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The Campus Resource Guide, updated annually, highlights new and important information about University programs and services that are relevant to first-year students. The guide was developed to ensure that University 101 instructors had access to, and shared with their students, the most accurate and relevant information.

The guide is broken into different sections of information. Below you will find a brief description of the information included for each office or department. Additionally, the contact information and social media links are included for each office or department listed within the guide.

**NEW FOR THIS YEAR**

This section is where instructors will find information about the particular office or department that has changed within the last year and that instructors or students might not already know. This is designed to help ensure that instructors are aware of an office's most recent changes or programmatic developments.

**What Instructors Should Know**

This section provides an overview of the office, department, or service. This section might also include a brief overview of various office or departmental initiatives that are particularly relevant to University 101 instructors, peer leaders, and graduate leaders.

**Tell Your Students**

This is information written by the office or department specifically for instructors to communicate to first-year students. This might include an overview of programs within their department that are particularly relevant as well as information about how students can, or should, utilize services and opportunities within University offices/departments.
What Instructors Should Know

The Bursar's Office provides financial services support to students, parents, faculty, staff, deans, department heads and the administration. The office functions primarily as the official depository of all university funds and is responsible for receipting and disbursing all funds, which includes the assessment and collection of tuition and fees.

Tell Your Students

Pay close attention to the payment deadlines on the Bursar's Office website www.sc.edu/Bursar/ for the payment of tuition and fees. There are a variety of ways that you can pay your tuition and fees by logging onto Self Service Carolina (electronic check, credit or debit cards, and payment plans).

Please consult the refund schedule before making any changes to your schedule that may result in a financial obligation.

Our office is also responsible for issuing financial aid, tuition, and fee refunds to students.

Reminder: The SC Residency Office on the USC Columbia campus is no longer located in the Bursar's Office. The SC Residency Office is now a part of the University Registrar's Office and they are located at 1244 Blossom Street on the first floor.

Contact Information

516 Main Street
8:30am-5:00pm
(803) 777-4233
http://sc.edu/bursar/
Campus Recreation provides students many options for exercise at the Strom Thurmond Wellness and Fitness Center and the Solomon Blatt Physical Education Center. These facilities feature open recreation areas for basketball, volleyball, badminton, racquetball, handball and squash, as well as group exercise classes. “The Strom” is equipped with an indoor climbing wall, two pools, and state-of-the-art exercise equipment. Campus Recreation also offers outdoor recreation activities and intramural and club sports teams. Come visit us for more information on how to participate in any of these programs.

Campus Recreation offers tours of the Wellness and Fitness Center to University 101 classes. Please contact the Assistant Director of Campus Recreation for facilities at 803-576-9375 to schedule a tour of the center. Additionally, the outdoor pool can be reserved for class functions (i.e., cook outs, parties, etc.). Reservation requests are available on our website http://campusrec.sc.edu/request.

Campus Recreation is where you can get involved with intramural sports, group exercise, sports clubs, aquatics, and outdoor recreation. From playing intramural sports to attending an Adventure Trip with your peers, Campus Recreation is a great way to relieve stress, connect with friends, and make lasting memories while at Carolina.

No extra fees are required to use either the Wellness and Fitness Center or the PE Center. However, there are additional fees for Group Exercise classes, Intramural Sports, Sports Clubs, and Outdoor Recreation.

Campus Recreation employs over 300 students per year. Positions range from greeting students at the welcome desk to serving as an instructor for fitness classes, but you can work in more than one area. For more information and to download an application, visit the Campus Recreation website.
What Instructors Should Know

The mission of the Career Center is to educate and empower students in their development of lifelong career management skills. Students can visit the Career Center in Thomas Cooper Library and Engineering & Computing students may also visit the Career Center location in Swearingen Hall. We hold drop-in hours from 1-4 pm Monday-Friday for students to have a brief (10-minute) session where students can receive help with resumes and cover letters. Students can also schedule a more in-depth appointment with a Career Development Coach.

We welcome the opportunity to assist first-year students in creating a plan for success, and we believe students should start early and visit us often. Our Career Development Coaches can assist you with ideas for designing class assignments that would assist in this process.

We recommend any Career Center related student assignments be completed and due prior to final exams.

Tell Your Students

During your visits to the Career Center, you will learn about yourself and explore what next steps you should take on your career journey. We can help you at any part of your career path including: helping you determine a major, identifying what you are interested in doing for a career, finding an internship, developing a network, and supporting your job search.

We can also help you connect with JobMate to find out about work opportunities (part-time, summer, internships, or full-time). If you accept an offer for an internship or co-op, visit JobMate to complete the Report-A-Hire so you can maintain your student status and so we can recognize you!

Spur Connections Mentoring Network is a great way for students to connect with alumni and friends of the University who are willing to provide students with advice, information interviews, or job shadowing.
CAROLINA AFTER DARK

Contact Information

Russell House 318
8:30am - 5:00pm

(803) 777 - 7130

http://www.sa.sc.edu/cad

http://www.facebook.com/usccad

http://www.twitter.com/usccad

What Instructors Should Know

Carolina After Dark is USC’s late night, alternative programming initiative. Programs are held every couple of weeks in the Russell House University Union as well as at several off-campus venues. Past events have included comedy shows, create-your-own novelty nights, bowling at AMF Parklanes and more. They are typically held on a Thursday, Friday, or Saturday night and start at 10:00pm. All of the programs offered by Carolina After Dark are free to USC students, faculty, and staff, and free food and drinks are provided!

Tell Your Students

All you need for admission to one of our events is your Carolina Card! Two of the most popular events, hosted by Carolina After Dark and other campus partners, are the annual Russell House Tailgate and the Late Night Breakfast. These are both great ways to celebrate Gamecock football with some of the USC’s biggest fans. Keep an eye out for advertisements for these events and many more in the Russell House University Union, on our website, and our social media accounts. If you have ideas for future events, we encourage you to submit a suggestion on the Carolina After Dark website!

NEW FOR THIS YEAR

New this fall is the Friday Night Midnight Movie Series. Join us at the Russell House Theatre at midnight for the FIRST 6 Fridays of the year, beginning August 21st and ending on September 25th. Movies featured this fall come from the Avengers series and will appear in order: “Iron Man”, “The Incredible Hulk”, “Iron Man 2”, “Thor”, “Captain America: The First Avenger”, and “The Avengers.” Make plans to come out and see these great movies along with several new Carolina After Dark programs throughout the semester!
Carolina Productions is a student organization that provides a diverse array of entertaining, educational programs for the students, faculty, and staff at the University of South Carolina. These programs encompass the ideas, issues, and interests of the student body, as well as the Carolinian Creed and University mission. Carolina Productions also provides accessible opportunities for the social, cultural, intellectual, and leadership development of our students. At least one event is hosted per week in the Russell House University Union (including Davis Field and Greene Street) or the Koger Center for the Arts. Carolina Productions also offers movies in the Russell House Theater every Thursday–Sunday. These movies range from new releases to series marathons and throwbacks.

Each semester, Carolina Productions distributes a calendar that highlights all of the upcoming events and movies. They host a launch party on Greene Street each semester for every student to pick up their free copy.

Tell Your Students

Any student can become a member of Carolina Productions! Students that volunteer with Carolina Productions assist with running events from start to finish, which includes researching campus acts, developing promotional ideas, and assisting the Executive Board members on the day of a show. Carolina Productions has six programming committees: Cinematic Arts, Concerts, Comedic Events, Daytime Events, Marketing, and Special Events. Meetings are held weekly on Sundays in Russell House. Information about the meeting times for each committee is available on the back of Carolina Productions calendar. If a specific committee interests you, contact the Executive Board member that leads that committee directly or just come to one of the weekly meetings. If you are unsure of which committee interests you the most, you are encouraged to attend all of the Sunday meetings (held back-to-back), to learn more about each and find the right fit!
The mission of the Office of Student Financial Aid and Scholarships (OSFAS) is to educate and assist students and their families in the application procedures necessary to secure the funding they need and to provide leadership to the university in obtaining and administering federal, state, institutional and privately funded financial aid and scholarship resources for which they are eligible.

The OSFAS staff welcomes student contact through office visits, telephone calls, or email communication.

Estimate and understand your college-related costs each year. If it appears you will need additional finances, contact the OSFAS and investigate options for resolving any concern. The University's only application for financial aid is the Free Application for Federal Student Aid (FAFSA). It must be submitted each year and the priority application deadline is April 1st. Recognize that any loan you accept will require repayment; never borrow more than you absolutely need.

It is essential that you watch for communications from OSFAS and understand any notifications you receive. Plan carefully; meet all deadlines, and be sure you understand the requirements for any loans or scholarships you are receiving or wish to receive.

If you are a scholarship recipient, there is generally a grade point average needed to renew your award; usually, the required GPA is a 3.0.

If you are receiving financial aid, you must achieve a level of Satisfactory Academic Progress (SAP) in order to maintain eligibility. Visit our website for more information regarding SAP.

It is the role of the Office of Student Financial Aid and Scholarships (OSFAS) to provide assistance to you, not to deny it. Yet, there are times when the answer to your request must be “No” due to the statutes, regulations, policies, and rules that are imposed by the funding sources providing the aid being requested.
Contact Information
Russell House Suite 115
8:30am - 5:00pm
(803) 777-3506
Hazing Hotline - (803) 777-5800 (24/7 line for reporting concerns)
FSL on-call staff member - (803) 543-9212
http://www.sa.sc.edu/fsl

University of South Carolina
Fraternity and Sorority Life
http://www.twitter.com/UofSCFSL

What Instructors Should Know
Since 1852, when the first fraternity was established at the University of South Carolina, fraternities and sororities have been an integral part of the longstanding campus traditions and values. Roughly 6,000 students are affiliated with 45 fraternities and sororities that range in size from 5 to 350 people. The Office of Fraternity and Sorority Life works with the fraternities and sororities on campus to promote the values of scholarship, leadership, service, and friendship through one-on-one meetings with student leaders, leadership programs such as Greek Emerging Leaders and Greek Leadership Retreat, risk management programming, management of the Greek Village, and more.

Combating acts of hazing is a community effort and we ask that you let us know as soon as you believe there is a problem. If you notice a student in your class is exhibiting uncharacteristic behavior that you believe could be associated with joining a fraternity or sorority, please contact our office immediately. Uncharacteristic behavior can range from a drastic change in appearance to a decrease in academic performance. If you have a question about something you observe and just want to discuss it with us, please contact our staff. We handle each case or call confidentially, but recognize that we have a responsibility to report abusive and violent behavior to USCPD.

Tell Your Students
There are opportunities to join a fraternity or sorority beyond your first semester. Sorority recruitment occurs each fall prior to first year move in, while fraternity recruitment occurs roughly three weeks into the fall and spring semesters. Intake for NPHC and multicultural organizations occurs at various times of the year depending on the organization. More information is available on our website.

NEW FOR THIS YEAR
Over the past year, six fraternities and two sororities joined our community. This is representative of the extensive growth the Greek community continues to experience, as we have expanded from 18% of the student body in 2010, to 25% of the student body in 2015. Additionally, our staff is working strategically to create effective and innovative programming for the community to address growth, leadership development, and organizational behavior. We look forward to partnering with other offices on campus to inspire our members to reach their full potential.
What Instructors Should Know

The mission of our Division is to provide a safe and peaceful environment for all students, faculty, staff, and visitors while ensuring safe and reliable access to the University. We offer a number of programs and training presentations to educate our campus population to prevent crime and have the opportunity for students, faculty, staff, and visitors to meet the University of South Carolina Police in a positive environment. We provide information and resources to learn about safety and crime prevention techniques on a variety of subjects.

Tell Your Students

The most prevalent crime our community experiences is theft. Generally, valuable items left unattended in vehicles or in residence halls are the prime targets. Care should be taken to lock residence hall rooms and remove valuables from vehicles. Textbooks and laptop computers are very desirable because they are easily sold. The Division of Law Enforcement and Safety has implemented a number of programs free to students, faculty, and staff designed to deter criminals from stealing property and facilitating the recovery of stolen goods. For example, we offer property registration for all electronics (laptops, phones, pad, etc.) for free to all students, faculty, and staff.

The Victim / Witness Assistance Program helps crime victims through police investigations, court processes, and other areas impacted because of crime. This program works closely with University services across campus to offer care, concern, and a quick response to those persons who have been victims and/or witnesses of a crime. Along with the Community Outreach programs, proactive measures are provided to help those in the community avoid becoming victims of crime.

Providing a safe campus environment is essential to the Division’s mission. If you discover that something on campus appears to be unsafe (i.e. light out, broken hand rail, etc.) please contact us so that the matter can be handled efficiently. We also provide information and resources for students, faculty and staff to use to learn about safety and crime prevention techniques on a variety of subjects.

Contact Information

1415 Henderson St
24 Hours A Day

Police Dispatch:
(803) 777 - 4215

http://www.les.sc.edu

University of South Carolina Division of Law Enforcement and Safety

http://www.twitter.com/USCPD

The University now provides a FREE mobile app to keep students, faculty, and staff safer on and off campus. Rave Guardian turns your smart phone into a personalized protection network, connecting you with USCPD during an emergency. It offers a number of features including personalized profiles where you can securely store information such as a photo of yourself, medical information, vehicle information, and emergency contacts. Other features include a panic button that can be activated in an emergency to summon assistance to your GPS location. The app also allows the user to anonymously text in tips or report crimes. More information can be found on USCPD’s website. The free app is available for iPhone and Android users and can be downloaded from the iTunes or Google Play store.
INTERNATIONAL
STUDENT SERVICES

Contact Information
901 Sumter St
Byrnes Building Suite 123
8:30am - 5:00pm
(803) 777 - 7461
http://www.iss.sc.edu

What Instructors Should Know
International Student Services (ISS) is the primary resource for over 1,600 international students from more than 105 countries. In addition to providing student support services, we also provide campus and community outreach to individuals who hope to learn more about the international student community. We also provide opportunities for the campus community to engage in dialogue with international students at USC through our Thinking Globally program. Currently, this program sends USC students from all over the world into University 101 and other USC classrooms as well as K-12 classrooms and Fort Jackson to discuss their home countries, the value of thinking globally, and cultural competence. In addition to Thinking Globally, we have also created the Carolina Culture Training program for USC students, faculty and staff to participate in a short workshop focused on intercultural communication. These workshops will be held 3-4 times each semester.

The Buddies Beyond Borders Program is an initiative that pairs Carolina students with incoming international students to help facilitate their transition to USC. The ultimate goal of the program is to build connections between American and international students at the University. Participants meet with their international buddy a few times every semester and can attend events hosted by International Student Services. We also encourage buddies to participate in shared meals, community programs, sightseeing, and holiday celebrations. Become a buddy and meet students from all over the world! Contact our office for more information.

Tell Your Students
International Student Services provides advising and support services to international students in matters of immigration, academic support, cultural adjustment, and personal development. Our office facilitates internationalization across the campus and community through workshops and programs. For more information on the various workshops and programs offered, simply visit our website.
Contact Information

Russell House 227
Monday-Thursday: 8:30am-8:00pm
Friday: 8:30 am - 5:00 pm

(803) 777-7130

http://sa.sc.edu/leadershipandservice

www.facebook.com/uofscleadershipandservice

@UofSC_LSC

What Instructors Should Know

The Leadership and Service Center provides a multitude of beyond-the-classroom experiences that enhance student learning. Through involvement with student organizations, leadership development programs, community service experiences and Carolina traditions, students will start to recognize what is important to them and how they want to contribute to campus and the community. Students can start by participating in anything that sparks their interest or meet with one of our leadership coaches to get connected with programs related to their interest. We recognize the amount of opportunities on campus can be overwhelming. To help students makes sense of their experience, the center offers tailored one-on-one advising through our leadership coaching initiative where our coaches will help students better understand themselves and their experiences to maximize their potential and get the most of their time on campus.

Tell Your Students

We hope to encourage you to jump in, participate, and try something new. We know the first semester is pivotal to your success, and part of that success is getting involved and finding your place in the Carolina community. You can immediately immerse yourself in events through our office such as Service Saturday, the Student Organization Fair, the Community Service Opportunities Fair, Homecoming events, the Emerging Leaders Program, an Alternative Break trip, or a Skill Builder workshop. You can also meet with a leadership coach to strategically plan your leadership and service path. However you choose to engage with our office, we will help you start making connections!
What Instructors Should Know

Did you know that the majority of USC upperclassmen students live off-campus and commute? Chances are very high that the majority of your students will be moving off-campus starting their sophomore year. The Off-Campus Student Services Office is here to support students in exploring off-campus living options, understanding leases, and finding roommates in an effort to make their transition off-campus as smooth as possible. Staff and off-campus Community Ambassadors are available to provide assistance throughout the year, including presentations, webinars, and housing fairs to assist students in their successful transition off-campus.

If any of your students are currently living off-campus, encourage them to take advantage of the Off-Campus Student Lounge in the lower level of the Russell House West Wing. It is a great place for commuter students to come between on-campus activities to meet and connect with friends, relax, watch TV, do homework and use the computers.

Tell Your Students

Many of you will live off-campus after your freshman year and we want to assure you that there are a lot of great off-campus living options to consider! Off-Campus Student Services is here to help you explore your living options and help you make a successful transition off-campus.

We encourage all first-year students to start researching places to live your sophomore year during the fall semester. When you select the best fit for you, the complex or landlord will ask you to sign a legally binding lease. You should not feel pressured to sign one until you are sure it is the right fit for you.

Please take advantage of the resources our office provides as you navigate the process of finding off-campus housing: login to our website to access a housing locator website and message boards for finding roommates, subleases and ridesharing, drop by our office to chat with an Off-Campus Community Ambassadors about living options, check out the Off-Campus Living Guide on the website, visit an off-campus housing fair in the spring or fall and view recorded webinars on our website.
Office of Equal Opportunity Programs

What Instructors Should Know

The Office of Equal Opportunity Programs was created to ensure that applicants for employment, employees, and prospective and enrolled students of the University of South Carolina are protected against discrimination on the basis of race, color, religion, sex, national origin, age, genetics, disability, sexual orientation and veteran status. Qualified individuals are provided with equal opportunity in both employment and academic instruction. Please note that no student, employee or applicant may be subjected to any retaliation, restraint, interference, coercion or reprisal for filing a complaint, serving as a witness, or seeking information regarding illegal/prohibited discrimination at the University of South Carolina.

USC does not discriminate in the administration of its admissions, financial aid and employment policies, educational programs and other student related activities. Reasonable accommodation is made for students with disabilities to attain their academic objectives. Student performances are evaluated solely on an academic basis.

The policies of non-discrimination and affirmative action apply equally to all student employees. Primary responsibility for the resolution of student problems lies with the Division of Student Affairs, through the Director of Student Development.

The Carolina Community Student Policy Manual describes the procedures for filing grievances of a non-academic nature. Such grievances include, but are not limited to, mistreatment by a University employee, wrongful assessment and processing of fees, records and registration errors, and discrimination on the basis of race, color, religion, sex, national origin, age, genetics, disability, sexual orientation and veteran status.

The Office of Disability Services, in the Division of Student Development, coordinates services to students with disabilities and addresses student complaints of discrimination on the basis of disability.

To file a grievance on an academic matter, you must contact the respective college or school to obtain the appropriate grievance procedures. The Division of Student Affairs and the Office of Disability Services will coordinate complaints of alleged discrimination with the Office of Equal Opportunity Programs.
The Office of Multicultural Student Affairs (OMSA) helps to build a community of support for diverse student populations, including minority and LGBTQ students. In our efforts to promote awareness and social understanding, OMSA offers several programs a year - cultural heritage and awareness events, dialogues, social justice and advocacy workshops, Safe Zone training, diversity retreats, peer mentoring programs. The Office of Multicultural Student Affairs strives to educate all Carolinians, and our programs are centered on developing the personal and interpersonal skills necessary to be effective leaders in a diverse world.

OMSA welcomes ALL students, faculty, staff and community members to our events and creates a dialogue that leads to understanding and an inclusive community. We encourage you to join us at any of our programs, events, or stop by our offices at any time.

Tell Your Students

OMSA programs are open to all students. In addition to our support programs, we have a number of programs and events in which you can be involved:

- Multicultural Assistance Peer Program (MAPP) – Provides peer mentors for new and transfer students.
- Men of Color Initiative (MOCi) - Engages participants in workshops, mentoring, and self-reflection around students that identify as men of color.
- Quench (Queers + Lunch) - LGBTQ and Ally students learn how to enhance their success and pride both on campus and in life after graduation.
- Cultural and Heritage Month Events (Black History Month, Hispanic Heritage Month, Native American History Month, LGBTQ History Month, and Social Justice Awareness Month).
- Diversity Dialogue Series - Educates the campus community on issues related to diversity, social justice and multiculturalism.
- The Social Justice Advocate & Activist Program (SJP) is a certificate program in which you can enhance your co-curricular experiences through your involvement in initiatives focused on diversity, social justice, service and leadership.
What Instructors Should Know

The Office of Parents Programs provides information to families throughout the year to help them become familiar with university resources so that when students have a question, concern or problem and ask their family for advice, they know what’s available to help point them in the right direction. Parents can stay informed and in touch with Carolina by joining our dues-free Parents Association. Every parent or family member who attended orientation with their student was automatically signed up to receive monthly e-newsletters, but additional family members can be added online through our website. Families receive the Parents Calendar at orientation (and can request one from our office or view it online) and the Carolina Ties newsletter once each semester in the mail. Parents can call the Parents Assistance Line at 1-800-868-6752 or email scparents@sc.edu with their questions and concerns.

The Office of Parents Programs manages Dinner Dialogues, a program that offers faculty who teach undergraduate courses a unique way to increase interaction with their students beyond the classroom and build community among the members of their class. We encourage instructors to host their class early in the semester so everyone can get to know each other. Or, celebrate toward the end of the semester! Funded by a grant from the Parents Annual Fund, the Office of Parents Programs reimburses professors up to $10 per student when they host their undergraduate class for dinner at their home.

Visit the Dinner Dialogues website for more information and to apply for funding.

Tell Your Students

In recognition of the critical role that parents play in their students’ college success, the Office of Parents Programs partners with parents and families to educate them about the resources available to support their students’ growth and success. We know the importance of maintaining strong relationships between parents and their college students AND between parents and the university.

Our largest event is Parents Weekend, which is Sept. 25-27, 2015. Families of all undergraduate students are encouraged to visit campus for a fun weekend! Events include a variety of social and educational activities for parents to visit their student’s new home away from home. Highlights of the weekend include the President’s Welcome Reception at the President’s House, the Beach Bash at the Strom Thurmond Wellness and Fitness Center, 5K run/walk and a traditional pre-game tailgate party before the football game. Registration is required to participate and is available online until Sept. 4 at 4 p.m. Space is limited, so we encourage families to register early!
Admission to professional school is competitive; a quality application has much more than good grades and test scores.

That’s where we come in. The Office of Pre-Professional Advising (OPPA) assists students interested in attending graduate school for a law, medical, or other health professional degree. From community service and career observation to internships, research, and study abroad, the OPPA can get your students connected with the campus and community resources to help them be the most competitive professional school applicants they can be. We take field trips to various professional schools and also bring physicians, lawyers, and admissions officers onto campus to meet with students. Participating in OPPA programs and events is also a great way for students to meet other people interested in pursuing pre-med and pre-law.

From individual guidance to group workshops, the OPPA is here to guide your students through their undergraduate experience, and prepare them for success as they approach specialized education programs.

Tell Your Students

Are you interested in pursuing pre-law, pre-med, or other health professional schools? Come to the OPPA for resources that will help you prepare for these competitive programs. Visit us in our office in Sumwalt 208 for drop-in hours Tuesdays from 1pm-4pm and Wednesdays from 10am -1pm. You can contact us by email or phone to schedule an appointment.

You can sign up to receive emails from the OPPA listserv here. We send out valuable information to pre-med and pre-law students about events, trips we offer, application information, and other opportunities. For additional information, visit our website. We are here to help you prepare for, apply to, and gain admission to the med or law school of your choice.
What Instructors Should Know

The Office of Student Conduct is charged with promoting the ideals of the Carolinian Creed. Instructors are encouraged to utilize the variety of resources available on SharePoint to teach about the Carolinian Creed's importance as the guiding values of our community.

Below is additional information to provide you with an overview of our office functions and goals.

The goals of the Office of Student Conduct are to:

1) Provide a fair, student centered conduct process to uphold the behavioral standards of the Codes and foster individual student development. Last year there were over 3,000 conduct cases, 300 academic integrity cases and 300 Behavioral Intervention Team cases.

2) Provide educational outreach to increase individual and community understanding of behavioral and academic expectations, awareness of codes and resources, and the values espoused in the Carolinian Creed.

Tell Your Students

Do you know that being in a room where alcohol is present even if you are not drinking is a violation of our Code of Conduct through our Shared Responsibility policy? If not, talk to your RM, U101 instructor, or view OSC's website to learn more. Chances are that you won’t have an interaction with our office. If you do, however, the best possible way to handle your alleged violation is to be honest.

USC is a fantastic place to live and learn, due much in part to our shared values of the Carolinian Creed. Live out our values of integrity, acceptance, respect, leadership, and compassion.

If you are seeking ways to lead your peers, consider joining the Carolina Judicial Council (CJC). CJC is an opportunity to serve on hearing panels in conduct and academic integrity cases. As ambassadors of the Carolinian Creed, council members personify the principles embodied in the Creed and serve as the main hosts for Creed & Diversity Week November 2-6. If you are interested in becoming a member, applications are due September 11th.
OFFICE OF UNDERGRADUATE RESEARCH

Contact Information
Legare College 126
8:30am - 5:00pm
(803) 777 - 1141
www.sc.edu/our/
www.facebook.com/GamecockOUR
@gamecock OUR

What Instructors Should Know
The Office of Undergraduate Research (OUR) helps students learn more about any field of study through research, scholastic, or creative experiences. We assist students in 3 ways: matching students with faculty and research projects, providing money or grants for projects, and helping students showcase their accomplishments.

Asking questions and finding answers. This is the OUR definition of research. There is a perception that research is confined to a lab. While the sciences are a big part of the research done at USC, we encourage students from all disciplines to ask questions beyond the classroom. No matter what their major, we help students discover what their “lab” looks like.

The earlier the better for getting started! We want students to have research on their mind as early as their first semester. Not only does research give them an opportunity to develop relationships with faculty, but it also gives them a chance to test drive their career. Have a student that is unsure of their major? Research is a great way to have them try out different fields of study.

No project? No mentor? No problem! We are here to help you find a mentor and project. It does not matter where you are in the process, we want to meet with you. Attend a Getting Started Workshop participate in Discover (a 4-week, not-for-credit seminar aimed at helping you take the first steps to develop relationships with faculty), or make an appointment to speak with someone in our office.

OUR wants to give you money! The office has money to fund your research projects. There are several grants that the OUR office provides for you. These funds may be used for materials and supplies, travel costs, and even salary. You can pay yourself to do research. And they are not as competitive as you might think! Make an appointment to talk with us about research funding opportunities.

We want you to tell people about your research! Show off your accomplishments. Present at Discovery Day, submit your work to Caravel (U of SC’s online undergraduate research journal), or apply for the Magellan Voyager!

NEW FOR THIS YEAR
• Have a student living in Maxcy? Encourage them to apply for the Magellan Navigator. This new grant funds up to $1000 for all Maxcy residents/alumni interested in pursuing research, scholarly, or creative projects.
• Check out our new and improved weekly newsletter! Every Wednesday, keep up with the latest undergraduate research news including workshop dates and upcoming grant and conference deadlines!
What Instructors Should Know

This facility is a one-stop shop for student activities and is a place where students come to meet friends, dine, and participate in a variety of events. It serves as an essential location for entertainment, opportunity, education, leadership, and employment through excellence in programming and services. The facility is a one-stop shop for student activities and is a place where students come to meet friends, dine, and participate in a variety of events.

The Russell House is home to the Leadership and Service Center, Department of Student Life, New Student Orientation, Golden Spur Gameroom, USC Bookstore, Carolina Card office, Student Mail Center, Financial Service Center, Quick Copy, Carolina Styles, several dining options, and meeting rooms.

Annual events held in and around the Russell House include the Student Organization Fair, Carolina Welcome, Parents Weekend, Carolina Productions movies and events, Carolina After Dark events, Off-Campus Housing Fair, Homecoming events, Carolina/ Clemson Blood Drive, Russell House Review, and Study Union.

Tell Your Students

The Russell House serves as both the figurative and geographic heart of campus. It’s a place to be yourself and find yourself with a wide array of options to help you do both. Whether you’re stopping in for lunch in the Grand Market Place, picking up a textbook in the USC Bookstore, or participating in one of our prestigious leadership and service programs, the Russell House helps you fill in the gaps between your academic and extracurricular life.

Stop in between classes to take a break in one of our study lounges, play the latest video game in the Golden Spur Gameroom, watch a movie with friends, or stop by late night to grab some ice cream from Marble Slab. You can think of the Russell House as your connection to all things Carolina. If we don’t have a service here in the building, our Information Center will point you in the right direction.
Student Health Services provides a patient-centered, holistic approach to health care, including addressing behaviors, risks and prevention to support students’ academic success. Students can access general medical care, women’s care, sports medicine, physical therapy, counseling and psychiatric services, radiology and laboratory services, a pharmacy, wellness services, and sexual assault and violence intervention and prevention programs. Students can make appointments (www.sc.edu/myhealthspace), fill prescriptions (www.sc.edu/myrxspace or download the PocketRx app) and contact a victim’s advocate 24 hours a day, 7 days a week. Student Health Services and its departments offer programs and services beyond the health center focused on prevention, wellness and holistic health. Visit our website www.sa.sc.edu/shs for more information about our events, programs and services.

Healthy Carolina

Healthy Carolina is the vision for an overall healthy campus. Through policies, programs, services and initiatives that address overall wellness, Healthy Carolina seeks to create a healthy campus environment in which students, faculty, staff and the campus community live, learn, work and play.
Medical Services

General medicine provides primary and urgent health care and is staffed by board-certified physicians and licensed nurse practitioners. Women’s care is staffed by board-certified gynecologists and licensed women’s health nurse practitioners. Our Sports Medicine physician is board-certified in sports medicine and family medicine. You must have a referral to meet with our licensed physical therapist.

When you visit general medicine, you will be assigned to a primary care physician, who will be part of a care team as part of the Patient Centered Medical Home Model. The care teams work as a single unit to implement and develop treatment plans and seek to combine the medical providers’ skills with counselors, case managers, social workers, nutritionists, pharmacists, wellness professionals, advocates and other Student Health Services support staff. The goal of the care teams is to promote health, prevent diseases and enhance student success.

Ancillary Services

Coinciding with our medical services, we also provide ancillary services, including a laboratory, radiology department, allergy, immunization and travel services and a pharmacy. We also offer our First Responders program, which is an urgent care response unit of nationally-registered EMTs available 24/7 during the fall and spring semesters and 7 a.m. – midnight during summer and breaks.

Mental Health Services

Counseling & Psychiatry’s counseling services provides you a safe place to speak privately and confidentially with a trained counselor about a variety of concerns. Psychiatric services include board-certified psychiatrists who provide emotional support through psychotherapy, medication management and referrals.

Prevention, Wellness and Advocacy Services

Campus Wellness offers convenient and accessible programs and services that support and encourage you to striving for optimal health by incorporating healthy behaviors into daily living; programs include nutritional consultations, exercise consultations and sexual health consultations. The Sexual Assault and Violence Intervention & Prevention office presents on and encourages discussion about interpersonal violence and being accountable bystanders. The SAVIP office also accompanies students for support (if desired by the individual) for those who have experienced sexual assault, domestic and dating violence, stalking, harassment or a hate crime.

NEW FOR THIS YEAR

New for incoming students is the Patient Centered Medical Home Model concept, which consists of an integrated evidence-based care team delivery model. As part of this model, students are assigned to a care team and primary care provider. These providers work with nurses, counselors, case managers, social workers, nutritionists, wellness professionals, pharmacists, advocates and other allied health staff to ensure each student is cared for in a comprehensive manner. For students, this means when they visit their primary care provider, the physician or nurse practitioner will not only address the issue that brought them to the office but will also inquire about their mental health and any other issues that may be bothering them.
Student Legal Services, which is a partnership between USC and South Carolina Legal Services (SCLS), provides opportunities for students to receive legal consultation on a variety of concerns. Consultations are available on topics ranging from landlord-tenant relations to consumer protection.

What Instructors Should Know

Our services are available to all currently enrolled, fee-paying students. Attorneys are available to assist you with issues relating to leases, housing, domestic relations and employment law. However, they will not discuss issues related to criminal defense, alcohol and substance abuse violations or malpractice claims. Visit our website for a full list of what can and cannot be covered in our consultations.

If you have questions about legal issues that are outside of the scope of what we handle, we can refer you to the South Carolina Bar Lawyer Referral Service. To make an appointment, call 803-777-6611, where you will be prompted to complete the intake process. Requests for appointments can also be made through the Student Legal Services website. Appointments are available on Monday, Tuesday, Thursday or Friday from 8:30 am - 5:00 pm. Be sure to bring your CarolinaCard to your visit.
The Student Success Center (SSC) is a comprehensive one-stop-shop for academic support services on campus. All of the center’s programs and initiatives are free to undergraduate students at the University of South Carolina. Our administrative office is located in the Thomas Cooper Library (Mezzanine Level), and three satellite offices are located in the residence halls: Bates House, Columbia Hall, and Sims at Women’s Quad. SSC services are grouped in three functional areas: Course Specific Academic Support, Academic Skill Development, and Outreach and Early Intervention.

All of our Peer Leaders have taken the courses they support here at USC, earned an “A” in that course, and are referred by faculty. They undergo an intensive training program of over 15 hours. They have to have a minimum of a 3.0 cumulative GPA and completed at least 15 credit hours.

Our academic support programs are for all students, not just those who are struggling. The average GPA of our service users is 3.2 and students who use SSC services early and often significantly outperform their peers who do not use these services. If SI is available in one of your courses you should take advantage of it. SI is only offered in courses where at least 30% of the students earn a D, F, or W as a final grade. If you are interested in becoming a Peer Leader, visit our website at www.sc.edu/success and click on SSC Peer Leadership to apply.
NEW FOR THIS YEAR

All first-year students are assigned to a Success Consultant who is available as a resource to answer student questions, make connections to appropriate services, and meet with identified students to provide interventions. Success Consultants will provide outreach to students throughout the year.

Outreach & Early Intervention

Financial Literacy: Provides free one-on-one financial consultations to help students adjust to handling all of the responsibilities that come with managing money in college. Students can schedule consultations with SSC Staff to discuss almost any financial topic, including but not limited to student loans, moving off campus, studying abroad, budgeting, and credit.

Transfer & Veteran Services: Connects undergraduate transfer students and student veterans to support resources that promote successful transitions to USC.

Success Connect: Assists faculty in connecting their students with Student Success Center resources, particularly if they are not attending class or are having difficulty with course content.

Academic Recovery: The Student Success Center offers personal attention to all undergraduate students identified as academically deficient, and provides these students with strategies and resources to aid in their academic success.

Out-to-Lunch: Gives students an opportunity to invite professors to lunch on campus, encouraging interaction outside of the classroom.

What Instructors Should Know

Success Connect is a program that provides instructors the opportunity to inform the SSC of students who are not academically engaged, are missing classes, or are not performing well academically. Once a referral is submitted, an SSC staff member contacts the student to set up an appointment. The referring instructor will be notified by the SSC when a follow-up with the student is complete. Instructors will be sent emails prompting them for referrals at critical times throughout the semester, however referrals can be made at any time via the SSC website. The earlier students are referred to the SSC the more likely we will be able to assist them.

Tell Your Students

The University of South Carolina cares about your academic performance and engagement so much that a professional staff member will personally follow-up with each Success Connect referral. If you receive a referral, you should take advantage of the opportunity to learn about all of the services available to you. The idea behind Success Connect is to connect you with resources before there are bigger problems.
STUDENT TICKETING SERVICES

Contact Information

Russell House, West Wing Suite 115
8:30am - 5:00pm
(803) 777 - 6102
www.sa.sc.edu/studenttickets
www.facebook.com/uscstudenttix
@USCstudentTIX

What Instructors Should Know

The Student Athletic Ticket Office is under the Department of Student Life. This office serves as the hub for students to receive tickets to athletic events, in particular football, men’s and women’s basketball, and baseball.

Athletic student tickets are NOT guaranteed. Students need to take ownership in understanding how the Ticketmaster ticketing system works. If there are questions, please email the Student Ticketing Office at sastutix@mailbox.sc.edu or visit the office in the Russell House West Wing 115F. Football tickets are allocated on a request and claim basis. Football tickets are awarded based on the number of loyalty points students have. Men’s and women’s basketball and baseball tickets are allocated on a first-come, first-served basis. Loyalty points are awarded to students who attend any home Gamecock athletic event. For all other sports such as soccer, swimming, softball, equestrian, etc. students can show their Carolina Card for FREE admission.

Tell Your Students

We assist you in making sure you know how to get a ticket, attend the game, and cheer on the Gamecocks! All student ticketing information, including log-in information (Account ID & Password) will be sent to all students through your USC email address during the week of August 17. If you do not receive your information during that week, please contact the Student Ticketing Office. For specific information regarding the ticket process, such as the 2015 Gamecock Football Registration Schedule, visit our website. The registration schedule highlights the request and claim period for each game.

Student tickets for the 2015 Gamecock Football season will be allocated on a weekly basis. When the ticket request period opens, it does not matter if you are first or last to request tickets. You can request tickets at any point during the open request period. Once you have received notification that you have been awarded a ticket, you have 48 hours to claim the ticket. If you do not claim your ticket during this period, you will lose your ticket to the game. If you claim your ticket but do not attend the game, you run the risk of losing your ticket privileges for the year. Visit our website for a step-by-step guide on how to request or claim a ticket.
STUDY ABROAD

What Instructors Should Know

There are countless overseas opportunities available to University of South Carolina students. Last year 1,422 USC students participated in global education programs around the world. Programs include both traditional classroom-based study abroad, as well as international volunteer, service learning, and internship programs. International experiences can be instrumental to a student’s academic, personal, and professional development, and the Study Abroad Office is here to help navigate the world of opportunities. We work with students to set realistic goals for global education then help them identify programs, scholarships, and resources for planning their international experiences.

It can be affordable. USC students who apply through the Study Abroad Office on an approved program can use their federal, state and institutional financial aid and scholarships to help pay for overseas education. In addition, there are many additional scholarships just for study abroad. Last year, USC students received $722,237 in study abroad scholarships.

It’s never too early to start planning. The earlier you start, the better you can plan your budget and your class schedule to fit your education abroad goals. The first step is attending an information session in the Study Abroad Office. We have information sessions twice a day so you can start planning now. Sessions cover basic information you need to know to get started, including programs and scholarships. Information sessions can be scheduled by contacting the Study Abroad Office.

Tell Your Students

Anyone can do it. Global education programs are within reach of any USC student regardless of your degree. There are many choices of study abroad programs where you can take classes that count toward your major, minor, or Carolina Core requirements. Additionally you can take advantage of overseas internships, service learning, or volunteer opportunities. Programs go abroad during the semester, academic year, summer, winter, or spring break.

NEW FOR THIS YEAR

In the Summer of 2016 the Study Abroad Office will launch its newest endeavor; the USC Global Health Study Abroad Program in Costa Rica, an interdisciplinary healthcare program for students from all majors. Students who choose to enroll in this program will have the opportunity to fulfill credits for their major, minor, or electives while also gaining practical experience to apply to their future academic and professional careers. Those who are interested in participating should contact the Study Abroad Office to learn more about opportunities through the USC Global Health Study Abroad Program in Costa Rica.
SUBSTANCE ABUSE PREVENTION AND EDUCATION

Contact Information
Strom Thurmond Wellness & Fitness Center 8:30 am - 5:00 pm
(803) 777-3933
http://sa.sc.edu/sape
SAPE at USC

What Instructors Should Know
The purpose of the Substance Abuse Prevention and Education (SAPE) office is to promote healthy low-risk behaviors and responsible decisions concerning the use of alcohol and other drugs by providing preventive and educational services to Carolina students.

A primary role of the SAPE office is to administer AlcoholEdu, the online alcohol education program - and assessment that measures student perceptions about alcohol use and abuse prior to arriving on campus and after several weeks on campus. Other prevention programs conducted through SAPE include:

TIPS (Training for Intervention ProcedureS) - a workshop offered monthly and designed to give participants the skills necessary to intervene in situations where alcohol is being misused.

STIR (Students Taking Initiative and Responsibility) - a brief alcohol/marijuana screening and intervention program designed to reduce high-risk behaviors and the potential harmful consequences of substance use. STIR is available to students who voluntarily wish to explore their use and choices about substances.

Tell Your Students
All new undergraduate students (freshman, transfer and change-of-campus) to the Columbia campus under the age of 23 are required to complete both Parts 1 and 2 of the AlcoholEdu course and Parts 1 and 2 of the Haven course. The deadline for completing Part 1 of AlcoholEdu with a passing score of 80% and Part 1 of Haven is August 17th. The deadline for completing Part 2 of each course is October 17th. Failure to complete both courses will result in registration holds placed on your record, making you ineligible to register for Spring 2016 courses. Courses can be accessed through Self Service Carolina.
Contact Information
1322 Greene Street
24 Hours during fall and spring semesters
Library Administration Office
M121 - M126 Mezzanine
Monday - Friday, 8:00am - 5:00pm
(803) 777 - 4866
http://library.sc.edu/p/TCL

What Instructors Should Know
The faculty and staff of Thomas Cooper Library are here to help your students succeed! Librarians can help you create assignments that incorporate library resources that assist students in developing research and critical thinking skills. Contact Timothy Simmons at simmons2@mailbox.sc.edu or 803-777-6244 for help.

Are you looking for supplemental readings or videos for your class? Remember that the Circulation Department can put items (books, articles, videos, etc.) on reserve for your class in a hardcopy or electronic format. Copyright restrictions apply. Visit these links for more information:
http://library.sc.edu/pubserv/reserve/profresv.html or http://library.sc.edu/pubserv/reserve/filmres.html.

Tell Your Students
Did you know that Thomas Cooper has textbooks for many of your classes? Check them out on the main level of the library at the Circulation Desk.

Individual and group study rooms are available for USC Columbia students. These rooms must be checked out with a current Carolina Card at the Circulation Desk. To check out a group study room, the minimum number of people required for the room must be present at the time of check out and all must have a valid Carolina Card. Study room keys are library use only and the maximum amount of time you can have the room checked out is four (4) hours. These rooms are available to USC Columbia students, staff, and faculty only and are issued on a first come/first served basis.

Are you having trouble finding what you need? Visit the Research and Reference Desk located near the front entrance of the library on the main level. There you will find reference librarians who will provide information, instruction, and general reference services for you. Or, if you are not actually in the library, you can always use our “Ask a Librarian” service to chat online with a librarian at http://library.sc.edu/ask.html.
What Instructors Should Know

The University Advising Center provides supplemental advising support and Academic Success Coaching for undergraduate students, with attention to first-year and other students in transition.

Major Change Advising promotes intentional academic decision-making by conveying relevant programmatic information, facilitating academic exploration, encouraging short- and long-term planning, and making referrals to appropriate campus resources.

Academic Success Coaching (ACE) provides students the opportunity to learn and apply the skills needed to be successful in college. Coaches meet one-on-one with students to create an academic plan, set goals, and share resources to help undergraduate students achieve their academic goals within and beyond the classroom.

Tell Your Students

Coaches and advisors can assist you in everything from exploring a new major, to managing a tough class schedule, to exploring leadership opportunities on campus. If you want to maximize your efficiency studying for an exam or find better ways to remember important academic concepts, Academic Success Coaching can help. If you want to change your major, but are not sure how, meeting with one of our Major Change Advisors is the place to get started.
What Instructors Should Know

With over 6,500 Carolina students calling Carolina home each year, University Housing provides students with so much more than just a roof over their heads. University Housing provides an environment that motivates students to devote time and energy to educationally purposeful activities by providing experiences that facilitate students’ academic progress, awareness of self, and awareness of others.

The experience of living on-campus starts with a supportive environment that is created with live-in post graduate professional staff, graduate assistants, and undergraduate resident mentors. This diverse and supportive atmosphere assists students with learning beyond the classroom and promotes an atmosphere where students will be successful today and in the future. Through developmentally sequenced programs, activities and experiences; students have an opportunity to continue conversations from the classroom in an environment designed to encourage learning, personal and professional growth.

Tell Your Students

University Housing encourages you to get involved and play an active role within your learning community. Building strong communities with active students fosters social development as well as promoting academic collaboration that stimulates learning. In addition, University Housing wants to remind you that as soon as you move in it is time to start thinking about next academic year and where you will live.

Registration for University Housing for the 2016-2017 school year begins in the October timeframe and is highly competitive among returning students. Only a limited number of locations are available each year for upper classmen, and students that are active within their residential learning communities have the best opportunities to obtain these valuable on-campus accommodations.

Contact Information

Patterson Hall Garden Level
8:30 am - 5:00 pm

(803) 777-4283

http://www.housing.sc.edu/

www.facebook.com/UofSCHousing

@UofSCHousing

Tell Your Students

University Housing encourages you to get involved and play an active role within your learning community. Building strong communities with active students fosters social development as well as promoting academic collaboration that stimulates learning. In addition, University Housing wants to remind you that as soon as you move in it is time to start thinking about next academic year and where you will live.

Registration for University Housing for the 2016-2017 school year begins in the October timeframe and is highly competitive among returning students. Only a limited number of locations are available each year for upper classmen, and students that are active within their residential learning communities have the best opportunities to obtain these valuable on-campus accommodations.
Contact Information

1244 Blossom Street
Service Desk: Monday - Wednesday; 8:00 am - 6:00 pm
iCare: Monday - Friday; 8:30 am - 5:00 pm
(803) 777-1800
uts.sc.edu
www.facebook.com/UofSCtech
@UofSCtech

What Instructors Should Know

University Technology Services (UTS) is responsible for the university email systems, the wired and wireless networks, and the telephone infrastructure on campus. Wireless is available in all buildings and most outside areas of the Columbia campus, including the Horseshoe and the Russell House.

The UTS Service Desk is the central point of contact for technology-related questions and support for both students and faculty/staff.

Tell Your Students

Your Network Username and password is a 5-8 character combination of your first and last names. It is available in my.sc.edu and provides access to your student email accounts, the wired and wireless networks and Blackboard.

When connecting mobile devices and computers to the wireless network, you should always connect to the uscstudent network. This network is secure and has more available connections than the uscguest network. While it is tempting to connect to uscguest, where it is not necessary to authenticate identity, this network is not secure and has fewer available connections, increasing the likelihood that you will lose network connectivity.

The iCARE Center is available to offer free hands-on assistance to students who have issues with their technical equipment. Technicians in the iCARE Center can assist with virus removal, software installation and more. The hours of operation are Monday-Friday, 8:30am-5 pm.

Illegal or unauthorized sharing and downloading of media such as pirated music, movies, or software is a violation of university policy and a federal crime. If you are found in violation of illegal downloading you can face criminal charges.

Microsoft 365 is available free to all students. Office 365 includes email, Word, Excel, Powerpoint and more.
What Instructors Should Know

USC Connect is a university-wide initiative to support all students in making the most of their education by integrating what they learn within- and beyond-the-classroom.

University 101 instructors set the stage for students to make the most of their educational experience by encouraging purposeful selection of beyond-the-classroom activities, providing guidance on reflection, and encouraging pursuit of Graduation with Leadership Distinction (GLD).

USC Connect focuses on community service, global learning (including study abroad), internships, peer leadership, research and the use of e-portfolios to support student reflection. Instructors who want to know more about e-portfolios are encouraged to contact USC Connect.

While graduation may seem far away, students are encouraged to work toward GLD throughout their undergraduate careers. The 4 ½ minute GLD video features students who completed GLD describing its value and encouraging students to consider GLD. The video can be a great discussion starter for class.

Tell Your Students

The USC Connect message to first-year students:

- Try out activities that are a good fit for you. Find experiences through the USC Connect Database and get more ideas from USC Connect Recommendations by Major.
- Think about the activities you have participated in . . . what were the benefits? Are they worth continuing? Why?
- Keep programs, documents, thoughts, videos, papers related to your experiences on Google Drive or an e-portfolio . . . these will be useful later in ways you can’t imagine now.
- Complete the on-line orientation to learn more about GLD.

Graduation with Leadership Distinction is a recognition that appears on the diploma and transcript. Students report that that pursuing GLD really helps them understand how their education and future fit together. As one student wrote, “Want to know what these four years of college did for you? GLD will help you make those connections!” We encourage students to check out GLD!