

## THE FACTS OF (College) LIFE

- Don't be shy about asking questions. We are here to help you. Stop by the Admissions, Records, and Financial Aid Office!
  - Watch for the drop dates. If you plan to drop a course, you must drop officially (VIP) or you will receive an F (even if you never attend class).
  - If you have extenuating circumstances and must withdraw, come by the Records Office and fill out the necessary forms.
  - Transcripts are not sent automatically to other schools. You must complete a Transcript Request Form. **IT IS NOT NECESSARY TO DO THIS IF YOU ATTEND A CAMPUS OF THE USC SYSTEM.** Your record is in the USC computer.
  - Advanced Placement credits for courses taken in high school will be placed on your record if you have the required test scores. Please have the College Board send your AP score report to the Records Office **prior** to advisement. Always let your academic advisor know that you have AP scores coming.
  - You, the student, are responsible for your academic curriculum. An advisor will assist you; however, the final responsibility is yours. Read your catalog online. For associate degree programs: [www.sc.edu/bulletin/lancaster](http://www.sc.edu/bulletin/lancaster). For baccalaureate degrees: [www.sc.edu/bulletin/ugrad/index.html](http://www.sc.edu/bulletin/ugrad/index.html)
  - Students are checked for probation and/or suspension at the end of each semester. You must have the necessary grade point average to continue for the next enrollment. Keep up your grades! Additional information concerning academic probation can be found at the following web address: <http://www.sc.edu/bulletin/Lancaster/acadregs.html>
  - Any change in your academic schedule may affect your financial aid, insurance benefits, or eligibility for other programs. Check with your advisor or the Admissions/Records/Financial Aid Office to be sure.
  - Correspondence courses do not show up on your academic work or transcript until the course is finished and a grade is assigned. Be very careful of the full-time (12 or more hours) requirement when planning a schedule that includes correspondence courses.
  - **SCHOLARSHIP STUDENTS**—Freshmen scholarship students should take an honors section each semester and carry 15 hours each semester. Continuing scholarship students should also carry 15 hours and register for an honors class.
  - An “NR” grade WILL AUTOMATICALLY TURN INTO AN “F” IN ONE SEMESTER.
  - The Pass/Fail option must be arranged with the Records Office by the last day to drop a class each semester.
  - A minimum of 60 hours is required for an associate degree; a minimum of 120 hours is required for a baccalaureate degree. Check the Academic Bulletin online for degree requirements.
  - 12 hours is full-time enrollment; however, students need to take approximately 15 hours per semester to graduate with an associate's degree in two years or a bachelor's degree in four years and **to meet LIFE renewal eligibility requirements.**
  - University E-Mail—Check Daily. Valuable information will be sent to you via your University e-mail.
  - Grade reports are no longer mailed to students. Check grades on <https://vip.sc.edu>
  - For help with:
    - Blackboard: <http://www.uts.sc.edu/tts/login.shtml>
    - PIN (Personal Identification Number): <http://registrar.sc.edu/html/faq/newPIN.stm>
    - GPA (Grade Point Average) Calculator: [http://registrar.sc.edu/html/gpa\\_calc/gpa.htm](http://registrar.sc.edu/html/gpa_calc/gpa.htm)
    - Rules for computing a GPA: [http://registrar.sc.edu/html/gpa\\_calc/gpa-comp.htm](http://registrar.sc.edu/html/gpa_calc/gpa-comp.htm)
- Questions concerning all of the information listed above are welcome in the Admissions, Records and Financial Aid Office.