

FEES

While tuition is waived, there are additional fees not covered by this waiver. All fees must be paid by the deadlines set by the Bursar's Office. Non-payment of fees will result in classes being dropped from your schedule. There is a \$75 reinstatement fee that will be charged for re-enrollment into courses. Please contact the Bursar's office at **803-777-4233** with any questions about tuition or fees.

HOW TO VIEW YOUR ACCOUNT STATEMENT

You will receive an electronic statement that can be viewed in your Self Service account.

1. Sign into Self Service Carolina at www.my.sc.edu.
2. Click **Account Information**.
3. Click **Account Summary by Period** to see detailed account information (this includes charges and payments made on your account and your current balance).
4. Click **Statement and Payment History** at the bottom of the screen to view your account statement and payment history. You will be informed if no account statements are available. You can also view the:
 - **Date of payment**
 - **Term**
 - **Description**
 - **Amount paid**
 - **Unbilled charges at the bottom of the screen**
5. Click **Account Detail by Term** to see detailed descriptions of changes on your account, payments made, and the account balance. You can also see if changes on your account are from a previous or future term.
6. Click **Select Term** to see information from another term.
7. Click the drop-down menu to select the term you would like to view.

ADDITIONAL RESOURCES & SERVICES

Campus Recreation

All active students, enrolled in good standing, and paying fees to the University of South Carolina Columbia campus have access to the centers listed below. Please note that a current Carolina Card must be presented during each visit.

Solomon Blatt Physical Education Center

1300 Wheat Street
Columbia, SC 29208
803-777-5261

Additional Information can be found at: <https://bit.ly/3lvvNGN>
(Fees may be involved.)

Strom Thurmond Fitness Center

1000 Blossom Street
Columbia, SC 29208
803-576-9375

Additional information can be found at: <https://bit.ly/3xscggm>

Carolina Tech Zone

901 Sumter Street
Columbia, SC 29208
803 777-1800

The Carolina Tech Zone is a walk-in technology support center for students. You can receive a variety of assistance with things such as software, Microsoft 365, virus protection and spyware removal.

Library Access

1322 Greene Street
Columbia, SC 29208

Once admitted as a student, you will have access to both the Thomas Cooper Library and the Ernest F. Hollings Special Collections Library, which can be accessed through the Thomas Cooper library.

Out to Lunch Program

The Out-to-Lunch Program is designed to promote faculty and undergraduate student interaction outside the classroom. More information can be requested from the Student Success Center, or by calling **803-777-1000**.

Senior Citizens Tuition Waiver Guide

ON YOUR TIME INITIATIVES



The University of South Carolina is committed to meeting the needs of students in every walk of life. The **Office of On Your Time Initiatives** connects students in the tuition waiver program to the resources they need throughout the USC campus.

ELIGIBILITY

As a South Carolina resident who is 60 years or older, state law grants tuition exemption so that you have the opportunity to take classes at a state college or university tuition free! To qualify for free tuition as a senior citizen, students must meet the following criteria:

- You must be 60 years or older
- You must be a South Carolina resident for at least 12 months
- You must be admitted to the University of South Carolina
- You must be in good academic standing

For more details on applying for the Free Tuition Program, go to: onyourtime.sc.edu and click the **Senior Citizens Free Tuition Program** link.

ADMISSIONS

The easiest way to apply is by completing an online application. Before you can begin your online application, you must first set-up an account with a unique user ID and password. Once you have begun your application, you may save it and return to it as many times as you wish.

You can find the application, and application deadlines for each term, at:

www.sc.edu/apply

Please note the \$25 application fee is nonrefundable.



SELF SERVICE ACCOUNT SET-UP

Self Service Carolina (SSC) is where students and faculty go to manage their personal information and perform many common, day-to-day transactions. Students use SSC to register for classes, manage their financial aid information, and view their class schedule, while faculty use SSC to communicate with students and assign grades.

Access Self Service Carolina at: www.my.sc.edu/vipid/claim to set-up your student account.

CITIZENSHIP REQUIREMENTS

Upon admission, students must complete citizenship verification in Self Service Carolina.

The state of South Carolina requires students attending a public university in the state to provide confirmation that they are a citizen or national of the United States or an alien lawfully present in the United States.

To complete the citizenship verification process, you must submit the Citizenship Verification Form and supply one of the following documents:

- South Carolina driver's license.
- Certified Birth Certificate indicating you were born in the United States or a territory of the United States, with your given name and surname, date and place of birth, date the birth record was filed, and the seal or other certification of the official custodian of the certificate.
- Current U.S. Passport or
 - U.S. Passport that has not been expired more than 10 years
 - Certificate of Naturalization (USCIS Form N-550 or N-570)
 - U.S. government issued Consular Report of Birth Abroad
 - Certificate of Citizenship (N-560 or N-561)
 - Unexpired U.S. ActiveDuty/Retiree/Reservist Military ID Card (DOD DD-2)

**RESIDENCY REQUIREMENTS**

Where you live determines your eligibility for the tuition waiver. The University of South Carolina is required by law to verify your residency before granting this waiver.

Upon admission, students must verify South Carolina residency status in Self Service Carolina.

For more information, please go to: <https://bit.ly/3jmlSV4>

ADVISING

You must have your advisement hold removed before you are able to register for classes each semester. If you are an undergraduate, non-degree seeking student, please call our office at **803-777-9850** or email us at onyourtime@sc.edu with your full name and VIP ID to have the hold removed.

Senior citizens who are enrolled in a degree seeking program must contact their college or school advisor to have the hold removed. Graduate, non-degree seeking students will need to contact the Graduate School for advisement at **803-777-4243**.

OVERRIDES

Overrides into closed courses or those requiring special permission are given only by the professor and department offering the course. Contact On Your Time (OYT) for assistance with locating the correct department contact.

AUDITING COURSES

If you would prefer to audit a course, which consists of attending classes and listening without the responsibility of completing assignments or examinations, please complete the Audit Course Registration Exception Form, and return it to the Office of the University Registrar, which is located at: **1244 Blossom St., Columbia, SC 29208**.

You can receive a copy of the form by contacting the On Your Time Initiatives office or by accessing it through the Registrar's website at: www.sc.edu/about/offices_and_divisions/registrar

The professor must approve your audit request before you can attend class. Only select courses can be audited.

REGISTERING FOR CLASSES USING SELF SERVICE

1. Once you have logged into **Self Service**, follow this pathway of clicks:

Student > Registration > Look up > (Select the appropriate term) > USC Columbia

2. Select the course you are searching for (e.g. **ENGL-English**) and click course search.

PRO TIP: When searching for the subject, you can type the four-letter course designator instead of scrolling through all the courses to find the one you are searching for.

Example: Looking for an English course? Type in ENGL

3. Select the **Subject** and the **Course Number** you are looking for (e.g. **ENGL 101**).

4. Select '**View Sections**' for the course number you are registering for.

5. Watch out for sections that are restricted. Typically, any section number with a letter in front - except for the letter "Y" for On Your Time Initiatives courses- will not be available to you. To see restrictions specific to a course click the blue link (five-digit number) under the CRN column on the page that lists all the different sections available for the course of interest. Then, click on the blue hyperlinked course name at the top of the page. Restrictions will be noted at the bottom of the page.

Course sections beginning with an alpha character are intended for specific populations of students or units.

- **Section A or S** - Residential Learning Initiatives
- **Section P** - Palmetto College
- **Section C** - Capstone Scholars
- **Section R** - Regional Grad Program
- **Section H** - Honors
- **Section T** - TRIO/Opportunity Scholars Program
- **Section J or N** - Distributed Learning/Online Course
- **Section Y** - On Your Time Initiatives (OYT)
- **Section M** - PMBA
- **Section Z** - Ft. Jackson Location

6. Look for days and times that fit into your schedule.

PRO TIP: CAP = Capacity, the number of possible seats open for a course; **ACT = Actual**, the number of students already enrolled in the course; **REM = Remaining**, the number of seats that are currently available; **If you see a "C" on the far left of the screen, it means that the course is closed.**

7. Select the **Section** for which you would like to register for, scroll to the bottom of the screen, and click **Register**.

8. If no errors pop-up, you are registered for the course. **Repeat steps 2-7** to register for all of the courses discussed by you and your advisor for the semester.

9. Return to the registration menu and click on **Concise Student Schedule** to view your schedule for the upcoming semester. To view your holds and other information related to registration, visit:

Self Service Carolina > Student > Registration > Registration Checklist.

CAROLINA CARD

The Carolina Card Office issues student identification cards. They are located in the basement of the Russell House University Union. For additional information, please contact Carolina Card at: **803-777-1708**.

ORDERING TEXTBOOKS

1. Please visit: sc.bncollege.com.

2. Click on '**Textbooks**'.

3. Select '**Find Textbooks**'.

4. Select the appropriate term.

a. Select the '**Department**' from the drop-down menu, i.e.: (ARTS).

b. Select the '**Course**' from the drop-down menu, i.e.: (102).

c. Select the '**Section**' from the drop-down menu, i.e.: (YOI)

d. Follow steps A-C, if you are taking more than one course.

e. Finally, click on '**Find Materials**' to view required textbooks.

