

## Option 4: Photocopy/Pick up from Department (Columbia Only)

In the event that all of your materials and/or grades on activities for assessing the Carolina Core are not able to be sent electronically, you may arrange for a representative from OIRAA to pick up the materials from your department. This option is only available to instructors teaching on the Columbia campus. To arrange for a pickup, please call OIRAA at 803-777-0072.

Instructors from the Palmetto College with printed materials for Carolina Core assessment will also need to contact OIRAA at 803-777-0072 or by email at [OIRAAGED@mailbox.sc.edu](mailto:OIRAAGED@mailbox.sc.edu) to discuss options for sending assessment materials by U.S. Mail.