



Fall 2009 Registration Guide

Registration Information

All students can register using the Visual Information Processing (VIP) system. The steps involved in Registration are as follows:

1. Determine your PIN (Personal Identification Number).
2. Review the schedule of classes.
3. Meet with your academic advisor.
4. Register for your classes.
5. Process your tuition bill.

1. Your PIN

Each student has a four-digit Personal Identification Number (PIN). PINs are required to logon to VIP to access grades, registration, appointment times, and fee payment. All new students will have a provisional PIN assigned. This provisional PIN is a randomly generated four-digit number and needs to be claimed by the student. The provisional PIN can be claimed by the student by providing a positive method of identification.

There are three ways a student may provide positive identification:

1. An online process by which the student verifies his/her identity and receives the provisional PIN at the email address provided on the application for admission, or the University e-mail address. This process is available on VIP at <https://vip.sc.edu/pinreset.html>.
2. An in-person process by which the student presents a photo ID to a staff member in the Records Office, Room 109 of the Penland Administration Building. The provisional PIN will be forwarded to the e-mail address the student has provided.
3. A Mail-in/Fax-in process by which the student may download and complete/sign the request to reset the VIP PIN. A copy of a picture ID is also required with this request. The web address to access this request form is http://registrar.sc.edu/pdf/pin_reset.pdf. The provisional PIN will be forwarded to the e-mail address the student has provided.

If a student forgets his/her PIN, the PIN may be reset by using any of the above options.

2. Review the schedule of classes

This information is available on the web at:
<http://www.usca.edu/records/schedules.html>

3. Meet with Your Academic Advisor

(Advisement is Required)

All students wishing to receive a degree from USC Aiken must be advised prior to registration. If you attempt to bypass this crucial step, the computer will automatically block your registration until you have been advised.

If you do not know your advisor's name or if you wish to change advisors, please contact the Academic Success Center. The Academic Success Center is located in Room 108 of the Penland Administration Building, or you may call (803) 641-3297 or 278-1967 ext. 3297.

During your advisement session, make sure your advisor does the following:

- Gives you several alternate classes (not simply different times of the same class) to use just in case some of your first choices are not available.
- Checks to make sure none of the courses you plan to take require special permission. If any of them do, make sure the instructor of the course (in some cases the school dean/department chair) has given you permission on a Course Authorization Form.

After your advisement appointment, your advisor will notify the Academic Success Center that your advisement for the upcoming semester has been completed, and the "advisement hold" will be lifted. Your advisor may ask you to take the pink copy of the advisement form to the Academic Success Center. After your meeting with your academic advisor, keep your copy of the advisement form (the white copy).

If you are a non-degree student or a transient student from another institution you will need to visit the Academic Success Center to have your advisement hold removed prior to registering for classes.

4. Register for Your Classes

Students have three choices of registration:

1. **Using the Visual Information Processing (VIP) site** on the Internet. The address is vip.sc.edu.
2. **Faculty Desktop Registration (FDR)** (provided your advisor can offer this service and provided it is during your registration appointment time), or
3. **Registering in person in the Registrar's Office**, 109/Penland Administration Bldg.

5. Process Your Tuition Bill

Process your tuition bill prior to the cancellation dates for Fall or your schedule of classes will be dropped. The cancellation dates are as follows:

| | |
|-----------------------------------|------------------|
| 1 st Cancellation..... | August 17 |
| 2 nd Cancellation..... | August 19 |
| 3 rd Cancellation..... | August 26 |

Changes in Registration

“Dropping” or “withdrawing” are two terms used in the Office of the Registrar that are often confusing. **If you want to drop one course, perhaps several courses, you must obtain advisor approval on an advisement form. You may then enter this type of transaction on VIP; however, having that advisement form is your only means of correcting such a transaction if something should go wrong.**

If you drop during the Schedule Adjustment period, the course(s) simply disappear from your schedule. If you drop during the next period, the grade of “W” will appear on your permanent record. This means that you dropped the class during the “Withdrawal” period, and this does not carry any academic penalty. The final period of each semester is the time in which you will receive a “WF” on your permanent record for any class you drop. A “WF” carries an academic penalty in that it is calculated just like an “F.” The Academic Calendar as well as the “Sessions Deadlines” for a particular semester will give you the dates for these three periods.

“Withdrawing” from the University means you want to drop all of your classes for a semester, even if you are only taking one class. To withdraw from USC Aiken, you simply stop by the Registrar’s Office in Room 109 of the Penland Administration Building for the necessary withdrawal forms. We will even mail these to you if you like. The Schedule Adjustment period and the periods of “W” and “WF” all apply to withdrawing just as they do to dropping.

If you receive Financial Aid, please contact the Office of Financial Aid to determine how withdrawing from the University or dropping a class may affect you.

If you withdraw from the University during a refund period for withdrawal you will be eligible for a refund. Also, if you drop a class during a refund period for dropping a class, you will be eligible for a refund. The refund table information is located on the next page of this guide and is also available on the web at <http://www.usca.edu/records/deadlines.html>.

Closed Sections, Special Permission, and Overloads

When a section of a class you want is closed and there is no other section or no other time you may take this course, you might want to talk with the school dean/department chair of that course about the possibility of an **override**. This simply means the person controlling that course will give you permission for the Registrar’s Office to enter your name into the class. Some courses requiring travel, a special project, or something not usually required by an instructor will be listed in the schedule as requiring **special permission**. This is usually available from the instructor. An **overload** means you are trying to take more than one course in Maymester, more than two

courses in a Summer session, or 18 or more hours in a Fall or Spring semester. In order to do this, both your advisor and school dean/department chair must give approval.

Each of these three transactions must be recorded on a **Course Authorization Form**. Once the necessary signatures have been obtained, the student should bring the form to the Registrar’s Office, Room 109 in the Penland Administration Building, where a staff member will register the student in the appropriate class.

Independent Study/Internship Contracts

Prior to registering for an Independent Study course or an internship, you must complete an Independent Study Contract. Your instructor, your advisor, and the school dean/department chair

MUST sign the form. You may then take your approved copy of the form to the Registrar’s Office to have the course entered in the computer.

Auditing

Anyone wanting to audit classes must be admitted to the University and go through the usual registration process. Tuition for audited classes is the same as for classes taken for credit. Classes taken on an audit basis will appear on your official academic record even if you later withdraw from the course.

Auditing a course consists of attending classes and listening without responsibility for assignments or examinations. No credit may

be earned in an audited course, by examination or otherwise. No audited course may be repeated for credit at a later date.

If you have registered for a course on an audit basis and wish to change your registration to take the course for credit or wish to change from credit to audit, you must do so no later than the last day of the drop/add period listed in the “Sessions Deadlines” section.

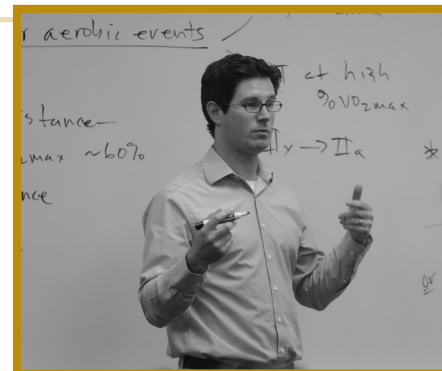
Pass/Fail Option

If you are an undergraduate, you must have the permission of your advisor and school dean/department chair to take a course pass/fail. The option may be elected or revoked no later than the last day for withdrawal with a “W” (see the chart in the “Sessions Deadlines”

section). Pass/Fail forms are available in the Office of the Registrar, Room 109, Penland Administration Building. The option is available only for free electives.

Building Codes

| | | | |
|------|---|------|---------------------------------------|
| ADMN | Robert E. Penland Classroom & Administration Building | PCA | Pacer Commons |
| BSED | Business and Education Building | PX | Pacer Crossings |
| CNTR | SAC (Student Activities Center) | POOL | Natatorium |
| ETHC | Etheredge Center | RPSE | Ruth Patrick Science Education Center |
| H&SS | Humanities and Social Sciences Building | SBDG | Sciences Building |
| NURS | Alan B. Miller Nursing Building | | |



Sessions

Sessions are part of each academic term. The majority of classes are scheduled in the Standard Session (A002), but some classes have beginning or ending dates which are different than the regular term or have special class times which meet outside of the regular meeting time (such as Saturday class meetings or field trips). These classes will be scheduled in other sessions. These sessions will, in most cases, have different deadline dates. It is important to know the session of each of your courses so that you can determine the

important dates that may affect you such as deadlines for changing sections, the last day you can withdraw without receiving a “WF,” or the last day to receive a full or partial refund.

The **session code** for every course is printed on your detailed schedule. It begins with a letter, such as “A” for Aiken Campus, or “N” for Aiken Graduate Courses, and is followed by three numbers.

Fall Session Deadlines

| Sessions | First Day of Session | Last Day to Drop/Add | Last Day to Change Credit/Audit | Last Day “W” grade assigned | Last Day to Elect Pass/Fail | Last Day of Session |
|----------|----------------------|----------------------|---------------------------------|-----------------------------|-----------------------------|---------------------|
| A002 | Aug. 20 | Aug. 26 | Aug. 26 | Oct. 15 | Oct. 15 | Dec. 4 |
| A003 | Aug. 20 | Aug. 21 | Aug. 21 | Sept. 17 | Sept. 17 | Oct. 12 |
| A004 | Aug. 20 | Aug. 20 | Aug. 20 | Sept. 8 | Sept. 8 | Sept. 29 |
| A005 | Aug. 24 | Aug. 24 | Aug. 24 | Oct. 5 | Oct. 5 | Nov. 16 |
| A006 | Aug. 26 | Aug. 26 | Aug. 26 | Oct. 7 | Oct. 7 | Dec. 2 |
| A007 | Aug. 20 | Aug. 20 | Aug. 20 | Oct. 1 | Oct. 1 | Dec. 3 |
| A008 | Aug. 24 | Aug. 24 | Aug. 24 | Sept. 16 | Sept. 16 | Oct. 12 |
| A009 | Aug. 20 | Aug. 20 | Aug. 20 | Sept. 3 | Sept. 3 | Sept. 22 |
| A010 | Aug. 24 | Aug. 24 | Aug. 24 | Sept. 14 | Sept. 14 | Oct. 5 |
| A011 | Aug. 25 | Aug. 25 | Aug. 25 | Oct. 6 | Oct. 6 | Nov. 24 |
| A012 | Aug. 31 | Aug. 31 | Aug. 31 | Sept. 15 | Sept. 15 | Sept. 29 |
| N002 | Aug. 20 | Aug. 26 | Aug. 26 | Oct. 15 | Oct. 15 | Dec. 4 |

The **Fall Exam Schedule** may be viewed at <http://www.usca.edu/records/exampage.html>.

Fall Refund Table

| Sessions | Last Day for 100% Refund to Drop* or Withdraw** | Last Day for 90% Refund to Withdraw | Last Day for 70% Refund to Drop or Withdraw | Last Day for 50% Refund to Withdraw | Last Day for 25% Refund to Withdraw |
|----------|---|-------------------------------------|---|-------------------------------------|-------------------------------------|
| A002 | Aug. 26 | Aug. 28 | Sept. 3 | Sept. 15 | Oct. 13 |
| A003 | Aug. 21 | Aug. 25 | Aug. 27 | Sept. 1 | Sept. 15 |
| A004 | Aug. 20 | Aug. 25 | Aug. 27 | Sept. 1 | Sept. 8 |
| A005 | Aug. 24 | Aug. 31 | Sept. 14 | Sept. 21 | Oct. 5 |
| A006 | Aug. 26 | Sept. 2 | Sept. 9 | Sept. 16 | Oct. 7 |
| A007 | Aug. 20 | Aug. 27 | Sept. 3 | Sept. 10 | Oct. 1 |
| A008 | Aug. 24 | Aug. 26 | Aug. 31 | Sept. 2 | Sept. 16 |
| A009 | Aug. 20 | — | Sept. 1 (40%) | — | Sept. 3 |
| A010 | Aug. 24 | Aug. 26 | Aug. 31 | Sept. 2 | Sept. 14 |
| A011 | Aug. 25 | Sept. 1 | Sept. 8 | Sept. 15 | Oct. 6 |
| A012 | Aug. 31 | — | Sept. 9 (40%) | — | Sept. 15 |
| N002 | Aug. 26 | Aug. 28 | Sept. 3 | Sept. 15 | Oct. 13 |

*To Drop – to drop one or more classes, but not all.

**To Withdraw – to leave the University, dropping all classes.

For questions concerning the Refund Table, contact the Business Services Office, Room 114, Penland Administration Building, Ext. 3543.

Fall Academic Calendar

| | |
|-------------------------------------|---|
| July and August Orientation..... | For information on the dates for orientation and registration for new students and transfer students, refer to the web at http://www.usca.edu/orientation . |
| August 17 (Mon)..... | VIP re-opens at 9:00am. – Students who registered during Priority Registration may make schedule adjustments. |
| August 17 (Mon)..... | 1 st Cancellation of schedules for non-payment of fees – 6:00pm. VIP closes at 6:00pm. |
| August 19 (Wed)..... | Continuing students who did not participate in Priority Registration may register and process their bills – 1:00–5:00pm. |
| August 19 (Wed)..... | 2 nd Cancellation of schedules for non-payment of fees – 6:00pm. VIP closes at 6:00pm. |
| August 20 (Thu)..... | Undergraduate and Graduate classes begin |
| August 20-26 (Thu-Wed)..... | Late registration and schedule adjustments – 9:00am–6:00pm (Note: The Registration Center will close at 5:00pm on Friday, August 21.) |
| August 26 (Wed)..... | Last day to drop a course or withdraw without record for Fall classes in Sessions A002 and N002. Last day to receive 100% refund for withdrawal or drop for Fall classes in Sessions A002 and N002. Note: For deadlines regarding refunds and deadlines for courses in other sessions, refer to the web at http://www.usca.edu/records/deadlines.html . |
| August 26 (Wed)..... | Final cancellation of schedules for non-payment of fees – 6:00pm. |
| August 28 (Fri)..... | Last day to receive 90% refund to withdraw from the University for Fall classes in Sessions A002 and N002. |
| September 2 (Wed)..... | Last day to submit Proficiency Portfolio in Writing. |
| September 3 (Thu)..... | Last day to receive 70% refund to drop a class or to withdraw from the University for Fall classes in Sessions A002 and N002. |
| September 7 (Mon)..... | Labor Day – No Classes. The University will be closed. |
| September 15 (Tue)..... | Last day to receive 50% refund to withdraw from the University for Fall classes in Sessions A002 and N002. |
| October 8 (Thu)..... | Midpoint in semester. |
| October 8-9 (Thu-Fri)..... | Fall Break – No classes. |
| October 13 (Tue)..... | Last day to receive 25% refund to withdraw from the University for Fall classes in Sessions A002 and N002. |
| October 14 (Wed)..... | Grad Finale. |
| October 15 (Thu)..... | Last day to drop a course or withdraw without receiving a “WF” for Fall classes in Sessions A002 and N002. Last day to elect/revoke pass/fail option for Fall classes in Sessions A002 and N002. |
| November 25–27 (Wed-Fri)..... | Thanksgiving Holiday – No classes. |
| December 4 (Fri)..... | Undergraduate and Graduate classes end |
| December 5-6 (Sat-Sun)..... | Reading Days |
| December 7-11 (Mon-Fri)..... | Final Exams |
| December 10 (Thu)..... | Convocation at 7:00pm in the USCA Convocation Center |

