SCC Enrollment Services Checklist

**Step 1: Application**
- Apply online by clicking “Apply Now” on the SCC homepage or by visiting https://applynow.sccsc.edu/Datatel.ERecruiting.Web.External/Pages/welcome.aspx. Applicants may also visit the SCC campus locations (central campus, Downtown Campus, Tyger River Campus, Cherokee County Campus or Union County Campus).
- Log into your MySCC Portal account. You may login to the Portal at http://www.sccsc.edu/resources/portal.aspx. Retrieve your “username” by clicking on the “Need your Web ID” link and entering your last name along with your social security number or your SCC student ID number. Your password will be in the following format: FL##1234 (F=your first name initial, L=your last name initial, ##=symbols, 1234=these numbers are the last four digits of your social security number).
- You may access your SCC E-mail account 24 hours after you have submitted your application. To access your SCC E-mail account in the MySCC Portal, click on the Office 365 email link under the “Unread Messages” menu (located on the left hand side of the screen). The next screen will ask you to sign in with your organizational account, which is your username@sccsc.edu. When you login to Microsoft Office 365 Email, you will be asked if you want to allow the site to open-click “Yes.” You will then be asked for your username and password, which should open Outlook Web App-Office 365.
- Please contact the IT Help Desk at (864) 592-4682 if you have problems accessing the MySCC Portal or your SCC E-mail account.

**Step 2: Residency Certification Form**
- All applicants must complete the residency certification form before being accepted.
- The form is available on the online application under the “Residency” section. This form may also be found on our website at www.sccsc.edu/faq-admissions.
- A copy of your driver’s license must also be submitted along with the form.

**Step 3: Financial Aid**
- Complete and file your IRS tax return.
- You (and your parent if dependent) should apply for a Federal Student Aid ID at https://fsaid.ed.gov/ prior to starting FAFSA on the Web so that you can sign the application electronically and transfer tax information from the IRS. (If you already have an FSA ID, you do not need another one.)
- Complete a Free Application for Federal Student Aid (FAFSA) online using FAFSA on the Web at www.fafsa.gov. Simplify the process by using the IRS Data Retrieval Tool when your tax return data is requested. This saves you time and expedites the application process.
- The FAFSA must be completed once per year between October and June for the following school year. The school year consists of the fall semester (begins in August), the spring semester (begins in January) and the following summer semester (begins in May).
- SCC's Title IV school code is 003994. You do not have to wait for your financial aid award before continuing with your testing, advisement and registration processes. However, to be awarded financial aid you must be admitted to SCC.

**Step 4: Transcripts**
- Request your final, official high school transcript by contacting the high school you attended.
- Request your official GED scores.(For the state of SC, visit www.ed.sc.gov or call 1-803-734-8347 to request a copy of your GED scores.)
- Previously attended official college transcripts must also be submitted. Unofficial college transcripts will not be evaluated.
- Official college transcripts requests can be completed via the https://www.parchment.com/u/auth/login link. Please have the transcripts sent to the following address: admissions@sccsc.edu

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☐ All international transcripts must be evaluated by an approved evaluation agency and sent directly to Spartanburg Community College. Please contact the SCC Admissions Department at 864-592-4800 for a list of evaluation agencies approved by the college.

*** Note: All transcripts should be sent to the SCC Admissions Center: PO Box 4386, Spartanburg, SC 29305 or electronically to: admissions@sccsc.edu. Transcripts sent via email must be sent from the transcript vendor to SCC. Transcripts sent from the student’s email address will be considered unofficial.

**Step 5: Entrance Testing**

☐ Entrance testing can be satisfied with ACCUPLACER scores. Compass and Asset scores can also be accepted if they have been taken within 5 years of admission date. Please visit the Admissions office for practice material. These tests will include Math, Reading, and Writing Skills.
☐ For online ACCUPLACER test practice material please visit [https://www.accuplacer.collegeboard.org](https://www.accuplacer.collegeboard.org). Click on the “Practice” link.
☐ ACT scores (English & Math) and/or SAT scores (Reading & Math) can be used in lieu of the Compass, Asset, or ACCUPLACER tests if the score meets the minimum required score set for curriculum ready students.
☐ Previous college credit with a “C” or better can also be used in lieu of the Compass, Asset, or ACCUPLACER tests.
☐ Testing is available at any of the SCC campuses on a walk-in basis.

**Step 6: New Student Orientation**

☐ All new students must complete the online new student orientation in the MySCC Portal before the first day of classes.
☐ To access New Student Orientation (NSO), visit [www.sccsc.edu](http://www.sccsc.edu). Click “MySCC Portal” and login with your user name and password. Under the Campus Applications for Students menu, click “Online New Student Orientation (NSO).”
☐ For information and support, contact the NSO office at (864) 592-4125 or email at nsonotifications@sccsc.edu.

**Step 7: Acceptance/Advising/Registration**

☐ Applicant can confirm acceptance by visiting an admissions office at any SCC campus.
☐ After confirming your acceptance, an academic advisor will assist you with the registration and advising process. To ensure your financial aid has been awarded, please log into your MySCC Portal account and click on “Self-Service” under Colleague Applications (on the right hand side) and then on the “Financial Aid” tab.
☐ Students who do not have financial aid awarded or a payment plan to cover tuition will be dropped on the scheduled deletion date.

**Step 8: Tuition Payment/ Books/Parking Decal**

☐ Once registration has been completed and your Financial Aid Award letter is posted, please check your student account balance under “Colleague Applications” and click on “Self-Service.” Here you can click on “Student Finance” to view your student account and make payments online if necessary. A “credit amount” is funds that are available to be used in the Book Inn to purchase books. A “balance owed” amount is what is still owed on your business account.
☐ Payments can be made in your student portal account only if you are paying the balance due in full. Please contact the Business Office at 864-592-4661 with questions about a payment arrangement or check the website at [https://www.sccsc.edu/tuitionplan/](https://www.sccsc.edu/tuitionplan/) for more information.
☐ Once your tuition has been paid in full or a payment arrangement has been made, please visit the Business Office in the Ledbetter Building to obtain your parking decal. (Please have the make and model of vehicle along with the tag number.)
☐ Student ID’s are made in the Admissions Center. A picture ID and verification of a current class schedule are required. Once your student ID has been made, please proceed to the Book Inn to purchase books and supplies. For more information from the Book Inn, call 864-592-4650 or visit the SCC website at [http://www.sccsc.edu/bookstore/](http://www.sccsc.edu/bookstore/).

*Thank you and good luck!*