



UNIVERSITY OF SOUTH CAROLINA
LANCASTER
OFFICE OF ADMISSIONS AND RECORDS
AND OFFICE OF FINANCIAL AID
REGISTRATION INFORMATION
FALL 2011

Yes, it is that time of year again and all of us at USC Lancaster have been preparing over the summer for your arrival on campus.

This brochure includes information pertaining to the remaining orientation sessions, advisement, registration, financial aid, textbooks and tuition. Please read it carefully. If you have questions, please call our office staff. We are here to help you.

We hope you are having a pleasant and exciting summer, and we look forward to helping you make this your best year ever.

Office of Admissions and Records and Office of
Financial Aid

Receiving this brochure does not necessarily mean you have been accepted for admission. Please contact the Admissions Office if you have not received an acceptance letter.

PLEASE NOTE: All schedules will be cancelled as of 6:00 p.m. August 16 if fees have not been paid. Web fee payment after 6:00 p.m. on August 16 will not retain your schedule.

University of South Carolina Lancaster
Post Office Box 889 * Lancaster, SC 29721
Telephone: (803) 313-7000
<http://usclancaster.sc.edu>



Find the USC Lancaster Office of
Admissions on Facebook

Student Information
Fall 2011

To Obtain Your Student Username and Password

1. Double Click on "Netscape Communicator" or "Internet Explorer" on campus. At home, use your preferred browser.
 2. Obtain your provisional pin number:
 - a. Visit <http://registrar.sc.edu/html/faq/newPIN.stm> and click 'Set Your Pin'
 - b. After you successfully complete this online process, you will receive the provisional PIN at the email address provided on your application for admission.
 - c. If the University cannot verify your identity, or if no email address is on file, you must obtain a new provisional PIN by presenting positive ID (see below).
 3. Type in address: vip.sc.edu (no WWW).
 4. Click on **Login**.
 5. Click on **Continue**.
 6. Log-in USC ID/First Time User screen: Type in social security number (no dashes).
 7. Type in pin number (the number obtained from step number 2). If you are using VIP for the first time, you must change this number and log back in. If you previously changed your PIN and have forgotten it, you should contact the Admissions and Records Office.
 8. Click on **Login**.
 9. You are now on the main menu page.
 10. Click on the **Technology** link
 11. Click on **Show Me Network Username**. Your USC Network Username will be displayed and you will be prompted to choose your password. You must type in the password twice to verify your choice.
 12. Click on the **SET PASSWORD** button to set your new password
- Always log off of VIP.**

Fee Payment Information
Fall 2011

Tuition	Resident	Non-resident
Full-time, <75 hours	\$2850.00	\$7152.00
Part-time	\$ 238.00	\$ 596 .00

Full-time, >75 hours	\$4230.00	\$8474.00
Part-time	\$ 367.00	\$ 734.00

Technology Fee (Paid each semester)

Full-time: \$196.00 Part-time: \$15.00 per hour

Orientation Fee: \$35.00 (One time fee)

Science Lab Fee: \$40.00 (per lab course)

Lab Fee: (Math 141, 142) \$60.00 per course

Matriculation Fee: \$50.00 (One time fee)

Parking & Security Fee: \$55.00 (Per semester)

Books: Average cost: \$400.00 to \$600.00, depending on courses.

- Bills for fall tuition will be available on VIP beginning **July 15**, Payment for mail-in registration will be due on or before **August 10**.
- **BILLS WILL NOT BE MAILED.**
- Fee payment days for walk-in registration will be August 15 & 16.—**9 a.m. to 12 p.m. & 3 p.m. to 6 p.m.**
- You may use American Express, MasterCard, Visa, Discover, check or cash. Two checks will be needed if paying for books and tuition by check.

Fees may be paid on the web if your financial aid equals or exceeds your tuition and fees. You may also pay by credit card on the web. There is a **2.5% convenience fee** for using MasterCard, American Express or Discover. The University has also established [eChecks](#) as an alternative method of paying tuition and fees without the assessment of a convenience fee. See the following website for more information, <http://usclancaster.sc.edu/busoffice/index.html> Go to the following web site to pay fees on the web:

vip.sc.edu

As of **August 15** you can do the following if you have paid your fees via the web or mail-in and have a paid tuition receipt:

- Pick up your parking decal, Carolina Card, and Carolina Card validation sticker in the Business Office, Starr Hall, Room 120.

REGISTRATION
FALL 2011

To avoid long lines and to allow us to serve you more promptly, we recommend you observe the following times during walk-in fee payment: **(Remember, you can avoid this process altogether by printing your bill on VIP and mailing it to us or by paying by credit card on the web or by applying your financial aid funds on the web. To pay on the web go to: vip.sc.edu)**

August 15	9 a.m.-12 p.m.—Seniors, A-Z 3 p.m.-6 p.m.—Juniors, A-Z
August 16	9 a.m.-12 p.m.—Sophomores, A-Z 3 p.m.-6 p.m.—Freshmen, A-Z

1. Enter Starr Hall through the Hubbard Drive entrance and pick up schedule/bill.
2. Check for errors on schedule/bill. If classes are incorrect, please see an advisor in the Student Center. Make corrections via VIP (computers located in Starr Hall Student Center, Hubbard Hall, Rooms 222, 206, and 204 or Medford Library).
3. Verify financial aid (grants, loans, VA benefits and/or scholarships) if applicable before entering fee payment line. If changes need to be made, please go to the Financial Aid Office.
4. IF YOU HAVE AN OUTSIDE SCHOLARSHIP CHECK, TAKE IT TO THE FINANCIAL AID OFFICE BEFORE YOU GET IN A FEE PAYMENT LINE.
5. Enter the fee payment line outside of the Business Office that is appropriate for your payment method.
6. Register car for parking decal, have Carolina Card validated or have Carolina Card made in the Business Office, Starr Hall. Please bring the following information to register your car and obtain a parking decal:
 - * Auto tag number
 - * Make and model of car
 - * Name in which the car is registered for each auto you plan to park on campus.
7. Purchase books in the Bookstore and Campus Shop
8. Exit through main doors in Starr Hall lobby.

CALENDAR OF EVENTS

FALL 2011

July 20-ORIENTATION & PLACEMENT TESTS

(\$35 Orientation fee)

Information Session	8:00 am
English Assessment Tool	9:35 am
Foreign Language Placement Test	10:45 am

(All entering Freshmen are required to take the English assessment and Math and Foreign Language placement tests. Transfer students need to take whatever placement tests are necessary.)

Call the Admissions Office for verification.

Academic Advisement 2:45 pm

Math Placement online: <https://assess.math.sc.edu/>

Students will enter schedules via Visual Information Processing (VIP) after advisement. Instructions will be provided.

(If you attended Orientation on June 8 or June 29 it is not necessary for you to attend this Orientation.)

July 15- Fall bills available on-line via VIP for students who have pre-registered.

August 3- Summer II classes end

August 4 & 5 - Summer II final exams

Overage checks - Mailed to students. Students may select to have overage checks direct deposited into a selected account. Please see the Business Office for more details.

Book Purchases: USC Lancaster's bookstore will allow textbook purchases in-store or online with valid course schedules. Now available, Textbook Rental! See the USCL bookstore for the details.

<http://www.cbamatthews.com/usclanc/>

August 10-ORIENTATION & PLACEMENT TESTS

(\$35 Orientation fee)

Information Session	8:00 am
English Assessment Tool	9:35 am
Foreign Language Placement Test	10:45 am

(All entering Freshmen are required to take the English assessment and Math and Foreign Language placement tests. Transfer students need to take whatever placement tests are necessary.) Call Admissions Office for verification.

Academic Advisement 2:45 pm

Math Placement online:

<https://assess.math.sc.edu/>

Students will enter schedules via Visual Information Processing (VIP) after advisement. Instructions will be provided.

(If you attended Orientation in June or July, it is not necessary for you to attend this Orientation.)

August 15 & August 16-REGISTRATION/FEE PAYMENT— 9am-12pm and 3pm-6pm, Starr Hall; Advisors representing each division will be in Starr Hall. Additional faculty and staff advisors will be in their offices.

August 16-Cancellation of schedules of all students who have not paid fees as of 6:00 p.m.

August 17-Late Registration

Several advisors will be available from 1:00 p.m. to 5:00 p.m. in their offices.

August 18-Classes Begin; Late placement tests/assessment.

Overage checks for students who have paid via web or mail will be mailed to students beginning August 11.

SCHEDULES AND BILLS WILL NOT BE MAILED. You may view and print a copy of your Schedule and Bill by using VIP. Login to VIP —select “Financial”—select “Schedule and Bill.” Select the method of payment that meets your needs. If you choose to pay your fees by mail, print a copy of your Schedule and Bill and mail it along with your payment to the following address: USC Lancaster, Business Office, P. O. Box 889, Lancaster, SC, 29721-0889. Payment must be received by August 10. Pay by check or money order. Students are required to apply all financial aid including LIFE and Academic Scholarships by mailing in a signed copy of their bill to the Business Office, attending walk-in registration or by processing payment on the web.

FINANCIAL AID

Applying for Financial Aid- If you have not been awarded it is not too late to apply for eligibility. To do so, complete the FAFSA online (<http://www.fafsa.ed.gov>) or pick the worksheet up from our office. The Priority Deadline is **April 15th**, with all paperwork completed by April 30th. All applications must be in and all paperwork completed before August 1st in order to be awarded before bills come due.

Advanced Payment- If you have been awarded you may view your awards online by going to <https://vip.sc.edu> and clicking on “Financial”. You can “authorize” your financial aid to pre-pay your Fall fees beginning as early as **July**. You will still be responsible for paying any amount your Financial Aid does not cover by the payment deadline in **August**.

Enrollment Status- Financial Aid awards are initially made based on full time enrollment. If you know you will be enrolling in less than 12 hours in the Fall semester you must complete a “Minimum Hours Adjustment” form in our office (*Minimum Hours not Met* will appear on your bill until you have done so).

Scholarship Recipients- If you are receiving a scholarship you must forward a copy of your award notification to the Financial Aid Office, with a copy of any check paid directly to you. If you received a check payable to USCL then you must bring it to the Financial Aid Office, and it will be placed on your student account for you to apply it to your bill (see Advanced Payment).

Loan Borrowers- Students already awarded Loans (Direct or Perkins) should use their loans to pay their bill. Students who did not request a Loan as part of their financial aid package and wish to should come by the Financial Aid Office to complete a “Loan Request” form.

Disbursement Dates- Loan Disbursements are available ten business days before classes begin; however, you must have completely paid your bill before an overage check will be available. Your loan disbursement will not be available until you have completed all of your requirements, which may prevent you from receiving an overage check in a timely manner.

Promissory Notes- First time Loan borrowers must complete a Master Promissory Note.

For Direct Loans you can do so on this website: <https://studentloans.gov/>

For Perkins Loans you can do so on this website: <http://www.sc.edu/bursar/>

(*Promissory Note must be Signed* will appear on your bill until you have done so).

Entrance Counseling- First time Loan borrowers must complete a Master Promissory Note.

For Direct Loans you can do so on this website: <https://studentloans.gov/>

For Perkins Loans you can do so on this website: <http://www.sc.edu/bursar/>

(*Entrance Counseling* will appear on your bill until you have done so).

Veterans- If you are eligible for Veterans Benefits and wish to receive them in the Fall Semester you must complete an “Enrollment Certification Request”, and we must have all other necessary documentation on file already (i.e.: DD-214). You can call the Financial Aid Office to request this form. If you are seeking an Advanced Payment, your request must be in before **July 1st**.

Lottery, LIFE and SNBG- If you have been awarded a State Grant or Scholarship you must sign an affidavit. This can be printed from the USCL Financial Aid Web Page under “Forms” or you may come by the Financial Aid Office to do so (*Award on Hold* will appear on your bill until the Affidavit is signed). To be eligible for Lottery you must have filed a Free Application for Federal Student Aid (FAFSA).

Overage Checks- Overage Checks refer to financial aid funds that exceed tuition and fees. If you are expecting an Overage Check, you must have completely paid your bill before it will be available. Fall Overage Checks will not be available any sooner than **10 business days before classes begin**.

If you have questions about Financial Aid be sure to contact our office: 803-313-7068 or usclfa@mailbox.sc.edu

PAY YOUR FEES EARLY!

LOTTERY TUITION ASSISTANCE RECIPIENTS MUST COMPLETE THE FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA)

APPLY ON LINE: WWW.FAFSA.ED.GOV

Computer Access on Campus: All students must use their USC Network Username and password for computer access on campus. Go to the VIP (VIP.SC.EDU) website, click on the Technology link and click the SHOW ME Network username link to obtain your USC Network Username and to set your password.