

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 Accounts Receivables Office, 2nd Floor, Crawford Zimmerman Complex Room 267. Academic refunds are prorated on the basis of the following schedule for the Fall semester:

	PERCENTAGE OF REFUND	LAST DATE TO RECEIVE REFUND LISTED
By this date within the first week of classes	100	August 30, 2023
By this date within the second week of classes	75	September 7, 2023
By this date within the third week of classes	50	September 14, 2023
By this date within the fourth week of classes	25	September 21, 2023

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 September 1, 2023. 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, 2023.

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 the 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.

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 thru Bulldog Connection by clicking on the CashNet App, to pay eligible tuition and fees, housing and meal plans.

Credit Cards – Students may pay Balance Due with American Express, MasterCard or VISA or Cash (**Note:** Due to campus restrictions relating to COVID-19, please see other options available)- Students may pay Balance Due using a credit card (America Express, MasterCard or VISA) via Bulldog Connection and clicking on the CashNet App; or by mailing a Cashier’s Check or Money Order to: SC State University, Attn: Cashier’s Office, PO Box 7425, Orangeburg, SC 29117. Students may also contact the Cashier’s Office at 803-536-8529 or 803-536-8548. **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 financial obligations and/or academic penalties. Telephone: (803) 536-7185 or email: registrar@scsu.edu.**

South Carolina State University Tuition Deferred Payment Plan

New and Current Students

SC State University is proud to be able to offer a payment plan to students for payment of their university bill. This payment plan makes it convenient to make monthly payments to the University over the course of the year. They also make payments easy to manage by allowing students to enroll. A payment plan will allow you to spread your educational expenses for fall and spring semesters over monthly installments instead of paying in full at the beginning of each semester.

Please contact the Office of Student Financial Services for more information. The staff members are listed below:

Contact US

Office of Student Financial Services
300 College Street, NE, PO Box 7425
Orangeburg, SC 29117

<u>Staff Members</u>	<u>Email Address</u>	<u>Phone Number</u>
Sul M. Black, Director of SFS	sblack6@scsu.edu	803-707-1089
Trevenia Blanchard, SFS Administrator	TBlanchard@scsu.edu	803-747-6905
Roberta Fogle, SFS Administrator	robfgole@scsu.edu	803-747-9404
Marie Guinyard, SFS Administrator	mguinyar@scsu.edu	803-747-6912
Cashier TBD	TBD	803-747-9613
Emilyn Jamison, SFS Administrator	ebjamison@scsu.edu	803-747-6704
Willie Mae Johnson, SFS Administrator	wjohns26@scsu.edu	803-747-9065

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 2nd Floor, Crawford Zimmerman Complex Room 267.

SOAHOLD

“HOLD FLAGS”

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.

★Office to Contact

Academic Department
Accounts Receivable
Admissions Office
Educational Technology Services
Campus Police
Financial Aid Office
Infirmary
Library
Registrar’s Office
TR Student Affairs
Student Support Services
Treasurer’s Office

Hold Numbers

17
AR
AD
10
15
61, EX, Graduate School
HD
LF
02, 03, 13, 18, 31, RE, TM,
08
14, 33, 36, 44, 45, 67, B2, B3, B5, B8, BF, CW

*** See inside back cover for a Listing of Important Telephone Numbers**

Student’s Financial Obligation

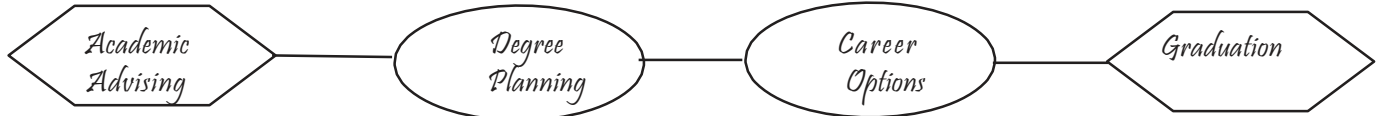
Students are expected to meet financial obligations to the University within the designated time allowed. Registration fees are payable before classes begin. Students are not entitled to enter classes or laboratories until their fees and deposits have been paid. Failure to pay the amount owed in the 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.**

Connect To Your Future...

Academic Advising



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 **yours**. 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 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.

Where To
Find
Advisors

Undergraduate and Graduate students should check with the major department.
New Transfers should check with the Transfer Office in the Office of Admissions 1st Floor Crawford Zimmerman Complex.
All students with an undeclared major 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](#) to request, view and print degree evaluations for any degree program available in CAPP.

- Go to [Bulldog Connection](#) or <https://luminis.scsu.edu/cp/home/displaylogin>
- Enter your username and password, and click "**Login.**"
- Click "**Student Administrative Services.**"
- Click "**Student & Financial Aid.**"
- Select "**Student Records.**"
- 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. For example, if you plan to change you major for the current term, you can select your entry term and new major to evaluate whether the change will be beneficial to your academic progress.

- 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 803-536-8494.

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 2013, 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/ Registrar’s Office/ChangeMajor.pdf](http://www.scsu.edu/files/Registrar’s%20Office/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 203

SC State



Course Registration Via Your Student Portal

Before you attempt to register, seek Advisement and make sure that you have no registration holds.

Note: Students must obtain a new Alternate PIN from their Advisor at the beginning of each semester (Mandatory for all undergraduate students).

To register via the student portal:

1. Go to apps.scsu.edu
2. Enter your username and password
3. Click on “Student Registration”
4. Click “Register for Classes”
 - a. You can search and register for class as well as manage view and manage your schedule
5. Select a term from the drop-down menu
6. Enter your PIN and click “Continue”
 - a. Obtain your PIN from your Academic Advisor
7. Find your classes using the advances search option or entering basic search criteria
 - a. Select a “Subject” or multiple subjects and click “Continue”
 - b. Available sections for the subject will display
 - c. To add a class, Click the “Add” Icon
 - d. To change your search criteria, click “Search Again”
8. To view and print your Schedule
 - a. Click “Student Profile”
 - b. Select a term from the drop-down menu
 - c. View Current Course under “Registered Courses”

PAYMENT PROCEDURES

All Fees are due August 3, 2023 for Fall 2023

Bulldog Connection www.scsu.edu

PROCEDURES FOR PAYING AT CASHIER'S OFFICE Crawford-Zimmerman Complex

You may pay your tuition and fees at the Cashier's Office March 15, 2023 through August 3, 2023 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 August 3, 2023, 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 March 15, 2023 through August 3, 2023.

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 My Bill**"
5. Click on: "**Make A Payment**"
6. Click on: "**Pay**" (located under Action Tab)

PAYMENT BY MAIL

The deadline for payment by mail is August 3, 2023 by 4:00 p.m.

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 August 3rd and do not return for the Fall 2023 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 9:00 a.m. Friday, August 11th 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.**

Registration Completion Activities in Bulldog Connection

Registration Completion Activities

Activity 1 – Review Important Financial Aid Information such as the FAFSA, Applying for Financial Aid, and the Financial Aid Checklists

Activity 2– Review the flashing “Important Announcement”

Activity 3 – Review “Account Detail for Term” (Bill)

Activity 4 – Apply payment via Financial Aid

Activity 5 – Pay Bill by Credit/Debit Card

Activity 6 – Sign up for “Tuition Payment Plan” if needed to make monthly installments

Activity 7 – Review Final Assessment to view the application of financial aid awards, scholarships, cash payments, etc. towards your Assessment/Bill

Activity 8 - Enroll or Waive Student Health Insurance

Activity 8 – Validate Enrollment

Special Note: You must have a class schedule to validate your enrollment

How to on Bulldog Connection

- 1) Login
- 2) Click on “Student Resources”
- 3) Scroll down to “Financial Aid”
- 4) Click on “General Financial Aid Information”

Go to [Bulldog Connection](#) Login Page

- 1) Login
- 2) Click on “Student Administrative Services”
- 3) Click on “Student & Financial Aid”
- 4) Click on “Student Account”
- 5) Click on “Account Detail for Term” and then “Submit” to view Assessment/Bill

- 1) Login
- 2) Click on “Student Administrative Services”
- 3) Click on “Student & Financial Aid”
- 4) Click on “Financial Award”
- 5) Click on “Award”
- 6) Click on “Award for Aid Year” and select current year
- 7) Read and click on “Terms and Conditions to apply Financial Aid towards Bill/Assessment

- 1) Login
- 2) Click on “Student Administrative Services”
- 3) Click on “Student & Financial Aid”
- 4) Click on “Student Account”
- 5) Click on “Statement and Payment History”
- 6) Click on “Credit Card Payment” at bottom of page

Go to [Bulldog Connection](#) Login Page
Select [Tuition Pay Plan](#) under the “Important Announcement”

- 1) See steps in Activity 3

- 1) Login
- 2) Click on “Student Resources Tab
- 3) Scroll down to “Health Services”
- 4) Click on “here for information on Health Services
- 5) Click on “Mandatory Health Insurance”
- 6) Review “Enrollment” or “Waive” information on the second page

- 1) Login
- 2) Click on “Student Resources Tab
- 3) Scroll down to SC State Enrollment Validation
- 4) Click on “here to validate enrollment”

LATE REGISTRATION

Fall Semester 2023

August 16, 2026 – August 30, 2023

Late Registration Fee is \$200.00 – August 16, 2023 for all students.

Class Schedule Cancellations

Class Schedules, Housing and Meal Plans will drop for **non-payment** or if you do not **Validate your Enrollment** by 5 p.m. on August 3, 2023.

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.

Official Enrollment

In order for a student to be officially enrolled at SC State University, 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.

Important Numbers

Financial Aid: (803) 536-7042/7067

Assessment/Accounts Receivable: (803) 536-8991/8077

Cashier's Office: (803) 536-8529/8546/8885

Registrar's Office: (803) 536-7185

VETERANS BENEFITS

If you are a veteran or dependent of a veteran, contact the Veteran Affairs Coordinator in the Veteran Affairs Office, Moss Hall 208, or call at (803) 536-8826 to discuss eligibility for veterans/ benefits. Do this before you begin registration. The VA Certifying Official does not determine eligibility with an application, verbally or with a DD214. You must apply for benefits through the VA. To remain eligible for benefits, you must fill out the Veterans Affairs Enrollment Certification Request required by the Veterans Affairs Office each semester and report any adds, drops or changes you make to your schedule.

VERIFICATION OF ENROLLMENT/NATIONAL STUDENT CLEARINGHOUSE

If you need verification of your registration to receive a loan deferment, veteran benefits, health benefits, or for your employer, you may obtain a verification of attendance via the National Student Clearinghouse in Bulldog Connection or by calling (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, 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 Health/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) Annual 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 to 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 **August 16, 2023**.

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 August 3, 2023 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.

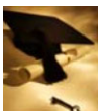
CAR DECALS ~ Remember you must have your license plate number to pick up your car decal.



Important Reminder!!!

Final Grades are not mailed. Students may access their final grades via the Student Portal.

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



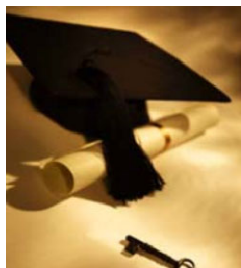
The seating assignments for graduation will not be mailed. Students may access their assignment posted on the Registrar's Office Website - Graduation Information.



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.
- 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 within them.
- 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 SCSU.
- 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~

July and December 2023 Graduation Application Period:
January 24, 2023 – February 16, 2023
Last day for late applicants: August 31, 2023(December)

May 2024 Graduation
Application Period: August 3, 2023 – October 30, 2023
and
Last day for late applicants: February 9, 2024

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 202.
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. **Name Changes and Change of Majors must be processed prior to submitting your application for graduation.**
5. 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.**
6. 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.*

READING THE COURSE LISTING

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

1111 BC 420 01 INTERNSHP HARRIS U LEC 3.0 TR 11 AM –12:20 PM TH 275

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

Location and Room Number - See Code Legends for List of Buildings

Instructions and Support for Online and Distance Education Course Delivery Services

Instructions to Access Blackboard™

Q: What is Blackboard™ (Bb)?

A: **Blackboard™** is a Learning Management System used to deliver instruction, communications and learning activities for online courses.

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

A: **Visit:** <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>), 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> 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>) 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 Blackboard, please contact the Blackboard Technical Support Services at (844) 348-1608 or online at: <https://help.edusupportcenter.com/shplite/scsu/home>

Verification of Identity

Certain fully online courses may require students to complete a proctored exam for identity verification. Students will be charged a fee for exams protected by a commercial vendor. There is no charge for exams proctored in the Assessment Center on campus.