

2024-2025 • New Student Admissions Guide



SPARTANBURG
Community College

Welcome to Spartanburg Community College!

As an SCC student, you join a rich history of educational excellence that began in 1963 with 150 students. Today, more than 6,000 students share a common goal of seeking associate degrees and training that lead to rewarding employment and financial stability.

We hope you find this *Enrollment Advising Guide* helpful when applying to the College, registering for classes and understanding key dates and deadlines to ensure your success. Admissions and advising staff are available to answer your questions and provide assistance. Please take advantage of the many valuable resources we offer and seek assistance from our helpful faculty and staff.

We are committed to your success – while a student on our campus, after your graduation and as a working professional in the community. **Thank you for choosing Spartanburg Community College!**

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Special Information

If you need special accommodations, please contact the SCC Coordinator of Student Disability Services (Room E-4 in P. Dan Hull Bldg.) by phone at (864) 592-4818, by e-mail at disabilityservices@sccsc.edu, or you may request video correspondence by sending an e-mail to the above address to request a video appointment.

ADA/504 and EEO/Title 9 Coordinator for Students: Dean, Student Engagement & Strategic Innovation, (Room C20 in Jack A. Powers Bldg.) (864) 592-4416

Transfer Officer: SCC Registrar (Room 156 in Terhune Student Services Bldg.) (864) 592-4754 (phone), (864) 592-4689 (fax).

HEOA (Higher Education Opportunity Act) Institution Disclosure Information: Information about the academic and educational training programs at Spartanburg Community College is available on the college's website (www.sccsc.edu) and the current catalog.

The following, known as directory information, may be made available to the public by the College unless students notify the SCC Registrar's Office in writing by the third week of the term that such information is not to be made available.

1. Student's name
2. Major Field of study or program
3. Dates of attendance (enrollment status - full-time, part-time)
4. Awards earned
5. Photographs

Transcripts and information not specified under "directory information" is released only with written permission of the student. The Family Educational Rights and Privacy Act, FERPA, protects the re-disclosure of personal information from a student's education records.

Changes Are Possible: The SCC Enrollment Advising Guide has been prepared as carefully as possible but may be subject to change because of extenuating circumstances. If you have questions about anything in this publication, please call Enrollment Advising Services at (864) 592-4800 or email enrollmentadvising@sccsc.edu.

Spartanburg Community College does not discriminate on the basis of race, color, religion, age, sex, national origin/ethnic origin, veteran status, or disability in its admission policies, programs, activities, or employment practices. The term "on the basis of sex," when used in the employment context, includes pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation. The college complies with the provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 and the Higher Education Amendments of 1986; Section 504 of the Rehabilitation Act of 1973, as amended; the South Carolina Human Affairs Law of 1972; and with the Americans with Disabilities Act (ADA) of 1990, as well as the ADA Amendments of 2008 (ADAAA). For additional information on nondiscrimination policies, contact Dean of Student Engagement, Dr. DeAndre Howard in the Jack A. Powers Building, office C20; phone (864) 592-4164; email howardd@sccsc.edu

WELCOME



SCC Students: Chasing Your Dreams

Since 1963, our students have displayed unparalleled levels of focus and determination in pursuit of their education. Even in the face of obstacles, our students – YOU – continue to rise to the challenge and do what it takes to get the job done. Along the way, you have redefined the boundaries of what is possible with hard work and determination.

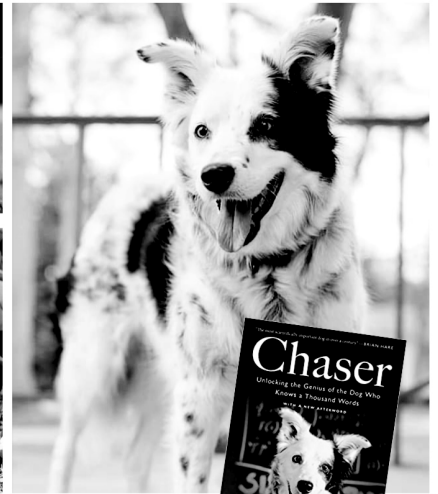


Why the Chasers?

When we set out to choose a mascot to represent our diverse, vibrant community of learners, we knew it would have to be something really special to embody that spirit of tenacity. It didn't take long for someone to suggest a dog known for its intelligence: the border collie.

As fate would have it, one of the most famous border collies in history hails from our very own backyard here in Spartanburg. Known by many as "the smartest dog in the world," Chaser the Border Collie forged a legacy that defied expectation and inspired millions. Throughout the course of her lifetime, she learned 1,000 unique words and changed the way we understand canine intelligence and learning. Intrigued by the learning capabilities of dogs, Chaser came to live with the late Wofford College Professor Emeritus of Psychology Dr. John Pilley in 2004 as a Christmas gift from his wife. His goal with Chaser was to teach her human language in an exploration of all the canine brain is capable of. What started with "find the blue ball" evolved into canine cognition research and Chaser recognizing of over 1,000 proper nouns, groups and categories over the course of her lifetime. Perhaps even more remarkable, through their work together, Dr. Pilley realized Chaser was able to learn through the power of inference, much like how children learn.

Though Chaser passed away in 2019, her legacy lives on not only in Spartanburg, but throughout the world. The work she and Dr. Pilley did together unlocked new understanding of the power of language and communication in lifelong learning.



Known by many as "the smartest dog in the world," Chaser the Border Collie forged a legacy that defied expectation and inspired millions.

YOU are the CHASERS

Every day SCC students like you chase their dreams and a brighter future. In the years ahead, we know, much like Chaser's story, the lasting legacy of your education won't be limited to what you know, but rather the spirit in which you learned—defying expectation, inspiring others and making an impact that radiates throughout our community and beyond.

SCC Mascot: Ultimately, we want the story of Chaser's connection as the SCC mascot to be known by everyone in the Upstate. Just as you, our students, are entrenched in our communities, so too is Chaser, the SCC mascot. You may see her in local schools teaching children the value of education, at ball games, graduations, downtown - everywhere, bringing joy and inspiration to everyone she meets. You—SCC Chasers—are a shining beacon of hope, learning, and unlimited possibility.

Dream it. Chase it. Live it.

You're a Chaser for life!



Office of Enrollment Services

Next Steps for Registered Students

CONGRATULATIONS! Welcome to the Chaser family! Please follow the steps below to complete your registration process and officially begin chasing your dreams!

PREPARING FOR CLASSES:

- **Complete the Free Application for Federal Student Aid (FAFSA):** Remember, it is your responsibility to complete the FAFSA each year. Complete the FAFSA online at studentaid.gov. SCC's Federal School Code is 003994. If you need assistance completing the FAFSA, contact the Financial Aid Office at (864) 592-4810 or visit www.sccsc.edu/admissions-aid/financial-aid/index.php.
- **Secure a Student ID Card, Parking Decal and Textbooks:** Obtain your student ID card from Admissions Dept. located on the Giles Campus, Terhune Student Services Building or in the Admissions Dept. on your respective campus (copy of class schedule is required). To obtain your parking decal, log into your MySCC Portal and select Campus Information (top of the page). Select Campus Police and click on "Vehicle Registration Form." Complete the form and click "Next" to go to the signature page. Type your first and last name into the box and click on "Sign Electronically" to submit your form. You do not need to print out the registration or signature forms. Go to the SCC Police Dept. (Room 63 in the P. Dan Hull Bldg. on Giles Campus) to pick up your decal (or return the form to the Admissions Dept. on your respective campus). Textbooks are available for purchase online at the Book Inn website (<https://www.sccsc.edu/students/bookstore.php>) Student ID is required to pick up online orders.
- **Tuition and Fees:** Please remember that tuition and fees must be paid by the fee payment deadline. For a full listing of tuition, fees, and an overview of various payment options, please visit www.sccsc.edu/admissions-aid/financial-aid/tuition/index.php. For more information, stop by the SCC Business Office (Giles Campus, Ledbetter Building, Room 220) or visit www.sccsc.edu/students/business-office/index.php.

STAY INFORMED:

- **Student Email:** Important information will be communicated only through your MySCC Email, your official college email account. Please be sure to check your college email account daily for important updates and reminders. Admissions staff at all campuses can assist you with accessing your account for the first time. For assistance with user ID or password problems, contact the SCC IT HelpDesk at (864) 592-4682 or stop by the Information Technologies Lobby, Room 110, in the Ledbetter Building on the Giles Campus.

STUDENT RESOURCES:

- **Student Life:** Campus involvement is an essential part of collegiate success! Students who are active in extracurricular activities can be more competitive for valuable scholarships and other achievement-based programs. You will gain confidence as you connect with students, faculty, and staff and add valuable experience to your resume.
To learn more about Student Life, visit www.sccsc.edu/studentlife.
- **College Calendar and Events:** To stay current on college events and for important dates of interest, please connect with MySCC Calendar: www.sccsc.edu/calendar.

ACCEPTED STUDENT DAY

You're invited to join us for Accepted Student Day! This is a great opportunity to connect with future classmates, your college community, interact with faculty and current students. To RSVP MySCC.info/accepted or scan the QR code.

Scan me to sign up!



CALL ME CHASER: ORIENTATION

All first-time freshmen are required to complete new student orientation. To RSVP visit MySCC.info/orientation or scan the QR code.

Scan me to sign up!



If you need accommodations to participate, such as an ASL interpreter, email disabilityservices@sccsc.edu at least a week in advance to allow time for services to be scheduled.

How to Use MySCC Portal

Guide to My SCC Portal

Welcome to SCC!

MySCC Portal is your gateway to all SCC online tools and SCC's Office 365 Suite of apps. Register for classes, manage your financial information, access assignments, correspond with your teacher, grades, email, OneDrive, and much more.

What's my SCC Username and Password?

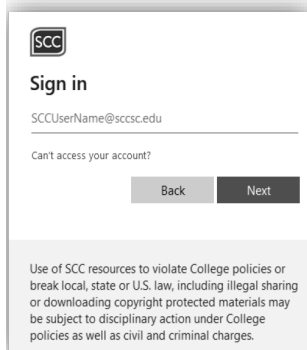
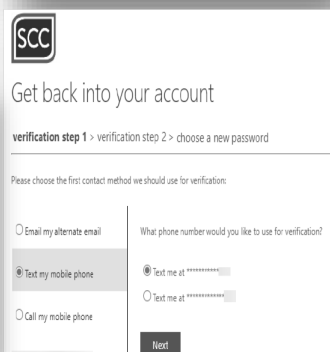
Before you attempt to login to the MySCC Portal for the first time, you will need to set up a unique password only you will know. The initial password is generated by our system and is unknown. When you apply as a student or you are hired as an employee of SCC, you provide alternate contact information to use as verification in the password reset process. If you have any problems with this please call the IT Helpdesk.

1. First, check the back of your Picture ID card or click on the **Find Your Username** from the SCC website.
2. The Link to **Find Your Username** and **Manage Your Password** is below the MySCC Portal button on the www.sccsc.edu/portal page.



How to Setup or Reset your Password!

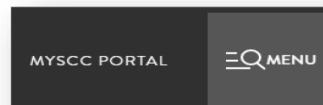
1. Click on "Manage Your Password"
2. Enter in your full college email address and enter the CAPTCHA code below.
3. Click Next.
4. Choose the contact method for verification (Alternate email, Alternate phone -Text or call)



The Ellucian Go App and SCC Wi-Fi use only your web ID and password for login purposes.

Log in to MySCC Portal

1. Go to <https://www.sccsc.edu>
2. Click on the **MySCC Portal** link at the top of the page.



3. Click on the **MySCC portal Login Button**



4. Log-in with your full SCC Email Address and password (SCCUsername@scsc.edu)

How do I change my Alternate Contact Info?

If you can login to MySCC Portal, you don't need us!

1. Click on "Colleague Self Service"
 - Colleague Applications
 - Colleague Self-Service
2. Select "User Options"
3. Update Email Address & Phone Numbers
4. Click "Confirm"

Problem with your verification?

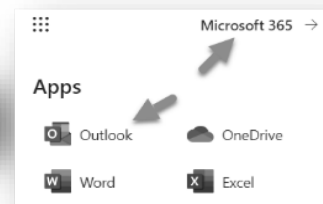
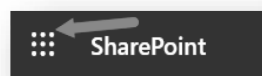
1. Call or Go to Student Records and update your phone number.
2. Email ITSupport@scsc.edu (send a picture ID and new number)
3. Contact the IT Helpdesk to update your phone number.

Not able to login to SCCOnline

1. Contact SCCOnline
 - a. Email scconline@scsc.edu
 - b. Call SCCOnline support at 864-592-4961
 - c. Toll Free at 888-364-9080
 - d. After-Hours/Weekends/Holidays call 877-325-7778.

Accessing Email from the MySCC Portal

1. Login to MySCC Portal
 2. Click on the App Launcher icon from the top left corner.
 3. Click on the "Outlook" icon.
- You're in!!



The Portal includes Everything!!

Remember that your SCC Username and password will allow you to login to:

- Your Office 365 Email and OneDrive
- D2L (Desire2Learn)
- And many more...

Still need Help!

Ledbetter Building (Suite 110) Giles Campus Helpdesk / IT Support (864) 592-4682	Evans Academic Center Downtown Campus 1st Floor Room 180	L. Hoke Parris Bldg. Cherokee Campus Room 210	Tyger River Bldg. Tyger River Campus Room 326
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Spartanburg Community College
Information Technologies
107 Community College Drive
Spartanburg, SC 29303

864-592-4682 Toll Free 877-722-2754 Email ITSupport@scsc.edu
Monday –Thursdays 7:30am to 9:00pm
Fridays 7:30am to 1:30pm

SCC Academic Calendar • 2024-2025

This SCC Academic Calendar provides general deadlines and holidays. Also, MySCC Calendar, a full, continuously updated calendar of SCC semester start/end dates, Student Life events and more can be found on the SCC website at the following links:

MySCC Calendar (including Student Life, events open to public, and more):

- calendar.sccsc.edu

SCC Academic Calendar:

- www.sccsc.edu/AcademicCalendar

Important Dates and Deadlines (including Registration, Financial Aid and Business Office):

- MySCC Portal home page after log-in

Fall 2024

Registration begins for Fall 2024	March 25
Student Accounts available/billing opens	July 1
Financial aid available for Book Inn purchases	August 5–October 2

On-Site Registration:

Registration, Cherokee County Campus	August 13; 9am - 6pm
Registration, Downtown Campus	August 13; 9am - 6pm
Registration, Tyger River Campus	August 13; 9am - 6pm
Registration, Union Campus	August 13; 9am - 1pm
Registration, Giles Campus	August 14-16

(for times, see www.sccsc.edu/academiccalendar)

Late Registration Fee Begins (Late registration fee begins at 12:01am)	August 19
Classes Begin	August 19
Labor Day holiday (College Closed)	September 2
Fall Break (No Classes)	October 9-13
Checks mailed to students with financial aid funds remaining in accounts	October 16
Thanksgiving holiday (No Classes)	November 28
Thanksgiving holiday (College Closed)	November 28-Dec. 1
Fall grades submitted	December 12
Winter Break: Christmas/New Year holidays (College Closed)	December 19 - Jan 1

Spring 2025

Registration begins for Spring 2025	October 14
Student Accounts available/billing opens	November 1
Financial aid available for Book Inn purchases	December 2 - Feb 12

On-Site Registration:

Registration, Cherokee County Campus	January 6; 9am - 6pm
Registration, Downtown Campus	January 6; 9am - 6pm
Registration, Tyger River Campus	January 6; 9am - 6pm
Registration, Union Campus	January 6; 9am - 1pm
Registration, Giles Campus	January 6-7
(for times, see www.sccsc.edu/academiccalendar)	
Late Registration Fee Begins (Late registration fee begins at 12:01am)	January 8
Classes Begin	January 8

Martin Luther King, Jr. holiday (College closed)	January 20
Checks mailed to students with financial aid funds remaining in accounts	February 26
Spring break (no classes)	April 7-11
Spring grades submitted	May 2
Graduation	May 8

Summer 2025

Registration begins for Summer 2025	March 24
Student Accounts available/Billing opens	April 1
Financial aid available for Book Inn purchases	May 5 - May 27

On-Site Registration:

Registration, Cherokee County Campus	May 13; 9am - 6pm
Registration, Downtown Campus	May 13; 9am - 6pm
Registration, Tyger River Campus	May 13; 9am - 6pm
Registration, Union Campus	May 13; 9am - 1pm
Registration, Giles Campus	May 14-16
(for times, see www.sccsc.edu/academiccalendar)	

Late Registration Fee Begins (Late registration fee begins at 12:01am)	May 19
Classes Begin	May 19
Checks mailed to students with financial aid funds remaining in accounts	June 10
Independence Day (College closed)	July 4
Summer grades submitted	July 25

Important Semester Dates: Fall 2024 - Spring 2025 - Summer 2025

Fall 2024 Semester (FAR2024)

Term	Term Name	Section Identifier**	Start Date	End Date	Census Date /Never Attends Due/100% Refund	Drop deadline	FA 60% R2T4	Grades Due
2024FA	Full Fall Term 2024	A	8/19	12/6	8/26	11/12	10/30	12/12
2024FA1	Flex 10 Week Fall Term 2024	B	9/19	12/6	9/26	11/18	11/12	12/12
2024FA2	First 7.5 Week Fall Term 2024	C	8/19	10/8	8/21	9/25	9/23	10/9
2024FA3	Second 7.5 Week Fall Term 2024	D	10/14	12/6	10/16	11/20	11/18	12/12
2024FA4	1 st 5 Week Fall Term 2024	E	9/19	10/28	9/20	10/21	10/21	10/29
2024FA5	2 nd 5 Week Fall Term 2024	F	10/29	12/6	10/30	11/26	11/25	12/12

Spring 2025 Semester (SPR2025)

Term	Term Name	Section Identifier**	Start Date	End Date	Census Date /Never Attends Due/100% Refund	Drop deadline	FA 60% R2T4	Grades Due
2025SP	Full Spring Term 2025	A	1/8	4/28	1/16	3/26	3/17	5/2
2025SP1	Flex 10 Week Spring Term 2025	B	2/11	4/28	2/17	4/10	3/28	5/2
2025SP2	First 7.5 Week Spring Term 2025	C	1/8	2/27	1/10	2/17	2/10	2/28
2025SP3	Second 7.5 Week Spring Term 2025	D	3/3	4/28	3/5	4/15	4/14	5/2
2025SP4	1 st 5 Week Spring Term 2025	E	2/11	3/17	2/12	3/10	3/4	3/18
2025SP5	2 nd 5 Week Spring Term 2025	F	3/18	4/28	3/19	4/21	4/21	5/2

Summer 2025 Semester (SUR2025)

Term	Term Name	Section Identifier**	Start Date	End Date	Census Date /Never Attends Due/100% Refund	Drop deadline	FA 60% R2T4	Grades Due
2025SU	Full Summer Term 2025	A	5/19	7/24	5/26	7/9	7/1	7/25
2025SU1	Summer Flex Term 2025	B	6/2	7/2	6/4	6/25	6/24	7/3
2025SU2	First 5 Week Summer Term 2025	C	5/19	6/19	5/20	6/12	6/10	6/20
2025SU3	Second 5 Week Summer Term 2025	D	6/23	7/24	6/24	7/17	7/15	7/25
2025SU4	7 Week Summer Term 2025	E	6/9	7/24	6/11	7/14	7/9	7/25

Financial Aid Information

Federal Pell Grant, S.C. Need Based Grant and LIFE Scholarship Recipients

Year-round Pell Grant began summer 2018. If you have attended full-time (at least 12 credit hours) during the **fall 2024** and **spring 2025** semesters, you may be eligible for additional Pell funding for the **summer 2025** semester. The S.C. Need Based Grant will not be awarded for the summer semester. Life recipients cannot receive Lottery Tuition Assistance in the summer semester. If you plan to attend the summer 2025 semester, please plan accordingly and budget for your costs. **Effective summer 2015 eligible LIFE recipients may use one of their terms of eligibility during the summer. Inquire in the Financial Aid Office for information regarding eligibility requirements.**

Federal Direct Loan Recipients

Loans are originated with the U.S. Department of Education after completion of the Direct Loan Request Form and it is determined that you meet all eligibility requirements. Even though the financial aid award letter may reflect Direct Loan funds, the proceeds will not be reflected in your estimated financial aid in your student account until you have completed entrance counseling and signed a Master Promissory Note (MPN). Students borrowing for their education should only borrow what they need and can reasonably repay. Loan money can only be used for education-related expenses. These expenses would include tuition, fees, books, supplies, living expenses (rent, utilities, groceries, etc.), and travel expenses. Federal student loan funds should not be used for non-educational expenses. Excess funds remaining after institutional charges have been paid are disbursed to the student each term and it is the student's ethical responsibility to use these funds for educational purposes only.

When Is Fee Payment Due?

Fall 2024-August 07, 2024

Spring 2025-January 02, 2025

Summer 2025-May 05, 2025

When Can I Purchase Books from the SCC Book Inn?

Fall 2024

August 5, 2024 – October 02, 2024

Spring 2025

December 02, 2024 – February 12, 2025

Summer 2025

May 05, 2025 – May 27, 2025

How Do I Get My Check?

If you have a balance remaining after your tuition, fee or book costs have been charged, your check will be mailed (update your address in the Records Office) on the following dates:

Fall 2024-October 16, 2024

Spring 2025-February 26, 2025

Summer 2025-June 10, 2025

Return to Title IV (R2T4) Policy

Your federal financial aid eligibility must be recalculated if you completely withdraw, drop out, are dismissed or take a leave of absence prior to completing **60%** of a term. If you enroll in at least one class during the full term, your R2T4 calculation for all your classes will be based on the date for the full term. The following dates represent the **60%** point of each term:

Fall 2023

Full Fall-October 30, 2024

1st 5 Week-October 21, 2024

2nd 5 Week-November 25, 2024

Flex 10 Week-November 12, 2024

1st 7.5 Week-September 23, 2024

2nd 7.5 Week-November 18, 2024

Spring 2024

Full Spring-March 17, 2025

1st 5 Week-March 4, 2025

2nd 5 Week-April 21, 2025 2nd 5

Flex 10 Week-March 28, 2025

1st 7.5 Week-February 10, 2025

2nd 7.5 Week-April 14, 2025

Summer 2024

Full Summer-July 01, 2025

1st 5 Week-June 10, 2025

Week-July 15, 2025

Flex 10 Week -June 24, 2025

1st 7 Week-July 9, 2025

Federal financial aid includes Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Success Network and Federal Direct Loans. **A student who does not complete at least 60% of a term will owe a repayment to the College and/or the federal government the amount of unearned financial aid. This policy is in the SCC Catalog under College Costs.**

Federal Work Study Program

The Federal Work Study - also known as FWS or Work Study - program is a federal student aid program which provides part-time jobs for eligible students. There are many opportunities for employment through FWS at SCC, including student services, bookstore, SCC Foundation and more! Since positions are limited, students should apply early. Interested students must complete the Free Application for Federal Student Aid (FAFSA) each year. For more information about the FWS program, contact the SCC Financial Aid Office Ladda Koulavongsa 592-4446 koulavongsa@scsc.edu

Never Attending a Class, Eligible Courses and Repeating Courses

If you register for a class and do not attend at least one time, you cannot receive financial aid for that class. Before receiving a check, you should go to the Records Office and officially withdraw from any class that you have never attended and check with the Financial Aid Office to make sure your award amount is correct. You will be responsible for repaying any financial aid overpayment that you receive as a result of never attending a class.

You must be enrolled in an eligible program and meet all other eligibility criteria to receive financial aid. Federal aid will pay only for those courses required for graduation or as a prerequisite for courses required in your program. Academic advisors may report to the Financial Aid Office any student who is enrolled in a class that is not required for his or her program of study.

**** For federal aid programs only, once a student has completed a course two times, that course cannot count in the enrollment status.**

Online Payments & Direct Deposit Set-Up

Online Payment Instructions

Payments can be made online through MySCC Portal or in one of SCC's business offices. To view the amount owed, log in to MySCC Portal. Under Colleague Applications for Students, select Self Service and click on the Student Finance link. This will take you to the Make a Payment tab.


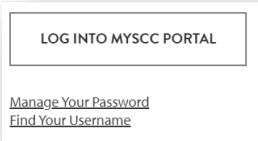
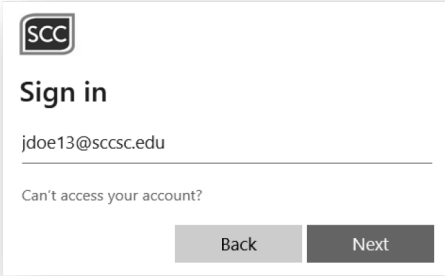
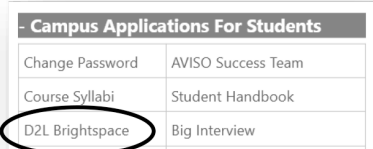
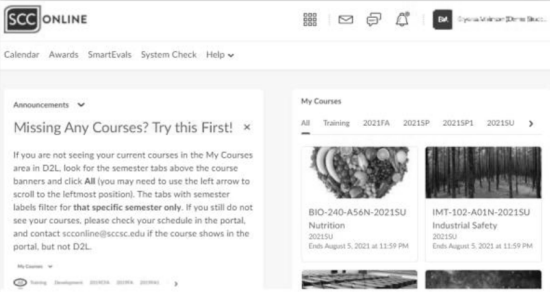
Online Payment Plan Set-Up Instructions

SCC payment plan is available for sign-up online through MySCC Portal. Under Colleague Applications for Students, select Self Service. Next, select Student Finance and click on "Continue to Payment Center." Read the Electronic Authorization and click on "I Acknowledge and Agree" to proceed. Payments may then be made as needed.

Direct Deposit Instructions

- Log in to the MySCC Student Portal via (<https://www.sccsc.edu/portal/>).
- Under Colleague Applications for Students, select Self Service.
- Under Student Financial Information: Select Bank Information (U.S.).
- Click Add an Account and then select the Activate button. Select Next.
- Enter your bank information in the requested fields.
- Disregard the Verify Account button.
- Students must check the I Agree box and click submit.

LOGGING INTO D2L BRIGHTSPACE

ACTION	VIEW
<p>1. Log into the college website at https://www.sccsc.edu. Click on the MySCC Portal link at the top of the page.</p>	
<p>2. The MySCC Portal page will display. Click the LOG INTO MYSCC PORTAL button. The first time you log into the portal you will need to create a password by clicking Manage Your Password.</p>	
<p>3. Depending on your computer, you will be prompted to pick your SCC account from a list or to enter your full SCC email account (e.g. jdoe13@sccsc.edu) and click Next.</p> <p>4. Enter your password and click Sign In. Off campus users may be asked to enter a code sent by text or automated phone call. You might be asked if you wish to stay signed in. Do not answer Yes if you are on a lab, library, school laptop, or other shared computer.</p>	
<p>5. The portal homepage will appear. Click on the D2L Brightspace link in the Campus Applications area in the right-hand column. You will be logged in automatically.</p>	
<p>6. Your D2L homepage will appear where you can select a course from the My Courses area. After selecting a course, you will see course announcements and links to course tools. Get started by clicking on Content and the Start Here module. Grades are under the Grades/Progress menu.</p> <p>If you are missing a course, email sconline@sccsc.edu and include your student ID# and the course and section number listed on your schedule (e.g. ENG-101-A99N).</p>	

Rev. 8/2023



SCCONLINE

Phone: (864) 592-4961 or (888) 364-9080 toll free – E-mail: sconline@sccsc.edu – Web: <https://online.sccsc.edu>

Academic Advising is an important part of your SCC education!

Why do you need to be advised?

- To gain an understanding of SCC policies and degree requirements.
- To help choose or change a program of study.
- To ensure appropriate course placement.
- To prepare for transfer or career opportunities.
- To track academic progress.
- To help with course selection and course scheduling.

The Advising Process

You will want to meet with your faculty advisor once a semester prior to registration to review your academic plan and ask any general questions. You can request an appointment with your academic advisor using the steps below:

- Log-in to your AVISO via MySCC Student Portal
- Click on "Schedule a Meeting" under your advisor's name
- Choose a location
- Click on "Faculty Advising"
- State the purpose of your meeting
- Scroll through available dates/times and select one
- Click on "Send"

After your meeting, if you have any follow-up questions, you may contact your faculty advisor using the "Advising" tab under the "Student Self-Service" section of the MySCC Portal using these steps:

- Click on the "Self-Service" link in your MySCC Portal
- Click on "Student Planning"
- Click on "Plan & Schedule" located on the top right side of the screen
- Click on the "Advising" tab
- Type your question(s) or request for a review of your Academic Plan into the "Compose a Note" box. When you have completed your text, click on "Save a Note" and "Request a Review"
- Your advisor should respond to your question(s) or your request for a review under the "Advising" tab or through your SCC e-mail. Please check both frequently for a response

Your Program Faculty Advisor is:

Advisor's Name: _____

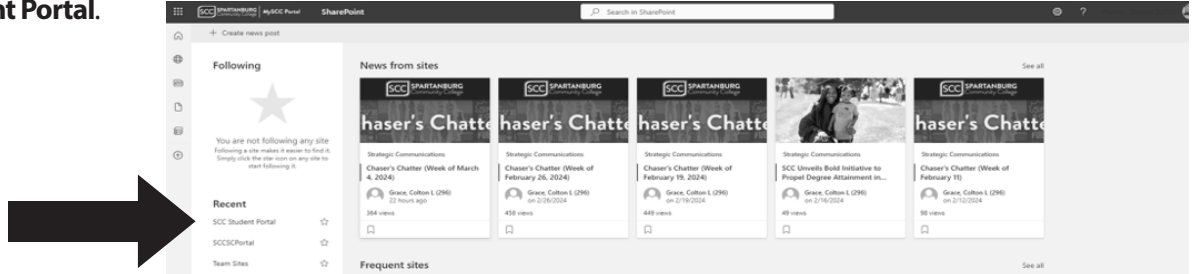
Phone Number: _____

Email: _____

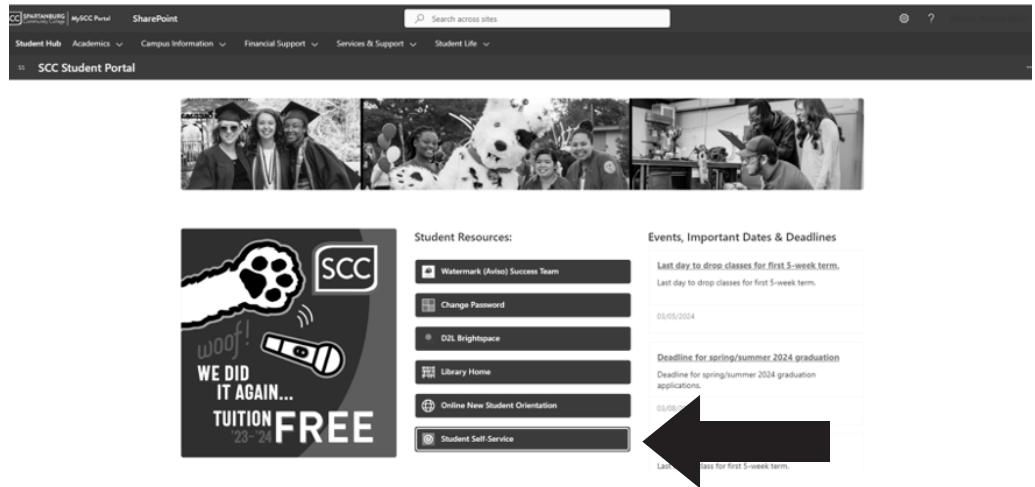
How to Develop a Course Schedule using Student Planning

Note: If you are unsure of the course(s) that you need to plan for the following term, please contact your Academic Advisor via your SCC e-mail account (Office 365) and/or compose a note by using the following steps: Click on **Self-Service** (in the MySCC Portal under Colleague Applications), click on **Student Planning**, then **Go to My Progress** and click on the **Advising** tab (located on the upper, left-hand corner of the page). You will then need to leave your note requesting assistance in the **Compose a Note** box then click on both Save Note **and** Request Review. Make sure to check your SCC e-mail inbox and the Advising tab (in Self-Service) for a reply. **You must contact your advisor prior to registering to ensure course approval. Your advisor will click the "Advisement Complete" button which will allow you to register after you have contacted them.**

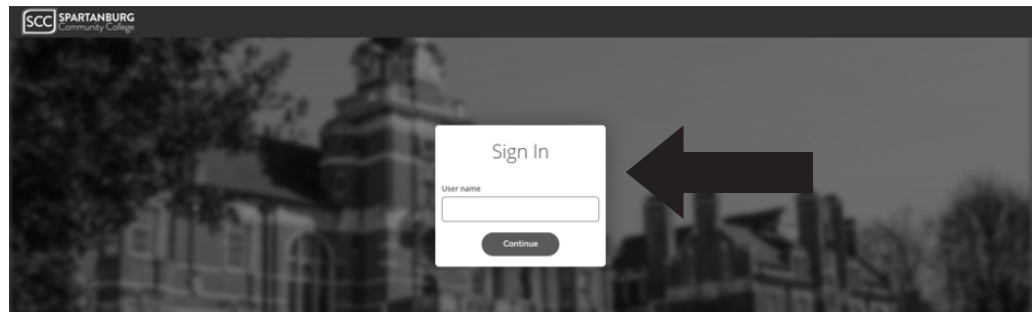
1. Log into your My SCC Portal.
Select **SCC Student Portal**.



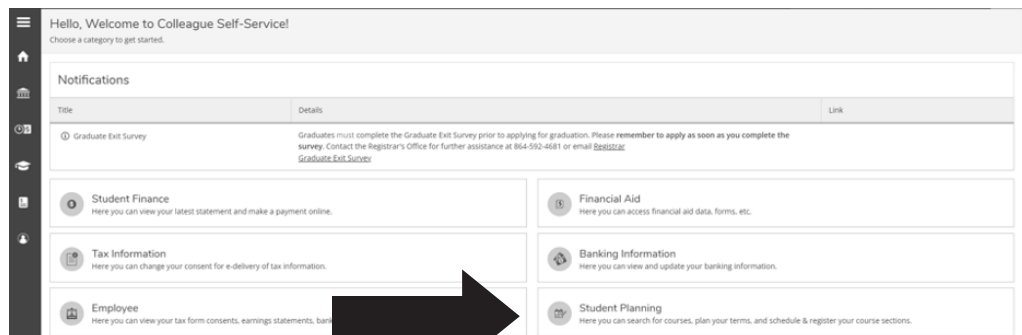
2. Click on **Student Self Service**.



3. Sign in with your username (e-mail address **without** the @sccsc.edu).



4. Click on **Student Planning**.



Continued ... How to Develop a Course Schedule Using Student Planning

5. Click on **Go To My Progress**.

6. Check your progress. Courses completed/registered are in green; courses planned are in yellow; courses not started are in red.

The screenshot shows the 'Steps to Getting Started' page. It includes a search bar, two numbered steps: 'View Your Progress' and 'Plan your Degree & Register for Classes', and a table of programs with their cumulative GPA and progress status.

Programs	Cumulative GPA	Progress
Associate in Science, AS Degree	(2.000 required)	
Early Care and Education, AAS Degree	(2.000 required)	
Occupational Advancement - Continuing Education Program		
Pharmacy Technician Certificate	(2.000 required)	

7. Go to course column to choose a course. Click on the course name (example-ENG 101).

The screenshot shows the 'My Progress' page for the 'COMMUNICATIONS' section. It lists three courses: ENG-101 (English Composition I), ENG-102 (English Composition II), and Public Speaking. A large black arrow points to the 'ENG-101' course name.

Status	Course	Grade	Term	Credits
Not Started	COL-101			
Not Started	COL-102			
Not Started	ENG-101			
Not Started	ENG-102			
Not Started	Public Speaking			

8. Click on **Add Course to Plan**.

The screenshot shows the 'Course Catalog' page for 'ENG-101 English Composition I (3 Credits)'. It includes a search bar, filter results, and a description of the course. A large black arrow points to the 'Add Course to Plan' button.

ENG-101 English Composition I (3 Credits)

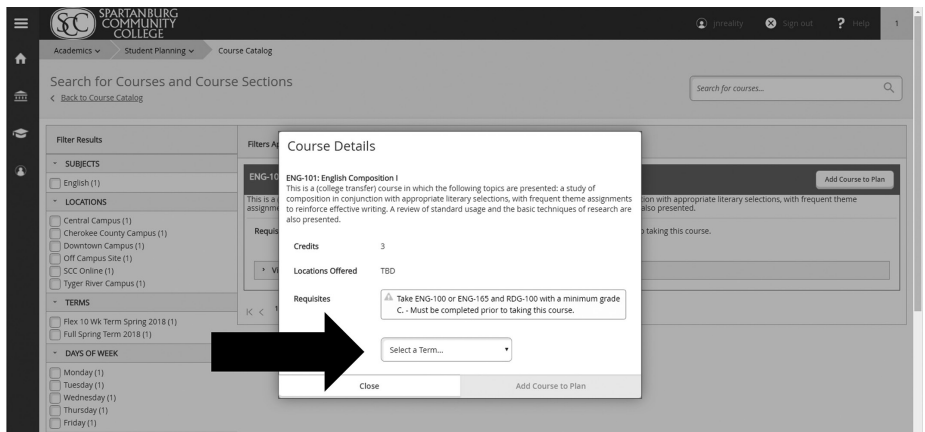
This is a (college transfer) course in which the following topics are presented: a study of composition in conjunction with appropriate literary assignments to reinforce effective writing. A review of Standard usage and the basic techniques of research are also presented.

Requisites: Take ENG-100 or ENG-165 and RDG-100 with a minimum grade C-. Must be completed prior to taking this course.

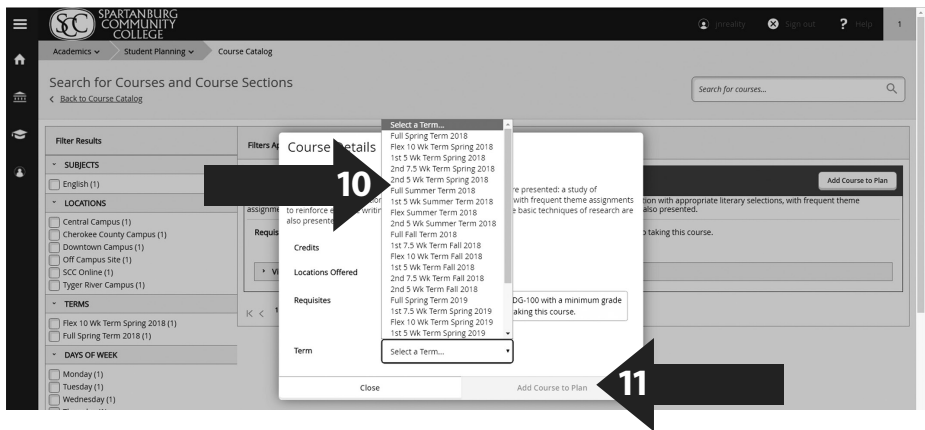
[View Available Sections for ENG-101](#)

Continued... How to Develop a Course Schedule Using Student Planning

9. Click on Select a Term.

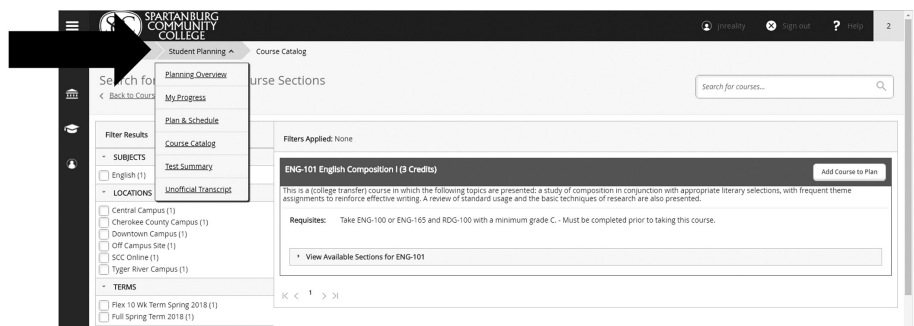


10. Use the drop box to select the term in which you wish to add the course.

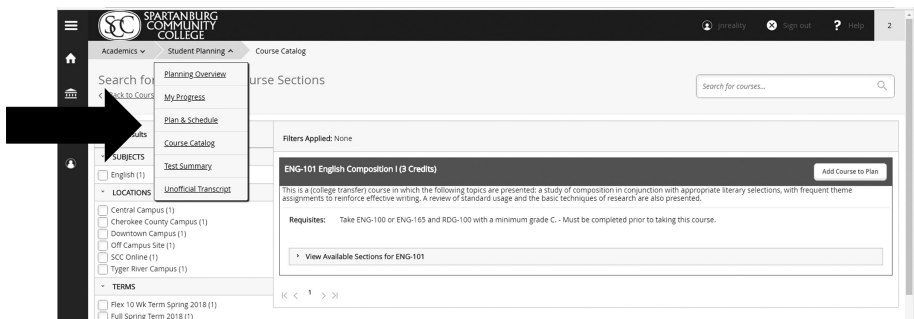


11. After selecting the term, click on **Add Course to Plan**.

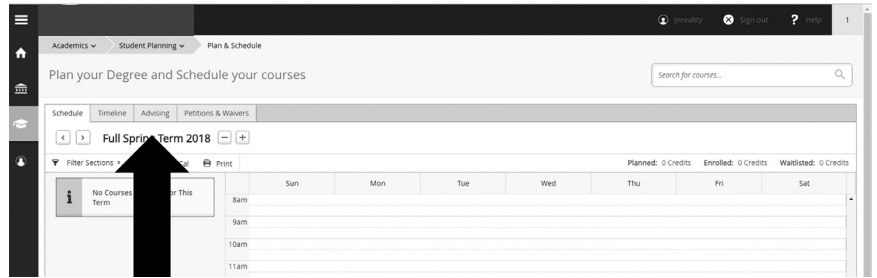
12. Click on **Student Planning** on the upper left-hand corner of the page to return to **View My Progress**. Repeat steps 5-9 until all classes have been selected.



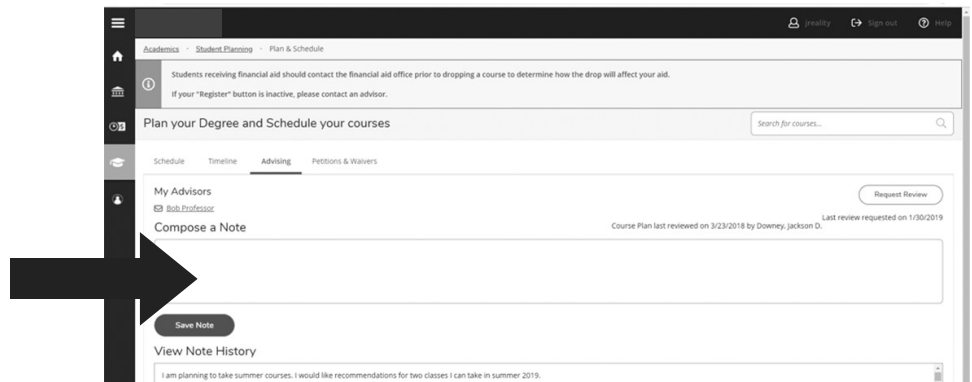
13. Once you have selected all classes, click on **Student Planning** on the upper left-hand corner of the page click on **Plan and Schedule**.



14. Click on **Advising**.

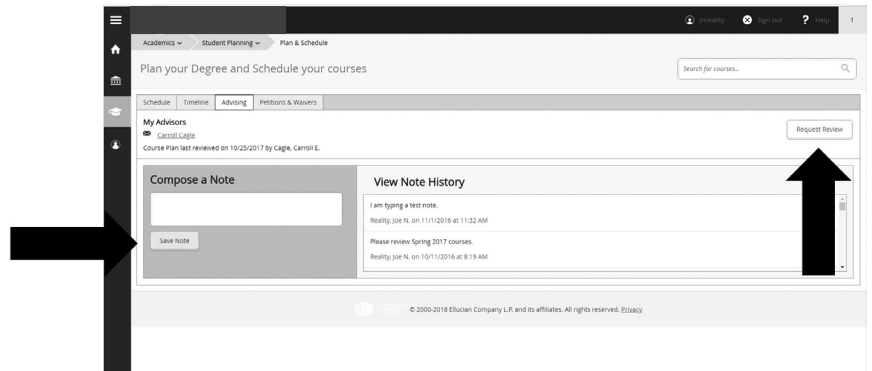


15. Compose a note in the white box asking your advisor to review your semester plan for accuracy.



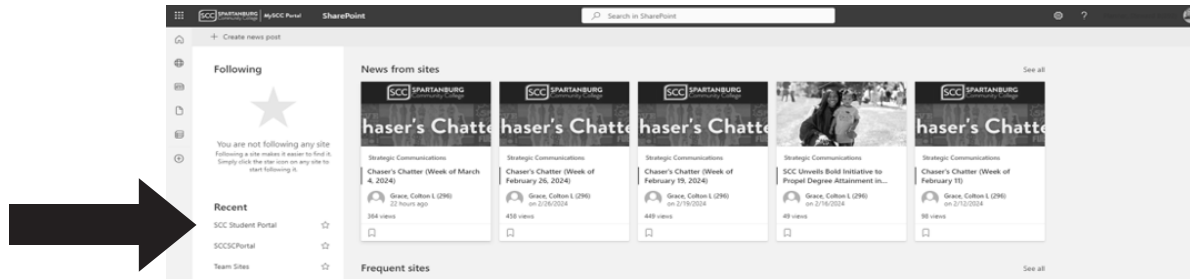
16. Click on **Save Note AND Request Review**. This will send an e-mail to your advisor.

Note: Please continue to check your SCC e-mail account as well as this Advising tab for a response from your advisor. Once your courses have been approved by your advisor, you are ready to select your class sections and register.

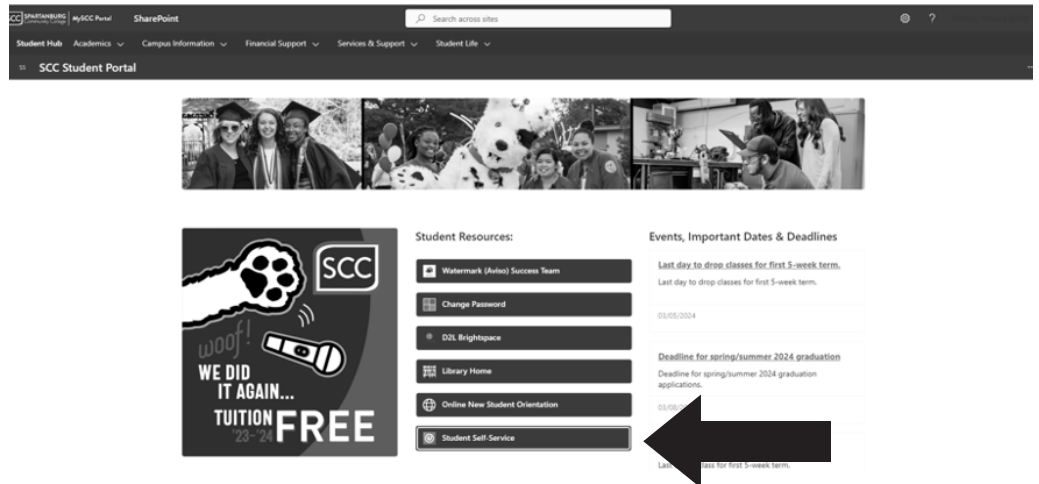


How to Register for Approved Courses

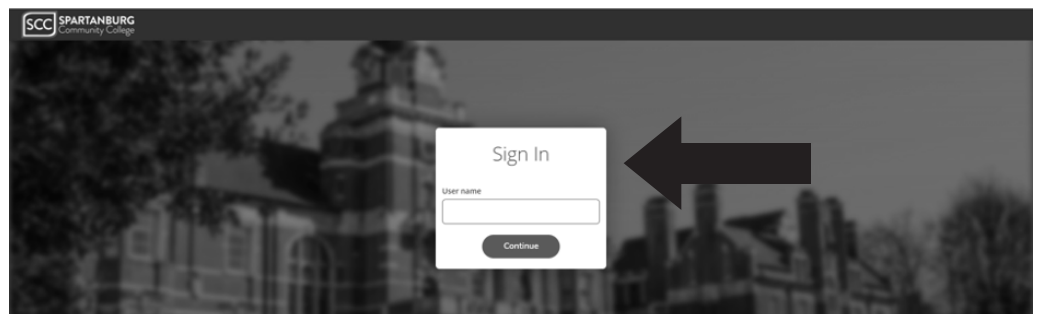
1. Log into your My SCC Portal. Select **SCC Student Portal**.



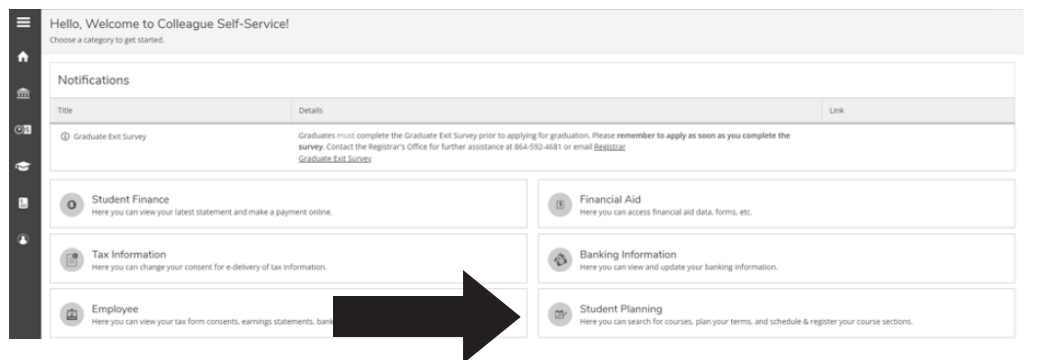
2. Click on **Student Self Service**.



3. Sign in with your username (e-mail address without the @sccsc.edu).

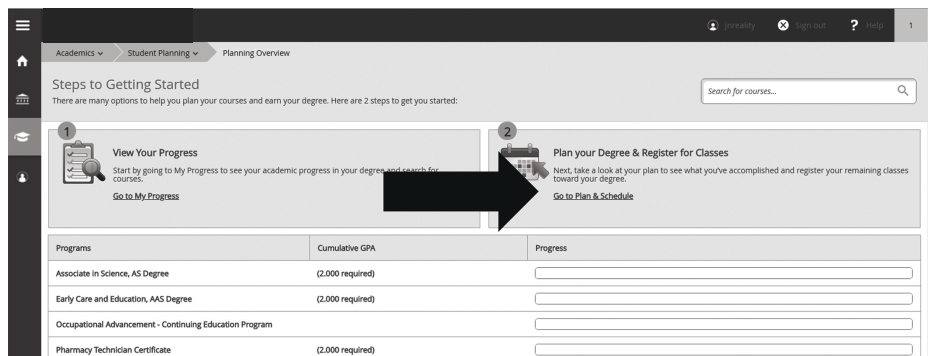


4. Click on **Student Planning**.

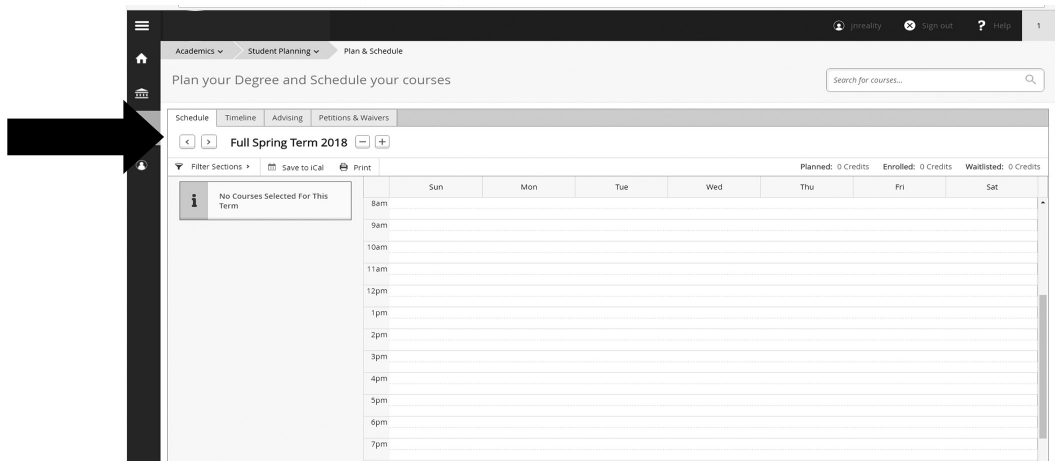


Continued ... How to Register for Approved Courses

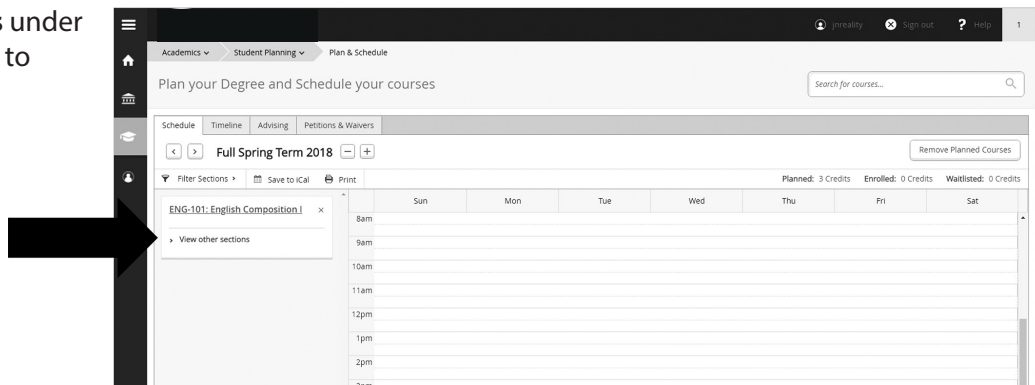
5. Click on **Go to Plan and Schedule**.



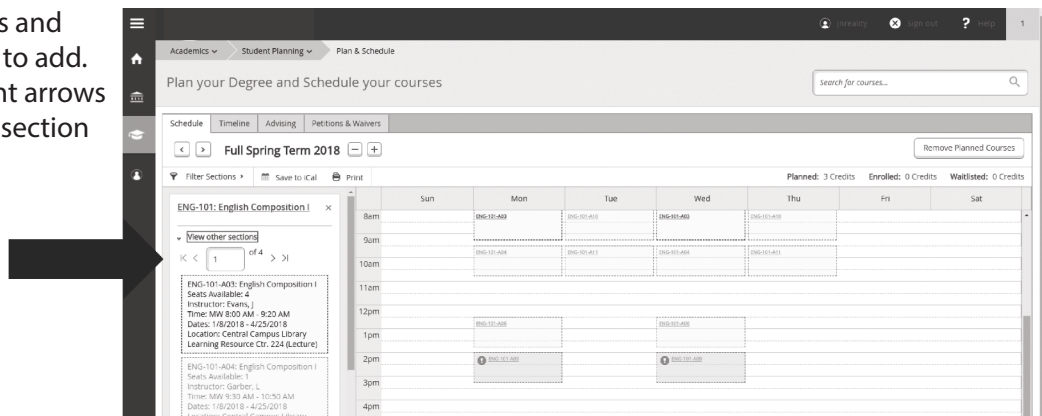
6. Scroll to the term in which you wish to register using the left and right arrows at the top, left-hand side of the page.



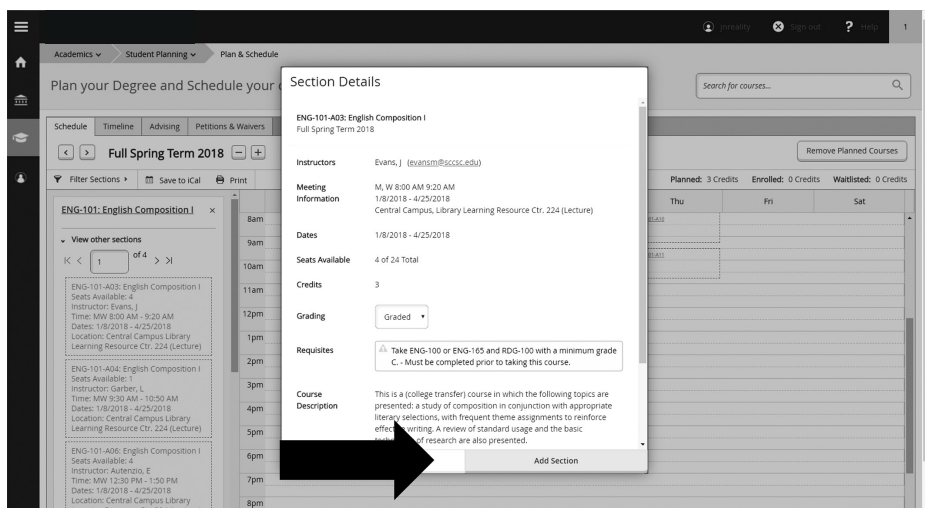
7. Click on **View other sections** under the course in which you wish to register for.



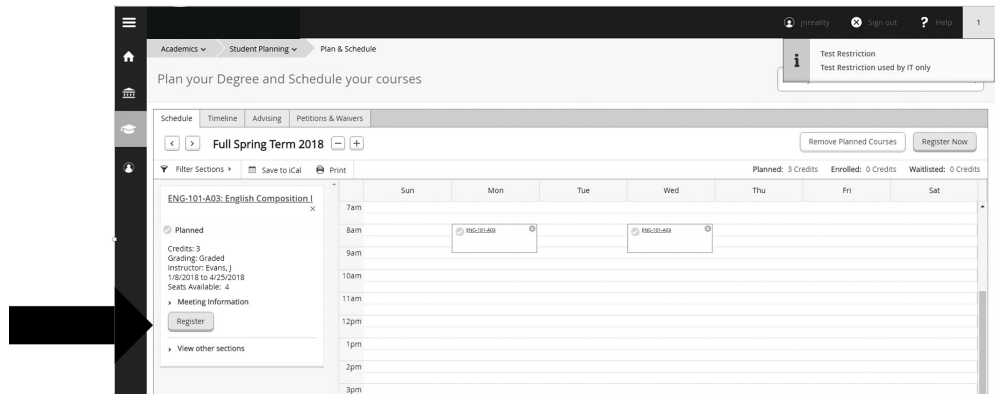
8. Review the available sections and click on your chosen section to add. You may use the left and right arrows to view more sections. If the section is presented in red, it may be full or unavailable.



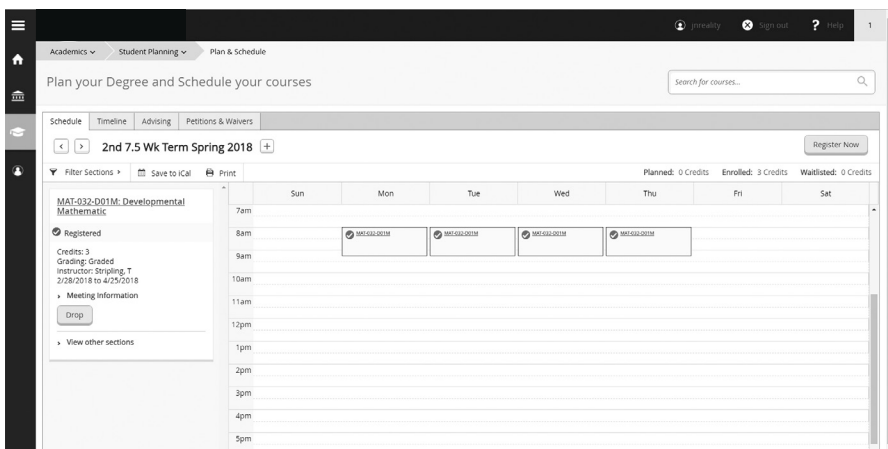
9. Once you click on the section, please review the section details (date, time, and campus location) to ensure accuracy. Click on **Add Section** to place that section on your schedule.



10. Repeat steps 5-7 for all courses you have planned for that term. Once you have chosen all of the sections for your courses, click on Register for each course.



11. Once you have registered for your courses, they will turn green on the weekly schedule. Your registration for that term is complete.



Types of SCC Classes

In addition to the traditional classroom settings, SCC offers a variety of courses taught using different methods. Letters following the section numbers (for example, 01N) indicate the type of course. Commonly used course types include:

F=Flex– Classes meet at designated times, but students can choose to attend some class meetings face to face, or attend the class remotely. Students experience both face to face and synchronous online instructional delivery, and weave between these formats throughout the semester, either by choice or as extenuating circumstances warrant.

H= Hybrid – class combines online learning and required on-campus meetings.

M= Mixture – class meets on campus with required use of online components for assignments.

N= Online – class is delivered online without traditional lecture.

D=Bring your own Device - Face-to-face class in which students will be required to bring their own computer or mobile device

S=Synchronous - Students must meet at a designated time online to attend class (classes are held virtually at designated time)

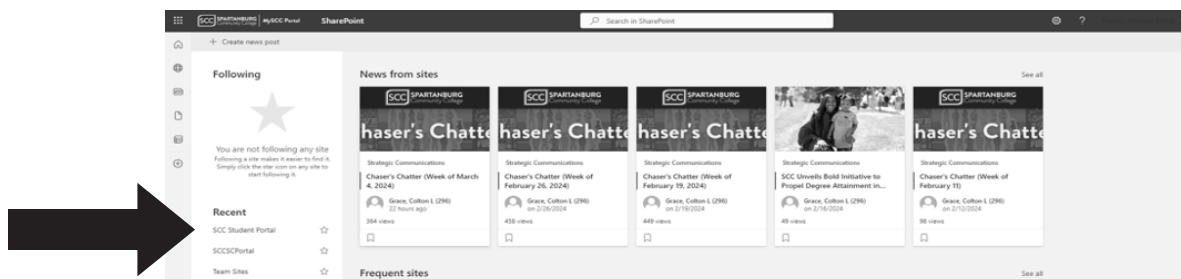
X = High school only - class is available only for current high school students and/or dual enrollment students.

When you find a class in which you are interested, look at the section number to see if it is a special type of class. When searching for classes you can limit your search by many criteria. If you want to look for classes at a particular location or online, use the drop-down option and select the location. Most online and hybrid courses require at least one proctored test to be taken in the SCC testing center or with a proctor approved by the instructor and the testing center.

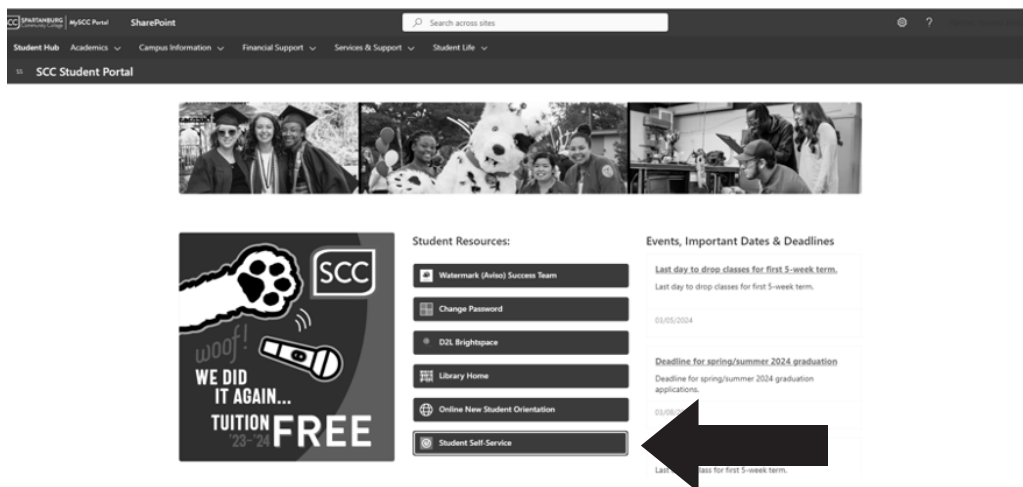
How to Drop a Course

Note: Students receiving Financial Aid should contact the SCC Financial Aid office, Registrar Dept. and/or Business Office prior to dropping a course (after the course has begun) to determine how the dropped course will affect their aid.

1. Log into your My SCC Portal. Select **SCC Student Portal**.



2. Click on **Student Self Service**.

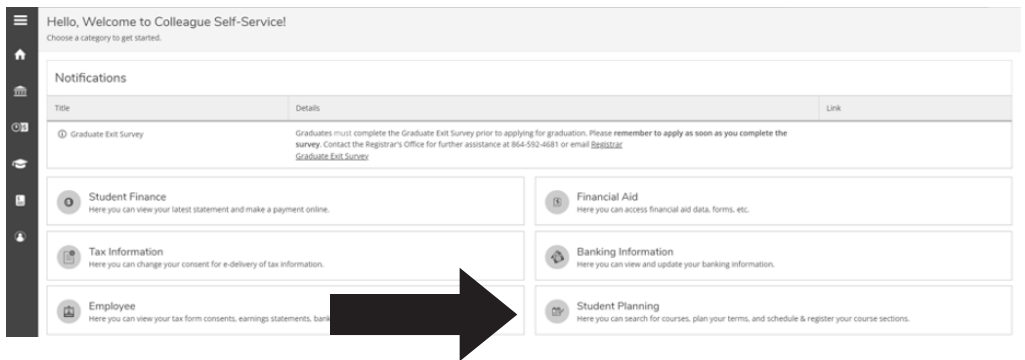


How to Drop a Course

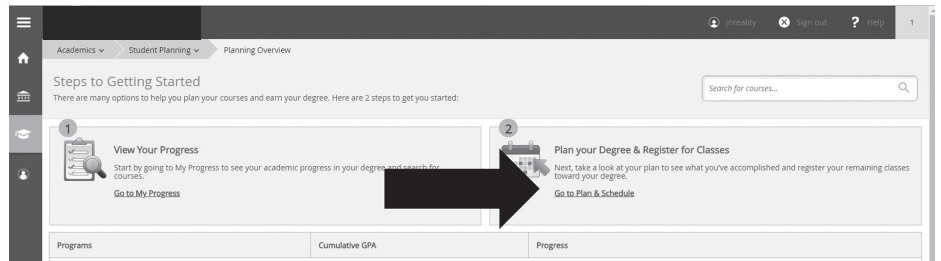
3. Sign in with your username (e-mail address without the @sccsc.edu).



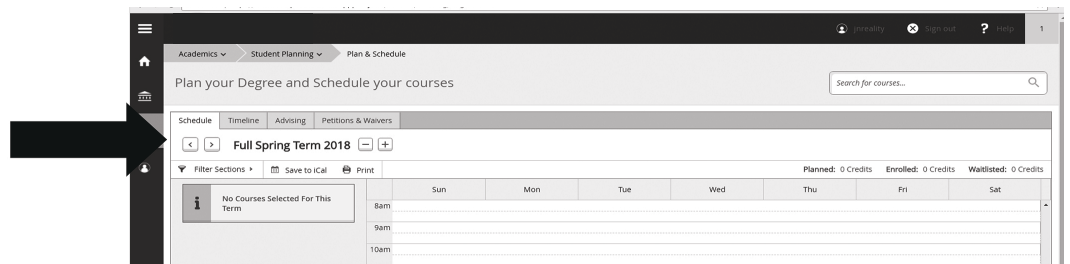
4. Click on **Student Planning**.



5. Click on **Go to Plan and Schedule**.

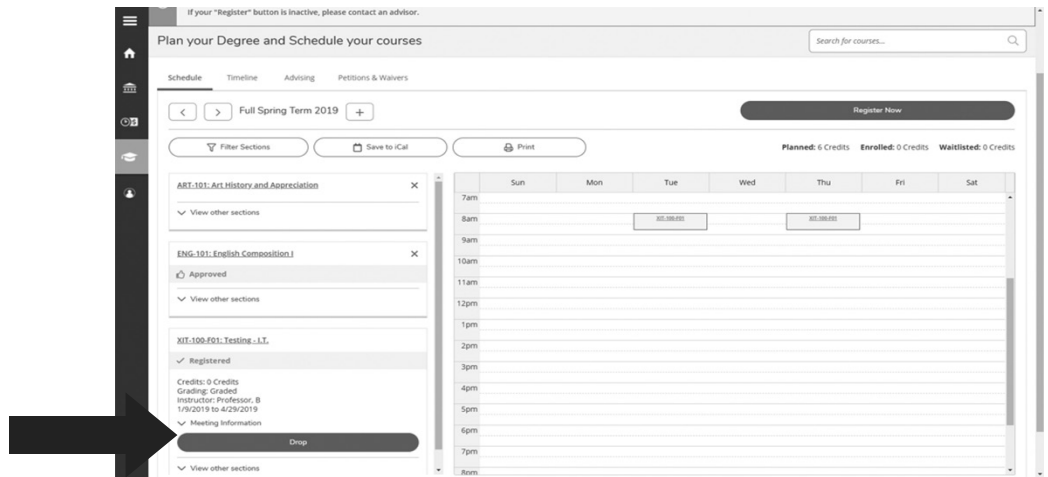


6. Scroll to the term in which you wish to drop a course using the left and right arrows at the top, left-hand side of the page.



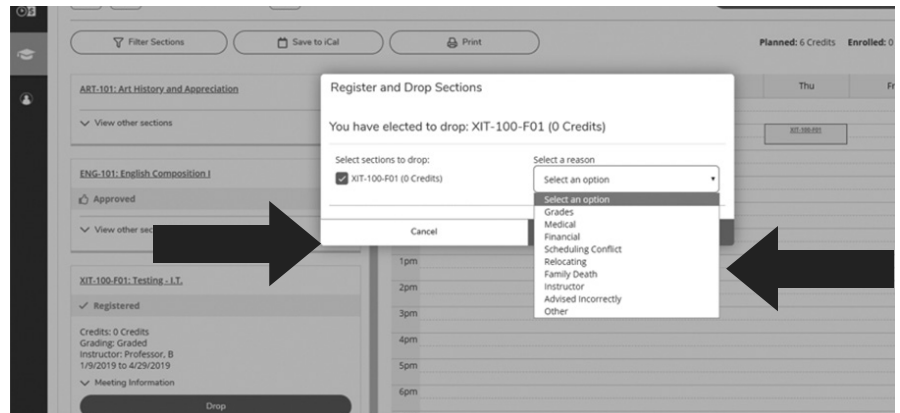
How to Drop a Course

7. Each of your registered courses will display in a box on the left. Click the **Drop** button in the box of the course you wish to drop.



8. A **Register and Drop Sections** box will display. Make sure that the course you wish to drop has been checked. In the Select an option box, please select your reason for dropping the course.

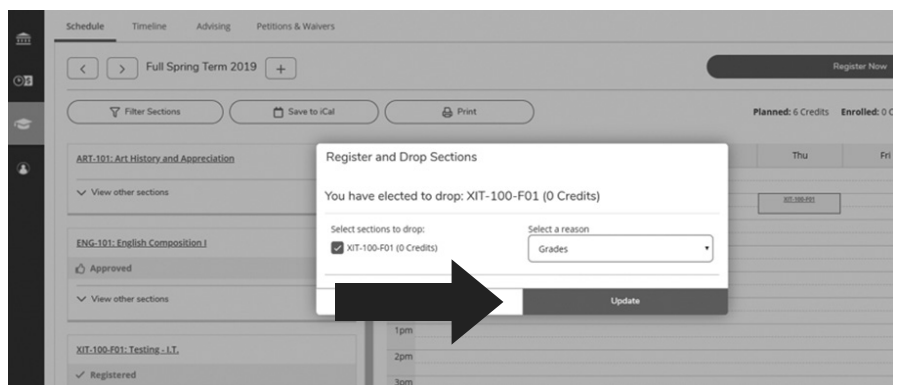
Note: Check your course schedule for accuracy after dropping a course.



9. After confirming the section and reason for dropping the course, click **Update**.

10. If the course that you dropped is still planned and you wish to remove it, click on the "x" in the upper, right-hand corner of the course box. The **Confirm Remove Course** box will display. Click on **Remove** to remove course from plan.

Note: Check your class schedule for accuracy after dropping a class.



SCC Student Support Services

Enrollment Advising Services

Who is eligible? Students enrolled in transitional courses, all pre-health students (prior to applying and being admitted to their perspective program), health sciences students who are enrolled in transitional courses and new “first semester” curriculum-ready students for all divisions:

Services offered:

- Academic advising
- Goal setting and career exploration
- Assistance with course selection and schedule development
- Self-Service and SCC Portal training

Location: Giles Campus, Terhune Student Services Building, 184

Phone: (864) 592-4800

Email: enrollmentadvising@scpsc.edu

Web: www.scpsc.edu/admissions-aid/index.php

AIM Center

Who is eligible? Students receiving assistance from Student Disability Services, students from economically disadvantaged families (including low-income youth and adults), students preparing for non-traditional fields, single parents (including single pregnant women), English learners (homes in which English is the second language), homeless individuals, youth who are in or have aged out of the foster care system, and youth with parents on active duty in the armed forces. Students enrolled in Associate of Arts or Associate of Science programs are not eligible.

Services offered:

- Funds for books and special supplies (such as kits and tools)
- Childcare assistance
- City bus tickets
- Laptop sign-out
- Calculator sign-out

Location: Giles Campus, Powers Building, D-5

Phone: (864) 592-4783

Email: aim@scpsc.edu | Web: <https://www.scpsc.edu/students/success-programs/aim.php>

Career Services

Who is eligible? Prospective and enrolled students and alumni.

Services offered:

- Online job board with employment opportunities
- Resume preparation
- Job readiness skills
- Interviewing and job search tips
- Career counseling
- Technical Scholars Program & the Smart Jobs Program

Location: Giles Campus, P. Dan Hull Building, Room 1

Phone: (864) 592-4820

Email: career@scpsc.edu | Web: www.scpsc.edu/career

Financial Aid

Who is eligible? Free Application for Federal Student Aid (FAFSA) determines eligibility.

Services offered:

- Financial Aid counseling
- Assistance with completing Free Application for Federal Student Aid (FAFSA) document/forms
- Provide students with SCC Scholarship information
- Assistance for military and veteran’s education benefits (financial)
- Provide students with work study information/opportunities

Location: Giles Campus, Terhune Student Services Bldg., 157

Phone: (864) 592-4810 Email: fa-questions@scpsc.edu

Web: www.scpsc.edu/admissions-aid/financial-aid/index.php

Library

Who is eligible? All enrolled students. The SCC Library provides access to high-quality, relevant information resources and teaches students how to find, evaluate, and use information.

Services offered:

- Access to books, eBooks, journals, magazines, streaming videos, research databases and other educational resources
- Provides study room, reading areas and workspace
- Provides equipment such as calculators, selective limited-use textbooks and anatomical models (see website for details).
- Provides computers, scanners and AV equipment
- Assists with research assignments, formatting, citations, and computer usage (services provided in-person, by phone, chat text or e-mail).
- Please note: Your SCC Student ID card serves as your library card and is required for some services.

The Library’s locations are:

- Giles Campus, first floor of the Library Learning Resources Center
- Cherokee County Campus, first floor of the Peeler Academic Building (Room 103)
- Downtown Campus, second floor of the Evans Academic Center (Room 223)
- Also, see our website’s “About: Locations” page for library services provided at Tyger River and Union Campuses, as well as for Distance/Virtual Learners.

Phone: (864) 592-4764

Web: <https://libguides.scpsc.edu/home>

Registrar’s Office

Who is eligible? All enrolled students and alumni.

Services offered:

- Enrollment Verification
- Registration, schedule changes and dropping classes
- Information changes (name, address, phone number, etc.)
- Transcript ordering
- Evaluation of transfer credit and Advance Placement credit
- Grade processing
- Graduation processing
- Transfer equivalency reports

Location: Giles Campus, Terhune Student Services Bldg., 156

Phone: (864) 592-4681

Email: records@scpsc.edu

Web: www.scpsc.edu/students/registrar/index.php

The Learning Center: TLC

Who is eligible? All enrolled students. Services offered:

- TutorMe 24/7 tutoring (available by appointment)
- Walk-in tutoring services in English, Spanish, math, science, computers, accounting, psychology and American Sign Language
- Computer and printing access
- Media lab for Panopto recordings
- WiFi and access to power for laptops
- Group study area
- Workshops

Location: Giles Campus, P. Dan Hull Building, Rooms 2, 5 and 6

Phone: (864) 592-4715 or (864) 592-4968

Email: tlc@scpsc.edu | Web: www.scpsc.edu/tlc

Student Disability Services

Who is eligible? Students who have a documented disability that creates a barrier between them and accessing their courses or campus resources. If you are a student who has had an IEP or 504 plan, you will need to meet with SDS and share documentation of your disability to request services.

Services offered:

- Personalized accommodations to afford students equitable access
- Advocacy support
- Mentorship

Location: Giles Campus, P. Dan Hull Building, Room 4

Phone: (864) 592-4818

Email: disabilityservices@sccsc.edu

Web: www.sccsc.edu/sds

Testing Center

Who is eligible? Online students and students completing make-up tests.

Services offered:

- Walk-in proctored testing services at Giles Campus in Spartanburg
- Proctored testing services at satellite campuses by appointment and with instructor approval
- Centralized test storage, including tests for students with disabilities

Location: Giles Campus, P. Dan Hull Building, Room 3

Phone: (864) 592-4966

Email: proctor-E3@sccsc.edu

Web: www.sccsc.edu/testingcenter

TRIO Student Support Services

Who is eligible? First time college students who are also either first-generation college students or who live in economically disadvantaged households or have a verified, documented disability. Students must be enrolled in at least 6 credit hours in an associate degree program and be a U.S. citizen or eligible for federal student financial aid.

Services offered:

- Tutoring and Study Skills
- Personal and Career Counseling/Advising
- Peer Mentoring and Leadership Development
- College Transfer Planning and campus visits to four year colleges/universities
- Financial/Economic Literacy
- Cultural Enrichment Activities

Location: Giles Campus, P. Dan Hull Building, 44

Phone: (864) 592-4780

Email: trio-sss@sccsc.edu

Web: www.sccsc.edu/trio-sss

SCC Campus Phone Numbers

SCC Campus Police: (864) 592-4911

Call extension 4911 from any campus phone.

SCC Spartanburg Campus (Giles)

This is SCC's central campus.

Academic Divisions:

- Arts and Sciences: (864) 592-4850
- Business: (864) 592-4724
- CAMIT: (864) 592-4724
The Center for Advanced Manufacturing & Industrial Technologies
- Health & Human Services: (864) 592-4979
- Industrial/Engineering: (864) 592-4724
- Transitional: (864) 592-4850

Enrollment Services: (864) 592-4800

AIM Center: (864) 592-4783

Book Inn: (864) 592-4650

Business Office: (864) 592-4661

Career Services: (864) 592-4820

Continuing Education: (864) 592-4900

Counseling Services: (864) 592-4220

Disability Services: (864) 592-4818

Evening Services: (864) 592-4830

Financial Aid: (864) 592-4810

IT Help Desk: (864) 592-4682

Library: (864) 592-4764

Registrar's Office: (864) 592-4681

SCCOnline: (864) 592-4961

Student Life: (864) 592-4423

Testing Center: (864) 592-4966

TLC - The Learning Center: (864) 592-4715

TRIO Student Support Services: (864) 592-4780

Veterans Affairs: (864) 592-4807

SCC Cherokee County Campus (Gaffney)

Administrative Office: (864) 206-2700

Enrollment Services: (864) 206-2723

Evening Service: (864) 206-2700

Library: (864) 206-2656

SCC Tyger River Campus (Duncan)

Administrative Office: (864) 592-6200

Enrollment Services: (864) 592-6121

Library: (864) 592-6220

Testing Services: 592-6190

SCC Downtown Campus (Spartanburg)

Administrative Office: (864) 592-4052

Enrollment Services: (864) 592-4053

Library: (864) 592-4058

Learning Center: (864) 592-4057

SCC Union County Campus (Union)

Administrative Office: (864) 466-1060



WELCOME!
to The Hub



SCC STUDENT LIFE



Manage Student Hub

Study areas, Food Pantry, Ping pong, Pool Table, TV's, Games, etc. all for students to enjoy!



Organize Events

National Holidays, Events propose by students, Professional Development, and more events.



Oversee Clubs

(AASA) African American Scholars Association, (PTK) Phi Theta Kappa, (ASL) American Sign Language, Horticulture, and many more...



Follow us on IG @sccestudentlife for all upcoming events!

All are welcome to come have fun between classes.

Overwhelmed • Stressed • Hopeless • Worried • Anxious • Confused • Sad • Angry • Depressed • Alone

Your
**MENTAL
HEALTH**
Matters

Help is here for you at SCC.



Scan to go to
MySCC Portal
for details



There is no health without mental health!

Just as Chasers would expect to receive medical attention when our body has sickness or disease, we should expect to receive services when our brain has a chemical imbalance or when we need additional support for mental health issues such as depression or anxiety. Some mental illnesses are like when you get a cold or the flu—you need a brief time of care to handle it and get over it, and other issues are ongoing and need more attention.

College is a time of adjustment and transition, and it is not uncommon to have a mental health challenge during this time. One in four people has a mental health challenge at some point in their lives—and in any given year, 20% of the population has experienced a mental illness. The most common time for those to surface is by the age of 24. If you experience a mental health challenge, you are not alone! It is common—and treatable.

Help is at SCC

Counselors with the Department of Mental Health are here on campus to provide counseling services to better serve SCC students. They are located on the SCC Giles Campus in the Powers Building, in the back of the Student HUB near the food pantry, in offices C5A and C5B. Hours of operation are Monday – Thursday 8:30am– 5:00pm. and Friday 8:30am – 1:30pm.

Students can receive up to three sessions with the costs waived. If a student has insurance, they need to provide that information after the initial intake appointment so insurance can be billed.

If a student has no insurance or has insurance and does not want it to be billed due to privacy concerns, the student can identify as a self-pay and receive those first three sessions at no cost to them. (Those costs are covered by SCC and DMH.)

After three sessions, students should expect to pay a copay if they have insurance or should apply for financial assistance with the Department of Mental Health and receive a possible fee reduction based on income. Costs tend to be very affordable. Investment in your well-being is important!

If students cannot afford to pay the full amount of their services, they can continue with DMH services as long as they are making small payments on their accounts. DMH does not deny services based on financial reasons.

WHAT ON EARTH IS A SUCCESS COACH?



Your Success Coach is here to help you get from where you are to where you want to be. ✨

A SUCCESS COACH HELPS YOU...

- Identify your strengths.
- Create goals and the plans to actually meet those goals.
- Find solutions to your barriers.

DO I NEED ONE?

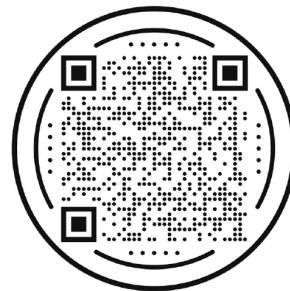
- Is your GPA below 2.0 or not where you'd like it to be?
- Are you struggling with attendance?
- Do you feel like school is harder than it should be?



Do you feel overwhelmed with school?



Do you have questions and aren't sure who can help?

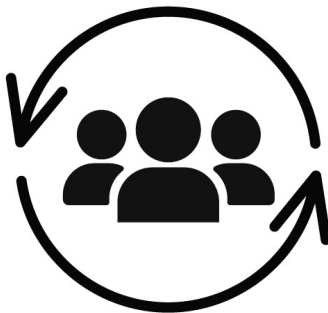


It's easy to get connected!
Scan or call (864) 592-4622



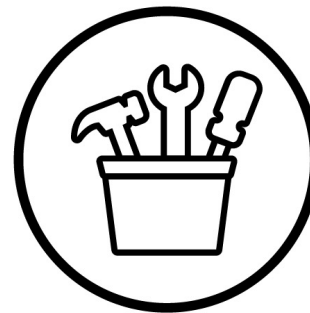
WHAT IS AVISO?

Aviso is an application designed to help you stay on track to complete your goals. Use Aviso to stay on top of your classes (grades and attendance) and communicate with your success team.



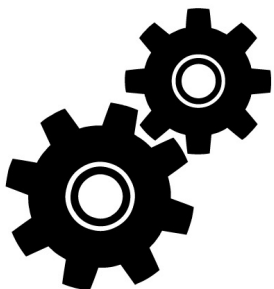
WHO IS MY SUCCESS TEAM?

Your success team includes your advisor, your success coach, your instructors and your faculty members.



WHAT TOOLS ARE IN AVISO?

Aviso has tools for communication, notifications regarding your success, tasks, and appointment scheduling. You can also view your current academic schedule.



HOW DO I ACCESS AVISO?

The Aviso app is available in Google Play and the App Store. You can also access Aviso at sccsc.avisoapp.com. Communication through SCC Aviso will be sent to your SCC and personal email accounts as well as by text message.



WHAT SHOULD I DO IF I GET A NOTIFICATION ABOUT MY COURSE PERFORMANCE?

First, know you are getting this information early and it is sent because we care about your success. Now is the time to act so that your semester is successful. Take action by:

- Talking to your instructor
- Seeking help from various student support services such as The Learning Center (TLC), Enrollment Advising Services, and/or Counseling Referral Services.
- Respond to communication from your success team
- Working with your success team to remove barriers to success



HOW DO I FIND OUT MORE INFORMATION ABOUT AVISO AND OTHER SUPPORT SERVICES AT SCC?

- Scan this QR code.
- Tutoring questions? Email TLCSCC@sccsc.onmicrosoft.com
- Advising Questions? Email advisingscc@sccsc.edu

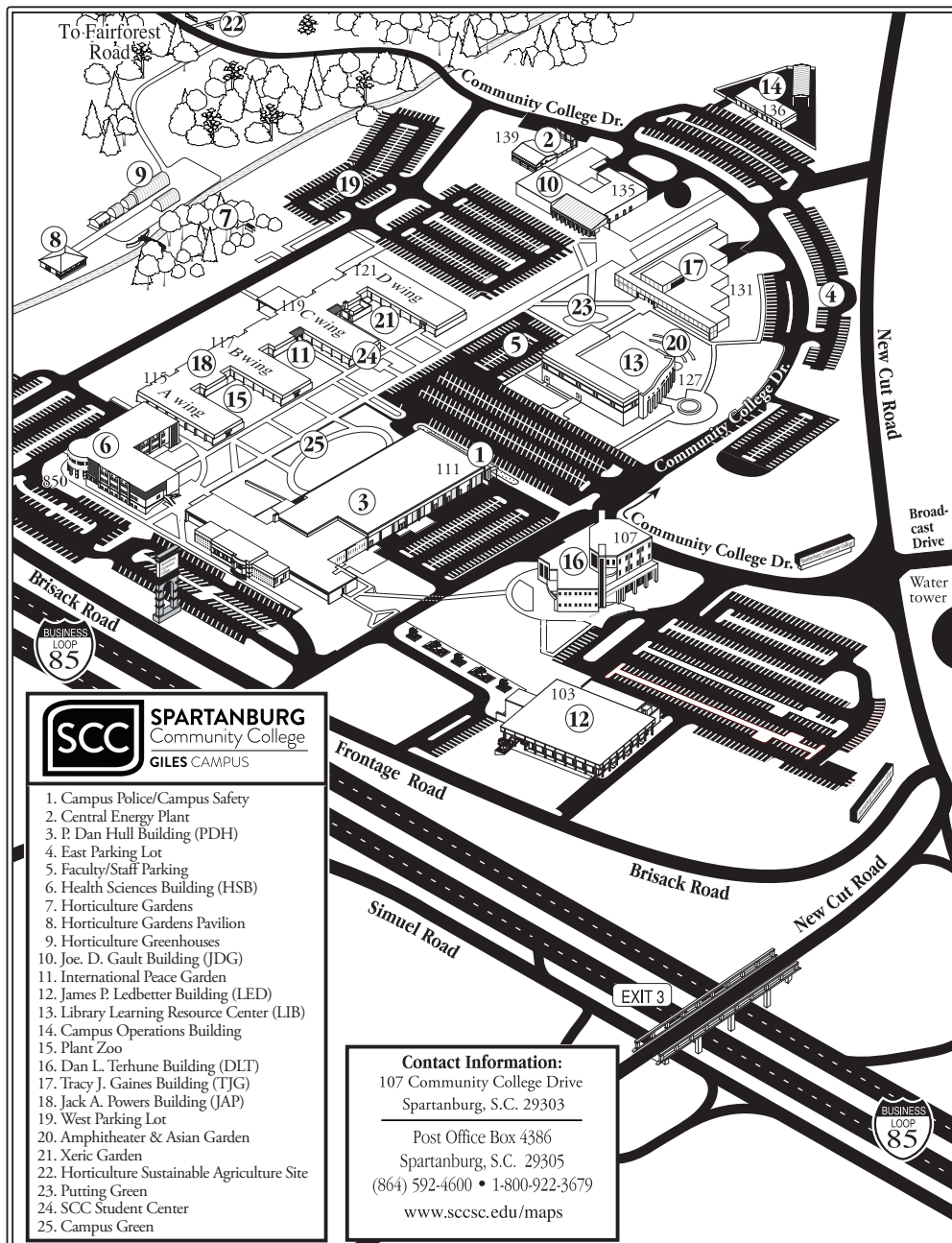
SCC Giles Campus Map



SPARTANBURG
Community College
GILES CAMPUS

131 Community College Drive | Spartanburg, S.C. 29303

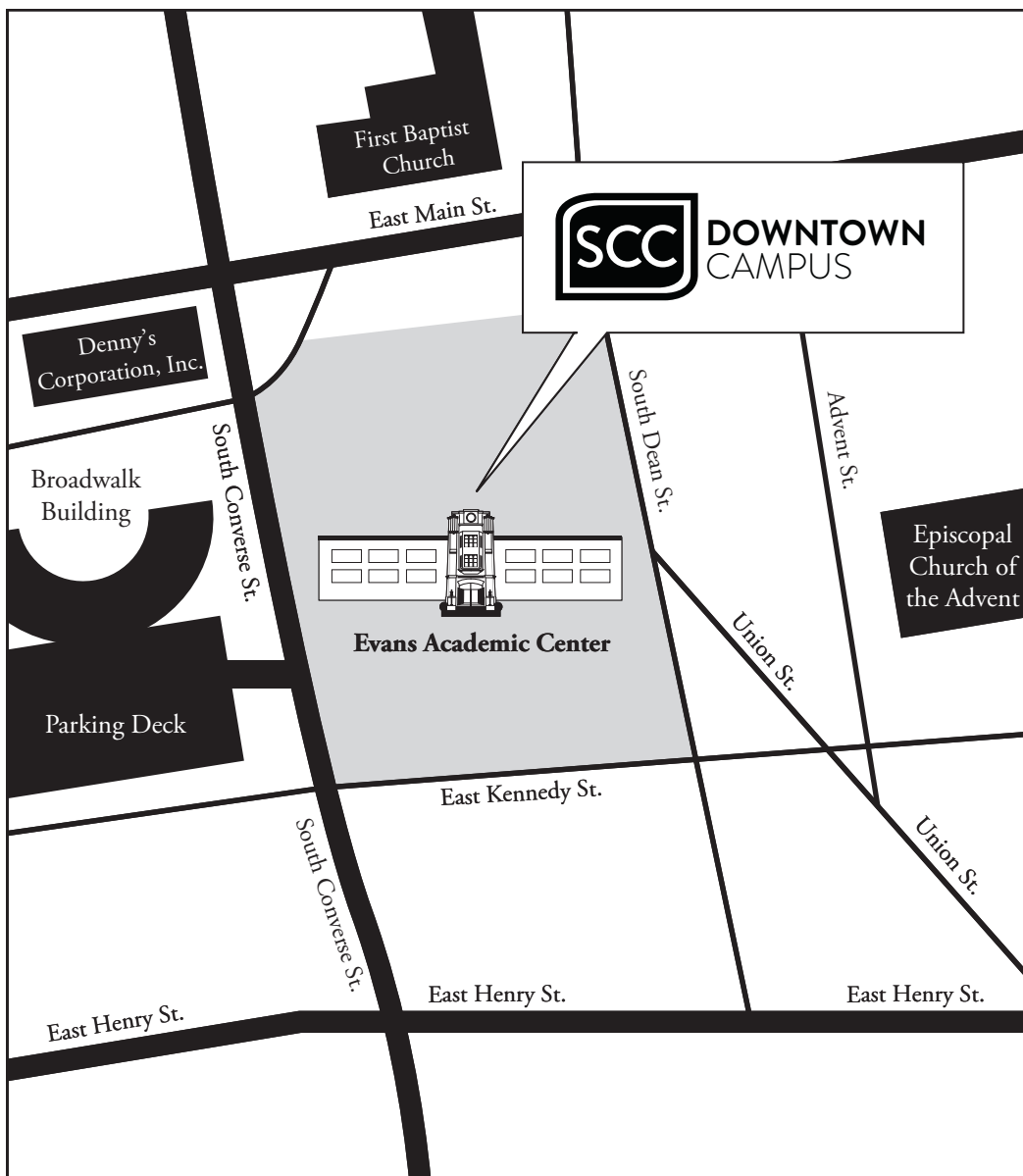
(864) 592-4800 | (866) 591-3700 | www.sccsc.edu



SCC Downtown Campus Map



220 East Kennedy Street | Spartanburg, S.C. 29302
(864) 592-4050 | www.sccsc.edu//explore/locations/downtown.php

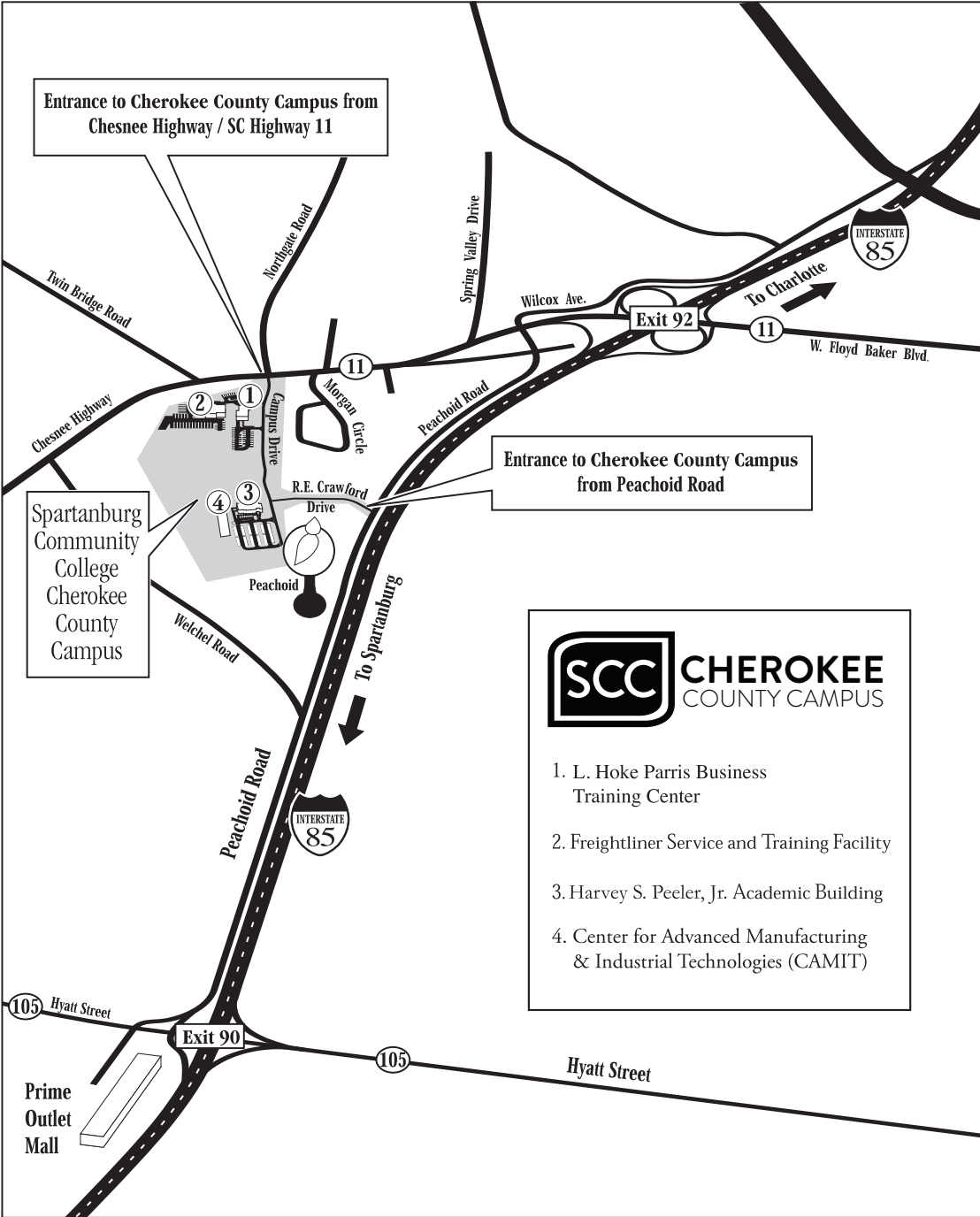


SCC Cherokee County Campus Map



523 Chesnee Highway (Highway 11) | Gaffney, S.C. 29341

(864) 206-2700 | (800) 922-3679 | www.sccsc.edu/explore/locations/ccc.php



SCC **CHEROKEE**
COUNTY CAMPUS

1. L. Hoke Parris Business Training Center
2. Freightliner Service and Training Facility
3. Harvey S. Peeler, Jr. Academic Building
4. Center for Advanced Manufacturing & Industrial Technologies (CAMIT)

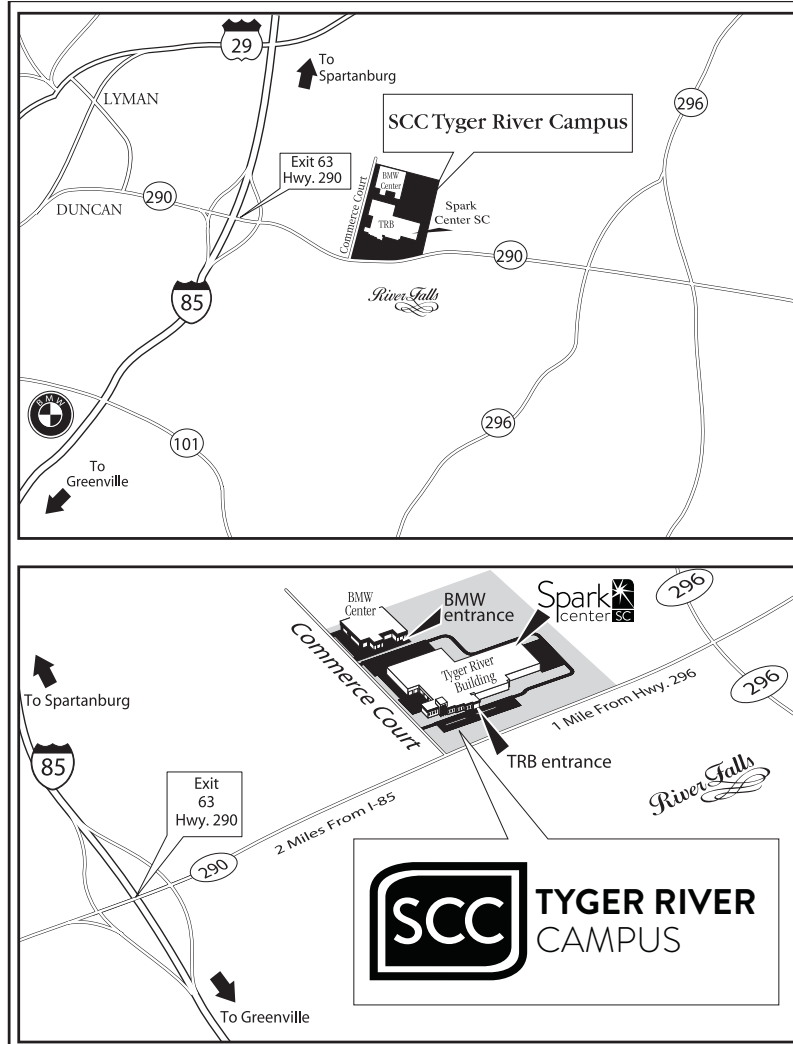
SCC Tyger River Campus Map



1875 East Main Street (Highway 290) | Duncan, S.C. 29334
(864) 592-6200 | www.sccsc.edu/explore/locations/trc.php

Spark Center SCSM

(864) 592-6204 | www.sccsc.edu/spark-sc/index.php

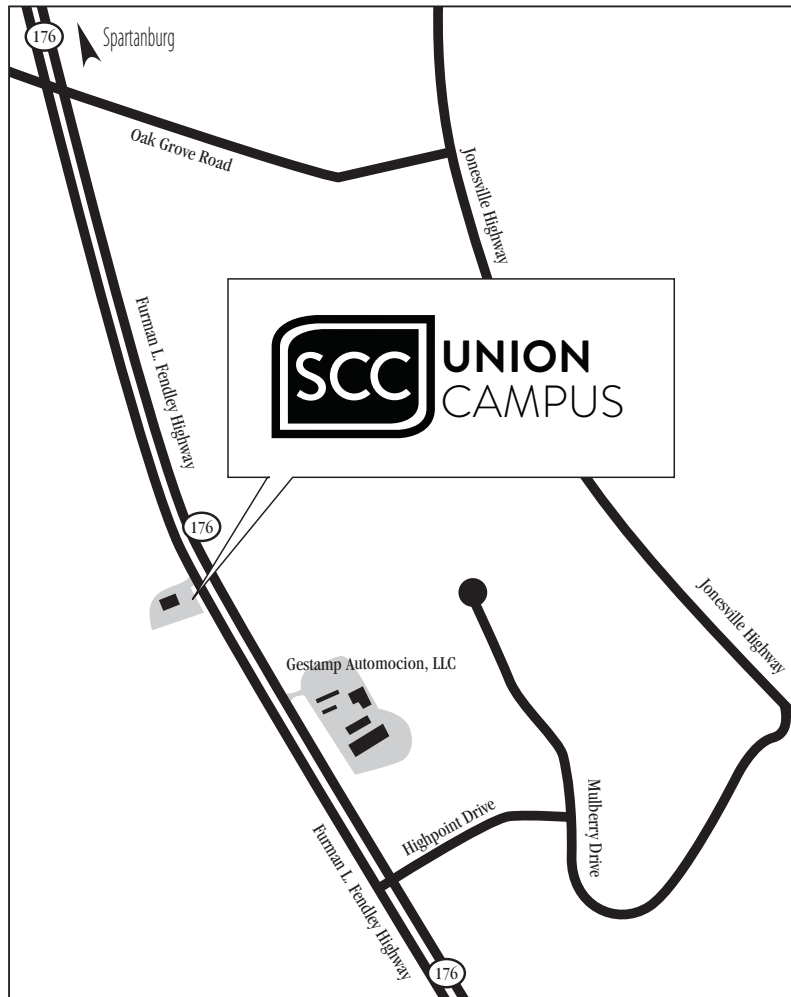


SCC Union County Campus Map



1401 Furman L. Fendley Highway | Union, S.C. 29379

Phone: (864) 466-1060 | Fax: (864) 466-3839 | www.sccsc.edu/explore/locations/union.php





Dream it.



Chase it.



Live it.



131 Community College Drive
Spartanburg, SC 29303
(864) 592-4800 | www.sccsc.edu