FROM THE DESK OF THE INTERIM VICE PRESIDENT

The Division of Student Affairs hosted our Customer Service workshop for all employees on Monday, July 20, 2009 at 8:00 a.m. in the Garnet and Blue Room of the K.W. Green Student Center. The following information was shared with all attendees:

FALL 2009 STUDENT QUICK TIPS

ADMISSIONS, RECRUITMENT AND SCHOLARSHIPS 803-536-7186
http://www.scsu.edu/admissions.aspx
- Acceptance
- Complete Housing Request
- Complete Deposit Form ($160) and return
- Complete Medical Forms and return
- Orientation
- Financial Aid follow up
- Pay your bill
- Enrollment

FINANCIAL AID 803-536-7067
http://www.scsu.edu/admissions/financialaid.aspx
- Complete the 2009-2010 Free Application for Federal Student Aid (FAFSA) no later than July 24 for fall semester enrollment
- Submit requested verification documents to the Office of Financial Aid no later than July 31
- Complete the SC State Stafford Loan request if interested in student loans
- Log-in to Bulldogs Connection for updated financial aid status and award information
- Check your SC State email account frequently for award notices and document requests

RESIDENCE LIFE AND HOUSING 803-533-3675
http://www.scsu.edu/studentaffairs/residencelifeandhousing.aspx
- Pay $25.00 housing deposit at the SC State cashier's office for housing request
- AS OF JULY 20, 2009 HOUSING IS AVAILABLE ON CAMPUS
- Should you have questions or concerns regarding housing please e-mail: gharri17@scsu.edu

BROOKS HEALTH CENTER 803-536-7053
http://www.scsu.edu/studentaffairs/healthservices.aspx
- Required immunizations: Measles, Mumps and Rubella (MMR); strongly encouraged: Hepatitis B, Meningitis, Varicella (chickenpox), Tetanus, Tuberculin and Gardasil (females)
- Mandatory Insurance-Waive deadline September 20, 2009. Must complete every semester
- Unlimited confidential services provides professional nurses and physicians
- Health and Wellness activities and programs, such as Smoke-free campus campaign, aerobics sessions, etc.
CAREER CENTER 803-536-7033
http://www.scsu.edu/currentstudents/careercenter.aspx
- Career Services (Exploration, Counseling, Self Directed Search Assessment, Seminars, Informational Sessions)
- On-line Education (Interview, Resume & Cover Letter Preparation, Job Search Techniques & Information, Optional Resume Assistance)
- Placement Services (Co-Op & Internship Assignments, Permanent & Part-time Employment, Career Fairs, Grad & Prof. Schoolâ€”Day, Educatorsâ€”Day)
- Scholarships (Daisy D. Johnson Book & Geico Achievement Award)
- Career Awareness Course (GUID- 210-1 Credit hour- meets on Tuesdays 3:30 to 4:20)

DINING SERVICES 803-536-8457
HTTP://WWW.SCSU.EDU/CAMPUSLIFE/UNIVERSITYSERVICES/FOODSERVICE.ASPX
- There are three Food Service Facilities to better serve you:
  - Washington Hall ~ Breakfast ~ 7 AM to 9 AM ~ Continuous dining 9 AM to 10 AM ~ Lunch 11 AM to 2 PM ~ Continuous dining 2 PM to 3:30 PM ~ Dinner 4:30 PM to 7:30 PM ~ Weekend ~ Breakfast 9 AM to 2 PM ~ Dinner 5 PM to 7 PM
  - The Pitt
  - Pete's Pizzeria
- Maps are available at Washington Hall giving you locations and hours of other dining facilities
- You can use your Meal Plan at all dining facilities
- You must have a meal card to enter all dining facilities
- Your meal card is non-transferable
- If you live on campus, you must have a Meal Plan

UNIVERSITY POLICE 803-536-7188
http://www.scsu.edu/visitors/universitypolice.aspx
- All vehicles must have a parking, purchase your decal immediately
- The pedestrian campus plan is being reviewed, become knowledgeable of the plan
- Project ID register your electronic items with University Police
- Chat with the Chief, an open forum to discuss your concerns
- Bulldog Student Patrol, become a member

COUNSELING & SELF DEVELOPMENT 803-536-7245
http://www.scsu.edu/campuslife/universityservices/counselingservices.aspx

JUDICIAL AFFAIRS 803-536-8954
http://www.scsu.edu/studentaffairs/officeofjudicialaffairs.aspx

INTRAMURAL SPORTS 803-536-8865
http://www.scsu.edu/studentaffairs/intramurals.aspx

STUDENT LIFE AND LEADERSHIP 803-536-7057
HTTP://WWW.SCSU.EDU/STUDENTAFFAIRS/STUDENTLIFEandleadership.aspx
- Black Males Project

UNIVERSITY POLICE 803-536-7188
http://www.scsu.edu/visitors/universitypolice.aspx

INTERNATIONAL STUDENT SERVICES 803-536-8402

STUDENT SUPPORT SERVICES
- Tutorial Services

President’s Cabinet Report: Division of Student Affairs 07282009
RESIDENCE LIFE & HOUSING

University Village
- Preparing for the closing of Summer Session II

Queen’s Village
- All is well at Queen’s Village

Earle Hall
All is well in Earle. The contractors are here putting in new door this week.
M. Palmer

Williams Hall
Camps are still here (Research Group and Scamp). Contractors have changed locks on some of the doors and are painting bathrooms. Sodexo is working on A/Cs. No lost keys.

Mays I Hall
Building maintenance- the bathrooms are still being renovated.
Orientation- July 24 is scheduled for the next orientation. I have not been informed of the next orientation committee meeting but will be expecting a meeting very soon.

Mays II Hall
Everything's fine here in Mays 2. The Upward Bound program is preparing to leave and all is well.
FOOD SERVICE

- Continued to work on plans for Summer Camp
- Prepared daily lesson plans for Summer Camp activities.
- Business initiative of the Summer Camp for the Entire Family. "Sugar Rush" is our business plan, proposed, developed and executed by our students on Friday, July 24, 2009. All proceeds from this initiative will be donated to the University for Scholarships during our culminating program scheduled for Wednesday, July 29, 2009 at 6:00 p.m. K.W. Green Student Center.
- Planning the culminating program for the Summer Camp for the Entire Family.
- Coordinated the media release with the Time and Democrat for publication on Saturday, July 25, 2009.
Services were provided for the following programs and events

**July 18, 2009**
BASEBALL TOURNAMENT
Felton Laboratory School

**July 21, 2009**
DL CHECK POINT
CAMPUS

**July 31, 2009**
INSPECTION OF UNIVERSITY POLICE DEPARTMENT VEHICLES AND UNIFORMS
Smith Hammond Middleton Parking Lot

**July 31, 2009**
UNIVERSITY POLICE DEPARTMENT AWARDS CEREMONY
Felton Laboratory Gym

**Outside Agency Collaborations**

South Carolina Criminal Justice Academy
U. S. Department of Education/Office of Postsecondary Education
BROOKS HEALTH CENTER

Clinical service: Incoming health information: An ongoing review process of incoming student health information with follow up as needed.

Registration and Orientation Meeting: Participated in sessions in preparation for the incoming Class of 2013.

Felton Laboratory School: The staffs participated and obtain health history and information of new and returning students at their inauguration Registration Day activities. Ms. La Verne Stephens, LPN is the assigned health professional on sight to provide health care for the students as well as offer health information for parents, faculty and staff.

Ms. Stephens, LPN discussing health information with a parent.
Ms. Hawkins, senior Claflin University student was our Low Country Area Health Education Center (AHEC) intern for the summer. She was engaged in health awareness and promotion during her summer experience with Brooks Health Center. We enjoyed her energy and look forward to introducing her ideas and suggestion for activities and programs as we prepare for the upcoming academic year.
CAREER SERVICES

The following student(s) received a Permanent Job assignment, Co-Op or Internship.

<table>
<thead>
<tr>
<th>Student</th>
<th>Major</th>
<th>Company/Grad School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nathaniel Simmons</td>
<td>(EET)</td>
<td>SPAWAR, Charleston, SC (Internship)</td>
</tr>
<tr>
<td>Sherwood Smith</td>
<td>(MET)</td>
<td>Waste Management, Elgin, SC (Permanent)</td>
</tr>
<tr>
<td>Ashley Walker</td>
<td>CS</td>
<td>Brooks Infirmary (Work-study - Intern)</td>
</tr>
</tbody>
</table>

The following student(s) was referred to Lockheed-Martin for a Permanent Job assignment:

Rodney Austin (IET)
Brandon Williams (MET)
Geron Stokes (MET)
Jermaine Williams (IET)
Terrance Williams (IET)
Jalpa Patel (MET)
Larry Nieves (MATH)
Angela Whetstone (MET)
Andrea Sweat (IET)
Brian Hare (MET)

6-24-09- Freshmen Orientation

Services Rendered

<table>
<thead>
<tr>
<th>Service</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resume Prep</td>
<td>25</td>
</tr>
<tr>
<td>Online Registration</td>
<td>10</td>
</tr>
<tr>
<td>Interview Prep</td>
<td>4</td>
</tr>
<tr>
<td>Placement</td>
<td>3</td>
</tr>
</tbody>
</table>
ENROLLMENT MANAGEMENT

OFFICE OF ADMISSIONS, RECRUITMENT AND SCHOLARSHIPS

Admission Processing Update:

- Daily reviews of domestic and International admission applications continue to be our top priority. Currently processing applicants for Fall 2009 and Spring, Summer and Fall 2010.
- The Office of Admissions, Recruitment and Scholarships team in conjunction with the Student Orientation Staff, Academic Advising Staff, Student Support Services Staff and members from the various offices in the Division of Student Affairs will conduct an intense Phone-A-Thon focused on closing out the enrollment numbers for the fall 2009 semester. **Completing the Process** (1) completing the application process, (2) answering questions relating to their final high school transcript and submissions of these documents prior to the start of the fall 2009 semester (3) Providing information regarding the University new application deadline and priority deadline for student Financial Aid (4) Scheduling Campus Tours (5) access to Bulldog Connection (6) Summer Orientation Program and Schedule (7) Fee Payment (8) Start dates and (9) Report dates and times for residence hall check-in.
- Our Data-Review Process for the office of Admissions, Recruitment and Scholarships is ongoing. The Data-Review Process continues focus on data integrity issues as they arise in the six stages of the enrollment funnel. Data Integrity Checks are reviewed at the (1) Suspect Stage(2) Prospect Stage (3) Applicant Stage (4) Admit Stage (5) Paid Accept Stage and (6) Matriculate Stage. Each stage is reviewed for data compliance with SC State University Data Standards and CHEMIS Data Dictionary Standards. These standards are enforced to ensure that our enrollment files, student course files and student disbursement files to CHE are transmitted error free.
- 2009 Academic Enhancement Academy (AEA) support activities continue to be a major part of the summer programming activities for the Office of Admissions, Recruitment and Scholarships. Personnel from our Student Readiness Program with the support of our student tutors continue to provide tutoring sessions nightly in Turner Hall and Felton Laboratory School. Field experience training continues with the aerial view of the city of Orangeburg. All program participants will benefit from this experience throughout the remainder of the summer session.
- **Summer Orientation Program, Friday, July 24, 2009 8:30 a.m. MLK Auditorium**

<table>
<thead>
<tr>
<th>Orientation Date</th>
<th>Signed In</th>
<th>Confirmed</th>
<th>Walk-In</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 22, 2009</td>
<td>22</td>
<td>(28)</td>
<td>6</td>
<td>28</td>
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<tr>
<td>June 23, 2009</td>
<td>78</td>
<td>(97)</td>
<td>21</td>
<td>99</td>
</tr>
<tr>
<td>June 24, 2009</td>
<td>91</td>
<td>(107)</td>
<td>20</td>
<td>111</td>
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<tr>
<td>June 25, 2009</td>
<td>36</td>
<td>(57)</td>
<td>10</td>
<td>46</td>
</tr>
<tr>
<td>July 10, 2009</td>
<td>129</td>
<td>(204)</td>
<td>65</td>
<td>194</td>
</tr>
<tr>
<td>July 24, 2009</td>
<td>61</td>
<td>(120)</td>
<td>18</td>
<td>79</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>417</strong></td>
<td><strong>613</strong></td>
<td><strong>140</strong></td>
<td><strong>557</strong></td>
</tr>
</tbody>
</table>

TOTAL NUMBER ATTENDED SUMMER ORIENTATION 2009
As of July 24, 2009
Registration Data as of 07-27-2009 @ 11:02 a.m.

<table>
<thead>
<tr>
<th>Student Type</th>
<th>Number with Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Continuing Students</td>
<td>2960</td>
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<tr>
<td>First-time Freshman</td>
<td>723</td>
</tr>
<tr>
<td>First-time Transfer 2yr</td>
<td>93</td>
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<tr>
<td>First-time Transfer 4yr</td>
<td>60</td>
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<tr>
<td>Readmit</td>
<td>55</td>
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<tr>
<td>First-time Doctoral</td>
<td>9</td>
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<tr>
<td>First-time Specialist</td>
<td>24</td>
</tr>
<tr>
<td>First-time Masters</td>
<td>75</td>
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<tr>
<td>Graduate Certificate</td>
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<tr>
<td>Special</td>
<td>8</td>
</tr>
<tr>
<td>Transient</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>4009</strong></td>
</tr>
</tbody>
</table>

SOURCE: UCITS ENROLLMENT DATA TABLE, UPDATER TWICE DAILY

**FINANCIAL AID**

Activities

- Supported Summer Orientation Programs
- Continued processing 2009-2010 applications for financial aid
  - Sent letters and emails requesting missing information
  - Made awards to eligible 2009-2010 financial aid applicants
  - Mailed 2009-2010 award notices

**MULTICULTURAL AFFAIRS**

- Evaluating and determining the authenticity of admissions documents of international undergraduate applicants
- Determining the admissibility of undergraduate international applicants for the fall semester 2009
- Generating SEVIS I-20s for international students for the fall 2009 semester
- Transferring-out F-1 spring graduates to graduate school programs
- Completing transfer-out forms for spring graduates
- Advising F-1 graduates on the Optional Practical Training (OPT) process
- Processing requests for OPT applicants
- Advising F-1 graduates of the 17-month extension for OPT for STEM majors