

Substance Abuse Prevention & Education

University of South Carolina Student Life

STIR Policies & Procedures

Revised: 07/08/2015

Office location: Strom Thurmond Wellness & Fitness Center, Suite 302

Office hours: Monday – Friday from 8:30am to 5:00pm

Contact us: 803-777-3933 or SAPE@sc.edu

- After your hearing at the Office of Student Conduct, **contact the SAPE Office within 2 business days to set up your initial STIR appointment.** Once you schedule your appointment, you will receive a confirmation email with your scheduled appointment date and time.
- If you do not schedule your appointment within 5 business days of your hearing, a hold will be placed on your account. If there is a hold on your account for more than 5 business days, and you still have not scheduled your initial appointment, then your hearing officer will be notified and you may receive an additional charge of *Failure to Comply*.
- Please arrive to your **initial STIR appointment** 10 minutes early to complete a brief intake survey. You can expect to be at the SAPE office for up to an hour and a half. During this and all other appointments, we ask that you please silent your cell phone to minimize distractions.
 - At the conclusion of your initial appointment, you will be scheduled for a 2nd appointment to occur 2 weeks later.
 - You will be billed a **\$100 fee** to be paid at the Bursar's Office, located at 516/518 Main Street between Blossom & Wheat Streets. Office hours are Monday – Friday from 8:30am to 5:00pm.
- For the **2nd appointment**, bring your STIR self-monitoring card and any additional homework as assigned by your STIR Coach. Your second appointment should last approximately one hour. Please review 'What to Expect in STIR?' at <http://www.sa.sc.edu/sape/stir> for further details.
 - At the conclusion of your initial appointment, you will be scheduled for a **3rd appointment** to occur one month later. Your third/final appointment should last approximately 30 minutes.
- **If you need to reschedule**, you must notify the SAPE Office at least 24 hours before your appointment, and the new appointment must be scheduled within 7 business days. Court appointments and classes are the only acceptable reasons to reschedule an appointment.
- **Students who miss an appointment** will receive a registration hold until they attend a rescheduled appointment. Students who miss two appointments may receive an additional charge of *Failure to Comply*, may not be permitted to complete the STIR program, and may therefore be referred to LRADAC (or an equivalent agency) to complete an alternate assessment. Students will not receive a refund of fees paid.