New Student Checklist

Welcome! We look forward to having you study with us!
This checklist corresponds to the information on the New Student Checklist webpage.
Your program will provide advising and funding information.

Access my.sc.edu
- Find your VIPID on your admission letter/email
- Claim your account
  - Retrieve Network Username and set password
  - Retrieve USC email address
  - Set up Multifactor Authentication

Provide Citizenship and Residency Documents
- Submit Citizenship Documentation
  - US Citizens: Citizenship Status Verification
  - Internationals: Immigration Documentation
- South Carolina residents must also submit SC Residency Certification Form
  (affects tuition rate)

Register for Classes
- Log into my.sc.edu
- Remove/Prevent Registration Holds
  - Talk to your program director or office to remove Advising holds (some departments require advising before registration)
  - Submit Citizenship documentation through my.sc.edu
  - Watch your Financial page in my.sc.edu regularly to resolve Bursar holds
- Class Registration Instructions

Meet Health Requirements
- Submit Immunization records or exemption forms through MyHealthSpace by midterm of first semester
- Provide proof of Health Insurance soon after registering for classes. The Mandatory opt-in/waive off process is required every Fall and Spring semester for
  - Graduate students enrolled in 6+ credit hours
  - Graduate assistants
  - International students
  - Students enrolled in School of Medicine graduate programs
    - Exception: Students who are participating in fully online/distance programs are automatically waived from this requirement.
- Voluntarily enroll in the student health insurance plan if you are not part of the mandatory process and you want to purchase insurance through the university
Provide Official Transcripts and Scores
- Check your admission letter for transcript and/or score conditions
- Request every university you attended to send final transcripts to USC Graduate School, even if a degree was not awarded
  - Course listings with grades
  - Statement or separate certificate naming degree earned and date conferred
- Request each testing agency to send official academic and/or language proficiency scores to USC Graduate School
- Compliance will remove holds blocking registration for your second term of study

Complete Community Education Courses
- Check your USC email or log into Self Service Carolina at my.sc.edu and use the links under the Community Education tab.
- 3 separate courses, each with two parts, are available at specific times during the year

Attend GTA/GIA Training
- Required for all graduate teaching or instructional assistants
- International Teaching Assistants are required to attend an additional language workshop

Connect with International Student Services
- Immigration Advice
- Special Programming
- Support for International Organizations
- Advising for Cultural Adjustment

Register with Student Disability Services
- Formally register with the Student Disabilities Resource Center to receive approval for reasonable accommodations

Access Student Athletics Tickets
- Students taking fewer than 12 credit hours must add student ticket access to their bill via the Bursar’s Office
- Access to student tickets is automatically included for students taking 12 or more credit hours