



UNIVERSITY OF  
**SOUTH CAROLINA**

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**SALKEHATCHIE**

**2012—2013**

**Student Handbook**

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# I. USC Salkehatchie



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**SALKEHATCHIE**





Dear USC Salkehatchie Student:

At USC Salkehatchie we pride ourselves on having a family atmosphere. The USC Salkehatchie Faculty, Staff and Administration would like to take this opportunity to welcome you into our family. We are glad you chose us and sincerely hope that your experience with us will be a great one.

This student handbook was designed with you in mind to help you make the transition from high school to college. There is a wealth of information inside that will guide you through the stages of college life at USC Salkehatchie. Please take time to review the contents of this handbook and keep it handy for future reference.

Please feel free to stop by any office on campus if you have a question or concern. We are willing to listen and are here to help you. Good luck in your educational endeavors.

Sincerely,

Jane T. Brewer  
Associate Dean for Student Services

# History of USC Salkehatchie

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USC Salkehatchie was established in 1965 as a regional center of the University of South Carolina as a result of local civic commitment initiated by residents from Allendale, Bamberg, and Hampton counties who organized a movement to create a regional campus in 1964. The General Assembly of South Carolina responded to this momentum by creating the Western Carolina Higher Education Commission, which is composed of two representatives from each of the participating counties. Barnwell County joined the compact three years later, followed by Colleton County in 1984.

The commission contracted with the University's Board of Trustees to provide the facilities for a University center, while the University provided administrative and academic support. The center was named Salkehatchie after the river that runs through all five counties that support the campus.

An unused elementary school in Allendale provided the first building for the new campus, and the academic program was initiated in the fall of 1965, with eight part-time faculty and 76 students. Student enrollment nearly doubled the following school year. When it appeared that enrollment might decrease, political support was mobilized by community residents who persuaded the legislature to provide monies to eliminate the initial operating deficit. Several measures were taken by the University to strengthen the regional campuses throughout the system and, with the appointment of a regional provost, administration was improved. Campus directors were given power to formulate budgets, and the state legislature began to provide a per-student contribution. Thus the task of increasing student enrollment was successfully undertaken, with student numbers increasing in succeeding years. Today nearly 800 enroll yearly at the campus.

The first non-University review of the campus came in 1968, when the Southern Association of Colleges and Schools visited Salkehatchie in the fall for an accreditation visit. The committee expressed a generally positive view of the efforts being made to develop both the program and the facilities at the new institution and recommended increasing the number of full-time faculty rather than relying on part-time faculty to teach the increasing numbers of students enrolling annually.

The expansion of facilities began in June 1972 when the Allendale Hut Complex, composed of two historic log cabin structures erected during the WPA movement, was deeded to the campus by Allendale County. USC Salkehatchie now owns homes and other buildings adjacent to the original building that now house faculty offices and the Extended Graduate Campus program. To provide for future expansion, the campus commission purchased 65 acres of adjoining land in February 1975. A master plan has been developed for future expansion of the campus. The Science/Administration Building is located on the 65-acre tract and has been available for classes since the fall 1981 semester. In 1983 the campus added the Salkehatchie Civic Arts Center. The most recent addition was a 29,500 square-foot Library/Computer Science Building, which opened for use in fall 1991, located next to the Science/Administration Building in the central part of campus. Also in 1991, the Sarah T. Winthrop Foundation donated an additional 94 acres adjacent to the original location, bringing the current holdings to over 150 acres.

Beginning in 1978, USC Salkehatchie reached out to Walterboro by offering six courses there for the convenience of Colleton County residents. Today, nearly 100 courses are offered each semester, enabling residents of that area to work toward associate's degrees. In the fall of 1982, the former Walterboro High School building and support facilities became vacant, allowing Salkehatchie to establish a permanent second location to its campus holdings. In 1991 the campus commission purchased additional acreage, providing a permanent site for USC in the historic district of downtown Walterboro. In 2003 Colleton County gave two additional buildings, adjacent to the campus, to USC Salkehatchie allowing for more expansion.

The growth of USC Salkehatchie can also be seen in the expansion of its curricula. New areas of study have been added over the years, including applied professions, education, criminal justice, geography, music, physical education, nursing and computer science. The University recognized the development of the academic program in June 1973 when it granted the campus the power to confer associate's degrees.

Salkehatchie is proud of its contributions to the communities that supports it. An outreach program offers courses in local high schools for academically talented seniors. An evening program of courses was begun in September 1976 with ten classes, but community response resulted in the rapid expansion of the evening program. Since 1965 USC Salkehatchie has provided opportunities in higher education to thousands of students who might otherwise have missed the chance for a college education. As the campus has grown, so has its educational, cultural, and economic impact on the community. Today the campus boasts an internationally and culturally diverse faculty dedicated to providing quality educational experiences to students.

USC Salkehatchie is also committed to the economic growth and development of its five-county service area. The USC Salkehatchie Leadership Center opened in 1998 as a result of the cooperative effort of the University of South Carolina, the Allendale County Chamber of Commerce, BellSouth, South Carolina State University, Clemson University, U.S. Rural Development, the S.C. Commission on Minority Affairs, the S.C. Department of Commerce, the S.C. Downtown Development Association, and Leadership South Carolina. The mission of the center is to provide programs for leadership development and to serve as a catalyst for community and economic development in the region. The center has been instrumental in generating grant funding for county programs and providing leadership training for county officials and citizens of the area.

# **USC Salkehatchie Classroom Building Abbreviations**

## **West Campus (Allendale)**

**LRB = Learning Resources Building  
OCB = Original Classroom Building  
SCB = Science Administration Building**

## **East Campus (Walterboro)**

**WAL = Main Building  
WSB = Walterboro Science Building**

**USC Salkkehatchie  
West Campus  
Allendale, SC**

- 1. The Art House**
- 2. Maintenance**
- 3. The Faculty House**
- 4. Education Building**
- 5. Offices**
- 6. Original Classroom Building**
- 7. Conference Center**
- 8. Student Services**
- 9. Leadership Building**
- 10. Learning Resource Building**
- 11. Science Building**
- 12. Athletic Complex**



**USC Salkehatchie  
East Campus  
Walterboro, SC**

- 1. Main Building**
- 2. Research Center**
- 3. Library**
- 4. Science Building**
- 5. Gymnasium**



# THE USC SALKEHATCHIE BULLETIN

As a matriculated (that means fully registered) student at USC Salkehatchie, you are bound by the policies and rules of the University of South Carolina. Your registering for school commits you to an agreement to follow those rules and policies. But where do you find them?

You can find them in the USC Salkehatchie Bulletin which is located under the academics tab on our webpage at <http://USCSalkehatchie.sc.edu>.

The USC Salkehatchie Bulletin is a contract between you as a student and the University. The Bulletin spells out for you what is required to earn your Associate's Degree. (Degree requirements for four year degrees for USC Columbia can be found on the University's webpage at [www.sc.edu](http://www.sc.edu) or for other four-year colleges and universities on their own individual web pages.) The Bulletin lists all courses taught at USC Salkehatchie. To find out what is taught for a particular semester or summer session, you should also visit our webpage and click on the tab for the schedule for the particular semester in which you are interested.

Also listed in the Bulletin are the regulations you need to know. Admissions requirements, continuing requirements and graduation requirements are all explained there. The academic calendar for a particular semester is there (as well as on each semester's schedule). In addition, there are explanations of grading, honors lists, attendance policies and other very useful information. You are encouraged to browse through the Bulletin to familiarize yourself with the information available there.



## II. Getting Started



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**SALKEHATCHIE**



## **USC Salkehatchie**

### **Timeline for Admissions and Financial Aid**

It is best that you apply for admissions and financial aid early so, to help you with that, we are providing you with a timeline to follow.

Apply early for admissions and provide the admissions office with a copy of your FINAL high school transcript and/or college transcripts if you have attended another college, university or tech school. We will also need your SAT/ACT score if you are under the age of 25. Getting all of this in early helps you to be admitted to school early so it's easier to get in your classes and so that your financial aid can be awarded.

Your admissions file must be complete before financial aid will be awarded. Be sure to provide requested documentation in a timely manner.

If your high school guidance office does not have an admissions application for USC Salkehatchie, contact us and we will mail you an application. You can also apply on line at our web site, <http://uscsalkehatchie.sc.edu>.

Financial Aid is a very important part of most everyone's college education. Therefore, the earlier you apply, the better. Some financial aid is awarded on a first come first serve basis, so, to take advantage of those programs, apply early.

We recommend that students complete the FAFSA in January or February of their senior year of high school. You will need your and your parent's tax returns to complete the FAFSA, so encourage your parents to file as soon as possible.

Again, be sure to provide requested documentation in a timely manner. Financial Aid will not be awarded to you if your file is incomplete or documentation is missing.

The FAFSA can be completed on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Here is a timeline for your planning purposes:

- **Apply for admission.**
- **Apply for financial aid.**
- **Submit your completed direct deposit form.**
- **Make an appointment with an advisor and sign up for classes.**
- **Take a copy of your advisement form to the Admissions Office in Allendale or the Main Office in Walterboro.**
- **Go on line to VIP and put yourself in your classes.**
- **Attend Orientation.**
- **Attend Fee Payment.**
- **Have student ID made.**
- **Buy books.**
- **Go to class.**

# HOW TO PAY FOR COLLEGE FINANCIAL AID

Post-secondary education is as much a part of the great American dream as life itself. The first challenge after deciding to attain a higher education (after choosing where you want to attend) is how to go about paying for it. That's where financial aid comes into play. Some suggested steps to follow are:

In order to be eligible for financial aid, you must first be accepted to USC Salkehatchie. Complete an admissions application form and request transcripts from high school and previously attended post-secondary schools. There will be a required fee with your application. Next, begin to examine the cost of attending USC Salkehatchie and all pertinent information contained in the catalog.

## **EDUCATIONAL EXPENSES:**

- A. Tuition and fees – Determine the cost of tuition per credit hour for a full-time student (generally 12 credit hours).
- B. Books and supplies – Post-secondary education is different from a public high school experience. You will have to purchase your books and materials for the classes you take. A good estimate is \$100 per class for books. A helpful hint: Buy used books at the USC Salkehatchie Campus Bookstore. Often, you can save money and stretch your resource dollars. If you do not wish to keep your textbooks for your personal library, you may bring them to the book buy back, sponsored by the publishing company. One is scheduled at the end of the fall semester, and one at the end of the spring semester.

## **LIVING EXPENSES:**

- A. Room and board – A commuter campus does not have on-campus housing or a cafeteria; however, these costs are still reflected as a part of the living expense while attending USC Salkehatchie.
- B. Personal – If you have personal or miscellaneous expenses while attending USC Salkehatchie, these need to be budgeted.
- C. Transportation – This expense is an important cost factor. How much does it cost you to get from home to USC Salkehatchie? How many times in a school year will you be making the trip?
- D. Dependent Care – If you get married, or if you are already married, or are a single parent and have a family while at USC Salkehatchie, you will need to plan and budget for your new responsibilities, such as childcare and baby supplies.

All of these items (A through F) will have dollar figures associated with them, and you will begin to see that the bottom line figure begins to amount to a pretty sizeable number quite rapidly. You will need to do this kind of budget forecasting for each semester that you anticipate being in school at USC Salkehatchie.

Now that you have determined what it will cost to attend USC Salkehatchie, the next task will be to build a “pool of resources” to pay for those costs.

There are a number of resources upon which you can draw. You may use any or all of the following sources to help you pay for your school:

A. The South Carolina Legislative Incentives for Future Excellence (LIFE) Scholarship – LIFE recipients can attend USC Salkehatchie tuition free! In order to qualify for the LIFE scholarship, entering freshmen must meet the following criteria:

- South Carolina resident
  - 3.0 cumulative grade point average on a 4.0 scale at the time of high school graduation for entering freshmen
- No felony convictions  
No defaults or refunds owed on Federal or State financial aid  
Full-time degree-seeking undergraduate students in an eligible program of study

In order to renew the LIFE scholarship, continuing students must meet the following criteria:

3.0 cumulative grade point average on a 4.0 scale; and  
Sophomores who must have completed a minimum of 30 credit hours

Be advised that LIFE recipients may benefit from the LIFE Scholarship for no more than four semesters at a two-year institution.

B. Free Application for Federal Student Aid (FAFSA) – This application builds a need profile of the application. The FAFSA requires no processing fee. If you qualify, this money comes from the federal government and can be used for tuition, books, fees, and in some cases, living expenses. Students must be enrolled at least half time, but this aid only applies to undergraduate work.

C. The Lottery Tuition Assistance Program (LTAP)

If eligible, recipients may receive LTAP funds as either full-time or part-time enrollment per year. Part-time students who are enrolled in 6-11 credit hours may receive up to \$75.00 per credit hour. In order to qualify for LTAP, students must meet the following criteria:

- South Carolina resident
- 2.0 cumulative grade point average on a 4.0 scale
- No felony convictions
- No defaults or refunds owed on federal or state financial aid
- Complete 2012-2013 Free Application for Federal Student Aid
- Not have earned an associates degree within the last five years

**LTAP requirements and/or value may change for the 2012-2013 academic year.**

- D. Loans – There is a variety of loan sources from which to choose (Direct Loan, Perkins Loan, PLUS Loan, Teacher Loans). Remember, a loan will need to be repaid upon completion of your schooling, often with an interest rate added to the borrowed principle amount. Repayment is usually scheduled to be made during a reasonable period (with the exception of the teacher loans).
- E. Contact the Financial Aid Office at USC Salkehatchie. This office will have a list of scholarships that are available to students, along with the application forms and criteria. Often, there are numerous forms to complete; however, persistence pays off. If you are determined to achieve the goals you have set for yourself, you will take the time to answer every question on each application form to increase your chances to receive financial assistance. Don't become discouraged by the paperwork that is involved. Post-secondary education will always involve a great deal of paperwork. The USC Salkehatchie scholarship deadline is February 1.
- F. Another way to obtain the resources you need for school is part-time work. There are a number of locations on campus and off campus where part-time employment can be arranged to help you meet your expenses. Be cautious and maintain a healthy balance in managing your time. Allow enough time to keep abreast of your studies. Do not permit your grades to suffer. You will then have a whole new set of problems.
- G. Veterans' Benefits – Veterans and children of deceased or disabled veterans may be eligible to receive educational assistance through the Veterans Administration. Students are urged to apply for benefits prior to the beginning of the semester.

As you begin to reach the goals you have set for yourself, you will find that it was not as difficult as you once thought.

### **FAILURE TO PAY FEES:**

If you do not take action to commit your financial aid to pay your University charges for any term, your financial aid for that semester or summer session, as well as subsequent semesters or summer sessions, will be canceled. In order to avoid cancellation for the entire year, you must request in writing that your future aid be held and not canceled. The Financial Aid Office must receive this request before you use your aid to pay University fees.

### **PAYMENT OPITIONS**

**Pay by Mail** -- Send check or money order to USCS Business Office, P. O. Box 617, Allendale, SC 29810.

**Payment must be RECEIVED in the Business Office one week after classes begin.** Include copy of Schedule and Bill from the [Virtual Information Processing \(VIP\)](#) system.

**Pay Online** --If your financial aid equals or exceeds your tuition and fees, you must pay on-line using the VIP system. To pay on-line, direct your web browser to VIP at <http://vip.sc.edu>. If financial aid does not exceed tuition and fees, you may pay on-line using eCheck, MasterCard, Discover, or American Express. A convenience fee of 2.5% is charged on each credit card transaction.

- **Walk-in Payments** – Walk-in payments are accepted in the Business Office of each campus on Fee Payment day between the hours of 8:30 a.m. and 6:00 p.m. However, to avoid long lines and waiting, you are encouraged to pay by mail or on-line. **Walk-in payment options include cash, check, and money order.**  
**eCheck** -- There is no convenience fee when using eChecks. The eCheck option uses secure web transmission for electronically deducting payments from a personal checking account using [VIP](#). Your bank routing number and account number are required when [making eCheck payments](#). [Direct your web browser to http://vip.sc.edu](http://vip.sc.edu).

### **Financial Aid Overage Checks**

The University offers and recommends direct deposit for your Financial Aid Overage. To sign up, complete the **Direct Deposit** form and return to our office along with a voided check. If you do not use checks, you may submit an official statement from your financial institution stating the routing and account number for your checking account. The form can be returned to our office at the address or fax number listed above.

Please plan ahead. It takes 15 days for an account to be active due to the pre-noting process. The pre-noting process verifies the account is setup properly with the University and the financial institution.



## **Important Notice Regarding USC Student E-mail**



As a new USC Salkehatchie student, a University of South Carolina e-mail address has been created for you and is now available for your use. It is **IMPORTANT** that you:

1. Set up this e-mail account **IMMEDIATELY** and
2. Check it regularly for messages.

Financial Aid and other key university offices will use this e-mail to communicate with you. **Failure to check your messages may result in your paperwork or aid not being processed in a timely manner.**

Instructions for first-time login to the student e-mail system can be found at <http://www.sc.edu/studentemail/login.shtml>.

You **MUST** have previously registered in VIP and have a network username and password in order to access your e-mail account. If you attempt to log in and experience difficulties, please call 1-800-922-5500.

# USING VIP

Now that you have been accepted, you have been assigned an online VIP account. **"VIP"** is a convenient, one-stop Web site that enables you to conduct the majority of your student transactions with a secure connection to your personal account. To get started, visit [vip.sc.edu](http://vip.sc.edu) and click **"Login to VIP."** Then click on the following items in the order listed below:

1. Click the tab entitled, **"USC ID/PIN Login and First Time Users."**
2. Click the **"Help, I don't know my Student PIN"** link on Step 2.
3. Click the **"Set your PIN"** button on the next page.
4. You will then need to fill out the online form and click **"Reset PIN."** Your PIN will be reset based on the last 5 digits of your Social Security number, your legal last and first names, birthdate, and the e-mail address you used on your application.

*After you successfully complete this online process, you will receive the provisional PIN at the email address provided on your application for admission. You will then be prompted to complete the registration process at [vip.sc.edu](http://vip.sc.edu) and create a new PIN. (If you forget your PIN, call the Office of Admissions at 803 584-3446)*

# STEPS TO REGISTERING AT USC SALKEHATCHIE

\_\_\_\_\_ **Step 1:** Be admitted to USC Salkehatchie. You will know you have been when you receive a letter in the mail (with other information) that says "Welcome to USC Salkehatchie."

Notes: \_\_\_\_\_

\_\_\_\_\_ **Step 2:** Apply for financial aid and scholarships. Admissions and financial aid are two separate processes. Be sure you are working with the financial aid office on any aid or scholarships

.Notes: \_\_\_\_\_

\_\_\_\_\_ **Step 3:** Be advised. You must see an advisor to pick your classes. For an appointment in Allendale, contact the admissions office in student services at 803-584-3446. For an appointment in Walterboro, contact the Main Office at 843-549-6314.

Notes: \_\_\_\_\_

\_\_\_\_\_ **Step 4:** Take the completed advisement form back to the Admissions Office in Allendale or the Main Office in Walterboro to have your advisement hold removed. While there, **BE SURE YOU OBTAIN YOUR USC PIN NUMBER.** You must have this for registration and financial aid purposes.

Notes: \_\_\_\_\_

\_\_\_\_\_ **Step 5:** Register yourself for classes through the USC VIP system. ***You are not in classes until you complete this step***

Notes: \_\_\_\_\_

\_\_\_\_\_ **Step 6:** Check with financial aid to make sure they have everything they need.

- √ **FAFSA**
- √ **Income Tax Forms**
- √ **Follow up with Financial Aid Office**

Notes: \_\_\_\_\_

\_\_\_\_\_ **Step 7:** Between August 15 and August 24, you must complete registration by paying your bill. You can do this either online through VIP or by visiting the business office in Allendale or Walterboro. **EVERYONE MUST DO THIS STEP.** If you are receiving financial aid or scholarship, you must actually go online or to the business office to apply this aid to your bill. If you pay online, be sure you get the paid confirmation number. If not, please contact the Salkehatchie business office.

**You must complete this process no later than August 24th or you will be dropped from all classes, lose all financial aid and you will not be registered as a Salkehatchie student**

Notes: \_\_\_\_\_



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SALKEHATCHIE  
*Start Here. Go Anywhere.*

West Campus  
USC Salkehatchie  
PO Box 617  
Allendale, SC 29827  
PH. (800) 922-5500  
Fax (803) 584-3884

East Campus  
USC Salkehatchie  
PO Box 1337  
Walterboro, SC 29488  
PH. (843) 549-6314  
Fax (843) 549-6007

## STUDENT SERVICES CONTACTS

<b>Jane Brewer</b>	<b>Assoc. Dean for Student Services</b>	West (803) 584-3446 x 117 East (843) 549-6314 x 301 jtbrewer@mailbox.sc.edu
<b>Sheila Smoak</b>	<b>Administrative Assistant</b>	(843) 549-6314 x 300 ssmoak@mailbox.sc.edu
<b>Carmen Brown</b>	<b>Admissions Coordinator</b>	(803) 584-3446 x 118 cdbrown@mailbox.sc.edu
<b>Annie Blount</b>	<b>Administrative Assistant</b>	(803) 584-3446 x 187 TABlount@mailbox.sc.edu
<b>Julie Hadwin</b>	<b>Financial Aid Director</b>	(803) 584-3446 x 104 jhadwinl@mailbox.sc.edu
<b>Amanda Bennett</b>	<b>Assistant Financial Aid Director</b>	(803) 584-3446 x 182 benneta5mailbox.sc.edu.
<b>Mike Smith</b>	<b>Enrollment Manager</b>	(803) 584-3446 x 236 pmsmith@mailbox.sc.edu

# **WE'RE MORE THAN JUST TEXTBOOKS!**

We sell everything from baby items to fan gear. The USC Salkehatchie Bookstore services the university by providing textbooks, general books, school supplies, computer accessories, US Postage Stamps, logo clothing and other services to the university community.

## **GETTING STARTED:**

A brand new start to a better future! You've completed your class schedule and now it's time to purchase your textbooks. Here are a few tips to follow this semester when you buy your books:

**BUY EARLY!** The week before registration is a good time to venture into the bookstore and buy your books. You should have your schedule set and know what classes you will be taking. Buying your books early has several advantages; you have first choice of used books which saves you money and you avoid the long lines on registration day.

**REFUNDS & BOOK BUY BACK!** Refunds are given **ONLY** for the following reasons:

1. If you drop a class
2. If you withdraw completely from school
3. If you are unable to get into a class

Cash register receipt and book slip must accompany return. New books must be in mint condition and left in plastic wrap or else you will be issued the used book price.

Book Buy Back is held during the Fall and Spring Semesters and generally scheduled for the last two days of exam week.

The bookstore cannot defer the cost of your books if your financial aid is not available at the start of classes. The average student will spend about \$225 on textbooks his/her first semester.

Textbook prices are available a couple of weeks before registration day. If you're not sure what you need to do about buying books, call and ask. We will be glad to help you in any way. We invite you to come into the bookstore and look around before classes begin. You can find Salkehatchie T-shirts, shorts, caps, key chains, and much, much more.

The USC Salkehatchie Bookstore is open Monday through Friday 8:30 a.m. until 5:00 p.m.

If you have any questions, concerns, or suggestions about the USC Salkehatchie bookstore, please contact Taffeny Hall in Allendale or Lamar Hewett in Walterboro.

# III. Extracurricular Activities



UNIVERSITY OF  
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**SALKEHATCHIE**

## Gamecock Football Tickets

Full-time students at USC Salkehatchie have the opportunity to order tickets to USC Columbia football games.

These tickets are available through The Business offices on each campus.

Availability is limited so buy them as early as possible.

## USC Salkehatchie Athletic Programs

USC Salkehatchie competes in five sports through Region X of the National Junior College Athletic Association

### USC Salkehatchie Baseball

The USC Salkehatchie baseball field is located in the athletic complex on the West Campus. While there is an abbreviated fall game schedule, the official baseball season begins in the spring. For more information, contact **Coach Bubba Dorman**, [DormanCH@mailbox.sc.edu](mailto:DormanCH@mailbox.sc.edu)

### USC Salkehatchie Softball

The USC Salkehatchie softball field is located in the athletic complex on the West Campus. The official softball season begins in the spring. For more information, contact **Coach Tatjana Slawson**, [SLAWSONT@mailbox.sc.edu](mailto:SLAWSONT@mailbox.sc.edu)

### USC Salkehatchie Soccer

The USC Salkehatchie men's and women's soccer teams' field is located in the athletic complex on the West Campus. For more information, contact **Coach Bill Glass**, [WAGLASS@mailbox.sc.edu](mailto:WAGLASS@mailbox.sc.edu)

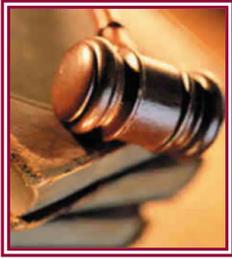
### USC Salkehatchie Men's Basketball

The USC Salkehatchie men's basketball team plays in the gym on the East Campus. For more information, contact **Coach Travis Garrett**, [TGARRET@mailbox.sc.edu](mailto:TGARRET@mailbox.sc.edu)

USC Salkehatchie's mascot is the Indian and our school colors are garnet and gold.

Be sure to check the USC Salkehatchie Athletic web site for schedules and athletic news. [www.uscsalkathletics.com](http://www.uscsalkathletics.com)

## 2 Campuses, 1 SGA



A total of 29 students from two houses (one in Allendale and one in Wal-terboro) make up the SGA. Each house is comprised of a vice presi- dent, a secretary, a treasurer, a parliamentarian, and 10 senators, all united under one president.

As a member of SGA, you will represent your fellow students' ideas or concerns during:

Weekly meetings with your house and formal meetings with the en- tire SGA and school administration.

You will also serve as a student ambassador for both your campus and USC Salkehatchie at local and statewide events.

## Social Events

SGA isn't all work and no play! SGA members plan and participate in various pic- nics, charity fundraisers, and seasonal parties throughout the year. From blood drives and car washes to tailgate bashes and oyster roasts, SGA makes student life a lot more fun!



**"Salk Talk"** "Salk Talk," the weekly student-oriented newsletter for USC Salkehatchie, is packed with information on upcoming SGA events and elections.

**Elections** Officers are elected in the spring. Senators are elected in the fall so that incoming freshmen can participate. Voting is held in the campus bookstores during the day and in the Libraries at night.



If you want to run, pick up an application in the Main Office on the East Campus or in the Admissions Office on the West Campus. The USC Salkehatchie **Student Government Association** is looking for moti- vated students to make a difference on your campus!

**If you are:**

- interested in working to bridge the gap between the University Admin- istration and the student body;**
- interested in planning social activities and fundraisers;**
- interested in representing your campus at local and state-wide events;**
- a born LEADER ...**
- Contact Dawn Rizer on the East Campus or Maurice Simmons on the West Campus for more information.**

# Salkehatchie Student Ambassadors

USC Salkehatchie Student Ambassadors serve as hosts for the Recruiting and Admissions departments and assist the staff in recruiting students for the campus. That includes participating in special events, interacting with visitors to our campus, giving presentations to local schools and organizations, and leading campus tours.

The Student Ambassadors program has been designed as a prestigious organization with a carefully selected membership. An Ambassador reflects the high caliber and good academic standing of the Salkehatchie family. Leadership, communication skills, an outgoing personality, and the ability to share their enthusiasm about this campus are essential.

In addition, candidates must be recommended for ambassadorship by a member of the campus faculty or staff; be enrolled as a full-time student with at least one semester of previous enrollment; and maintain at least a 3.0 GPA.

While Ambassadors provide an important service to USC Salkehatchie, there are also major rewards that come with being part of the prestigious group. Ambassadors receive shirts, gifts, and rewards that are not available to other students, including special recognition events. The number and type of rewards earned individually vary based on a point system that takes into account an Ambassador's service record.

Any student interested in serving as an Ambassador should speak with a faculty member about nominating them for the honor. Nominations are accepted annually at the end of the spring semester, and may be accepted at the end of the fall semester, depending on slot availability.

## **USC SALKEHATCHIE FACULTY ORGANIZATION STANDING COMMITTEES**

The following is a list of the standing committees of the faculty organization at USC Salkehatchie. The committees marked by \*\* are committees which include student representation. Student representatives are appointed by the Dean of the Campus.

Academic Affairs\*\*  
Academic Council  
Admissions and Petitions  
Awards Day and Commencement\*\*  
Budget  
Community Needs\*\*  
IT/Computer Curriculum Committee\*\*  
Financial Aid  
Greater USC Faculty Senate  
Library\*\*  
Provost's Academic Advisory Council  
Recruitment\*\*  
Retention\*\*  
Regional Campuses Faculty Senate  
Regional Campuses Tenure & Promotion  
Scholarship\*\*  
USC Salkehatchie Faculty Rights & Responsibilities  
USC Salkehatchie Tenure & Promotion Committee  
Welfare & Grievance





## IV. Support Information



UNIVERSITY OF  
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**SALKEHATCHIE**

## HOW TO ACCESS YOUR GRADES ON VIP

1. Go to VIP
2. Click on "Login"
3. Enter your SSN and PIN and click "Login"
4. Choose "Academics"
5. Click on "Show Me" button for "Grade Report"

Course Registration for

Registration Eligibility/Advisor Information for

Registration Appointment Times for

Enrollment Verification Service **NEW!**

Record of Academic Work for Advisement Only for  degrees

Schedule for

Graphical Schedule for

Exam Schedule for

Grade Report for

VIP Official Transcript Request Form

Graduation/Degree Application Information for

Placement Test Scores **NEW!**

## INSTRUCTIONS FOR CALCULATING GPA

This calculator will give you an undergraduate GPA for a single semester. You can plug in different grades for each class to see what your semester GPA might be.

[http://registrar.sc.edu/html/gpa\\_calc/gpa.stm](http://registrar.sc.edu/html/gpa_calc/gpa.stm)

1. For each class for which you are enrolled, type in the number of credit hours the course carries.
2. For each class, type in the letter grade you expect (or hope) to earn in the class.
3. [Valid USC grades](#) are **A, B+, B, C+, C, D+, F, WF, I, S\*, U\*, W\*, AUD\*, T\*, or NR\***. (\* grade not used in GPA or GPD calculations)
4. Then click on "Compute" at the *bottom right* of the calculator.

The calculator will show you the grade points for each class. At the bottom will be your GPA for that semester.

Click [here](#) to see more details on how a GPA is figured.

Course Hours	Expected Letter Grade	Course Grade Points		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Semester Grade Hours	Semester GPA	Semester Grade Points		Semester Grade Point Deficit
<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>

The grade point average is computed on the basis of all semester hours attempted for credit, except for credit hours carried under the Pass-Fail or audit options. Courses in which a grade of S, U, AUD, T, or W was earned are not considered in computing the GPA.

The grade points earned in any course carried with a passing grade (A, B+, B, C+, C, D+, D) are computed by multiplying the number of semester hour credits assigned to the course by a factor determined by the grade.

For courses in which the grade of A was earned, the factor is 4; for B+, 3.5; for B, 3; for C+, 2.5; for C, 2; for D+, 1.5; for D, 1. The grade point average is determined by dividing the total number of semester grade points earned by the total number of semester hours attempted for credit (excepting hours carried on a Pass-Fail or audit basis). No grade points are assigned to the symbols F, S, U, WF, W, I, AUD, T, or NR.

# **Baccalaureate Degrees Available at USC Salkehatchie**

Students enrolled at USC Salkehatchie can complete the requirements for four baccalaureate degree programs that are formally awarded by other institutions.

## **Elementary Education**

The Bachelor of Arts in Elementary Education program is conducted in partnership with USC Aiken. The core requirements are completed as USC Salkehatchie courses. The upper level courses can also be completed at the USC Salkehatchie campus but are USC Aiken courses taught by USC Aiken faculty. You can complete the entire degree right here at USC Salkehatchie! For more information, see education advisor, Buddy Phillips.

## **Nursing**

The Bachelor of Science in Nursing is conducted in partnership with the College of Nursing at USC Columbia. General education and lower-level courses (first two years) are completed as USC Salkehatchie courses. Upper-level nursing courses are offered on the USC Salkehatchie campus through USC Columbia with most clinical practice in local hospitals and clinics. Students complete the first two years of pre-nursing courses and then apply to the upper division nursing program. For more information, see nursing advisor, Cindy McClure.

## **Liberal Studies**

The Bachelor of Arts in Liberal Studies program, as other Palmetto Programs, is conducted following a blended delivery method consisting of traditional classrooms, two-way video, and online courses taught by faculty members from USC Salkehatchie and the other regional campuses of the University of South Carolina. All courses can be taken at the USC Salkehatchie campus. The degree is awarded by Continuing Education at USC Columbia. For more information, contact the BLS advisor Dr. Roberto Refinetti .

## **Organizational Leadership**

The Bachelor of Arts in Organizational Leadership program, as other Palmetto Programs, is conducted following a blended delivery method consisting of traditional classrooms, two-way video, and online courses taught by faculty members from USC Salkehatchie and the other regional campuses of the University of South Carolina. All courses can be taken at the USC Salkehatchie campus. The degree is awarded by Continuing Education at USC Columbia. For more information, contact the BOL advisor, Dr. Roberto Refinetti.

## HOW TO SUBMIT YOUR TRANSCRIPT REQUEST ON VIP

- You must have attended USC anytime from 1977 to the present and have a valid PIN.
- Access VIP at <http://vip.sc.edu>. The VIP Official Transcript Request Form is located under the Academics Menu.
- Only complete and official USC transcripts are issued.
- Once a transcript request has been submitted it cannot be canceled or changed.
- Contact the Registrars Office in Columbia for pre-paid mailing services (Federal Express, Express Mail, etc...).

### VIP OFFICIAL TRANSCRIPT REQUEST FEE PAYMENT

Official transcripts are \$8.00 per copy. This is a non-refundable fee that will be charged to your credit card for each separate request made.

**Credit card payment with a valid Visa or MasterCard is required to submit your request on VIP.**

If you have questions regarding the VIP Official Transcript Request Form, please contact the Admissions Office at 803-584-3446 or 1-800-922-5500.

## Change of Campus/College

Students interested in transferring to another USC campus after they have met the requirements need to fill out a change of campus/college form. These forms are located in the Admissions Office at the West campus in Allendale and in the Main Office at the East Campus in Walterboro. Before you can transfer to the Columbia campus or one of the other four year USC campuses students must complete 30 hours at USC Salkehatchie and meet the required cumulative GPA's listed below:

College of Arts and Sciences

Liberal Arts majors: 2.0

Science majors: 2.5

Moore School of Business: 3.0 plus a grade of "C" or higher on Math S122. Students change of campus form must be received at the Columbia campus by October 15 for spring and March 15 for fall semesters. \*There is also one additional form to complete for the Moore School of Business

College of Education: 2.25

College of Engineering & Information Technology: 3.0 GPA and "C" or higher in Math 141

College of Hospitality, Retail, & Sports Management

Interdisciplinary Studies: 2.0

Hotel, Restaurant, & Tourism Management: 2.2

Retailing- 2.0

Sport & Entertainment Management: 2.5

School of Music: 2.0

\*An additional music audition could be required

College of Nursing: 2.75

College of Pharmacy: 3.0

USC Aiken, USC Beaufort and USC Upstate require students complete 30 hours and have a GPA of 2.0

For more information about the Columbia Campus and the majors visit the USC web page at [www.sc.edu](http://www.sc.edu) and then click on Colleges and Schools.

If you have any questions about transferring to another USC Campus/College call Carmen Brown in the admissions office at 803-584-3446 or toll free at 1-800-922-5500 extension 118.

# Student Rights

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

**(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.**

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

**(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.**

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

**(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

The University of South Carolina will disclose information from a student's education records only with the written consent of the student, **except:**

(a) To school officials with legitimate educational interests;

A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the University has contracted to perform required functions (such as an attorney, auditor, service provider, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

(b) To officials of other institutions in which the student seeks or intends to enroll provided that the student had previously requested a release of his/her record;

(c) To authorized representatives of the U.S. Department of Education, U.S. Department of Defense (Solomon Amendment), U.S. Attorney General, INS, the Comptroller General of the United States, state education authorities, organizations conducting studies for or on behalf of the University, and accrediting organizations;

(d) In connection with a student's application for, and receipt of, financial aid;

(e) To comply with a judicial order or lawfully issued subpoena;

(f) To parents of dependent students as defined by the Internal Revenue Code, Section 152;

(g) To appropriate parties in a health or safety emergency; or

(h) To the alleged victim of any crime of violence of the results of any disciplinary proceedings conducted by the University.

(i) The University may disclose the result of a disciplinary proceeding to a parent or guardian so long as the student is under the age of 21 at the time of the incident and the proceeding has resulted in a violation of University drug or alcohol policies, or any federal, state, or local law.

(j) To students currently registered in a particular class section, the names and email addresses of others on the roster may be disclosed in order to participate in class discussion.

**(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Carolina to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

Questions concerning this law and the University's procedures concerning release of academic information may be directed to Jane Brewer, 803-584-3446.

## Need student health insurance?

The University of South Carolina works with Pearce and Pearce Company so that you may purchase affordable health insurance from them while you are a USC student if you so desire.

If you would like to purchase student health insurance, please visit their website at:

[www.PearceandPearce.com](http://www.PearceandPearce.com) and search for University of South Carolina.

# USC SALKEHATCHIE TOBACCO POLICY

I. Smoking and use of all tobacco products is prohibited in all USC-owned or -leased buildings, buildings on university-owned land, all university vehicles and in designated outdoor areas including:

\* Entrances, balconies, decks, patios and outside stairways to buildings and outdoor passageways to entrances, decks, patios and stairways

\* **Within twenty-five (25) feet of a building or an air intake unit/opening**

\* Courtyards or other areas where air circulation may be impeded by architectural, landscaping or other barriers

\* Outdoor entry or service lines, such as for ticket purchases, event admissions, bus stops, ATMs, etc.

\* Outdoor seating areas provided by dining services on campus

\* Outdoor areas where there is fixed seating, such as the Soccer Field, the Baseball Field, etc.

\* Areas that are reserved for events that do not have fixed seating but for which the sponsor determines that the interests of nonsmokers need to be protected, such as outdoor activities, university receptions, etc.

II. The sale, sampling or advertisement of all tobacco products or their use shall be prohibited on the University of South Carolina campus and in all USC publications.

**III. All members of the USC community, including visitors and vendors working on campus, are expected to comply with this policy. This policy relies on the consideration and cooperation of tobacco users and non-users.**

IV. Enforcement for the policy is the responsibility of each member of the Carolina community. Faculty, staff, and/or students are expected to enforce the policy for their facilities and/or sponsored activities. Furthermore, USC Salkehatchie security personnel are empowered to police the policy.

V. Violations of this policy are covered by existing faculty and staff employment policies and student conduct regulations and as such will be responded to within the realm, responses, and consequences allowed by those policies or regulations.

Given the above USC Columbia initiative, it shall also be the policy of USC Salkehatchie. Designated smoking and tobacco areas are as follows:

## West Campus:

OCB and Faculty House  
SCB and LRB

Large Oak tree with seating area  
Sidewalk between the two buildings at area with trees and benches

Student Services  
Athletic Facilities  
The Hut  
Conference Center  
Leadership

Edge of grass area directly behind building  
No Smoking permitted  
25 feet from front door on sidewalk  
Same as OCB and Faculty House  
Park area under pine trees

## East Campus:

Main Building, Gym and Library  
Liberal Arts and Science Building

Picnic Table Area on Strickland St. Side  
Large Oak behind Liberal Arts Building

## **INCLEMENT WEATHER**

**Should there be a closing or delayed opening of classes due to inclement weather, you will be notified on your cell phone and e-mail by the Carolina ALERT system. Please be sure to register the contact information you prefer on VIP so you can receive this important ALERT.**

These radio and television stations will have information concerning cancelled classes and/or campus closings due to inclement weather.

Stay tuned for updates.

A Notice will also be posted on our website

<http://uscsalkehatchie.sc.edu>

WALI	Walterboro Radio Station	(843) 549 -1543
	Walterboro Cable	(843) 549 – 2545
WCSC TV		(843) 402 – 5555
WCIV TV		(804) 881 – 4444
WDOG	Allendale Radio Station	(803) 584 – 3500
WRDW TV		(803) 278 – 1212
WWBD	Orangeburg Radio Station	(803) 245 – 2411
WBHC	Hampton Radio Station	(803) 943 – 2831
WJBF TV		(706) 722 – 6664
WTOG TV		(912) 234 – 1111
CAT	Country Radio 107.5 FM	(843) 277 – 1200
WIS TV		(803) 799 – 1010

**FRIENDLY REMINDERS REGARDING  
CAMPUS SAFETY**

USE GOOD JUDGMENT AND COMMON SENSE WHILE ON CAMPUS.

IT IS ALWAYS ADVISABLE TO WALK IN GROUPS, ESPECIALLY DURING THE EVENING HOURS.

IF YOU EVER FEEL UNCOMFORTABLE WHILE ON CAMPUS, CONTACT ANY OFFICE DURING REGULAR BUSINESS HOURS. IF THE OFFICES ARE CLOSED, PLEASE CONTACT ANY MEMBER OF THE MAINTENANCE STAFF.

IF NECESSARY, MEMBERS OF THE MAINTENANCE STAFF ARE ALWAYS HAPPY TO ESCORT YOU TO YOUR VEHICLE.

IN CASE OF EMERGENCY, IN ALLENDALE YOU CAN DIAL 803-300-1127; IN WALTERBORO, YOU CAN DIAL 843 635 3043 FOR IMMEDIATE ASSISTANCE.

ACCESS TO POLICE ASSISTANCE IS AVAILABLE USING THE COURTESY PHONES AND DIALING 911 IN ALLENDALE AND 843-549-1811 IN WALTERBORO.

THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR THE CARE OR PROTECTION OF ANY VEHICLE OR ITS CONTENT WHILE IT IS PARKED ON CAMPUS. VALUABLES SHOULD NOT BE LEFT IN PARKED VEHICLES AT ANY TIME. VEHICLES SHOULD BE LOCKED WHILE NOT IN USE.



# V. Programs to Help You



UNIVERSITY OF  
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**SALKEHATCHIE**



## What is the Opportunity Scholars Program?

The Opportunity Scholars Program (OSP) is a TRIO Student Support Services Program at the University of South Carolina Salkehatchie. The program serves 160 low income, first generation, and disabled students on the USC Salkehatchie campus.

The program is **free** to eligible students and provides the following services to its participants:

**\*Tutoring:** OSP offers one on one and group tutoring in such subjects as mathematics, English, history, and science. Additionally, OSP encourages student study groups for students in these subject areas.

**\*Advising:** Every OSP student is eligible to receive academic, financial, and career advisement on an individual basis. Students' schedules, progress, and grades are closely monitored each semester. The OSP intervenes to assist students in succeeding in the classroom.

**\*Academic and Topical Workshops:** OSP hosts workshops to assist students in a variety of topics such as study skills, time management, research papers, and PRAXIS test preparation.

**\*Student Activities and Cultural Events:** Throughout the year, OSP hosts a diverse range of cultural events and student activities such as campus musical events and travel to culturally significant monuments, museums, and other educational venues.

**\*Computer Labs:** The OSP has two computer labs at USC Salkehatchie. One is on the West Campus and the other is on the East Campus. Unless a special OSP event is going on or all slots are being used by OSP students, other students are welcome to use these labs to do research and work on papers. All users are asked to abide by the following policy.

**Eligibility:** All USC Salkehatchie students are encouraged to apply to the OSP, but because of federal eligibility guidelines, the program is restricted in the number of students served. However, a student who applies to the program will be properly evaluated. Please contact the OSP office for more information on eligibility requirements. (803)-584-3446, ext. 157 or 178.

# OSP Computer Lab Policy

**The following rules must be adhered to by anyone using the OSP computer lab:**

Priority is given to currently enrolled USC Opportunity Scholars Program students working on assignments that require computer use.

Disorderly conduct is not allowed. Actions prohibited include sitting on tables, viewing of pornography, computer video game playing, and copying/saving/installing software to the hard drive (C: Drive).

Food, drink, and tobacco products are not allowed in the lab.

Students will adhere to all state laws governing criminal liability and penalties for crimes connected with state computers: theft, trespass, invasion of privacy, forgery, and password disclosure. Unauthorized copying of software and tampering with/destruction of equipment is prohibited.

Students will sign in their name, the date, the time, and the computer number they are using. Students will also sign out.

Students will not use lab printers as copy machines to make multiple copies of documents.

Students will please talk quietly in the lab; do not interfere with the work of other students.

Students will use clean headphones for interactive educational programs.

Students will check to insure that computers, printers, and screens are turned off before leaving a work space.

The failure to adhere to the above rules may result in any or all of the following:

**\*Revocation of lab use**

**\*Referral to the academic dean**

**\*Criminal charges (if any laws have been broken)**

## **COMPUTER USE POLICIES**

### Computer Services and Information Technology

#### **INTRODUCTION**

All computer use at the University of South Carolina Salkehatchie must conform to the "[Computer and Network Access and Use](#)" statement issued by the Office of the Provost of the University of South Carolina. No policies set forth here may be interpreted as contradicting or superseding that statement of policy. This statement of use policies for USC Salkehatchie is provided in addition to those issued by the Office of the Provost ( [ACAF 1.39](#), [ACAF 7.01](#), [ACAF 7.02](#), [ACAF 7.04](#), [ACAF 7.05](#) ).

Access to computers is a privilege based on the responsible use of computer and network resources. All policies included here are intended to ensure a continued tradition of academic freedom, freedom of expression, and freedom to access information in a considerate and responsible manner. In keeping with the mission of the University of South Carolina and USC Salkehatchie, all policies are intended to provide the widest possible academic and scholarly access to computer resources and information technology.

The policies included here are applicable to student computer labs, library stations and individual faculty and staff workstations at USC Salkehatchie. These policies must be adhered to by faculty, staff, and students on the USC Salkehatchie campus. Failure to comply with these policies may lead to loss of computer privileges, campus disciplinary action or legal action.

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#### **DEFINITIONS**

The USC Salkehatchie administration refers to the Dean of the Campus and Administrative Council appointed by the Dean.

The Computer Coordinator is the individual designated by the USC Salkehatchie administration as having primary responsibility for maintaining the integrity of the campus network and the maintenance of individual faculty and staff workstations.

The Laboratory Supervisor is the responsible party who has been designated by the USC Salkehatchie administration as having primary responsibility for the maintenance of hardware and software on Individual workstations.

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#### **POLICIES**

1) Users are not permitted to alter the configuration of any campus network or individual computer software or hardware without prior approval from the laboratory supervisor for student computer lab stations, the library staff for library stations. Faculty and staff are advised to consult with the computer coordinator concerning the alteration of the workstation configuration.

2) No software may be loaded onto student laboratory computers without the knowledge and prior approval of the laboratory supervisors. Only with the permission of a laboratory supervisor, library staff, or computer coordinator, may programs downloaded from the Internet be run on student laboratory computers or library stations.

3) Academic work takes precedence over all other uses of the computer. No computer use for recreation or other personal interest will be permitted in USC Salkehatchie student computer labs or library workstations when students are waiting to work on course assignments or course related research. Recreational use includes but is not limited to, personal E-mail, chat lines, computer games, and web surfing not related to academic or research activities.

- 4) All computer users are reminded that their activities are subject to the civil and criminal laws of the state of South Carolina and of the federal government. Possible illegal activities include but are not limited to: sexual or other harassment, threats, obscenity, child pornography, libel, unauthorized access to or attempting to access computers, networks, or student records, and copyright violation. Copyright violations include the use of unlicensed software.
- 5) Only currently enrolled students of USC Salkehatchie with proper ID (and on a space available basis students currently enrolled in the USC system with proper ID) may use computer laboratory facilities on the USC Salkehatchie campus. Student computer laboratory use is limited to classes meetings in the laboratories or when designated faculty or staff monitors are present in the laboratories. Other use of the computer laboratories must be arranged by the permission of the USC Salkehatchie Administration.
- 6) No conduct in student laboratories or at library stations will be permitted which in any way interferes with the ability of others to make use of the computer resources or which could cause damage to the facilities. All student computer lab users or library station users are expected to show sensitivity to others when viewing or downloading material which others could find offensive. Conduct which is not permitted includes but is not limited to, shouting, loud conversation, playing recreational music over computer or other speaker systems without headphones, and consumption of food and drink.
- 7) No computer use for commercial purposes is permitted. These activities include but are not limited to, typing services, bookkeeping, commercial Internet activity and commercial database production. Faculty research and document preparation for publication and university approved consulting agreements are not included in this category.
- 8) No student files should be saved on campus computer lab computers. All students are expected to bring their own flash drive so that they may save files when using the campus computer labs.

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### **EXAMPLES OF POLICY VIOLATIONS**

The following actions will be considered violations of USC Salkehatchie's computer use policy. This list is not inclusive and users are urged to consult the full policy.

Modifying the computer's operating system files.

Installing, copying, distributing or using software in violation of copyright and/or software agreements.

Failing to surrender a terminal used for game playing when requested for academic use.

Using computer resources for illegal activities. Examples: sexual or other harassment, threats, obscenity, child pornography, and libel.

Accessing or attempting to access information that is private or protected without permission.

Sending anonymous or repeated messages designed to annoy, abuse or torment.

Copying a file from another computer user's account or floppy disk without permission.

Using computing resources for commercial or profit-making purposes without written authorization from the University.

Failing to present current USC Salkehatchie or USC system identification.

Modifying existing passwords or setting additional passwords which prevent others from making use of the system.

Unplugging and moving devices.

Talking loudly and playing recreational music without headphones.

Eating or drinking.

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### **DISCIPLINARY ACTION**

Use of USC Salkehatchie's computing facilities constitutes your acceptance of the above policies. Violations of computing policies will be referred to the Associate Dean for Student Services or to the appropriate department head for disciplinary action. Such disciplinary action will be governed by the Student Conduct Code as stated in the USC Student Handbook or the [University Policies and Procedures Manual](#). Normally a first violation of these policies will result in an appropriate warning; subsequent violations may result in a loss of computing privileges or other disciplinary action. All violators of local, state, and federal laws may be subject to arrest.

# LIBRARY

Dan Johnson, Head Librarian, West Campus  
Jessica Goodwin, Librarian, East Campus

The Library should be one of the first places you visit when you enroll at USC Salkehatchie. It is located in the Learning Resources Building behind the Science Building on the West Campus. On the East Campus, the Library is housed in the Peden McLeod Library Building behind the Main Building. For further information visit our web site at <http://uscsalkehatchie.sc.edu/salklibraryhome.htm>. We can also be reached by calling 803-584-3446 for the West Campus, 843-549-6314 for the East Campus or toll free 1-800-922-5500.

Student ID is required for use of the Library. You will have the opportunity to have your picture ID made on fee payment day after you have paid your fees. Cost of the ID is \$5. All students must bring their ID to the Library to have it bar-coded. Please bring your ID with you each time you visit the Library. If your ID is lost, stolen or you do not have one made on fee payment day, go by the Library in Allendale or Walterboro for a replacement.

A photocopier is available at the cost of 10 cents per page. Computers are available for students use in writing papers, locating books through the online catalog, accessing numerous databases, and accessing the internet.

You may get an orientation lecture from the Librarian in one of your classes, where you will learn how to use the online catalog and online databases. Inter-Library Loan or/and PASCAL deliveries is also available for borrowing materials not housed in our Library.

Students are limited in the number of books they may check out and need to be aware of when they are due. Overdue fines accrue at a rate of 25 cents per day per book. If you cannot return material during open Library hours, a book drop is located in front of both Learning Resources Centers. Please help keep our books in good condition – one of your classmates may need to use it next.

The Library staff is always glad to help you learn how to use all of our resources so that you can take charge of your learning and success in school. Please let us know if we can help you with your information needs.



# VI. Helpful People



UNIVERSITY OF  
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**SALKEHATCHIE**

## WHO TO ASK

Got questions? Here's who to ask:

### Admissions

Carmen Brown 1-800-922-5500, ext 118 [CDBROWN@mailbox.sc.edu](mailto:CDBROWN@mailbox.sc.edu)

### Financial Aid and Scholarships

Julie Hadwin 1-800-922-5500, ext 104 [JHADWIN@mailbox.sc.edu](mailto:JHADWIN@mailbox.sc.edu)

Amanda Bennett 1-800-922-5500, ext 182

### Advisement

Sheila Smoak 843-549-6314, ext 300 [SSmoak@Mailbox.sc.edu](mailto:SSmoak@Mailbox.sc.edu)

Annie Blount, 1-800-922-5500 ext 187, [TABlount@mailboc.sc.edu](mailto:TABlount@mailboc.sc.edu)

### Registration

Marian Easterlin 1-800-922-5500, ext 148 [MGEASTER@mailbox.sc.edu](mailto:MGEASTER@mailbox.sc.edu)

Sheila Smoak 843-549-6314, ext 300 [SSmoak@mailbox.sc.edu](mailto:SSmoak@mailbox.sc.edu)

Jane Brewer 1-800-922-5500, ext 117 or 843-549-6314, ext 301 [JTBREWER@mailbox.sc.edu](mailto:JTBREWER@mailbox.sc.edu)

### Veterans

Julie Hadwin 1-800-922-5500, ext 104 or 843-549-6314, ext 309

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### Withdrawals from School or Emergencies Affecting your Attendance

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### Questions about Your Bill

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### Distance Education Course Arrangements

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### Academic Concerns

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### Transfer or Change of Campus Concerns

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### Residency

Carmen Brown 1-800-922-5500, ext 118 [CDBROWN@mailbox.sc.edu](mailto:CDBROWN@mailbox.sc.edu)

### Textbooks

Taffeny Hall 1-800-922-5500, ext 126 [HALLTA@mailbox.sc.edu](mailto:HALLTA@mailbox.sc.edu)

Lamar Hewett 843-549-6317, ext 307 [DLHEWETT@mailbox.sc.edu](mailto:DLHEWETT@mailbox.sc.edu)

**Students with Disabilities**

Jane Brewer 1-800-922-5500 ext 117 or 843-549-6314 ext 301 **JTBREW-ER@mailbox.sc.edu**

**Counseling:**

Betty Goehring 1-800-922-5500 ext 124 Or 843-549-6314 ext 398

**Counseling Services also available from:**

Coastal Empire Mental Health

603 Barnwell Highway

Allendale, SC 29810

Or

204 Jefferies Hwy

Walterboro, SC 29488

843-549-6536

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We encourage you to communicate with USC Salkehatchie administrators by visiting their offices, by e-mail or by telephone. In addition we encourage you to give us your feedback any time by using our suggestion boxes. The suggestion boxes are located in various locations on campus.

An electronic suggestion box is located on the USC Salkehatchie website at <http://USCSalkehatchie.sc.edu>. You can post suggestions and feedback there also.