

# THE UNIVERSITY

## UofSC System Mission Statement

Approved by the Board of Trustees- October 11, 2019

Next Board of Trustees Scheduled Review- January 2023

The primary mission of the University of South Carolina System is the education of the state's diverse citizens through teaching, research, creative activity, and community engagement. This public university system serves students from its flagship Columbia campus, three comprehensive universities (Aiken, Beaufort, and Upstate), and four regional Palmetto College campuses (Lancaster, Salkehatchie, Sumter, and Union).

The University of South Carolina System offers degree programs at the associate's, bachelor's, master's, and doctoral levels. Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, degree programs are offered in the following areas: arts and sciences; business; education; engineering and computing; hospitality, retail, and sport management; information and communications; law; medicine; music; nursing; pharmacy; public health; and social work.

With a flagship campus recognized by the Carnegie Foundation as a top research and community engaged institution and nationally ranked in start-up businesses, and an eight-campus system that confers nearly 40% of all bachelor's and graduate degrees awarded at public institutions in South Carolina, the university has a profound relevance, reach, and impact on the people of the state. The University of South Carolina System provides all students with the highest-quality education, including the knowledge, skills, and values necessary for success and responsible citizenship in a complex and changing world through engagement in nationally and internationally ranked research, scholarship, service, and artistic creation.

## UofSC Lancaster Mission Statement

Approved by the Board of Trustees- October 11, 2019

Next Board of Trustees Scheduled Review- January 2023

The Lancaster regional Palmetto College campus is a branch campus of the University of South Carolina Columbia. Lancaster has as its mission to provide higher education and intellectual leadership to its service area. At the heart of this mission is a teaching faculty of high quality dedicated to excellence in instruction, scholarship, public and professional service, and creative endeavor which enrich the classroom experience. The Lancaster regional Palmetto College campus offers a varied curriculum grounded in the liberal arts and focused on preparing students to continue their education in the University of South Carolina System and throughout life.

The Lancaster regional Palmetto College campus recruits students prepared to succeed in completing a baccalaureate-level education. While the institution does not offer remedial instruction, it is nonetheless able to admit most students who apply due to the close working relationship between students and faculty. The Lancaster regional Palmetto College campus was established to encourage higher education in the counties of Chester, Chesterfield, Fairfield, Kershaw, Lancaster, and York. The original design of the institution incorporated a flexibility that has allowed

changes in institutional capability with increasing educational demands of constituents.

Through classroom and laboratory instruction delivered in a variety of face-to-face and distance learning formats and modalities, the institution awards the Associate in Arts and Associate in Science degrees and provides for the completion of selected bachelor's degrees on campus through cooperative agreements and delivery structures with other University of South Carolina System institutions. The Lancaster regional Palmetto College campus also provides general education and upper division coursework applicable to baccalaureate degree programs offered through colleges and universities nationwide. In addition to academic coursework, the mission of the campus includes noncredit courses, seminars, and workshops made available to the community for cultural enrichment and professional development.

The traditions of cultural diversity and freedom of thought are valued at the Lancaster regional Palmetto College campus. In a learning environment that develops respect for racial, geographical, intellectual, and economic diversity and an awareness of individual, societal, and global responsibilities, Lancaster promotes courses, activities, and attitudes which influence the life of the mind in men and women and instills in them a thirst to continue learning throughout life.

The Lancaster regional Palmetto College campus emphasizes the development of the whole person and especially seeks to foster in students the disciplines essential to an educated citizenry. Core competencies, including the ability to communicate through effective writing and articulate speech; computational and quantitative mastery; creative and critical thinking; and the duties of citizenship are strategically integrated within the curriculum. Classroom experiences, student activities, and physical education programs also provide opportunities for cultural enrichment, leadership development, intellectual growth and interpersonal relationships, all contributing to a sense of self-reliance and a joy of learning.

## Accreditation

The University of South Carolina Columbia is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's, and doctoral degrees. The regional Palmetto College campuses (Lancaster, Salkehatchie, Sumter, and Union) are branch campuses of the University of South Carolina Columbia; the branch campuses' accreditation is dependent on the continued accreditation of the University of South Carolina Columbia. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of the University of South Carolina Columbia.

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## UofSC Lancaster Administration

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 Sarah Hunt, Ph.D., Director of Gregory Health and Wellness Center  
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 Mark Ammons, BAIS, Business Manager for TRIO Programs  
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## Programs and Services

To accomplish its mission, UofSC Lancaster provides the following programs and services and will develop additional programs to serve the growing need for university education in the region:

- at least the first two years of most University of South Carolina baccalaureate programs
- Opportunity Scholars Program for first-generation college students
- the Associate of Arts and Associate of Science degrees and career-oriented associate's degree programs in the fields of business, criminal justice, and nursing
- Bachelor of Arts in Liberal Studies and Bachelor of Arts in Organizational Leadership offered through the Palmetto Programs and Bachelor of Science in Nursing offered through the College of Nursing, UofSC Columbia
- live and televised graduate courses in a number of areas, including business administration, education, and other selected programs of study
- academic advisement, career and personal counseling, an academic success center, and extracurricular activities
- a library collection including a government documents division and services to support academic offerings and to serve the community
- extensive health-fitness programs and recreational offerings at USC Lancaster's Gregory Health and Wellness Center
- continuing education and public service through health-related activities, lectures, cultural events, conferences, workshops, short courses, televised instruction, and faculty assistance
- cross-registration opportunities at member institutions of the Charlotte Area Educational Consortium
- Upward Bound opportunities for area high-school students.

In serving the region, UofSC Lancaster is also committed to providing a number of special opportunities for students and members of the community.

- For academically gifted and talented students the campus provides academic scholarships, a college honors program, and college-credit courses at selected area high schools.
- For underprepared students who wish to pursue university study, tutoring through the Academic Success Center is provided.

The University of South Carolina Lancaster is dedicated to providing a student-centered university education that will contribute to the enlightenment and productivity of citizens in our region.

## Physical Facilities

UofSC Lancaster currently consists of seven modern buildings that house classrooms, faculty and administrative offices, laboratories, auditoriums, an academic success center, computer labs, extensive athletic facilities,

a campus bookstore, a library with online database research capabilities and a government documents collection.

### Hubbard Hall

Opened in 1965, Hubbard Hall originally housed the entire campus operation. It is now the home of several administrative offices, a gallery, the computer labs, nursing labs, an art lab, the public relations office, and faculty offices.

### Starr Hall

The second building constructed, Starr Hall, contains a student center, the Office of Admissions and Records, the Office of Financial Aid and the Business Office, the Human Resources Office, the Office of Disability Services, a bookstore and campus shop, and faculty offices.

### Medford Library

Medford Library houses the print and audiovisual collections of UofSC Lancaster and has provided space for classrooms, the Academic Success Center, multimedia lab, TRIO Programs, and academic offices.

### Gregory Health and Wellness Center

The Gregory Health and Wellness Center provides students access to a state-of-the-art fitness facility. The center contains a gymnasium that can accommodate basketball and volleyball, an indoor walking/jogging track, a 25-meter pool, racquetball/handball courts, and a free-weight room. Also within the center is the Khoury Health Fitness Area, containing Nautilus equipment for resistance training as well as recumbent and upright bikes, elliptical trainers, step trainers, and treadmills for cardiovascular training. The cardiovascular area is equipped with CARDIOTHEATER audio/video service. Exercise physiologists are available to help students establish exercise programs.

Adjacent to the center is the J.P. Richards Recreation Complex, providing tennis courts.

### James Bradley Arts and Sciences Building

The James Bradley Arts and Sciences Building, includes a 400-seat auditorium, a banquet/conference area, classrooms, and science and art labs. Several multimedia classrooms are also available in the facility.

### Carole Ray Dowling Health Services Center

The newest addition to the campus, the Carole Ray Dowling Health Services Center, is located across the street from the Gregory Health and Wellness Center. Health Services consists of the Cardiac Rehabilitation, Diabetes Education, and Physical Therapy/Speech Therapy Clinics. The Community Room in the Carole Ray Dowling Center seats 100 people at maximum capacity. The Center also houses the office of the director of Health Services and an area used by students for seminars and research.

## Institutional Services

Various campus offices and centers provide a full range of academic, personal, and recreational opportunities designed to meet the needs of both current and future students.

### Medford Library

The University of South Carolina Lancaster has recently completed the renovation and expansion of the Medford Library (<http://usclancaster.sc.edu/library/>), which has served the campus since 1974. The renovation/expansion project has more than doubled the facility's size and maximized the use of technology to enhance library research. Some features of the new library include additional square footage for



collections, technology, and seating; a new computer lab that also houses library instruction and academic support services; a quiet reading area; increased points of Internet access; and laptop ports.

Medford Library serves the students and faculty of UofSC Lancaster and is also open to the public (high-school age and above). The online USCAN Web library catalog serves as an index to the entire UofSC libraries' collections, including books, government publications, and periodical holdings. In addition, the Medford Library provides access to many Web-based databases, including Infotrac (Expanded Academic Index, Custom Newspapers [New York Times, Greenville News, Charleston Post & Courier], General Reference Center, Health Reference Center, Health & Wellness Resource Center, Business and Company Databases, Legaltrack, Onefile), FirstSearch (Worldcat, ArticleFirst, MLA, WilsonSelectPlus, Electronic Collections Online, ERIC, GPO), MEDLINE, PapersFirst, Proceedings, Union Lists, World Almanac, online encyclopedias, Biography Resource Center, SIRS (Social Issues Resources), Global Books in Print, JSTOR, Science Direct, Oxford English Dictionary, Web of Science, and Literature Resource Center and America: History and Life, Historical Abstracts. Some of these databases are provided through DISCUS state library funding (Digital Information for South Carolina Users). Many of these databases can be accessed from home or office using a valid library charge ID (bar code) number or the appropriate user name and password (available at the library). Most library materials circulate for a loan period of three weeks; fines of 25 cents per day per book apply to overdue materials. Reference materials, periodicals, and audiovisual media may be used only in the library. A coin-operated photocopier is available. Any patron needing a book, government publication, or article for scholarly purposes that Medford Library does not own may request it through the library's online Interlibrary Loan service, known as ILL Express!

## Student Center

Located in Starr Hall, the student lounge provides a comfortable setting for relaxation between classes. Vending machine products are available. Pool tables, cable television, and table tennis provide diversion and friendly competition.

## The Student Government Office

Located in Starr Hall, the Student Government Association's (SGA) elected and appointed members meet on a regular basis to discuss student issues. SGA members also serve on a number of University committees.

## Bookstore and Campus Shop

In addition to offering new and used textbooks, the UofSCL Campus Shop provides many other services. Gamecock and UofSC Lancaster shirts, jerseys, jackets, decals, school supplies, and many other items are available. Dissecting kits, laboratory aprons, and other academic items are offered along with a wide array of gift items in all price ranges.

## Counseling Services

Counselors at UofSC Lancaster provide academic, career, and personal counseling. A variety of services are offered:

- assessment of and response to freshman needs
- evaluation and selection of academic program(s)
- evaluation and selection of career(s)
- evaluation of and response to academic and personal concerns
- computerized assessment of interests, personality, values.
- computerized career information

- confidential and individualized appointments.
- assessment of and response to academic needs of students with disabilities

## Disability Services

The Office of Disability Services (ODS) operates under the provisions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). Any student who prefers to be registered as a student with a disability must be registered with the Office of Disability Services. Disability status is not retroactive; therefore the University does not recognize an individual as someone with a disability during a time period in which he/she was not registered with the Office of Disability Services. Because disability status is not retroactive, it is important for any disabled student who prefers to register as a student with a disability to register for these services prior to his/her first semester of attendance. Required documentation is necessary for registration and accommodations, and the timeliness of registration is dependent upon the speed at which Disability Services is provided with the required documentation. Students can only register with disability services after they are admitted to the University.

The Office of Disability Services will make every effort to provide reasonable accommodations for qualified students with disabilities; however, registration as a student with a disability does not automatically guarantee accommodations. Accommodations are approved with appropriate documentation on a case by case basis.

In order to register as a student with a disability and apply for accommodations, students must first complete the "UofSC Lancaster Disability Services Office Request for Services" form. Students must also provide documentation of their disability to the Office of Disability Services. Documentation requirements are specific to the disability, but in general documentation must be from a physician, licensed psychologist, or other person(s) licensed to make the appropriate diagnosis. Guidelines for documentation are provided by the ODS. These guidelines are used to determine whether a student is eligible to register as a student with a disability and also to determine what accommodations, if any, will be made based on the disability and its impact on the student's major life functions. Documentation requirements, as well as the Online Disability Services Request for Services form, can be accessed at the Disability Services page on UofSC Lancaster's website. In order to ensure that you obtain the specific documentation required, the Office of Disability Services recommends that you print the online guidelines and present them to the qualified professional providing your documentation. Students who have accessibility concerns with the online registration links should contact the Office of Disability Services at 313-7448 or visit Starr Hall 125a for assistance. Students may also e-mail the office at [lancods@mailbox.sc.edu](mailto:lancods@mailbox.sc.edu).

For a complete list of policies regarding disability services at UofSC Lancaster, you may refer to the Disability Services website (<http://usclancaster.sc.edu/academics/Disability.pdf>).

## Laboratories

Science and engineering majors will find the latest equipment at the Lancaster campus. The campus has well-equipped astronomy, biology, chemistry, and physics labs. Equipment includes a double beam recording U.V.-visible spectrophotometer, dual column gas chromatograph, Columa chromatography apparatus with fraction collector, double-beam infrared spectro photometer, preparative polyacrylamide gel electrophoresis, analytical polyacrylamide gel electrophoresis, cellulose acetate strip electrophoresis, high-pressure

liquid chromatography apparatus, fluorimeter, Warburg respirometer, polarimeter, refrigerated superspeed centrifuge polarimeter, refractometer, freeze drying apparatus, sonic dismembrator, Orion ion meter, Wild M-20 research microscope (equipped for bright field, dark field, phase contrast, immuno fluorescence, and photomicrography), helium-neon gas laser, 10-inch Newtonian reflecting telescope, Millikan oil droplet apparatus, and E/M apparatus. General chemistry labs are taught using the Vernier Lab Pro and TI 83-plus calculators.

## Academic Centers

The Academic Success Center offers special tutoring and self-study services in a number of disciplines for all students who wish to improve their academic performance. Computer facilities are available for UofSC Lancaster students outside of regular class meetings. Writing assistants in the Writing Center are available to help students with their papers.

## Special Opportunities

### Honors Program

The UofSC Lancaster honors program was created to provide an enrichment opportunity for students who have potential for superior academic performance and who seek added challenge and scope in their studies. The honors program emerges out of our commitment to academic excellence and a belief that quality education must center on helping students achieve their full potential. The honors program presents an opportunity for outstanding students to obtain challenging and stimulating interdisciplinary course work in a supportive academic environment.

Aside from the obvious privileges of a unique educational experience, certain other advantages are offered. The director of the honors program cooperates with the director of financial aid to assist in obtaining a wide variety of scholarships and financial aid for incoming honors students. Honors students may serve on the Honors Council, the administrative body of the program. Additionally, honors program participants will be recognized by special regalia at commencement.

Eligibility: SAT of at least 1000 and high-school GPA of 3.00 or top 10 percent. Students who do not meet these criteria, but believe that they may have the motivation and self-discipline to succeed, are invited to apply, and the honors director will decide on a case-by-case basis. Honors participants must take at least two honors courses each semester, for a total of four semesters, and have a cumulative GPA of 3.00 to receive special recognition at commencement.

## Academic Support and Student Services Program

This program offers a comprehensive approach designed to meet the needs of traditional and nontraditional students. The UofSC Lancaster program provides instruction in the Academic Success Center in such areas as English, mathematics, reading, and study skills. This instruction is combined with academic, career, and personal counseling. Students who have completed the program have experienced significant improvement in many aspects of academic and personal growth. Our success in this area compares most favorably with postsecondary institutions throughout the United States.

## Evening Program

For the benefit of those whose schedules make morning attendance impossible or impractical, UofSC Lancaster offers numerous courses in the late afternoon and evening. Some 16-week courses are offered in those academic areas where skill development requires substantial time and practice. All other courses are offered as part of the two eight-week

sessions offered every semester. Most eight-week classes run from 5:30 to 8 p.m. or from 8:15 to 10:45 p.m. two evenings a week. Sixteen-week evening classes follow the same format as day sections.

## Off-Campus Classes

USC Lancaster High School Dual Enrollment Program offers two dual-credit programs taught on-site in high schools. The first is a cooperative effort between UofSC Lancaster professors and high school teachers to offer courses which are customized for each school with rigorous emphasis on quality control. In the second program, faculty members travel from the Lancaster campus or may come from the communities where the courses are taught to deliver the course. These programs are based on instructor availability and are conducted in strict compliance with UofSC guidelines.

## Charlotte Area Educational Consortium (CAEC)

UofSC Lancaster participates in the Charlotte Area Educational Consortium, which includes 24 colleges and universities in the Charlotte area. Under this consortium, a full-time undergraduate student at UofSC Lancaster may be allowed to enroll in an additional course on a space-available basis at a member school at no additional academic fee charge.

Participating institutions are Belmont Abbey College, Cabarrus College of Health Services, Carolinas College of Health Sciences, Catawba College, Catawba Valley Community College, Central Piedmont Community College, Cleveland Community College, Davidson College, Gardner-Webb University, Gaston College, Gordon-Conwell Theological Seminary-Charlotte, Johnson C. Smith University, Lenoir-Rhyne College, Livingstone College, Mitchell Community College, Pfeiffer University, Queens University of Charlotte, South Piedmont Community College, Stanly Community College, University of North Carolina at Charlotte, University of South Carolina Lancaster, Wingate University, Winthrop University, and York Technical College. Qualified students may also participate in the following program through CAEC:

## Air Force ROTC Program

To prepare themselves to serve as commissioned officers in the Air Force, students may participate in the Air Force Reserve Officer Training Corps (ROTC) offered by UNC Charlotte Department of Aerospace Studies.

Special permission is granted to qualified students to participate in the consortium program with the advance approval of the academic advisor, academic dean, and registrar. Additional information and forms are available in the Office of Admissions and Records, Starr Hall

## Independent Learning by Correspondence

Independent learning courses are designed for students who are unable to attend classes on campus. Teachers and persons in business fields often find these courses useful for professional development, and many take courses for self-improvement.

## Admission

Independent learning courses may begin at any time. Formal admission to the University is not required. However, degree-seeking students are responsible for determining that courses are applicable for their purposes. An application must be completed for enrollment. Textbooks are available online through the University Bookstore from MBS Direct.

## Academic Regulations

The courses offered through independent learning meet the same University standards of prerequisites, sequence, etc., that are required

in residence work. The maximum time for completion of a course is 12 months from the date of enrollment. The minimum time limit for completion for a college-level course is two months from the date of enrollment. University of South Carolina students who wish to enroll in independent learning courses must secure the approval of the dean of the school or college in which they are registered. Completion of the AS-30 form (available at the Office of Admissions and Records) will initiate the approval process for permission to enroll in a correspondence course. Students planning to transfer independent learning credits to another institution should secure the approval of that institution prior to enrollment. A maximum of 30 semester hours earned through independent learning may be applied toward a degree. Students who wish to take independent learning courses during the last 15 semester hours of degree credits must petition for permission through the dean.

## Examinations

Examinations must, when possible, be taken at the University. Otherwise, the examination must be supervised by an official approved by the Office of Distance Education. In order to receive credit for an independent learning course, a student must make a passing grade on the final examination. Students are expected to maintain a passing average on all written assignments, but the assignment grades will not be counted toward the final grade unless the student passes the final examination.

## Teacher Certification

Independent learning credits may be applicable for educator certificate renewal. Specific questions concerning South Carolina certification or renewal of teaching credentials should be directed to:

Division of Teacher Quality  
Office of Teacher Certification  
South Carolina Department of Education  
3700 Forest Drive  
Suite 500  
Columbia, SC 29204

Call them at 803-734-8466, or visit them at [www.scteachers.com](http://www.scteachers.com) (<http://www.scteachers.com>). Teachers in other states should contact their respective Departments of Education. For further information, contact:

Office of Distance Education  
915 Gregg Street  
803-777-7210  
toll free: 800-922-2577

## Technology-Assisted Learning

The Office of Distance Education coordinates for various academic units courses offered with the assistance of technology. Courses are offered each fall, spring, and summer semester. Students interested in courses offered through distance education must be admitted through undergraduate admissions or The Graduate School of the University. All courses meet the same University standards of prerequisites, sequence, etc., that are required in residence work and are subject to the same academic regulations. For further information, contact:

Office of Distance Education  
915 Gregg Street  
803-777-7210  
toll-free: 800-922-2577

## University 101

University 101 is a three-hour seminar course, open for credit only to freshmen and to other undergraduate students in their first semester at UofSC Columbia (i.e., transfer students). This course provides an introduction to the nature and importance of university education and a general orientation to the functions and resources of the University.

The course helps new students adjust to the University, develop a better understanding of the learning process, and acquire essential academic survival skills. It also provides students a support group in a critical year by examining problems common to the new-student experience. Extensive reading and writing assignments relevant to the student's college experience are required.

Organized in small groups of 20-25 students, University 101 is taught by faculty members and administrative personnel who have a special interest in working with new students. The course may be taken as part of a student's regular load or as an overload. Course credit is awarded on a letter-grade basis. Credit is applicable as elective credit toward almost all baccalaureate degrees offered by the University.

## Baccalaureate Degree Course Work

The Lancaster campus of the University of South Carolina offers courses that may be applied toward baccalaureate degrees offered by other institutions. Students may choose from a number of major fields of study. For a complete list of academic programs offered at UofSC Lancaster, see "Academic Program". Students can also complete the Bachelor of Arts in Liberal Studies, Bachelor of Arts in Organizational Leadership (through Palmetto Programs, UofSC Columbia) and the Bachelor of Science in Nursing (through a partnership with the College of Nursing, UofSC Columbia).

The University of South Carolina provides equal opportunity in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, or veteran status. The University of South Carolina has designated as the ADA Title II, Section 504 and Title IX coordinator the Executive Assistant to the President for Equal Opportunity Programs. The Office of the Executive Assistant to the President for Equal Opportunity Programs is located in:

Suite 805  
1600 Hampton Street  
Columbia, South Carolina  
telephone 803-777-3854