

**University of South Carolina  
Columbia Campus**

**Service Units  
Description of Services**

**FY 2012  
Budget Development Process**

Service Units

<b>Resp. 01</b>	<b>Office of the President</b> .....	03
	Special Events Office.....	03
<b>Resp. 02</b>	<b>Office of the Provost</b> .....	04
	Center for Teaching Excellence.....	04
<b>Resp. 04</b>	<b>Chief Financial Officer - Business &amp; Finance</b> .....	05
<b>Resp. 05</b>	<b>Equal Opportunity Programs</b> .....	06
<b>Resp. 06</b>	<b>Office of General Counsel</b> .....	07
<b>Resp. 08</b>	<b>Division of Student Affairs</b> .....	08
	Academic Support Services	
	Enrollment Management Services	
	Residential Learning Centers	
<b>Resp. 09</b>	<b>Office of the Board of Trustees</b> .....	16
<b>Resp. 10</b>	<b>Finance</b> .....	17
	Controller.....	19
	Financial Services/Office of the Bursar.....	21
	Budget Office.....	22
<b>Resp. 11</b>	<b>Law Enforcement &amp; Safety</b> .....	23
<b>Resp. 12</b>	<b>Business Affairs</b> .....	26
	Purchasing Department.....	26
	University Postal Service.....	26
	CarolinaCard Office.....	27
	Food Services, Bookstore, Vending.....	27
	Trademark Licensing, ATM Contract Management.....	27
<b>Resp. 14</b>	<b>Division of Information Technology</b> .....	28
	Chief Information Officer.....	28
	University Technology Services.....	29
<b>Resp. 16</b>	<b>Human Resources</b> .....	35
<b>Resp. 18</b>	<b>Development &amp; Alumni Relations</b> .....	36
	University Development.....	36
	Alumni Association.....	37
<b>Resp. 20</b>	<b>System Affairs &amp; Extended University</b> .....	38
<b>Resp. 28</b>	<b>Small Business Development Center</b> .....	39
<b>Resp. 29</b>	<b>University Libraries</b> .....	40
<b>Resp. 45</b>	<b>Graduate School</b> .....	45
<b>Resp. 48</b>	<b>University Press</b> .....	48
<b>Resp. 49</b>	<b>Office of Research</b> .....	49
<b>Resp. 56</b>	<b>Institutional Assessment &amp; Compliance</b> .....	49
<b>Resp. 61</b>	<b>Institute for Families in Society</b> .....	50
<b>Resp. 62</b>	<b>Faculty Senate</b> .....	51
<b>Resp. 64</b>	<b>Residential Learning Centers</b> .....	08
<b>Resp. 68</b>	<b>Facility Services</b> .....	51
<b>Resp. 78</b>	<b>University Communications</b> .....	52
	Division of Communications.....	52
	University Creative Services.....	53
	Strategic Marketing.....	53
	News and Internal Communications.....	54
	Government and Community Relations.....	54
	Printing Services.....	55
	Strategic and Presidential Communications.....	56
	Web Communications.....	57
	University Magazine Group.....	57
<b>Resp. 83</b>	<b>OneCarolina</b> .....	58
<b>Resp. 85</b>	<b>Enrollment Management Services</b> .....	08
<b>Resp. 86</b>	<b>Academic Support Services</b> .....	08
<b>Resp. 91</b>	<b>Scholarships</b> .....	59

# Office of the President

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## General Mission Statement

The President's Office is the chief executive office of the University System and is charged with appropriate governance under the authority of the Board of Trustees. This office administers University policies as promulgated by the Board and coordinates all activities of each campus of the institution. It reports the current affairs of all components of the University System and discusses basic issues with the Board, new or alternative directions, and provides recommendations on new policies.

The President's Office directs, coordinates, and implements the planning, development, and appraisal of all activities of the University System and is directly responsible to the Board for its operation.

## Special Events Office

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## General Mission Statement

As part of the University's overall external outreach efforts, the Office of Special Events is responsible for the management, coordination and execution of events sponsored by the President's Office and the Board of Trustees. In addition, the Office supports presidential advancement events and provides support and expertise for other University departments and campuses as well. We are also responsible for the management and day-to-day operations of the President's House. In general, we support about 140 events each year ranging from athletics receptions and board retreats to groundbreaking, presidential dinners, fundraising receptions and commencement exercises. Always striving to be good stewards of resources, we manage a range of logistics including menu and ambiance development, invitations, mailings, printed materials, event responses and attendance records, set-up needs, entertainment, photographer, budget reports, and other necessary support.

# Office of the Provost

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## General Mission Statement

The Provost is charged with overall supervision of academic affairs of the University, including curriculum development and establishment of academic standards in the schools and colleges. The Provost fosters support for the three-fold mission of the University: (1) providing students with the highest-quality education, including knowledge, skills, and values necessary for success in a complex and changing world; (2) aggressive pursuit of research and scholarship, including artistic creation, in order to secure the reputation of USC as a modern research university; and (3) serving our community, state, nation, and the world in such areas as public health, education, social issues, economic development, and family support systems.

# Center for Teaching Excellence

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## General Mission Statement

The Center for Teaching Excellence (CTE) is established to promote excellent undergraduate and graduate teaching at the University of South Carolina. The Center offers a variety of programs and resources suited to novices and veteran educators. Goals include enhancing the pedagogical knowledge and effectiveness of USC faculty, facilitating the use of instructional technology to enhance student learning, supporting pedagogical research, and helping to promote and preserve a culture that values and rewards teaching.

# Chief Financial Officer Business and Finance

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The Office of Business and Finance is responsible for managing and coordinating the efforts of the various units in providing outstanding customer service and support to the President and senior administration, faculty, staff, and students.

In addition to managing the various business and finance units, the office is also responsible for Debt Management and Capital Project Financing.

Although the daily routine of the office is primarily associated with business and finance, the office works closely together with all units to help support and enhance the primary teaching, research, and service mission of the University.

Departments reporting to the Office of the Chief Financial Officer are:

- Finance & Budget Office
- Law Enforcement & Safety
- Business Affairs
- Environmental Health & Safety
- Parking
- Facilities
- Controller
- Bursar

# Office of Equal Opportunity Programs

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## General Mission Statement

The President has appointed an Executive Assistant to the President for Equal Opportunity Programs who is responsible for planning, developing, administering, monitoring, and evaluating the University's compliance with federal and state statutes relating to equal opportunity, affirmative action, and non-discrimination in employment, education, and programs at the University of South Carolina.

The Executive Assistant to the President for Equal Opportunity Programs has been provided with support staff to implement the University's equal opportunity and affirmative action program and related activities. The Office of Equal Opportunity Programs, in effect, serves as an integral part of the University of South Carolina and exists for the overall purpose of supporting the University (at all campuses) in accomplishing its priority mission of providing quality teaching, research, and service to the citizens of South Carolina as well as our faculty, staff, and students regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.

# Office of the General Counsel

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## General Mission Statement

The primary responsibility of the Office of General Counsel is to provide resident legal services to the Board of Trustees, the President, and other administrative officers, faculty, and staff within the eight campuses of the University of South Carolina. More specifically, the Office represents the University's interests in civil proceedings and administrative adjudications and advises the administration regarding the legal implications of proposed policies, actions, and compliance with federal and state law. The Office also coordinates various aspects of the University's real, personal, and intellectual property interests and drafts or reviews all contracts in which the University of South Carolina is a party.

The Office seeks to develop an organizational and management structure designed to increase the efficiency of the delivery of comprehensive legal services to the University, to improve client perspective, to increase accessibility of legal counsel within the University administration and all eight campuses, to disseminate in a timely manner information regarding important legal decisions and trends to appropriate University officials, and to reduce the reliance upon outside counsel where appropriate. The Office also seeks to establish and maintain a positive reputation with other state agencies and administrative bodies, the South Carolina Bar, the National Association of College and University Attorneys, and other relevant professional associations.

# Division of Student Affairs & Academic Support

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## General Mission Statement

The mission of the **Office of the Vice President for Student Affairs and Vice Provost for Academic Support** (central office) is to advance achievement of division and University goals through operations that demonstrate student-centered focus.

The central office advocates for the division and the University; scans, monitors and links societal trends to influence institutional opinion and practice; interacts with the University and its many constituents to connect and coordinate internal and external activities; designs, manages, and performs the line operations of the division; formulates policy for the University and division; develops operating plans for the University and the division; and influences the University, its divisions, and its colleges to change their operations in response to demands from its many constituencies.

The central office serves the University and the division through management of contingencies (threats and opportunities); resource management; communications; technology support; student crises management; and planning and organizational effectiveness.

The Office of the Vice President for Student Affairs and Vice Provost for Academic Support guides the following “A” funded departments:

### Academic Support

The **Office of Undergraduate Admissions** at the University of South Carolina-Columbia plans and implements initiatives to recruit and enroll academically talented students while maintaining diversity on the Columbia campus. The office is responsible for marketing the University to prospective students, processing and reviewing applications, awarding University-level scholarships, and counseling, admitting, and enrolling new and returning undergraduates. Recruiting activities include attending college fairs and high schools throughout the country, initiating robust recruit and yield marketing campaigns, hosting recruitment events, managing a staff of remote regional recruiters to attract and enroll a geographically diverse student body, developing and implementing focused recruitment plans for special populations, and providing in-person and telephone counseling for prospective students and their parents. Additionally, the office supports the South Carolina Honors College in attracting top scholars to the University, assists the Athletics Department with NCAA eligibility certification, produces transfer credit summaries, and maintains admissions records. Undergraduate Admissions’ staff members are also responsible for developing and managing relationships with key constituent groups including high school guidance counselors, USC system campus staff members, technical college partners, and community leaders.

The mission of the **Career Center** is to empower and educate students in the development of lifelong career management skills. The Career Center carries out its

mission through three core functions – career advising, experiential education, and employment assistance. Staff members help students make reasoned and informed choices about possible career paths. Through experiential education opportunities, students test out their career decisions, gain experience before graduation, increase their professional networks, and enhance their marketability for full-time employment after graduation. Staff members also work directly with employers, connecting them with students through job fairs, on-campus interviewing, job postings, information sessions, and resume referrals.

The **Office of Fellowships and Scholar Programs** was established in 1994 to provide innovative educational initiatives for academically talented students. The staff identifies, recruits, and advises high-achieving students in the pursuit of nationally prestigious fellowships such as the Rhodes, Truman, NSF, Goldwater, Udall, Marshall, Javits, and Rotary, among many others. Once identified, students are provided support and assistance in every aspect of their candidacy such as completing applications, writing essays, and interviewing. Although the ultimate goal is for University students to be awarded these prestigious fellowships, the preparation process is designed to be an integrated learning process and thus rewarding in and of itself. The coordination of Scholar Programs is also assigned to this unit which serves as the institutional home-base for enrolled Carolina and McNair Scholars. Scholar Programs provide an enhanced University experience. Student involvement and leadership make them prime candidates for national fellowships and scholarships. An advisory committee representing a wide range of academic and administrative units on campus assists in the operations of the office.

The **Office of Student Financial Aid and Scholarships** is responsible for providing assistance, education, and support for prospective and current students and their families in securing the financial aid they need to attend USC. The office is also responsible for the coordination of all aid resources that USC students receive, including scholarships, grants, loans, and need-based student employment. The office provides leadership to the University community in gaining and administering the necessary funding that students are eligible to receive. Students and their families may receive counseling to determine the best financial related options for their situation and how to secure these opportunities. Current annual processing reflects approximately \$370 million to 25,000 students and involvement with over 45,000 applications.

**International Programs** develops and delivers services and programs which facilitate students' engagement in international learning. International Programs serves the University's international and American students and supports colleges and faculty in arranging for study abroad experiences. American students receive guidance about opportunities for study abroad, orientation prior to departure, and assistance while abroad and upon reentry. International students receive assistance prior to arrival, specialized orientation and enrichment programs, advice on immigration matters, and guidance on personal and cultural adjustment concerns. The department provides leadership and resources to the University in support of its international activities. It is responsible for guiding development of international agreements for the University and provides support for administering international commitments to international partner institutions. The office administers international exchange and study abroad programs, maintains the SEVIS program for students, conducts cultural programming, and provides the liaison with community international organizations.

The **Office of Pre-Professional Advising** supports the academic priorities of the University by providing a service that supports undergraduate education and produces higher quality graduates better prepared for medical, law, and other health professional schools. Applicant preparation must begin early as professional schools seek students with more than academic success, but also rich life experiences, leadership skills, maturity, exposure to their chosen field, and well-developed social and interpersonal skills. Students must also demonstrate proficiency on a standardized test. The services provided by the office are designed to directly impact these selection factors. Pre-Professional Advising plays an important role in recruiting the best and brightest students to this University by working closely with the Office of Admissions, the South Carolina Honors College, and the Athletics Department. This office is unique as few colleges and universities offer such an array of pre-professional student services.

The mission of the **Office of the University Registrar** is to maintain the integrity of the official record of student academic achievement for all colleges and campuses by providing academic planning services, data integrity services, and services to current and former students, faculty, staff, administrative units, and external agencies. To this end, the following functional areas describe our work:

#### Academic Planning Services

- Academic Bulletins
- Course schedules including classroom scheduling for Columbia campus
- Degree planning, progress, and completion systems
- Advisement documentation support

#### Data Integrity Services

- Compliance (FERPA, records retention schedule, University policy, state and federal mandates, NCAA, veterans certification)
- Access and security of student data
- Data standards and administration of student information system content and processes
- Records maintenance (document imaging, authentication of records, verification of accuracy and completeness, policies and procedures) and management of one centralized student record for the University system.

#### Client Services

- Student services (registration, records and transcripts, VIP, veterans certification services, graduation and commencement)
- Faculty and staff services (data retrieval/reporting, class scheduling, grading)
- Collaborative work with Enrollment Management and other University units in support of client needs.

The purpose of the **Student Success Center** is to coordinate a comprehensive array of resources and initiatives to promote student success, with the goal of enhancing learning and satisfaction, as well as retention and graduation rates. In fulfilling this purpose, the Center coordinates a variety of academic success initiatives including:

1. Supplemental Instruction, which is a learning enhancement program consisting of a series of weekly review sessions for students enrolled in historically difficult first year courses. Attendance is voluntary and those who participate on a regular basis earn higher grades and are less likely to withdraw than students in the same courses who do not participate.
2. Tutoring, which is offered in historically challenging upper level courses based on DFW and course repeat rates.
3. Cross Campus Advising, for students in academic transition who need to explore multiple academic options and establish new goals.
4. Financial Literacy offers an array of programs and services to assist students in becoming fiscally responsible for life.
5. Transfer and Special Student Populations which provides programs, resources and mentoring to assist transfer students and other special populations, including military veterans, in their adjustment to the university and having a successful university experience.
6. The Academic Center for Excellence (ACE) which provides trained academic coaches who work with students on study skill development and answer questions about academic advising, connecting with professors and navigating campus resources.
7. The Fresh Start initiative to support scholastically deficient students, such as those returning after suspension, in developing a personal and academic plan for achieving and maintaining good academic standing.
8. The Call Center, which provides trained peer mentors to support Student Success Center programs by answering questions, surveying student populations and providing information and services.

The mission of the USC **TRIO Programs** is to promote educational opportunity and academic excellence for TRIO-eligible students through campus and community partnerships. This mission supports the University by expanding access to higher education for students from poor and working class families and for students who are within the first generation of their families to pursue four-year college degrees. TRIO supports the academic community by helping its least advantaged students to achieve retention and graduation rates that are comparable to those of the general student population.

The **Office of Student Engagement's** (OSE) mission is to encourage students to engage in learning within and beyond the classroom. Through partnerships with a number of academic and student affairs units on campus, we promote integrative learning and assist students with connecting to University resources and programs. The Office directly oversees several high-impact initiatives including Service-Learning, The National Student Exchange, the Sophomore Initiative, Mutual Expectations, the Peer Leadership Advisors Network, and Engagement Planning.

The **Visitor Center** serves as the front door of the University, greeting all visitors and providing a host of services so as to enhance their knowledge of and experience with the campus. The Center showcases the University's rich history and vital student life along with its teaching, research, and public service functions. Departments throughout the University are invited to assist in the development of Visitor Center displays and interactive exhibits that promote their own unique teaching, service, and research initiatives. Each year the Visitor Center assists more than one million visitors, including the tens of thousands of prospective graduate, transfer, and first-time undergraduate students and their parents who participate in a host of campus visits, programs, and

special events. The Visitor Center willingly partners with each college and the USC unit in meeting their individual advancement and enrollment goals.

The **Capstone Scholars Program** forms a community of students committed to academic excellence and engaged in educational enrichment that fosters both personal discovery and a sense of community. Students selected as Capstone Scholars have the opportunity to live and study in a residential community at USC with special courses, out-of-classroom opportunities, and social activities. Special courses include Capstone Scholars sections of University 101 (required for each Capstone Scholar), special sections of English 101 and 102, University 290, and new linked courses. A minimum requirement of participation for each semester includes four designated activities that reflect the program's four pillars: Academics, Leadership, Social, and Service. Capstone Scholars can earn further distinction by becoming a Capstone Scholars "Fellow". Beyond the classroom, students interact with prominent faculty and community leaders through Capstone Conversations, Faculty Dinner Series, and University 101 reunions. Capstone Scholars are able to interact live via video Skype chats with NY Times journalists at the Spring Times series.

Capstone Scholars impact the community through service learning opportunities such as Service Friday and Hand Middle School mentoring. Capstone Scholars discuss current events and benefit from structured conversations with their peers at the weekly News & Views while building community through University 101 reunions throughout the spring semester. Through the services of the Capstone Scholars Partner Offices, students are exposed to cultural events in the Columbia area through tickets to the Koger Center for the Arts, offered the opportunity to complete for Capstone Scholars-funded Magellan Apprentice Undergraduate Research grants, and study abroad through the Capstone Scholars Maymester Abroad Program. The Capstone Scholars Program will provide students with open doors of opportunity for engaged learning, a unique connection to USC, a closer community within the larger University, encouragement to develop a stronger sense of self, and opportunities for academic excellence.

The mission of the **Green Quad and Learning Center for Sustainable Futures** is to promote collaborative relationships among students, faculty, staff, and community members for exploring and implementing the changes required to create a sustainable campus and society. Our goals are: (1) to promote student engagement in campus life on issues related to sustainability and the environment; (2) to facilitate student success by serving as a gateway for involvement with faculty, staff, and members of local, statewide, and national organizations; and (3) to create a nationally-recognized program in the Learning Center through research, development, outreach, and assessment.

Established in 1995 by the Office of the Provost and the Division of Student Affairs, **Preston College** fosters leadership development, intellectual exchange, social interaction, and creative expression among a small but diverse array of students and faculty. Centrally located near the University's Historic Horseshoe, Preston is a community of 235 students, a live-in faculty principal and his family, 30 faculty associates, an active student government, and a staff comprised of a residence hall director, a business manager, undergraduate peer coordinators and graduate resident tutors. In Preston, residents and a dedicated group of faculty develop meaningful social and intellectual interactions within and beyond the traditional walls of the classroom. They also join each other nightly for meals in the Preston Dining Hall. Preston students plan and support an exciting schedule of social activities, academic programs, and community service initiatives. Preston members take advantage of

numerous leadership opportunities by creating clubs, coordinating events, volunteering as Preston Ambassadors, serving on the residential staff or holding offices in Preston Government.

## **Student Affairs**

The **Office of Student Disability Services (OSDS)** is the designated unit charged with maintaining compliance based on federal and state guidelines for students with appropriately documented disabilities. As such, this office functions in a collaborative fashion with faculty, staff, and students in the provision of reasonable accommodations. The staff is available for individual and group consultations to include but not limited to: assistive technology, general accessibility, inclusive environments, legal compliance, dispute resolution, mediation, best practices, and service integration. Additionally, OSDS staff engages in advocacy for students with disabilities through initiatives regarding faculty and staff consultation, outreach in the community, and through support of organizations and projects that aim to highlight the lives of these students. At the University of South Carolina “accessibility is everyone’s responsibility” and OSDS strives to promote collaboration and cooperation in providing services to students with disabilities across campus.

The **Office of Student Judicial Programs** is committed to providing an educational campus climate conducive to the personal and ethical development of students. The office handles the student conduct process for alleged violations of the Student Code of Conduct. Additionally, the OSJP provides training for over 40 hearing officers across the Division and trains and advises the Carolina Judicial Council. The office offers educational programs on honesty and ethics and consultation to faculty in the realm of classroom disruption and classroom management. The OSJP also encourages responsible community citizenship through promotion of the Carolinian Creed.

The Behavioral Intervention Team is a group of qualified and dedicated USC professionals charged with addressing students of concern who could be a threat to themselves or others. The team provides a structured, positive method for addressing student behaviors that impact the University community and may involve mental health and/or safety issues. The BIT’s mission is to manage each case individually while balancing the individual needs of the student and those of the greater campus community.

The **Office of Academic Integrity** was designed to promote academic integrity through education and accountability. This office reaches out to students, faculty, and staff to inform them about the Honor Code and why ethical behavior is important at the global, local, and individual levels. For faculty, this is done through presentations at faculty meetings regarding the Honor Code and the referral process, distribution of materials on how to prevent and address issues of academic dishonesty, and providing resources via the Academic Integrity website for faculty to utilize in discussing integrity in their classrooms and setting clear expectations in their courses through syllabus statements and test statements. The office seeks to help create a culture of ethical behavior in the campus community through promotion of the *Carolinian Creed*. Should a student violate the Honor Code, they will be held accountable through a fair and consistent process that is educationally based. Any faculty member can report an incident of academic dishonesty and will be kept apprised of the outcome of that report. The office works with the assistant or associate deans in each college as referrals are sent by their faculty in determining the case outcome.

The **Department of Student Life** provides a wide range of services and programs that enhance the recruitment, retention, and development of students; the collegial environment for faculty, staff, parents, and alumni; and the neighboring community and state. An environment is created which challenges students intellectually, culturally, physically, spiritually, and socially with a holistic approach to learning based upon the philosophy of the Carolinian Creed.

**Campus Recreation** maintains two facilities enclosing 400,000 square feet of space. The Blatt PE Center (<http://stc.sc.edu/>) is located in the middle of campus, adjacent to the large recreational field complex. The newer Strom Thurmond Wellness & Fitness Center (STWFC) (<http://stc.sc.edu/>) is set on the southwest corner of Assembly and Blossom Streets. Both facilities feature open recreation areas for basketball, volleyball, badminton, racquetball, handball, and squash, swimming, strength and conditioning, as well as group fitness classes. The STWFC also features an indoor climbing wall and Outdoor Recreation Office for trip planning.

**Off-Campus Student Services (OCSS)** provides programs and services to meet the needs of off campus and commuter students. The office serves as an advocate of and a resource for off campus living, while striving to integrate students in the University and local communities. OCSS works to offer programs, services and solutions that help students remain connected to the University of South Carolina community. OCSS provides programs and services to educate students about their rights and responsibilities as residents of the Columbia area and develop initiatives and programs that promote off-campus student safety and citizenship development. For more information, visit [www.sa.sc.edu/ocss](http://www.sa.sc.edu/ocss).

The **Office of Greek Life** supports, challenges and nurtures the 38 diverse fraternities and sororities at Carolina, involving 4,100 students, and representing 20% of the undergraduate population. For more information, visit [www.sa.sc.edu/greeklife](http://www.sa.sc.edu/greeklife).

In order to produce positive effects upon multicultural student retention and success, the **Office of Multicultural Student Affairs** offers a myriad of Cultural Support Services, Diversity Education Initiatives, and Multicultural Programming. These programs, services, and initiatives focus on the development of all students at the University of South Carolina. The Office of Multicultural Student Affairs' goal is to help promote an accepting environment, and to assist in fostering an appreciation for each of our culturally diverse populations.

In recognition of the critical role that parents play in their students' college success, the **Office of Parents Programs** strives to foster positive relationships with parents of Carolina's undergraduate students. By serving as a centralized resource, the office is a true liaison between parents and the University. Through communication, events, partnership, and development, the Office of Parents Programs is committed to providing support to parents throughout their students' undergraduate experience. All parents of undergraduate students are encouraged to sign-up for the dues-free Parents Association. For more information, visit [www.sa.sc.edu/parents](http://www.sa.sc.edu/parents).

**The Russell House University Union** is an indispensable campus resource where students, faculty, and staff meet, eat, and gather as part of their daily activities. The Russell House is home to the Campus Life Center which houses a variety of student-centered organizations and activities; several restaurants and eateries; the Barnes and

Noble-managed University Bookstore; Golden Spur game room; student postal services; Carolina Styles hair salon; meeting spaces and offices; CarolinaCard; Quick Copy; and the Department of Student Life. Visit the Russell House frequently to utilize the essential services, meet friends for dinner, or attend one of the many programs and activities held in the building. For more information, visit [www.sa.sc.edu/rhuu](http://www.sa.sc.edu/rhuu).

The **Office of Substance Abuse, Prevention, and Education** promotes healthy choices concerning the use of alcohol and other drugs and the associated behaviors of substance use by providing preventive and educational services for the Carolina community. The office is responsible for managing the online alcohol assessment requirement, AlcoholEDU for College for all new students, hosting tailgates at each home football game for all Carolina students and educational workshops and presentations for the campus and Columbia community. For more information, visit [www.sa.sc.edu/sape](http://www.sa.sc.edu/sape).

# Office of the Board of Trustees

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## General Mission Statement

The Board of Trustees defines the mission, role and scope of the University System and each of its major component institutions, establishes the general policies of the University system, lays out the University System's broad program of educational activity, approves the budget for each fiscal year, and provides ultimate accountability to the public and the General Assembly.

# Finance

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## General Mission Statement

The Finance Division is four major units including the Controller, Bursar, Budget Office and Capital Finance.

Departments operating under the Controller are financial reporting, accounting services, payroll, and contract & grant accounting. The purpose of these departments is to provide accurate and accessible accounting information to all users through centralized accounting services while maintaining generally accepted accounting principles and compliance with regulations. In addition, the Controller's group ensures accurate and timely vendor payments and payrolls to the University community and provides financial and fiscal administration of contracts and grants.

The Bursar's Office provides financial services support to students, parents, faculty, staff, deans, department heads and the administration. The office functions primarily as the official depository of all university funds and is responsible for receipting, disbursing and safeguarding of all funds, which include the fair assessment and collection of proper academic fees as authorized and approved by the University Board of Trustees. The Bursar's Office handles the allocation of special fees, collection of accounts receivable, processing the transfer of electronic funds, disbursement and collection of all student loans, travel advances, payroll advances, and promissory notes.

The Budget Office prepares the annual budget document for consideration by the Board of Trustees and prepares and submits the University's state budget to appropriate agencies. The Office further assists with the external budget development by assisting legislative contacts with justification for budget requests, through completion of information reports as requested, and insuring that the University operates within the budget limitations established by the General Assembly and the Board of Trustees. Internally, the Budget Office assists unit business officers and administrative heads of colleges, campuses and other University units in executing the Board-approved budget and in maximizing their use of limited resources.

Capital Budgets and Financing oversees system-wide bond instruments and indebtedness. This office reviews capital project financing, provides on-going computation of debt capacity and analysis of financial ratios and the impact of debt financing on the University's credit ratings.

The Finance Division supports the vision, mission and all goals and initiatives of the University of South Carolina. The Division has considerable impact on the University strategic goal to improve the financial health of the University to levels necessary to achieve the status of an excellent comprehensive research institution.

## **Vision**

The Finance Division will provide timely and accurate financial information and services needed to support and enhance the mission of the University of South Carolina.

## **Mission**

The mission of the Finance Division is to serve the University of South Carolina by supporting fiscal management, providing financial services to students, faculty & staff, and by safeguarding University assets. Our focus is on service to and support for various constituencies internal and external to the University. The Finance Division plays a key role in identifying and developing solutions for effectively meeting challenges and opportunities facing the university. We will provide high-quality, team-oriented service by anticipating needs, educating personnel, and producing accurate and timely information, while maintaining a courteous and professional attitude. The Finance Division is committed to continuous improvement while working within the appropriate federal, state and University system regulations.

The Finance Division also supports the mission of all system campuses by providing and maintaining automated accounting systems that includes development of new systems, training, technical support and guidance in the interpretation of university policies and procedures.

## **Core Values**

- Excellence – We seek excellence in all our endeavors, and we are committed to continuous improvement.
- Integrity - We are committed to truth and honesty, and we will be ethical and professional.
- Service – We believe serving others is a noble and worthy endeavor.
- Diversity – We respect and value diversity of opinion, freedom of expression, and all ethnic and cultural backgrounds.
- Stewardship of Resources – We are dedicated to the efficient and effective use of resources. We accept the responsibility of the public's trust and are accountable for our actions.

# Controller

Contact Person  
Patrick Lardner

Email Address:  
[patrick.lardner@sc.edu](mailto:patrick.lardner@sc.edu)

Office Telephone Number:  
(803) 777-2602

## General Mission Statement

Departments under the Controller are financial reporting, accounting services, payroll, and contract and grant accounting. The purpose of these departments is to provide accurate and readily available accounting information to all users through centralized accounting services while maintaining generally accepted accounting principles and compliance with regulations; to provide accurate and timely vendor payments and payroll to all of the University community and to provide financial and fiscal administration of contracts and grants.

Major objectives and activities of each area are as follows:

***Financial Reporting Contact: Mary Peak (7-2035) [peakm@mailbox.sc.edu](mailto:peakm@mailbox.sc.edu)***

Development of the annual financial reports for the University and each of its campuses. Coordination of the comprehensive annual fiscal audit conducted by an independent certified public accounting firm. Coordination of the annual A-133 compliance audit of federal funds conducted by an independent certified public accounting firm. Coordination of the annual athletic department audit conducted by an independent certified public accounting firm. Coordination of other miscellaneous external audits and costing issues.

***Accounting Services Contact: Ann Smith (7-2123) [apsmith@mailbox.sc.edu](mailto:apsmith@mailbox.sc.edu)***

Providing accurate and readily available accounting information to all users through maintaining and monitoring the University's General Ledger which includes approving and entering data from vouchers, journal entries, and internal requisitions; monitoring all uploaded data entry; maintaining all documents processed in the system; establishing monthly close out schedule and balancing of daily, monthly and fiscal year accounting runs.

Cash management of University funds for cash draws, investment analysis, appropriation requests, daily bank activity, and reconciling the University's bank accounts and State subfunds. Accurate and timely payment of all non-salary expense transactions, including travel payments, for all campuses of the University. Equipment asset and inventory evaluation and capitalization. Monitoring capital projects for appropriate funding levels, capitalization of appropriate projects, balancing of all bond receivables and proceeds, and monitoring all activity relative to capital and operating leases. Accounting for all endowments (true, term and quasi) and their associated income accounts. Nonresident tax coordination and reporting; preparation of required tax forms including forms 941, 1099, and non-resident tax forms required.

**Payroll Contact: Pam Cope (7-3560) [copep@mailbox.sc.edu](mailto:copep@mailbox.sc.edu)**

- Making accurate and timely payments to all persons on the University payroll.
- Making all statutory deductions and verifying that all required reporting procedures are followed.
- Making all non-statutory deductions and/or reductions and verifying that all record keeping and reporting procedures are followed.
- Maintaining records and reports required by the University, State, and Federal governmental agencies pertaining to payments for payroll.
- Processing of all student employment hires.
- Distributing paychecks.
- Processing W-4 forms and generating year-end tax forms.

**Contract and Grant Accounting Contact: Tony Huggins (7-2081)**

**[hugginst@mailbox.sc.edu](mailto:hugginst@mailbox.sc.edu)**

- Management of all restricted contracts, grants, and cooperative agreements for all campuses of the University which includes preparing billings, cash draw downs for letter of credit transactions and the submission of all financial reports to the grantors.
- Assures compliance with OMB Circulars A-21, A-110 and A-133.
- Allocation of indirect costs according to current University policy.
- Coordination of Time and Effort Reporting required for University cost-share on grants and contracts.

# Financial Services

## Office of the Bursar

Contact Person:  
Janis Hoffman

Email Address:  
[hoffmajb@mailbox.sc.edu](mailto:hoffmajb@mailbox.sc.edu)

Office Telephone Number:  
(803) 777-6283

### General Mission Statement

The Bursar's Office shares the mission of the University of South Carolina by providing financial services support to students, parents, faculty, staff, deans, department heads and the administration. The office functions primarily as the official depository of all university funds. The office is responsible for receipting, disbursing, and safeguarding of all funds, which include the fair assessment and collection of proper academic fees as authorized and approved by the University Board of Trustees. The mission includes the allocation of special fees, collection of accounts receivable, processing the transfer of electronic funds, disbursement and collection of all student loans, travel advances, payroll advances, and promissory notes. The Bursar's Office is also responsible for determining and monitoring the residency status of students for the purpose of tuition and fee assessment. The Bursar's Office supports the mission of all system campuses by providing and maintaining automated accounting systems that includes development of new systems, training, technical support and guidance in the interpretation of university policies and procedures.

### Department Contacts

Assistant Bursar – Venessa Samuel, (803) 777-1091

Accounts Receivable – Courtney Hogue, Manager (803) 777-3573

Depository – Edwin Roe, Manager (803) 777-3079

Fees, Refunds, Student Loan Accounting – Nicole Pressley, Manager (803) 777-3565

Office of Legal Residency – Erik Simensen, Manager (803) 777-4081

Student Loan Collections – Karen Thomas, Manager (803) 777-3234

# Budget Office

Contact Person:  
Leslie Brunelli

Email Address:  
[lgbrunel@mailbox.sc.edu](mailto:lgbrunel@mailbox.sc.edu)

Office Telephone Number:  
(803) 777-1967

## General Mission Statement

Prepares the annual budget document for consideration by the Board of Trustees that reflects the mission and vision of the University of South Carolina.

Assists business officers and administrative heads of colleges, campuses, and other University units in executing the Board-approved budget and in maximizing their use of limited resources to meet the University's mission of providing high quality instruction, research, and public service to its customers.

Prepares and submits the University's state budget to appropriate agencies and assists legislative contacts in justifying budget requests.

Assists executive University staff and other Business and Finance staff in ensuring that the University maintains a sound financial status and operates within the budget limitations established by the General Assembly and the Board of Trustees.

# Law Enforcement & Safety

Contact Person:  
Chris Wuchenich

Email Address:  
[clw@mailbox.sc.edu](mailto:clw@mailbox.sc.edu)

Office Telephone Number:  
(803) 777-8400

## General Mission Statement

In support of the mission of the University of South Carolina, the Division of Law Enforcement and Safety exists to provide a safe and peaceful environment for all while ensuring safe and reliable access to the University.

## Description of Operations

The Division of Law Enforcement and Safety is comprised of the Community Services Bureau, the Support Services Bureau, and the Operations Bureau.

All officers are appointed and commissioned as State Constables by the Governor of the State of South Carolina. They are empowered to enforce the laws of South Carolina with statewide jurisdiction and arrest powers. All officers must be certified by the South Carolina Law Enforcement Training Council prior to performing police duties. In addition to entry level academy and field training all officers complete a minimum of 60 hours in-service training annually. This in-service training is an essential element in our Division's efforts to provide the highest level of service and professionalism possible for the students, faculty, staff, and visitors of the University of South Carolina.

The Community Services Bureau is comprised of Crime Prevention, Victim Assistance, and Parking Enforcement.

The University of South Carolina Division of Law Enforcement and Safety recognizes the importance of establishing close ties with all members of the community we serve, and it is equally important for the community to know that violent crime on our campus is a rare occurrence. Members of our Division are continuously creating, implementing, and delivering numerous educational programs that let all members of the University community (students, faculty, staff, and visitors) know what they can and should do to minimize the potential of their becoming a victim. The Division places a great deal of importance on community policing and building positive relationships with the members of our campus.

Since 1990, the Division of Law Enforcement and Safety has offered the Victim / Witness Assistance Program to the Carolina Community. This program works closely with University services across campus to offer care, concern, and a quick response to those persons who have been victims and/or witnesses of a crime.

The Support Services Bureau is comprised of Criminal Investigations, Technical Operations, and Administration.

The responsibilities of the Criminal Investigations Section include:

- Conducting and managing the follow up investigation of criminal incidents occurring on campus

- Performing polygraph examinations in criminal cases, internal investigations, and all hiring processes
- Professional processing of crime scenes to preserve and collect evidence
- Conducting professional training in the areas of crime scene and evidence collection within the agency
- Conducting follow up examination of the evidence which has been collected at the scene of a crime to identify and ultimately prosecute those individuals committing crimes on campus
- Internal investigations into alleged misconduct by employees to ensure that all employees conduct themselves in a professional manner thereby representing the Division and University in the highest standard
- Deploy, provide resource and actual filling of positions for dignitary protection details in coordination with the administration planning function.

The responsibilities of the Technical Operations Section include:

- Designing, installing, and supporting the alarm and video surveillance systems utilized throughout the University system to protect lives and property
- Design, and coordinate the installation of card access systems throughout campus
- Liaison and coordinate radio and radio communication devices for the Division
- Design and install covert video for the purpose of gathering evidence for prosecution of criminal activity
- Manage the alarm system used to monitor fire and burglar alarms for all of the University campuses
- Assist in the design, coordination and implementation of the emergency callbox system

The responsibilities of the Administrative Services Section include:

- Professional storage and documented chain of custody of all evidence
- Plan, manage, and document all law enforcement operations associated with ensuring safe and peaceful special events while ensuring the presence of a force capable of responding to potential disturbances
- Application and management of state and federal grants
- Review, management, and accountability for all Division records
- Recording compliance with all policies, regulations and applicable laws
- Purchasing and maintenance of all supplies and equipment
- Human resource processes (hiring/selection and promotion)
- Planning and research of new technologies, operations, and processes
- The development, tracking, and reporting of the Division's Goals, Objectives, and Strategic Plan
- Collection and dissemination of criminal intelligence and the analysis of criminal incidents on campus to assist in the allocation of personnel
- The training and professional development of all Division employees to develop and maintain their skills associated with their wide range of duties and the expectations of the community including, but not limited to: use of force, firearms, defensive tactics, active shooter response, crowd control, legal updates, criminal domestic violence, crime scene processing, cultural diversity, and communication skills
- Administration of the law enforcement accreditation process

- Administration and management responsibilities relating to the records management and retention systems

The largest and most visible area of the Division of Law Enforcement and Safety is the Operations Bureau which is comprised of the Patrol Operations Section and the Special Services Section.

The Patrol Operations Section is broken down into four patrol teams, each of which is supervised by a sergeant. These teams rotate shifts to ensure coverage 24 hours a day, seven days a week. The Patrol Operations Section provides traditional police services such as responding to emergencies, criminal incidents, burglar/fire alarms, and all other calls for service. Officers also proactively patrol using a variety of methods to include the use of traditional police vehicles, bicycles, specialized vehicles, and foot patrols.

The Special Services Section consists of the Crime Suppression Unit (CSU), the National Advocacy Center (NAC) Unit, and the Communications Unit. The CSU is supervised by a sergeant; this unit's officers combine the use of timely intelligence with the use of creative and specialized tactics and strategies to proactively combat crime. The NAC Unit is supervised by a sergeant and is responsible for all law enforcement services and for ensuring the overall safety and security of the National Advocacy Center which is a US Government facility located at the University that trains United States Attorneys and District Attorneys from across the nation. The Communications Unit is led by a civilian supervisor and is responsible for a variety of functions to include receiving calls for service and 911 calls, dispatching officers, monitoring burglar and fire alarms, monitoring video, and assisting with the securing of certain property on campus. Telecommunication officers from this unit are assigned to varying shifts and work hand in hand with patrol teams to ensure 24 hour a day, seven day a week service to the Carolina community.

# Business Affairs

Contact Person:  
Helen Zeigler

Email Address:  
[helenz@mailbox.sc.edu](mailto:helenz@mailbox.sc.edu)

Office Telephone Number:  
(803) 777-5432

## General Mission Statement

The Office of Business is comprised of a variety of different University units including Purchasing, Environmental Health and Safety and Risk Management, CarolinaCard, Post Office, the Koger Center and the Coliseum. It also manages numerous contract operations such as the campus bookstore, food services, ATM services, and vending services and trademark and licensing.

## Major Objectives, Activities, or Services

Purchasing Department – As a service department, the goal of the Purchasing Department is to ensure that all University procurement transactions are conducted in a legal, ethical, and professional manner while maintaining excellent working relationships with University departments, vendors, and the State Materials Management Office and State Engineer Office. The University Purchasing Office abides by the procurement laws and regulations set forth by the State of South Carolina and USC Policies and Procedures, which result in efficient, economical, and responsible purchases. We offer all businesses an opportunity to compete on an equal basis.

Office of Environmental Health and Safety (EHS) and Risk Management - The University has established the Office of Environmental Health and Safety (EHS) and Risk Management to develop and recommend programs, policies, and procedures for the USC system and to administer the safety, health, risk management and environmental management functions of the University.

The purpose of the EHS and Risk Management programs are to provide for a safe and healthful working, studying, and living environment for the people of the University community, to protect the natural environment against adverse impact from University activities and to protect the University's physical resources and financial assets through risk management techniques.

The Office of EHS and Risk Management provides professional advice, information and recommendations to the campus community. In addition, the office provides periodic reviews of campus compliance with applicable laws and regulations. The EHS and Risk Management programs assume the participation, cooperation and involvement of all members of the campus community.

University Postal Service - Provides professional and efficient mail service to the University community using existing and emerging technologies. The Post Office is responsible for the delivery, collection, and processing of all intra-campus, interagency and U.S. Postal Service mail to all academic and administrative offices, and to the 8,675 student mail boxes in the Student Mail Center located in the Russell House / Carolina Underground. Our unit serves as an intermediary between the U.S. Postal Service and United Parcel Service through its operation of a USPS contract station and its shipping & mailing service in the Student Mail Center.

**{Specific charges for services - Process and meter all outgoing official University mail which is charged back to departments at actual postage costs.}**

CarolinaCard Office - The CarolinaCard Office provides the University of South Carolina with an all-purpose identification and declining balance card that enhances life on campus by providing a safe, secure, and convenient way to access campus services that require identification and expenditure of funds. The CarolinaCard Office strives to continuously enhance the card system by adding services to the card and making it easy for students, faculty, and staff to deposit monies on the card and check on card balances and expenditures. The office staff values each holder and user of the card and the campus vendors that the card office is there to support and seeks to always maintain a high standard of customer service by operating in a friendly, courteous, and informative manner.

Food Services, Bookstore, Vending, Trademark Licensing and ATM Contract Management - The mission of each of these contracts is to provide quality services to students, faculty, staff, and campus visitors in each of these areas while maximizing revenues generated through the contracts that are returned to the University for scholarships, facility improvements, and general budgetary uses.

# Division of Information Technology/ Chief Information Officer

Contact Person:  
Dr. Bill Hogue

Email Address:  
[wfhogue@mailbox.sc.edu](mailto:wfhogue@mailbox.sc.edu)

Office Telephone Number:  
(803) 777-0707

## **General Mission Statement**

The Division of Information Technology (IT) is directed by Dr. William F. Hogue, Vice President for Information Technology and Chief Information Officer. The Division of IT reports to the Provost and provides strategic leadership and operational support for the University in information technology, instructional services, and e-learning services. The mission of the Division of IT is to support the teaching, research, and service missions of the University.

The Division of Information Technology consists of:

The Office of Information Technology

University Technology Services

# University Technology Services

Contact Person:  
Jeff Farnham

Email Address:  
[jfarnham@mailbox.sc.edu](mailto:jfarnham@mailbox.sc.edu)

Office Telephone Number:  
(803) 777-7474

## General Mission Statement

University Technology Services (UTS), under the direction of the Chief Information Officer:

1. Provides centralized and distributed computing and telecommunications for academic, research, and administrative use to support the University's mission and meet the needs of the faculty, staff, and students at the University of South Carolina.
2. Provides computing, telecommunications, networking, data security, video transport, information technology training, Web services, customer support, server and desktop installation, installation and maintenance of IT infrastructure, policies and procedures, PC labs, software licensing and distribution, IT planning, partnerships, applications development and support, and operational systems to serve the USC community.
3. Provides the necessary technology, course design, and student support to the University's academic departments and colleges to successfully deliver courses and programs to students at a distance.
4. Provides logistical support for the University's instructional and general-purpose media applications.

## Major Objectives, Activities, or Services

### Enterprise Application Development and Support

- Provides 24x7 General & Administrative Computer Systems support of common University business and administrative functions that directly support general non-departmental operations of the University.
- Application development and support of Enterprise Software:
  - Project management
  - Systems analysis/design
  - Programming
  - Data Archiving & Imaging
  - Data interfaces/conversions, testing, integration, and implementations.
  - Provide support services to the following clients: Alumni Association, Human Resources, Payroll, Budget Office, Bursar, Development Office, President's Office, Institutional Assessment & Compliance, Foundations (Development, Educational, Research), Library Systems, Student Affairs, Financial Aid, Student Loan Accounting, Parking, Post Office, Enrollment Management, Graduate School, Business & Finance, Affirmative Action, General Ledger, Accounts Payable, Revenue, Contract & Grant Accounting, Purchasing, Consolidated Services, Campus Planning and Construction, Building & Room Inventory, Carolina Card, Student Information Systems, USC Billing, Pinnacle, VIP, Email, Calendar – Groupware, Printer Addressing – Network, University Web (sc.edu) , and others.

## **Non-Enterprise Application Development and Support**

- Support to General and Administrative Computer Systems for applications unique to University schools, colleges, departments or auxiliaries.
- Application development and support of non-enterprise (departmental, auxiliary, agency) software, project management, systems analysis/design, programming, data interfaces/conversions, testing, integration, and implementations.
- Establishes specific charges for services - Rates available for multiple service types. See complete list of direct charge rates at <http://uts.sc.edu/Administration/Rates.shtml>.
- Clients include: Bookstore, Business partnerships, Carolina Piedmont, Athletic & Gamecock Club, Greek Housing, Housing, Food Services, Health Services - Infirmary, Student Elections, Law School, Vending and Concessions, and other departmental/auxiliary/agency specific applications.

## **Database Administration**

- Provides database support of a data repository – a centralized system for storage of aggregated data. Maintenance of the database and management of user access if required; provides database integrity and data security; relocates or redistributes stored data.
- Includes logical/physical design, data security, performance, maintenance, disaster planning, applications support, conversion support, warehouse/Datamart consulting.

## **Security and Authentication**

- Establishes and maintains data and infrastructure security for the University. Ensures the integrity, control, and availability of information technology resources. Maintains authentication systems for identifying users and establishing security controls over system and data access.
- Provides firewall management, security education and training, security alert monitoring and notification, vulnerability assessment/risk analysis/consulting, incident response/forensic examinations, network / host monitoring.
- Administers system security through the use of Cisco CleanAccess software, LDAP, RACF, NetReg, Active Directory.

## **Network Services**

- Provides network connectivity to support voice, video, and data.
- Maintains the University copper/fiber communications infrastructure, installation of wiring to jack for network ports, routing, switching, DHCP, NetReg, Traffic Shaping, remote access, VPN, network monitoring, wireless, DNS, Internet Access, Internet II Access, Infrastructure planning.

## **Telephone Services**

- Provides 24x7 Voice/FAX/Modem connectivity to PSTN.
- Maintains the University copper/fiber infrastructure, installation of wiring to jack for Digital/Analog Phone Lines, switch maintenance and monitoring, operator services, CDR, Voice Mail, E-911, Reverse 911, connectivity for voice/data/video, software programming, voicemail, telephone training, IP telephony.

- Establishes charges for services- Rates available for multiple service types. See complete list of direct charge rates at <http://uts.sc.edu/Administration/Rates.shtml>.

### **Enterprise Storage**

- Provides storage for enterprise applications, data, backup/disaster recovery, load balancing and management of UNIX, NT/2000, Netware and/or Mainframe/AS400 environments.
- Provides enterprise application storage for University administrative and educational systems (i.e., BlackBoard, Pinnacle, Payroll, Student Information, etc).
- Manages storage for University systems backups, and off-site storage/backup for disaster recovery/redundancy, space management.

### **Departmental and Auxiliary Storage**

- Provides storage for departmental, user or auxiliary applications, data, backup/disaster recovery, load balancing and management of UNIX, NT/2000, Netware and/or Mainframe/AS400 environments.
- Provides consolidated file/print (i.e. OZ1, Server1), off-site storage/backup for disaster recovery/redundancy, space management.
- Establishes specific charges for services- Service Level Agreements available for multiple service types. See complete list of direct charge rates at <http://uts.sc.edu/Administration/Rates.shtml>.

### **Operations**

- Provides back-office functions to support University operations and administrative functions.
  - Includes 24x7 Computer Operations, Computer Room, Production Control, Operating System Support, Systems Programming, IT Planning, Fiscal Management. Server support including hardware support, operating system support, backup services, performance tuning and monitoring, security.
- Maintains the UTS Help Desk, which provides technical support to faculty/staff/students for supported software and systems, support call management, frontline technical support, and service ticket management
- Provides Software distribution services to the University community, including Site License negotiation, software inventory management, and distribution.

### **Desktop Support**

- Provides support for desktop hardware, software and network connectivity.
- Provides troubleshooting and ongoing maintenance of the desktop operating system / virus protection / security / patches, and supported software (including GroupWise client).
- Provide service for consolidated servers, maintenance of accounts/group memberships, and access privileges.
- Establishes specific charges for services - See complete list of direct charge rates at <http://uts.sc.edu/Administration/Rates.shtml>.
- Service Level Agreements available for multiple service types. See <http://uts.sc.edu/Support/SLA.shtml>.

## Teaching and Technology Services

*TTS enables faculty to pursue their scholarly and pedagogical goals through the use of computer technology by:*

- Supporting enterprise software applications and researching emerging hardware devices.
- Offering training and consulting to clients who use these technologies.
- Representing the interests of faculty on key administrative committees.
- Support of instructional design for distance education, as well as traditional and hybrid courses.
- Maintains a partnership with the Center for Teaching Excellence.

*TTS Services include:*

- Courseware Support Services
  - Support software applications used at USC to complement classroom instruction, including:
    - Blackboard CMS and its suite of applications, including the Content Management System
    - Macromedia Breeze Live, Camtasia, and LISTSERV
    - Podcasting and Tablet PC applications
  - Provide group and individual training on supported software and instructional technologies.
  - Survey faculty and staff as to the need and desire for emerging educational technologies.
  - Monitor emerging technologies and conduct pilot projects to test their efficacy for the USC educational community.
- Data Support Services
  - Support for faculty and administrators in data collection, data management techniques, and statistical data analysis for SAS, SPSS, and Flashlight Online.
  - Administer USC's membership in ICPSR (Inter-university Consortium for Political and Social Research).
- Instructional Design Support
  - Assist USC faculty instructional technology for use in traditional, hybrid, and distance education courses.
  - Assist faculty in determining an appropriate mix of technologies for course delivery.
  - Assist faculty in course and lesson design, based on best practices and incorporation of appropriate pedagogical and teaching methods. Consultations and training are conducted in group settings or on a one-to-one basis.
  - Design and implement new programs associated with e-learning support.
  - Provide skill development opportunities for faculty in various aspects of e-learning, through presentations, workshops, and other methods as appropriate.
  - Promote best practices and effective teaching strategies and assist in the assessment of program effectiveness.
  - Provide overall course management to faculty involved with distance education.
  - Coordinate programs and workshops with the Center for Teaching Excellence including training and assistance as requested, participation in

Communities of Practice, and providing consultation on technology-related teaching issues.

### **Distance Education Support**

- Maintains course information dissemination to potential students and USC campuses.
- Assists with admissions, enrollment, fee payment, course and grade changes, and other matriculation functions that adult students may access only periodically.
- Manages distribution of course materials, including special faculty mailings during the semester and coordination of tape requests.
- Provides exam proctoring statewide
- Provides assignment and examination handling
- Maintains the educational website, toll-free telephone, and email access and response for distant learners.
- Manages the Study Companion coordination
- Manages coordination of viewing sites statewide
- Develops the master schedule information on IMS for courses offered at a distance.
- Compile and coordinate viewing site credit-back reports for the Office of the Provost.
- Maintains Saturday office hours for distance learners during on-campus sessions.
- Collects and assesses quality control through student surveys.

Note: Services are not provided for MSB and COEIT.

### **Instructional Delivery Support**

- Provides coordination of production of courses delivered through distance education
- Management of data for classes, productions, and events
- Coordination with SCETV for all classes, productions, and events
- Operation of Master Control which includes the recording, duplication, and broadcasting of classes, productions, and events. Master Control also supports teleconferencing downlink and provides technical assistance with trouble calls relating to live classes, productions, and events via a toll free number: 800-768-9651
- Videoconferencing coordination
- Encoding and serving of streamed media, including management of <http://video.sc.edu>
- Copyright clearance service
- Management of UIS department Website
- Production and master control support for the National Advocacy Center

## **Media Services**

- Video and audio production to support classroom teaching, research, podcasting, teleconferences, university development efforts, Faculty Senate, and other events
- Production of CD and DVD-based instructional, information, and promotional projects
- Video and audio editing
- Photography, both film and digital systems; scanning; and printing
- Presentation materials
- Graphic design for television, web pages, studio sets, installations, and other instructional and informational projects
- Technical, creative, and budgeting assistance for grant development

## **Technology Services**

Technology Services provides design, installation, and maintenance of: satellite receiving capabilities at sites statewide

- 1-800 telephone system to provide audio access for distant learners
- studio classrooms
- master control facilities
- encoding stations and servers for streamed media
- fiber optic distribution systems for transport of video signals
- enhanced classrooms, including faculty orientation
- Gamecock Cablevision
- IT/network needs for studio classrooms
- Personnel support for video productions, classes, and events
- Equipment delivery to un-enhanced classrooms
- Research and development of technical solutions to accommodate academic goals
- Consultation with the Medical School, Regional Campuses, and Senior Campuses on classroom design
- Media design consultation for new building construction and renovation of facilities such as enhanced classrooms and videoconferencing rooms

***Note:** Some Technology Services programs operate outside the University's value-centered budgeting system: correspondence study, SLIS out-of-state degree delivery, and ASPH masters in communication disorders.*

## **IT Training/Awareness**

- Delivery of IT training to faculty/staff/students for supported software and systems.
- Promotion of IT Services and Support.
- Assist faculty in curriculum Development (onsite, web-based, video), Registration, Instruction, Software support.
- Ongoing development of University Technology Services brochures, flyers, publications, news releases, online newsletters.
- Coordinates events (i.e., Showcase, Scholar's Day, Benefits Fair, Freshman Orientation, Opening weekend).

# Human Resources

Contact Person:  
Debra Allen

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Office Telephone Number:  
(803) 777-3824

The Division of Human Resources seeks to be a strategic resource for establishing the University of South Carolina as a premier flagship university system, nationally and internationally recognized for excellence and leadership.

The Division advances the University by providing reliable and creative HR services and solutions that support all of our customers. In achieving this mission, the Division fosters a campus culture that attracts and inspires individual excellence and success – hallmarks in the University's efforts toward national and international recognition of its leadership as a flagship university system.

In moving forward as a cohesive team dedicated to improving the quality of management and service that employees receive, the Division is characterized by responsive and courteous service, communicating and operating with integrity, efficient and reliable processes, creative and competent advice, and strategic and timely support as it administers the day-to-day operations and long-range planning for:

- Recruitment and Employment
- Faculty and Staff Benefits
- Professional Development
- Employee Relations
- Human Resource Management Information Systems
- Personnel/Payroll Operations
- Records and Research
- Staff Classification and Compensation
- Faculty Salary Administration
- Position Control/FTE Management
- International Services for Faculty and Staff

# University Development

Contact Person:  
Michelle Dodenhoff

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Office Telephone Number:  
(803) 777-7190

## General Mission Statement

University Development is responsible for planning, organizing, and managing systematic programs to obtain private support for current and long-term academic needs such as undergraduate scholarships, graduate and professional fellowships, faculty development (professorships and chairs), program enhancement, and capital (building and renovation) projects of the University of South Carolina. It formulates fundraising policies and procedures, assists USC leadership in determining fundraising objectives and priorities, and implements focused operations (including full-scale capital campaigns) to secure charitable contributions. In order to present a consistent and precise case for private support to prospective donors and thereby maximize gift potential, the Development Office centrally coordinates all academic fundraising programs.

Focused on a variety of constituencies, the major gift fundraising programs of the University Development share a fundamental cycle of activity: identification of prospective donors; researching information about these prospective donors; establishing relationships to discover or confirm prospective donors' interests at USC; cultivation of these interests by involving prospective donors in related academic programs with private support needs; solicitation of prospective donors to strengthen academic programs; and proper stewardship to help ensure continued donor interest and involvement that may lead to future donations.

The Principal Gifts program focuses on prospective donors of the highest gift potential. The Foundation Relations program seeks gifts from private foundations. Regional programs focus on relations in South Carolina as well as out-of-state fundraising activities. The Gift Planning program seeks private support through tax advantaged present and deferred gifts such as gift annuities, bequests, gifts in trust and insurance gifts. Annual Giving programs, based on state-of-the-art telemarketing, direct mail and a network of volunteers, target the broad population of alumni, non-alumni friends, faculty & staff (the Family Fund), parents and students. Advancement Services provides private support/gift accounting and management of our database of alumni, friends and supporters. Donor Relations & Stewardship properly acknowledges support and encourages new and continuing support through targeted involvement with alumni and donors. Research identifies new major gift prospects and expands the profile information on known prospects and donors.

The Development Office also provides guidance and direction and shares its expertise and resources with USC's colleges and schools. The *esprit de corps* enjoyed by the development team has served the University well in its recent fundraising endeavors and will continue to do so in the future.

# Alumni Association

Contact Person:  
Jane Lavender

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Office Telephone Number:  
(803) 777-4112

## General Mission Statement

The Greater University of South Carolina Alumni Association is a world-wide, self-governed membership organization that nurtures lifelong relationships between and among alumni, students, and friends of the University of South Carolina. Our mission is to create an alumni body that is informed, involved, and committed to the success of the University. We work to accomplish this through a variety of innovative programs, activities and services focused on alumni, students as future alumni, friends, and supporters. Underlying all that we do is a belief in the value of education to the well-being of society and a commitment to diversity, integrity, and service. In the last several years a variety of new programs have been established and maintained by the Alumni Association. They are intended to expand the appeal of membership, strengthen and deepen alumni involvement, provide important avenues for alumni to be of service to the University, and more closely connect alumni programming to the essential mission of the University.

To its popular Homecoming celebrations, the Association has added a variety of educational programs: an alumni legacy program (including a scholarship for the children of alumni); and a student membership program, which is part of a more comprehensive effort to become more purposefully involved in student life, and the Carolina Action Network (CAN), a program that involves alumni as advocates for state support of USC.

We continue efforts to improve communication through publications, an interactive website, an e-mail newsletter, and our online directory, reservations, and membership dues payment service.

# System Affairs and Extended University

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(803) 777-7696

## General Mission Statement

The unit, under direction of the Vice Provost and Executive Dean, Division of System Affairs and Extended University, provides leadership and focus for teaching, scholarship, and service missions of the two-year regional campuses. Responsibilities include operations for the Extended University unit including the evening program, the military program at Fort Jackson; noncredit activities and regional campus financial aid services. The unit's central office serves as liaison with the University's senior campuses in Aiken, Spartanburg, and Beaufort.

## Extended University

Mission: The unit provides undergraduate course offerings for students who need flexibility in scheduling; provides assistance, advisement and advocacy for older students, and manages non-traditional degrees. Courses are offered for academic credit through the Evening, Fort Jackson, and Weekend Programs.

<http://ced.sc.edu>

## Continuing Education and Conferences

Mission: The unit supports the University's mission of outreach and engagement by providing non-credit opportunities, conference and event services, and youth academic programs.

<http://ced.sc.edu>

## Regional Campuses Central Financial Aid Office

Mission: The unit provides administrative support to the Financial Aid Offices located on the University of South Carolina Regional Campuses.

<http://rc.sc.edu/finaid/AboutUs.htm>

# Small Business Development Center

Contact Person:  
Francis Heape

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(803) 777-4555

## General Mission Statement

The Frank L. Roddey Small Business Development Center of South Carolina was established by the General Assembly in 1979 to provide high quality management and technical assistance to the SC small business community by helping create a favorable climate for economic development and entrepreneurship.

Under a cooperative agreement with the U.S. Small Business Administration the Small Business Development Center (SC SBDC) program was established to aid small business start-up ventures and to assist in the continued growth of small businesses across the country. The program is supported with federal, state, and private funds and is open to any present or prospective small business owner generally fee free.

## SC SBDC Services include:

One-on-one consultation  
Special interest seminars  
Information referral services  
Special

The regional centers and area offices offer a variety of services and management training courses tailored to meet the needs of small and medium sized businesses. SC SBDC consultants at each site provide managerial and technical assistance to those wishing to start or expand and enterprise, generally fee free.

# University Libraries

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Thomas McNally

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Office Telephone Number:  
(803) 777-6212

## General Mission Statement

As the major research library in South Carolina, the mission of the University Libraries is to provide students, faculty, and staff with comprehensive access to information essential to the teaching, research, and outreach activities of the University of South Carolina. The libraries collect, organize, conserve, and manage print and digital resources in order to provide library and information services to the university community. As campus needs for information services are met, services are extended, in cooperation with other libraries throughout the state. The University Libraries offer a wide array of traditional and electronic services to the University academic community. The libraries provide services within the Thomas Cooper Library, South Caroliniana Library, South Carolina Political Collections Library, Business Library, Mathematics Library, Music Library, Newsfilm Library, and Library Annex. Many of the Libraries' services are available through proxy databases and virtual services. A description list of service areas and the most notable of the services is provided.

## University Libraries Service Areas

### Access to Catalogs and Electronic Resources

The USC Online Catalog provides access to the collections of the Columbia, Regional and Senior campus libraries. It is accessible from on or off campus. Most of the University Libraries electronic resources are available from any networked workstation on campus. The resources include databases from all major subject areas, electronic journals, and electronic books.

The University library proxy server enables remote access to the Library's electronic journals and indexes for authorized USC Columbia students, faculty, and staff. The library's proxy server provides off campus access to almost all of the library's electronic resources and has had more than 300,000 visitors accessing these resources every year. The proxy server provides 24/7 access to electronic resources for USC researchers anywhere in the world.

### Acquisitions Services

The Acquisitions Department is responsible for acquiring materials which have been selected for addition to the library collection. Acquisitions purchases materials in all format types including books, periodicals, serials, music scores, sound recordings, videos, films, manuscripts, microforms, computer files, and electronic resources.

The Acquisitions Department has developed a web-based product, eRequest, which allows any individual to suggest materials for purchase. In addition, eRequest is a system-wide tool and is the primary method used by the USC campuses to transmit requests for ordering.

## **Cataloging Services**

The Cataloging Department is responsible for the creation and maintenance of records in the USC online library catalog and for the organization of the collections. These records provide a means of locating information in all formats, including books, periodicals, serials, videos, maps, films, sound recordings, manuscripts, music scores, microforms, computer files, and electronic resources. With over 6 million items, the online catalog is a significant source of information for our on-campus students, faculty, and staff as well as the citizens of the state of South Carolina and world-wide research communities.

The Binding and Preparation Unit is responsible for all functions relating to commercial library binding thus preserving and extending the life of the Library's print collections.

## **Circulation Services**

The Circulation Department allows library users to remove materials from the building by charging the materials to the user's account. The Circulation Department circulates, on average, nearly 300,000 items per year. In addition to checking out materials, users may pay fines, place holds on books, pick up and return Interlibrary Loan materials, and check out study rooms. Faculty and graduate students may apply for study carrels. Lost and found for the library is also located at the Circulation desk.

Proxy Cards are made available to allow graduate assistants to check out library materials for faculty.

Faculty may renew books by calling or sending an e-mail message to the Circulation Department or by sending back the end-of-semester list of charged materials. Faculty may request that the Reserve Department make books, articles, class notes, videos, personal copies, and other course materials available to the students of their class.

## **Collection Management**

The Collection Management Department coordinates the work of librarians and teaching faculty who work together in building library collections that support the research and teaching programs of the University.

## **Computer Lab**

The computer lab, located on level 5 of the Thomas Cooper Library, is one of the central hubs of student computing. Supported by Student Technology Fees, the lab is the largest computer lab on campus and is open the same hours as the library. Unlike other campus computer labs, it is open to all students, faculty, and staff, regardless of departmental affiliation.

There are more than 250 Windows and Apple computer workstations available in University Libraries for Students, Faculty and Staff. They are located in the Thomas Cooper Library, Moore School of Business Library, Music Library, Math Library and the South Caroliniana Library. There are also 40 windows and 13 Macbook laptops available for checkout by students using the Thomas Cooper Library. TCL has wireless access throughout the building and the laptops are setup for connectivity to desktop applications, the internet, local servers, the catalog and printing. The TCL Computer Lab also provides numerous software applications for word processing, spreadsheet, database, presentations, audio/video/imaging access and editing, web development, desktop publishing, and scanning services, as well as, curriculum specific software and printing. In addition to general computing services such as word processing scanning and printing, there are always consultants available to help with computer questions in

the lab. *The Center for Adaptive Technology*, located in the computer lab, also plays a vital role in serving students. The center accommodates the information technology needs of students with disabilities by providing specialized software and hardware. The Center for Adaptive Technology, the only lab of its type at USC, houses the largest collection of this type of equipment on campus. The available resources include consultation and training, a software loan program, scanning and Braille services, and technical support.

### **Distance Education Services**

Distance Education students have access to the library's catalog, and the library's campus-wide electronic databases through a proxy server. An interlibrary Loan service is available electronically. Reference librarians are available for library instruction during on-site visits and can go to studio classrooms for televised library sessions. E-mail and online chat reference service is available. The Circulation Department provides distance education borrowing cards and e-mail service for renewal and recall of borrowed materials.

### **Film Viewing Facilities**

Viewing equipment is available at Thomas Cooper Library and the Film Library for faculty, staff, and students who wish to view or preview films from the Educational Films or Newsfilm collections.

### **Instructional Services**

At the request of faculty, librarians meet with classes to provide instruction regarding information resources and research techniques specific to class projects. Librarians assist faculty to create effective library assignments and to develop resource guides. Tours of the library are offered at the beginning of each semester. Students in all University 101 sections are introduced to the library in a one-hour session on information literacy by reference librarians and staff.

### **Interlibrary Loan Services**

Interlibrary Loan is a service through which books or journal articles not owned by the University Libraries may be obtained from other libraries or commercial document suppliers. The service is available at no cost to University faculty members, currently enrolled students, current members of the Thomas Cooper Society, and current members of the Alumni Association. The Interlibrary Loan Department processes over 40,000 requests each year. The Department mediates the purchase of dissertations from UMI for patrons.

Faculty Express is a service that allows faculty members working under a deadline to designate their requests as priority. These items are handled by the Faculty Express Librarian, usually as soon as they are placed.

### **Multimedia Classrooms**

The Thomas Cooper Library has two Multimedia Classrooms. These classrooms contain 30 workstations and multimedia projection capabilities from the instructor's station. These classrooms can be reserved for classes, workshops, meetings or conferences. The Library provides on-site training prior to classroom use and assistance during use of the facility.

### **Music Library Service**

In addition to the full range of traditional library services, the Music Library offers several unique services. The Music Library provides 24-hour online access to required listening for School of Music courses. The Library provides digital access to approximately 10,000 pieces of sheet music, including covers and each page of the music. The Library's online World Music Project provides bibliographies and audio clips of traditional and popular music from Africa, Asia, and South America. Thirty two audio-visual carrels are available for listening to sound recordings or viewing videos or DVD's. The Music Library's Rare Books room houses the numerous special collections.

### **New Programs and Reaccreditation Services**

Collection Management and subject librarians work with the colleges, schools, or departments in preparing official documentation for new program requests or for reaccreditation of current programs.

### **Photo Duplication Services**

The Library offers mediated copying of library materials, faxing services and production of overhead transparencies. The Government Document/Information Department provides copying resources for microform materials. The South Caroliniana Library's collection is non-circulating, but the library offers duplicating and digitizing services for the books, manuscripts, photographs and other materials found in its collections.

### **Publication Services**

The University Libraries produce a wide array of newsletters, user guides, bibliographies, and other handouts intended to provide information regarding the libraries, services, and current events.

### **Reference Services**

The Libraries provide in person, telephone, e-mail, and online chat assistance from service centers located at the Main Level Reference Desk, Science Level Reference Desk and Government Information Center in the Thomas Cooper library. In addition reference services are available in the Business, Mathematics, Film, Music and South Caroliniana Libraries. Together these service points respond to over 160,000 inquiries each year.

Thomas Cooper Library reference staff can conduct librarian mediated searching of various fee-based database systems through their Fee-Based Online Search Service. Reference Librarians offer reference by appointment sessions for those in need of extensive research assistance.

### **Research Collections and Services**

The University Libraries Rare Books and Special Collections Department acquires and conserves unique collections and makes them available to appropriate constituencies for research, instruction, and public education. The Caroliniana's microfilming department films newspapers from across the state and all eras of its history. In this format, these materials are available for study at the library and, through interlibrary loan, worldwide. The unit also films delicate manuscript collections and other materials as a preservation measure and to provide broader access to the materials. This is a unique and important service to University scholars and the general public. The South Caroliniana Library offers endowment-funded research fellowships each summer to support projects utilizing its collections.

The Newfilm Library preserves the unique Twentieth Century Fox Movietone news and other South Carolina collections and home movies, making these collections available to researchers in the university community and throughout the world.

### **Shuttle Service**

The Library maintains the USC Campus Shuttle, which transports newly processed library materials, Interlibrary Loan materials, films, and campus mail to the USC campuses each week.

### **Wireless Access Services**

Wireless network access throughout the Thomas Cooper Library provides un-tethered network access for faculty, staff, and students using their personal computers or PDA's to access electronic resources and materials in the library. Wireless network connectivity is also available in the library student carrels and faculty offices.

### **USC Regional and Senior Campus Services**

The University Libraries provide Acquisitions, Cataloging, Database Management, and Interlibrary Loan Services to the USC Regional and Senior Campus Libraries. Collection Development makes surplus donated materials available to the campuses. With Acquisitions, Collection Development coordinates group purchases of electronic resources shared among the Columbia and regional campuses.

# Graduate School

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## General Mission Statement

The mission of the Graduate School of the University of South Carolina is to set high academic standards, promote best practices, provide administrative support for graduate programs throughout the University, embrace new and emerging technologies, and assess effectiveness to ensure excellence in graduate education for students and faculty. Additionally, as a unit that reports to the Vice President for Research and Graduate Education, the Graduate School strives to promote quality research at the University by providing support for and facilitating dissemination of graduate student research.

The Graduate School is committed to honoring the diversity of communities at the University of South Carolina, to fostering best practices for graduate education for faculty and students based on complimentary ethical responsibilities and behavior, and to setting clear expectations for academic and professional excellence.

## Major Objectives, Activities, or Services

### Applications and Admissions:

- Manages the Graduate School Web Page featuring information for prospective applicants about graduate studies and the application process
- Maintains the *Graduate Bulletin* in a web-accessible format for applicants to examine program admission standards and degree requirements
- Hosts an automated e-mail response system to handle and direct applicant inquiries
- Manages the online application for degree and non-degree seekers and work with graduate programs to customize a supplemental application section tailored to each program's particular admission standards
- Receives and coordinates documents associated with application such as test scores, transcripts and letters of recommendation; Evaluates all international educational credentials based on knowledge of international educational systems and degree structures
- Updates the Content Manager Image Archive system with application materials for access by graduate programs
- Provides a secure web interface for applicants to check the status of their application and supplemental documents
- Provides a secure web interface for programs to check the status of applications and supplemental documents and to submit admission action recommendations
- Reviews admissions recommendations, verifies document authenticity, admits qualified applicants, creates registration eligibility, and sends official letters of admission or declination to applicants
- Updates files and databases to reflect changes in student status

- Authorizes International Programs for Students (IPS) to issue immigration documents (I-20, DS-2019) to all admitted international graduate students
- Reviews all exchange agreements between USC and international institutions; ensures compliance with terms and conditions of exchange agreements
- Works with English Programs for Internationals (EPI) to monitor English language proficiency through the English for Foreign Students Program; coordinates language-conditional admissions with EPI, The Graduate School, and academic departments

#### **Academic Standards:**

- Interprets and oversees equitable application of policies and standards
- Maintains the *Graduate Bulletin* which contains general and program specific degree requirements
- Manages the Graduate School web page for enrolled students featuring information about general and program specific degree requirements
- Maintains students' academic records to ensure degree requirements are met including program of study, committee appointments, required examinations, and thesis and dissertation completion and submission
- Assigns all probation and suspension actions for graduate students failing to maintain academic standards
- Approves all academic appeal or exception petitions with sufficient or appropriate justification
- Manages a web-based electronic thesis and dissertation submission process including appropriate document formatting and verification of faculty committee approval
- Conducts graduate student degree audits and approves applications for degree
- Organizes and hosts doctoral hooding ceremonies for each commencement

#### **Professional Development and Student Services:**

- Provides support training and services for program graduate directors and administrators, and for graduate students in the use of electronic systems and databases used by the Graduate School; maintains *Graduate Directors' Manual*
- Conducts biannual meetings for program graduate directors and administrators to update on curricular actions and administrative processes, and to gather feedback on needs and services
- Reports University data relative to graduate students and programs
- Provides application, enrollment, and graduation data reports to all academic units for program development, recruitment, and evaluation
- Organizes and provides instructional development for Graduate Teaching Assistants and Instructional Assistants including language assessment for international students who want to become TAs
- Verifies, adjusts, and approves all relevant information regarding the hiring, changes, or termination of Graduate Assistant positions; acts as liaison between student, department, International Programs for Students, Payroll, Financial Aid, Contract and Grant Accounting, and the Bursar's Office
- Facilitates the annual selection and support of graduate fellowships; supports academic units to recruit minorities by providing matching funds for minority fellows

- Organizes and hosts an annual Graduate Student Day which includes student research presentations and posters judged by faculty and student teams, and an awards ceremony
- Maintains webpages of best practices for graduate education and professional development resources
- Collaborates with the Graduate Student Association for an annual student services fair and graduate student orientation; advocates for quality of graduate student life

**Faculty Governance:**

- Approves program nominations of faculty teaching graduate courses and serving on graduate student committees in accordance with *Faculty Manual* guidelines
- Coordinates Graduate Council activities including elections, committees, curricular actions, and meeting agendas and minutes
- Reviews, approves, and implements graduate education policies and procedures

# University Press

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(803) 777-5245

## General Mission Statement

As the largest publisher and only university press in the state, the University of South Carolina Press furthers the central missions of the University as a whole:

- As part of the University's research mission, the Press advances knowledge through the publication and dissemination of the research conducted at this and other universities.
- As part of the University's teaching mission, the Press provides an outlet for research – good research leads to good teaching – and furnishes scholarly material to both teachers and students.
- As part of the University's outreach mission, the Press enriches the state's natural and cultural heritage and understanding through its extensive regional publishing program.

Established in 1944, USC Press is one of the oldest publishing houses in the South and among the most respected in the Southeast. With more than 1,700 published books to its credit, 950 in print, and 70 new books published each year, the Press is essential in enhancing the scholarly reputation and worldwide visibility of the University of South Carolina.

# Office of Research

Contact Person:  
Vacant

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Office Telephone Number:  
(803) 777-5458

## General Mission Statement

The Office of the Vice President for Research plays a role in strategizing the research infrastructure of the University in order to help build the institution's existing research base, providing support and assistance for faculty and students conducting research throughout the University. The office also develops and promotes scholarly research and sponsored programs across all disciplines and will work to enhance awareness of the significance and the value of the University to the citizens of South Carolina.

# Institutional Assessment and Compliance

Contact Person:  
Philip S. Moore

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Office Telephone Number:  
(803) 777-2814

## General Mission Statement

The Office of Institutional Assessment and Compliance (IAC) supports achievement of the University's mission statement by carrying out the following basic responsibilities:

- Coordinate and monitor compliance activities for the institutional accreditation;
- Provide institutional data and assessment findings for external reporting;
- Provide institutional data and findings from research and assessment to support institutional planning processes.

Underlying each of these broad responsibilities is the basic philosophy that all IAC information should be timely, accurate, and easily accessible. IAC strives to make procedures and reports consistent, and yet also be responsive to changing internal and external demands. Further, the Office and the University are both fundamentally committed to a high degree of integration among planning, assessment, and institutional research in order for the University to maintain excellence in teaching, research, and public service.

# Institute for Families in Society

Contact Person:  
Sheila Heatley

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Office Telephone Number:  
(803) 777-1833 Ext.10

## General Mission Statement

The Institute for Families in Society advances the science and practice of helping families thrive through leadership, cross-disciplinary and cross-sector collaboration, and innovative action research that addresses issues of emerging importance to families.

The Institute is committed to the discovery of pathways for reducing disparities, promoting social justice, and accelerating the translation of research to promote the health and well-being of families. Through research, education, technical assistance and consultation at community, state, national, and international levels, the institute:

- Provides an environment that fosters intellectual discovery and creative approaches to the dissemination and application of new knowledge;
- Serves as a catalyst for expanding USC's diverse portfolio of translational research to improve our society's capacity to meet the needs of vulnerable population groups; and
- Informs policy and practice communities about effective, culturally competent policies and practices.

# Faculty Senate

Contact Person:  
Patrick Nolan

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Office Telephone Number:  
(803)-779-4928

## General Mission Statement

The Faculty Senate office provides support for all activities of faculty governance and most faculty and university committees. The Faculty Senate office facilitates the efficient consideration of tenure and promotion files and the orderly consideration of requested course and curricular changes, and supports all work of the University Committee on Tenure and Promotion and of the Faculty Curricula and Courses Committee. All notices, minutes, correspondence, and other records relating to the operation of the Faculty Senate and General Faculty are prepared and maintained by the office.

# Facilities Department

Contact Person:  
Thomas Quasney

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Office Telephone Number:  
(803) 777-8261

## General Mission Statement

The mission of the Facilities Department is to create and maintain a space for people to learn, live, work, and play.

# Division of Communications

Contact Person:  
Luanne Lawrence

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[luanne@sc.edu](mailto:luanne@sc.edu)

Office Telephone Number:  
(803) 777-7440

## General Mission Statement

The University of South Carolina Division of Communications serves as the communications interface between the University and its various publics. The division's work helps the audiences better navigate through the organization. By creating credible, timely, authentic and confident communications opportunities that foster conversations and inspire engagement, the division heightens awareness and appreciation of USC's distinctiveness and value. Comprised of the Departments of News & Internal Communications (formerly Media Relations), Strategic Marketing, University Creative Services (formerly Publications), University Magazine Group, Government and Community Relations, Strategic and Presidential Communications and Web Communications, each unit is focused on building relationships and advancing USC's brand and reputation through development of communications strategies that marry fact-based decision making, innovative practices and superior creativity. The division measures success through a variety of metrics, including the quality and diversity of our students, staff and faculty; USC's reputation of distinction in defined signature areas; support from alumni, donors and elected officials; pride in the institution from the various audiences; and the sense of community the division fosters on all the campuses.

# University Creative Services (formerly Publications)

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Larry Pearce

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Office Telephone Number:  
(803) 777-8161

## General Mission Statement

Creative Services provides creative print and electronic communications support for University marketing functions as well as for primary academic and administrative units of the University of South Carolina. The department provides professional services without charge to University clients and accepts projects according to University priorities, focusing on those communications directed towards external audiences.

Services include writing, editing, design, photography, and production for a wide range of communications in the areas of student recruitment, academic programming, presidential communications, alumni relations, fund raising, and public relations. The office strives to fulfill its mission by providing continuity and consistency of institutional message; accuracy and clarity of content; effective and appropriate communication of ideas to targeted audiences; creativity and quality in concept, presentation, and product; and timeliness of production and distribution.

## Strategic Marketing

Contact Person:  
Vacant

Email Address:

Office Telephone Number:

## General Mission Statement

A newly created department within the Division of Communications, the Department of Strategic Marketing develops and provides leadership across university functions for the execution of marketing and communication strategies. These strategies support the University's strategic goals and reflect a targeted approach to integrated marketing throughout the university. The Department works to enhance and build the brand image of the University by providing services in the areas of strategic communications, market planning, advertising, direct marketing and market research. The staff provides marketing support for all Division of Communications department efforts. This department develops and leads the official University Integrated Marketing Communications Plan.

## **News and Internal Communications (formerly Media Relations)**

Contact Person:  
Margaret Lamb

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Office Telephone Number:  
(803) 777-5400

### **General Mission Statement**

The Office of News and Internal Communication supports the University of South Carolina's mission by promoting University news and achievements to local, state, regional, and national media. The News and Internal Communications team utilizes social media and a variety of print and broadcast communications, including news releases, experts lists, feature stories, op-eds, as well as video and radio spots and features.

Part of the Division of Communications, the office coordinates and collaborates with University Creative Services and Web Communications to provide news content and advance the University through strategic communications.

The Office of News and Internal Communications, in partnership with Web Communications, maintains the University's official presence on social media. The Office of Media Relations manages the University's official Twitter. The Office of Web Communications manages the University's official Facebook.

## **Government and Community Relations**

Contact Person:  
Shirley Mills

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[smills@mailbox.sc.edu](mailto:smills@mailbox.sc.edu)

Office Telephone Number:  
(803) 777-0980

### **General Mission Statement**

Government and Community Relations leads community-building and outreach efforts; strengthens partnerships between the University's friends, neighbors, and the academic community; and encourages support of the University. The office serves as the University's liaison to local government, state government, and the community.

# Printing Services

Contact Person:  
Bill Meares

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[bill@printing.sc.edu](mailto:bill@printing.sc.edu)

Office Telephone Number:  
(803) 777-5146

## General Mission Statement

### Printing Services

USC Printing Services is staffed and equipped to serve the University community with high quality single and multi-color printing, finishing, and binding. We offer a wide variety of papers to make your project look its best. Printing Services provides the most efficient and cost-effective printing for the University and continues to seek out and offer new and exciting services as new technologies emerge in the market.

### Digital Printing

Printing Services uses a Docutech Publishing System to provide the University community with high-quality, one-color reproductions that greatly exceed the quality of an office copier or laser printer. In addition, the iGen4 system provides high-quality digital printing for cost-effective reproduction of short-run, full-color communications.

### Standard (Bulk) Mail

Standard Mail processing is a cooperative venture between the University's Standard Mail Department and the U.S. Postal Service. Standard Mail has two ways of charging postage: the indicia (permit box), which is printed in the upper right hand corner on the piece, or metering, which means using a meter machine to print the postage on each piece.

### Quick Copy

Printing Services also has a Quick Copy Center, located in the Russell House, that provides high quality, high speed copies and a wide range of services including folding, laminating, and scanning.

### Copier Center

The Copier Center was established a number of years ago for the purpose of monitoring the placement of copiers at the University. The center informs the requesting departments which copiers are available on the state contract based on their average or anticipated copy volume. Departments are given an average cost per copy based on the features requested by the department and the terms of the state contract. Under the supervision of the director of printing services, the Copier Center's one fulltime employee manages approximately 400 copiers system wide. Monthly billings are initiated through intra-institutional transfer for approximately 300 departmental copiers on the Columbia campus. Vendor invoices are monitored and approved for accuracy based on monthly meter readings. The center, in conjunction with State General Services, negotiates a multi-year state copier contract that reduces overall cost for copiers for all University users.

# Strategic and Presidential Communications

Contact Person:  
Bud Ferillo

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Office Telephone Number:

## General Mission Statement

The Department of Strategic and Presidential Communications, newly created, develops, in conjunction with the Vice President for Communications, the strategy for the University of South Carolina President's written and verbal communications and messaging.

The director also assists in writing institutional communications regarding policy, strategic planning and other high level administrative decisions and conducts research for and writes speeches and provides talking points in communications which advance the University's mission and contribute to the state, national, and global discourse in higher education and related issues.

The department also assists the president and his senior team in responding to diverse University matters through reports, correspondence, Web, electronic and print communications, and University and community forums. This area also monitors the president's calendar for events requiring strategic messaging.

# Web Communications

Contact Person:  
Chip Harvey

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(803) 777-8161

## General Mission Statement

The Office of Web Communications' goal is to provide progressive integrated information for the University of South Carolina's virtual presence. We work with divisions, colleges and departments in providing creative leadership, following University practices (or guidelines) to ensure strategic communication and maintain the University's overall web presence. In our role within the Division of Communications, we support and enrich the University's virtual presence incorporating new and social media to enhance relationships with our various communities. Web Communications enforces policies and procedures for Web development, provides technical support to the University Web supervisors, and structures the University's Website to create clear navigation and information pathways.

# University Magazine Group

Contact Person:  
Chris Horn

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## General Mission Statement

The University Magazine Group provides editorial oversight and content creation for several University magazines, including *Carolinian*, the general interest alumni publication; *Breakthrough*, the University's research publication; and *South Carolina Medicine*, the alumni magazine of the School of Medicine. The magazine group works with colleges and other major units within the University to provide customized inserts in *Carolinian* magazine and also provides planning and writing assistance for other major publications. The group's overarching goal is to ensure that key marketing messages and priorities are consistently communicated across a range of major University publications.

# OneCarolina

Contact Person:	Email Address:	Office Telephone Number:
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Budget Contact:		
Leslie Brunelli	<a href="mailto:lqbrunel@mailbox.sc.edu">lqbrunel@mailbox.sc.edu</a>	(803) 777-7478

OneCarolina is the University's multi-year initiative to replace outdated administrative computing applications, including Student Information Systems, Finance, Sponsored Programs and Human Resources into one easily-accessible, Web-based system. These systems - collectively referred to as Enterprise Resource Planning (ERP) systems - help us to:

- recruit and enroll our students securely;
- arrange class rosters and schedules;
- develop and store transcripts;
- produce bills and payrolls;
- track and analyze accounts;
- manage grant activity;
- organize and store faculty and staff employment records securely;
- manage compliance with regulatory mandates such as (PCI, FERPA, HIPAA, DMCA, SarbOx...; and,
- perform thousands of other functions that are essential in a complex organization

This process, once complete, will reengineer and improve business practices on all eight campuses of the USC system. In addition, these new systems will ensure that all our systems are in compliance by obtaining software updates critical for the successful management of regulatory compliance with IT industry standards. The standards-compliant architecture of a vendor supplied system will enable USC to become more fully integrated with all its systems - e.g., directories, email and office applications, web portals, and OneCarolina systems - into a more unified, more smoothly functioning compliant productivity environment for students, faculty, and staff alike. These integrated systems include:

## **Student Information Systems**

OneCarolina will provide self-service access to student services including admissions, registration, financial aid, scheduling, billing and receivables, and academic history through an integrated Web-based system.

## **Sponsored Programs**

OneCarolina will provide management tools for research and other sponsored projects, including financial data and services to faculty. These services include proposal preparations and submissions, collaborative opportunities and expanded data access.

## **Financial**

OneCarolina will create a central integrated repository for the University's financial data. The system will improve access with real-time financial data including accounting, procurement, and budgeting.

## **Human Resources**

OneCarolina will provide human resources management for all employment processes from recruitment to retirement. University employees will have access to HR functions currently available in VIP, as well as other services including managing benefits and personal information on-line.

# Scholarships

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Budget Contact:		
Leslie Brunelli	<a href="mailto:lqbrunel@mailbox.sc.edu">lqbrunel@mailbox.sc.edu</a>	(803) 777-7478

The University of South Carolina awards over 1,000 scholarships each year to entering freshman. Among the scholarships offered by the University are the:

- McNair Scholars Award (\$15,000 per year)
- Carolina Scholars Award (\$10,000 per year)
- University Scholars Award (\$1,500 per year)
- Cooper Scholars Award (\$4,000 per year)
- McKissick Scholars Award (\$2,000 per year)
- Alumni Scholars Award (\$5,000 per year)
- Trustees' Endowment Scholars Award (\$3,000 per year)
- and the Valedictorian Scholars Award (\$3,000 per year).

Other scholarships awarded include the Lieber Scholars Award (up to \$6,000 per year), departmental scholarships, and athletic grants-in-aid.