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** Tuition and Fee Payment

**Step 5** Health Insurance (Enroll or Waive) at www.studentinsurance.com

**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

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

**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.

**NOTE:** Failure to secure validation will result in your class schedule being dropped.
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 Payment Plan, administered by Sallie Mae to pay eligible tuition and fees, housing and meal plans.

Credit Cards – Students may pay Balance Due through American Express, MasterCard, or VISA on Bulldog Connection. Students may also pay Balance Due in the Cashier’s Office.

Cash - Students may pay Balance Due with Cash, Check 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