintenance, to prohibit the employees of contractor/vendors from using tobacco products on USC Upstate property.
7. All advertisements for recruitment of students and employment of faculty and staff will denote that “USC Upstate is a tobacco-free campus”. Communication tips for Upstate community members to use in helping to enforce the policy will be available at the Tobacco-Free Upstate website, www.uscupstate.edu/smokefree.

F. Tobacco Cessation Resources
The university will offer resources and support to assist those tobacco users who desire to quit or abstain from using tobacco. Tobacco cessation resources and programs will be promoted or offered for university students, faculty and staff. Many of these programs are offered at little to no cost. Referrals may be made to Health Services at (864) 503-5191. Additional resources are outlined on the Tobacco-Free Upstate website, www.uscupstate.edu/smokefree.

G. Enforcement and Compliance
1. The Chancellor, Vice Chancellors, Deans, Department Heads, and other Supervisors will communicate this policy to all faculty and staff members of their respective areas of responsibility. Violations of this policy by faculty or staff will be the responsibility of that individual’s supervisor.
2. Enforcement for the policy is the responsibility of each member of the Upstate community. Faculty, staff, students and volunteers are expected to enforce the policy for their facilities and/or sponsored activities. Each individual should in a consistent and civil way bring any infractions of this policy to the attention of the person or person observed violating the policy. Faculty, staff and students are also expected to assume leadership roles by adhering to the policy provisions and by reminding others who are not in compliance of the policy provisions.
3. In the event a community member does not respond to a reminder, USC Upstate faculty, staff, students and volunteers will assist in the enforcement of this policy by reporting repeated violations to the appropriate body, as described in the provisions below.
4. Corrective actions will include an educational component and, for those who wish to quit using tobacco, referral to a tobacco cessation program. Referrals may be made to Health Services at (864) 503-5191. For more information refer to Section F of this policy.

a. Students – Complaints regarding students will be directed to and handled by the Dean of Students in accordance with the Student Code of Conduct (STAF 6.26). Further information on the conduct process and potential consequences is available at https://www.uscupstate.edu/studentaffairs/dean/.

b. The Office of Housing and Residential Life will inform all residential students of the policy in writing and otherwise and will implement appropriate sanctions via the campus judicial process for violations of this policy inside and immediately around the residence hall areas.

c. Faculty and Staff – Complaints or disputes regarding violations of this policy should be brought to the attention of the University employee who has immediate responsibility for the workplace, event, or residence, or to his/her supervisor. If satisfactory resolution is not reached, the University Chancellor should be consulted.

d. Volunteers, Visitors and Affiliates – Complaints about volunteers and visitors may be addressed by any university official. Repeated violations may be handled by University Public Safety. Complaints about affiliates will be directed to and addressed by their sponsoring departments, in accordance with appropriate policies and practices.

e. Contractors and Vendors – Complaints regarding contractors and vendors will be addressed by the Office of Special Events. Failure by contractors/vendors or their employees to comply with the provisions of this policy could result in the termination of
the contract.
g. University Police may issue citations for violations of the smoke-free/tobacco-free policy. Fines for violations of this policy are as follows:

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<tr>
<td>First Offense</td>
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<td>Second Offense</td>
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<td>Third &amp; Subsequent Offenses</td>
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H. Exceptions
1. Tobacco, tobacco products or simulated tobacco products may be used for research purposes. Smoking of tobacco products for research purposes will be allowed only if smoke is controlled in a manner approved by the Office of Environmental Health and Safety, as is necessary for all research that involves laboratory air contaminants.
2. Tobacco, tobacco products or simulated tobacco products may be used for classroom instruction, education and artistic purposes. However, smoking of tobacco products is not allowed for these purposes. A special exception may be made for cultural activities by American Indians that are in accordance with the American Indian Religious Freedom Act, 42 USC sections 1996 and 1996a, which allow for the use of ceremonial tobacco. All ceremonial use exceptions must be approved in advance by the Provost or designee and, in the case of smoking, by the University Fire Marshall.
3. Tobacco company participation in recruitment activities (i.e. job fairs, on-campus interviews, information sessions, etc.) must be approved by the Career Center or appropriate university official from that area to ensure compliance with university policy to ensure signage, postings and use of company logo is appropriate.

Regulations for Campus Organizations

I. General
Since USC Upstate recognizes that co-curricular activities form an important part of the overall educational experience of students, the University promotes and regulates the activities of student organizations. The University provides the use of its name and physical facilities, contributes faculty time for advice and counsel and encourages development of student government and organizations. The registration of student organizations is coordinated through the Office of Student Life, located in the Campus Life Center, suite 210.

II. Definition
A student organization is defined as any group or organization that admits USC Upstate students to its membership, whose programs or activities affect student welfare, or which uses campus facilities in the operation of its programs. The activities of registered student organizations will be confined to activities covered by the statement of purpose in the organization’s constitution. USC Upstate student organizations should serve to enhance the educational mission of the University. They must show promise of promoting the academic, personal and social development of their members while making a positive contribution to the University and local community.

III. Hazing Policy
Hazing by individuals or organizations is prohibited at USC Upstate. Any action or situation created to produce mental or physical discomfort, embarrassment, ridicule, or humiliation is considered hazing. For the full text of the University’s Hazing policy, please visit the Vice Chancellor for Student Affairs/Dean of Students’ website.

IV. Membership
Active membership in registered student organizations shall be limited to persons officially connected with the University as faculty, staff or students. To be an officer of a student organization, a student must have earned at least a 2.0 grade point ratio on a minimum of 12 hours at USC Upstate. A 2.0 GPA is also required for editorial positions on USC Upstate publications. Officers of all organizations must be in good academic and behavioral standing with the University. Students must be in good behavioral standing with the University and have a 2.0 GPA to travel or represent the University or a registered University organization. Discrimination on the basis of race, color, religion, sex, national origin, age, disability, veteran status, and sexual orientation is a violation of federal and state law and University of South Carolina System policies and is not permitted in policy or practice.

V. Advisors and Staff
Faculty and staff members are available to advise student organizations. Every student organization is required to have an advisor who is registered with the Office of Student Life. The advisor’s purpose is to aid the organization, to provide an educational experience for its members, and to assist organizations in complying with USC Upstate regulations and policies. The advisor is selected by the organization and then approved by the Office of Student Life.

VI. Registration
To function as a part of the University rather than as an outside organization of citizens, a student organization must be registered with the Office of Student Life. Only registered student organizations are permitted
to use the name and facilities of USC Upstate. When an organization does this, it accepts regulation by the University. Registration as a student organization may be withdrawn for violation of University regulations.

A. Required Documentation
Each chartered organization wishing to maintain its registration status must register annually every spring semester with the Office of Student Life. This documentation includes the Annual Registration Form and the Advisor Statement of Support Form. Both documents are available via The Agora/OrgSync involvement portal, which can be accessed from the Office of Student Life’s website. Registration updates should be submitted if officers, advisors, organizational or contact information changes during the year. An up-to-date copy of the constitution and bylaws of each registered organization will be kept on file with the Office of Student Life. It is the responsibility of each organization to ensure that changes are submitted to the Office of Student Life in a timely manner.

B. Fraternities & Sororities
Chapters of national fraternities and sororities are also required to register as student organizations with the Office of Student Life.

VII. Process for Forming a New Student Organization
Students wishing to form a new campus organization should observe the following procedures. Forms and other information are available via The Agora/OrgSync involvement portal that can be accessed from the Office of Student Life web site. The deadline for chartering a new student organization will be announced at the beginning of the Fall semester. This policy process also includes organizations that have been inactive with the Office for 2 years or longer.
A. Complete and submit the Annual Registration Form.
B. Submit a proposed constitution. This document should state the purpose, organization, functions and rules of the proposed organization. The new organization may be permitted to meet on campus, pending approval, only to organize and set up the organization. This does not mean the organization may hold open meetings, bring in speakers, have public events or participate in fundraising efforts.
C. Identify a faculty/staff advisor, and have them complete the Advisor Statement of Support.
D. Schedule an orientation/activation meeting with the Office of Student Life.

VIII. Fundraising
Any campus organization wishing to conduct a fundraising event, or in any other way solicit funds for any purpose from nonmembers, must request permission from the Office of Student Life. This request shall be submitted a minimum of two weeks in advance of the proposed fundraising event. This includes fundraising efforts that are held off-campus. Organizations with University accounts through the Office of Student Life are required to deposit all funds raised by an event with the Office of Student Life no later than the next business day following their event, and it will be credited to the organization’s account. Student organizations that are eligible for Student Activities monies are not allowed to have outside bank accounts.

IX. Requests for Funding
A. Requests for Annual Funding
1. All registered student organizations whose membership is open to USC Upstate students may apply for Annual Funding. Greek-letter fraternities and sororities, faith, spirituality, or belief-based organizations and partisan political organizations are ineligible to apply for Annual Funding, but are eligible to request Special Projects Funding from the Student Government Association (see next section for details).
2. A group must have a representative present at Leadership Advance to be eligible to receive any form of University funding (both Annual and Special Projects).
3. Allocations are dispersed to organizations at the start of the fall semester. Organizations wishing to request funds for the ensuing academic year should submit a Student Organization Annual Funding Request form to the Office of Student Life by the established deadline (typically during the previous spring semester). A student organization must have been registered and active for at least one academic year before applying for funds.

B. Special Projects Funding
If a registered student organization needs funding for travel or special events, they may also request Special Projects Funds from the Student Government Association. These applications are reviewed throughout the academic year until funds run out. Greek-letter fraternities and sororities, faith, spirituality, or belief-based organizations and partisan political organizations are eligible to request funding for on-campus events that are of benefit to the student body as a whole, and are not limited to their membership.
The following criteria are used by the SGA in evaluating budget requests:
a. Activities: Sponsorship of campus-wide activities, attendance at SGA meetings, fundraising, and organization meetings and functions
b. Past Use of Funds: the responsible use of funds allocated to the organization.
c. Publicity: efforts made by the group to publicize the organization and its activities.

C. Use of University Funds (Annual or Special Projects)

1. Travel: Money may be allocated for travel where members of the organization will:
   a. Represent the University and thereby enhance the prestige of the University and the organization.
   b. Gain knowledge or expertise of benefit to the student body and the individual organization.
   c. Greek-letter fraternities and sororities, faith, spirituality, or belief-based organizations and partisan political organizations are ineligible to apply for travel funding.

2. Charitable Gifts/Donations: University funds cannot be used as direct contributions to charitable organizations. Contributions may be made as a result of fundraising events where net profits may be donated to said charity.

3. Partisan Political Activities: No funds may be used for any political purposes or the support of political candidates, whether federal, state, local, or university level.

4. Equipment: All equipment purchased with university funds is the property of the University and must display a university inventory sticker. Equipment shall be audited as part of the audit process. Each organization will maintain a current inventory list coordinated with the University’s inventory.

5. Dues:
   a. The funding of organization dues (regional/national) shall be evaluated on the basis of the purpose and benefits given by the national organization to the local organization. This data must be attached to the funding request.
   b. All dues and other monies collected by a funded organization shall be reported as income and deposited in the organization’s University Account.
   c. Appeals: An appeal of an allocation decision shall be handled in the following manner: The organization may appeal to the Student Affairs Committee and the Vice Chancellor for Student Affairs/Dean of Students.

Student Organization Events

I. Event Registration
Registered student organizations are required to register their events with the Office of Student Life. This includes any event that is open to the public or invited guests (i.e. socials, parties, speakers, etc.). This does not include meetings. The Social Event Registration Form is available via The Agora/ OrgSync involvement portal, which can be accessed from the Office of Student Life’s website, and should be completed at least two weeks in advance of the scheduled event.

II. Reservation of University Facilities
Subject to prior reservation, student organizations are eligible to use University facilities for meetings and other functions. Reservation forms are available online through the Office of Special Events & Facilities. Organizations are responsible for adherence to all University policies and procedures regarding the use of University facilities.

III. Alcohol at Events
An organization wishing to sponsor an event where beer and/or wine are permitted must apply for permission and meet certain requirements as stated in the USC Upstate Alcohol Policy. For additional information regarding this procedure, please refer to the Facility Use Policies and Guidelines available on the Special Events website.

IV. End of School Events:
There is a “two-week rule” regarding events at the end of the semester. Clubs and organizations cannot have major events (parties, socials, fundraisers, etc.) after the two-week mark of the start of final exams. Awards banquets, national meetings with uncontrollable dates, officer recognition, and meetings are preapproved. Requests for exceptions to this policy must be presented in written form to the Director of Student Life. Deadline dates will be provided to registered student organizations at the beginning of each academic year.

IV. Late Night Event Policy
The late night event approval process is administered by the Office of Student Life. Social Event Registration forms are available on the Office of Student Life website, and include an area on the form to designate an event as a “Late Night Event.” Any questions regarding this Policy should be directed to the Office of Student Life, located in Campus Life Center Suite 210, 503-5122.

A. Introduction
In an effort to ensure the safety of the University community and its guests, the Office of Student Life has established the following guidelines in reference to late night events sponsored by student organizations in campus facilities. These guidelines are intended to complement the University’s existing facility usage policies and reservations process. This policy applies to all student organization sponsored events that are held in USC Upstate facilities that will conclude after 11:00 p.m.

B. Late Night Event Overview
1. All organizations wishing to sponsor late night events must complete the approval procedures outlined in these guidelines. The sponsoring organization must tentatively reserve the space through the standard reservation procedures for the specific venue. This reservation will remain tentative until all of the required approvals are obtained.
2. Social Event Registration forms for Late Night Events must be submitted at least four (4) weeks in advance, and must occur in accordance with the University’s Programming Deadline (”two week rule”).
3. Registered student organizations may sponsor up to three (3) late night events per semester. Co-sponsorships involving two or more registered student organizations will count towards each organization’s limit. All organizations involved in the sponsorship of the event should be included on the Social Event Registration form.
4. Only one late night event may be held per evening and all late night events must be held in an area approved by the Office of Student Life.
5. All late night events must end by 2:00 a.m. and the facility must be cleared of attendees, equipment, and the facility cleaned up by 2:30 a.m. Special arrangements must be made with the Office of Student Life in advance for longer breakdowns necessitated by some events.
6. Late night events are only permitted on Friday or Saturday nights. If an organization wants to sponsor an event on another night, the event must conclude by 11:00 p.m.

C. Student Organization Responsibilities
1. Organizations wishing to sponsor a late night event must schedule a meeting with the Office of Student Life to review this policy, their registration form, and to discuss the needs of their event.
2. Sponsoring organizations are expected to adhere to the Ticketing Policy for Student Organization Events when admission is being charged.
3. Sponsoring organizations (with the assistance of their advisor) are responsible for the collection of funds at their events. It is also the responsibility of the organization to secure those funds until they can be properly deposited.
4. Student organizations with University accounts through the Office of Student Life are expected to deposit all funds by the first business day following a late night event where money was collected.
5. Sponsoring organizations are responsible for all costs incurred when planning their event (rentals, University Police, etc.)
6. Events cancelled less than three days from the date scheduled for reasons other than an act of God or University emergency may be liable for all charges associated with the event, including staffing, security, etc.

D. Admission
1. Entry to late night events is restricted to USC Upstate students with ID, other college students with their college ID card, and non-student guests of USC Upstate students over the age of 18 with valid government-issued ID, unless otherwise approved by the Office of Student Life. USC Upstate students are limited to two non-student guests, and must sign in their guest.
2. Guests (non-USC Upstate students) must pay at least $2.00 more per ticket than USC Upstate students when tickets are sold for a late night event.
3. Admittance to late night events will end 30 minutes before the conclusion of the event.
4. The student organization(s) sponsoring the event will be responsible for assisting with the dispersion of attendees, during, and immediately following the event. At the end of the event, a general statement must be made by the sponsoring student organization informing all participants that the event has ended and that they should immediately vacate the premises. University Police will assist the group to deal with individuals who refuse to leave promptly.
5. Event capacity will be determined based on the venue. Once capacity is reached, no one will be admitted or readmitted to the event, even if other patrons have left the event.
6. Loitering in the areas surrounding the late night event is prohibited. It is the responsibility of the sponsoring organization to assist University Police with keeping these areas clear.
7. University Police reserves the right not to admit attendees that are deemed to be under the influence of drugs or alcohol or who display disruptive behavior.
8. Objects which in the reasonable discretion of the police officer could be used as weapons are not allowed.

E. Staffing Requirements
1. Security for the event must be hired at the organization’s expense and coordinated through the USC Upstate University Police Department. A ratio of one officer for each 100 attendees is required, with the minimum of two officers at any event. More officers may be required for activities deemed high risk.
2. Regardless of estimated risk level, organizations must have an Advisor (or approved designee) present for the duration of the event. Advisors are expected to assist in the enforcement of the procedures identified in this document, in addition to University policies.
3. Some events may also require a Student Life staff member to assist with the event. This will be
determined by the Director of Student Life on a case by case basis.

F. Penalties
1. Disruptive individuals will be subject to immediate arrest and/or referral to the Student Honor Council. Individuals are also subject to removal from the event and to a permanent trespass citation restricting the individual from attending other events at USC Upstate.
2. Student organizations that do not follow these procedures or who misrepresent themselves on registration and/or event reservation forms are subject to immediate loss of all sponsoring privileges and/or referral to the Office of Student Life for sanctioning.
3. If a serious problem develops, University Police and/or a University faculty/staff member have the authority to terminate the event immediately.

Advertising Policy

A. Guidelines
1. Announcements of general interest to the campus community by registered student organizations, university departments, and academic units are the only type of material(s) that are permitted for advertisement on campus. Paid advertisements through the student newspaper (The Carolinian), academic announcements, and announcements posted by university officials in the conduct of their duties are exempt from these regulations (e.g. graduate school opportunities, registration dates, financial aid notices, graduation deadlines, etc.) The Office of Student Life is responsible for the interpretation and enforcement of this policy.
2. The distribution of any promotional material(s) shall be consistent with the orderly conduct of the university’s affairs, maintenance of university property, and the flow of traffic and persons. Distribution by means of accosting individuals, hawking, or shouting is strictly prohibited, including the hand-to-hand distribution of materials (e.g. handbills, flyers, etc.) and the placement of unsolicited materials on vehicles, or under doors. Additionally, efforts should be made by organizations to avoid litter.
3. All publicity materials not covered by the specific guidelines set forth in this policy must be approved by the Office of Student Life at least two weeks prior to advertising for the event, unless an exception is made by the Director of Student Life.

B. Content
1. All announcements should indicate the name of the sponsoring student organization, university department, or academic unit, contact information, along with the date and location of the event or activity. Materials that fail to meet these specifications will not be approved.
2. If the name of a non-university organization is to appear on any promotional materials, the content of the advertisement must clearly promote the event and its central message and the University organization (registered student organization, department, or academic unit) must appear on the advertisement. The name, logo, slogan, or similar identifier of the non-university organization must not appear as the dominant message on the promotional item (e.g. flyer, banner, poster, table tents, T-shirts, etc.)
3. No poster, advertisement, or announcement may publicize alcohol or controlled substances (including the advertisement of “drink specials”), use profanity, defame or slander an individual/group, or promote any illegal activities.

C. Approval Process
1. Printed items (e.g. flyers, posters, etc.) must be submitted to the Office of Student Life for approval. Posted materials that have not been stamped by the Office of Student Life will be removed. Promotional materials for campus events cannot be distributed or posted until the related event is registered with the Office of Student Life.
2. Off-campus events sponsored by registered student organization may only be advertised on-campus if an approved Social Event Registration form is on file with the Office of Student Life.
3. The use of university logos, including, but not limited to the Athletic “U” (in its various forms) and the “Upstate” bar icon (in its various forms) must be approved by the Athletic Department or Office of University Communications before any signs can be produced.

D. Designated Locations
1. Advertisements and announcements should only be placed on bulletin boards, and not on walls (interior or exterior), windows, light posts, or existing campus signs. Materials that will deface or damage University facilities are prohibited. Materials may be posted no earlier than two weeks prior to the scheduled event and should be removed by the sponsoring group immediately following the event.
2. Sponsoring organizations are responsible for the posting and removal of their advertisements, announcements, and other promotional materials. Student organizations shall retain copies of all promotional materials for a period of no less than one semester. These materials shall be made available to the Director of Student Life upon request.
3. Posting within residential facilities (Palmetto House, Magnolia House, and the Villas) is governed

Copyright Infringement

Copyright infringement is the act of exercising, performing, copying, or distributing the exclusive rights granted to the copyright owner without permission or legal authority, one or more of

Copyright Infringement is the act of exercising, performing, copying, or distributing the exclusive rights granted to the copyright owner without permission or legal authority, one or more of
b. All banners must be approved by the Office of Student Life prior to hanging. Banners that have not been approved will be removed.

c. Banners can hang no longer than two weeks, and organizations are limited to hanging one banner at a time, unless otherwise permitted by the Office of Student Life. Banners will be removed after the advertised event has occurred.

d. Approval is needed before banners can be hung from the third floor of the CLC.

e. Banners should be vertically oriented, and must include organization name, date, time, location, and contact information.

f. Banners are not allowed to be hung in other campus buildings, unless permission is obtained from that facility.

Copyright Infringement

USC Upstate students are prohibited from using the university network or resources to illegally download or share music, video and all other copyrighted intellectual property. Upstate supports the Higher Education Opportunity Act including efforts to eliminate copyright infringement. Under the law, college administrators may be obligated to provide copyright holders with information about users of the Upstate network who have violated the law.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed.

For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.
Unauthorized Distribution
Disciplinary Procedures:
Be aware that illegal forms of downloading and file-sharing as well as the unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject you not only to civil and criminal liabilities but also to sanctions from the university as well. The university has developed policies and consequences to ensure that students respect music and other forms of intellectual property as well as make responsible use of the Internet. If an investigation results in a finding that copyright infringement has taken place, the mandatory minimum discipline is a written reprimand. The discipline for the most serious violations may be permanent expulsion. They may also be subject to civil damages or criminal penalties. Violations of this policy are governed by the USC Upstate Code of Student Behavior 19.

Parking and Traffic Regulations
University Police Officers enforce South Carolina traffic laws and issue state approved Uniform Traffic Citations (blue tickets). Copies of citations are forwarded to the South Carolina Department of Highways and Public Transportation for inclusion in the state-wide driver point system.

Some helpful hints to avoid parking tickets:
• All vehicles must be registered if they are to be driven, parked, or otherwise maintained on the University of South Carolina Upstate campus
• Parking and Traffic Regulations are enforced 24 hours a day unless otherwise stated
• Faculty/Staff parking spaces are indicated
• Report vehicle breakdowns immediately to the University Police Department if the vehicle is parked in violation of rules and regulations
• Parking permits are to be displayed on the driver's side rear windshield.
• Red and yellow curbs indicate no parking
• Absence of a “no parking” sign or a yellow line does not indicate an area where parking is permitted
• Definition of “park:” The standing of a vehicle, whether occupied or not
• Vehicle must be pulled into space front end first with decal visible. Backing in or pulling through a parking space is prohibited
• Students and Faculty/Staff are not guaranteed a place to park unless so specified by their permit
• If you must drive an unregistered vehicle you must obtain a temporary permit at University Police prior to parking on University property

Who Needs A Parking Permit?
Anyone who parks on campus must register his/her vehicle with University Police in order to receive a parking permit. This permit must be displayed on the vehicle to park on university property.

Exceptions are made for special events as designated by the Chief of Police.

Where Can I Park?
Parking lots are color-coded with signs designating the type of permit required to park in each area. Only park in areas designated for your permit. Parking permit colors are utilized as follows:
Green - Faculty and Staff
Yellow - Commuter Students
Red - Residential Students

What Are Some Of The Major Parking And Traffic Regulations?
• Unless otherwise posted, the campus speed limit is 25 MPH (parking lots speed is 10 MPH)
• Parking is prohibited at fire hydrants, fire lane
• Trash bins and in the traffic circle of the Administration, Campus Life Center HPAC buildings Vehicles must be parked parallel in designated lined spaces.
• Vehicles must be parked in appropriate color coded parking areas. Pull vehicle into space front end first.
• Vehicles backing into spaces or pulling though spaces will be cited.
• Parking permits must be displayed on the outside of the left driver’s side rear window.

Parking Fines
The driver and/or registered owner of a vehicle is responsible for all violations incurred. If citations are not paid within thirty days, fines will increase (holds will be placed on student accounts.) Appeals must be made within three business days from the date of issue. Habitual offenders may have their vehicles immobilized with a wheel boot (Habitual offenders are defined as having five or more unpaid parking fines or three or more failure to register citations). Parking fines are approved by the University Board of Trustees.

<table>
<thead>
<tr>
<th>Infraction</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Backing in or Pulling Through</td>
<td>$ 25</td>
</tr>
<tr>
<td>Vehicle Immobilization (booting)</td>
<td>$ 75</td>
</tr>
<tr>
<td>Parking Permit Not Displayed</td>
<td>$ 25</td>
</tr>
<tr>
<td>Parking Improperly</td>
<td>$ 25</td>
</tr>
<tr>
<td>Parking in No Parking Area/Grass</td>
<td>$ 25</td>
</tr>
<tr>
<td>Parking in Loading or Service Zone</td>
<td>$ 25</td>
</tr>
<tr>
<td>Blocking (sidewalk or driveway)</td>
<td>$ 25</td>
</tr>
<tr>
<td>No Parking Permit for Zone</td>
<td>$ 25</td>
</tr>
<tr>
<td>Parking at Fire Hydrant or Fire Lane</td>
<td>$ 50</td>
</tr>
<tr>
<td>Parking along Yellow Curbs</td>
<td>$ 25</td>
</tr>
</tbody>
</table>
Parking in Reserved Spaces  $ 25
Failure to Register Vehicle  $ 25
Parking in Handicapped Space  $100
Blocking Handicapped Space/Curb  $100
DUI, First Offense  $737

Housing and Residential Life
Campus Living Guide

Reckless driving (6 points)  $400
Underage possession of alcohol  $125-$225
Speeding (over 10 MPH is 4 points)  $100-$150
Speeding (25 MPH and over) up to  $300

All traffic offenses are tried at the Spartanburg County Court House. Fines are set by the Spartanburg County Court System and subject to change without notice.

Schedule of Parking Fines:
Delinquent violations not paid after thirty days from the date of issue will result in the fine being increased as prescribed below:
$25 fine increased to:  $35
$50 fine increased to:  $60
$100 fine increased to:  $110

Parking violations more than 45 days past due will be forwarded to a collection agency for action.

Mission Statement
The Office of Housing and Residential Life (HRL) provides a comfortable, safe, well-maintained and equipped housing facility that fosters an atmosphere conducive to each residents' personal growth and academic success. A student’s education is enhanced by providing leadership opportunities, social activities and quality educational and cultural programs while encouraging responsible citizenship.

Goals of HRL
• To offer students a memorable collegiate experience while providing them with an environment conducive to study, growth and positive interactions
• Provide opportunities for student involvement in campus activities, leadership positions and decision-making
• Maintain an environment supportive of a diverse population
• Challenge residents to be responsible community citizens and positive role models
• Maintain quality facilities by providing comprehensive maintenance to apartments and resident hall rooms
• To maintain a student-oriented, unbiased and user-friendly staff

• Promote an academic atmosphere supportive of the educational endeavors of students

Rights of Residents
In order to maintain an environment that supports the well-being of every resident, each is responsible for adhering to certain standards of good citizenship. Living on campus can provide a wonderful opportunity to learn a great deal about yourself and others, as well as learning to respect the rights and privileges of others. To enjoy living on campus, you must respect other residents’ rights and uphold your own responsibilities as a resident. To facilitate your transition to on-campus housing, a number of important guidelines and policies have been established that you are expected to follow. We trust that you will find this information useful as you prepare for a positive campus community living experience.

Primary Rights
• To read and study without interference, unreasonable noise, or other distractions
• To sleep
• To expect respect for personal belongings and property
• To live in a clean environment
• To have uninterrupted access to your room and apartment facilities
• To have grievances/complaints addressed fairly and expeditiously

Subordinate Rights
• To have personal privacy within your apartment
• To host guests provided that you escort your guest at all times and understand that you are responsible for their actions. Guests must abide by all USC Upstate and HRL rules and regulations.
• To have uninterrupted access to your room and apartment facilities

Housing and Residential Life Staff
Director of Housing and Residential Life is responsible for the overall planning, organization, implementation, and supervision of all campus housing services and personnel, including orientation housing and summer conferences.

Assistant Directors for Housing and Residential Life are full-time live-on personnel who focus on building a positive community within the residence halls by overseeing the day to day operations of a residential area and assuming leadership responsibility for staff development, residential programming, operations, and student success.
This includes supervising front desk/game room staff, Resident Advisors, and advising the Residential Hall Association and Residence Hall Honor Council.

**Business Manager** is responsible for monitoring the budget for the office, Visa accounts, debits and credits to students’ accounts, payment of housing fees, and other financial reports.

**Office Manager** is responsible for managing the daily administrative tasks for the office.

**Housing Operations Coordinator** is responsible for the housing applications, assigning rooms, and coordinating the re-application process for returning students.

**Custodial and Maintenance Supervisor** is responsible for facilities management, including the coordination and supervision of both the maintenance and housekeeping staff. Maintenance technicians as well as custodians report to the Custodial and Maintenance Supervisor.

**Resident Advisors (RA)** work to establish a safe and accepting environment for his or her residential community by offering support, information, and opportunities for education and entertainment throughout the year.

Desk/Student Assistants are part-time student workers who help monitor the daily activities and operations of the desk services in the Tree Houses and Sparty’s game room.

**Student Assistants** are part-time student workers who work with maintenance, custodial, and the HRL Office.

**Contract Period and Housing Agreements**

All freshman under the age of 20 are required to live in campus housing for their first year. Questions regarding the policy should be directed to the Housing and Residential Life Office.

All applications and contracts must be accompanied by a $100 Advanced Room Payment (ARP) and a non-refundable $45 application fee. The University’s acceptance of the ARP does not constitute a guarantee of admission to the University, nor does it constitute an approval of an applicant’s application. A student must be admitted to the University before he or she receives a housing assignment. If the University approves the application, then the University will apply the ARP to the applicant’s bill.

Upon move-in you will be required to sign for a Campus Living Guide. Any student who enters into a housing contract with the University must accept the responsibilities binding them to the terms of the contract for a full academic year. Residents will fully understand the rules/regulations, rights/responsibilities and other housing policies/procedures and have agreed to them by their signatures.

The 2017-2018 Housing Contract is valid for the entire academic year (both fall and spring semesters). **Breaking your housing contract will result in a cancellation fee equal to 40% of the remaining value of your room rate.**

**Cancellations and Forfeitures**

If a student wishes to cancel housing prior to the contract start date, the student must put the request in writing and submit the request to Housing & Residential Life. E-mail notification can be sent to hr@uscupstate.edu. A written notification can also be sent to Housing and Residential Life, USC Upstate, 800 University Way, Spartanburg, SC 29303. The date of receipt will determine the student’s financial obligation. Cancellations are only accepted in writing. Cancellations will not be accepted via telephone. Other campus offices will not cancel your contract on your behalf.

Once the contract begins, if a student loses the right to live in University housing because of disciplinary action, failure to comply or breach of contract, no refund of housing, charges will be made for the current semester.

**Housing contracts are for the full academic year. As such, students are expected to reside in campus housing the full year.**

Housing contracts may be broken or semester charges pro-rated/cancelled with the following conditions:

- Documented medical emergency (with no prior condition) that requires university withdrawal
- December graduation (Documentation required)
- Documented mandatory withdrawal from an academic program

Note: Moving off campus before the 2017-2018 contract expires for any reasons other than the three mentioned will result in a cancellation fee equal to 40% of your room rate. Please note, any request to be let out of your contract requires approval of the Contract Release Committee.
Issues with a roommate is not considered an acceptable reason to break the housing contract. Students who wish to break their contract for any reason other than those documented above must make a request through the Contract Release Committee. The Contract Release Committee is comprised of the Director of HRL, Housing Operations Coordinator, one Residential Life staff member, and at least one non-Housing and Residential Life staff person.

Any student who is transferring to another institution, even within the USC system or is not returning to Upstate for the spring semester, must follow the process for contract release. Failure to follow this process does not prevent cancellation charges being applied to your account as stated in the terms and conditions of your housing application. Your academic advisor, coach or other university staff cannot make this request for you. Always check with the Housing and Residential Life office to make sure you are following the correct housing procedures.

The committee reviews all requests regarding the cancelling of the housing contract as well as requests to have cancellation fees reduced. Any student who is currently living in campus housing that will continue to remain enrolled at Upstate, but wishes to move off campus must apply to be released from their contract through this committee.

Until the committee makes a decision regarding a student’s contract, the student should not make any off-campus housing arrangements. Students who are approved to cancel their contract may be charged up to 40% of the remaining room balance.

Once a decision is made by the Contract Release Committee, a student has 30 days to appeal the decision.

Residents who have been granted a cancellation of their contract must have all of their personal belongings removed and be properly checked out of his/her fall assignment 24 hours after the last day of fall semester exams. Residents who fail to remove their personal belongings from their room/apartment will be billed a minimum $25 removal charge. Personal property will then be treated as abandoned property and therefore disposed of at that time.

Abandoned Properties - 30 Day for Appeal
Residents who fail to remove their personal belongings from their room will be charged $25/bagged items removed as well as $25/large item removed. Items will be held for 30 days after which they will be donated or disposed.

Student Withdrawal - Refunds
Students who withdraw from the university during either the fall or spring semesters, refunds of their housing charges will follow the refund schedule as outlined by the Bursar’s office. This schedule can be found at http://registrar.sc.edu/html/bannerApps/POTDates.aspx.

In order to remain in good standing with housing, a student must be enrolled in a minimum of 12 credit hours per semester. Those who fall below these requirements must submit a letter to the Director of HRL to explain their reasons for needing to fall below full-time status and schedule a follow-up meeting.

If a student falls below six hours within a semester and does not notify HRL he or she must move out of housing and their charges will be prorated.

General Information

Housing Assignments
Room assignments are made without regard to race, color, creed, religion, sexual orientation or disability. HRL uses the housing application information to pair students up with similar interests and hobbies.

Special considerations will be given to those who have special health needs. Student seeking accommodations related to a disability must contact the office of Disability Services. The Housing and Residential Life office makes assignments based off the recommendations of the Office of Disability Services assuming space permits the recommendation. Housing and Residential Life does not accept medical documentation or other verification of a disability. All documentation must go through the office of Disability Services.

Apartment/Room Changes
Residents shall not switch or move apartments/rooms without the written permission from HRL. Switching or moving to another suite/apartment/room without written permission will result in a $50 fine.

When changing an original assignment each individual must:
1. Contact the Assistant Director in your residential area about reasons for wanting to change.
2. Complete the Room Change Form from HRL.
3. After the change has been approved you will sign out the new key to your new assignment and then begin moving your belongings from the old assignment to the new assignment.
4. You will need to contact your old RA once all items are removed and your area is cleaned to complete

Note: Contract Release requests will be determined on a case-by-case basis in regards to the policies and procedures in this contract. It is HRL policy to withhold any monies to be refunded if a student has an outstanding balance on their account.
Single Rooms are assigned to residents based on
in the Villas, Palmetto House and Magnolia House.
A limited number of single rooms will be available
Single Rooms
contact all affected by a move, the office reserves
Although HRL will make every possible effort to
right to move residents from one unit to another.
In order to maximize housing space, HRL reserves
residents who change apartments/rooms. In most
cases, unless emergency, you will receive notification
HRL to make room assignments.
Vacant space must remain unoccupied at all times. If
by chance your roommate moves out, the bedroom
does not become exclusively yours. This includes,
but is not limited to keeping clothing and other
personal belongings in the room, beds being placed
together, and using the extra closet space.

Individuals who fail to keep the unoccupied space in
the room open, clean, and ready for a new resident
will be billed $50. If the problem is not rectified, the
responsible resident may face room change and/
or single room rate charges as well as disciplinary
action.

Consolidation
In order to maximize housing space, HRL reserves
the right to move residents from one unit to another
at any time deemed necessary by the Director.
Although HRL will make every possible effort to
contact all affected by a move, the office reserves
the right to fill any vacancy as deemed necessary
without prior knowledge of the residents.

Single Rooms
A limited number of single rooms will be available
in the Villas, Palmetto House and Magnolia House.
Single rooms are assigned to residents based on
the payment date of their Advance Room Payment
(ARP). You may contact HRL for further details
regarding this list. Single rooms are assigned based
on the number of semesters in housing, date of
submission of housing application, and full payment
of the Advanced Room Payment ($145).

Academically Ineligible Students
At the end of the fall semester, students who are
academically ineligible to return for the
spring semester must vacate their space. Any
student reinstated will continue under their current
housing contract. If their space has already been
reassigned, a new assignment will be made if available.

At the end of the spring semester, academically
ineligible students who have already been assigned
a space for the upcoming fall semester will be
withdrawn from housing.

After meeting requirements or being reinstated into
USC Upstate, the student must reapply for housing
and be placed at the end of any existing waiting
list. Anyone found living on campus who is not
currently enrolled at USC Upstate will be in breach
of the housing contract and will be given 24 hours
to vacate. They will be charged for the days the unit
was occupied and fined $50.

Holiday Breaks and Closing
Residents are permitted to remain in campus housing
during fall break, Thanksgiving break, Winter break,
and spring break. Residents are required to register
with the Housing and Residential Life office.

At the conclusion of each semester (fall, spring
and summer), residents who are not remaining in
campus housing must vacate 24 hours after their last
final. Graduating seniors must vacate by 5:00 p.m.
the day after graduation. The residence halls and
apartments officially close during the fall and spring
semesters at 5:00 p.m. the day of graduation. Any
students remaining in housing must be approved as
a “late leaver” and will be charged a late leaver fee
of $75 in addition to a per day rate equivalent to their
day room charge.

Students who are registered for winter break housing,
summer housing or must leave late because of a
school sponsored activity will not be charged a fee.

Keys/Cards
Keys are given to you at the time of check-in. You
are responsible for keeping these keys with you at
all times. All keys are property of USC Upstate, and
are not to be duplicated outside of the university
system. This is a violation of USC Upstate policy and
a breach of security.
Duplicate keys will not be accepted at checkout. In addition, your student ID must contain a resident sticker at all times. You will be given a new sticker at the beginning of each semester.

Students who are locked out of their rooms/apartments should go to the HRL office during business hours. After business hours, students should contact the RA on duty. Students must verify their identity with a photo ID or by other means before they will be given access to their room. Students are allowed three lockouts before being charged $25/lockout for every lockout after the 3 free lockouts.

Lost keys will result in a $75 lock change (the lock is changed for security purposes).

A lost key card results in a $25 replacement charge from HRL.

Keys/cards are not to be loaned to other students, especially to those individuals who are not residents.

Palmetto/Magnolia House residents are reminded that this includes, but is not limited to, letting someone use their I.D. card to gain access to a building, floor, and suite. Those who loan their keys or cards will face disciplinary action.

All residents are reminded not to bend, make holes in or mutilate their ID cards in any way. If their card ceases to work due to such damage the student will be expected to pay a $25 replacement card fee at the Public Safety and Parking Department.

HRL will work with Disability Services to provide reasonable accommodations to students who require specific housing accommodations. HRL meets requests through recommendations provided by Disability Services.

Visitation Hours and Overnight Guests

I. Policy
Visitation is defined as those times during which residents may have guests in their rooms, suites, or apartments, or in the public areas of residential floors. Specific visitation plans outline the maximum hours during which guests may visit. Within these plans, the shared concerns and wishes of roommates are of paramount importance and determine what visitation privileges are acceptable or unacceptable within a specific room. Visitation is a privilege that is subordinate to a resident’s right of privacy within her or his room. Residents may not exercise their visitation privileges if doing so interferes with the rights of the roommate or of other residents. Visitation is a privilege.

USC Upstate’s residence halls and apartments differentiates in their visitation hour plans. Each of the plans outlined below show when visitation is allowed in the residence halls and apartments under that plan.

A. Plan A (optional in spring & fall semester)
Visitation is restricted 24 hours/day, seven days/week. Residents request this option.

B. Plan B (mandatory each fall and spring)
Tree Houses:
• Magnolia House
• Palmetto House

1. Visitation is from 9 a.m. – 12 midnight each day on Mondays-Thursdays. Overnight visitation of the same gender is on the weekends from 9 a.m. Fridays - 12 midnight Sundays.

2. At the conclusion of the fall semester, each floor may vote to adjust the visitation plan if the majority of students favor such a change.

C. Plan C (option during spring semester)
Visitation will be from 9 am – 12 midnight each day on Monday-Thursdays; and overnight visitation on the weekends is from 9 am on Fridays until 12 midnight on Sundays. Guests who are not registered to stay overnight must leave by 2 a.m. on Friday and Saturday nights.

D. Plan D (fall & spring)
The Villas visitation in the apartments is 24 hours/7 days a week providing that all roommates have expressed permission.

II. Procedures for Visitors and Overnight Guests
A. Signing In Guests
A guest is defined as any person who is visiting another person that does not live in their place of assignment or residence (includes off campus students as well as on campus residents visiting another building). All guests must be signed in by the resident s/he is visiting at the front desk of the building s/he is visiting.

1. Staff members are available to assist residents in signing in their guests.

2. Tree Houses: Within the approved visitation hours, guests must be signed in at the entrance of each residence hall desk.
• Each guest and host must present a picture ID to the staff member working at the main entrance.
• All guest must have a photo ID.
• The staff member at the desk will enter the name of the guest in the sign-in log and will retain the ID.
• The guest ID will be returned when the host and guest sign out at the desk.
• A resident may register no more than two guests at a time.
• Hosts must escort guests at all times.
• Each suite will be allowed to have a maximum of four guests at one time.
3. The Villas: All guests must have expressed permission (by all roommates) to be present in a residents apartment. No official paperwork is expected to be completed for day guests; overnight guests should complete overnight guest forms in Housing office (see B).

**B. Overnight Visitation**
Prior to the guest’s arrival. The host must notify and get signed approval from his or her roommates to have a guest stay in the suite/apartment overnight prior to the guest’s arrival.
• Failure to gain ALL roommates’ signed approval prior to registering a guest will result in the guest being asked to leave and referral of the host for disciplinary action. In addition, a resident’s visitation privileges may be suspended.
• Guest may not exceed 48 hours consecutively staying overnight on campus. Also, guest may not stay more than two nights by changing hosts.
• Non-Resident Guests are prohibited from overnight visitation during the first and last two weeks of each semester in the Tree Houses. Guest may stay no longer than 2 consecutive nights. Also, guests may not stay more than 2 nights by changing hosts.

**C. Restrictions**
1. The hosting resident will be responsible for the conduct of his/her guest(s) at all times and must be present with the guest(s) at all times. Guests and hosts alike are responsible for knowing and abiding by all regulations and either or both may be subject to disciplinary action for violations.
2. Each suite/apartment should determine acceptable or unacceptable visitation privileges in their roommate agreement at the beginning of each semester.
3. Cohabitation is strictly prohibited within all three residential areas. This includes, but is not limited to a guest keeping clothing and other personal belongings in the room. Residents found in violation of cohabitation may be subject to removal from on campus housing.
4. Guests under the age of 16 are not permitted in the residential community without written permission of the Assistant Director for that particular area or without a parent/guardian present. **No one under the age of 16 is allowed to stay overnight in the residence hall.** Request must be received in writing 72 hours prior to the desired visitation dates. No baby sitting is allowed in the residence halls. Residents who are parents and have their children visiting the residence hall will need prior approval from their roommate and an Assistant Director of their community.
   a. Guests who are of the ages of 16-18 must: Have a parent or guardian to accompany them in the residence hall environment. This individual will provide their identification to represent themselves and this individual.

**The guest limit of 2 guests per person with a total of guests per suite is still in effect:**
Complete the “Underage Guest Form” which is found at the Housing and Residential Life office as well as each front desk.

5. Additional regulations may be implemented and residents will be advised of additions or changes.
6. Visitation privileges in no way alter other residence hall regulations, including quiet hours.
7. This policy is not intended for the safety and security of any residents, but is designed to address the privacy of roommates.
8. **If the guest is above the age of 16 and does NOT have a valid form of ID, they are not allowed in the residential area.**

**Parking**
All residents must register their vehicle with University Police and obtain a parking decal to be placed on their vehicle. Students are prohibited from having two kinds of parking decals at one time (i.e. commuter and residential decals). Vehicles not properly registered will be subject to booting at the expense of owner. Under no circumstances may a resident park or drive on the grass, park at building entrances or block traffic. Improper parking will result in a fine and possible towing of the vehicle. Automobiles, motorcycles, boats, trailers, etc. may not be stored on university property. Motorcycles must be registered with University Police and are subject to the same parking restrictions as any other vehicle.

**Parking Gates**
Parking gates are for the protection of all residents. Anyone tampering with or allowing a non-resident to bypass this security measures is putting everyone at risk. Anyone found doing so could face removal from housing and further disciplinary sanctions.

**Temporary Parking Permits:**
Temporary parking passes can be obtained through University Police. Enforcement of parking policies and permits are the responsibility of Public Safety. Students who are driving a vehicle that is different than the one they registered must have a temporary parking pass in order to avoid tickets.
Guest passes, good for overnight, can be arranged through the Housing & Residential Life office. Guests must park in designated guest parking.

Rules/Regulations
As a USC Upstate residential student you are expected to familiarize yourself with the HRL Rules/Regulations that are found in the Student Handbook and published online. These policies are subject to change and students will be notified via student email accounts and posted to the HRL website.

Violations of these rules and regulations are handled in the same manner as violations of the Student Code. This does not preclude from criminal and civil charges being filed as well. Sanctions listed are guidelines; other sanctions may be applied as deemed appropriate by the Director of HRL. Rules and regulations include, but are not limited to:

Assault and Battery: The assault of others be it verbally or physically will not be tolerated. This includes the communicating of threats verbally, in written form including electronically or gesture.

Listing of Possible Sanctions:
1st Offense: probation, housing removal
2nd Offense: housing removal

Grills (Permitted in Villas Only): A charcoal grill is the only acceptable grill to use in our residential community. Grilling is not permitted in the units or on patios or balconies. Grilling is only permitted 15 feet from your apartment building or at the covered pavilion located at The Landing. All grills must be registered through the HRL Office, and must be stored at The Landing, under the covered pavilion. All grills must be under lock and chain provided by the owner of the grill. Do not discard charcoal on the grounds. Charcoal should only be disposed of in the red metal trash can located near the covered pavilion at The Landing.

Listing of Possible Sanctions:
1st Offense: written reprimand, fire safety class
2nd Offense: loss of privilege, probation
3rd Offense: housing removal

Grounds and Shrubbery and Litter: Anyone found to be responsible for damaging the grounds or shrubbery or littering will be charged the replacement of the damaged item(s) and will have to perform community service. Note: littering the grounds with cans, bottles, bags, cigarettes butts, clothes etc. will not be tolerated. Entire buildings will be subject to a fine if littering and damages become an issue.

Listing of Possible Sanctions:
1st Offense: Restitution, written reprimand
2nd Offense: Restitution, community service,
3rd Offense: Restitution, probation, housing removal

Harassment/Bullying: Racial, sexual or any other form of harassment of any person and / or group is prohibited and will subject the offender to appropriate disciplinary action. Such conduct includes, but is not limited to action(s) or statement(s), including electronic that threaten or harm, intimidate a person or any other forms of unwanted contact.

Listing of Possible Sanctions:
1st Offense: probation, housing removal
2nd Offense: housing removal

Holiday Decorations: Live Christmas trees are strictly prohibited. Indoor/outdoor holiday decorations requiring electricity are to be UL approved and be removed prior to leaving for the winter break.

Listing of Possible Sanctions:
1st Offense: Warning,
2nd Offense: written reprimand, Community Service
3rd Offense: probation, restriction of privileges

Loitering Policy: Loitering is not permitted on university property. Loud and noisy crowds will be asked to quiet down and go inside their building or to leave university property. Non-residents will be asked to leave the property immediately.

Listing of Possible Sanctions:
1st Offense: warning,
2nd Offense: loss of guest privileges (if applicable)
3rd Offense: probation, housing removal

Noise Policy: Residents are expected to maintain reasonable volume levels. Students are expected to comply when a request is made by fellow residents or staff members regarding noise. If the volume is at disruptive level to other residents that individual will be asked to decrease or cease the volume. Upon the second offense, the resident will receive disciplinary action. Excessively loud music from vehicles will also not be tolerated. Disciplinary action will be taken if residents are found playing their car stereo excessively loud.

Listing of Possible Sanctions:
1st Offense: Warning
2nd Offense: written reprimand, community service
3rd Offense: restriction of privileges, probation

Quiet Hours Policies
Residents and their guests will observe quiet hours from 9:00 p.m. to 9:00 a.m., Sunday through Thursday, Friday and Saturday 11:00 p.m. to 9:00 a.m. inside and outside the living area. At all other times, residents will be considerate and respectful of the primary rights to study and sleep without undue interference. During quiet hours, the noise level is to be one that is conducive to study and sleep. During exam week, 24 hour quiet hours will be in effect.
Pets: Fish are the only pets permitted in the residence halls. Fish tanks may not exceed 20 gallons. Other pets found in units will result in an immediate $100 fine or $25 per person unless the guilty party comes forward. The residents must get rid of the pet immediately. If the pet is found on campus again, the fine increases to $200 and a more severe disciplinary action will be taken including the possible removal from housing. Stray animals are not to be fed.

Listing of Possible sanctions:
1st Offense: fine, probation
2nd Offense: fine, probation, housing removal

Possession or Use of Firearms or Dangerous Weapons, Fireworks, and Other Combustible Materials: The possession of any weapon such as a firearm (including paint and BB guns) knife, explosives and fireworks, or dangerous chemicals in residential areas is strictly prohibited. Any student found in violation of this policy will be subject to immediate disciplinary action/criminal prosecution and have his/her housing contract cancelled. Any student carrying a firearm is in violation of the University policy, and has committed a felony in the State of South Carolina. BB guns, paint-ball guns, bows and arrows and other weapons are prohibited.

Listing of Possible sanctions:
1st Offense: housing removal

Posting Policy: Any organization that wishes to have flyers posted in the residence halls should drop them off in the HRL Office between 8:30 a.m. and 5 p.m. after approval by Student Life. The flyers will be distributed for posting by the HRL staff. A max of 35 pieces will be allowed per event. Postings will be limited to 11x17 in size. Any unapproved posting will be removed and could result in loss of posting privilege in the residence halls and apartments. Only HRL can post flyers in the residential area.

Listing of Possible sanctions:
1st Offense: warning
2nd Offense: loss of posting privilege

Pranks: We encourage the residents to have fun and enjoy the community; however, we discourage pranks that can harm, damage, or cause injury to property or people. Again, damage caused by such pranks will be the sole responsibility of those involved.

Listing of Possible sanctions:
1st Offense: restitution, written reprimand, probation
2nd Offense: restitution, community service,

Third Offense: restitution, probation, housing removal

Prohibited Items:
The following items are not allowed in the residence halls due to the danger they can pose to resident safety: multi-plug outlets, extension cords, candles, incense, open flame devices, lava lamps, halogen lamps, oil lamps or lamps with plastic shades. In addition, students in either the Palmetto/Magnolia House are not permitted to have items that use hot coils (George Foreman Grills, coffee makers, hot plates, etc.)

Listing of Possible sanctions:
1st Offense: written reprimand, fine
2nd Offense: probation, fine
3rd Offense: possible removal from housing

Soliciting: Solicitation for businesses, events, and/or individuals for commercial, promotional, or personal gain, is not permitted in University housing except when sponsored by HRL, another University department, or a registered student organization. If a person is found to be soliciting in the residence halls and apartments, please report the person’s name and company to HRL staff immediately.

Listing of Possible sanctions:
1st Offense: warning
2nd Offense: written reprimand, community service
3rd Offense: probation, restriction of privileges

Tapestries and flags: Tapestries, flags or other fabrics are not to be draped over any lighting fixture.

Listing of Possible sanctions:
1st Offense: warning, probation
2nd Offense: housing removal

Throwing and Kicking of Objects: Objects cannot be thrown, kicked, and/or dropped from or towards windows, balconies, roofs or vehicles. Any type of sport that involves throwing, kicking or hitting objects is not allowed in the buildings, parking lots, and/or surrounding areas. This includes, but is not limited to footballs, soccer balls, golf balls, baseballs, softballs, water balloons, ice, paint balls, eggs, and any object that may cause damage. Restricted areas include near cars, inside and near buildings, and areas that have the potential to cause damage.

Listing of Possible sanctions:
1st Offense: written reprimand, probation
2nd Offense: community service, probation
3rd Offense: possible housing removal

Threatening Phone Calls: Threatening or prank phone calls are not permitted. On campus phone calls can be traced. Note: HRL will not give out student phone numbers.

Listing of Possible sanctions:
1st Offense: community service, probation, 2nd Offense: community service, housing removal 3rd Offense: housing removal

Trash: All trash bags must be disposed of in the dumpster/trash rooms immediately after it is removed from the suite/apartment. Residents will be charged $10 per bag for trash bags found outside of the suite/apartment. Also, the bags will still have to be disposed of properly by the residents. Failure to dispose of the trash bags will result in disciplinary action. Residents of Palmetto/Magnolia House should use bags no larger than 10 gallons.

Listing of Possible Sanctions:
1st Offense: fine, warning 2nd Offense: fine, written reprimand, 3rd Offense: fine, Probation

Water fights: Due to lack of clean up and abuse, damage of property, and overall complaints, water fights of any kind are not permitted. HRL will not assume any cost for damages to property relating to water or other pranks. Water guns of any size or description are not permitted.

Listing of Possible Sanctions:
1st Offense: restitution, written reprimand 2nd Offense: restitution, community service 3rd Offense: restitution, probation, housing removal

Windows and Balconies:
Window screens (if equipped) may not be removed or altered in any way. Banners (except those approved by HRL), flags, clothes, etc. are not to be hung out of windows and/or balconies. Furthermore, residents may not use the railings of balconies or the windows as places to sit. To do so can result in serious injury, including death. No articles may be thrown or hung from windows. Students who place items in windows that the University determines to be offensive and/or obscene will be asked to remove the items immediately and may be subject to disciplinary action. Foil is not permitted in room windows.

Listing of Possible Sanctions:
1st Offense: written reprimand, probation 2nd Offense: probation, housing removal 3rd Offense: housing removal

Use of Bicycles, Roller Blades, Skates, and Skateboards: Bicycles are not permitted in pedestrian areas, heavy traffic areas or construction areas of university property. Roller blades, skates and/or skateboards are not permitted on university property. Using these items will result in disciplinary action by University Police. Storage of bicycles in public areas of the Palmetto/Magnolia House such as hallways, lobbies, stairwells, etc. is not permitted.

Listing of Possible Sanctions:
1st Offense: warning 2nd Offense: written reprimand, community service 3rd Offense: probation, restriction of privileges

Resolution of Alleged Infractions
A. Informal Administrative Hearing
Upon receiving an alleged violation of the Campus Living Rules of Conduct, the director of HRL or designee will investigate the report. The Director of HRL or Assistant Director of that residential area will conduct an initial interview with the accused. The rights and prerogatives of the accused will be explained at that time. It is at this time the student can resolve the matter through admission of responsibility, or request a hearing in the appropriate council. The Honor Council (see page 137 for details) is given the charge to handle alleged academic honor code or student behavior code violations. The Residential Hall Honor Council (see below for composition and procedures) is given the charge to handle alleged residential life code violations that are considered to be first-time violations and non-suspendable. Students with alleged residential life code violations may choose between which council will hear their case. The Honor Councils do not have the role to examine severity of sanction appeals from the decisions of the HRL staff member; those concerns will be forwarded to the appropriate appeals process.

Should further action be necessary, the charged student will receive written notification of a hearing before the designated Council within a reasonable period of time.

The charge letter will include a statement of the charges and the time and place of the hearing.

If the accused accepts responsibility in writing prior to appearing before a council hearing, a sanction determined by the director or appropriate assistant director will be imposed. If a student fails to respond to a charge letter within the time specified in a email to their student account, he or she forfeits his or her rights and may have a sanction imposed by the director. A hearing may be conducted in the absence of an accused student if the student fails to appear for a scheduled hearing or if a student fails to respond to multiple meeting requests.

All disciplinary cases will be handled on a case-by-case basis within the confines of the policies and procedures set by USC Upstate and HRL. Additional
policies and procedures may be introduced at any time deemed necessary.

**B. Residence Hall Honor Council Procedures**

During a Residence Hall Honor Council (RHHC) hearing, the Resident Chair will bring the hearing to order and present the violations brought against the alleged resident. The resident has the right to attend the hearing, at a designated time, to respond to any evidence, and to present witnesses and evidence. If the alleged resident fails to attend then the hearing will be conducted in his or her absence.

RHHC members and the resident shall be free to ask questions during the hearing. Following the presentation and hearing of all information pertaining to a particular violation, the RHHC shall deliberate without the alleged resident being present. The RHHC shall also determine the sanction that will be imposed as outlined in the Code of Student Conduct if the resident is found responsible.

The Vice Chancellor for Student Affairs/Dean of Students' office will maintain all records of violations of the Code of Student Conduct confidentially for a period of six calendar years from the date of the hearing. Appropriate University officials may be notified of actions taken by the RHHC on the basis of their need to know. The focus of inquiry in disciplinary proceedings shall be the responsibility of the accused party. The Resident Chair shall exercise active control over the hearing in order to elicit relevant information, avoid needless consumption of time, and to prevent harassment or intimidation of witnesses. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to the alleged resident or University is shown to have resulted.

**Residence Hall Honor Council Composition**

The RHHC consists of five students, one of whom is the Resident Chair. Participants for each court are selected by the Advisor of the RHHC from a pool of residents. The pool consists of residents from all areas of housing who were nominated or volunteered to be members of the RHHC. Members were chosen on the basis of an application and interview process. Residents serving on the RHHC must live on campus, be in good behavioral standing at the University, and have at least a 2.5 GPA. The exception to the GPA requirement is if the resident is a first semester first-year student. Members of the RHHC are selected each fall to serve during the current fall and following spring semester. The Advisor of the RHHC acts as a non-voting administrator of the council, and appoints a Resident Chair to serve as chairperson for each council hearing, and selects members from the pool to serve at a particular council hearing. All matters involving an alleged violation of the Code of Student Conduct or a policy violation in the residence halls shall subject the resident to the jurisdiction of the campus judicial system.

**Student Safety and Fire Prevention**

**After Hours and Emergency Procedures**

Monday through Friday between the hours of 5:00 p.m. and 8:30 a.m., and all day on the weekends, the following procedures should be followed for after-hours problems and emergencies:

- RA’s on duty are posted in 1st floor lobby of the Palmetto/Magnolia House and outside the HRL office
- The RA is called upon for noise, maintenance problems, roommate complaints, lockouts and any other housing related issues
- The University Police are called for any criminal activities, such as illegal, underage drinking, theft, assault and battery, vandalism of personal property, domestic violence, trespassing, etc. They can be reached by calling ext. 7777 (non-emergency) or 911.

**Student Responsibilities**

It is important to become familiar with your surroundings. The North Spartanburg Fire Department and University Police would like you to review the following safety tips to assist you in preparing for a fire.

- Plan ahead
- Have a flashlight with you
- Read the fire evacuation plan carefully. If one is not posted in your room, request one from the HRL
- Count the number of doors between your room and the exits. This will assist you in case of an emergency evacuation
- Locate the fire alarms on your floor

If a student fails to vacate their area in a sufficient time as deemed by the fire department, he or she will be required to attend a fire safety course.

**Life Safety Tips**

- If the fire is in your room, get out quickly. Close the door, sound the alarm and notify University Police.
- Always use a stairwell, never an elevator. The elevator could stop at the floor of the fire
- If the fire is not in your room, leave it if it is safe to do so. Be sure to take your room key with you in case fire blocks your escape and you need to re-enter your room
- To check the hallway for fire, touch the door with the back of your hand to test the temperature. If the door is cool, get low to the floor, brace your shoulder against the door and open it slowly. Be ready to close it quickly if there are flames on the other side. Crawl low in the smoke to the nearest exit; the freshest air is near the floor
• If your room door is hot, do not open it. Instead, seal the door with wet towels or sheets. Turn off fans and air conditioners. Call the University Police to give your location
• Signal from your window

Missing Student Policy
Students residing in campus housing, (Magnolia House, Palmetto House and the Palmetto Villas) may identify and register a contact person(s) with the HRL Office to notify if the resident student is determined to be missing. If a student is under 18 years of age, is not an emancipated individual and is determined to be missing, USC Upstate must notify the contact as well as a custodial parent or guardian within 24 hours. To register missing student notification information, contact the HRL Office or prior to move-in. Missing persons should be reported to the USC Upstate Department of Public Safety, Vice Chancellor for Student Affairs/Dean of Students or the Director of HRL.

Fire Training and Prevention
It is incumbent upon the staff of Housing and Residential Life to provide as safe of an environment as possible for the students in their stay at USC Upstate. Thus, the following tasks will be performed each year and documented by Housing and Residential Life staff and/or University Police.
• Fire safety education is provided for all residential students by Housing and Residential Life
• Fire extinguisher training is presented to all RA’s by University Police and North Spartanburg Department
• At least two fire drills are conducted each semester
• Smoke detectors are placed in each bedroom within campus student housing and common living space of each dorm room
• Smoke detectors and fire extinguishers are inspected by housing staff three times a semester
• Fire escape routes and information are posted on the back of each bedroom and exit door
• The Director of HRL and Chief of Police will reassess all procedures, updating as necessary and appropriate

Residence Hall Fire Procedures
In the event of a fire, sound the fire alarm immediately. Call 911. Provide important details including possible breaks in gas or electrical lines or other special hazards. Notify University Police at 7777 or 911 from a campus phone. Evacuate the building according to the following procedures and escape plan:
• Everyone should walk out of the designated exit in a quiet orderly manner. RA’s will check their respective halls and be the last individual to leave
• Do not close windows
• No one should enter the building when the alarm sounds.
• Students, staff and visitors will evacuate to the Palmetto House parking lot
University Police will designate alternate sites if the need arises. Everyone must remain out of any driveway or other hard surfaced area close to the building. University Police will be designated to meet the first responder with a master key.
Access roads will be kept open for emergency vehicles. University Police will have a designated individual or group of individuals to ensure that all access roads are open. Students and staff members will be allowed to return to the building at the direction of the head housing officer at the scene, and only upon the recommendation of the Fire Department and University Police Department. The University Fire Marshal will designate evacuation routes for all buildings. Each building will have an alternate evacuation route. All media inquiries should be forwarded to the University Communications Director at 503-5210.

Fire Drills
In order to insure fire equipment is working properly and that residents are aware of evacuation procedures, at least two fire drills will be held a semester. All residents are required to vacate their building upon hearing the fire alarm and proceed to the Hodge Drive parking lot. Those who refuse will be mandated to complete a fire safety class and receive disciplinary action. HRL staff will walk through the building to make sure all residents and guests have vacated. Escape routes are posted in your apartment.

Fire in Villas
If the fire is in your room, get out quickly. Close the door, sound the alarm by yelling “FIRE,” knock on other doors as you exit and notify the Police. If the fire is not in your room, leave if it is safe to do so. Be sure to take your room key with you in case fire blocks your escape and you need to re-enter your room.
To check for fire, touch the door with the back of your hand to test the temperature. If the door is cool, get low to the floor, brace your shoulder against the door and open it slowly. Be ready to close it quickly if there are flames on the other side. Crawl low in the smoke to the nearest exit; the freshest air is near the floor. If your room door is hot, do not open it. Instead, seal the door with wet towels or sheets. Turn off fans and air conditioners if possible. Call University Police 503-7777 or 911 to give your location. Signal from your window. Make note of the address for your apartment listed on the back of your front door. Your physical address is not the same as your mailing address.
Misuse of Fire Prevention and Control Equipment
It is unlawful for any person to tamper with, misuse, or destroy any fire prevention and control equipment including, but not limited to, smoke detectors on the ceilings and walls of each apartment unit, fire alarm stations, evacuation notices, fire drill procedures, or fire extinguishers. Note: there is a $10 fine per resident in the suite/apartment for each smoke detector found tampered with or disconnected.
If the battery dies in your smoke detector, contact your RA immediately. Residents are responsible for notifying HRL if smoke detectors are not operating properly. Any resident alleged to have committed an act of improper use or abuse of fire prevention and control equipment will be subject to disciplinary action up to and including loss of housing privileges and/or criminal prosecution.

Severe Weather Information
The campus police department monitors weather for the campus community and takes responsibility for keeping the campus community informed of possible weather events.
The terms “watch” and “warning” are frequently used with weather conditions or events. A thunderstorm or tornado watch means that conditions are favorable for such an event. A warning, which is more serious than a watch, means that the weather event is imminent and you should take immediate action.

Tornado Warning
In event of a tornado warning, students may need to find a shelter. Students will receive text messages and emails from the University to warn them of a tornado warning as well as for the “all clear” notice.

In the Tree Houses: Vacate your suite. Remain in the hallway, seated with back against the wall protecting head and neck as appropriate with pillows or other items, until your RA tells you that it’s okay to return to your room. If possible, go to the first floor hallway. Should it be deemed necessary to follow the above protocol, HRL staff will give the ok for the students to return to their suites under public safety’s direction.

In The Villas: Please go to the back bedroom’s bathroom and close door. Use pillows, blankets or even your mattress to protect yourself from flying debris. Remain there until it is safe to venture out.

Facilities Management
Entrance ways, stairwells and breezeways must be free from any obstacles that would hinder the normal traffic patterns. Bikes, motorcycles, and indoor furniture such as large chairs are not permitted on the porches or balconies. Care should be taken to keep the furniture, carpet, and appliances in original and working condition.

All suite/apartment furniture must remain in the designated suite/apartment.
Furniture left outside unattended can be removed and resident(s) will have to pay replacement charges. Residents may not move, substitute, or exchange items within the units.
Please respect your suite/ roommates’ space. Each resident is responsible for the keeping of his or her suite/apartment in a clean and sanitary condition at all times. Each resident is responsible for seeing that the lobbies, hallways, buildings, grounds, and surrounded areas are kept in a clean and sanitary condition by depositing all trash in proper receptacles and dumpsters provided by the University.

Decorating your suite/apartment can immensely add to the comfort of your apartment and make it more homelike. However, there are precautions that must be followed to prevent damage or potential safety hazards. USC Upstate encourages residents to express their individuality in decorating, but please follow these guidelines to ensure the preservation of units and safety of not only your suite/roommates, but others who live around you:
• Residents shall not paint, wallpaper, or redecorate any of the furniture provided by the University
• Do not disassemble or remove any University furniture from the building, suite or apartment
• Light fixtures/wiring cannot be changed or modified
• Residents may not use sticky tape or command strips to hang or display items on walls, doors, or ceilings in the units.
• Ordinary stick pins work well on posters and framed photos alike
• String lights are not allowed

Furnishings for each resident within the units:
In the Villas, these furnishings include a bed, two sets of dressers, a desk, book shelf, chair, and shelf unit within the closet; kitchen equipped with major appliances such as refrigerator, oven, and stove; window blinds in living and bed rooms; and two sofas. All apartments are equipped with smoke detectors and fire extinguishers.
In the Palmetto/Magnolia House furnishings include a bed, two sets of dressers, a desk, book shelf, chair and wardrobe; the living room will have a micro-fridge unit, an upholstered chair and sofa (or love seat). USC Upstate supplies each suite with a cable and TV outlet, and Internet connections.

Maintenance Requests
Residents should submit a Residential Maintenance Request form online at the HRL webpage at http://webapp.uscupsate.edu/mainreg/request.aspx to notify the HRL staff of any maintenance concerns.
Residents cannot make repairs to any part of the units. The HRL staff reserves the right to enter any unit to make necessary repairs. Work orders must be completed by the resident in order to have proper documentation for maintenance staff.

For emergency maintenance requests call the office at ext. 5422 during business hours. After hours, contact the RA on duty in your designated area. Emergency maintenance requests include:
- Water leaks
- Toilet stoppages and/or toilet overflows
- Air conditioners if the temp is 80 degrees or above
- Heaters if the outside temperature is below 60 degrees
- No hot water

Any damage or misuse by residents or guests to the building/suite/apartments or to the common areas (lobbies, hallways, laundry room, game room, and volleyball and basketball court, etc.) necessitating repairs will be charged to the resident and will be required to be paid within the HRL Office within one week of the damage assessment. If no one assumes the responsibility for the damage, a prorated charge will be assessed. All students within the area of damage or destruction will share in the cost of repair. The charge will be posted on the resident’s student account. Once damage fees are assessed, residents have 30 days to appeal the charge. This includes changes that come at the conclusion of the academic year or when a resident vacates their space (in the event of an early departure or room change).

The HRL retains a key to each apartment. Suites/apartments may be entered for scheduled or requested maintenance checks, inspections, filter changes and extermination. HRL reserves the right to make inspections at any time.

The units are sprayed on a regular basis to control pests. Residents can help this effort by keeping their rooms and suites/apartments clean and keeping all food stored properly. Submit a Residential Maintenance Request form online at the HRL webpage if you have a problem with pests.

Health and Safety Inspections
The HRL will conduct health and safety inspections of suite/ apartment units four times a semester and as deemed necessary to ensure health and safety guidelines are being maintained. If during routine maintenance checks, a unit is found significantly below health and safety standards, the residents will be given 24 hours to correct and clean up the apartment. The RA will specifically cite problems that need to be corrected to avoid fines.

Charges will be made for damages to, unauthorized use of or alterations to any assigned space, furniture, equipment, and/or for special cleaning necessitated by student negligence. Suitemates/Roommates are jointly responsible for the care of common areas, furniture and/ or equipment. Space must be able to pass fire code at all times.

You are reminded of the primary right to live in a clean environment. Residents who have hygiene issues will receive a written warning regarding the issue. Continued problems may result in pest control charges, charges related to damage of unit, and/or loss of housing.

Room Entry Policy
All efforts are made to reduce the frequency that staff of Housing and Residential Life must enter into a student’s living space. For routine maintenance (such as pest control, air filter changes, monthly health safety inspections, etc), the office of Housing & Residential Life will provide at least 48 hours notice. Notices will be e-mailed to your Upstate email account and posted on your RA’s door.

There are some circumstances that can occur where notice will not be given to you:
- Emergency repairs to protect the facility and/or health and safety of residents
- Behavioral concerns of a student may constitute a violation of college policies and/or pose a risk to the health and safety of a student
- Work order was submitted to Housing and Residential Life requesting that specific work be completed in a suite or apartment

The following guidelines are used by all staff in Housing and Residential Life in regards to room entry:
- Authorizing college personnel will not enter a student room without first knocking and identifying one’s self
- If assigned occupants are not present, a pass key may be used to gain entry. If assigned occupants refuse entry, the staff member may ask for additional staff support and/or depending on circumstances may contact campus police for additional help
- Whether the occupants are home or not, staff will announce they have entered the space
- Whenever possible, the purpose of the entry will be stated to the occupants of the room
- Staff are not authorized to enter a student’s room upon the request of another student
- Rooms are routinely entered during the vacation periods for safety and security reasons (i.e. check thermostat, perform routine or preventative maintenance, etc.)

Insurance and Liability
USC Upstate does not assume any responsibility for the loss, damage or theft of any personal property or
damages resulting from negligence of any residents, accidents, acts of nature and/or equipment failure.

Residents wishing to protect themselves from the possibility of such losses should cover their belongings with insurance. Contact your local or hometown insurance agent to obtain renters insurance. In some cases dependents may find coverage under their parents existing homeowner’s policy.

All residents are encouraged to check their homeowner’s policy to make sure their belongings are properly insured while living on campus.

This includes water leaks in the suite/apartment. USC Upstate assumes no liability for damage or loss of personal property. The easiest way to avoid loss of your belongings is to keep your suite/apartment locked whenever you are not there and valuables securely put away. Again, USC Upstate does not assume responsibility for damages caused by leaks or appliance failure.

Power Bills
HRL will pay the power bill for the Villas up to $90 a month. Any amount over the allotted $90 dollars will be the responsibility of the residents.

Blackboard
This is an online course delivery system where your instructors may post announcements, course syllabi, assignments or other information. Essentially, it is a mobile classroom that is accessible anywhere you have an internet connection, so you can take full advantage of your education even if you are not on campus. Blackboard can be accessed via Web browser at http://blackboard.sc.edu or from the Current Students location on the USC Upstate website. Specific browser compatibility information is provided on the Blackboard log-in page. After logging in successfully, you will see links to your classes listed under My Courses. This landing page can be customized by clicking the Add Module button on the screen and selecting from the available options. Blackboard requires a username and password provided by USC Columbia. You can change your Blackboard password by visiting https://my.sc.eduapps/id/index. Password changes on Blackboard do not affect other USC Upstate systems. Students with questions or problems accessing Blackboard should contact the Help Desk at 503-5257 or helpdesk@uscupstate.edu to request assistance. More Blackboard information is available by visiting the USC Upstate web page at www.uscupstate.edu/its and following the Blackboard for Students link in the tutorial section at the bottom of the page.

Bookstore
The Bookstore is located in the Health Education Complex, on the main floor. The store carries a full line of textbooks, supplementary materials and supplies, clothing, and novelty items. Hours of operation are Monday through Thursday 8:00 a.m. to 6:00 p.m.; and Friday 8:00 a.m. to 5:00 p.m. Phone: 503-5167 Fax: 503-5439 or www.upstatebookstore.com

Rent Your Books:
The bookstore now offers a rental option for select titles. Please see store for details.

Book Return Policy
If you drop or change a course, the texts may be returned under certain conditions and time frames stated below:
• Register receipt MUST accompany returns.
• New books must be in absolutely new condition free of all markings, i.e., pencil, pen, highlighter, etc.
• We are the sole judges in determining whether books returned are in new or used condition. See Bookstore website for complete refund/exchange policy: www.upstatebookstore.com

How Textbooks Are Selected
The faculty submit book requirements to the Bookstore, indicating author, title, edition, etc. The Bookstore then proceeds to order the books, after taking into account the sales history of each title, estimated number of students, etc.

Sell Your Books For Cash Anytime
The Bookstore will buy back used books provided they are your own books; they will be used again; they are needed because of a depleted inventory; and they are in good condition for resale. Any textbook in edition, whether being used on this campus or not, will probably have some wholesale value. The Bookstore represents a wholesaler and will buy your books for them at their offering price.

Campus Recreation and Wellness Center
The Wellness Center is located within a 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.

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

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. A ropes course is also provided and located at the Valley Falls Road 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 concerning the facility, programs, etc., please visit us for more information at www.uscupstate.edu/wellness.

**Student Employment**

Students interested in working at the Wellness Center should browse MySpartanJob.com for various employment opportunities available each semester. Different positions available throughout the facility include lifeguards, weight room attendants, facility supervisors and facility attendants. Student sports officials are also hired 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.

**Career Services**

Please see Student Success Center

**Carolina Card**

I.D. Cards used to make purchases on campus

You can now put money on your I.D. card to pay for goods and services on campus. Simply login to V.I.P. and look under the financial tab. Click on Carolina-Card options and add money to your account using a credit card.

Visit [http://carolinacard.sc.edu/](http://carolinacard.sc.edu/) for more information. CarolinaCard is currently accepted in the Bookstore, Dining Service locations, Information Technology, Library, and select vending machines on campus.

**Computer Labs**

USC Upstate maintains more than 20 computer labs with nearly 600 computers across campus. These labs are maintained with up-to-date, industry standard hardware and software. The labs range from instruction-only labs in academic departments to open labs for general student access. To view a full listing of all on-campus labs including location, hours of operation, software availability, and level of assistance provided, please visit www.uscupstate.edu/lts. For information on anywhere, anytime access from your own device to our computer lab software, please see the information on SpartanGreenSky.

**Counseling Services**

Counseling Services offers individual, couples and group counseling, psychiatric support, crisis intervention, therapeutic assessment ($150 fee), educational programs and outreach services, consultation for faculty, staff and families, and administers the MAT. Counseling services are unlimited and free of charge to currently enrolled USC Upstate students. Counseling Services are offered at both the Spartanburg and Greenville campuses.

Counseling Services is located in the Sansbury Campus Life Center, Suite 224 and open from 8:30 a.m. to 5:00 p.m., Monday through Friday. Please contact us at (864) 503-5195 for Greenville hours.

**After Hour Emergencies**

If an emergency occurs when the center is closed, please contact one of the following resources:

- USC Upstate, University Police, (864) 503-7777.
- Carolina Center for Behavioral Health
  - (864) 235-2335
- Spartanburg Regional Emergency
  - Department, 560-6000 (select option 1)
- SAFE Harbor, Greenville, SC - Rape Crisis
  - Coalition 1-800-273-5066 or (864) 583-980

**Dean of Students**

The Vice Chancellor for Student Affairs/Dean of Students office is responsible for oversight of the judicial system and the Code of Student Behavior. This office also assists students in crisis who may need to notify faculty regarding extended illness or family crisis. Contact this office at 503-5107.
Digital Media Lab
The Digital Media Lab (DML), located in Room 117 on the first floor of the John C. Stockwell Administration Building, provides a full range of professional quality digital design and production capabilities. The DML has PC workstations dedicated to video-editing, audio recording and editing, and digital photo manipulation. An audio recording suite, located inside the Digital Media Lab, is available for voice over recording. Scanners are also available in the DML for document and photo scanning.

The Digital Media Lab is open from 8:30am to 5:00pm, Monday through Friday. The lab is open-access in nature and is primarily intended for self-directed, hands-on use. Workstations are available on a first-come-first-serve basis, but may be reserved for two-hour sessions by calling 864-503-5153.

Spartan Dining
Located on the first floor of the CLC. Valid I.D. cards are required for entrance into the CLC dining facility and I.D. cards are non-transferable between students.

Resident Meal Plans
USC Upstate dining programs are designed to fit the lifestyles of the USC Upstate student. Our Campus Life Center Dining Hall offers a variety of different menu options in an all-you-care-to-eat format. The Smith Building Food Court features restaurants such as Subconnection, Jazzman’s Café, and Wholly Habaneros. The Health Education Complex features quesadillas, flatbread pizzas, grab & go sandwiches and 100% fruit smoothies from Sandella’s flatbread cafe, Simply to Go and FUEL.

In order to meet your campus dining needs, we have designed the following meal plans for the 2017-2018 academic year. If you have any questions regarding these plans, please contact the Campus Dining office at (864) 503-5900. Prices are subject to change.

• The Ultimate - $1,565 per semester
Offers unlimited meals; participants can enter the Campus Life Dining Hall as many times a day as they want, even just to get a snack. This plan includes $200 in Spartan Bonus Bucks for food purchases at other on-campus locations.

• The Freedom - $1,307 per semester
Participants may choose from breakfast, lunch or dinner and enjoy up to three meals per day for a total of nine meals per week in the CLC Dining Hall. The Freedom plan includes $250 in Spartan Bonus Bucks. This plan accommodates those students who want the flexibility of an on-campus meal plan and greater, convenient access to on-campus restaurants. (available only to students in the Villas Apartments).

• The Villa Alternate Plan - $1,307 per semester
This plan is an alternative option for residents in the Palmetto Villa Apartments giving them more flexibility in their on-campus dining experience. It includes 5 meals a week in the CLC Dining Hall and $350 in Spartan Bonus Bucks to use at any on-campus restaurant. (available only to Palmetto Villa Apartment residents)

Dining Guidelines
• All students living in the Palmetto or Magnolia House will automatically be assigned to The Ultimate Meal Plan. Students who will be living in the Villas Apartments will be automatically assigned to the The Freedom Plan but may upgrade to The Ultimate Plan (extra charges apply) or change to The Villa Alternate Plan. If you choose to change your meal plan selection, students must do so online at my.sc.edu by August 26, 2017.
• All USC Upstate students are eligible to purchase a meal plan. There are many options available; please see the information for the different Commuter options. To purchase a Commuter Meal plan, please visit the Carolina Card Self Service Site.
• All meals in the Campus Life Center Dining Hall are served all-you-care-to-eat. Therefore, this dining hall does not allow take out. Students may not remove food, dishes or utensils from the dining area.
• Meal plans are based on a seven day week that begins on Friday and ends on Thursday. Note that unused meals do not carry over from week to week.
• Most meal plans include Spartan Bonus Bucks or Spartan Points. Both are for food purchases only and can be used at any USC Upstate Dining location
• Meal Plans are exclusively for the student owner. Students may not trade meals from one student to another student. The use of another student’s meal plan for food purchases is strictly prohibited.

Inclement Weather: If the University is closed due to weather or facilities issues, dining services will make all attempts possible to open for limited lunch and dinner on those days. We will open from 11:30 a.m. to 1:00 p.m. for lunch and 4:30 p.m. to 5:30 p.m. for dinner. Please understand we will be working in very difficult conditions to serve you.

Commuter Meal Plans
Are you living in Campus Edge, College Point or Campus Core? Not sure if you need a meal plan? Having a campus dining meal plan allows you to customize your meal purchases based on your schedule; whether it’s a full meal in our CLC Dining Hall, a freshly made to order sub sandwich at
SubConnection or a jolt of espresso from Jazzman’s Cafe on your way to that 8:00 a.m. class.

**The Benefits for a Commuter Meal Plan include:**
- Easy to budget, track and add funds
- Parent’s Peace of Mind
- Carry only one card … your Carolina Card
- Meal plan participants receive an automatic 8% sales tax discount on all food purchases

**Plan Options**
- **The Freedom - $1,307 per semester**
  Participants may choose from breakfast, lunch or dinner and enjoy up to three meals per day for a total of 9 meals per week in the Campus Life Center Dining Hall. The Freedom plan includes $250 in Spartan Bonus Bucks. This plan accommodates those students who want the flexibility of an on-campus meal plan with greater access to on-campus restaurants.

- **The Spartan 25 Block - $155 per semester or per purchase**
  Participants may choose from breakfast, lunch or dinner and enjoy 25 meals per purchase of this plan. This plan includes 25 meals for use in the CLC Dining Hall.

- **The Spartan 400 - $400 per purchase**
  It offers the greatest flexibility for meal choices and selections. When purchasing this plan Campus Dining will deposit an additional $50.00 in to their Spartan Points account - giving the student a total purchasing value of $450.00. Students may purchase food from any on-location in any amount; whether it's a full meal in the CLC Dining Hall, sandwich combo at the Smith Food Court or a smoothie after working out.

- **The Spartan 200 - $200 per purchase**
  Recommended for students who are very light eaters. Who generally skip breakfast, occasionally misses lunch and is away from campus at nights and on the weekends. With the purchase of this plan Campus Dining will deposit an additional $20.00 into their Spartan Points account for a total purchasing value of $220.00!

- **Spartan 55**
  This is a $55.00 Spartan Points account that is automatically assigned to all non-residential (commuter) students for food purchases at any on-campus dining location.

**On – Campus Restaurants**

**Jazzman’s Café – Located in the Smith building**

Food Court, Jazzman’s offers smooth coffee, freshly baked pastries, hot cappuccino and lattes, smoothies and frozen lattes, panini sandwiches, hot breakfast sandwiches, cereal and bagels.

**SubConnection – Located in the Smith Building**

Food Court, SubConnection offers freshly made sub sandwiches and wraps, pre-packaged salads, sandwiches, side dishes and desserts.

**Wholly Habaneros – Located in the Smith Building**

Food Court, Wholly Habaneros offers freshly made rice bowls, quesadillas, burritos, tacos, and nachos with all of your favorite toppings.

**Sandella’s Flatbread Cafe – Located in the HEC, Sandella’s has unique flatbread sandwiches, wraps, quesadillas and paninis, combined with our Simply-To-Go options for a perfect location.**

**Fuel - Located across from the gym in the Health Education Complex, Fuel offers refreshing fruit smoothies, as well as protein and energy shakes.**

**Disability Services**

Disability Services at USC Upstate works to ensure that campus facilities, curricula services and resources are accessible to all students on campus. In accordance with the Americans with Disabilities Act, Section 504 guidelines and the university’s commitment to diversity and equality, the office provides access based on individual and community-wide needs.

Individuals who are supported through the Office of Disability Services include those with documented disabilities that significantly impact one or more life functions.

These include learning disabilities, auditory processing disorders, autism spectrum disorders (ASD), physical disabilities, psychological impairments, and many other types of disabilities.

**Examples of accommodations include:**
- Extended Testing Time
- Reduced Distraction Testing Environment
- Books and documents in alternative format
- Priority Registration
Students have a 25 GB mailbox and 1 TB of online storage space available in Microsoft Office 365. Access to email is accomplished via the web using a standard web browser. Student email can be easily accessed from the Current Students location on the USC Upstate website by clicking on the email icon. Instructions to setup email on your devices (Apple, Android, Blackberry) can be found at http://www.uscupstate.edu/its.

Students have a 25 GB mailbox and 1 TB of online storage space that can be used to store files, collaborate with team members on projects, and submit class assignments. Students are required to use virus protection software on their own computers for additional security. This software is provided by the University to faculty, staff, and students. Detailed information on student user accounts and email access is available at www.uscupstate.edu/O365. For additional support, contact the Help Desk at 503-5257 or Helpdesk@uscupstate.edu.

**Academic Coaching**
Academic coaching is a free resource designed to help improve the academic and self-management skills of students with disabilities. Students registered with the Office of Disability Services are encouraged to schedule regular meetings. to work to strengthen skills in the following areas: time management, study skills, test-taking strategies, learning strategies, organization and problem solving. Students requiring academic assistance in specific subject areas will be referred to the Academic Support office.

**Assistance Animals on Campus**
Students who use trained service dogs due to a disability may have the working animals with them in all campus spaces. Students requesting emotional support animals in their residence to improve the symptoms of a disability should contact Disability Services at 864-503-5199 to discuss their situation. The student must provide documentation in support of the emotional support animal from their treating professional. The care of the service animal or emotional support animal is the sole responsibility of the student handler. The handler is also responsible for any damage done by their animal.

Disability Services is located in CLC 107. Office hours are 8:30 a.m. to 5 p.m., Mon. - Fri. Extended hours are available for scheduled tests by advance appointment. Contact Disability Services for more information or assistance at 503-5199 (V/TTY).

**Email and Network File Space**
Students have access to email, calendaring, and network server environment available in Microsoft Office 365. Access to email is accomplished via the web using a standard web browser. Student email can be easily accessed from the Current Students location on the USC Upstate website by clicking on the email icon. Instructions to setup email on your devices (Apple, Android, Blackberry) can be found at http://www.uscupstate.edu/its.

**Emergencies and Accidents**
If you have a life-threatening emergency requiring Police, Fire or Emergency Medical Response, (EMS) dial 911; or, to reach University Police for business and information dial extension 7777 from any campus telephone or (864) 503-7777 from cell phones or off-campus telephones. For non-emergency inquiries please call the University Police business line at extension 7777. When requesting emergency service, be prepared to provide the following information: Your name, Location of the emergency, extent of the incident, injury or illness

**Emergency (blue light) Telephones Located on Building Exteriors**
Campus emergency phones connect directly to the Police Department. These are located at the entrance to most campus buildings. Push the red button to talk; release the button to listen as dialing occurs automatically. Wait for 911 operator to answer. State your emergency, give your location and explain your need.

**Financial Aid**
USC Upstate seeks to provide financial aid to every student in need of such assistance. About 80% of Upstate students receive some form of financial aid.

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**Emergencies and Accidents**
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**Financial Aid**
USC Upstate seeks to provide financial aid to every student in need of such assistance. About 80% of Upstate students receive some form of financial aid. Assistance is available in the form of scholarships, grants, loans and workstudy programs. Scholarships are awarded through the USC Upstate Scholars Program and the Foundation Scholars Program.

The Upstate Scholars Program provides prestigious awards to academically talented students enrolling at Upstate for the first time. Contact Admissions for more information. The Foundation Scholars Program provides awards to both new and continuing students based on factors such as academic merit, financial need, special talents and major. Applications are on the website in early November for Foundation Scholarships. The application for federal financial aid is the Free Application for Federal Student Aid (FAFSA). Students may complete the FAFSA online at www.fafsa.gov. This allows for quicker processing and maximizes your potential for financial aid. The school code to enter is “006951.” South Carolina residents may be eligible for various sources of financial aid,
such as the South Carolina Need Based Grant, Palmetto Fellows Scholarship, LIFE Scholarship, and the HOPE Scholarship. For information, access www.che.sc.gov.

**Requests for Additional Information**

Awards cannot be made until all requested information is received. Students are notified via e-mail or Self Service of Awards and if additional information is needed. Letters may also be mailed to students if additional information is needed to finalize financial aid awards.

**Scholarship and Financial Aid Award Letters**

You can view the type and amount of financial aid for which you are eligible in Self Service Carolina (SSC). Any scholarship awards will also be listed on your account. Awards for the new academic year may be viewed in SSC in June.

**Award Requirements**

State Affidavits are required for the Palmetto Fellow Scholarship, LIFE Scholarship, HOPE Scholarships and the South Carolina Need Based Grant. If awarded state scholarships, complete the requirement in SSC.

**Student Loan Application Processing**

You may access the financial aid section of the Upstate website and follow instructions as it relates to Federal Direct loan processing. Promissory notes (legal document promising to repay loan) and entrance counseling must be completed by first-time borrowers and students must use the online signature process offered by the Department of Education. Scholarships and financial aid awarded are noted on the University bill. Scholarships and financial aid may be used to pay tuition, fees, room and board. Bills for the semester and fee payment instructions are available on the SSC website. Financial aid will appear on the bill as available or pending. Available funds can be used toward bill payment.

Pending funds should have information in the Financial Aid Requirements section in SSC explaining why the funds are pending.

**Entrance Loan Counseling on the Web**

1. Log on to www.studentloans.gov (use your FSA ID number)
2. Click on “Entrance Counseling”
3. Select “University of South Carolina Upstate” from the List of Participating Schools
4. Click on “start” to begin
5. Complete the Pre-Loan Counseling Test. Click on “Submit Answers.”
6. Enter the requested data on the next screen. Be sure to select “University of South Carolina Upstate.” Click on “Submit Your Information.” If you have any questions on responsibilities as a borrower or repayment requirements, contact the Financial Aid Office at USC Upstate.

**Using Financial Aid to pay your bill:**

- Financial aid less than bill (Financial Aid does not completely cover your charges): Use SSC to pay your balance with credit card, e-check, or mail balance due (to the Cashier’s Office) by personal check for receipt by the due date. You can also setup the Tuition Payment Plan in SSC. Keep your confirmation number from these options for your records.
- Financial aid equal to or greater than bill: Funds will advance toward bill automatically.

**Web Fee Payment** If your aid completely covers your educational charges, please do the following:
1. Go to my.sc.edu and login to your account
2. Click on “FINANCIAL”
3. Click on “View student account information and pay bill”
4. The screen will display your itemized charges.
5. The system will automatically use your aid to pay your bill (no earlier than 10 days before classes begin).

**Fraternity & Sorority Life**

The mission of Fraternity & Sorority Life at USC Upstate is to enhance student development through involvement in Greek-letter fraternities and sororities. We strive to foster positive campus, community, and inter-organizational relationships in order to encourage a unified Greek system.

Students are encouraged to place equal emphasis on the philanthropic, educational, personal development, and social aspects of membership in a fraternity or sorority. Fraternity & Sorority Life is advised by the Office of Student Life, and governed by three councils; Inter-Fraternity Council (IFC), National Pan-Hellenic Council (NPHC), and Upstate Panhellenic Council (UPC). All Greek letter fraternities and sororities at USC Upstate are required to register with the Office of Student Life and affiliate with their respective governing council to be in good standing with the University. For additional information regarding Greek Life at USC Upstate, please contact the Office of Student Life at 503-5122.

**Health Education**
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 as well as delivers 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. For more information regarding Health Education contact us at (864) 503-5536. The Health Education office is located in the Campus Life Center, Suite 220 and office hours are Monday-Friday from 8:30 a.m. – 5:00 p.m.

Services and Topics include: AlcoholEdu and Haven for College, Alcohol and Drug Education, Blood Donation, Body Image Awareness, Civility, Physical Activity, Healthy Relationships, Nutrition and much more.

Health Services

Health Services offers health care and health promotion services to all enrolled students, faculty and staff on an outpatient basis. Our team of board certified nurse practitioners and nursing staff are able to provide care for most health issues that college students may experience. Issues our team manages includes acute care for illnesses and injuries, physical/wellness exams, sexual and reproductive health services, mental health concerns, immunizations and tuberculin skin testing, and more. All students are required to have a history of current immunizations on file prior to enrollment.

All medical information is confidential and not available to anyone outside of the medical staff of Health Services without your written consent in accordance with HIPAA regulations. The law mandates reporting the occurrence of certain communicable diseases to the South Carolina Department of Health, who is also HIPAA compliant. Our staff consults with and refers to specialist or physician level care as needed.

Please check our website to schedule your appointment via online scheduling at Myhealth, or you can call (864) 503-5191 to speak with a staff member.

Housing & Residential Life

The University of South Carolina Upstate has three housing options available for our students:

**Palmetto/Magnolia House**

Palmetto and Magnolia Houses are suite-style residence halls. Magnolia houses primarily freshman while Palmetto has freshman and returning students. With a combined bed capacity of 700 beds the units are two of the best on-campus housing facilities found anywhere. Each suite has the capacity to house four residents in either a single or double bedroom option. These units include an adjustable bed, antibacterial mattresses, desk, chair, four drawer chest, wardrobe, upholstered furniture, micro-fridge (a small microwave, freezer, refrigerator unit), wireless Internet and expanded cable.

Two of what will eventually be four buildings that will be known as the Tree Houses, the Palmetto and Magnolia Houses offer their residents many amenities such as free laundry on every floor. Other amenities include a recreation room (Palmetto House) that has computers, foosball, air hockey, ping pong, billiards, three flat screen TV’s and a combination movie theater / classroom. Both buildings have study rooms that are available to residents on a first-come, first-serve basis.

Three classrooms are located in the plaza level of the Magnolia House where sections of University 101 are taught. For security, gates have been installed so as to only allow vehicles of residents in the parking lot during evening hours, cameras monitor the entire area, and the doors are locked 24/7 with access only to those with a key card. Additionally, the Upstate Police Department regularly patrols the area.

**The Villas**

The Villas are a traditional-style apartment facility for our upperclassmen. Each apartment has two bedrooms, expanded cable outlets in each bedroom and living room, a full kitchen (full-size refrigerator, stove and microwave), sofa, loveseat, wireless and rent includes all utilities.

These three facilities punctuate our efforts to provide affordable, quality housing to students attending USC Upstate. Our goals are to make your stay as comfortable as possible and to create a living/learning environment conducive to student growth and development. Furthermore, we trust that you will have a great experience at USC Upstate and want you to know that the residential life staff is here to be of service to you and answer any questions that you may have regarding housing and the University. The Palmetto /Magnolia House and The Villas are located on Hodge Drive just before you reach North Campus.

**Graceland**

Graceland is our newest residence hall. At 80,000 square feet, it provides a variety of learning opportunities and areas for community building. It has four floors, each of which is dedicated to a different aspect of life. These floors are designated as:
Boulevard. Contact the Housing Office at 503-5422 for additional student housing information.

I.D. Cards
Official USC Upstate identification cards are generated by the staff of the USC Upstate Department of Public Safety located at 219 North Campus Blvd. Each USC Upstate student is issued one I.D. card at no cost and automatically activated upon receipt of tuition payment.

If an I.D. card is lost or stolen, the Department of Public Safety should be notified in order to deactivate the card. A $25 fee will be charged for a replacement card (lost or stolen). There is no charge for replacing a malfunctioning ID card. USC Upstate I.D. cards are required for admission to USC Upstate events, activities, and checking out books at the Library.

Insurance
The University provides information regarding health and accident insurance plans. These plans typically do not cover persons participating in athletics or the military. Information is available at www.studentinsurance.com.

ITS Help Desk
The ITS Help Desk exists to assist students in making effective and efficient 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. Please feel free to contact the Help Desk at (864) 503-5257, helpdesk@uscupstate.edu, visit us in the Stockwell Administration building or on the web at www.uscupstate.edu/its.

Laptop and Tablet Loaner Check-Out
This popular program for USC Upstate students offers more than 75 laptops and 30 tablets (iPad and Android) equipped with wireless Internet access, SpartanGreenSky, email, and Microsoft Office for availability basis. These devices are fully compatible with the USC Upstate wireless network and all online information resources accessible through desktop computers. Contact the ITS Help Desk at 503-5257 or helpdesk@uscupstate.edu

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. All students are encouraged to get involved!

Lead
Want to learn more about yourself and your leadership style? In the LEAD Workshop series, students will explore leadership according to the Social Change Model (SCM) of Leadership Development. Or if a workshop is not your thing, you can explore leadership through Reading Between the LEAD, a not so traditional book club in which we read popular fiction and non-fiction books to discuss good and bad leadership styles.

Leadership Advance
Leaders do not retreat, they advance! Every year, students from campus go away for three days of intense training and development. It is a chance for students, faculty and staff to interact and discuss issues and topics relevant to student leadership. Throw in some fun, great food and an exciting competition, and it’s a great time! Applications for this program are available in the Spring Semester.

FLEX (Freshman Leadership Experience)
FLEX allows freshman who aspire to be student leaders to be mentored by Upstate Upper Classman. The FLEX Mentors hold leadership positions in addition to demonstrating service and academic excellence. FLEX participants and their mentors meet on a monthly basis and both engage in various leadership activities that develop skills that can be applied to an academic, professional or community setting. These activities include leadership workshops, on and off-campus retreats, as well as facilitation of seminars that are held at USC Upstate, leadership roles across campus (student organizations, peer leaders, RAs, etc.). FLEX is sponsored by the Division of Student Affairs. For more information, please visit www.uscupstate.edu/flex.

Library
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.
The Library subscribes to more than 500 print subscriptions. It also offers over 30,000 electronic full-text journals. The library subscribes to more than 200 databases, including the statewide collections of databases known as DISCUS and PASCAL.

During the school year, the Library is open with full services the following hours:
Monday through Thursday: 7:30 a.m. to 10:00 p.m.
Friday: 7:30 a.m. to 5:00 p.m.
Saturday: 12:00 p.m. to 5:00 p.m.
Sunday: 2:00 p.m. to 10:00 p.m.
Study space is available for two hours after closing. Online reference assistance is available 24 hours a day, Sunday evening through Friday evening. There is also one computer lab/study room that is accessible 24/7. Students must have a university I.D. to gain access.

Circulating books may be borrowed for three weeks. Periodicals, reference materials and microfilms do not circulate. Reserve materials are available at the circulation desk with some electronic reserves available. Hours of operation are adjusted for semester breaks, holidays and summer sessions.

For more information about the library’s operating hours, resources and staff, visit www.uscupstate.edu/library.

**Lost and Found**
University Police provides a “lost and found” service for the campus community. Articles may be claimed or turned in at Department of Public Safety located at 219 North Campus Blvd. Call 503-7777 or email lostfound@uscupstate.edu for further information.

**Mathematics Tutoring**
Mathematics tutoring is available during the Fall, Sand Spring semesters, and Summer sessions, A, B, and C to all students enrolled in math courses numbered 141 or lower. No appointment is required.

The days and times for tutoring vary each semester. A tutoring schedule is posted on the second floor of the Hodge Building outside the tutoring lab. Currently, the lab is held in Hodge 242. Students with a strong background in mathematics are hired to do the tutoring. Depending upon the number of students seeking help, a student will receive either individual or group help.

**Media Services**
Many professors require students to submit media-rich projects which incorporate video into academic assignments. The staff of Media Services is always willing to provide support for these projects. For project consultation or technical assistance, please call 503-5153 or 503-5565, or visit the Media Services Department located on the first floor of the John C. Stockwell Administration Building. Office hours for Media Services are 8:30am to 5:00pm, Monday through Friday.

AV equipment is available for reservation and checkout to students, faculty, and staff for on-and-off-campus events from the ITS Help Desk. For AV equipment consultation and AV event support, please contact Media Services at 503-5564.

Media Services also provides complete video production services for academic projects and campus events. For project and event consultation and scheduling, please call 503-5153 or 503-5565.

**MICROSOFT 365**
In addition to email access students also have 1 TB of file storage space available through Microsoft OneDrive as well as access to the entire Microsoft Office 365 suite including Word, PowerPoint, Excel, and OneNote. These services are available by clicking the OneDrive link once logged into your student email or by downloading the OneDrive App on your device.

**Multicultural Programs**
Located in the Office of Student Life, Multicultural Programs strives to educate, influence, and cultivate an inclusive campus community by offering relevant cultural, educational, and outreach programs and services that enrich the student experience and encourage cross-cultural dialogue. Culturally relevant 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 across the campus community. Multicultural Programs provides educational opportunities for the Upstate community in collaboration with other departments. These programs promote cultural competence and the development of an enlightened campus community. For additional information
regarding Multicultural Programs please contact the Office of Student Life at 503-5122, Suite 210, CLC.

**MySPARTANJOB.COM**

On-campus employment can help students gain valuable job experience while completing their education. Students working on-campus add value to campus life and enhance campus operations. MySpartanJob.com is the source for on-campus student employment. An electronic application is submitted by the student in response to job listings posted online at MySpartanJob.com. The online application can be utilized to apply for multiple jobs on campus. Students should follow-up with the posting department contact after applying to a position. MySpartanJob.com assists students with new hire employment paperwork and other student work or payroll related needs.

**Important note:** When hired, Form I-9 must be completed by the student on or before the first day of work. Certain types of identification are required to complete the Form I-9. Please refer to the lists of acceptable documents on MySpartanJob.com.

**Non-Traditional Student Services (NTS)**

NTS provides advocacy to students who meet any of the following criteria:
- Students who are 25 years of age or older
- Students of any age who are married or parents
- Students who are veterans of the armed forces
- Students who work full-time and attend college
- Students who are college graduates and are returning to school

Services include:
- A non-traditional student handbook can be accessed on the NTS website www.uscupstate.edu/studentaffairs/non_traditional/.
- Access to nontraditional faculty and staff advocates
- Monthly NTS Luncheons that are held at USC Upstate and USC Upstate Greenville campus
- Connection to on and off-campus resources
- Support of the Sigma Chi Upsilon Chapter of Alpha Sigma Lambda (national honor society for nontraditional students)
- Support for the Non-traditional Student Assembly (non-traditional student organization)

Non-traditional student Services is located in the Office of Student Life, Suite 210 of the Campus Life Center. Office hours are 8:30 a.m. to 5:00 p.m. with evening hours by appointment. For more information contact the office at 503-5122.

**Opportunity Network**

Please see Student Success Center

**Passwords**

Student passwords for email, wireless internet, logging onto the campus computers, and logging into the library databases can only be reset at password.uscupstate.edu. Student passwords for Blackboard are set through the student's my.sc.edu self-service account under the personal section labeled View My IDs and manage my passwords.

**Personal Laptop Wireless Printing**

Students are able to print wireless to printers in various buildings across campus. For more information and a listing of locations visit “Student Printing” at www.uscupstate.edu/its.

**Service Learning & Community Engagement**

This office supports the development and implementation of service-learning and community-based experiences in academic courses and co-curricular programs. We advocate for experienced-based learning to promote lifelong commitment to social responsibility and public service while enhancing the students' personal growth and enriching the lives of persons within the Upstate Region. For additional information, contact the Office of Service Learning and Community Engagement at 503-5433, or visit us in the Campus Life Center, Suite 202.

**Service Learning Classes**

By combining academic theory with practical real-life experience, service-learning provides students with a broader and deeper understanding of the course content, fosters a sense of civic engagement, and sharpens insights into themselves and their place in the community. Students provide service in their community that is directly connected to their academic coursework, and the community provides an educational experience for the student. To find out what service-learning courses are offered at USC Upstate, please contact the Office of Service-Learning and Community Engagement.

**IMPACT**

IMPACT, a community service organization, helps unite the campus and community by promoting good relations among students, faculty
members, and administrators, and serves as the student-led community service branch of the Office of Student Life. Community service opportunities may include, but are not limited to: monthly service projects in the Greater Spartanburg Area, Spartan Day of Service, annual Fall Break Day of Service, Haunted Hollow, and Angel Tree.

**Spartan GreenSky**
SpartanGreenSky is an initiative of USC Upstate to provide anywhere, anytime access to USC Upstate email, files and course required software for all students, faculty and staff. Included in these services are email, cloud storage, and virtual computer access. With SpartanGreenSky, users can access any of these services via any device (computer, tablet or smartphone) with Internet access, including access to nearly all computer labs and specialized software previously only available in specific computer labs. Visit www.uscupstate.edu/its for more information.

**Student Life**
The Office of Student Life is home to Campus Programs, Leadership Programs, Fraternity & Sorority Life, Homecoming, Multicultural Programs, Non-traditional Student Services (NTS), Registered Student Organizations, Spartan Speakers Lecture Series, Student Media, and Upstate Expeditions. Student Life is committed to planning, implementing, evaluating, and supporting programs designed to meet the needs of USC Upstate students. Staff members encourage students to broaden their horizons by creating opportunities for social, multicultural, and civic involvement. By participating in co-curricular programs, students are able to develop positive interpersonal skills, the ability to work in groups, explore different cultures and experiences, and develop a greater connection to the University community. Students who choose to become involved in the co-curricular activities provided by Student Life can transfer these skills to their professional and community involvement after graduation. For additional information regarding the Office of Student Life, please call 503-5122, or visit us in the CLC, Suite 210.

**Student Success Center**
Library 222, 503-5392
The Student Success Center at the University of South Carolina Upstate provides students with the resources they need to succeed in their studies, graduate in a timely manner, and successfully begin a career or continue with graduate studies. Services provided by the center include Academic Support, Career Services, Opportunity Network, and Advising Services that are designed to retain students and help them achieve their academic and career goals.

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**Academic Support**
Library 222, 503-5070
Academic Support is a comprehensive student support office offering an array of services to assist students in their daily academic demands. 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.

They also coordinates the Early Intervention Program which allows faculty to report on students mid-semester who may not be performing satisfactorily in their courses.

Follow-up support is available through the office for students receiving Early Intervention Program notifications. Academic Support also works closely with first-year students to help ease the transition from high school to college. First-year students are encouraged to enroll in University 101, which provides students necessary skills and strategies to be a successful college student. Students have the option to attend various workshops and seminars offered by the office to hone their skills in areas such as time management, study skills, note taking, and reading strategies.

**Advising Services**
Library 222, 503-5392
Advising Services is a team of professional advisors who serve first students, student athletes, and undeclared students with an emphasis on mentorship and academic success. The advisors also provide services to students who are on academic probation as well as outreach and assistance to students who are questioning their choice of major.

**Career Services**
Career Services offers a variety of services to prepare students and alumni for pursuing employment opportunities during their collegiate career and beyond USC Upstate. For a current listing of services visit the website at www.uscupstate.edu/studentsuccess.
Register with Spartan Career Link  Students interested in gaining access to off-campus jobs and internships can activate their account via Spartan Career link by visiting the Career Services website. Recruitment events and workshops sponsored by Career Services are also posted via the Spartan Career link virtual bulletin board. Resume and cover letter assistance can be found by visiting our website for a sample format of a resume or cover letter or via Spartan Career Link. For one-on-one career coaching, schedule an appointment by visiting the Career Services website.

Mock interviews and/or assistance to schedule a time to meet visit the Career Services website. For sample interview questions, go to the Career Services website.

Campus interviews by employers are typically held once each semester giving students an opportunity to showcase their talents. Check out Spartan Careerlink or the Career Services website for the calendar of events or call 864-503-5392.

Seminars and workshops are scheduled for various times during the year in an effort to assist students with marketing their skills. Check out Spartan Careerlink for the calendar of events or call 864-503-5392.

Career exploration and testing. Not everyone comes to college knowing what they want to their field of study to be. Career Services offers career testing and exploration to help students focus on a career field. Career Testing teamed with one-on-one discussion challenges students to examine their experiences, values and abilities in the career decision-making process.

Career Closet: Not everyone has the means to purchase interview attire. Students and alumni can now visit the Career Closet to choose from a variety of outfits to wear during an interview. The best part is that everything is free and you don’t have to return any items that you select. Items in the Career Closet are donated by members of the community and area businesses. For an appointment to make you selection(s), schedule an appointment by visiting the Career Services website.

Internships are valuable experiences focusing in on the student’s field of study. At USC Upstate an internship is considered an academic contract for academic credit and is arranged through the dean of your academic department. Other types of part-time experiences can be arranged by contacting your Career Services Coordinator. The key to a good experience is starting the process early in your collegiate career. Internships are excellent experience-building opportunities that provide students a taste of their chosen career field as well as of the business community. Students who have experienced internships either discover that they are on track for career success or that their career path is not what was expected. The latter discovery is an important step for students towards revamping their career path.

Recruitment events are held each semester. Employers visit the campus, speak with students and alumni to fulfill their employment needs. Check out Spartan Career link for upcoming events or call 864-503-5392.
academic advising, academic tutoring, financial aid assistance, graduate school preparation, as well as financial and economic literacy training.

For more information, please contact 503-5966 or visit our office located at the Courtyard Level of the Magnolia House.

**Student Undergraduate Assistantships**
The Division of Student Affairs sponsors a number of student assistantships at the institution through student groups and organizations. These groups afford students opportunities to refine artistic talent, hone leadership and organizational skills and gain a greater appreciation for various art forms. Students are encouraged to try out or apply for these groups.

These groups include:
- Upstate Vocal Ensemble
- Shoestring Players
- Carolinian
- IMPACT
- Student Government Association

A limited number of assistantships are available to a select number of students each year.

**Testing Center** – Media 218, 503-7422
The USC Upstate Testing Center can be used to proctor tests for online classes or to administer make-up tests. An instructor must first contact the testing center to arrange for a test to be available. Students should make an appointment to take a test by phone or via e-mail at testingcenter@uscupstate.edu. The Testing Center does not replace or substitute for the services provided by Disability Services.

**University Public Safety**
University Public Safety is directed by the Director of Public Safety/Chief of Police who is supported by an assistant chief, an investigative lieutenant, four sergeants, eight full-time and three part-time uniformed patrol personnel. All officers are graduates of the South Carolina Criminal Justice Academy, commissioned as state constables and vested with statewide police authority.

The department also employs the institutional risk manager, resident state fire marshal, three parking services officers, three shuttle bus drivers, two security officers, two front counter technicians and an administrative manager. Public Safety 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 alarms and medical emergencies. All officers are CPR and First-Aid trained.

**Volunteer Services**

**Alternative Break Programs**
The Alternative Breaks (AB) program provides USC Upstate students with an opportunity to participate in volunteer and educational trips to culturally diverse and economically disadvantaged communities throughout the United States.

Alternative Breaks travel to locations all across the United States, and provides volunteer opportunities working with important issues such as the environment, education, immigration, poverty, and other unmet human needs.

The AB program exposes students to communities and immersion experiences that cannot be replicated on the USC Upstate campus. We currently offer Alternative Fall Break (AFB) and Alternative Spring Break (ASB) trips. Trips are open to Upstate students and are student-led! For more info about the program contact altbreak@uscupstate.edu.

**60 Seconds of Service**
Do you have 60 seconds to make a difference? Join the Office of Service Learning and Community Engagement and the AmeriCorps VISTAs as we offer monthly service projects that take only 60 seconds to complete. From making PB&J sandwiches for the Soup Kitchen to Blessing Bags for the homeless, there is something for everyone!
Women’s and Gender Studies, Center for
As part of the USC Upstate commitment to recognizing and supporting diversity efforts on campus, the Center for Women's and Gender Studies serves students, faculty, staff, and community members through academic courses, co-curricular events and outreach programs.

Resources
The Center for Women’s and Gender Studies invites all student organizations with an interest in gender (clubs, sororities, or political groups) to use the Center for a meeting space. Located in CASB 120, the Center provides a comfortable and professional environment for meetings, discussions or personal reading time, along with a growing library of books and current magazine subscriptions.

Call 503-5926 to schedule your meetings. Our website features student achievements, annual awards, affiliate faculty bios, student organizations, information about the Women's and Gender Studies minor, a calendar of upcoming events and an archive of past events. Get to know us better at www.uscupstate.edu/cwgs and look for USC Upstate Center for Women's and Gender Studies on Facebook.

World Language Lab
Experienced tutors are available for assistance throughout the semester. For tutoring hours, call 503-5688, or visit the lab in HPAC 234 from 3:30 pm to 5 pm, Monday through Thursday.

Writing Center
The University Writing Center exists to help you become the best writer you can be. We offer free one-on-one tutoring in writing for any assignment. While we welcome students from all majors at any time in their university careers, we are especially happy when freshmen use our services. The transition from high school writing to college writing is often a challenge. Students who seek help at the beginning of their USC Upstate careers reinforce important writing skills integral to college and eventually to career success. When you come to the University Writing Center, you work with a peer tutor on a paper at any stage of its development. A tutor may assist you in understanding your assignment and in planning your writing strategies. If you have a draft of your paper, the tutor may ask questions or make comments to help you focus your thesis, develop your ideas, or improve organization. If your draft is in a more finished state, the tutor can help you with editing strategies. Tutors are also trained in commonly-used documentation styles and can facilitate your accurate citing of research sources.

The University Writing Center is also staffed by students who are familiar with common software applications, performing internet searches and basic library database searches. The University Writing Center is located in HPAC 136 and is open Monday through Friday. You are more likely to be assisted if you call 503-5883 for an appointment; however, we are able to take walk-ins occasionally. What we have learned from working with students over the years is that “Write is Might.” Let the University Writing Center help you become the mighty writer you can be.
Academic Regulations

(A complete listing of all academic regulations may be found in the USC Upstate Catalog.)

Change of Name

A student wishing a name change must present to the Records Office proper legal documentation such as a marriage license, a court order approving a name change, or a divorce decree in which a name change is granted.

Change of Address

Students are obligated to notify the Records Office of any change of address. Failure to do so can cause serious delay in the handling of student records and notification of emergencies at home. Returned mail due to an incorrect address will result in a “hold” being placed on a student’s record, preventing registration. Students can update their address in Self-Serve Carolina (SSC).

Class Attendance

The resources of the University are provided for the intellectual growth and development of the students who attend. The schedule of courses is provided to facilitate an orderly arrangement of the program of instruction. The fact that classes are scheduled is evidence that attendance is important and students should, therefore, maintain regular attendance if they are to attain maximum success in the pursuit of their studies. All instructors will, at the beginning of each semester, make a clear written statement to all their classes regarding their policies concerning attendance. Instructors are also responsible for counseling with their students regarding the academic consequences of absences from their classes or laboratories. Students are obligated to adhere to the requirements of each course and of each instructor. All matters related to the student’s absence, including the possible make-up of work missed, is to be arranged between the student and the instructor. Students should understand that they are responsible for all course content covered during their absences and for the academic consequences of their absences.

Academic Standing

All students enrolled at USC Upstate are subject to the same continuation standards. Administration of these regulations is the responsibility of the Senior Vice Chancellor for Academic Affairs and is coordinated through the Registrar’s Office. Students seeking relief from these regulations must go through the appeals process. The following standards regarding scholastic eligibility are applicable to all undergraduates.

Continuation Standards

Academic probation: The academic record of every student is reviewed at the end of the fall semester, the end of the spring semester, and at the end of the final summer session. Students who do not meet the following cumulative GPA standards will be placed on academic probation:
• 24 to 44 grade hours - a minimum cumulative GPA of 1.50 is required
• 45 to 59 grade hours - a minimum cumulative GPA of 1.75 is required
• 60 or more grade hours - a minimum cumulative GPA of 2.00 is required

A student who has been placed on academic probation must achieve a minimum GPA standard on courses attempted after being placed on probation. The GPA standard required of students who have been placed on academic probation is as follows:
• 0-11 grade hours-no minimum GPA required.
• 12+ grade hours-minimum GPA of 2.00 is required.

Academic probation may be removed the following ways:
1. Attempt 12 or more grade hours while on probation, and
2. Attain a minimum cumulative GPA that meets the above GPA standards.

Students who leave the University without completing a term of probation, and are absent for three (3) or more years, will begin a new term of probation upon readmission.

**Academic Warning**

Degree-seeking students who have attempted 1-23 hours and drop below a 2.0 GPA will receive an academic warning. An academic warning is a chance for students to examine their academic habits and life choices that may be negatively affecting their academic work. Students who are placed on academic warning must:
1. successfully complete an academic workshop coordinated by the Student Success Center,
2. submit a Conditional Enrollment Agreement with the Student Success Center,
3. satisfy the requirements in the Agreement, and
4. meet with a financial aid counselor.

A registration hold will be placed on a student’s record until these requirements are satisfied.

**Academic Suspension**

A student who has been placed on academic probation, but does not achieve the required minimum GPA standard will be placed on academic suspension. There are three levels of academic suspension.

<table>
<thead>
<tr>
<th>Level</th>
<th>Length of suspension</th>
<th>How suspension may be removed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>2 major semesters</td>
<td>1. Attend summer school at USC Upstate, enroll in 9 grade hrs., and achieve a minimum grade of “C” on all courses attempted, or 2. Successfully appeal to the USC Upstate Admissions and Petitions Committee, or 3. Serve the suspension.</td>
</tr>
<tr>
<td>2nd</td>
<td>4 major semesters</td>
<td>1. Successfully appeal to the USC Upstate Admissions and Petitions Committee, or 2. Serve the suspension.</td>
</tr>
<tr>
<td>3rd</td>
<td>Indefinite</td>
<td>1. Successfully appeal to the USC Upstate Admissions and Petitions Committee, or 2. Serve the suspension.</td>
</tr>
</tbody>
</table>

**Academic Grievances**

The University of South Carolina Upstate is committed to the judicious, fair and impartial resolution of conflicts, which arise between an instructor and a student, and of petitions from students who seek relief from University regulations related to their academic work. The process is designed to provide an objective review of student complaints regarding academic grievances, including acceptance into a program (for example, nursing or education), transfer credit, grades and other academic policies. Copies of the Academic Appeals Policy and appeal form are available in the Records Office. Instructors are not bound by the grade appeal recommendations.
Grade Point Average

The grade point average is computed on the basis of all semester hours attempted for credit within the University of South Carolina system, except for hours carried on a pass/fail basis. The GPA is not affected by courses taken on a noncredit or audit basis. The grade points earned in courses carried with a passing grade are computed by multiplying the number of semester hour credits assigned to the course by a factor determined by the grade. For courses in which the grade of A is earned, the factor is 4; for B+, 3.5; for B, 3; for C+, 2.5; for C, 2; for D+, 1.5 and for D, 1. The grade point average is determined by dividing the sum total of all grade points by the total number of hours attempted for credit (excluding hours carried on a pass/fail basis). No grade points are assigned to the symbols F, FN, S, U, UN, WF, W, I, AUD or NR. Classification of students is based on the total number of semester hours earned. A student must have earned 30 semester hours to be classified as a sophomore, 60 for classification as a junior, and 90 for classification as a senior. Students are classified at the beginning of each semester. Graduation Rate. 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. In 2001-2002, the graduation rate for first-time students who entered the University of South Carolina Upstate on a full-time basis was 38.4%. 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. The graduation rate also is affected by students who change from full-time to part-time status, who discontinue studies and later return, and who drop out permanently.

Classification of Students

Classification of students is based on the total number of semester hours earned. A student must have earned 30 semester hours to be classified as a sophomore, 60 for classification as a junior, and 90 for classification as a senior. Students are classified at the beginning of each semester.

Graduation Rate

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. In 2001-2002, the graduation rate for first-time students who entered the University of South Carolina Upstate on a full-time basis was 38.4%. 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. The graduation rate also is affected by students who change from full-time to part-time status, who discontinue studies and later return, and who drop out permanently.

Graduation with Honors

Refer to the USC Upstate Academic Catalog on-line for information on graduating with honors or check with the Registrar’s Office.

Annual Notice to Students

Annually, the University of South Carolina Upstate informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records and to provide guidelines for the correction of inaccurate and misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act (FERPA) office concerning alleged failures by the University to comply with the act. A copy of the policy used by USC Upstate for compliance with the provisions of the Privacy Act may be found in the Academic Catalog online. A directory of records can also be found in this office.
Request to Prevent Disclosure of Directory

In accordance with the family Educational Right and Privacy Act (FERPA), items designated as “Directory Information” may be disclosed without prior written consent, unless the student has submitted this written request not to release his or her directory information.

The following information is designed as Directory Information by the University of South Carolina.

1. Name
2. Email
3. USC ID Photo
4. Local and Permanent Address
5. Telephone Numbers
6. Attendance
7. Current Enrollment Status
8. Enrollment Status (full or part-time)
9. Admission Date
10. Expected and Actual Date of Graduation
11. Curriculum (school, major, minor, concentration, degree)
12. Honors, Awards and Scholarships
13. Weight and Height of Athletic Team Members
14. Participation in officially recognized, university sponsored activities and sports

This privacy request WILL NOT PREVENT the Office of the University Registrar and/or Internal offices and/or agents of the University System from........

Releasing information to your parents if they provide evidence that you are their dependent
Obtaining the above information to conduct official university business
Releasing information to authorized financial aid agencies as permitted by the Federal Family Educational Rights and Privacy Acts of 1974
Releasing information in response to a lawfully-issued court order or subpoena

This privacy request MAY PREVENT your name from appearing in external honors, awards, commencement programs, news releases, etc.

Indicate your request below by checking the appropriate box:

☐ DO NOT RELEASE my directory information. Do not include my information in the printed or online directories.

☐ CANCEL my previous request, effective immediately, preventing the release of my directory information. Please include my information in the printed and online directories

Student’s Name (PRINT)______________________Student’s USC ID_________________

Student’s Signature__________________________Date__________________________

Fax this form to 803-777-3953 or MAIL to: USC University Registrar’s Office, Columbia, SC 29208

Note: All changes will go into effect within one business day after receipt of this form by the Office of the University Registrar

University Registrar’s Use Only: Processed by:_____________ Date:______________
### Chancellor and Administrative Staff

- **Brendan B. Kelly, Ph.D.**
  - Chancellor

- **Kathleen Brady, Ph.D.**
  - Vice Chancellor for Community-based Research, Engagement, and Planning

- **Meridith Brunen, Ph.D.**
  - Vice Chancellor for University Advancement

- **Cliff Flynn, Ph.D.**
  - Interim Senior Vice Chancellor, Academic Affairs

- **John Perry, M.Ed.**
  - Executive Director of University Boards and Public Affairs

- **Sheryl Turner-Watts, M.A.**
  - Vice Chancellor for Finance and Administration

- **Luke VanWingerden**
  - Interim Vice Chancellor for Information Technology and Services

### Support Student Staff

- **Laura Puckett-Boler, M.Ed.**
  - Vice Chancellor for Student Affairs, Dean of Students

- **Donata Stewart, B.S.**
  - Vice Chancellor for Enrollment Services

- **Sheryl Turner-Watts, M.A.**
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Faculty Directory

Arts and Sciences, College of

Dirk Schlingmann, Ph.D., Dean, College of Arts and Sciences
CASB 114D 503-5700
Rob McCormick, Associate Dean, College of Arts and Sciences
CASB 114F 503-5723
Jeannie Chapman, Ph.D., Division Chair, Natural Sciences & Engineering
SMITH 215C 503-5768
Ron Fullbright, Ph.D., Department Chair, Informatics
MEDC 201 503-5683
Samantha Hauptman, Ph.D., Department Chair, Sociology, Criminal Justice & Women’s Studies
MEDC 306 503-5388
Merri Lisa Johnson, Ph.D., Director, Center for Women’s & Gender Studies
CASB 124 503-5724
Cassandra Jones, Ph.D., Director, African American Studies
HPAC 213 503-5622
Celena Kusch, Ph.D., Department Chair, Languages, Literature & Composition
HPAC 222C 503-5850
Carol Loar, Ph.D., Department Chair, History, Political Science, Philosophy, & American Studies
MEDC 103 503-5649
Yancy McDougal, Ph.D., Director, Center for Interdisciplinary Studies
CASB 110 503-5778
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Allen Evans, M.F.A., Adjunct Instructor, Theatre

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- Communication Studies
- History
- Political Science
- Philosophy
- American Studies
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<td>503-5472</td>
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<tr>
<td>Felicia Jenkins</td>
<td>Ph.D., MSN, RN, Assistant Professor</td>
<td>HEC 3071</td>
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<td>Monique Jones</td>
<td>MSN, RN, Instructor</td>
<td>HEC 3057</td>
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<tr>
<td>Joshua Kennedy</td>
<td>Ph.D., MPH, PHCNS-BC, Assistant Professor</td>
<td>UCG 107</td>
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<tr>
<td>Colleen Kilgore</td>
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<td>Tracey Miller</td>
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<td>Lisa Phillips</td>
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<td>Katie Poindexter</td>
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<td>Jennifer T. Smith</td>
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<td>HEC 3056</td>
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<td>Sally Smith</td>
<td>MSN, RN, Instructor</td>
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<td>Sharon T. Smith</td>
<td>MS, RN, IBCLC, Senior Instructor</td>
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<td>Jessica Stoelting</td>
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<td>Suzanne Sutton</td>
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<td>Betsy Swanson</td>
<td>DNP, MPH, APRN-BC, Assistant Professor</td>
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<td>Betty Torres</td>
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<tr>
<td>Helen West</td>
<td>RN, Senior Instructor</td>
<td>HEC 3070</td>
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**Psychology**

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<tr>
<td>Aislyn Allen</td>
<td>M.A., Adjunct Instructor, Psychology</td>
<td>CASB 143</td>
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<tr>
<td>Kenneth Barideaux</td>
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<tr>
<td>Andrew Beer</td>
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<tr>
<td>James Bunde</td>
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<td>CASB 119</td>
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<tr>
<td>Dominique Chuku</td>
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<tr>
<td>Patricia Crawford</td>
<td>Ph.D., Adjunct Instructor, Psychology</td>
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<tr>
<td>Christiana DeGregorie</td>
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<td>Jeff Edwards</td>
<td>Ph.D., Instructor, Child Advocacy</td>
<td>CASB 125</td>
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<td>Reena Freeman, Ph.D.</td>
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<td>Shauna Galloway-Williams, Adjunct</td>
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<td>Jan Griffin, Ph.D., Professor</td>
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<td>Ann Hoover, Ph.D., Assistant</td>
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<td>Stefanie Keen, Ph.D.</td>
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<td>Judith Kizer, Ph.D., Professor</td>
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<td>Evan Krauter, Ph.D., Professor</td>
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<tr>
<td>Yancy McDougal, Ph.D., Chair</td>
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<td>Jessica “Bates” McKinney, M.A.</td>
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<td>Scott Meek, Ph.D., Assistant</td>
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<td>Jennifer Parker, Ph.D., Director</td>
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<td>Susan Ruppel, Ph.D., Associate</td>
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<tr>
<td>Oliver Trittenwein, Ed.D.</td>
<td>Adjunct Instructor, Psychology</td>
<td>Tennis Complex</td>
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**Sociology, Criminal Justice and Women’s Studies**

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<tr>
<td>Michele Covington, Ph.D.</td>
<td>Assistant Professor, Criminal Justice</td>
<td>MEDC 314</td>
<td>503-5719</td>
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<tr>
<td>Bob Daly, J.D., Instructor</td>
<td>Criminal Justice</td>
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<tr>
<td>Stephen Denton, J.D.</td>
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<tr>
<td>Clifton Flynn, Ph.D., Professor</td>
<td>Sociology</td>
<td>ADMN 224B</td>
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<td>Laura Jennings, Ph.D.,</td>
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<tr>
<td>Lisa Johnson, Ph.D.,</td>
<td>Professor, Women’s and Gender Studies</td>
<td>CASB 124</td>
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<tr>
<td>Anthony Leibert, J.D.</td>
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<tr>
<td>M. Dwayne Lee, M.C.J.</td>
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<tr>
<td>Courtney McDonald, Ph.D.</td>
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<td>MEDC 312</td>
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<td>Brent Metcalf, M.L.A.</td>
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<tr>
<td>Bill Moore, M.A., Palmetto</td>
<td>College Advisor, Instructor, Criminal</td>
<td>MEDC 301</td>
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<tr>
<td>Brigitte Neary, Ph.D., Professor</td>
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<td>MEDC 310</td>
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<td>Calvin Odhiambo, Ph.D.</td>
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<td>MEDC 315</td>
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<tr>
<td>Klay Peterson, M.P.PA., Adjunct</td>
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<td>Mary B. Sarver, Ph.D.</td>
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<td>Robert A. Sarver, III, Ph.D.</td>
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<td>Rod Scherich, M.S., Adjunct</td>
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<td>Wesley Smith, M.PA., Adjunct</td>
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<td>Reid Toth, Ph.D., Associate</td>
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<td>Michael Van Aelstyn, Ph.D.</td>
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<td>Elizabeth Zack, Ph.D., Associate</td>
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**USC Upstate Community Research Institute**

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<tr>
<td>Kathleen Brady, Ph.D.</td>
<td>Vice Chancellor</td>
<td>ADMN 326D</td>
<td>503-5901</td>
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<tr>
<td>Kara Ferguson, Associate Director</td>
<td>of Metropolitan Engagement</td>
<td>ADMN 326</td>
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EVENT: CAMPUS RECREATION BOWLING NIGHT
LOCATION: PARADISE LANES (SPARTANBURG, SC) • DATE: THURSDAY, AUGUST 18, 2016 • TIME: 9:00 P.M. - 1:00 A.M.
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INFORMATION TABLES
Questions? Contact the Office of Student Life at 503-5122
All USC Upstate students are admitted FREE to Upstate athletic events. The following policies are in place per each sport:

MEN’S BASKETBALL (G.B. Hodge Center)
For the 2017-2018 season, Upstate student tickets will be distributed the day before the game from 11:00 A.M. – 1:00 P.M. and again from 2:00 P.M. – 4:00 P.M. Upstate student ticket pick-up will be located in the Campus Life Center lobby. Tickets will be available on a first come, first serve basis until all the student allotment has been distributed. Any tickets not distributed during this time will be available the day of the game starting 1 hour prior to the start of the game in the G.B. Hodge Center.

The tickets will be free with a valid Upstate student identification card; to be eligible for men’s basketball tickets, students must be enrolled at Upstate for the fall/spring term. Students must present their Upstate ID card with their ticket when entering the G.B. Hodge Center; there is a one ticket per student limit. No student will be admitted into the arena without their Upstate ID and ticket. If you wish to sit with another student(s) all must enter together. There are a limited number of seats in the student section at the G.B. Hodge Center. Once all seats in the student section are filled, additional seating, if available, will be made accessible to students to accommodate overflow.

WOMEN’S BASKETBALL, VOLLEYBALL (G.B. Hodge Center)
Students will gain free admission to Volleyball and Women’s Basketball by simply showing their valid Upstate student identification card at the gate.

ALL OTHER SPORTS (BASEBALL, SOCCER, SOFTBALL, TENNIS) Students will gain free admission to other sports by simply showing their valid Upstate student identification card at the gate.

For more information on Upstate tickets, call the Athletic Ticket Office at 864-503-5865.
What are you doing THE FIRST 48?

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Visit www.uscupstate.edu/upstate48 for event information. Be sure to check back periodically, as events are constantly being added to the lineup.

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