Congratulations on your acceptance to the Arnold School of Public Health at the University of South Carolina!

We would like to welcome you to the Arnold School family. The school includes the following departments/academic programs: Athletic Training; Communication Sciences and Disorders; Epidemiology and Biostatistics; Environmental Health Sciences; Exercise Science; Health Promotion, Education, and Behavior; Health Services Policy and Management; Physical Activity and Public Health; Physical Therapy; and General MPH. To officially welcome you and familiarize you with the services and programs available to you as a graduate student, we are holding an Orientation Program on Tuesday, August 22nd.

The Orientation Program will include:
- Welcome and Discussion of What is Expected as a Graduate Student
- Arnold School/USC Information Session
  (Services and Opportunities for Students)
- Departmental Breakout Sessions
  (Departmental Policy and Procedures & Academic Advising/Class Registration)

The Orientation Program will be held at the Public Health Research Center at 921 Assembly Street. Check-in will begin at 8:30 am in the first floor lobby. Lunch cards will be provided for students.

**Information Session**

The Arnold School/USC Information Session will begin with a welcome from the Dean, followed by an outline of what is expected of you as a graduate student. Following, the Office of Graduate Student Services will introduce you to representatives from various campus offices and organizations which will provide important information to help you transition into our Carolina Community.

**TUESDAY August 22**

Check-in will begin at 8:30 am in the first floor lobby of the Public Health Research Center.

University of South Carolina
Arnold School of Public Health
Office of Graduate Student Services
921 Assembly Street
Public Health Research Center
Room 108
Columbia, SC 29208
Email: sphstsrv@mailbox.sc.edu
Phone: 803-777-5031
Fax: 803-777-3588
Departmental Breakout Sessions

The Orientation Program will conclude in the afternoon with Departmental Breakout Sessions during which students will meet faculty and staff, discuss departmental policies and procedures, and if not done so previously, meet with faculty advisors to select classes for the Fall semester. Some programs may have scheduled earlier advisement sessions and will hold an information session instead or will not meet at all. Therefore, please check the agenda to see if your academic unit will be meeting for the breakout session.

Training for graduate teaching and instructional assistants

Several departments in the Arnold School require students - especially doctoral students - to attend training for graduate teaching and instructional assistants (GTAs and GIAs); and other departments strongly recommend attendance. In addition, all international students with GTA/GIA assignments must attend the international teaching assistant workshop for training and evaluation of oral English skills. If your department has indicated that you should attend this training and you do not, the department has the right to withdraw any offer of financial support. Additional information about these training and evaluation activities for GTAs and GIAs can be found at: http://www.sc.edu/cte/TA_OrientationTraining.php.

Documents

All required documents must be submitted to the USC Graduate School. Some students may have been admitted with conditions. Conditions may be due to missing items from a student's admissions file, such as: official transcripts, official transcripts with degree posted, official test scores, WES verification of international documents, or documentation of the completion of prerequisite courses. Official transcripts must be on file with the USC Graduate School. If the degree was not posted on your transcript at the time you submitted your application, you will be required to submit an updated official transcript with the degree posted to the USC Graduate School before you will be fully admitted. Centralized Application (SOPHAS, PTCAS, CSDCAS) applicants will be required to submit an official transcript to USC. Official transcripts are those sent by the registrar of a college directly to the USC Graduate School. Your registration for classes could be restricted if the conditions are not met. In many cases, students will have one semester to meet the conditions placed on their admission.

Insurance

Also, be aware that the University of South Carolina has a hard waiver health insurance policy. All graduate students (including all international students) are required to have health insurance. Under this University requirement, graduate students enrolled in 9 or more hours, all graduate assistants, and international students must purchase the University sponsored student health insurance plan OR provide documentation of enrollment in a comparable health insurance plan. If you choose to purchase the University health insurance, the insurance cost will be included in your tuition and fees. If you are a graduate or international student and have comparable health insurance coverage and do not wish to obtain the University’s sponsored health insurance plan, you MUST complete the waiver process on-line by the waiver deadline in order to have the health insurance fee removed from your tuition. Graduate and international students that have not waived out of the University sponsored student health insurance by the deadline will be automatically enrolled in the health insurance plan sponsored by the University and billed by the Bursar Office for the health insurance premium.
The deadline to waive out/enroll in the University-sponsored health insurance plan for Fall 2017 is September 15, 2017 at 5 pm. DO NOT WAIT TO MAKE SURE YOUR COVERAGE IS IN PLACE. All full-time graduate students (enrolled in 9 hours or more), all graduate assistants, and all international students are required to have health insurance coverage. For more information go to: http://www.sa.sc.edu/shs/billing/insurance/.

**Immunization documentation**

According to University policy, a complete immunization record is required of all students. The immunization requirements must be met and on file at the Thomson Student Health Center Allergy/Immunization Clinic before you can register for classes. The form deadline for Fall admission is July 15th. Please send photocopies of shot records, not originals. The immunization form and instructions are located at: http://www.sa.sc.edu/shs/imm/.

Return this form by mail, fax, or email to:
Thomson Student Health Center
Allergy/Immunization Clinic
1409 Devine St. Columbia, SC 29208
Fax: 803-777-3955
e-mail: immunize@sc.edu

**Legal residency**

Proof of legal South Carolina residency is required for obtaining resident tuition rates. For instructions on providing the necessary documentation go to: http://sc.edu/about/offices_and_divisions/registrar/residency_and_citizenship/residency/index.php.

*(NOTE: International students with assistantships and non-resident students with assistantships automatically qualify for resident tuition rates.)*

**Proof of citizenship**

Effective January 1, 2009, all USC students must present proof of citizenship or lawful presence in the U.S. before enrolling. Detailed information about Citizenship Verification is located at http://sc.edu/about/offices_and_divisions/registrar/residency_and_citizenship/citizenship/index.php.

**Registration**

MY.SC.EDU is a convenient, one-stop website that enables students to conduct the majority of student transactions with a secure connection to their personal account. To access Self Service Carolina (SSC), (which students use to register for classes, check financial aid, check academic records, and much more) students will need to establish a password using their VIP ID. VIP ID is an 8 digit number that has been assigned to students to login to various USC websites. Students can find their VIP ID on their official acceptance letter. The letter should contain their USC ID as well as their VIP ID. In addition to establishing a password all students will have to use **multifactor authentication (MFA)** to access systems on the USC network (i.e. SSC). MFA requires students to take an extra step to confirm their identity each time they log in to university systems. For more information about MFA and instructions on getting started visit the **Multifactor Authentication for Students page.**

It is recommended for students who have not yet registered to login and set-up their SSC account prior to Orientation. Once students have completed an advisement form with their academic advisor, they should submit the form to the Office of Graduate Student Services for processing. (PHYT, COMD, and EXSC students submit forms to their academic unit for processing.)
The Office of Graduate Student Services will email a copy of the approved form to students once processed. Students will then need to register using Self Service Carolina. For instructions on how to use SSC, go to: https://sc.edu/sschelp/.

NOTE: students who have pre-registered must pay fees by 5:00 pm on Wednesday, August 16. Students who do not meet the payment deadline will be dropped from courses and required to re-register. Students advised during Orientation or who register after August 16 will need to pay fees immediately or set-up a payment plan with the Bursar’s Office.

New Student Information

We have provided information for new students on our website located at: http://www.sc.edu/study/colleges_schools/public_health/internal/current_students/graduate_students/new_students/index.php titled New Student Information. This site will not only include information about the New Student Orientation, but will provide you with information about registering, obtaining a student ID, using the library, and accessing all of the many campus services available to you as a graduate student. We will have guest speakers from many of the offices on campus at our New Student Orientation who will be available to answer questions you may have about their programs.

Parking

Parking at our campus is limited so students will need to arrive early the day of Orientation to find a space. Visitor parking is available at Discovery Garage on Park Street. Parking fees: $2 for the first hour and $1 each hour after or $8 for the whole day. Credit card, cash, check, or Carolina Cash is accepted. Hourly parking is also available from 7am to 11pm Mon-Fri, for $1 per hour at the Bull St. Garage (Gate 3). The Horizon Garage (second entrance off of Main St.) fees are $2 for the first hour and $1 each hour after or $8 for the whole day. In addition, five dollar meter cards are available for purchase for all day parking at the Pendleton Street Garage. These are available for purchase in the Parking Services Office located on the first floor of the Pendleton Street Garage, and their office is open from 8:00 am- 5:00 pm. Please visit the Parking Service website at http://www.sc.edu/vmps/ if you need more information about parking.

Campus Tour

If you are interested in a campus tour, please call the USC Visitor Center at 1-800-922-9755 for details and to make a reservation. Tours for prospective graduate students are offered on a limited schedule. For more information about the USC Visitor Center, please visit their website at http://www.sc.edu/visitor/. An on-line campus map is available at http://www.sc.edu/visit/map/.

Please RSVP to the Office of Graduate Student Services by August 4th. You may fax, mail, or email the enclosed form.

Please contact us if you have any questions. We look forward to meeting you!