



## NEW STUDENT CHECKLIST

Now that you have been admitted to the College of Nursing, please complete the following forms and submit them:

- ☐ **USC Student Immunization Form** - Proof of the required immunizations must be on file at the university level prior to class registration. Visit for <https://www.sa.sc.edu/shs/files/2012/02/Immunization-Form-revised112816.pdf> for information on what is needed.
- ☐ **Citizenship Verification Form** - All USC students must present proof of citizenship or lawful presence in the U.S. before enrolling. Verification of immigration status for non-citizens will be conducted by international student officials. For other students, a proof of citizenship verification process has been adopted to deter and prevent false claims of citizenship by unlawful aliens attempting to evade the eligibility requirements of section 59-101-430. For more information about the citizenship verification process, visit [Residency and Citizenship](#). If you are an international student, please visit [International Student Services](#) to see what you may need to submit to fulfill the citizenship requirement.
- ☐ **Financial Aid**: Students who plan to receive financial aid must complete a 2017/2018 FAFSA application for the fall term. USC Federal School Code is 003448. Please visit [www.FAFSA.gov](http://www.FAFSA.gov) for more information. You may contact the Office of Student Financial Aid and Scholarship directly with any financial aid questions: [uscfaid@mailbox.sc.edu](mailto:uscfaid@mailbox.sc.edu) or (803) 777-8134.

After completing these forms and **attendance at orientation**, you are ready to register for class:

- ☐ **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 uses SSC to communicate with students and assign grades.
  - To sign in to Self Service Carolina, you'll need your VIP ID and password.
  - **What is my VIP ID?** Your VIP ID is an eight-digit number that has been assigned to you by USC, providing you access to multiple university sites. If you have been offered admission to the university, you can find your VIP ID in your acceptance letter. You're also given access to your VIP ID if you've applied for financial aid.
  - Lost or forgotten your VIP ID? If you'll be a new student in the fall, contact the UTS Service Desk.
  - If you're faculty, staff, or an existing student, sign in to **VIP** and look under the Personal tab.

- **What is my USC ID?** The USC ID is used primarily by USC staff and faculty to manage student information and records. Please note that the USC ID is not the same thing as your SSN. However, if you're a newly admitted student you can use the last four digits of your Social Security Number to **see your VIP ID and set your password**. However, if you do not have an SSN or did not provide one on your admissions application, the last four digits of your USC ID are provided in your acceptance letter as an alternate way to access your VIP credentials.
- **What is my Network Username?** Your Network Username is an eight-character combination of your first and last names, and it may also include your middle initial and/or numbers. You'll use it to **access your university email**, university wired and wireless networks, Blackboard, and some college/department systems. To locate your Network Username or set your password, visit **my.sc.edu** and sign in using your VIP ID and password. Use the following chart as to determine which ID you need to access different USC systems:

	VIP ID	Network Username	USC ID
Self Service Carolina	X		
VIP	X		
Orientation and testing services	X		
University email		X	
Blackboard		X	
Option to verify identity			X
Option to establish VIP ID for new students			X

- ☐ **Registration Information** – Prior to attending orientation, check Self-Service Carolina (SSC) for your **registration eligibility**. If you are ineligible to register, SSC should indicate the reason. You should take care of any registration holds immediately. Anyone with an Immunization or Citizenship Verification hold should send those documents directly to the indicated department. If you are missing other documents (official transcripts, etc.),

you should communicate directly with Aaron Honore, Program Coordinator in the Graduate School (777-7501, [honore@mailbox.sc.edu](mailto:honore@mailbox.sc.edu)).

- ❑ **Blackboard** is course delivery software used in academic settings. Faculty members use Blackboard to post syllabi, readings, assignments, notes, class discussions and more. Each course has its own Blackboard pages. Your USC email address is your Blackboard username PLUS @email.sc.edu. Your Blackboard Username and Password are the same as your USC network username/password. The DEFAULT ADDRESS IN BLACKBOARD is your USC email address. If you want to forward email that will come to you through Blackboard to an account other than the default USC email – do the following: logon to Blackboard – go to the TOOLS box in the upper left-hand corner, click on personal information – click on Edit Personal Information and under #1 Personal Information enter at EMAIL the email address that you would like to receive your emails.
- ❑ **Virtual Communities:** Within Blackboard, there are virtual communities of which you will be automatically added based on your degree program as follows:
  - Master of Science in Nursing and Certificate of Graduate Study in Advanced Practice Nursing students with an emphasis in FNP, AGACNP, and PMHNP: *Nursing Graduate Students – MSN/Cert* community.
  - Master of Science in Nursing Administration with a focus in Organizational Leadership students: *MSN – Organizational Leadership Students* community.
  - Doctor of Nursing Practice students: *Nursing DNP Virtual Community*.
  - All students in the College of Nursing: *College of Nursing Students – Columbia* community.

Within your community, you will find program information, clinical information and documents, and a host of other information about your program. **This will become a very important resource throughout your program.**