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.

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.

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.

ON YOUR TIME INITIATIVES

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/3hyNvGN (Fees may be involved.)

- Strom Thurmond Fitness Center
  1000 Blossom Street
  Columbia, SC 29208
  803-578-9375
  Additional information can be found at: https://bit.ly/3xsggM

- 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
803-768-7070
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.
**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. Active Duty/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/3jmISV4

**REGISTRATION 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.

**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.

**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.

**ON YOUR TIME INITIATIVES**

1. Please visit: sc.bncollege.com.
2. Click on ‘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.: (Y01)

5. Take the ‘Find Materials’ to view required textbooks.

**TEXTBOOKS ORDERING**

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.: (Y01)
6. Follow steps A-C, if you are taking more than one course.
7. Finally, click on ‘Find Materials’ to view required textbooks.

**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.

**VIEW SECTIONS**

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

**VIEW SECTIONS**

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.