

Arnold School of Public Health **Graduate Student Orientation**  
University of South Carolina

# 2018 Orientation

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 21st.

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  
21

Check-in:  
8:30 - 9:00 am  
Public Health Research Center  
1st Floor Lobby

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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: sphstsr@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](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, CSDCAS, HAMPCAS, PTCAS) 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**

The University of South Carolina has a hard waiver health insurance policy. Under this University requirement, graduate students enrolled in 6 or more hours and all international students must purchase the University sponsored student health insurance plan OR provide documentation of enrollment in a comparable health insurance plan that meets university requirements. 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 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 2018 is September 15<sup>th</sup>. 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. 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:  
Student Health Services

Allergy, Immunization, & Travel Clinic

1409 Devine Street

Columbia, SC 29208

Phone: 803-777-9511 | Fax: 803-777-3955

email: [immunize@sc.edu](mailto: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:

[https://www.sc.edu/about/offices\\_and\\_divisions/registrar/residency\\_and\\_citizenship/residency/index.php](https://www.sc.edu/about/offices_and_divisions/registrar/residency_and_citizenship/residency/index.php). (NOTE: Graduate assistants usually receive tuition credits that bring non-resident tuition to the equivalent of in-state rates.)

### **Proof of Citizenship**

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 before enrolling. New students often enter the university with their citizenship status pre-determined through the financial aid process. Others may have to complete the citizenship verification process. Before submitting the Citizenship Verification Form, please check to see if your status has already been verified, by reviewing the "View Student Information" link in the "Student Records" section of Self Service Carolina (SSC). If you find that your citizenship status is non-verified, you must submit the Citizenship Verification Form. Non-US citizens at the Columbia campus should contact **International Student Services**. Detailed information about Citizenship Verification is located at: [https://www.sc.edu/about/offices\\_and\\_divisions/registrar/residency\\_and\\_citizenship/citizenship/index.php](https://www.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 many 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. This letter should contain your USC ID as well as 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 at: [https://www.sc.edu/about/offices\\_and\\_divisions/university\\_technology\\_services/security/sc\\_technologies/mfa.php](https://www.sc.edu/about/offices_and_divisions/university_technology_services/security/sc_technologies/mfa.php). 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. (ATEP, COMD, EXSC, and PHYT) 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: Tuition and Fees are due by 5:00 pm on August 15th for students who register prior to the Arnold School of Public Health Orientation. Courses may be dropped as a result of not submitting payment or not enrolling in the payment plan by this date. You can re-register via SSC during the drop/add period (which is after 5:00 pm on August 15th to 5:00 pm on August 29th). If you register for classes after the payment deadline, your payment (or enrolling in the payment plan) is due immediately. After August 29th, which is the deadline to add or drop a class, students will be required to submit a Registration Exception Form to the Bursar's Office for registration approval. Once approved, the form can be submitted to the Registrar's Office for processing. Students will be unable to add courses in SSC after August 29th. Students who drop after August 29th, will receive a grade of "W" on their transcript showing withdrawal from the course. These dates are for the "Part of Term 30 – (Full Term)". Check the "**Part of Term**" for each course in which you register as

some may have different start and end dates as well as different payment, refund, and drop/add deadline dates.

### **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](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 New Student Orientation, but will provide you with information about registering, obtaining a student ID, using the library, and accessing all 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.

### **Housing**

Only off-campus housing is available to graduate students. Students still looking for housing should visit the following websites:

[http://sc.edu/about/offices\\_and\\_divisions/off\\_campus\\_living\\_and\\_neighborhood\\_relations/index.php](http://sc.edu/about/offices_and_divisions/off_campus_living_and_neighborhood_relations/index.php) (Off-Campus Living & Neighborhood Relations), and

<http://housing.dailygamecock.com/> (The Daily Gamecock Housing Guide).

### **Parking**

Parking at our campus is limited so students will need to arrive early the day of Orientation to find a space. Parking is available in the Discovery Plaza Garage located at the corner of Park and College Streets (821 Park Street) - enter on the Park Street side. Visitor parking (take

ticket as you enter, pay as you exit) is \$2 for the first hour and \$1 for each hour after with no more than \$8 per day if exiting before midnight. Note that most spaces on the 3rd and 4th floor are reserved for faculty/staff and Department of Transportation (DOT) parking.

Hourly parking is also available from 7am to 11pm Monday-Friday, for \$1 per hour at the Bull Street Garage (Gate 3).

In addition, five-dollar meter cards are available for purchase for all day parking at the Parking Services Office located on the first floor of the Pendleton Street Garage from 8:00 am- 5:00 pm. Meter Cards can be used in the two-hour and five-hour meters on campus. These cards are not valid at City of Columbia street meters.

Please visit the Parking Service website at <http://www.sc.edu/vmps/> for more information.

### **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 <https://sc.edu/visit/>. An on-line campus map is available at <http://www.sc.edu/visit/map/>.

**RSVP to the Office of Graduate Student Services by August 6<sup>th</sup>. You may fax, mail, or email the enclosed form.**

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