



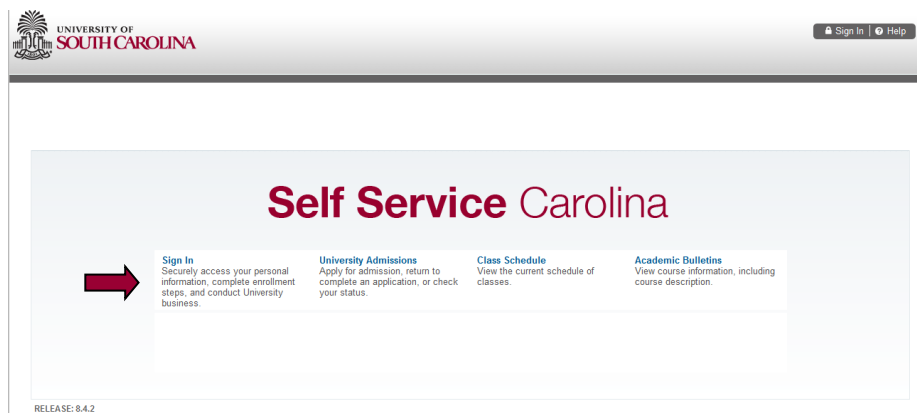
## GUIDE TO SELF SERVICE CAROLINA

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## General Self Service Carolina Navigation

To access Self Service Carolina use the following link:

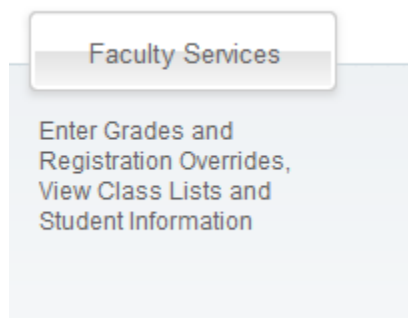
<https://ssb.onecarolina.sc.edu> or <https://my.sc.edu/> (select Self Service Carolina (SSC))



Click on the Sign In link.

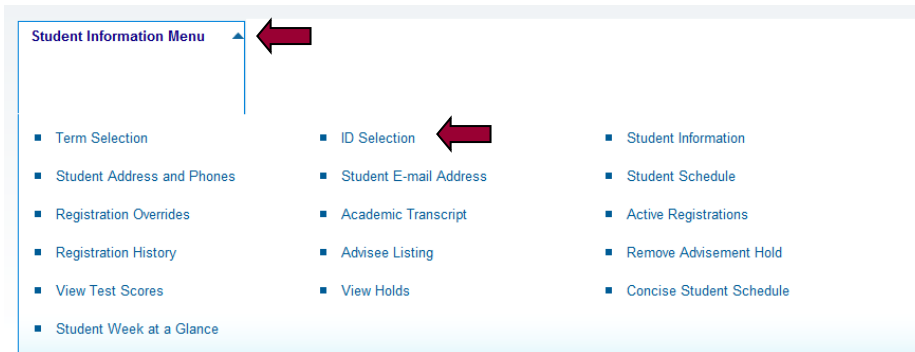
Enter your VIP ID and your VIP ID password and click LOGIN.

Click on the Faculty Services box.

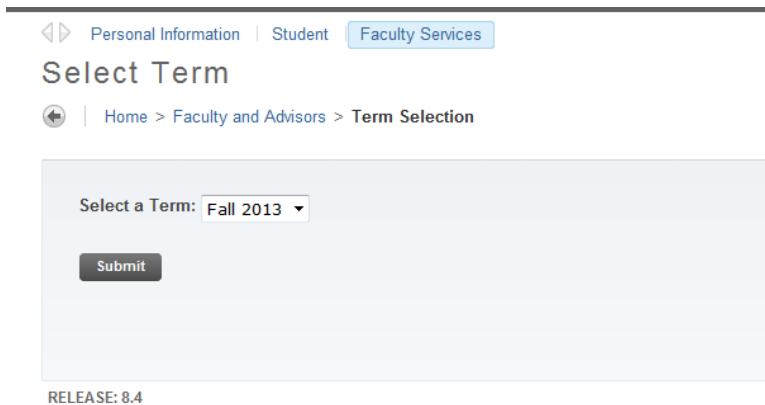


## Select a Student

To select a student, click on the Student Information Menu, ID Selection.



You will be presented with the term selection box. Select the term from the dropdown and click SUBMIT.



If you know the student's Banner ID or VIP ID you may enter it in the Student or Advisee ID field or you can enter any part of the student's name in the Student and Advisee Query.

### Student and Advisee ID Selection

Home > Faculty and Advisors > Student Information Menu > ID Selection

A screenshot of the 'Student and Advisee ID Selection' form. At the top, there is a text box with the instruction: 'You may enter: 1. The ID of the Student or Advisee you want to process, or 2. Partial names, a student search type, or a combination of both. Then select Submit.' Below this is a form with two main sections. The first section is 'Student or Advisee ID:' with an empty text input field. A red arrow points to this field. Below this is an 'OR' separator. The second section is 'Student and Advisee Query' with two text input fields for 'Last Name:' and 'First Name:'. A red arrow points to the 'Last Name' field. Below these fields are radio buttons for 'Search Type': 'Students', 'Advisees', 'Both', and 'All' (which is selected). At the bottom are 'Submit' and 'Reset' buttons. A red dashed box contains a hint: 'Hint: If you only know part of the name, use the % as a wild card in the search.'

Click SUBMIT.

If you entered the student's Banner ID, you will be presented a screen to confirm the student:

Student Verification

Home > Student Verification

Please select Submit if the person you chose is correct. If this is incorrect, choose the ID Selection link to try again.

Ima Pacer is the name of the student or advisee that you selected.

Submit

ID Selection

If you entered part of the student's name, you will be presented a drop down list of all students who match your search criteria

Student and Advisee ID Selection

Home > Faculty and Advisors > Student Information Menu > ID Selection

Select the Student or Advisee that you wish to process and choose Submit Name.

Student or Advisee: Testing, Mckissick G34731937

Testing, Mckissick G34731937

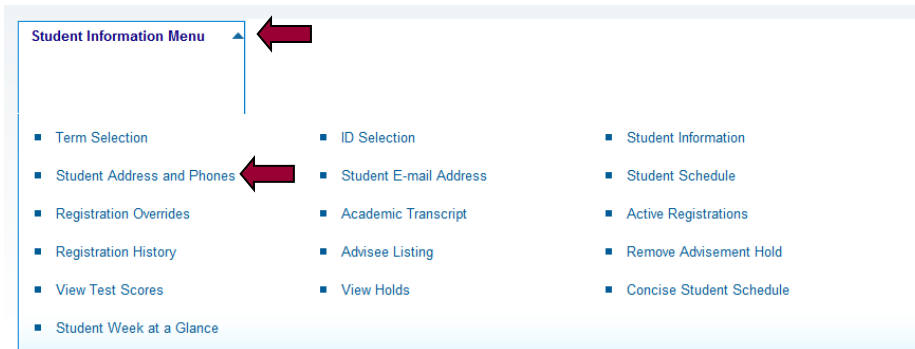
Testing, Woodrow C08473761

Submit

Click SUBMIT after selecting the student and the Student Information Menu will be returned.

## View Student's Address, Phone Number, and Email Address

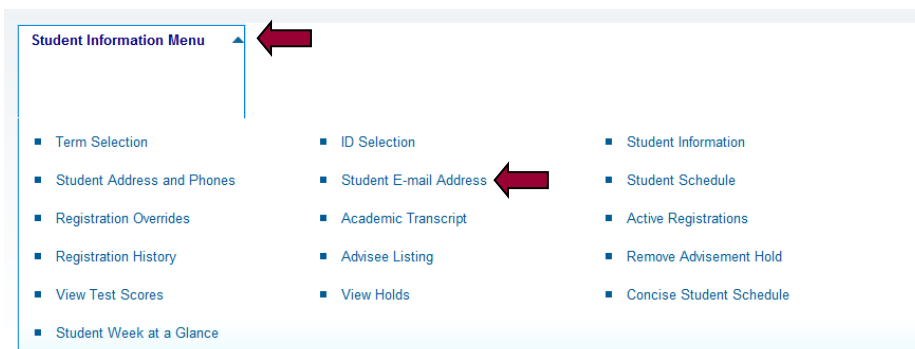
To view a student's addresses and phone numbers, from the Student Information Menu, select Student Address and Phones. (This is similar to IMS forms PATULOOK and GENULOOK.)



All addresses and phone numbers for the student will display:

Addresses and Phones	
<b>Current Address</b>	<b>Phones</b>
<b>Current:</b> May 14, 2012 - (No end date) 471 University Pkwy Apt 35 Aiken, South Carolina 29801-6389 SC-Aiken	Primary: 803-6413366
<b>Parent/Guardian/Next of Kin</b>	<b>Phones</b>
<b>Current:</b> May 14, 2012 - (No end date) 471 University Pkwy Apt 35 Aiken, South Carolina 29801-6389 SC-Aiken	Primary: 803-6413366
<b>Permanent Address</b>	<b>Phones</b>
<b>Current:</b> May 14, 2012 - (No end date) 471 University Pkwy Apt 35 Aiken, South Carolina 29801-6389 SC-Aiken	Primary: 803-6413366

To view a student's email addresses, from the Student Information Menu, select Student Email Address.



All email address for the student will display. The preferred email address will be indicated beside the email address.

**E-mail Addresses**

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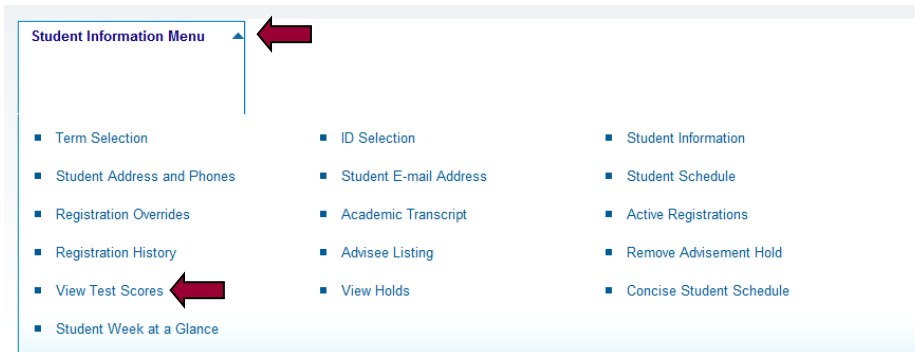
**Aiken Campus Email**  
ipacer@usca.edu

**Online Directory**  
ipacer@usca.edu **Preferred**

**USC Campus Email**  
snair@email.sc.edu

## View Test Scores

From the Student Information Menu, select View Test Scores. (This is similar to IMS screen ADMSAIKN.)

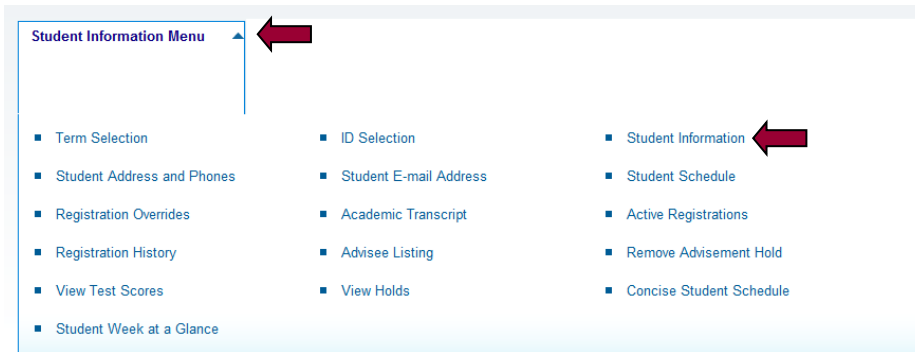


Test scores for the student will display.

Test Description	Test Score	Date Taken
Mathematics Level IC	600	Feb 22, 2013
USCA French Phase 1	758	Feb 22, 2013
ACT English	17	May 15, 2012
ACT English	15	Jul 15, 2012
ACT English	15	Aug 15, 2012
ACT Math	17	May 15, 2012
ACT Math	17	Jul 15, 2012
ACT Math	17	Aug 15, 2012
ACT Composite	17	May 15, 2012
ACT Composite	18	Jul 15, 2012
ACT Composite	18	Aug 15, 2012
AP United States History	03	Feb 22, 2013
AP Chemistry	04	Feb 22, 2013

## View Student's Program (School, Major, Degree)

From the Student Information Menu, select Student Information.



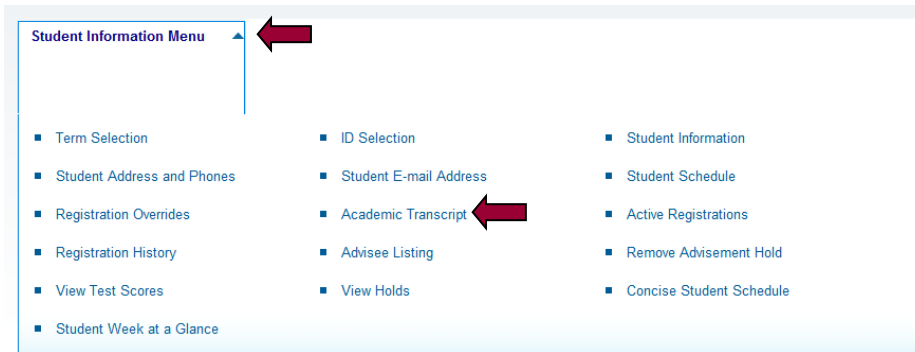
All programs for the student will display.

Student Information effective from Fall 2012 to The End of Time	
<b>Registered for Term:</b>	No
<b>First Term Attended:</b>	Fall 2012
<b>Status:</b>	Active
<b>Residence:</b>	Resident
<b>Citizenship:</b>	Citizen - Verified
<b>Student Type:</b>	New Freshman
<b>Class:</b>	Freshman
<b>Primary Advisor:</b>	Julia E. Bellon
<b>Primary Advisor Type:</b>	Faculty Advisor
<b>Curriculum Information</b>	
<b>Current Program</b>	
No Degree	
<b>Level:</b>	Undergraduate
<b>Program:</b>	USCA No Major
<b>Admit Term:</b>	Fall 2012
<b>Admit Type:</b>	Freshman (First Time)
<b>Catalog Term:</b>	Fall 2012
<b>College:</b>	Univ of S Carolina Aiken
<b>Campus:</b>	USC Aiken
<b>Major:</b>	No Major



## View Record of Academic Work

From the Student Information Menu, select Academic Transcript. (This is similar to the IMS screen ACADWORK.)



This will bring up the request screen for the transcript.

The screenshot shows a form titled 'Select the transcript level and transcript type.' with two dropdown menus and a button.

Transcript Level: All Levels

Transcript Type: Advising

Display Transcript

Select the level and the transcript type of "Advising" and click on DISPLAY TRANSCRIPT.

The screenshot shows a student information page for Jackson King. It includes sections for Curriculum Information, Institution Credit, and Term Totals.

**STUDENT INFORMATION**  
 Name : Jackson King  
 Student Type: Continuing

**Curriculum Information**  
 Current Program: Bachelor of Science  
 College: College Hosp Retail Sport Mgmt  
 Campus: USC Columbia  
 Major: Sport and Entertainment Mgmt

\*\*\*Transcript type:ADVS Advising is NOT Official \*\*\*

**INSTITUTION CREDIT** [.Top.](#)  
 Term: Summer I 2009  
 College: College Hosp Retail Sport Mgmt  
 Major: Sport and Entertainment Mgmt  
 Student Type: New Freshman  
 Academic Standing: Good Standing

Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
ENGL	102	USC Columbia	UG	RHETORIC & COMPOSITION	S	3.000	0.00		

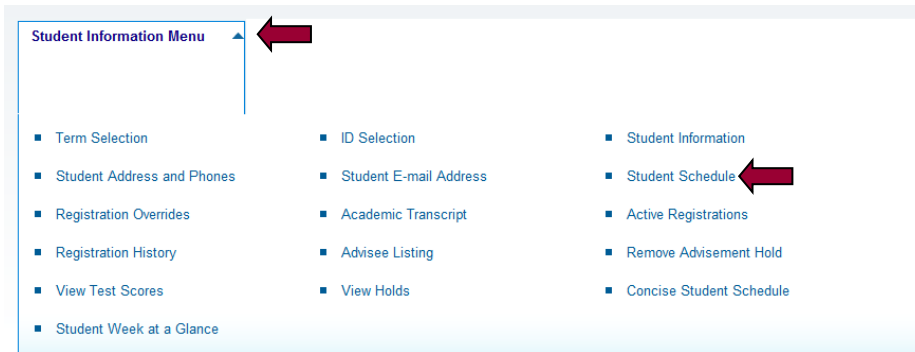
**Term Totals (Undergraduate)**

	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Cumulative:	3.000	3.000	3.000	0.000	0.00	0.000

Transfer and University courses will display.

## View Student's Class Schedule

From the Student Information Menu, select Student Schedule. (This is similar to IMS screen STUDSKED.)



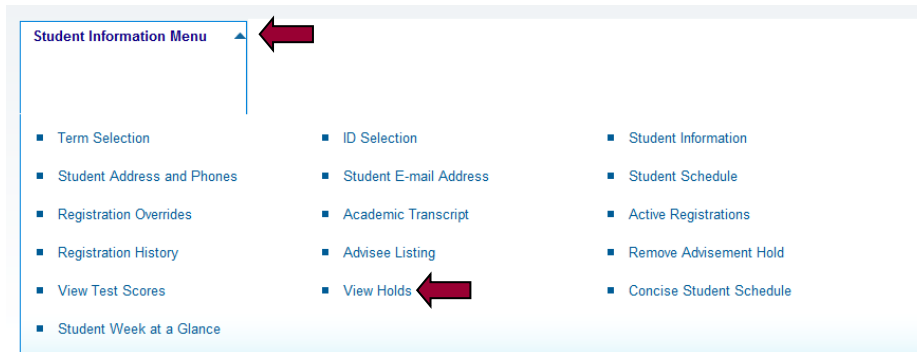
The student's schedule will display with information about each course and the total number of hours the student is registered.

A screenshot of a 'Current Schedule' page. At the top, it says 'Current Schedule'. Below that, a red box highlights 'Total Credit Hours: 28.000'. The first course listed is 'Introduction to Financial Accounting - ACCT 225 - 0'. Its details are: Associated Term: Fall 2013; CRN: 80176; Status: Registered on Jan 17, 2013; Assigned Instructor: Julia E. Bellon (with a profile icon); Grade Mode: Standard Letter; Credits: 3.000; Level: Undergraduate; Campus: USC Columbia. Below this is a section for 'Scheduled Meeting Times' with a table. The table has columns for Type, Time, Days, Where, Date Range, Schedule Type, and Instructors. One row shows: Class, 9:30 am - 10:20 am, MWF, TBA, Aug 22, 2013 - Dec 06, 2013, Lecture, Julia E. Bellon (p) (with a profile icon). The second course listed is 'Introduction to Relativistic Astrophysics - ASTR 340 - 001'. Its details are: Associated Term: Fall 2013; CRN: 80019; Status: Registered on Jan 17, 2013.

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	9:30 am - 10:20 am	MWF	TBA	Aug 22, 2013 - Dec 06, 2013	Lecture	Julia E. Bellon (p)

## View Holds

From the Student Information Menu, select View Holds. (This is similar to IMS screen REGSHOLD.)



The Holds link displays any holds other than the advisement hold a student might have. The “Processes Affected” area displays what is being held. The options are registration, transcripts, diploma/graduation, grades, accounts receivable, and enrollment verification.

Please note that some holds are sensitive and may not display.

### Administrative Holds

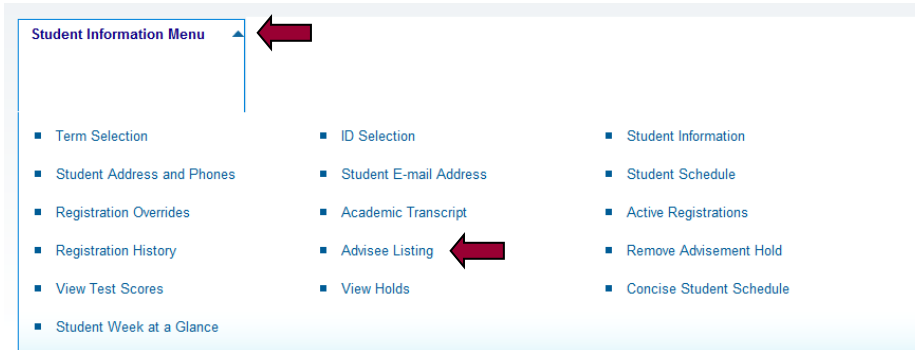
Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
Beaufort Student Accounts Hold	Nov 29, 2012	Dec 31, 2099		Contact Number is 843-521-4108	Beaufort Student Accounts	Registration Transcripts Graduation Enrollment Verification

[Return to Previous](#)

## View List of Advisees

The Advisee Listing will display all advisees assigned, the type of advisor for each student, general information and allows you to email each student individually or in a group

From the Student Information Menu, select Advisee Listing.



A screenshot of the 'Advisee Listing' table. The table has columns for Student Name, ID, Advisor Type, Advisement Hold, Student Information, Holds, Test Scores, and Transcript. There are three rows of student data. A red '1' is next to the envelope icon for the first student. A red '2' is next to the 'Email your advisees' link. A red '3' is above the 'Advisement Hold' column. A red '4' is above the 'Student Information' column. A red '5' is above the 'Holds' column. A red '6' is above the 'Test Scores' column. A red '7' is above the 'Transcript' column.

Student Name	ID	1	Advisor Type	3	4	5	6	7
King, Jackson	V45248424		First Year Advisor	Contact Dean's Office	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
Pacer, Ima	T75376041		Faculty Advisor	N	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>
Testing, Mckissick	G34731937		Major Advisor	Y	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>	<a href="#">View</a>

[Email your advisees](#) 2

**1** To email an individual student, click on the envelope icon beside the student. By clicking on the envelope the default email program on the computer will open with the student's email address in the TO field.

**2** To email the list of students, click on the envelope beside "Email your advisees". By clicking on the envelope the default email program on the computer will open with the students' email address in the BCC field.

**3** The Advisement Hold column indicates if the student has an advisement hold or if the student has a Dean's Office hold.

- 4 The Student Information link displays basic information about the student including the student's current program.

Information for Jackson King  
**Student information effective from Summer II 2009 to The End of Time**

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**Registered for Term:** No  
**First Term Attended:** Summer I 2009  
**Last Term Attended:** Summer II 2009  
**Status:** Inactive  
**Residence:** Resident Pending  
**Citizenship:** Citizen - NonVerified  
**Student Type:** Continuing  
**Class:** Freshman  
**Primary Advisor:** Julia E. Bellon  
**Primary Advisor Type:** First Year Advisor  
**Expected Graduation Date:** May 15, 1990  
**Expected Graduation Term:** Spring 1990  
**Expected Graduation Year:** 1989-1990

**Curriculum Information**

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**Current Program**  
 Bachelor of Science  
**Level:** Undergraduate  
**Program:** HM Sport and Entrtnmnt Mgmt  
**Admit Term:** Summer I 2009  
**Admit Type:** Freshman (First Time)  
**Catalog Term:** Summer I 2009  
**College:** College Hosp Retail Sport Mgmt  
**Campus:** USC Columbia  
**Major:** Sport and Entertainment Mgmt

- 5 The Holds link displays any holds other than the advisement hold a student might have. The "Processes Affected" area displays what is being held. The options are registration, transcripts, diploma/graduation, grades, accounts receivable, and enrollment verification.

Please note that some holds are sensitive and may not display.

**Administrative Holds**

Hold Type	From Date	To Date	Amount	Reason	Originator	Processes Affected
University Bursar	Feb 15, 2013	Dec 31, 2099	\$1,000.00	Tuition	University Bursar-Columbia	Registration Transcripts Graduation Enrollment Verification

- 6 The Test Scores link displays any test scores stored for the student including but not limited to, SAT, ACT and USC Placement Tests.

**Test Scores**

Test Description	Test Score	Date Taken
ACT English	17	May 15, 2012
ACT English	15	Jul 15, 2012
ACT English	15	Aug 15, 2012
ACT Math	17	May 15, 2012
ACT Math	17	Jul 15, 2012
ACT Math	17	Aug 15, 2012
ACT Composite	17	May 15, 2012
ACT Composite	18	Jul 15, 2012
ACT Composite	18	Aug 15, 2012

- 7 The Transcript link allows you to request an advising transcript or a record of the student's academic work.

Select the transcript level and transcript type.

Transcript Level: All Levels ▾

Transcript Type: Advising ▾

Display Transcript

Select the level and the transcript type of "Advising" and click on DISPLAY TRANSCRIPT.

**STUDENT INFORMATION** Find a

**Name :** Jackson King  
**Student Type:** Continuing

**Curriculum Information**

**Current Program**  
 Bachelor of Science

**College:** College Hosp Retail Sport Mgmt  
**Campus:** USC Columbia  
**Major:** Sport and Entertainment Mgmt

\*\*\*Transcript type:ADVS Advising is NOT Official \*\*\*

**INSTITUTION CREDIT** [-Top-](#)

**Term: Summer I 2009**

**College:** College Hosp Retail Sport Mgmt  
**Major:** Sport and Entertainment Mgmt  
**Student Type:** New Freshman  
**Academic Standing:** Good Standing

Subject	Course	Campus	Level	Title	Grade	Credit Hours	Quality Points	Start and End Dates	R
ENGL	102	USC Columbia	UG	RHETORIC & COMPOSITION	S	3.000	0.00		

**Term Totals (Undergraduate)**

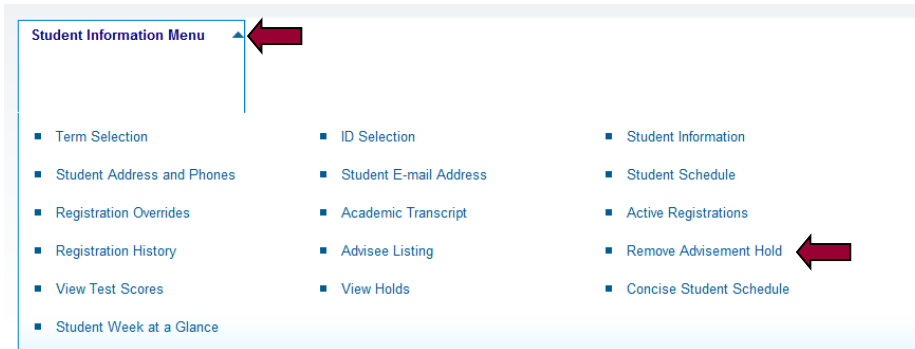
	Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
<b>Cumulative:</b>	3.000	3.000	3.000	0.000	0.00	0.000

[Request Official Transcript](#)

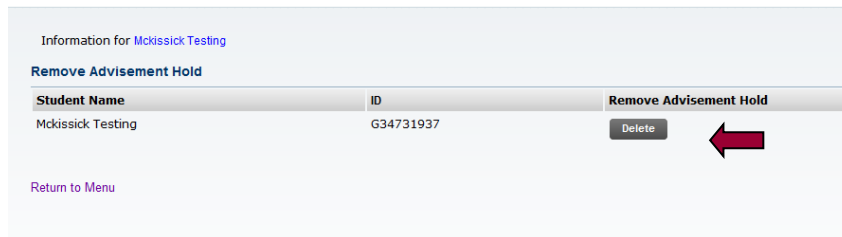
## Remove Advisement Hold

Note: You must have proper authorization to remove advisement holds.

From the Student Information Menu, select Remove Advisement Hold. (This is similar to IMS screen ADVISIND.)



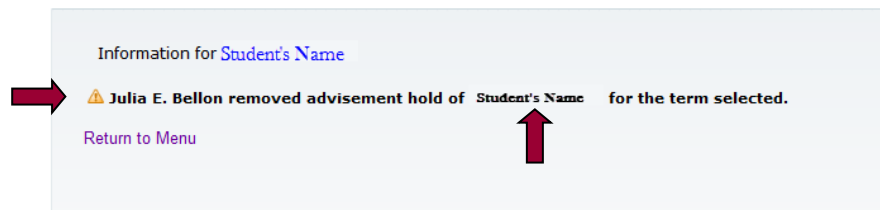
Click on DELETE to remove the student's advisement hold.



A screen with the name of the individual who removed the advisement hold and the student's name will be returned confirming that the advisement hold was removed.

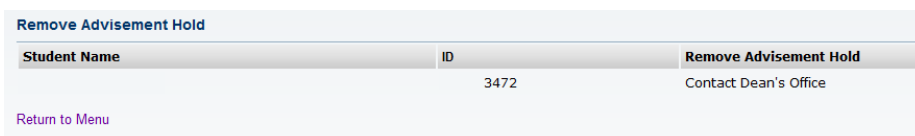
### Remove Advisement Hold

Home > Faculty and Advisors > Student Information Menu > Remove Advisement Hold



If a student's advisement hold has already been removed, you will receive the same screen as above.

If a student has a hold that has been placed by his/her Dean's office, you will be unable to remove the advisement hold.

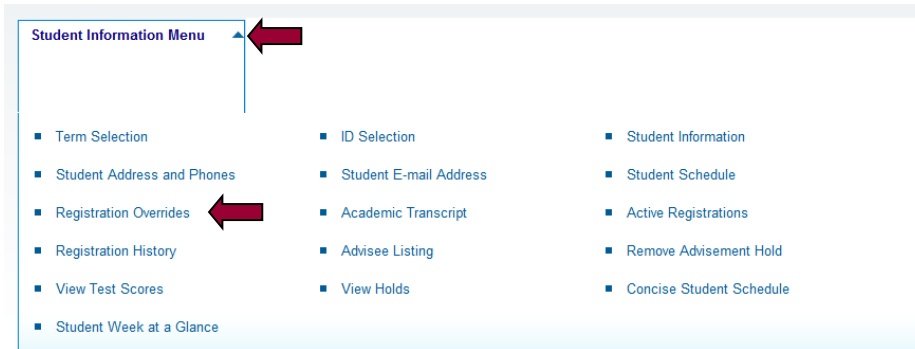


To remove another student's advisement hold, return to the Student Information Menu and click on ID selection. Once the student has been selected, return to the Student Information Menu and click on DELETE as instructed above.

## Course Authorization/Overrides

Note: You must have proper authorization to grant course overrides.

From the Student Information Menu, select Registration Overrides.



Click on the type of Override to be granted to the student you selected.

A screenshot of the 'Registration Overrides' form. The form has two columns: 'Override' and 'Course'. The 'Override' dropdown menu is open, showing a list of options: None, Attribute Override, Campus Override, Class Override, Co-requisite Override, College Override, Degree Override, Level Override, Pre-requisite Override, and Program Override. The 'Course' column has several dropdown menus, all currently set to 'None'. A 'Submit' button is located at the bottom of the form.

Click on the course and section for which you are granting the override.

A screenshot of the 'Registration Overrides' form. The 'Override' dropdown menu is set to 'Level Override'. The 'Course' dropdown menu is open, showing a list of course and section numbers: None, 80008 - ASTR 111 001, 80009 - ASTR 111 002, 80010 - ASTR 111 003, 80013 - ASTR 111 004, 80014 - ASTR 111 004, 80016 - ASTR 111 004, 80019 - ASTR 340 001, 80018 - ASTR 340 001, and 80017 - ASTR 340 002. A 'Submit' button is located at the bottom of the form.

If you need to grant multiple overrides for the same student, you may enter it in the other drop down boxes.

Click SUBMIT.



Confirm the information presented by clicking SUBMIT

These are the override requests you entered. Please confirm them by selecting Submit.


### Registration Overrides

Override	CRN	Course	Number	Section	Student	Activity Date
Level Override	80013	ASTR	111	004	Student's Name	Feb 13, 2013

[Registration Overrides](#)

You will be returned to the Registration Overrides Request screen and notified that the override was successfully saved and shown overrides processed for the student.

Information for [Student's Name](#)

 The registration overrides you entered have been saved successfully.

### Registration Overrides

Override	Course
None	None
None	None
None	None
None	None
None	None
None	None

### Current Student Overrides

Override	Course	Activity Date	Entered by
Level Override	80013 - ASTR	111 004	Feb 13, 2013 WWW2_USER