

CAMPUS RESOURCE GUIDE





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CAMPUS RESOURCE GUIDE

About the Campus Resource Guide

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.

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.

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.



BURSAR'S OFFICE

Contact Information

1244 Blossom Street, Suite 128
Columbia, SC 29208



Office Hours

Monday-Friday
8:30 a.m.-5:00 p.m.

(803) 777-4233



sc.edu/bursar/



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

Please remember to check your student e-mail as all correspondence from our office will be sent there. 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.

CAMPUS RECREATION

Contact Information

Strom Thurmond Wellness
& Fitness Center
1000 Blossom Street
Monday-Friday

Facility: 6:00 a.m.-midnight

Indoor Pool: 6:15 a.m.-11:30 p.m.

Outdoor Pool: 11 a.m.-7:30 p.m.

Saturday and Sunday

Facility: 8:00 a.m.-11:00 p.m.

Indoor Pool: 8:00 a.m.-10:30 p.m.

Outdoor Pool 11:00 a.m.-8:00 p.m.

Solomon Blatt
Physical Education Center
1300 Wheat Streets
Monday-Friday

7:00 a.m.-8:00 p.m.

Saturday and Sunday: CLOSED

(803) 576-9375

campusrec.sc.edu

University of South Carolina
Campus Recreation

@UofSC_CampusRec



What Instructors Should Know

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, squash and much more. "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, group exercise classes, intramural & club sports teams, personal training and a bike shop. Come visit us for more information on how to participate in any of these programs.

Campus Recreation offers tours of the Strom to University 101 classes. Please contact the Assistant Director of Campus Recreation for Facilities at 803-576-9374 to schedule a tour of the center. Additionally, the outdoor pool can be reserved prior to Fall Break for class functions like cook outs and parties. Reservation requests are available at campusrec.sc.edu/request.

Tell Your Students

Campus Recreation is where you can get involved with intramural sports, group exercise, sports clubs, aquatics, and outdoor recreation. From playing intramural sports to reaching the summit of the climbing wall 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 the Wellness and Fitness Center or the P.E. Center. However, there may be additional fees for Group Exercise classes, Intramural Sports teams, Sports Clubs dues, Outdoor Recreation rentals and trips, and Personal Training sessions.

Campus Recreation employs more than 450 students each year. Positions range from greeting students at the welcome desk to serving as an instructor for fitness classes to officiating games as an intramural referee. For more information, visit campusrec.sc.edu/employment/.



CAREER CENTER

Contact Information

5th Floor, Thomas Cooper Library
8:30 a.m.-5:00 p.m.



1A01 Swearingen Bldg.
(for Engineering &
Computing Students)
8:30 a.m.-5:00 p.m.

Thomas Cooper: (803) 777-7280
Swearingen: (803) 777-1947



sc.edu/career



University of South Carolina
Career Center



@UofSCCareers



NEW FOR THIS YEAR

This year, students will be able to chat with alumni and employers from their mobile device or laptop, thanks to the Career Center and MyCarolina Alumni Association. These conversations can lead to informational interviews and job shadowing opportunities and can help students in making major and career decisions.

Students can **activate their Handshake accounts** and complete their profiles to schedule appointments with a Career Coach, look for internships and jobs, learn about employers, and sign up for events.

What Instructors Should Know

The Career Center's mission 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 p.m. Monday-Friday for students to have (10-minute) sessions where they 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 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 encourage instructors to review the Faculty Resource Manual for ideas about Career Development assignments.

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.

The Career Center's Employability Model will show you the stops to CREATE an employable college graduate: Career development; Relationships; Experience; Academic subject knowledge; Transferrable skills; and Emotional intelligence. By engaging in activities related to these six concepts, and with Reflection, Integration, and Evaluation, you can build your self-confidence, self-esteem, and self-efficacy, which makes you more Employable. Students who obtain an internship or co-op during the academic year can "Report A Hire" to have it recorded on their transcript and protect their full-time enrollment status.

CAROLINA AFTER DARK

Contact Information

Russell House 318
8:30 a.m.-5:00 p.m.



(803) 777-6874



sa.sc.edu/cad



Carolina After Dark



@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 10:00 p.m.

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

Carolina After Dark is excited to bring you the fall lineup. All you need for admission to one of our events is your Carolina Card! There will be a pool party at the Strom to end the first week on campus! You won't want to miss it! Trust us! We also will be hosting watch parties in the Russell House for the first two football games of the year: September 2 and September 9.

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 USC's biggest fans. Keep an eye out for advertisements for these events and many more in the Russell House, 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. We look forward to seeing you throughout the semester at all of our planned events!



CAROLINA PRODUCTIONS

Contact Information

Russell House 318
8:30 a.m.-5:00 p.m.



(803) 777-3950



cp.sc.edu



Carolina Productions



@usccp



What Instructors Should Know

Carolina Productions is a student organization that provides an array of entertaining, and educational programs for 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 provides social, cultural, intellectual, and leadership development for our students. Every week, at least one event is hosted in the Russell House (including Davis Field and Greene Street) or the Koger Center. Every Friday-Sunday, Carolina Productions offers movies (ranging from new releases to series marathons and throwbacks) in the Russell House Theater

On August 24, Carolina Productions will host the Back to Class Bash, a full day of events welcoming students to USC. One of these events is the Carolina Productions Calendar Launch, an opportunity for students to pick up a free copy of the Carolina Productions Calendar on Greene Street.

Tell Your Students

You can become a Carolina Productions member! Students who volunteer with Carolina Productions assist with running events from start to finish, including 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 every Sunday in the Russell House. Information about the committee meeting times is available on the back of the Carolina Productions calendar. If a specific committee interests you, contact the Executive Board member that leads that committee or 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! If you are interested in joining Carolina Productions, attend an interest meeting on August 30, 31, or September 6.



DIVISION OF LAW ENFORCEMENT AND SAFETY

Contact Information

1415 Henderson St
24 Hours a Day



(803) 777-4215



les.sc.edu



University of South Carolina
Division of Law
Enforcement and Safety



@USCPD



@USCPD



What Instructors Should Know

The Division of Law Enforcement and Safety aims 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 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

Theft is the most prevalent crime in our community. Valuable items left unattended in vehicles or residence halls are prime targets. Make sure to lock residence hall rooms and remove valuables from vehicles. Textbooks and laptops are desirable because they are easily sold. We have implemented a number of free programs like **property registration**, designed to deter criminals from stealing property and facilitating the recovery of stolen goods.

The **Victim/Witness Assistance Program** helps crime victims through police investigations, court processes, and other areas affected because of crime. This program works closely with University services across campus to offer care, concern, and a quick response to 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.

Rave Guardian is a FREE mobile app that aims to make you safer by connecting you with USCPD during an emergency. It offers features including personalized profiles where you can securely store information such as a photo of yourself, medical information, vehicle information, and emergency contacts. Additionally, RAVE Guardian has a panic button that can be activated in an emergency to summon assistance to your GPS location and the app allows you to anonymously text tips or report crimes.

FINANCIAL AID AND SCHOLARSHIPS

Contact Information

1244 College Street, Suite 200

8:30 a.m.-5:00 p.m.

Office closed to the public 12:30-5:00
Wednesday afternoons; phone and email
contact remain available

(803) 777-8134

sc.edu/financialaid

USC Columbia Office of Student
Financial Aid and Scholarships

@USCFAID



What Instructors Should Know

The mission of the Office of Student Financial Aid and Scholarships is to help students and families gain access to funding that they need and to provide leadership to the university in the administration of financial aid resources. This includes but is not limited to federal, state, institutional, and non-institutional financial aid resources.

Tell Your Students

The Free Application for Federal Student Aid (FAFSA) is the only application that the university uses to award financial aid. The FAFSA becomes available October 1 and it must be submitted each year. The priority application deadline is April 1, so it is essential that you watch for communications from the financial aid office. Plan carefully, satisfy all requirements, and meet all deadlines.

It is a good idea to make sure that you estimate and understand your college-related costs each year. Recognize that any loan that you accept will require repayment. It is good practice to only borrow what you need.

If you are a scholarship recipient, be sure to review the terms and conditions of the scholarship to meet renewal requirements.

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

It is the role of the Office of Student Financial Aid and Scholarships to provide assistance to you. If it appears you will need additional financial aid, contact OSFAS. The OSFAS staff welcomes student contact through office visits, telephone calls, and e-mail communication.

FRATERNITY AND SORORITY LIFE

Contact Information

Russell House West Wing
8:30 a.m.-5:00 p.m.



(803) 777-3506
Hazing Hotline - (803) 777-5800
(24/7 line for reporting concerns)



sa.sc.edu/fsl



University of South Carolina
Fraternity and Sorority Life



@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 campus traditions and values. Roughly 6,500 students are affiliated with 47 currently recognized fraternities and sororities that range in size from 5 to 420+ people. The Office of Fraternity and Sorority Life works with fraternities and sororities on campus to promote the values of scholarship, leadership, service, and friendship through one-on-one meetings with student leaders, leadership development programs and retreats, 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 is exhibiting uncharacteristic behavior that you believe could be associated with his or her membership in 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 or 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 National Pan-Hellenic Council (NPHC) and multicultural organizations occurs at various times of the year depending on the organization. More information is available on our website (www.sa.sc.edu/fsl/).



INTERNATIONAL STUDENT SERVICES

Contact Information

1705 College Street
Close Hipp 650
8:30 a.m.-5:00 p.m.



(803) 777-7461



sc.edu/internationalservices



International Student Services at
the University of South Carolina



USC's Thinking Globally



@usciss



@usciss



What Instructors Should Know

The International Student Services (ISS) office provides support to over 1,800 international students from almost 100 countries on matters of immigration compliance, cross-cultural adjustment, academic concerns, and personal development.

- Invite a **Thinking Globally** Ambassador to your classroom to share cultural presentations and facilitate discussions that will broaden your students' global perspective. This year we are adding many new Thinking Globally ambassadors, and will have more than 50 international student volunteers representing 30 countries who are available to come speak to your University 101 students.
- Walk-in advising appointments are offered daily (1-4pm). ISS advisors are available to discuss **employment, immigration,** and personal concerns.
- Learn more about how to communicate and connect more effectively with people of different cultures through the **Carolina Intercultural Training**.
- Participate in **International Education Week (IEW)**, a full week of events during November 13-17, 2017 for exchange and cross-cultural awareness.
- Practical resources for your classes on internationalization are available in the **IEW Faculty Toolkit**.

Tell Your Students

Volunteer with the **Buddies Beyond Borders Program**, a program that pairs Carolina students with incoming international students to help facilitate their transition to USC.

Find ways to volunteer and connect with international students with more **Global Carolina Programs**.

Exciting events and trips specifically for international students occur weekly. All event details can be found on the **ISS Facebook page** and the **ISS weekly e-newsletter**.



LEADERSHIP AND SERVICE CENTER

Contact Information What Instructors Should Know

Russell House 227
Monday-Thursday: 8:30 a.m.-10:00 p.m.
Friday: 8:30 a.m.-5:00 p.m.
Sunday: 5:00 p.m.-10:00 p.m.



(803) 777-7130



Homepage:
sa.sc.edu/leadershipandservice



Garnet Gate:
garentgate.sa.sc.edu



University of South Carolina
Leadership and Service Center



@UofSC_LSC



The Leadership and Service Center provides a multitude of beyond-the-classroom experiences that enhance student learning. Garnet Gate is the pathway to student engagement here at Carolina. Logging on and creating a membership profile in Garnet Gate provides students with access to student organizations, campus events, and allows them to create a cumulative profile of their involvement. 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. We recognize the amount of opportunities on campus can be overwhelming. To help students makes sense of their experience, the center offers one-on-one meetings through our leadership coaching initiative where our leadership coaches help students find purpose and discover their passions and interests. The center offers an open and collaborative atmosphere with innovative technology to help students turn ideas into action. This space is also available for faculty and staff to connect with students outside of their office in a unique environment.

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 through interaction with Garnet Gate and participation in our programs and events. You can immediately immerse yourself in events through our office such as **Service Saturday**, **Homecoming**, the **Close Family Emerging Leaders Program**, an **Alternative Break trip**, or **Women's Mentor Network**. You can also schedule a time to meet with a leadership coach and strategically plan your leadership and service path or access Garnet Gate to explore student organizations. However you choose to engage with our office, we will help you start making connections!

MCKISSICK MUSEUM

Contact Information What Instructors Should Know

816 Bull Street (Historic Horseshoe)
Monday - Friday: 8:30 a.m.-5:00 p.m.
Saturdays: 11:00 a.m.-3:00 p.m.

(803) 777-7251

[artsandsciences.sc.edu/
mckissickmuseum/](http://artsandsciences.sc.edu/mckissickmuseum/)

University of South Carolina
McKissick Museum

@McKissickMuseum



The McKissick Museum is located at the heart of the historic Horseshoe on the Columbia campus of the University of South Carolina. It was established in 1976 by the University Board of Trustees to bring together under one roof the many object collections housed in various departments and colleges across campus. These collections date to 1801 and provide insight into the long and illustrious history of the University.

The Museum serves the University community by partnering with faculty and staff to offer curriculum-based tours of exhibitions and collections. Instructors and students can propose exhibitions, programs, and projects based on their research interests. The Museum staff are eager to assist in developing beyond-the-classroom opportunities for your students.

This fall, The Museum will have several exhibits open to University 101 classes. Well-Suited showcases costumes worn by the Mardi Gras Indians featured in the HBO drama, *Treme*. *Nostalgia for Nature: Democratizing the Decorative Arts* includes Art Nouveau style glass and Arts and Crafts Movement pottery from the permanent collection. *Fall into Sports and WTF: (What They Found) Oddities* found on USC campus are two smaller exhibitions that present information about the USC's history.

Tell Your Students

The McKissick Museum mission is to foster awareness and appreciation of the diversity of the American South's culture and geography, attending particularly to the importance of enduring folkways and traditions. It accomplishes these aims through original research about southern life, material culture, natural science, and decorative and fine arts. It collaborates with the university community through original research in documenting, collecting and interpreting the region's culture, history, and natural environment.

You may volunteer or intern at the McKissick Museum in order to gain practical experience and professional skills in an experiential learning environment. The Museum is also a quiet place to relax or study. It is a great place to bring campus visitors, especially parents.

OFF-CAMPUS STUDENT SERVICES

Contact Information

Russell House West Wing Lower Level
8:30 a.m.-5:00 p.m.



(803) 777-3366



sa.sc.edu/ocss



USC Off-Campus Student Services



@UofSCOffCampus



@UofSCOffCampus



What Instructors Should Know

Most students in your class will live off-campus next year. Off-Campus Student Services provides resources and support for students as they explore off-campus living options, learn leasing terminology, search for roommates and transition off-campus. We help students in person, by phone, via email, through presentations and workshops. Students are encouraged to explore the resources on our website and to attend housing fairs and property showcases hosted throughout the year. Tips to help students avoid common pitfalls:

- Setting a budget for living off-campus is critical. Cost of living varies greatly between housing options.
- Don't feel rushed to find housing for next year, there are plenty of options. Take your time to find the best fit.
- Signing a lease is legally binding. Wait to sign until you are 100% sure.

Tell Your Students

UofSC students have lots of great off-campus living options to consider! Off-Campus Student Services is here to help you explore living options and transition off-campus.

We encourage all first-year students to start researching places to live next 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.

Take advantage of Off-Campus Student Services resources: visit our website to access the Daily Gamecock housing listing service, message boards for finding roommates and subleases, come by our office to chat with us about off-campus living, check out our Off-Campus Living Guide, and visit a Connect2Cola off-campus housing fair.

OFFICE OF ACADEMIC INTEGRITY

Contact Information

James F. Byrnes Building Suite 201
901 Sumter Street
8:30 a.m.-5:00 p.m.



(803) 777-4333



sc.edu/academicintegrity
sa.sc.edu/creed
sa.sc.edu/judicialcouncil



Carolinian Creed



@UofSCCreed



What Instructors Should Know

Discussing academic integrity should go beyond a statement in your syllabus. Research shows first-year students are more likely to engage in academic dishonesty. Therefore, it is critical to help students build strategies to avoid violations. Demonstrate academic integrity by including proper citations during in class lectures and require students to utilize the Student Success Center. Many students report they unintentionally violate our code. To help students avoid a violation discuss the following:

- Time management
- How to develop relationships with instructors
- Proper citation and paraphrasing
- Appropriate collaboration

Lastly, if a student does violate the Honor Code, you are required to complete a report. The Office of Academic Integrity (OAI) will address the situation from an educational lens and you have the option to enact a grade penalty. Submitting the violation allows us to address academic dishonesty early and ensure proper habits are developed for a student's collegiate career and beyond.

Tell Your Students

Transitioning to a college environment means increased responsibilities, including upholding our Honor Code. The Honor Code helps develop a culture of integrity and establishes a fair environment. Make sure you:

- Review your syllabus
- Ask clarifying questions regarding appropriate collaboration
- Manage your time
- Use the Student Success Center and Writing Center

Lastly, think through your decisions. If you're worried about not completing an assignment on time, you could cheat or ask for an extension. Ask your instructor by 1) apologizing for your poor time management 2) asking for an extension 3) recognizing that you might receive a grade deduction. The worst your professor can say is "no," which is better than potentially failing the course due to an Honor Code violation. Chances are you won't have to engage with our office. If you do, uphold your personal integrity and live the Carolinian Creed.

NEW FOR THIS YEAR

The OAI worked with faculty and students to develop a new Honor Code for fall 2017. This new code is written to clarify expectations of students and explain the different ways in which students can violate the Honor Code. The Honor Code reminds students of their responsibilities through the following statement:

When a student is uncertain as to whether conduct would violate this Honor Code, it is the responsibility of the student to seek clarification from the appropriate faculty member or instructor of record.

The four policies are:

- Plagiarism
- Cheating
- Falsification
- Complicity

View the entire Honor Code to better understand what behaviors violate the four policies.

OFFICE OF EQUAL OPPORTUNITY PROGRAMS

Contact Information

1600 Hampton Street
Suite 805
8:30 a.m.-5:00 p.m.



Phone: (803) 777-3854
Fax: (803) 777-2296



sc.edu/eop/



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.

NEW FOR THIS YEAR

All new students are required to complete an online course offered by the Office of Equal Opportunity Programs no later than the end of the spring 2018 semester. This course will cover the laws and University of South Carolina policies prohibiting unlawful discrimination and harassment. Students will also learn about the types of conduct that constitute violations of the laws and policies, their rights as students to file complaints, and the potential consequences for violating the laws and policies.

Tell Your Students

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 and Academic Support, through the Executive Director of Student Conduct and Academic Integrity.

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 Student Disability Resource Center 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 Academic Support and the Student Disability Resource Center will coordinate complaints of alleged discrimination with the Office of Equal Opportunity Programs.

OFFICE OF MULTICULTURAL STUDENT AFFAIRS

Contact Information

Student Life 115
8:30 a.m.-5:00 p.m.



(803) 777-7716



sa.sc.edu/omsa/



Office of Multicultural
Student Affairs



@OMSAatUofSC



What Instructors Should Know

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 events, dialogues, social justice and advocacy workshops, Safe Zone training, diversity retreats, and 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 who 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 Program** 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.

OFFICE OF PARENTS PROGRAMS

Contact Information

Russell House Suite 115
8:30 a.m.–5:00 p.m.



Parents Assistance Line:
1-800-868-6752



sa.sc.edu/parents



University of South Carolina
Parents Programs



@UofSCPParents



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 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 individuals can be added online.

Families receive the Parents Calendar at orientation and can call the Parents Assistance Line at 1-800-868-6752 or e-mail scparents@sc.edu with questions and concerns.

Parents Programs manages Dinner Dialogues, a program that offers faculty who teach undergraduate courses a unique way to increase interaction with their students. Funded by a grant from the Parents Annual Fund, 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.

Tell Your Students

In recognition of the critical role that parents play in their students' college success, the Office of Parents Programs partners with your parents and families to educate them about the resources available to support you. Our largest event is Parents Weekend, which is October 6-8, 2017. Your families are encouraged to visit campus for a fun weekend! Events include a variety of social and educational activities. Highlights of the weekend include the President's Welcome Reception, 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 September 15 at 4 p.m. Space is limited, so we encourage families to register early!



OFFICE OF PRE-PROFESSIONAL ADVISING

Contact Information

208 Sumwalt College
8:30 a.m.-5:00 p.m.



(803) 777-5581



sa.sc.edu/oppa/



Office of Pre-Professional
Advising, USC



@UofSC_OPPA



What Instructors Should Know

Admission to professional school is competitive and a quality application includes 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 law school, medical school, 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 e-mail 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.

OFFICE OF STUDENT CONDUCT

Contact Information

901 Sumter St
James F. Byrnes Building, Suite 201
8:30 a.m.-5:00 p.m.



(803) 777-4333



sc.edu/osc
sa.sc.edu/creed
sa.sc.edu/judicialcouncil
sc.edu/bit



Carolinian Creed



@UofSCCreed



What Instructors Should Know

Most first year students who violate a policy do so when they hastily make a decision without considering the repercussions. Share and discuss with your students that the following factors contribute to students' alcohol hospitalizations:

1. Drank more/faster than usual
2. Didn't eat anything
3. In a hurry to "catch up" with friends

Additionally, if you see signs of distress including erratic or self-injurious behavior, complete a **Behavioral Intervention Team (BIT) report online**. A team member will reach out to assess the concern and connect your student to resources. Call OSC if you are unsure if you need to file a report.

Tell Your Students

About six of the 19 students in this class will be involved in an incident that is reported to the OSC. If you have a conduct meeting, the best way to handle your alleged violation is to be honest. The most common violations include alcohol, drugs, and visitation.

The Carolinian Provision allows you to demonstrate "concern for others." If you or a friend is in need of medical assistance due to alcohol or drugs, make the call for help to housing staff or 911. You and the other student will not have a permanent conduct record for violating University policy. Over 85% of students who were hospitalized last year, stated that they wanted someone to intervene on their behalf. This same provision applies if you or a friend have been sexually assaulted or are dealing with any type of interpersonal violence. Help create a culture of caring by being an active bystander.

If you are seeking ways to transform the campus culture, consider joining the Carolina Judicial Council (CJC). CJC is an opportunity to serve on conduct and academic integrity hearing panels and personify the principles embodied in the Carolinian Creed.

OFFICE OF UNDERGRADUATE RESEARCH

Contact Information

Legare College 120
9:00 a.m.-5:00 p.m.



(803) 777-1141



sc.edu/our/



Office of Undergraduate Research



@Gamecock_OUR



youtube.com/GamecockOUR



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 three ways: matching students with faculty and research projects, providing money or grants for projects, and helping students showcase their accomplishments.

The 2017-2018 Academic Year welcomes a trio of milestones in undergraduate research: The 25th round of Magellan Scholars, the naming of the 1500th Scholar and a total of \$4M awarded for student research!

The OUR definition of research is “Asking questions and finding answers.” There is a perception that research is confined to a lab. While the sciences are a big part of research at USC, we encourage students from all disciplines to ask questions beyond the classroom.

The earlier students get started, the better! Research gives them the opportunity to develop relationships with faculty, test drive their career, and gain experience. Research is also a great way for students who are unsure of their majors to explore different fields of study.

Tell Your Students

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** or **make an appointment** to talk with one of our advisors.

OUR wants to give you money! There are several grants that OUR 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! Present at **Discover USC**, submit your work to **Caravel** (U of SC’s online undergraduate research journal), or apply for the **Magellan Voyager!**



RUSSELL HOUSE UNIVERSITY UNION

Contact Information

1400 Greene Street
Monday-Friday, 7:00 a.m.–midnight
Saturday/Sunday, 8:30 a.m.–midnight



RHUU Administration: (803) 777-8182
Information Center: (803) 777-3196



sa.sc.edu/rhuu/



@RussellHouseUU



NEW FOR THIS YEAR

Starting Monday, August 28 and through Friday, September 1, students are invited to Engagement Week! They can swing by each day with one goal in mind: Connecting to their campus and new community! Engagement Week features connections with local businesses (Monday), information to plan health and wellness away from home (Tuesday), an opportunity for students to engage and connect with local community service opportunities (Thursday) and the chance to interact and play with UofSC's myriad of recreation opportunities (Friday). The crown jewel is the Student Organization Fair on Wednesday, August 30, where students can meet some of our 500+ student organizations.

What Instructors Should Know

The RHUU 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 the hub for entertainment, opportunity, education, leadership, and employment through excellence in programming and services. 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, Founders Federal Credit Union, 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, Football watch parties, 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 ATHLETIC TICKETING

Contact Information

Russell House, West Wing Suite 115F
8:30 a.m.–5:00 p.m.

(803) 777-6102

sa.sc.edu/studenttickets

University of South Carolina
Student Athletic Tickets

@USCStudentTIX

@USCStudentTIX



What Instructors Should Know

The Student Athletic Ticketing Office is under the Department of Student Life. This office serves as the hub for student tickets for football, basketball, and baseball.

Athletic student tickets are NOT guaranteed. Students need to take ownership in understanding how the ticketing system and Gamecock Rewards program works. If there are questions, please email us 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 based on the number of reward points. Basketball and baseball tickets are allocated on a first come, first served basis. Reward points are awarded to students who attend any home athletic event. Download the Gamecock Rewards app to see point opportunities. For other sports such as soccer, volleyball, etc. students can show their Carolina Card for 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! Student ticketing information will be sent to all students through your USC email at the beginning of the semester. If you do not receive your information, contact the Student Ticketing Office. For specific ticketing information, such as the football distribution schedule, visit our website. 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 until 4 p.m. on Thursday to claim the ticket. If you don't claim during this period, you will lose your ticket to the game. If you claim but do not plan on attending, you must cancel your ticket or you may lose your ticketing privileges for the year. Visit our website for a guide on how to request, claim, or cancel a ticket.



STUDENT HEALTH SERVICES - HEALTHY CAMPUS INITIATIVES

Contact Information

Healthy Campus Initiatives
Center for Health and Well-Being (sexual health,
stress management, nutrition)
1401 Devine Street



Thomson Building when renovations are complete
mid-fall semester (fitness assessments, health
coaching, tobacco cessation and peer leadership)
1409 Devine Street

(803) 777-3175



sa.sc.edu/shs/cw



University of South Carolina
Student Health Services



@UofSCshs



@UofSCSHS



NEW FOR THIS YEAR

Launching this year, Be Well Carolina is a comprehensive, evidence-based wellness coaching program for students. Students who come in for services like stress management, physical activity assessments, balanced eating and tobacco cessation will be asked if they would like to set a goal for their respective area and will follow up with a health educator or coach to help them achieve their wellness goals.

What Instructors Should Know

Student Health Services is an accredited Patient-Centered Medical Home that provides high quality and accessible care through a care team approach to enhance the academic success of students. Healthy Campus Initiatives offers a variety of preventive and wellness consultations that address stress management, nutrition, exercise, tobacco cessation and sexual health.

Tell Your Students

Healthy Campus Initiatives offers convenient and accessible programs and services that support and encourage striving for optimal health by incorporating healthy behaviors into daily living; programs include stress management, nutritional, exercise and sexual health consultations. One popular stress management program is Pet a Puppy, which brings PAALS service dogs-in-training to campus multiple times a semester.

If you are pursuing a medical or public health career or if you are passionate about health and wellness, the Changing Carolina Peer Leaders organization is an opportunity for you to facilitate interactive, educational presentations to student groups, including University 101 classes. Changing Carolina Peer Leaders also plan, promote and deliver campus-wide health and wellness programs, events and initiatives.



STUDENT HEALTH SERVICES - COUNSELING & PSYCHIATRY

Contact Information

Counseling: Close/Hipp Building
Fifth Floor until spring 2018 then moving to
Thomson Building Second, Third, and
Fourth Floors



Psychiatry: Thomson Building
Third Floor

Counseling: (803) 777-5223
Psychiatry: (803) 777-1833



sa.sc.edu/shs/cp



University of South Carolina
Student Health Services



@UofSCshs



@UofSCSHS



NEW FOR THIS YEAR

Students are able to access counseling services online through Therapist Assisted Online (TAO). TAO is a seven-to-nine-week, interactive, web-based program that provides assistance to help students overcome anxiety, depression and other common mental health concerns. TAO allows students to get effective treatment when their schedule, or life, makes it hard to get to the counseling office. They have access to highly effective therapy modules 24/7 and brief, pre-scheduled online coaching sessions with a counselor. For more information, visit sa.sc.edu/shs/cp/online.

What Instructors Should Know

Student Health Services is an accredited Patient-Centered Medical Home that provides high quality and accessible care through a care team approach to enhance the academic success of students. Student Health Services' Counseling & Psychiatry supports students' mental health by providing ten individual counseling sessions per academic year at no additional cost, unlimited group counseling and mental health programming.

If you are concerned about a student, call counseling to get guidance on how to talk to a student who may be struggling and learn strategies for helping a student connect with support services. Counseling staff can also meet with you and the student of concern together to provide support, problem solving, advocacy and guidance on the situation.

Tell Your Students

Counseling & Psychiatry's counseling services provides students a safe place to speak privately and confidentially with a trained counselor about a variety of concerns. These may include stress, anxiety, loneliness, depression, relationship difficulties, questions about identity, eating concerns, substance use, sexuality, managing an existing mental health condition or any other issue. Psychiatry includes board-certified psychiatrists and mental health nurse practitioners who provide emotional support through psychotherapy, medication management and referrals.



STUDENT HEALTH SERVICES - CENTER FOR HEALTH AND WELL-BEING

Contact Information

1401 Devine St. (Behind Russell House)

Fall and Spring

Monday-Friday: 8:00 a.m.–5:00 p.m.

Sunday: 2:00 p.m.–8:00 p.m.

Summer and Breaks

Monday-Friday: 8:30 a.m. – 4:30 p.m.

(803) 777-3175

sa.sc.edu/shs

University of South Carolina
Student Health Services

@UofSCshs

@UofSCSHS



What Instructors Should Know

Student Health Services is an accredited Patient-Centered Medical Home that provides high quality and accessible care through a care team approach to enhance the academic success of students. Students have access to primary care; physical therapy; a sports medicine clinic; comprehensive women's health; counseling & psychiatry; health education and wellness services; X-ray and lab facilities; sexual assault and interpersonal violence advocacy; allergy, immunization and travel services; and a pharmacy. In spring 2018, students will also have access to vision care. Students can make appointments (sc.edu/myhealthspace), fill prescriptions (sc.edu/myrxspace or download the PocketRx app) and contact a victim's advocate 24 hours a day, 7 days a week. Visit our website sa.sc.edu/shs for more information.

Tell Your Students

Healthy Carolina

Healthy Carolina is the vision for an overall healthy campus and seeks to create a healthy campus environment in which students, faculty, staff and the campus community live, learn, work and play.

Medical Services

Staffed by board-certified physicians, physician assistants and licensed nursepractitioners trained within their specialty areas, primary care, women's health and sports medicine provide patient-centered, comprehensive and high-quality health care.

When visiting primary care, students will be assigned to a primary care physician who is part of a care team within the Patient-Centered Medical Home. The care teams, identified as dogwood, magnolia, oak and pine, work as a single unit to implement and develop treatment plans. The goal of the care teams is to encourage patients to build relationships with their medical providers and receive holistic care.

Ancillary Services

We also provide ancillary services, including a laboratory, radiology department, allergy, immunization and travel services and a pharmacy. Students can receive text message notifications when prescriptions are ready. Our pharmacy's prices are cheaper than or the same as other retail pharmacies.

NEW FOR THIS YEAR

The Center for Health and Well-Being opens just ahead of the 2017 academic year.

Aiming to achieve LEED Gold certification, the new 68,000-square-foot-facility brings all health and wellness areas into one central location and features a state-of-the-art demonstration kitchen and expanded services for several areas. The building will also feature an eye clinic, which opens in January 2018. The existing health center, known as the Thomson Building, is currently undergoing renovations to further enhance our services and the facility.

See sa.sc.edu/shs/newhealthcenter for more information.



STUDENT HEALTH SERVICES - SEXUAL ASSAULT AND VIOLENCE INTERVENTION & PREVENTION

Contact Information What Instructors Should Know

Sexual Assault and Violence Intervention & Prevention
Thomson Building
First or Second Floor due to renovations

(803) 777-8248

Advocates available 24/7; after-hours,
call (803) 777-4215 and ask for a SAVIP advocate

sa.sc.edu/shs/savip
sc.edu/stopsexualassault

University of South Carolina
Student Health Services

@UofSCshs

@UofSCSHS



Student Health Services is an accredited Patient-Centered Medical Home that provides high quality and accessible care through a care team approach to enhance the academic success of students. Sexual Assault and Violence Intervention & Prevention (SAVIP) provides confidential support for students who have experienced interpersonal violence, including sexual assault, intimate partner violence and stalking. To encourage prevention, SAVIP presents on and encourages discussion about interpersonal violence topics, consent and being accountable bystanders. Schedule a presentation for your class about Healthy Relationships, Communication and Consent, or the Stand Up Carolina bystander accountability initiative. The Healthy Relationships presentation now includes a pizza and consent activity.

Resources and information are available at sc.edu/stopsexualassault. If a student comes forward to you about a sexual assault, stalking or any other type of interpersonal violence, you are required to report this as an employee. The website provides a conversation guide and other resources on how to help a student receive services.

Tell Your Students

The advocates in SAVIP accompany students to resources for support (if desired by the individual) if they have experienced sexual assault, intimate partner violence, stalking and/or harassment. They can also help with academic assistance, temporary alternative housing and/or permanent relocation and referrals.

Resources and training opportunities are available at sc.edu/stopsexualassault for students whether they've been sexually assaulted or if a friend comes to them about an assault.

STUDENT LEGAL SERVICES

Contact Information

Russell House West Wing, Room 044A
On-Campus: Monday and Thursday 12:00 p.m.-4:00 p.m.
Other times available by appointment only

(803) 777-6611

sa.sc.edu/stlife/student-legal-services/

@UofSCstulegal




What Instructors Should Know

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.

Tell Your Students

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 with Student Legal Services, 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. Be sure to bring your CarolinaCard to your visit.



STUDENT SUCCESS CENTER

Contact Information

Thomas Cooper Library, Mezzanine Level
Office Hours: 8:30 a.m.–5:00 p.m.
Service Hours: 9:00 a.m.–10:00 p.m.
(803) 777-1000

sc.edu/success

University of South Carolina
Student Success Center

@UofSCSSC

@UofSCSSC



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 included in tuition at the University of South Carolina. Our administrative office is located in the Thomas Cooper Library (Mezzanine Level), and four satellite offices are located in: Bates House, Columbia Hall, Sims at Women's Quad, and Swearingen Engineering Center.

NEW FOR THIS YEAR

The SSC's Out-to-Lunch program is now partnered with Aramark dining services (previously under campus contract with Sodexo). For an updated list of approved dining locations for the OTL program, please visit our website at sc.edu/success.

What Instructors Should Know


Refer your students as soon as you suspect they are not academically engaged in any or all of their courses. They will receive a friendly e-mail and phone call from a Success Consultant. Success Connect is a program that provides instructors the opportunity to inform the SSC of students who are not academically engaged, missing classes, or not performing well academically. Once a referral is submitted, an SSC staff member contacts the student to set up an appointment. Instructors will be sent e-mails 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.

All of our Peer Leaders have taken the courses they support here at UofSC, earned an "A" in that course, are recommended by faculty, and are required to have a minimum 3.0 cumulative GPA. All Peer Leaders are trained on what and how to study and are prepared to help students with study skills, course content, and university navigation. They undergo an intensive training program of over 38 hours.

Tell Your Students

Our academic support programs are for all students; not just those who are struggling academically. It is never too early to connect with SSC staff members to learn how their services can help you succeed throughout your four years at UofSC. Remember, all SSC services are included with tuition!

USC cares about your academic performance and engagement so much that a 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 the services available to you. The idea behind Success Connect is to connect you with resources before there are bigger problems.



STUDENT SUCCESS CENTER

Help Navigating the University and Study Skills

Success Consultations: All UofSC students have access to a Peer Success Consultant. Students can meet 1:1 with a consultant if they wish to talk about academic performance, set goals, explore study and time management strategies, and connect with campus resources. Students and Success Consultants co-design plans for academic success. Students leave with consultation notes, goals, and new academic strategies.

Workshops: The SSC offers over 15 different success workshops on topics including: developing study plans, time management and prioritization, active study skills, and financial literacy. In a small group setting facilitated by a Success Consultant, students develop personal action **plans and leave with new strategies for success and financial wellness.**

Financial Literacy & Education

The goal of the Financial Literacy & Education Program is to help UofSC undergraduate students improve their understanding of financial concepts and services so they are empowered to make informed choices and take action to improve their present and long-term financial well-being. Consultations and workshops focus on budgeting & financial goal setting, credit, and debt.

Transfer and Veteran Success

Offers an array of support resources for veterans and transfer students seeking an undergraduate degree. Through consultation services we help students monitor their academic progress and adjustment to university life.

National Student Exchange

Provides students an opportunity to study for an academic year, semester, or a summer at one or more of nearly 200 institutions in the United States, U.S. territories, and Canada while paying their UofSC tuition. Financial Aid usually applies.

Out-to-Lunch Program

Designed to promote faculty and undergraduate student interaction outside of the classroom. Undergraduate students can pick-up an Out-to-Lunch dining card to cover the cost of their professor's meal on campus at the SSC's main office in the Thomas Cooper Library-Mezzanine Level.

Help With Courses

Supplemental Instruction: SI Leaders are undergraduate students who provide weekly, regularly-scheduled study sessions for students enrolled in traditionally challenging first and second year courses. SI Sessions integrate what and how to study in a collaborative, structured peer-facilitated environment.

Peer Tutoring: Provides quality, course-specific academic support to undergraduate students for over 80 courses. Tutoring sessions are tailored to meet individual questions and needs to foster independent learning. 1:1 appointments and drop-in hours are available in multiple locations across campus. Additionally, Online Tutoring offers course-specific academic support for students in a virtual environment.

Peer Writing and Communications: Peer Writing & Communications Tutors seek to help their peers develop fundamental analysis strategies that are essential for academic success by offering support for any composition assignment at any stage of the process; these assignments include written, spoken, or visual, such as traditional writing assignments, class presentations, lab reports, etc. Sessions are tailored to meet undergraduate student's individual questions and needs. Drop-in hours and 1:1 sessions are available in the Peer Writing and Communications Lab in Sims at Women's Quad.

Course Assistant Request:

If a course a student needs support for is not on the SSC supported course list, they are encouraged to make a request through the Course Assistant Request Process, which can be found on the SSC website.

Success Connect

Success Connect is aimed to connect students with academic and financial resources, skills and strategies designed to prompt academic success. All students are encouraged and invited to participate in a one-on-one Success Consultation with the goal of co-designing an action plan for academic success. Faculty and campus partners also refer students to Success Consultations (through a Success Connect referral) when a concern regarding course progress, attendance, academic engagement, etc. arises. Success Connect offers 1:1 and group-based workshops.



STUDY ABROAD

Contact Information

Close-Hipp Building Suite 453
8:30 a.m.-5:00 p.m.



(803) 777-7557



sc.edu/studyabroad



University of South Carolina
Study Abroad



@USCStudyAbroad



@USCStudyAbroad



NEW FOR THIS YEAR

In October 2017 the Study Abroad Office will host the first student returnee conference in SC, by partnering with Lessons From Abroad (LFA), and the South Carolina Association of International Educators (SCAIE). Students will network with other returnees as well as staff in the field, learn how to talk about their experiences professionally, and discover ways to study or work abroad in the future. For more details, contact our office or visit:

lessonsfromabroad.org/south-carolina

What Instructors Should Know

There are countless overseas opportunities available to University of South Carolina students. Last year, 1,774 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 (SAO) is here to help navigate the world of opportunities. We work with students to set realistic goals for global education and then help them identify programs, scholarships, and resources for planning their international experiences.

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, Maymester, winter, and spring break.

It can be affordable. USC students who apply through the Study Abroad Office on an approved program can use 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 \$295,000 in aid just from the SAO.

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. Information sessions are held twice a day so you can start planning now. Sessions cover basic information you need to know to get started, including types of programs and scholarships. Information sessions can be scheduled by contacting the Study Abroad Office.



SUBSTANCE ABUSE PREVENTION AND EDUCATION

Contact Information

Strom Thurmond Fitness and Wellness Center, Suite 301B 8:30 a.m.-5:00 p.m.



(803) 777-3933



sa.sc.edu/sape/



@UofSCGoodChoices



@UofSCRecovery



NEW FOR THIS YEAR

Our office is reviving our peer education program! SAPE Peer Educators are selected to provide education on alcohol, drugs, and addiction to the USC campus with the goal of encouraging healthy decisions, promoting low-risk use, and reducing stigma. Greeks for SAPE are fraternity and sorority members selected to encourage healthy decisions and low-risk use in their chapters and the Greek community. Members have the opportunity to facilitate presentations, develop and promote SAPE campaigns, and plan events and programs across campus. More information to get involved at sa.sc.edu/sape.

Gamecock Recovery provides support through meetings, workshops and social events to assist students in recovery in creating a successful collegiate experience. Email gamecockrecovery@sc.edu for information.

What Instructors Should Know

The Substance Abuse Prevention and Education Office creates a diverse campus community environment that engages students in healthy, low-risk behaviors related to the use of alcohol and other drugs through environmental prevention strategies and practices.

SAPE provides programs related to alcohol and other drug use, risk reduction strategies, and true campus norms. We challenge students' expectations about substance use while enabling them to make healthier and safer decisions. Our office administers AlcoholEdu, the online prevention program that helps students to make responsible decisions about alcohol use. We also facilitate presentations for classes and groups, plan campus-wide educational programs, and provide STIR, a brief screening and intervention program for individual students.

Research indicates that alcohol use accounts for around 30% of college failures, so it is important to be aware of how partying can interfere with academics. According to AlcoholEdu data, 39% of freshmen have not had a drink in the last two weeks and 70% of all students have 0-5 drinks on a typical occasion. So, most Gamecocks Make Good Choices!

Tell Your Students

All new, incoming students under age 23, including transfer students, are required to complete the online AlcoholEdu and Haven courses. The deadline for finishing Part 1 is August 24. The deadline for completing Part 2 is October 24. Failure to complete the courses will result in a registration hold placed on your account.

Good Choice Challenges occur throughout the year, challenging you to complete activities on and around campus in categories such as dining, fitness, fun with friends, etc. Check out the entire list at sa.sc.edu/sape! Use #UofSCGoodChoice for opportunities to win prizes for making good choices.

SAPE sponsors alcohol-free Tailgates for every home football game! Stop by the Greene Street shuttle stop in front of Russell House for free food, games, prizes, and fun!



Contact Information

1322 Greene Street
24 Hours during fall and spring semesters



Research, Instruction, & Reference Desk
(803) 777-4866



library.sc.edu/p/TCL



NEW FOR THIS YEAR

The librarians and services at Thomas Cooper Library are not your only tools for success as a USC student. The Richland County Library has all kinds of resources that you can use for your studies or for recreation. All you need to **get a Richland County Library card** is your Carolina Card. Services and amenities at Richland County Library include meeting rooms, makerspaces, and online resources, just to name a few.

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 the link below for more information:

<http://library.sc.edu/pubserv/reserve/profresv.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.

Can't concentrate? Looking for a quiet place to study? On the perimeter of both levels 1 and 3 of the library, students will now find first-come, first served study carrels. Each carrel is equipped with a desk, a chair, an electric outlet, and an abundance of quiet. You don't need a key or reservation, just make a right off of the elevators on levels 1 or 3 and you can't miss them!

Are you having trouble finding what you need? Visit the Research, Instruction & 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>.

UNIVERSITY ADVISING CENTER

Contact Information

Close-Hipp Building, Suite 102



(803) 777-1222



sc.edu/advising



NEW FOR THIS YEAR

Students will utilize two online systems for academic advising. All first-year students will sign up for their advising appointments using the same online system, regardless of major. Students access this system, **Pathfinder**, through my.sc.edu. They will be able to see appointment availability for their First-Year Academic Advisor and schedule appointments through this central system. **DegreeWorks** is used for reviewing degree progress and academic advisors place notes in this system for students to reference.

What Instructors Should Know

The University Advising Center (UAC) provides undergraduate students with academic advising and coaching that guides progression towards a degree through standard advising practices and technologies. The UAC establishes expectations and processes for student advising and supports a culture of student engagement and responsibility in advising. The student support services provided by the UAC are First-Year Academic Advising, Major Change Advising, Academic Success Coaching, and Withdrawal Support.

Tell Your Students

Get to know your First-Year Advisor! You have an assigned First-Year Academic Advisor in your College who will meet with you to review degree requirements, plan for course registration, connect with resources, and discuss your transition to USC. You are required to meet with your academic advisor at least one time for 30-minutes every semester in order to register for classes for the following semester. Be sure to read emails from your First-Year Advisor as communication will include important information about advisement and course registration.

Prepare for Advisement and Registration. Advising and registration can be some of the more complicated parts of your college career. Use the Pre-Advisement and Pre-Registration Checklists found online at sc.edu/advising to help make the advisement and course registration processes much easier.

Thinking about changing your major? First, talk with your First-Year Academic Advisor about your interest in changing majors. Your First-Year Academic Advisor may be able to help you with that process and can refer you to a Major Change Advisor when needed. Major Change Advisors will help you explore different majors, compare program requirements, and explain the major change process for different academic programs.

UNIVERSITY HOUSING

Contact Information

Patterson Hall Garden Level
8:30 a.m.-5:00 p.m.



(803) 777-4283



housing.sc.edu/



University of South Carolina
Housing



@UofSCHousing



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 2018-2019 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.

UNIVERSITY TECHNOLOGY SERVICES

Contact Information

1244 Blossom Street*

*The Carolina Tech Zone will move in the Fall 2017 semester.

Please check our website for our current location.

Service Desk: Monday – Friday; 8:00 a.m.–6:00 p.m.

Carolina Tech Zone: Monday – Friday; 8:00 a.m.–6:00 p.m.

uts.sc.edu

University of South Carolina
Technology Services

@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 [uscstudent](#) network is designed to maximize connectivity.

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 to all students. Office365 includes email, Word, Excel, Powerpoint and more.

NEW FOR THIS YEAR

Multifactor Authentication (MFA) is required to access most university systems. MFA is an easy way to make sure the only one using your network username and password is you. If MFA has been enabled, a password alone will not grant access. Students can use a variety of methods to receive a MFA code including the Duo Security app for smartphones, receiving a text message or phone call, a hardware token, and a one-time bypass code retrievable from my.sc.edu/multifactor. Students will not be able to register for classes or check grades if they do not use MFA. If you haven't already signed up, visit my.sc.edu/multifactor as soon as possible.

USC CONNECT

Contact Information

Legare College
902 Sumter St., 2nd Floor
8:30 a.m.-5:00 p.m.



(803) 777-3272



sc.edu/usconnect/



USC Connect -
University of South Carolina



@USCConnect



@USCConnect



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), professional and civic engagement (internships/work and peer leadership), diversity and social advocacy, and research. USC Connect promotes e-portfolios as a tool to support reflection.

Students are encouraged to work toward **Graduation with Leadership Distinction** throughout their undergraduate careers. Detailed information on GLD, including a brief video, is available on our website.

Tell Your 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 cloud-based services (e.g., Google Drive, Dropbox) 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!"