

University of South Carolina Columbia Campus

JUST-IN-TIME INFORMATION FOR NEW FACULTY

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ABOUT USC: THINGS YOU MAY NOT KNOW

1. WHAT IS USC'S MISSION?

The primary mission of the University of South Carolina is the education of the state's diverse citizens through teaching, research, creative activity, and service. Founded in 1801, the University of South Carolina system is the largest university in the state, serving more than 32,000 students from its flagship Columbia campus, three senior campuses (Aiken, Beaufort, and Upstate), and four Palmetto College regional campuses (Lancaster, Salkehatchie, Sumter, and Union).

The University of South Carolina is a public institution offering degree programs at the associate, bachelor's, master's, and doctoral levels. Recognized by the Carnegie Foundation as a top research and service institution, nationally ranked in start-up businesses, and conferring nearly 40% of all bachelor's and graduate degrees awarded at public institutions in South Carolina, the University has a profound relevance, reach, and impact on the people of its state. The University of South Carolina provides all students with the highest-quality education, including the knowledge, skills, and values necessary for success and responsible citizenship in a complex and changing world, through engagement in nationally and internationally ranked research, scholarship, service, and artistic creation.

2. WHAT IS THE ROLE OF THE PROVOST?

As the chief academic officer of the University of South Carolina, the Provost oversees the schools and colleges of the USC Columbia campus. The Provost is charged with overall leadership of academic affairs of the University, including curriculum development and establishment of academic standards in the schools and colleges.

The Provost is responsible for overseeing the University of South Carolina's graduate and undergraduate academic programs as well as curriculum development, program assessment and university accreditation. He or she is also in control of leading the formulation and implementation of system-wide academic affairs policies relating to faculty hiring, retention, tenure, promotion and development. The Provost provides budgetary oversight for all USC Columbia academic units and academic support areas and manages the strategic planning processes for those units.

The [Office of the Provost website](#) provides links to important information for faculty, including all faculty manuals.

3. WHAT IS THE USC "SYSTEM?"

In addition to our Columbia campus, the University of South Carolina system includes three additional advanced degree-granting institutions and four Palmetto College regional campuses. The communities served by these campuses are populated by individuals from diverse educational, socio-economic, and ethnic backgrounds living in a mixture of town, small city and rural settings.

Our four-year campuses award bachelor's and advanced degrees, and each is separately accredited by the Southern Association of Colleges and Schools. USC Aiken, USC Beaufort and USC Upstate are all overseen by a campus Chancellor. The four regional Palmetto College Campuses—Lancaster, Sumter, nSalkehatchie, and Union—are accredited with USC Columbia by the Southern Association of Colleges and Schools. Each Palmetto College regional campus is overseen by a campus dean, each reporting to the Palmetto College Chancellor.

To view an organizational chart of the USC System, click [here](#).

4. WHERE CAN I LEARN ABOUT FACULTY SENATE?

Information about USC's Faculty Senate, including links to the faculty manual and other policies and procedures, can be found at <http://www.sc.edu/faculty/>.

5. WHAT IS GENERAL EDUCATION AND THE CAROLINA CORE?

General Education (Gen Ed) provides the common core of knowledge, skill, and academic experience required for all Carolina undergraduates. General Education offers students broad exposure to the liberal arts and sciences and secures the foundation for subsequent specialized study in the students' major discipline areas. All University system faculty are encouraged to learn more about the [Carolina Core](#), a revision of the General Education curriculum.

6. WHAT IS USC CONNECT?

USC Connect is a comprehensive learning initiative focusing on students meeting educational goals through integrative learning. USC Connect is USC's Quality Enhancement Plan approved by the Southern Association of Colleges and Schools in 2011. USC Connect builds on USC's strengths, moving us beyond offering great opportunities for students to connecting experiences in meaningful ways. For updated information including resources for faculty and staff to create meaningful integrative learning experiences, visit <http://www.sc.edu/usconnect/>.

7. WHAT ARE USC'S FAMILY FRIENDLY POLICIES?

USC has established Family Friendly Policies with the overall goals of enhancing USC's ability to recruit and retain excellent and diverse faculty, fostering a flexible and supportive work environment where all faculty can thrive, and promoting an academic culture that is supportive of faculty and their families. Refer to the [Office of the Provost website](#) to see how these policies may benefit you.

8. WHY GAMECOCKS?

One possible source for the first link between USC and the gamecock mascot lies with a nickname of one of South Carolina's storied military figures, Thomas Sumter. Sumter energized South Carolina in its fight against the British. Sumter regularly donned the colors of the gamecock, and he was well-known for his fearlessness in battle. The people of South Carolina were proud of Sumter's daunting spirit.

Letters and other records indicate that by the 1840s, South Carolinians were praising Sumter as the "Fighting Gamecock." The Gamecock first appeared as the USC mascot in 1902.

COLUMBIA CAMPUS LOGISTICS: YOUR BASIC NEEDS

1. WHERE DO I GO FOR A PARKING PERMIT AND BICYCLE REGISTRATION?

Automobiles: Parking Services is located at 1501 Pendleton Street, on the corner of Pendleton and Pickens Streets, on the ground floor of the Pendleton Street Parking Garage. Faculty have options of selecting a decal or paying for reserved garage parking. There is no cost for a parking decal. Parking lot selection is based on seniority, however, which may leave new faculty with a “Z” parking decal, which allows for parking in outlying lots (behind the Coliseum, behind 1600 Hampton, Bates...) With a decal, faculty may park in the designated lettered lot before 2:00 p.m. or any faculty decal designated lot after 2:00 p.m.

Since new faculty will not qualify for a seniority permit that will allow them to park in the core areas of campus, Parking Services suggests that new faculty consider purchasing a garage space. They will make every effort to find a space that is near classrooms or offices. A garage space eliminates some of the frustrations associated with searching for a parking space. Garage spaces are pre-taxed and can be payroll deducted. To talk to Parking Services about a garage space, call 803-777-5160. Parking options and maps are explained more fully at <http://www.sc.edu/vmps/>.

Bicycles: Some faculty enjoy riding a bicycle, if they live close enough to campus. Cyclists are required to register their bikes on campus, which can be done (for free!) at the Pendleton Street Parking Garage. For information about other services, bike racks, and events, cyclists can read more [here](#).

2. IS THERE A SHUTTLE TO GET AROUND CAMPUS?

The Carolina Shuttle operates Monday - Friday, 7:30 am to 5:45 pm. The Evening Shuttle operates from 6pm to 12:30am. The system operates during the fall and spring semesters, with limited operation during the summer, reading days, and holidays. Service is free to all USC students, faculty and staff.

Shuttle Routes generally initiate at the outlying parking areas of the Coliseum, 1600 Hampton, and Bates, and carry riders to more centrally located campus areas. Shuttle/Parking maps are available at Parking Services and the information desk at the Russell House. Click [here](#) for a map of current shuttle routes.

3. HOW DO I GET A USC ID AND WHAT DO I USE IT FOR?

The Carolina Card office is located in the basement of the Russell House on Greene Street. The Carolina Card serves as personal identification and provides access to many campus buildings and services. Faculty need the Carolina Card to use the University Libraries, the PE Center, utilize Carolina Cash accounts, and for other campus services. To verify your identity, you must provide one of the following at the time your card is made: United States Driver's License, Military ID, or Passport. More information about obtaining a Carolina Card is explained on their [website](#).

4. WHAT IS CAROLINA CASH?

Carolina Cash allows you to use your Carolina Card ID as a pre-paid debit account in dining facilities and many other services across campus. Carolina Cash also works in some vending machines. See more information [here](#).

5. WHERE CAN I EAT ON CAMPUS?

The USC campus offers a wide variety of dining options. Click [here](#) for a complete list of dining options, hours, and locations. A link to the menus for Preston's at Noon, a faculty and staff venue at the Russell House, is listed on the main dining page. Faculty also enjoy the McCutchen House on the Horseshoe which is operated by the School of Hotel, Restaurant, and Tourism Management. Under the close supervision of the director and professional chefs, HRTM students prepare and serve a gourmet lunch buffet Tuesdays – Fridays when school is in session. Menus are posted online through the [HRSM website](#).

6. WHERE CAN I WORKOUT ON CAMPUS?

Blatt: Located on Wheat Street, the [Solomon Blatt Physical Education Center](#) is available to all University of South Carolina students, faculty, and staff with a valid University of South Carolina-Columbia Carolina Card. There is no fee to use the Blatt, and locker rental and towel service are available.

The Strom: [The Strom Thurmond Wellness and Fitness Center](#) is located on the corner of Assembly and Blossom Streets. A membership fee is required for faculty and staff and can be payroll deducted. New faculty are offered a 30-day free trial.

7. HOW CAN I BUY TICKETS TO SPORTING EVENTS?

Gamecock athletic ticket information for faculty is available through policy [ATHL 2.00](#). You may also contact the ticket office by calling 803-777-4274.

8. HOW CAN I FIND OUT WHAT'S HAPPENING ON CAMPUS?

ANNOUNCE is an electronic listserv provided as a timely means of disseminating official University announcements, including information on computer outages, facilities and services, changes in hours of operation, event announcements and cancellations, and other official notices. ANNOUNCE will send you information about parking closings and computer outages across campus that don't affect you. It will also let you know about events on campus, however, that you may not know about otherwise. Some departments/colleges have a designated person as a filter for ANNOUNCE who only distributes applicable announcements. You may want to check with your department to see if you will be getting this information filtered through a departmental list before signing up. If you decide to subscribe to ANNOUNCE, email LISTSERV@LISTSERV.SC.EDU with the following text (and only the following text) in the body of the message: SUB ANNOUNCE *yourfirstname yourlastname* (substituting your real first and last names) For example, SUB ANNOUNCE John Doe.

The [USC Calendar of Events](#) provides a central location to access events on campus and in the surrounding community. You may navigate the site to search for **today's events**, **this month's events**, by **other months**, by **event category**: <http://www.sc.edu/events/ShowHome.do>. This calendar is not exhaustive but does include information you don't find anywhere else.

The [Center for Teaching Excellence](#) announces upcoming teaching-related events through a subscriber listserv. The CTE also publishes a printed semester calendar distributed to departments, and maintains an [events calendar](#).

The [USC Division of Communications](#) distributes campus information through the USC TIMES, a printed newspaper distributed through departments, and through the electronic DAY TIMES. You can sign up to receive the weekly news digest [here](#).

[The Daily Gamecock](#) is the student newspaper, distributed widely through newsstands. Pick one up from a newsstand to find out the latest news on campus or visit the website.

[@UofSC](#) is a website that features different events and news stories that are happening on campus or involving those who work and study on campus.

CAMPUS LOGISTICS: GETTING CONNECTED

1. WHAT IS VIP?

[VIP](#) (Visual Information Processing) is a comprehensive service that consolidates online data management for academic and administrative functions. VIP provides faculty access to class lists, grades, room locations, and information for student advising, as well as employment information, including benefits, deductions, leave balances, and payroll.

2. WHAT IS MY VIP PIN?

Initially, your PIN should be the numeric representation of your month and day of birth. For example, if you were born on April 27, your PIN would be 0427. For your security, when using VIP for the first time, you will be required to immediately change your PIN. Be prepared to choose another four-digit PIN that you will be able to recall. Information and assistance with your VIP PIN can be found [here](#).

3. WHAT IS MY EMAIL ADDRESS AND PASSWORD?

Your email address is your network username followed by @mailbox.sc.edu.

To determine your USC Network Username and set a password:

- Login to VIP (<https://vip.sc.edu>)
- Select the "Technology" Link
- Select "Show Me Network Username"
- Your USC Network Username will be displayed and you will be prompted to choose a password. You will be asked to type it twice for verification. Your password must be a “strong” password. Rules on legal passwords will be displayed.
- Click on the "SET PASSWORD" button to set your password to what you have specified.

PLEASE NOTE that setting your password through VIP will change your password for all participating systems, including access to many departmental networks and labs on campus, as well as the Blackboard system. A full list of FAQs regarding University email is available [here](#).

PLEASE NOTE that some colleges have their own email system and do not use the University Enterprise Exchange system. If your college has their own system, your email address will not be your network username followed by @mailbox.sc.edu. Check with your college IT staff if you are unsure of your email address.

4. CAN I ACCESS MY EMAIL FROM OFF-CAMPUS?

You may access your University email using Microsoft Outlook Web Access from home by going to <https://webmail.sc.edu>. You will need to change your VIP password for the first time prior to using Microsoft Outlook Web Access. Full instructions on using Web Access are available [here](#).

PLEASE NOTE that some colleges have their own email system and do not use the University Enterprise Exchange system. If your college has their own system, you will not use webmail.sc.edu to access your email from off-campus. Check with your college IT staff for information about accessing your email from off-campus.

5. HOW DO I SET UP MY VOICE MAIL?

If you already have voicemail on your telephone, follow these steps:

- From on campus, dial 7-MAIL (7-6245).
- The prompter will ask for your mailbox number. Enter the five-digit telephone number.
- The prompter will ask you to enter your temporary password. Enter the password sent to you by the voice mail administrator.
- The prompter will ask you to replace the temporary password with your own personal password. Enter a six- to fifteen-digit password of your choice.
- The prompter will instruct you to state your first and last name.
- The prompter will ask you to record a personal greeting.

If you need to add voicemail to your telephone services, set up your phone to display your name, or have any other issues, contact the UTS Service Desk at 7-1800 on campus, or email servicedesk@sc.edu.

6. HOW DO I LISTEN TO MY VOICE MAIL MESSAGES?

From ON-CAMPUS, dial 7-MAIL (7-6245).

The prompter will ask you for your password, followed by #.

From OFF-CAMPUS, dial 803-777-6245

The prompter will ask you for your mailbox number. Enter the five-digit telephone number; the prompter will then ask you for your password, followed by #.

7. IS THE CAMPUS WIRELESS?

Wireless networking is available on the USC Columbia campus for all faculty, staff and students. In 2009, USC chose AT&T as the campus wireless provider. All residence halls and most campus buildings are wireless. Wireless for outdoor spaces is in progress. For instructions on connecting to the campus network, choose Wireless Network Connection under the [UTS Quick Help Guides](#).

8. HOW DO I GET TECHNICAL SUPPORT?

Contact the UTS Service Desk at 7-1800 (803-777-1800 from off-campus) or via email at servicedesk@sc.edu.

9. HOW DO I CONTACT UNIVERSITY TECHNOLOGY SERVICES (UTS)?

University Technology Services (UTS)
1244 Blossom Street
(Corner of Blossom and Sumter)

Office Hours:
M-F 8:30am - 5:00pm

Service Desk Hours:
M-F 8:00am - 6:00pm

Phone: 7-1800 (803-777-1800 from off-campus)

Fax: 7-1900 (803-777-1900 from off-campus)

Website: <http://uts.sc.edu>

Email: servicedesk@sc.edu

UNIVERSITY SUPPORT FOR TEACHING

1. WHERE CAN I FIND THE ACADEMIC CALENDAR?

The academic calendar can be found online through the [Office of the University Registrar](#). The Center for Teaching Excellence has created [Customized Calendars](#) for upcoming semesters to assist you with syllabus planning.

2. HOW DO I ORDER BOOKS FOR MY CLASS?

The Russell House University Bookstore is run by Barnes and Noble. You may order your books online by going to the [USC bncollege.com website](#) and clicking the faculty link in the header. You will be directed to the USC book order form. Check with your departmental administrative assistant to see if your department handles books otherwise or through additional outlets.

3. WHAT IS THE STANDARD GRADING SYSTEM?

The standard letter grades are as follows: A, B+, B, C+, C, D+, D, F
The Registrar does not report minus grades.
For more detailed information about grading policies, such as other grade designations, you may consult the [Academic Bulletin](#).

4. ARE THERE STANDARD SYLLABUS STATEMENTS REQUIRED BY THE UNIVERSITY?

The USC-Columbia Faculty Manual states that instructional objectives should be clearly outlined in the course syllabus, and that students should be informed of grading and attendance requirements. Academic Affairs policy [ACAF 2.03 section I, letter D](#) provides further guidelines regarding course syllabi.

Realizing that syllabus statements are the first step in communicating expectations with students, the CTE has compiled [examples of effective syllabus statements](#) that are consistent with the [policies and procedures](#) related to teaching. These examples include statements on academic integrity, attendance, expectations for classroom behavior, assignment submission, missed exams, late assignments, disability accommodation, diversity, instructional methods, study habits, and instructor expectations.

5. WHERE DO I FIND FINAL EXAM SCHEDULES?

Final exam schedules are posted on the [Office of the Registrar](#) website. You should include the official final exam date in your syllabus.

6. WHAT KIND OF TECHNOLOGY IS IN THE CLASSROOMS?

Many USC classrooms are enhanced classrooms with technology equipment including projectors, network connection and projectors. For a listing of enhanced classrooms and specific equipment, go [here](#). Click on the Locations tab, and in the Search box, type the room number of your classroom. You can then view the specific technology available for that particular room.

PLEASE NOTE that not all enhanced classrooms are supplied with a computer. It is recommended that you check out the classroom where you will be teaching two weeks before the start of the term so that you can see what technology is supplied and determine if the room fits your needs. For assistance with the room technology, or to schedule a room orientation, call Classroom Support at 803-777-6481. Your departmental administrative staff may also be able to provide you with information about specific enhanced classrooms in your building and how to request class scheduling in specific rooms.

7. WHAT IS BLACKBOARD COURSE MANAGEMENT SYSTEM?

Blackboard is an online course management system available to the entire USC community. Every course offered at USC has a Blackboard course generated for it. This Web-based course-management system is designed to allow students and faculty to participate in classes delivered online, or use online materials and activities to complement face-to-face teaching. Blackboard enables instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, an academic resource center, and more. The degree to which Blackboard is used in a course varies. For example, instructors may supplement an on-campus class by putting their syllabus and handouts on their course sites. In contrast, other courses may be conducted entirely through Blackboard, without any on-campus sessions.

The following website has information about getting started with Blackboard: [UTS Blackboard](#). Teaching and Technology Services staff are available to assist with learning to use Blackboard's applications best supplement your course. If you need help with Blackboard, please call 803-777-1800 or email bbsupport@sc.edu.

The Center for Teaching Excellence has developed a [Blackboard Quick Start](#) guide to help you get up and running with Blackboard

8. CAN I EMAIL ALL THE STUDENTS IN MY CLASS AT THE SAME TIME THROUGH A LISTSERV?

Teaching and Technology Services suggests you consider Blackboard instead of a LISTSERV list. Blackboard is an easy-to-use instructional system that allows you to populate a course website (including as many features as you desire: syllabus, assignments, announcements, quizzes). No knowledge of HTML or programming is required. Blackboard also offers you group communication tools for your class: discussion boards, chat, and group email for class communications are built-in functions, and your students are automatically subscribed (automated by the class rolls from the student information databases). With that said, you may create a listserv by completing the form through [University Technology Services](#). If you do not receive notification that your list is ready within two business days, please call 803-777-1800 to ask for assistance from the LISTSERV manager.

9. WHAT LIBRARY SERVICES CAN I USE IN MY TEACHING?

The Thomas Cooper Library is the main Columbia campus library. The University Libraries provide 24/7 access to thousands of online journals, databases, eBooks and the online catalog through <http://library.sc.edu/>. University Library Reserves can provide access to course materials for your students. For a full listing of Reserve services, consult the [University Libraries website](#).

The Library provides various resources for teaching, including online resources for you and your students and direct instruction on using the library for your classes. Faculty resources are listed and explained through the [Faculty Library Guide](#).

10. WHERE CAN I GET ASSISTANCE WITH TEACHING?

The Center for Teaching Excellence offers a variety of engaging programs and convenient resources to be a helpful part of the teaching life at USC. Activities of the CTE are guided by the following programmatic goals:

- Enhance the pedagogical knowledge and effectiveness of all who teach at USC.
- Help new faculty and instructors establish a foundation for a lifetime of excellent teaching.
- Help graduate students who teach or who want to teach to be efficient and effective.
- Increase and leverage support for programs that promote teaching excellence.

The [CTE website](#) contains valuable information about upcoming events and hosts a [Teaching Resources](#) section to assist you with classroom strategies and needs.

The Center for Teaching Excellence is located in room L511 of the Thomas Cooper Library on the Columbia campus and can be reached at cte@sc.edu or by calling 803-777-8322.

11. IS ACADEMIC INTEGRITY VALUED AT USC?

Academic ethical behavior is essential for an institution dedicated to the promotion of knowledge and learning. All members of the University community have a responsibility to uphold and maintain the highest standards of integrity in study, research, instruction, and evaluation. The Office of Academic Integrity promotes academic integrity, upholds the Honor Code, and supports the ideals set forth in the Carolinian Creed to foster a better living and learning environment in the University community. Visit the [Office of Academic Integrity website](#) for more information.

12. WHAT IS THE CAROLINIAN CREED?

USC is committed to fostering a university environment which exemplifies the values embodied in the [Carolinian Creed](#), a complement to the University's Honor Code. It forms the basis for and serves as "a summary of what's expected by the institution" of all members of the community. USC considers the Carolinian Creed a "teaching tool" in the hope that faculty and staff will use it to help students claim the rights and respect they deserve and to understand the obligations and assumptions that come with being a member of the Carolina community. You can read the Carolinian Creed and its history [here](#).

13. HOW CAN I EXTEND MY TEACHING BEYOND THE CLASSROOM?

Dinner Dialogues

The Dinner Dialogues program started in fall 2006 with the goal of enhancing the interaction between faculty members and their undergraduate students. With this program, the Office of Parents Programs reimburses faculty members who invite their students into their homes for dinner. This experience provides an opportunity for discussion beyond the classroom in an informal, comfortable, fun and unique setting. Students and professors can discuss academic and current issues, potentially establishing mentoring relationships that could assist in the students' personal, career and professional growth. All faculty members are encouraged to consider taking advantage of this unique opportunity. Applications will be accepted each academic year as long as funding is available. For more information and to download an application, visit the [Dinner Dialogues website](#).

Service Learning

There are a variety of programs and groups at the University of South Carolina involved in supporting and enhancing service-learning and community-based research efforts. All of the service-learning branches at USC are part of one large tree, the Carolina Service-Learning Initiative. The [Carolina Service-Learning Initiative home page](#) can help you get started with service-learning at USC.

Study Abroad

One of the ways that faculty can facilitate learning beyond the classroom is by developing an overseas Maymester or Summer Departmental Program. These are short-term, study abroad programs led by a USC faculty member. Each program is comprised of overseas travel in conjunction with a course that covers material specific to the intended overseas destination. Overseas study can be an effective tool within any academic discipline. Faculty-led, short term programs create valuable intercultural learning opportunities for students who may not yet be ready for lengthier, integrated overseas experiences. Such programs allow students to take part in unique learning experiences that may not be available to them otherwise. The information provided at <http://studyabroad.sc.edu> will introduce you to the tools you will need to navigate the various stages of program development and implementation at USC. Planning for the following year usually begins in April. Staff in the Study Abroad Office at 803-777-7557 is available to answer any questions.

UNIVERSITY SUPPORT FOR RESEARCH

1. WHERE CAN I GO FOR HELP WITH RESEARCH LOGISTICS?

Sponsored Awards Management (SAM) provides pre-award services to:

- provide proposal preparation support (help with budget development and editing)
- ensure sponsor required/USC, Federal, and State regulatory compliance
- submit proposals (as USC's Authorized O R)
- prepare and negotiate grant/contract documents with funding agencies
- obtain research-related campus approvals
- answer non-financial research administration questions
- gather information/problem solve with other campus units (purchasing, accounting, personnel, etc.)
- liaison with funding agencies for post-award administrative issues (project extensions, rebudgeting, scope changes and other project modifications)
- prepare and negotiate (project required) subcontracts

SAM is a good place to get started in organizing your research endeavors at USC.

<http://sam.research.sc.edu/>

2. WHERE CAN I LOCATE GRANT FORMS?

USC uses the USC Electronic Research Administration (USCERA) program for the submission of all proposals for funding. You can access USCERA from the Research Tools links on the [SAM website](#).

3. HOW DO I SUBMIT HUMAN SUBJECTS APPLICATIONS?

e-IRB is a web-based, electronic method to submit, track, and review Human Subjects Applications, including continuing reviews, adverse events, and protocol changes. The system allows USC researchers to submit applications to the IRBs at other HSSC institutions. For e-IRB affiliated policies and guidelines, consult the [Office of Research Compliance website](#).

4. WHAT LIBRARY SERVICES ARE THERE TO HELP WITH MY RESEARCH?

Library resources for faculty research, including database access, interlibrary loan and scan and deliver services, are listed and explained on the [Faculty Library Guide website](#). Each academic department is assigned a faculty librarian liaison who is available to assist you with your information/research needs. A list of faculty librarian liaisons can be found [here](#).

CAMPUS RESOURCES: TROUBLESHOOTING SITUATIONS

1. WHAT DO I DO IF I HAVE CONCERNS ABOUT JOB-RELATED SITUATIONS?

Jim Augustine, the University Ombudsman, serves as a confidential, neutral, informal and independent resource for faculty concerns and conflicts. Visit the [Ombudsman's website](#) for more information.

2. WHERE CAN I REFER STUDENTS WITH ACADEMIC OR PERSONAL NEEDS?

There may be times during the semester when you identify a situation where referring a student for help or intervention would be appropriate. Here are links to USC resources for student referrals:

- **Help with general academic and study skills**

Some students in your class may lack basic academic preparation which includes basic study skills. The Student Success Center offers students different opportunities to learn and apply the skills needed to succeed in college. Academic Coaching and Engagement (ACE) provides free academic success coaching, writing consultations, math tutoring, and a variety of other resources to help students at Carolina reach their academic goals. For more detailed descriptions of study skill opportunities, including online resources for students about studying, taking notes and preparing for exams, consult the [Student Success Center website](#).

- **Writing help**

If you want to ask your students to pursue additional help with their writing, writing coaches are available through the [Student Success Center](#), and through the main [Writing Center](#). Both centers post regular consultation schedules for students.

- **Course tutoring**

The Student Success Center offers course tutoring for select undergraduate courses in Biology, Chemistry, Economics, Exercise Science, Management Science, Mathematics, Music, Nursing, Physics and Spanish. Students can access their website for [tutoring schedules](#).

- **Students with disabilities**

Any student who desires accommodation due to a disability must be registered with the Student Disability Resource Center. This office will give the student an official "letter to the faculty" which explains the necessary accommodations. Students present the letter and discuss accommodations with you so that you are aware of which accommodations have been approved for the individual student. If you need assistance in providing reasonable accommodations for any student please contact the office at 803-777-6142. Faculty are also encouraged to refer students to the office for assistance.

As a faculty member, you should check with the Student Disability Resource Center when a student asks you for accommodation that you wouldn't make for any other student in the class. More information about the registration process and support services is available on the [Student Disability Resource Center](#).

- **Suspected cheating**

Promote and reinforce the Honor Code in your classroom. Ideas for faculty to include Honor Code information in teaching and syllabi can be found [here](#) and [here](#).

If you suspect there has been a violation of the Honor Code in your classroom, meet with the student to discuss the situation. You may refer to [Honor Code FAQ](#), and [Discussing Violations with Students](#) as resources for meeting with the students.

After talking to your student about the alleged incident, report a violation of the Honor Code through the [Office of Academic Integrity website](#). After you submit an incident report, you will be contacted for additional information. You will be contacted to inform you of the outcome. More than 90% of Honor Code cases take approximately 3 – 4 weeks to process.

- **Classroom behavior issues**

Set guidelines at the beginning of the semester regarding cell phone and laptop use, late entry, side-talking and other disruptive behaviors. In non-emergency situations, first try to resolve the situation yourself when appropriate. Examples of student issues that may require referral include: expression of suicidal thoughts, erratic behavior that disrupts normal classroom proceedings or any pattern of odd behaviors that may pose a (non-emergency) threat to safety.

You are encouraged to report any incident that may require an intervention or is of concern to you to the Behavioral Intervention Team. To refer a student (if you feel there is no immediate threat), go to [BIT](#) and select “incident report.” You will be asked for basic information about the student, for your contact information, and for a description of the incident or behaviors that prompted the referral.

You don’t have to determine whether a situation should be handled by BIT or by another office. Simply report the situation to BIT and the team will take care of the rest.

- **Personal issues**

You may identify that a student has personal issues or challenges through the course of interaction provided through your class. You might offer information to a student about the Counseling and Human Development Center, the University’s primary behavioral health provider and counseling service. The Center offers students up to 12 free sessions per year. Students can contact the [Counseling and Human Development Center](#) at 803-777-5223.

3. HOW DO I KNOW IF THERE IS A CAMPUS EMERGENCY?

Carolina ALERT is the University’s emergency notification system. Access the [Carolina Alert website](#) to track the latest news and information and to register to receive emergency text messages.

4. HOW DO I RESPOND TO AN EMERGENCY INCIDENT?

In emergencies dial 911 from campus land lines to reach USC Police. If you dial from your mobile phone, you will be connected with the City of Columbia dispatcher. Tell them that you need to reach USC Police to be connected immediately.

For a non-emergency or for other inquiries, call University Police at 803-777-4215. For an overview of appropriate responses to different types of campus emergency incidents, consult the [Carolina Alert website](#).

5. HOW DO I FIND OUT IF THE UNIVERSITY IS DELAYED OR CLOSED DUE TO WEATHER?

University delays and closings will be announced on local radio and TV stations and their websites. Remember you're in South Carolina—predicted weather, whether it transpires or not, may affect the University schedule. Consult the [weather announcement page](#) for current updates during weather events.