Schedule Of Classes And Campus Guide

Fall 2013
An Open Letter to Students and Prospective Students

South Carolina State has a long-standing tradition of producing leaders for the State of South Carolina, the nation and the world. For more than 100 years, South Carolina State has produced leaders in all major professions, including doctors, lawyers, scientists, educators, military officers, legislators, professional athletes, artists, musicians, business executives and administrators. Today, this state assisted comprehensive land-grant university is still committed to educational quality and personal development. We are large enough to offer almost 60 degree programs but small enough to value the importance of a caring and nurturing learning environment. We provide both quality and caring at a most reasonable cost. In fact, our tuition and fees are among the lowest for state-supported four year institutions in South Carolina, making us one of the best values in higher education. In addition to cost, there are many other advantages for attending South Carolina State. For example, a wide range of programs and courses are offered at times which are convenient for full-time and part-time students.

- All academic programs are fully accredited by the Southern Association of Colleges and Schools.
- All classes are taught by highly qualified faculty with academic and professional credentials in their disciplines.
- Learning resources are provided through a state-of-the-arts library and computer laboratories which are available for use by students and faculty.
- Opportunities to explore personal interests are provided through more than 75 student organizations.
- Cultural enrichment is provided through our museum/planetarium, performing arts series by campus groups and lyceum guests, and lecturers.
- Championship caliber intercollegiate athletic programs provide opportunities for active and spectator participation.

If you are seeking an institution of unquestionable academic quality and one with a family-like environment that emphasizes developing the total student, then South Carolina State should be your choice. We can help you fulfill your dreams and career aspirations. Please provide us the opportunity to help meet your higher education needs by calling our Office of Admissions and Recruitment at (803) 536-7186 or our Registrar’s Office at (803) 536-7185.

Sincerely yours,

Cynthia Warrick
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 18</td>
<td>MONDAY - Advisement, Alternate PIN and Registration begin for Fall 2013</td>
</tr>
<tr>
<td>July 16</td>
<td>TUESDAY - Mandatory - Deadline for All students to complete Enrollment Validation on Bulldog Connection by 1 p.m.</td>
</tr>
<tr>
<td>July 16</td>
<td>TUESDAY - The deadline to pay all tuition/fees and Validate Enrollment for Fall 2013 Semester by 1 p.m.</td>
</tr>
<tr>
<td>July 16</td>
<td>TUESDAY - Class schedules, meal plans and housing assignments will be dropped after 1 p.m. for students who have not paid tuition and fees or made payment arrangements and Validated Enrollment.</td>
</tr>
<tr>
<td>July 16</td>
<td>TUESDAY - Late registration for all students. Late Fee of $200.00 is charged</td>
</tr>
<tr>
<td>August 1</td>
<td>THURSDAY - Last day for admission for Fall 2013</td>
</tr>
<tr>
<td>August 15</td>
<td>THURSDAY - General Assembly for Faculty and Staff MLK Auditorium 9 a.m.</td>
</tr>
<tr>
<td>August 15-16</td>
<td>THURSDAY - FRIDAY - Faculty Workshops</td>
</tr>
<tr>
<td>August 16</td>
<td>FRIDAY - Freshmen Move In Day New Student Orientation</td>
</tr>
<tr>
<td>August 17-19</td>
<td>SATURDAY - MONDAY New Student Orientation (Mandatory)</td>
</tr>
<tr>
<td>August 18</td>
<td>SUNDAY - Residence Halls open for all returning students at 9 a.m.</td>
</tr>
<tr>
<td>August 19</td>
<td>MONDAY - Late Registration ends.</td>
</tr>
<tr>
<td>August 20</td>
<td>TUESDAY - Classes begin. Drop/Add begins.</td>
</tr>
<tr>
<td>August 21</td>
<td>WEDNESDAY - No change in Audit after this date</td>
</tr>
<tr>
<td>August 26</td>
<td>MONDAY - Drop/Add ends</td>
</tr>
<tr>
<td>Aug 27-Sept 17</td>
<td>TUESDAY - TUESDAY - A grade of “W” is awarded for withdrawal from courses. Tuition charges are incurred during this period.</td>
</tr>
<tr>
<td>Aug 27-Sept 24</td>
<td>TUESDAY - TUESDAY Period to File for Graduation May 2014</td>
</tr>
<tr>
<td>September 2</td>
<td>MONDAY - Labor Day Holiday NO CLASSES</td>
</tr>
<tr>
<td>September 10</td>
<td>TUESDAY - No change in Pass-Fail after this date</td>
</tr>
<tr>
<td>September 12</td>
<td>THURSDAY - Fall Convocation</td>
</tr>
<tr>
<td>September 13</td>
<td>FRIDAY - Last day for all applicants to file for December 2013 Commencement Convocation</td>
</tr>
<tr>
<td>September 13</td>
<td>FRIDAY - Last day to submit grade changes from Spring 2013 and/or Summer 2013</td>
</tr>
<tr>
<td>Sept 18- Nov 2</td>
<td>WEDNESDAY - SATURDAY - A grade of “WP” or “WF” will be awarded if withdrawn during this period</td>
</tr>
<tr>
<td>October 3-11</td>
<td>THURSDAY - FRIDAY - Submit Senior Exit Survey Forms to Registrars Office. Period to Clear Graduating Students for December 2013</td>
</tr>
<tr>
<td>October 5</td>
<td>SATURDAY - English Proficiency Examination for Graduate Students</td>
</tr>
<tr>
<td>October 718</td>
<td>MONDAY - FRIDAY - Early Advisement, Alternate PIN and Registration begin for Spring 2014</td>
</tr>
<tr>
<td>October 11</td>
<td>FRIDAY - Last day for instructors to submit removal of Incomplete(s) from Spring 2013 and/or Summer 2013</td>
</tr>
<tr>
<td>October 12-16</td>
<td>SATURDAY - WEDNESDAY - Mid-Term Examinations</td>
</tr>
<tr>
<td>October 21</td>
<td>MONDAY - Mid-Term Grades posted by faculty via Web</td>
</tr>
<tr>
<td>November 2</td>
<td>SATURDAY - Subject Matter Comprehensive Exam for Graduate Students</td>
</tr>
<tr>
<td>November 4</td>
<td>MONDAY - A grade of “WF” will be awarded if withdrawn on or after this date</td>
</tr>
<tr>
<td>November 4-9</td>
<td>MONDAY - SATURDAY - Student Evaluation of Instructions</td>
</tr>
<tr>
<td>November 9</td>
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</tr>
<tr>
<td>November 12</td>
<td>TUESDAY - Veterans Appreciation Day</td>
</tr>
<tr>
<td>November 18-24</td>
<td>MONDAY - SUNDAY - Thanksgiving Holidays - STUDENTS ONLY</td>
</tr>
<tr>
<td>November 25</td>
<td>MONDAY - Classes Resume</td>
</tr>
<tr>
<td>December 2</td>
<td>MONDAY - Classes end</td>
</tr>
<tr>
<td>December 3</td>
<td>TUESDAY - Reading Day</td>
</tr>
<tr>
<td>December 4-5</td>
<td>WEDNESDAY - THURSDAY - Final Exam Period for Graduating Seniors</td>
</tr>
<tr>
<td>December 6</td>
<td>FRIDAY - Faculty post final grades for Graduating Students by noon</td>
</tr>
<tr>
<td>December 4-10</td>
<td>WEDNESDAY - TUESDAY - Final Examinations Period for All Students</td>
</tr>
<tr>
<td>December 13</td>
<td>FRIDAY - All final Grades Due via Web</td>
</tr>
<tr>
<td>December 14</td>
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<tr>
<td>Art Education (ARED)</td>
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<td>Child Development (CD)</td>
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<td>Counselor Education (CED)</td>
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<td>Educational Psychology (EPSY)</td>
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<td>Individual &amp; Family Development (IFD)</td>
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<td>Technology Education (IT)</td>
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<tr>
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<tr>
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Failure to read the Class Schedule does not excuse students from the information or regulations contained within. The University reserves the right to make changes in this Schedule at any time.

Fee Payment Deadline: July 16, 2013
Financial Aid Application Deadline: May 1, 2013
Purpose of The Schedule Booklet. . .

As a student at SC State, you are responsible for adhering to academic deadlines, following academic policies, adhering to correct registration and change of program procedures. This Schedule of Classes and Campus Guide outlines this information in an easy-to-use format.

Specifically it will:

• ADVISE you of current deadlines, vacation schedules, and testing schedules.

• PROVIDE you with information on where to seek advice on how to plan your academic schedule, how to register, how to change your program, and on other academic procedures.

• FURNISH Class Schedule data. The Class Schedule pages indicate when specific classes are being offered for Fall Semester 2013. When planning a schedule, it is important to read all footnotes to determine if the class has a laboratory or specific requirements for entrance.

• INSTRUCT you in receiving and accurately completing your registration for Fall Semester 2013.

If you have other specific questions, refer to the Table of Contents. Also, this Schedule of Classes and Campus Guide is not a substitute for the University Catalog. Be sure to read your catalog for more complete information regarding courses, graduation requirements, policies and procedures.

You should keep your Schedule of Classes and Campus Guide to use as a reference guide throughout the semester.

Visit Us On The Web At: www.scsu.edu

NOTICE
South Carolina State University reserves the right to add or drop programs and courses, to change fees, to change the academic calendar, which has been published and to institute new requirements when such changes appear desirable. Every effort will be made to minimize the inconvenience such changes might create for students. Suitable substitutions MAY be allowed for required courses which have been withdrawn. This Schedule Of Classes and Campus Guide, subject to any amendments, additions or deletions, shall be for Fall 2013. The listing of courses contained in this Schedule of Classes and Campus Guide is by way of announcement only and shall not be regarded as a contract.
# Course and University Withdrawal Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>July 15</strong></td>
<td>Last date to register without $200.00 fee penalty</td>
</tr>
<tr>
<td><strong>August 19</strong></td>
<td>Classes begin. Drop/Add begins.</td>
</tr>
<tr>
<td><strong>August 26</strong></td>
<td>Late Registration and drop/add ends. Last day for 100% refund. If withdrawn from a course or the University after this date, tuition will be charged.</td>
</tr>
<tr>
<td><strong>Aug. 28 - Sept. 17</strong></td>
<td>If withdrawn from a course or the University during this period, a grade of “W” will be awarded. Tuition charges are incurred during this period.</td>
</tr>
<tr>
<td><strong>Sept 18 - Nov. 2</strong></td>
<td>If withdrawn from a course or the University during this period, a grade of “WP” or “WF” awarded.</td>
</tr>
<tr>
<td><strong>November 4</strong></td>
<td>If withdrawn from a course or the University on or after this day, a grade of “WF” will be awarded for each course.</td>
</tr>
</tbody>
</table>

When a student is officially registered for a course, it is the student’s responsibility, not the instructor, to officially withdraw from a course or the University. Failure to notify the University before the end of the 100% refund period will result in the student being responsible for late fees and charges. All students who fail to officially withdraw from a course or University are subject to the Grading Policies outlined in the University Catalog.

It is the student's responsibility to check all fees and validate enrollment via Bulldog Connection and the University Catalog. A student is not officially registered until all fees are paid and enrollment validated prior to the registration deadline.

When making a Registration Change, please ensure that the proper form has been processed by Published Deadlines on the Academic Calendar.

Should you decide not to attend a class or not come to school after you have officially completed Registration, you should drop the course on Bulldog Connection. To withdraw from the University, it is necessary to complete a University Withdrawal Form. These procedures should be followed even if you registered “Early” and are unable to return.
Financing Your Education

The Office of Financial Aid is located in the Crawford-Zimmerman Complex, Suite 151 for Fall 2013 Registration. If your financial aid is not available prior to registration, either go to the Financial Aid Office in Crawford-Zimmerman or be prepared to pay by cash, credit card, or payment plan. Contact SCSU Office of Financial Aid for more information, application form or assistance at (803) 536-7067/financialaid@scsu.edu.

Don’t delay, process your Fall 2011 Financial Aid Form by May 1, 2013.

Student financial assistance is available. To be considered for Fall 2013 financial aid, you should:

* Complete all requirements for admission to SC STATE.
* File Free Application for Federal Student Aid (FAFSA) (on-line: www.fafsa.ed.gov or paper application: Financial Aid Office). Please remember the Title IV school code for South Carolina State University which is 003446.
* Send to SC STATE any documents requested for verification.
  Include any required verification documents (i.e., tax forms)
  Include Student Loan Application (optional)
* Maintain SC STATE academic standard (Grade Point Average) for satisfactory process.
  (Required for all Continuing Students)

Priority Application Deadline: May 1, 2013

If you file your FAFSA by May 1, 2013 AND submit all required documents to SC State by July 15, 2013, and your application includes NO ERRORS, you may expect:

* Award Notification by June 30, 2013 for Fall Semester
* Financial Aid by the time you register for the Fall term.

In case the delivery of your Fall Financial Aid is delayed at the beginning of the semester, you should be prepared to pay your fees and purchase course-related books.

Notice to Late Applicants

If you file your FAFSA after May 1, 2013 you may receive your award letter AFTER the beginning of the semester. You should be prepared to pay ALL registration fees, and if living on campus, pay your living expenses before you are considered officially enrolled for the 2013 Fall Semester.
# SOUTH CAROLINA STATE UNIVERSITY
## ORANGEBURG, SC 29117

**SCHEDULE OF CHARGES FOR THE SCHOOL YEAR 2012-2013**

All expenses for a semester must be paid in full at the beginning of the semester as a condition of admission to classes and residential facilities. A penalty of $20.00 will be charged for late registration. You may make WEB Payments via Bulldog Connection, remit MONEY ORDER, CASHIER’S CHECK, or CERTIFIED CHECK (NO Personal Checks), made payable to South Carolina State University and sent to the Treasurer’s Office, P.O. Box 7436, Orangeburg, SC 29117.

## COST PER SEMESTER

**1st Semester Charges Payable by July 16, 2012**

**2nd Semester Charges Payable by January 7, 2013**

### UNDERGRADUATE & GRADUATE

<table>
<thead>
<tr>
<th></th>
<th>South Carolina Students</th>
<th>Out-of-State Students</th>
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<tbody>
<tr>
<td>Tuition</td>
<td>$4,344</td>
<td>$8,800</td>
</tr>
<tr>
<td>Library Fee</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>Health Services Fee</td>
<td>70</td>
<td>70</td>
</tr>
<tr>
<td>Student Activity Fee</td>
<td>80</td>
<td>80</td>
</tr>
<tr>
<td>Museum &amp; Planetarium Fee</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Fees</strong></td>
<td><strong>$4,629</strong></td>
<td><strong>$9,085</strong></td>
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### Room Rent (adjustments in charges, when necessary, will be made after rooms are occupied)

<table>
<thead>
<tr>
<th></th>
<th>A) Mays I, Mitchell, &amp; Earle Halls</th>
<th>B) Williams, Truth Halls</th>
<th>C) Belk, Mays II Halls</th>
<th>D1) University Village (Double)</th>
<th>D2) University Village (Single)</th>
<th>E) Queen’s Village</th>
<th>F) Husking Suites</th>
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<tbody>
<tr>
<td></td>
<td>2,250</td>
<td>2,450</td>
<td>2,550</td>
<td>3,000</td>
<td>3,250</td>
<td>3,000</td>
<td>3,150</td>
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</table>

### Board (all students who reside in residence halls must purchase a meal plan)

- **On campus Student Plan:**
  - 21 Meals Per Week: 1,493

- **Commuter Block Plans:** Student Plan (optional - for off-campus students only):
  - 100 Block Plan plus $25 Flex Dollars: 498
  - 50 Block Plan plus $50 Flex Dollars: 305

- **25 Block Plan plus $75 Flex Dollars:** 211

### Total for each semester (Fees, Room Rent, Board) Does NOT Include Insurance

<table>
<thead>
<tr>
<th></th>
<th>A) Residence Hall - Fees, Room &amp; Board</th>
<th>B) Residence Hall - Fees, Room &amp; Board</th>
<th>C) Residence Hall - Fees, Room &amp; Board</th>
<th>D) Residence Hall - Fees, Room &amp; Board</th>
<th>E) Residence Hall - Fees, Room &amp; Board</th>
<th>F) Residence Hall - Fees, Room &amp; Board</th>
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<tbody>
<tr>
<td></td>
<td>8,372</td>
<td>8,572</td>
<td>8,672</td>
<td>9,122</td>
<td>9,372</td>
<td>9,122</td>
</tr>
</tbody>
</table>

### Total for fall 2012 and spring 2013 (Fees, Room Rent, Board) Does NOT Include Insurance

<table>
<thead>
<tr>
<th></th>
<th>A) Residence Hall - Fees, Room &amp; Board</th>
<th>B) Residence Hall - Fees, Room &amp; Board</th>
<th>C) Residence Hall - Fees, Room &amp; Board</th>
<th>D) Residence Hall - Fees, Room &amp; Board</th>
<th>E) Residence Hall - Fees, Room &amp; Board</th>
<th>F) Residence Hall - Fees, Room &amp; Board</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16,744</td>
<td>17,144</td>
<td>17,344</td>
<td>18,244</td>
<td>18,744</td>
<td>18,344</td>
</tr>
</tbody>
</table>

### Student Health Insurance

<table>
<thead>
<tr>
<th></th>
<th>Domestic Students</th>
<th>International Students</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>150</td>
<td>153</td>
</tr>
</tbody>
</table>

### Part-Time Fees

<table>
<thead>
<tr>
<th></th>
<th>Part-time Undergraduate Credit Hour Fee</th>
<th>Part-time Graduate Credit Hour Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>386</td>
<td>757</td>
</tr>
<tr>
<td></td>
<td>514</td>
<td>1,009</td>
</tr>
</tbody>
</table>

Books (estimated at $600.00 each semester) and necessary fees, such as music, car registration, directed teaching, etc., must be determined on an individual basis and are not included above.

Disclaimer: The fees and expenses listed are those in effect at the present time. They are subject to change at any time, by the action of the South Carolina State University Board of Trustees or the South Carolina Legislature.

Revised 8/18/2012
FEE REFUND POLICY

GENERAL ACADEMIC FEE (COLLEGE AND TUITION) REFUNDS
In the event of withdrawal from the University, reduction of course load, or withdrawal from courses, refunds may be granted to students in accordance with the refund schedule on file in the Treasurer’s Office, Lowman Hall - 2nd Floor. Academic refunds are prorated on the basis of the following schedule for the spring semester:

<table>
<thead>
<tr>
<th>OFFICIAL WITHDRAWAL DATE</th>
<th>PERCENTAGE</th>
<th>LAST DATE TO RECEIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>By this date within the first week of classes</td>
<td>100</td>
<td>August 26, 2013</td>
</tr>
<tr>
<td>By this date within the second week of classes</td>
<td>75</td>
<td>September 3, 2013</td>
</tr>
<tr>
<td>By this date within the third week of classes</td>
<td>50</td>
<td>September 10, 2013</td>
</tr>
<tr>
<td>By this date within the fourth week of classes</td>
<td>25</td>
<td>September 17, 2013</td>
</tr>
</tbody>
</table>

After the third week of classes, students withdrawing from the University under disciplinary action are ineligible for a refund.

LABORATORY FEES ARE NON-REFUNDABLE
Tuition charges paid from grants or loans are restored to those funds on the same prorated basis.

BOARD
A prorated portion of the fees paid for board will be refundable if a student officially withdraws from the university by August 26th. Refunds will not be made for periods of less than one week.

ROOM RENT
Refundable only upon written approval of the Vice President for Student Affairs. Such written request must be received prior July 1, 2013 for the Spring Semester.

ROOM DEPOSIT
Refundable only if the University is unable to assign housing.

MEDICAL WITHDRAWALS
Students withdrawing for medical reasons during the first fourteen calendar days after the first day of class will be granted a full refund. Withdrawals on the fifteenth day and thereafter will be calculated based upon the above percentage rate.

ACCEPTANCE, ORIENTATION and GRADUATION FEES: NON-REFUNDABLE.

TITLE IV REFUNDS/RETURN OF FUNDS
If you are receiving financial aid from Title IV federal funds and you withdraw from the University under any circumstances, SC State will determine whether a refund or repayment is owed to the Title IV account. If a refund or repayment to the account is required, SC State will return funds according to the federal refund policy. The federal return policy requires that a portion of financial aid funds be returned to the appropriate program upon a recipient’s withdrawal from the university. The amount to be returned is based on the percentage of enrollment completed for that term and the amount of financial aid assistance considered earned.

OTHER FEES
Not refundable, except in the instances where it can be shown that an error in such charges occurred. (Fees paid for traffic violations, library fines, athletic equipment, etc. are not refundable.)

PROCESS FOR REFUNDS
Fee adjustments due are computed from the date of official withdrawal from the University, official reduction of course load, official withdrawal from courses, or official withdrawal from housing. No refund due is guaranteed within 30 days after date of official withdrawal from University. No refund due is guaranteed to continuing student until 30 days after the first day of classes each term.

NOTE: The fees and expenses listed in this catalog are those in effect at the time of publication. They are subject to change at any time by action of the South Carolina State University Board of Trustees or the South Carolina Legislature.
Official Registration and Payment Options

Official Registration includes completion of all of the following steps:

Step 1  Review of CAPP - Curriculum Advising and Program Planning – Student
Step 2  Student Academic Advisement with Advisor via CAPP
Step 3  Course Schedule Selections and input by the student via Bulldog Connection
Step 4  Fee Payment
Step 5  Health Insurance (Enroll or Waive)
Step 6  Validation of Enrollment via Bulldog Connection

If you do not complete all six (6) of the above steps, you are not officially registered for the term.

CAPP - Curriculum Advising and Program Planning – all undergraduate students must review CAPP/Degree Audit Instructions or CAPP/Degree Audit PowerPoint for a self review of their academic progress towards their degree.

Academic Advisement via CAPP - Students must report to their academic advisors to discuss their advisors to discuss academic progress towards degrees, career goals, program requirements, and to obtain an Alternate PIN.

Course Selection – All students must enter their schedule via Bulldog Connection. Advisors are available for advisement; however, the responsibility for entering the course schedule is the responsibility of the student, as well as, completion of all degree requirements as outlined in the University Catalog.

Fee Payment Options - see below

Validation is the last and final step in the registration process. Validation is a term used to verify that a student will be attending classes for which he/she has registered in given semester and that all financial obligations associated with the registration have been settled. Request schedule validation ONLY when your balance is $0. If you owe a balance, please do not use this feature. Your schedule will be validated by the Office of Accounts Receivable when you make your payment.

Health Insurance - (Enroll/Waive): All students enrolled for 6 or more hours are required to have health insurance.

Fee Payment Options

Fee Payment - Options include any one or any combination of the following:

A student is officially registered at SC State when all of the items listed above have been satisfied and arrangements for fees have been made according to one of the options noted below:

The student must:

Pay all charges and fees based on Class Schedule for the current term with one of the options below:

Option 1: Full financial aid to pay Balance Due. Financial Aid includes grants, scholarships and loans.
Option 2: Payment of Balance Due through Tuition Payment Plan.
Option 3: Payment of Balance Due through Bulldog Connection by Credit Card – American Express, MasterCard and VISA.
Option 4: Payment of Balance Due with Cash, Check or Money Order
Option 5: A combination of Financial Aid and Scholarship OR Financial Aid and Cash OR Scholarship and Cash to pay Balance Due.
**Full Financial Aid** – you are deemed to have full financial aid if your total financial aid for the term is equal to or exceeds your total term charges. Please review your “account detail” on Bulldog Connection for an itemization of charges and financial aid available to pay your bill.

**Tuition Pay Plan** – SC State offers our students and families the Tuition Pay Plan, administered by Sallie Mae to pay eligible tuition and fees, housing and meal plans.

**Credit Cards** – Students may pay Balance Due with American Express, MasterCard or VISA. **Cash** - Students may pay Balance Due with Cash. Checks or Money Order at the Cashier’s Office located in Crawford-Zimmerman Complex, Suite 108. Checks or Money Orders may be mailed to: Cashier’s Office, PO Box 7425, SC State University, Orangeburg, SC 29117. **Note:** Any combination of the above could satisfy Balance Due. Please review your “account detail” for an itemization of charges and financial aid available to reduce your bill.

**Eligibility to Attend Classes** - A student will be considered eligible to attend classes ONLY when all charges and fees are paid for the term. Before the fee payment deadline, you must go to the validation page and complete the required information.

**Unable to Attend** - If there are special reasons or circumstances which will prevent you from attending SC State AFTER YOU HAVE BEEN OFFICIALLY REGISTERED FOR THE TERM, YOU MUST NOTIFY OR WRITE THE REGISTRAR’S OFFICE AT 300 College Avenue, P. O. Box 8104, Orangeburg, SC 29117 to avoid charges and/or academic penalties. Telephone: (803) 536-7185 or email: registrar@scsu.edu
South Carolina State University
Tuition Pay Plan

Fall 2013

South Carolina State University offers a payment plan to assist students with their payment of the current academic fees, room, and board. Please contact the Office of Accounts Receivable for more information at (803) 536-8991 or 536-8077.

OneCard

OneCard is the University’s debit card system using the University ID card for activation. Students who have credit balances can use their University ID card for (OneCard) purchases in the Bookstore and the Pitt (snack bar). Students choosing to use their ID card in this manner must designate the funds to be used at the OneCard Office in Crawford-Zimmerman, Room 229.
If you have a hold flag that is blocking your registration, please identify it on the list noted below and check with the office listed.

<table>
<thead>
<tr>
<th>Office to Contact</th>
<th>Hold Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Department 17</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable AR</td>
<td></td>
</tr>
<tr>
<td>Admissions Office AD</td>
<td></td>
</tr>
<tr>
<td>Educational Technology Services 10</td>
<td></td>
</tr>
<tr>
<td>Campus Police 15</td>
<td></td>
</tr>
<tr>
<td>Financial Aid Office 61, EX,</td>
<td></td>
</tr>
<tr>
<td>Graduate School 02, 03, 13, 18, 31, RE, TM, TR</td>
<td></td>
</tr>
<tr>
<td>Infirmary HD</td>
<td></td>
</tr>
<tr>
<td>Library LF</td>
<td></td>
</tr>
<tr>
<td>Registrar’s Office 08</td>
<td></td>
</tr>
<tr>
<td>Student Affairs B2, B3, B5, B8, BF, CW</td>
<td></td>
</tr>
<tr>
<td>Student Support Services</td>
<td></td>
</tr>
<tr>
<td>Treasurer’s Office 14, 33, 44, 45, 67, B2, B3, B5, B8, BF, CW</td>
<td></td>
</tr>
</tbody>
</table>

See inside back cover for a Listing of Important Telephone Numbers

Student’s Financial Obligation

Students are expected to meet financial obligations to the University within the designated time allowed. Registration fees are payable before classes begin. Students are not entitled to enter classes or laboratories until their fees and deposits have been paid. Failure to pay the amount owed in the allotted time, may result in any or all of the following:

1. Dismissal from the University,
2. Withholding of future registration privileges,
3. Withholding the issuance of grades or of an official transcript,
4. Withholding the conferring of a degree and/or,
5. Invalidation of meal card.

Once a student registers, he or she is responsible for the total fees assessed regardless of whether the Tuition Pay Plan is used. Refund percentages are applied to total fees assessed and not the amount paid. This means that students who withdraw before paying all installments may, in the event of withdrawal, receive a bill with a balance due rather than a refund.
Do You Know Who Your Advisor Is?
Your academic advisor is a very important person in your college career. He or she is here to assist you in achieving your educational goals, career goals and personal goals. To be successful, it is crucial that you develop a good relationship with your advisor. The responsibility for a successful advising relationship and college career is your. Make the most of the academic advising process by initiating or maintaining this relationship today.

When To See Your Advisor?
~ To receive advisement and removal of Advisement Hold Flag.
~ To discuss any problems that affect academic performance.
~ To select courses for the upcoming semester.
~ To anticipate when to take courses that are offered infrequently.
~ To add or drop a course.
~ To discuss academic progress.
~ To declare a major.
~ To file a degree plan.
~ To petition for graduation.
~ To discuss career considerations.

How You and Your Faculty Advisor Should Work Together
When you were admitted to SC State, you were assigned to a faculty advisor for educational advising. Because your advisor is responsible for counseling a group of student advisees as needs occur, the following suggestions are offered to you to help enhance your experiences with your advisor:

* YOU should contact and keep in touch with your advisor.
* YOUR advisor should inform you of his/her office hours.
* YOU should make and keep appointment or call if necessary to change or cancel an appointment.
* YOUR advisor should keep or call if necessary to change or cancel an appointment.
* YOU should come with specific questions in mind.
* YOUR advisor should provide accurate and specific information.
* YOU should come with necessary materials (pencils, Schedule of Courses, forms, and etc.).
* YOUR advisor should have on hand resource materials (catalogs, etc.).
* YOU should ask about other sources of information.
* YOUR advisor should suggest other sources of information.
* YOU should be open concerning schoolwork, study habits, academic progress, etc.
* YOUR advisor should listen to you and help you solve problems.
* YOU should build a schedule free of conflicts in time.
* YOUR advisor should assist you in checking your schedule for appropriate selection of courses.
* YOU should make decisions concerning careers, choice of majors, and selection of courses.
* YOUR advisor should suggest options concerning careers, choice of majors, and selection of courses.

Undergraduate and Graduate students should check with the major department.
New Transfers should check with the Transfer Office, Crawford-Zimmerman Complex.
All students with an undeclared majors should report to the Office of Student Success and Retention Suite 115 Moss Hall.
Graduate Students who have not chosen a major should check in the School of Graduate Studies - Turner Hall.
**CAPP for Students**

**What is CAPP-Curriculum Advising and Program Planning?**

CAPP is an advising tool used by students, faculty and the Staff of the Registrar’s Office to evaluate coursework against degree requirements. CAPP produces a report reflecting academic progress toward completion of an undergraduate degree in the student’s declared or proposed major. The CAPP degree evaluation report shows how SC State University courses, transfer courses, and courses in-progress apply towards degree requirements. Also, coming soon for Graduate Students.

**Important Reminders**

- CAPP degree evaluations are not official. For undergraduate students, final approval for graduation is determined by the Registrar’s Office in collaboration with academic departments. For graduate students by the School of Graduate Studies.
- CAPP degree evaluation does not take the place of regular academic advising with your academic advisor.
- CAPP degree evaluation does not take the place of personal tracking of your degree progress as outlined in the University Catalog - [University Catalog](#).
- For additional help, please email CAPP questions and concerns about graduation to registrar@scsu.edu

**How to Run a Degree Audit - Students**

If you are a matriculated SC State student, you can log onto [Bulldog Connection](https://luminis.scsu.edu/cp/home/displaylogin) to request, view and print degree evaluations for any degree program available in CAPP.

- Go to [Bulldog Connection](https://luminis.scsu.edu/cp/home/displaylogin) or [https://luminis.scsu.edu/cp/home/displaylogin](https://luminis.scsu.edu/cp/home/displaylogin)
- Enter your username and password, and click “Login.”
- Click the “Registration.” tab
- Click “CAPP - Degree Audit” under “Registration Tools.”
- Select “Degree Evaluation.”
- Select a Term (select current term and submit).
- Select “Generate a New Evaluation.”
- Click bubble to the left of “Program.”
- Click “Generate Request.”
- Click bubble to the left of “Detail Requirements” to run Degree Audit of used and required courses OR “Additional Information” to view In-Progress courses, Courses Not Used, and Rejected Courses.

**How to Run a What-if Analysis – Students**

The “What-if Analysis” option allows you to run an evaluation of any program and major. Students who matriculated prior to fall 2005 can select fall 2005 as the Entry Term.
- Go to Bulldog Connection or https://luminis.scsu.edu/cp/home/displaylogin
- Select “Degree Evaluation”
- Select “What-if-Analysis”
- Select “Entry Term” (entry term for the year and semester student is currently enrolled)
- Select degree program in the “Program” drop down box
- Enter major in drop down box to the right of “First Major”
- Click “Generate Request”
- Click bubble to the left of “Detail Requirements” to run Degree Audit of used and required courses OR “Additional Information” to view In-Progress courses, Courses Not Used, and Rejected Courses

**Frequently Asked Questions**

If, after reviewing these questions and answers, you need additional information, please contact the Registrar’s Office at 803-536-7185 or 803-516-4915

**Who can use the CAPP degree evaluation?**

All degree seeking students and current faculty and/or staff can advise students.

**Why are some courses hyperlinked on my degree evaluation and some are not? How can I see the descriptions for all courses in my program?**

The system only hyperlinks courses that you have not yet taken and that are specifically required (i.e., not part of a list of several courses) for your program as designated in the online University Catalog. Click the hyperlinked course for a course description.

**What is a “What-If” Evaluation?**

The “What-If” option allows you to run an evaluation of any program and major. Students who matriculated prior to fall 2005 can select fall 2005 as the Entry Term.

**What does the “Entry Term” mean? What does the “Evaluation Term” mean?**

The “Entry Term” is the fall semester of the catalog year your requirements will be evaluated against. For example, students entering from fall 2005 up to, but not including spring 2009, would use an “Entry Term” of fall 2005, 200610. The “Evaluation Term” is the term you expect to graduate.

**Why is the Expected Graduation Date on the evaluation incorrect?**

At SC State, the date does not always reflect the actual Expected Graduation Date and should be ignored. The Expected Graduation Date is set a number of years beyond the current semester so that loan companies do not put students into repayment status.

**How does CAPP decide where to place the courses I have completed?**

CAPP processes your courses chronologically, based on a “best-fit” approach and the way the requirements are defined. It will look through each of your courses, and then assign each course to the first requirement in your degree program that the course will fulfill.
Does the CAPP evaluation include in-progress courses?

Yes. CAPP includes all courses in which a student is registered.

Some requirements have “and” or “or” next to them. What does this mean?

A requirement with an “or” beside it means that you can take the requirement that is listed next to or the one listed above it. A requirement with an "and" next to it means that you must take both the requirement that is listed next to and the one above it.

What happens to a course when I receive an “I” (incomplete) grade?

Courses with incomplete grades appear as unused on the evaluation until a final grade has been recorded. Then the course will be used appropriately.

What do I do if CAPP lists my major incorrectly?

Please notify the Registrar’s Office if your major is listed incorrectly. To change a major, students must complete a Change of Major Form with all required signatures and submit Form to the Registrar’s Office [http://www.scsu.edu/files/Registrars_Office/ChangeMajor.pdf](http://www.scsu.edu/files/Registrars_Office/ChangeMajor.pdf).

I can only process my evaluation on one major at a time. What if I am a double major?

To evaluate a second major, use the “What-If Analysis” as noted above.

I have not declared my major yet, how can I be sure I am on track with my prospective major?

Use the “What-If Analysis” to evaluate your coursework against any major program available.

What is the overall GPA that is listed on the first page of the evaluation?

The overall grade point average is your cumulative grade point average.

What if I have a problem with my evaluation? Who should I contact?

- Your advisor or department chair
- Registrar’s Office, Moss Hall 204
Course Registration Via Bulldog Connection

Before you attempt to register, seek Advisement and the removal of Your Advisement Hold Flag which is MANDATORY. Your User Name and Password for Bulldog Connection is your personal identification for the system. Don’t share it with others.

Register BULLDOG CONNECTION

* Obtain Fall 2013 Alternate PIN from Advisor (Mandatory for all undergraduate students)
* Go to https://luminis.scsu.edu/cp/home/displaylogin
* If you are a first time user to the left click on “To retrieve your log in information, click here.” Your login and password will be provided. Otherwise enter your login and password here.
* Your Registration tab will be visible
* Stroll down and click on “Add or Drop Classes” and select “Term”
* Enter Alternate Pin (must obtain pin from advisor)
* Under the “Add or Drop Classes, enter the 4-digit CRN Number in the appropriate Column.
* Click on “Submit Your Changes”

Drop BULLDOG CONNECTION

* Obtain Fall 2013 Alternate PIN from Advisor (Mandatory for all undergraduate students)
* Go to https://luminis.scsu.edu/cp/home/displaylogin
* If you are a first time user to the left click on “To retrieve your log in information, click here.” Your login and password will be provided. Otherwise enter your login and password here.
* Your Registration tab will be visible
* Stroll down and click on “Add or Drop Classes” and select “Term”
* Enter Alternate Pin (must obtain pin from advisor)
* Your list of classes will come up and there is a drop down box by each course. Select “Drop Via Web”
* Click on “Submit Your Changes”

Note: Students must obtain a new Alternate PIN from their Advisor at the beginning of each semester (Mandatory for all undergraduate students).
PAYMENT PROCEDURES
All Fees are due July 16, 2013 for Fall 2013
Bulldog Connection www.scsu.edu

PROCEDURES FOR PAYING AT CASHIER’S OFFICE
You may pay your tuition and fees at the Cashier’s Office October 22, 2012 through January 16, 2013 from 9:00 a.m. until 12:00 p.m. and 1:00 p.m. until 4:00 p.m.
1. Review Account Summary via the Bulldog Connection.
2. Print online copy of class schedule.
3. Obtain Tuition Pay Plan, if needed - 1st Floor Moss Hall, Loan Management Office.
4. Pay Balance due at Cashier’s Office.

Drop/Add
1. To make changes in your schedule on or before January 26, 2013, see or contact your advisor or chairperson.
2. Process your Drop/Add via the Bulldog Connection.

PROCEDURES FOR PAYING BY CREDIT CARD
South Carolina State University accepts the following credit cards – Visa and MasterCard.
1. See Advisor for advisement and removal of Advisor’s Hold Flag.
2. Register for classes and Review Account Summary via Bulldogs Connection (www.scsu.edu).
3. Select Pay by Credit Card.
4. Wait for and Print Transaction Number.

PROCEDURES FOR PAYING VIA BULLDOG CONNECTION
You may pay your tuition and fees via Bulldog Connection October 22, 2012 through July 16, 2013.
1. Login to Bulldog Connection and click on the Registration Tab
2. Under My Statement: Click on; “Statement and Payment History”
3. Click on: “Credit Card Payment” at the bottom of the page
4. Click on: “View/Pay MyBill”
5. Click on: “Make A Payment”
6 .Click on: “Pay” (located under Action Tab)

PAYMENT BY MAIL
The deadline for payment by mail is July 16, 2013.
Send: a) Review Account Summary Online for Balance Due b) Submit Cashier’s Check or Money Order for the Balance Due minus any financial aid or scholarship monies you have received.

Mail Balance Due to:
Cashier’s Office, South Carolina State University, Post Office Box 7425, 300 College Street, NE.,
Orangeburg, SC 29117
Upon receipt of your payment of the Balance Due, we will return to you a receipt of fees paid.

SPECIAL NOTICE:
1. If you completed your registration on or before January 20th and do not return for the Fall 2013 Semester, write and inform the Registrar’s Office, otherwise, you will be held responsible for the classes, tuition and fees and will receive a grade of “UF” for each course if you are not withdrawn properly.
2. Rooms in residence halls must be claimed by 5:00 p.m. Tuesday, July 30th for returning students.

Closed or Canceled Classes
The University reserves the right to close classes when maximum enrollment has been reached and cancel classes when there is insufficient enrollment.

 Overrides
Class overrides are provided at the discretion of departmental chairs. For a class override, go to the department where the course is taught.
Late Registration Fee is $200.00 - July 16, 2013 for all students after 1 p.m

Class Schedule Cancellations
Class Schedules, Meal Plans and Housing assignments will be dropped after 1 p.m. for students who have not paid tuition and fees or made payments arrangements.

Special Note
Housing, Meal Plan, Hold Flags and Financial Aid (if necessary) must be satisfied BEFORE a student is eligible to register and move-in campus housing.

Office Contact Information

Office of Financial Aid
(803) 536-7067/7042 OR visit the Office of Financial Aid on the Web:
1) Go on to www.scsu.edu
2) Click the “Admissions” tab
3) Click “Financial Aid”

Accounts Receivable
(803) 536-8077/8991

Cashier’s Office
(803) 536-8885/8529

Registrar’s Office/Veterans Affairs
(803) 536-7185/8406 OR visit the Registrar’s Office/Veterans Affairs on the Web:
1) Go to www.scsu.edu
2) Click on the “Admissions” tab
3) Click on Registrar’s Office

Residence Life & Housing
(803) 536-8560 OR SCSUHousing@scsu.edu OR visit Residence Life & Housing on the Web
1) Go to www.scsu.edu
2) Click on the “Future Students” tab
3) Click on Residence Life & Housing

You may also view your Schedule, Financial Aid Status, Bill, Tuition Payment Plan, or pay your Bill by clicking the “Registration” tab on Bulldog Connection.

Official Enrollment
In order for a student to be officially enrolled at SC State, the student must be eligible to register and satisfy all financial obligations. A student will have no privileges in classes or laboratories until all fees and expenses have been paid. When a student registers for a course and decides not to take the course, it is the responsibility of the student to drop the course not the instructor or the university.
VETERANS BENEFITS

If you are a veteran or dependent of a veteran, contact the Veteran Affairs Coordinator in the Veteran Affairs Office, Moss Hall, Room 204 or call at (803) 536-8826 to discuss eligibility for veterans/benefits. Do this before you begin registration. To remain eligible for benefits, you must file the forms required by the Veterans Administration each semester and report any adds, drops, or changes you make to your schedule. For more information visit-website.

VERIFICATION OF ENROLLMENT/NATIONAL STUDENT CLEARINGHOUSE

If you need verification of your registration to receive a loan deferment, veterans benefits, health benefits, or for your employer, you may obtain a verification of attendance at the Registrar’s Office Moss Hall, Room 202 after the first day of classes. You may also contact the National Student Clearinghouse at (703) 742-7791.

Before You Register You Must Be Officially Admitted To The University.

- Complete Housing Form
- File Financial Aid On-line
- Clear all Hold Flags
- Get advisement, Alternate PIN, and removal of Advisor’s Hold Flag
- Get cross-registration approvals
- Declare your major (undergraduate only)

You May Not Register If:

- You do not have current admissions status.
- You have not satisfied Heath/Immunization Requirements (new undergraduate students only)
- You have not submitted your final High School Transcript (new undergraduate students only)
- You have been academically dismissed or suspended in some cases
- You have a University Hold Flag
Family Educational Rights and Privacy Act (FERPA)

Notification of Rights

The federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records, subject to certain specific exceptions. A student wishing to review his/her education records should submit the registrar, academic dean or other appropriate official a written request that identifies the records he/she wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records. A student may ask the University to amend a record that he/she believes is inaccurate or misleading. The student should write the University official responsible for the record, clearly identifying the part of the record he/she wants changed and specifying how it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing as well as the hearing procedures.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without the student’s consent. One exception is disclosure to other University officials who have been determined to have a legitimate educational interest in the information. A University official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position; a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another University official in performing his/her duties.

A University official has a legitimate educational interest if the official needs to review an education record in order to perform his/her official duties. Upon request, the University also discloses education records without the student’s consent to:

- University officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes; attorney
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school; Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

In addition, directory information may be disclosed without a student’s consent unless the student has advised the registrar in writing that he/she wishes to restrict access to this information. “Directory Information” includes:

- Student’s name
- Participation in officially recognized activities and sport
- Address & Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended

4. The right to file a complaint with the U.S. Department of Education concerning the University’s alleged failure to comply with FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

USE YOUR ADVANTAGE

DON’T WAIT until the last day to register. You may be unable to get the classes you want and if you register during late registration you will be required to pay a $200.00 late registration fee.

DON’T DELAY ~ Students who have not attended and those who have not attended during the past semester should complete and submit an application or readmit application for admission by May 31, 2013.

KEEP IN MIND FEE PAYMENT DEADLINE ~ All students are required to pay full tuition and fees or have completed Financial Aid or deferment to cover these charges by July 16, 2013 to avoid a late registration fee.

QUESTIONS ABOUT YOUR ACCOUNT SUMMARY?
Call Residence Life with questions concerning room and board amount. (803) 533-3675 or 536-8560.
Call Financial Aid with questions concerning financial aid awards. (803)536-7042 or (803) 536-7067.
Call Accounts Receivable for Financial Hold Flags. (803)536-8991.

FEES MUST be paid even if you do not receive an invoice. Call (Accounts Receivable) if you do not receive a bill. (803) 536-8991

IF YOU decide not to attend after completing registration, please write the Registrar’s Office at 300 College Street, NE, P. O. Box 8104, Orangeburg, SC 29117. Failure to notify the Registrar’s Office in writing may result in charges remaining on student’s account.

DON’T FORGET immunization proof ~ full-time students who have not already done so are required to provide the Student Health Center with proof of immunization.

CAR DECALS ~ Remember you must have your license plate number to pick up your car decal.
Offering Three (3) SCSU Off-Campus Degree Programs

Bachelor of Science in Electrical Engineering Technology (BS in EET)
Bachelor of Social Work (BSW)
Doctor of Education in Educational Administration (Ed.D.)

For more information on off-campus programs contact the following program coordinators:

BS in EET
Mrs. April Hutton-Moorer
Director of Off Campus Engineering Technology Programs
College of Science, Mathematics, and Engineering Technology
AHUTTON@SCSU.EDU
SCSU On-Campus Department Information
(803) 516-4923

BSW in Social Work
Ms. Juanita S. Mansell, LMSW
Department of Social Work, University Center of Greenville
(864) 250-8909
JMANSELL@SCSU.EDU
SCSU On-Campus Department Information
(803) 533-3909

Ed.D. in Educational Administration
Dr. Mary L. McGreer, Director of University Center of Greenville
Department of Educational Administration, University Center of Greenville
(864) 250-8913
MGRIMES@SCSU.EDU
SCSU On-Campus Department Information
(803) 536-7133

Ms. Anna Ladd, Administrative Assistant
Department of Educational Administration, University Center of Greenville
(864) 250-8915
ALADD@SCSU.EDU

SOUTH CAROLINA STATE UNIVERSITY

“PROMOTING EXCELLENCE”
Reminder!!!

Final Grades are not mailed. Students may access their final grades via the Bulldog Connection at www.scsu.edu.

For all returning students, your username and password will remain the same for Bulldog Connection or you may change it at your leisure. All new students and readmits, your username and password will be provided for you at the Bulldog Connection website.

The seating assignments for graduation will not be mailed. Students may access their assignment posted on the Registrar’s Office Website.
ANSWERS TO FREQUENTLY ASKED QUESTIONS ABOUT REGISTRATION

Question 1: Is It My Instructor’s Responsibility to Drop a Course for Me?
Answer: If a student is registered for a course, it is the student’s responsibility, not the instructor, to officially withdraw from a course if not attending.

Question 2: When Do I Pay Tuition and Fees?
Answer: You are encouraged to pay tuition and fees as soon possible after course selections during Early Registration. Preferably one week before the early payment deadline. Students must pay fees by the deadline date.

Question 3: May A Member Of My Family Or A Friend Register For Me?
Answer: No. Each student must seek advisement and process his own registration.

Question 4: How Long Do I Have To Register?
Answer: You should check the University Calendar for appropriate registration times. There is a $200.00 Late Registration Fee. No one may register after the end of Late Registration.

Question 5: Why Can’t I Add A Course Any Time During The Semester?
Answer: The registration and add/drop deadlines must be met in order for the University to meet internal and external reporting deadlines. Know the deadlines and make your choices before the deadline.

Question 6: Does It Matter Whether I Register For A Course So Long As I Actually Attend The Class?
Answer: YES, it matters very much. If you are not registered for a course, your name will not appear on the Class Roll. Additionally, you will receive no grade, no credit for the course, and the course will not appear on your transcript, which is the official record of your work at SC State.

Question 7: What If I Cannot Locate My Advisor For Advisement, Add/Drop, or Other Situations Requiring My Advisor’s Attention?
Answer: Your department chairperson or your dean may advise you if you cannot locate your advisor.

Question 8: May I Leave My Course Request Form Or My Add/Drop Form In My Advisor’s Office?
Answer: No. Upon approval of your courses, it is your responsibility to complete your registration via the Bulldog Connection at www.scsu.edu.

Question 9: If I Have A Problem With My Registration, What Sort Of Service Can I Expect From The People In The Registrar’s Office?
Answer: The Registrar’s Staff welcomes any questions and/or concerns. We are here to cordially serve and assist you. Although our staff is knowledgeable and helpful, employees cannot override policies, bend rules, or ignore deadlines.

YOUR REGISTRATION AND YOUR PERSONAL DOCUMENTATION ARE YOUR RESPONSIBILITY
Undergraduate and Graduate Students

~Graduation Application Deadlines~

Fall 2013 Graduation Application Period
February 1, 2013 - March 1, 2013
and
September 13, 2013 (Deadline for Readmitted Students)

Spring 2014 Graduation Application Period
August 27, 2013 - September 24, 2013
and
January 31, 2014 (Deadline for Readmitted Students)

ALL DEGREE CANDIDATES MUST APPLY BY THE DATE SPECIFIED ABOVE. ALL OUTSTANDING FINANCIAL OBLIGATIONS MUST BE CLEARED BEFORE APPLYING FOR GRADUATION. HOWEVER, APPLICATIONS MUST BE ON FILE IN THE REGISTRAR’S OFFICE BY THE DEADLINE.

To file for graduation, here are five (5) easy steps to follow:

1. Pick up an Application for Graduation from the Registrar’s Office, Moss Hall Room 204.

2. Schedule an appointment with your advisor to review degree requirements via CAPP on Bulldog Connection. Obtain all required signatures.

3. Complete a Senior Exit Survey via the WEB (Mandatory – See Catalog).

4. Pay the required non-refundable and non-transferable fee of $100.00 to the Cashier’s Office. A $25 late fee penalty is charged immediately following the application period. NO EXCEPTIONS. The Graduation Fee does not include Academic Regalia. Academic Regalia are purchased through the University Bookstore.

5. Return signed application to the Registrar’s Office on or before the deadline. The Application for Graduation is only valid for one of the periods indicated: (July through December or January through May). If degree requirements are not completed within one of the periods indicated, the student will be required to refile the Application for Graduation and pay another graduation fee.
POLICY STATEMENT
AS A
DRUG-FREE INSTITUTION

South Carolina State University promotes a drug-free environment. As such, students must be aware that there are policies governing the use and possession of alcohol and drugs on campus. For details of these policies, students should refer to the South Carolina State University Alcoholic Beverage Policy and the South Carolina State University Drug Policy. Additionally, students need to examine closely the Student Code of Conduct, which details conduct violations, the disciplinary process and sanctions that may be imposed for violating the code of conduct.

South Carolina State University
Nondiscrimination Statement

South Carolina State University prohibits discrimination in employment or in educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities.

Student Right-to-Know

Information is available for South Carolina State University graduation rates and will be disclosed upon request by contacting the Office of Institutional Research Telephone: (803) 536-7235.

***************************************************************************************************

For a copy of the above policies, please contact the Office of Student Affairs at (803) 536-8190.
The Schedule and Campus Guide is published each semester. It contains the list of courses to be taught in the term as well as information on deadlines and registration procedures. An illustration of a page from the schedule and a description of the entries are shown below.

**CALL NUMBER.** Indicates the six digit ID assigned to all courses in the student information system.

**COURSE I.D.** Indicates level of material covered; 100-200, primarily freshmen and sophomores; 300-400, primarily juniors and seniors; 500-800, exclusively graduate students.

**SECTION NUMBER.** A course may be taught at more than one time. The section number distinguishes separate offerings of the same course.

**COURSE TITLE.** For description look in the University Catalog under the department offering the course.

**INSTRUCTOR.** The person teaching the courses. TBA means to be assigned.

**LEVEL.** “U” - Undergraduate, “G” - Graduate

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Course I.D.</th>
<th>Section</th>
<th>Course Title</th>
<th>Instructor</th>
<th>Level</th>
<th>Format</th>
<th>Credits</th>
<th>Days</th>
<th>Time</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>11111</td>
<td>BC 420</td>
<td>01</td>
<td>INTERNSHIP</td>
<td>HARRIS</td>
<td>U</td>
<td>LEC</td>
<td>3.0</td>
<td>TR</td>
<td>11 AM –12:20 PM</td>
<td>275</td>
</tr>
</tbody>
</table>

**LEC.** The Lecture portion of the course.

**LAB.** Laboratory section must be taken with the preceding lecture section.

**Hours.** The credit a course carries may vary from 1-12.

**Day and Time Class Offered**
Instructions and Support for Online and Distance Education Course Delivery Services via (Blackboard™, Satellite/Video Conferencing)

**Instructions to Access Blackboard™**

**Q:** What is Blackboard™ (Bb)?

**A:** Blackboard™ is a learning management system (commonly abbreviated as LMS). Blackboard is used by SC State University to aide in the administration, documentation, tracking, and reporting of training or educational programs.

**Q:** How do you access Blackboard™ (Bb) at SC State?

**A:** Visit: [http://scsu.blackboard.com](http://scsu.blackboard.com) and click on the User Login button. All of the courses for which you are registered will be listed within the “MY COURSES” tab.

Note: Bb student user accounts are automatically generated via the course registration and enrollment process. This means that any currently registered student should be able to access the Blackboard system using the login credentials (Username and Password) included in your university account.

**Q:** What if you don’t know your University login credentials?

**A:** From the Bb gateway page ([http://scsu.blackboard.com](http://scsu.blackboard.com)), follow the instructions under “Student Login Information”. To resolve issues associated with your username and/or password, you must contact the IT Services Help Desk using the information found at [http://www.scsu.edu/Accounts](http://www.scsu.edu/Accounts) and/or send a request to helpdesk@scsu.edu.

**Q:** What if you can login to Blackboard™ (Bb), but don’t see link(s) in the “My Courses” tab to the course(s) in which you’re officially registered?

**A:** All of the courses for which you are registered should be listed within the “MY COURSES” tab. If that is not the case, then you should first login to your Bulldog Connection account (available at [http://www.scsu.edu/currentstudents/bulldogconnection.aspx](http://www.scsu.edu/currentstudents/bulldogconnection.aspx)) to verify that you are in fact registered for those course(s).

Alternatively, if you find that you are registered, but the course(s) are still not listed within the “MY COURSES” tab, you should contact the course instructor directly to inquire as to the availability of the Blackboard course site availability.

**Support**

For assistance with Online and Distance Education course delivery services, please contact the Office of Extended Studies by telephone at 803.516.4931 or online at [http://www.scsu.edu/oes](http://www.scsu.edu/oes). Your request for assistance will be routed to the appropriate support staff.
Application for Resident Status—Any student whose status concerning entitlement to payment of in-state tuition and fees is uncertain has the responsibility of securing a ruling from the University by providing all relevant information on special application forms. These forms can be obtained from the Registrar’s Office and are to be completed and returned at least two weeks prior to registration for any semester or summer term for which the student is attempting to qualify for payment of the in-state tuition and fee rate.

Entitlement—Eligibility for pay-payment of in-state tuition and fees shall be determined under the provisions of Sections 59-112-10 through 59-112-140, South Carolina Code of Laws, 1976, as amended. This law is set forth in its entirety as follows (subject to further amendment by the General Assembly).

A. The words “state institution” mean those post-secondary educational institutions under the jurisdiction of:

(1) the Board of Trustees, Clemson University;
(2) the Board of Trustees, Medical University of South Carolina;
(3) the Board of Trustees, South Carolina State University;
(4) the Board of Trustees, College of Charleston;
(5) the Board of Trustees, Lander University;
(6) the Board of Trustees, Francis Marion University;
(7) the Board of Visitors, The Citadel;
(8) the Board of Trustees, the University of South Carolina;
(9) the Board of Trustees, Winthrop University;
(10) the Board of Trustees, Coastal Carolina University;
(11) the State Board for Technical and Comprehensive Education.

B. The word “student” shall mean any person enrolled for studies in any State Institution.

C. The word “residence” or “reside” shall mean continuous and permanent physical presence within this State, provided, that temporary absences for short periods of time shall not affect the establishment of a residence.

D. The word “domicile” shall mean a person’s true, fixed, principal residence and place of habitation; it shall indicate the place where such person intends to remain, and to which such person expects to return upon leaving without establishing a new domicile in another state. For purposes of this section one may have only one legal domicile; one is presumed to abandon automatically an old domicile upon establishing a new one. Housing provided on an academic session basis for students at State Institutions shall be presumed not to be a place of principal residence, as residency in such housing is by nature temporary.

E. The words “in-state rates” shall mean charges for tuition and fees established by State Institutions for persons who are domiciled in South Carolina in accordance with this chapter; the words “out-of-state rates” shall mean charges for tuition and fees established by State Institutions for persons who are not domiciled in South Carolina in accordance with this chapter.

F. The words “independent person” shall mean a person in his majority, or an emancipated minor, whose predominant source of income is his own earnings or income from employment, investments, or payments from trusts, grants, scholarships, loans or payments of alimony or separate maintenance made pursuant to court order.

G. The words “dependent” or “dependent person” mean:

(1) one whose financial support is provided not through his own earnings or entitlements, but whose predominant source of income or support is payments from a parent, spouse, or guardian, and who qualifies as a dependent or an exemption on the federal tax return of the parent, spouse, or guardian; or

(2) one for whom payments are made, under court order, for child support and the cost of his college education by an independent person meeting the provisions of Section 59-112-20 A or B.

The words “dependent” or “dependent person” do not include a spouse or former spouse who is the recipient of alimony or separate maintenance payments made pursuant to court order.

H. The word “minor” shall mean a person who has not attained the age of eighteen years; and the words “emancipated minor” shall mean a minor whose parents have entirely surrendered the right to the care, custody and earnings of such minor and are no longer under any legal obligation to support or maintain such minor.
I. The word “parent” shall mean a person’s natural or adoptive father or mother; or if one parent has custody of the child, the parent having custody; or if there is a guardian or other legal custodian of such person, then such guardian or legal custodian; provided, however, that where circumstances indicate that such guardianship or custodianship was created primarily for the purpose of conferring South Carolina domicile for tuition and fee purposes on such child or dependent person, it shall not be given such effect.

J. The word “spouse” shall mean the husband or wife of a married person.

HISTORY: 1978 Act No. 466, Section 1; 1988 Act No. 510, Section 10; 1988 Act No. 578, Section 1; 2000 Act No. 254, Section 4.

SECTION 59-112-20. South Carolina domicile defined for purposes of rates of tuition and fees.

South Carolina domicile for tuition and fee purposes shall be established as follows in determinations of rates of tuition and fees to be paid by students entering or attending State Institutions:

A. Independent persons who reside in and have been domiciled in South Carolina for a period of no less than twelve months with an intention of making a permanent home therein, and their dependents, may be considered eligible for in-state rates.

B. Independent persons who reside in and have been domiciled in South Carolina for fewer than twelve months but who have full-time employment in the State, and their dependents, may be considered eligible for in-state rates for as long as such independent person is employed on a full-time basis in the State.

C. Where an independent person meeting the provisions of Section 59-112-20 B above, is living apart from his spouse, or where such person and his spouse are separated or divorced, the spouse and dependents of such independent person shall have domiciliary status for tuition and fee purposes only under the following circumstances:

(1) if the spouse requesting domiciliary status for tuition and fee purposes remains domiciled in South Carolina although living apart or separated from his or her employed spouse;

(2) if the dependent requesting domiciliary status for tuition and fee purposes is under the legal custody or guardianship, as defined in Section 59-112-10 I above, of an independent person who is domiciled in this State; or if such dependent is claimed as an income tax exemption by the parent not having legal custody but paying child-support, so long as either parent remains domiciled in South Carolina.

D. The residence and domicile of a dependent minor shall be presumed to be that of the parent of such dependent minor.

E. Independent persons who reside in and are domiciled in Chatham-Effingham and Bryan County Georgia, and their dependents, may be considered eligible for in-state rates for as long as the Georgia Board of Regents offers its Georgia Tuition Program by which it grants in-state tuition to students residing in the Beaufort and Jasper county area.

HISTORY: 1978 Act No. 466, Section 2; 2008 Act No. 353, Section 2, Pt 1F, eff July 1, 2009.


When the domicile of a student or of the person upon whom a student is financially dependent changes after enrollment at a State Institution, tuition charges shall be adjusted as follows:

A. Except as provided in Section 59-112-20 B above, when domicile is taken in South Carolina, a student shall not become eligible for in-state rates until the beginning of the next academic session after expiration of twelve months from date of domicile in this State.

B. When South Carolina domicile is lost, eligibility for in-state rates shall end on the last day of the academic session in which the loss occurs; however, application of this subsection shall be at the discretion of the institution involved.

C. Notwithstanding the other provisions of this section, any dependent person who has been domiciled with his family in South Carolina for a period of not less than three years immediately prior to his enrollment may enroll in a state-supported institution of higher learning at the in-state rate and may continue to be enrolled at such rate even if the parent, spouse or guardian upon whom he is dependent moves his domicile from this State.

HISTORY: 1978 Act No. 466, Section 3; 1979 Act No. 130, Section 1.


Except as provided in Section 59-112-20 above, marriage shall effect determinations of domicile for tuition and fee purposes only insofar as it operates to evince an intention by the parties to make a permanent home in South Carolina.

HISTORY: 1978 Act No. 466, Section 4.

SECTION 59-112-50. Tuition rates for military personnel and their dependents.

(A) Notwithstanding another provision of law, during the period of their assignment to duty in South Carolina, members of the Armed Services of the United States stationed in South Carolina and their dependents are eligible for in-state tuition rates. When these armed service personnel are ordered away from the State, their dependents are eligible for in-state tuition rates as long as they remain continuously enrolled at the state institution in which they are enrolled at the time the assignment ends or transfer to an eligible institution during the term or semester, excluding summer terms, immediately following their enrollment at the previous institution. In the event of a transfer, the receiving institution shall verify the decision made
by the student’s previous institution in order to certify the student’s eligibility for in-state tuition rates. It is the responsibility of the transferring student to ensure that all documents required to verify both the previous and present residency decisions are provided to the institution. These persons and their dependents are eligible for in-state tuition rates after their discharge from the armed services even though they were not enrolled at a state institution at the time of their discharge, if they have evidenced an intent to establish domicile in South Carolina and if they have resided in South Carolina for a period of at least twelve months immediately preceding their discharge. Active duty military personnel may be charged less than the undergraduate tuition rate for South Carolina residents for courses that are presented on a distance basis, regardless of residency.

(B) For purposes of this section, “active duty military personnel” includes, but is not limited to, active duty guardsmen and active duty reservists.

HISTORY: 1978 Act No. 466, Section 5; 2008 Act No. 299, Section 1, eff June 11, 2008; 2010 Act No. 246, Section 4, eff July 1, 2010; 2012 Act No. 133, Section 1, eff April 2, 2012.

SECTION 59-112-60. Faculty, administrative employees and dependents; eligibility to attend classes and receive tuition assistance.

(A) Except as provided in this section, full-time faculty and administrative employees of State Institutions and their spouses and children are excluded from the provisions of this chapter.

(B) Employees of public colleges, universities, and technical colleges may attend classes at an institution of higher learning and receive tuition assistance in accordance with Budget and Control Board guidelines and regulations.

HISTORY: 1978 Act No. 466, Section 6; 2002 Act No. 356, Section 1, Part II.G.

SECTION 59-112-70. Abatement of rates for nonresidents on scholarship. waiver for students participating in international Sister-State agreement or student exchange programs.

(A) Notwithstanding other provisions of this chapter, the governing boards listed in Section 59-112-10A, are authorized to adopt policies for the abatement of any part or all of the out-of-state rates for students who are recipients of scholarship aid.

(B) State-supported colleges and universities, including the technical colleges, may waive the nonresident portion of tuition and fees for those students who are participating in an international Sister-State agreement program which the Governor and the General Assembly have entered to promote the economic development of South Carolina. The nonresident fee waiver for the students is applicable only for those Sister-State agreements where South Carolina students receive reciprocal consideration. The Commission on Higher Education, through coordination with the State Budget and Control Board, will annually notify institutions of the Sister-State agreements eligible for the nonresident fee waiver. The credit hours generated by these students must be included in the Mission Resource Requirement for funding.

(C) State-supported colleges and universities that have an established and ongoing relationship in one or more degree programs with an international institution, the terms of which have been formally approved by the institution’s board of trustees, and a relationship that includes regular arrangements for the enrollment of qualified students and the exchange of faculty between the institutions, although not necessarily in equal exchange numbers, may waive the nonresident portion of tuition and fees for nonresident students enrolled in the program.

HISTORY: 1978 Act No. 466, Section 7; 2002 Act No. 356, Section 1, Part II.F; 2008 Act No. 353, Section 2, Pt I.E.1, eff July 1, 2008.

SECTION 59-112-80. Administration of chapter; burden of proving eligibility on students.

Each State Institution shall designate an official to administer the provisions of this chapter. Students making application to pay tuition and fees at in-state rates shall have the burden of proving to the satisfaction of the aforesaid officials of State Institutions that they have fulfilled the requirements of this chapter before they shall be permitted to pay tuition and fees at such rate.

HISTORY: 1978 Act No. 466, Section 8.

SECTION 59-112-90. Penalties for willful misrepresentations.

Where it appears to the satisfaction of officials charged with administration of these provisions that a person has gained domiciliary status improperly by making or presenting willful misrepresentations of fact, such persons shall be charged tuition and fees past due and unpaid at the out-of-state rate, plus interest at a rate of eight percent per annum, plus a penalty amounting to twenty-five percent of the out-of-state rate for one semester; and until these charges have been paid no such student shall be allowed to receive transcripts or graduate from any State Institution.


SECTION 59-112-100. Regulations.

The Commission on Higher Education may prescribe uniform regulations for application of the provisions of this chapter and may provide for annual review of such regulations.
The University of South Carolina’s Aiken Campus and Aiken Technical College may offer in-state tuition to a student whose legal residence is in the Richmond/Columbia County area of the State of Georgia as long as the Georgia Board of Regents continues its Georgia Tuition Program by which in-state tuition is offered to students residing in the Aiken/Edgefield/McCormick County area of the State of South Carolina, or students residing in the Aiken/Edgefield County area of the State of South Carolina if the Georgia Board of Regents does not include McCormick County residents in its Georgia Tuition Program.

When the governing board of a public institution of higher learning, excluding technical colleges, adopts a change to the tuition or fees imposed on students, the change may be implemented by the institution only after a public vote with the number of trustees voting for and against the change being counted. A majority vote is required to implement any change to the tuition or fees. For technical colleges, when the local area commission of a technical college adopts a change to the tuition or fees imposed on students, the change may be implemented by the technical college only after a public vote with the number of local area commissioners voting for and against the change being counted. A majority vote is required to implement any change to the tuition or fees. A change to tuition or fees adopted by the local area commission must be reported to the State Board for Technical and Comprehensive Education within five business days.

The South Carolina Technical Colleges may offer in-state rates to residents of bordering North Carolina and Georgia communities if a reciprocal agreement is in effect with the two-year colleges in these neighboring regions or when students from these out-of-state communities are employed by South Carolina employers who pay South Carolina taxes.

A public institution of higher learning with a law school may offer fee waivers to no more than four percent of the law school student body. This waiver does not affect the capacity of the fee waivers for four percent of the undergraduate student body. This waiver must not be applied to fees for out-of-state students.

The area commission for the Florence-Darlington Technical College may waive the requirements of this chapter for student participants in the Caterpillar Dealer Academy operated by Florence-Darlington Technical College.
### FINAL EXAMINATION SCHEDULE

**Undergraduate & Graduate – Fall Semester 2013**

Breakfast Will Begin 6:00 A.M. During The Examination Period Beginning December 4th.

| Wednesday, December 4th | 7:00 - 8:50 | All classes beginning 9:00 Monday |
| 9:00 - 10:50 | All classes beginning 11:00, 11:30 Tuesday |
| 11:00 - 12:50 | All classes beginning 2:00 Monday |
| 2:00 - 3:50 | All classes beginning 4:00 Monday |
| 4:00 - 5:50 | All classes scheduled for Wednesday, Thursday, or Friday Only |
| 6:00 - 7:50 | All classes beginning after 4:00 Wednesday |

| Thursday, December 5th | 7:00 - 8:50 | Math Ed. 104, Math 150, 151, 152, 155 MLK, Staley, & Nance Halls |
| 9:00 - 10:50 | All classes beginning 9:00, 9:30 Tuesday |
| 11:00 - 12:50 | All classes 3:30, 4:00 Tuesday |
| 2:00 - 3:50 | All classes beginning 10:00 Monday |
| 4:00 - 5:50 | Sociology 250 MLK |
| 6:00 - 7:50 | All classes beginning after 4:00 Thursday |

| Friday, December 6th | 7:00 - 8:50 | All classes beginning 10:00, 10:30 Tuesday |
| 9:00 - 10:50 | All classes beginning 8:00 Tuesday |
| 11:00 - 12:50 | All classes beginning 2:00, 2:30 Tuesday |
| 2:00 - 3:50 | All classes beginning 12:00, 12:30 Tuesday |

| Saturday, December 7th | 7:00 - 8:50 | Art 250 MLK |
| 9:00 - 10:50 | Music 250 MLK |
| 11:00 - 12:50 | All classes beginning 1:00 Monday |
| 2:00 - 3:50 | All classes not previously assigned |

| Monday, December 9th | 7:00 - 8:50 | English 150 MLK |
| 9:00 - 10:50 | Biological Sci., Physical Sci MLK, Staley |
| 11:00 - 12:50 | Chemical Science Staley |
| 2:00 - 3:30 | English 151 MLK |
| 4:00 - 4:50 | All classes beginning 12:00 Monday |
| 6:00 - 7:50 | All classes beginning after 4:00 Monday |

| Tuesday, December 10th | 7:00 - 8:50 | All classes beginning 8:00 Monday |
| 9:00 - 10:50 | CS 150 MLK, Nance Hall Rm. 106 |
| 11:00 - 12:50 | All classes beginning 11:00 Monday |
| 2:00 - 3:50 | All classes beginning 3:00 Monday |
| 4:00 - 5:50 | Chemistry 150, 152 MLK, Hodge Hall |
| 6:00 - 7:50 | All classes beginning after 4:00 Tuesday |
Transcripts
Transcripts will be provided upon written request from the student. Transcripts will not be released to/for anyone except the student, unless officially requested in writing by the student. Identification is required when requesting a transcript. Each transcript is $10.00 per copy. The University does not fax transcripts to any location.

Notification of Disclosure of Directory Information
South Carolina State University hereby designates the following student information as public or “Directory Information.” Such information may be disclosed by the institution for any purpose at its discretion.

- Student’s name
- Date and place of birth
- Participation in officially recognized activities and sport
- Major field of study
- Address & Telephone listing
- Dates of attendance
- Weight and height of members of athletic teams
- Grade level
- Electronic mail address
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Currently enrolled students may withhold disclosure of any information under the Family Educational Rights and Privacy Act of 1974. To withhold directory information, written notification must be received in the Registrar’s Office prior to the last day to register for the semester concerned as published in the University Calendar. Forms requesting the withholding of “Directory Information” are available in the Registrar’s Office.

South Carolina State University assumes that failure on the part of any student to specifically request the withholding of “Directory Information” indicates individual approval for disclosure.

Right of Petition
A student on academic suspension or dismissal may petition the Academic Review Board for re-admission if there are extraordinary circumstances associated with his case and he feels that he is entitled to relief. The student is advised to consult his advisor on the merits of the petition before submitting it. Please refer the Catalog for a complete review of academic requirements. The Academic Review Board meets once each semester and the Summer Session (April, July and November).

Withdrawal from Course
A change in registration means the addition of or withdrawal from a course that appears on a student’s schedule. A student desiring to change his registration shall obtain a DROP/ADD FORM from his department or the Registrar’s Office and follow the procedures indicated thereon. No change is valid unless the form is completed and the proper signatures obtained. This form must be returned by the student to the Registrar’s Office. Students who drop a course without proper documentation will receive a grade of “UF” in the course. In computing the grade point average, a “WF” or “UF” is treated as a final grade of “F”.

A student may not make additions to his registration after the day designated as the “last day for filing program changes with the Registrar’s Office.” No change in enrollment involving admission to a new course shall be permitted after the last day for enrollment in each semester as announced in the University Calendar.

Withdrawal from University
A student desiring to withdraw from the University officially should obtain a Withdrawal from the University Form from the Registrar’s Office. After the student has obtained the signature of the various officials designated on the form, the form must be submitted to the Registrar’s Office for final approval.

A student withdrawing without following proper procedures shall not be entitled to an honorable withdrawal.
To Apply
Applicants seeking admission to South Carolina State University must have all credential on file no later than May 31\textsuperscript{st} and October 31\textsuperscript{st} for the fall or spring semesters, respectively. An application fee of $25 must accompany the application. Money orders or cashier’s checks should be made payable to South Carolina State University.

A medical history and physical examination are required of every student. No new student will be permitted to enroll in the University until this record is completed. Every readmitted student who has not been in attendance within three years immediately prior to date of application is required to have a medical examination and reported on a special form for this purpose provided by the University.

New Freshmen: Applicants must submit an application, high school transcript or GED Certificate, and SAT or ACT scores before they may be considered for admission and allowed to enroll in courses.

Transient Students: Applicants must submit an application and an approved Transient Permission Form signed by the department dean or chair where they are currently enrolled.

Special Students: Applicants must submit an application and official high school or college transcript.

Transfer Students: Transfer applicants should have a 2.00 or above on a 4.00 scale from the previous school. If less than 30 semester hours have been earned (grades of C or above) on the collegiate level, a complete high school transcript, SAT or ACT scores must be submitted in addition to the completed application form. A transcript must be submitted by each college or university attended. Applicants should be prepared to supply the catalog of the institution or institutions previously attended.

Readmission: Former students in good standing who have not enrolled for one or more semesters (summer session excluded) must file an application for readmission. Applicants for readmission who have received credit at another college or university during their absence from SCSU must submit official transcripts of such work to the Office of Admissions & Recruitment before consideration will be given to the application.

Continuing Education: Applicants must submit an application and high school transcript.

International Students: Students applying for admission from foreign countries must submit required credentials and examination scores. The credentials required depend upon the country in which one has studied and the level of education achieved. Applicants submitting WASC, GCE, CXC, or EASC results must submit either original certificates or have the issuing council send the Admissions Office an official statement of results. All applicants, except college transfer students (earned thirty hours or more), are required to submit SAT or ACT results. All applicants from countries in which English is not the official language must score satisfactorily on the Test of English as a Foreign Language (TOEFL).

It is the responsibility of the student to locate financial resources to cover expenses while studying in the United States.

The deadline date for applying for the fall semester is May 31\textsuperscript{st} and the deadline for the spring semester is October 31\textsuperscript{st}.
Notice of Acceptance
After applicants submit all required credentials for evaluation, the Office of Admissions & Recruitment will notify them of the action it takes within two weeks. Upon receipt of a letter of acceptance, a acceptance fee of $35, a room deposit of $25 and a non-refundable orientation fee of $100 must be sent to the Cashier’s Office within 30 days from the date of acceptance. Students who have been accepted by the University and who have paid their acceptance fees will be expected to attend one of the special orientation sessions which will be announced.

Campus Visit
Tour schedule: Monday, Tuesday, Wednesday and Thursday at 9:00 a.m., 11:30 a.m. and 1:30 p.m. Special tours are arranged upon request. To schedule a campus visit please call: 1-800-260-5956.

For More Information
Contact: The Office of Admissions and Recruitment
South Carolina State University
P. O. Box 7127
300 College Street, NE
Orangeburg, SC 29117
(800) 260-5956 or (803) 536-8990
E-mail: zs_gbhardt@scsu.edu Fax: (803) 536-8990

For on-line application: www.applyweb.com/aw?scsu

Visit us on the web at: www.scsu.edu

~ GRADUATE ADMISSIONS ~

For assistance with Graduate admission or re-admission, contact the Office of Graduate Studies. Telephone: (803) 536-7064.

FINANCIAL AID

SC State offers several types of financial aid to its students.

Sources of Financial Aid

* Scholarship Award
* Awards based on academic ability and/or financial need.
* Grants
* PELL and FSEOG based solely on need.
* Loans
* Perkins, Stafford and short-term university loans.
* Employment
* University student employment, and Federal work-study.

Priority deadlines for applying for financial aid: Summer – April 1  Fall Semester – May 1
Spring Semester – November 1

Deadline for Scholarship Applications: March 30th

For financial aid information contact: South Carolina State University, The Office of Financial Aid,

300 College Street, P. O. Box 7386, Orangeburg, SC, 29117

(803) 536-7067 E-mail: financialaid@scsu.edu
Brooks Health Center (Student Health Services)

The University operates a health center, which provides outpatient services to students. The mission of the Health Center is to improve the overall health status of students, which will enable them to participate as productive individuals. Clinic hours are 8:30 am - 5:00 pm Monday through Friday. Physician care is available Monday, Tuesday and Friday 9:00 am - 5:00 pm and Wednesday 2:00 pm – 5:00 pm (by appointment only), Family Planning Services/Clinics are every Thursday 9:00 am - 5:00 pm (by appointment only), Dermatologist by referral to local Health Department, Vocational Rehabilitation Services every Thursday and Women’s Health Services, Male Outreach Services, Diabetes Educational and Counseling Services, Weight Management, Asthma Peer Groups & Drug & Alcohol Prevention, Tuberculosis Prevention, and Chronic Illness and Special needs Service (by appointment only). Telephone: 536-7053 or contact at pcarter@scsu.edu

OneCard

The SCSU OneCard is a declining balance program that works exactly like the use of a regular credit card, only in reverse. For more information about OneCard, please call (803) 536-8423.

Automobile Registration and Parking

Students authorized to operate and park a motor vehicle on campus must register the vehicle. For additional information regarding automobile registration, parking or violations, contact Campus Police at (803) 536-7188 or Jason Reed at (803) 536-8745.

Kirkland W. Green Student Center

The Kirkland W. Green Student Center, located in the center of the campus, is the “hub” of campus life. The facilities, programs and services of the Student Center are designed to foster a sense of community among all members of the university family—students, faculty, staff, alumni and guests. For more information about programs and meetings, you may call (803) 536-7057.

Career Planning and Placement Center

The Career Planning and Placement Center is primarily concerned with the total development of each student. The services are designed to guide the career planning of students throughout the undergraduate and graduate years. The Center is open from 8:30 a.m. until 5:00 p.m. Monday - Friday. For information call (803) 533-3995 or contact at careercenter@scsu.edu. Students interested in selecting Cooperative Education options should contact the Career Planning and Placement Center.

The Honors Program

The University Honors Program is designed to provide outstanding and creative students with opportunities for intellectual growth and achievement of the highest distinction. The Honors Program admits students at various stages of their University education, including incoming freshmen, transfer students and on-campus students. For more information and application, contact the Director of the Honors Program at (803) 533-3790, (803) 516-4610, (803) 533-3710 or rolandha@scsu.edu.

National Student Exchange Program (NSE)

The National Student Exchange Program provides students an opportunity to broaden their academic, social and cultural awareness, while continuing progress toward their academic goals. For more information and application, contact the NSE Coordinator at (803) 533-3790, (803) 516-4610, (803) 533-3710 or rolandha@scsu.edu.
WSSB-FM Radio Station
South Carolina State University owns and operates WSSB-FM. This facility serves as a laboratory for broadcasting courses and affords the students the opportunity to put theory into practice. The University’s radio station welcomes comments and suggestions from its listeners in order that their needs might be served. Telephone: (803) 536-8938/8196

Psychometric Center
The primary mission of the Psychometric Center is to provide a continuum of services which foster the enhancement of student performance. Testing, Academic Advising Support and Disabled/Retention Services are the three programs which comprise the Psychometric Center. Office hours are 8:30-5:00 Monday - Friday. Telephone: 536-7024.

The Off-Campus Program
The Off-Campus Program includes mainly undergraduate-level courses offered to students in various counties throughout South Carolina. For more information contact Educational Technology Services at (803) 533-3996.

The Evening Program
The Educational Technology Services offers a large number of undergraduate courses after 5:00 p.m. Monday through Thursday. For more information and application contact Educational Technology Services at (803) 533-3996.

The Library
The Miller F. Whittaker Library is designed for individual and group study with carrels constituting 70 percent of the seating. Informal seating areas interspersed throughout the building, conference, study and typing rooms are habitable accommodations conducive to study and research. Scheduled use of library facilities for education and personal growth will pay rich dividends. Call at (803) 536-7045 or wshaw@scsu.edu.

Counseling and Self-Development Center
The Counseling and Self-Development Center is primarily responsible for providing counseling services for the University. Telephone: (803) 536-7245. After work hours, contact campus police at (803) 536-8867 for on duty psychologist.

Cross-Registration Policy
Full-time students enrolled at South Carolina State University, Claflin College, and Orangeburg-Calhoun Technical College are eligible to participate in the cross-registration program. They may register for an approved course at any one of the institutions and receive credit, while paying tuition costs at the home institutions. To be eligible, the student must complete the cross-registration application at the home institution. Cross-Registration may be pursued only for courses not offered at the home institution for the given term and on a space availability basis. Grades earned at another institution are not calculated in the Grade Point Average at South Carolina State University. Cross Registration is not available during Summer School.

Independent Study
Students desiring to take a course by independent study must have the approval of the departmental chairperson. Faculty members are not obligated to teach a course by independent study. Please refer to the University catalog for detailed information.

An approved Independent Study Contract must be on file before registering for an Independent Study Course. Independent Study Contracts are available in the Registrar’s Office, 2nd Floor - Moss Hall.
Important Alert. Please Read!!!

Students must officially withdraw from the University if they register and then decide not to attend. Not all withdrawals result in a refund of fees. Refer to the official withdrawal dates and the University Fee Adjustment Policy on Page 8 for more detailed information.

If a student is registered for a course, it is the student’s responsibility, not the instructor, to officially withdraw from a course or the University if not attending. Failure to notify the University before the end of the 100% refund period can result in the student being responsible for fees and charges. Collection of delinquent accounts may be referred to collection agencies and/or the Internal Revenue Service. Students who fail to withdraw will receive grades of “UF” on their official transcript for the term of non-attendance. For more information on withdrawal procedures, please see catalog.

Students receiving financial aid who drop/withdraw from classes may be responsible for repaying of loans and other financial assistance which may have been used in paying University fees or charges. Please contact the Office of Financial Aid for more information at (803) 536-7067.

Withdrawal from the University

1. Withdrawing from the University means withdrawing from ALL classes that have not been completed up to that time. To understand responsibility for fees when a student officially withdraws from the University, see the Fee Adjustment Policy on Page 8.
2. To voluntarily withdraw from the University before the end of a semester, you must drop all your classes. After withdrawing, please check with your instructors to make sure that your course withdrawal has been successfully processed. The official date of withdrawal will be based upon the day that the withdrawal form is received in the Registrar’s Office. See the University Calendar for specific deadlines.
3. We urge you to consult your academic adviser and/or your departmental chair prior to making the decision to withdraw from the University.
4. If you fail to follow official withdrawal procedures, you will receive the grade of “F” for each class you were enrolled in but failed to complete.
5. Failure to attend a class will not drop you from the class. If you do not complete a Drop/Add form to drop the course by the guidelines listed here, you will be given a grade of “F” by the instructor or a grade of “UF” by the Registrar’s staff. A grade of “UF” calculates in the grade point average as a grade of “F”.

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## IMPORTANT TELEPHONE NUMBERS

**Area Code (803)**

<table>
<thead>
<tr>
<th>Department/Program</th>
<th>Phone</th>
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<tbody>
<tr>
<td>South Carolina State University</td>
<td>536-7000</td>
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<td>Campus Police (Chief)</td>
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<tr>
<td><strong>Colleges and School</strong></td>
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<tr>
<td>Business &amp; Applied Professional Sciences</td>
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<td>Education, Humanities &amp; Social Sciences</td>
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<td>Social Sciences</td>
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<td>Visual &amp; Performing Arts</td>
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<td><strong>Other Areas</strong></td>
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<td>Academic Affairs</td>
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<td>Athletic Ticket Office</td>
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<td>Bookstore</td>
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<td>Brooks Health Center</td>
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<td>Career Development and Cooperative Education</td>
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<td>Veteran’s Affairs</td>
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<tr>
<td>WSSB-FM Radio Station</td>
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</tbody>
</table>
Stateite Creed

As a member of the community of scholars at South Carolina State University, I obligate myself to the pursuit of academic excellence, model citizenship, and cultural and social inclusiveness.

As a stateite...

¨ I will assume personal responsibility for my intellectual, cultural, and social growth.
¨ I will practice academic integrity.
¨ I will value the individualism and the dignity of all people.
¨ I will respect the rights and property of others.
¨ I will work for the common good of South Carolina State University in both my speech and actions.

As a South Carolina State University Scholar, I affirm and embrace the above principles and ideals.

Dr. Cynthia Warrick

State Dates

July 16, 2013 is the last day to pay fees without a Late Penalty.

August 20, 2013 is when classes begin.

August 26, 2013 is the last day to register “late” for all students. Drop/Add Ends.

August 26, 2013 is the last date for 100% Refund. Refer to the Refund Policy.

For more information, please contact the Registrar's Office at (803) 536-7185 or registrar@scsu.edu