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; and Physical Therapy.

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 20th.

The Orientation Program will include:
- Welcome and Discussion of What is Expected as a Graduate Student
- Arnold School/UofSC 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/UofSC 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 20

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

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 UofSC 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 UofSC 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 UofSC Graduate School before you will be fully admitted. Centralized Application (SOPHAS, CSDCAS, HAMPCAS, PTCAS, ATCAS) applicants will be required to submit an official transcript to UofSC. Official transcripts are those sent by the registrar of a college directly to the UofSC 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 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. 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 2019 is September 13th. 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. You must enter your immunizations in the "Medical Clearances" portion of sc.edu/myhealthspace and click on "Immunizations Record" and attach supporting documentation signed by a medical provider before orientation. (Note: You can take a photo of your documentation with your phone and upload the photo). Please also enter your immunization dates and vaccine types in the "Medical Clearances" portion for each vaccine received. You will not be able to register for classes until documentation of your required immunizations are on file. More information posted at: http://www.sa.sc.edu/shs/imm/.

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. (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.

Registration

Self-Service Carolina is the university’s interactive website where you will manage your academic, financial, and personal information. You will need to claim and manage your account through myaccount.sc.edu before accessing Self-Service Carolina. Students will need to claim their account using their VIP ID. VIP ID is an 8-digit number that has been assigned to students to login to various UofSC websites. Students can find their VIP ID on their official acceptance letter from the University of South Carolina Graduate School. 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 UofSC network. 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. 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. NOTE: Tuition and Fees are due by 5:00 pm on August 14th 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. If you register for classes after the payment deadline, your payment (or enrolling in the payment plan) is due immediately. After August 28th, 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 28th. Students who drop after August 28th, 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 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 (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. More information available at: https://www.innovistaparking.com/. 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 https://www.sc.edu/about/offices_and_divisions/parking/parking/index.php for more information.

**Campus Tour**

If you are interested in a campus tour, please call the UofSC 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 UofSC 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 5th.** You may fax, mail, or email the enclosed form.

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

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**Questions?**

**Office of Graduate Student Services**

921 Assembly Street, PHRC 108  
Columbia, SC 29208  
Phone: 803-77-5031  
Fax: 803-777-3588  
Email: csmith@sc.edu or sphstsrv@mailbox.sc.edu