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, nearly 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, counseling 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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<td>SCC Tyger River Campus</td>
<td>26</td>
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<tr>
<td>SCC Union County Campus</td>
<td>27</td>
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</tbody>
</table>

Special Information

If you need special accommodations, please contact Josh Holmes (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: Ron Jackson (SCC Vice-President of Student Affairs), 864-592-4817 (phone and TDD)

Transfer Officer: Celia Bauss (SCC Registrar), 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.

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 Spartanburg Community College’s Admissions Center at (864) 592-4800 or toll-free at 1-866-591-3700. Use WebAdvisor to confirm class availability.

Spartanburg Community College does not discriminate on the basis of race, color, religion, age, national origin/ethnic origin, disability or sex in its admission policies, programs, activities or employment practices.
### SCC Academic Calendar • 2017-2018

This SCC Academic Calendar provides general deadlines and holidays. 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:

- **Full SCC Calendar (including Student Life, events open to public, and more):**
  - [calendar.sccsc.edu](http://calendar.sccsc.edu)
- **SCC Academic Calendar:**
  - [www.sccsc.edu/AcademicCalendar](http://www.sccsc.edu/AcademicCalendar)

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

- **MySCC Portal home page**

#### Fall 2017

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration begins for Fall 2017</td>
<td>April 17</td>
</tr>
<tr>
<td>Verify Tuition/fee payment and financial aid awards in WebAdvisor</td>
<td>July 3</td>
</tr>
<tr>
<td>Financial aid available for Book Inn purchases</td>
<td>July 31–October 4</td>
</tr>
<tr>
<td>Deletion for Non-Payment at 5:00pm (First deletion)</td>
<td>July 26</td>
</tr>
<tr>
<td>Deletion for Non-Payment at 5:00pm (Final deletion)</td>
<td>August 7</td>
</tr>
</tbody>
</table>

**On-Site Registration:**

- **Registration, Cherokee County Campus:**
  - August 8; 9am - 6pm

- **Registration, Downtown Campus:**
  - August 8; 9am - 6pm

- **Registration, Tyger River Campus:**
  - August 8; 9am - 6pm

- **Registration, Union Campus:**
  - August 8; 9am - 1pm

- **Registration, Central Campus:**
  - August 9-11

  *(for times, see [www.sccsc.edu/academiccalendar](http://www.sccsc.edu/academiccalendar))*

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deletion for Non-Payment at 5:00pm (Second deletion)</td>
<td>August 10</td>
</tr>
<tr>
<td>Late Registration Begins</td>
<td>August 11</td>
</tr>
</tbody>
</table>

**Labor Day holiday (College Closed)**

- September 4

**Fall Break (No Classes)**

- October 4-8

**Checks mailed to students with financial aid funds remaining in accounts**

- October 18

**Deadline for graduation applications**

- November 10

**Thanksgiving holiday (No Classes)**

- November 22

**Thanksgiving holiday (College Closed)**

- November 23-26

**Fall grades submitted**

- December 7

**Winter Break: Christmas/New Year holidays (College Closed)**

- December 19 - Jan 1

#### Spring 2018

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration begins for Spring 2018</td>
<td>October 16</td>
</tr>
<tr>
<td>Verify Tuition/fee payment and financial aid awards in WebAdvisor</td>
<td>November 1</td>
</tr>
<tr>
<td>Financial aid available for Book Inn purchases</td>
<td>December 13-March 2</td>
</tr>
</tbody>
</table>

**On-Site Registration:**

- **Registration, Cherokee County Campus:**
  - January 2; 9am - 6pm

- **Registration, Downtown Campus:**
  - January 2; 9am - 6pm

- **Registration, Tyger River Campus:**
  - January 2; 9am - 6pm

- **Registration, Union Campus:**
  - January 2; 9am - 1pm

- **Registration, Central Campus:**
  - January 3-5

  *(for times, see [www.sccsc.edu/academiccalendar](http://www.sccsc.edu/academiccalendar))*

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Deletion for Non-Payment at 5:00 pm (First deletion)</td>
<td>January 4</td>
</tr>
<tr>
<td>Late Registration Begins</td>
<td>January 5</td>
</tr>
</tbody>
</table>

**Martin Luther King, Jr. holiday (College closed)**

- January 15

**Deadline for graduation applications**

- March 2

**Checks mailed to students with financial aid funds remaining in accounts**

- March 14

**Spring break (no classes)**

- April 1-8

**Spring grades submitted**

- April 30

**Graduation**

- May 3

#### Summer 2018

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration begins for Summer 2018</td>
<td>March 19</td>
</tr>
<tr>
<td>Verify Tuition/fee payment and financial aid awards in WebAdvisor</td>
<td>April 2</td>
</tr>
<tr>
<td>Financial aid available for Book Inn purchases</td>
<td>May 7-June 18</td>
</tr>
</tbody>
</table>

**On-Site Registration:**

- **Registration, Cherokee County Campus:**
  - May 8; 9am - 6pm

- **Registration, Downtown Campus:**
  - May 8; 9am - 6pm

- **Registration, Tyger River Campus:**
  - May 8; 9am - 6pm

- **Registration, Union Campus:**
  - May 8; 9am - 1pm

- **Registration, Central Campus:**
  - May 9-11

  *(for times, see [www.sccsc.edu/academiccalendar](http://www.sccsc.edu/academiccalendar))*

<table>
<thead>
<tr>
<th>Event Description</th>
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<tbody>
<tr>
<td>Deletion for Non-Payment at 5:00 pm (First deletion)</td>
<td>May 9</td>
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<tr>
<td>Late Registration Begins</td>
<td>May 10</td>
</tr>
</tbody>
</table>

**Deadline for graduation applications**

- June 8

**Checks mailed to students with financial aid funds remaining in accounts**

- July 2

**Independence Day (College closed)**

- July 4

**Summer grades submitted**

- July 22
Important Semester Dates: Fall 2017 - Spring 2018 - Summer 2018

**Fall 2017 Semester (FAR2017)**

<table>
<thead>
<tr>
<th>Term</th>
<th>Term Name</th>
<th>Section Identifier**</th>
<th>Start Date</th>
<th>End Date</th>
<th>Census Date /Never Attends Due/100% Refund</th>
<th>50% Refund</th>
<th>Drop deadline</th>
<th>FA 60% R2T4</th>
<th>Grades Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017FA</td>
<td>Full Fall Term 2017</td>
<td>A</td>
<td>8/14</td>
<td>12/1</td>
<td>8/21</td>
<td>8/28</td>
<td>11/3</td>
<td>10/23</td>
<td>12/7</td>
</tr>
<tr>
<td>2017FA1</td>
<td>Flex 10 Week Fall Term 2017</td>
<td>B</td>
<td>9/19</td>
<td>12/1</td>
<td>9/26</td>
<td>9/29</td>
<td>11/14</td>
<td>11/6</td>
<td>12/7</td>
</tr>
<tr>
<td>2017FA2</td>
<td>First 7.5 Week Fall Term 2017</td>
<td>C</td>
<td>8/14</td>
<td>10/3</td>
<td>8/16</td>
<td>8/18</td>
<td>9/31</td>
<td>9/15</td>
<td>10/4</td>
</tr>
<tr>
<td>2017FA3</td>
<td>Second 7.5 Week Fall Term 2017</td>
<td>D</td>
<td>10/9</td>
<td>12/1</td>
<td>10/11</td>
<td>10/13</td>
<td>11/16</td>
<td>11/13</td>
<td>12/7</td>
</tr>
<tr>
<td>2017FA4</td>
<td>1st 5 Week Fall Term 2017</td>
<td>E</td>
<td>9/19</td>
<td>10/24</td>
<td>9/21</td>
<td>9/25</td>
<td>10/16</td>
<td>10/16</td>
<td>10/25</td>
</tr>
<tr>
<td>2017FA5</td>
<td>2nd 5 Week Fall Term 2017</td>
<td>F</td>
<td>10/15</td>
<td>12/1</td>
<td>10/27</td>
<td>10/30</td>
<td>11/22</td>
<td>11/20</td>
<td>12/7</td>
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</table>

**Spring 2018 Semester (SPR2018)**

<table>
<thead>
<tr>
<th>Term</th>
<th>Term Name</th>
<th>Section Identifier**</th>
<th>Start Date</th>
<th>End Date</th>
<th>Census Date /Never Attends Due/100% Refund</th>
<th>50% Refund</th>
<th>Drop deadline</th>
<th>FA 60% R2T4</th>
<th>Grades Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018SP3</td>
<td>First 7.5 Week Spring Term 2018</td>
<td>C</td>
<td>1/8</td>
<td>2/27</td>
<td>1/10</td>
<td>1/12</td>
<td>2/14</td>
<td>2/9</td>
<td>2/28</td>
</tr>
<tr>
<td>2018SP5</td>
<td>1st 5 Week Spring Term 2018</td>
<td>E</td>
<td>2/13</td>
<td>3/15</td>
<td>2/15</td>
<td>2/19</td>
<td>3/7</td>
<td>3/5</td>
<td>3/16</td>
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</table>

**Summer 2018 Semester (SUR2018)**

<table>
<thead>
<tr>
<th>Term</th>
<th>Term Name</th>
<th>Section Identifier**</th>
<th>Start Date</th>
<th>End Date</th>
<th>Census Date /Never Attends Due/100% Refund</th>
<th>50% Refund</th>
<th>Drop deadline</th>
<th>FA 60% R2T4</th>
<th>Grades Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018SU3</td>
<td>Second 5 Week Summer Term 2018</td>
<td>D</td>
<td>6/18</td>
<td>7/19</td>
<td>6/19</td>
<td>6/20</td>
<td>7/12</td>
<td>7/9</td>
<td>7/20</td>
</tr>
</tbody>
</table>

Steps to Enroll for SCC Classes

**Step 1: Application**

- Apply and pay the $25.00 application fee online by visiting https://applynow.sccsc.edu. Applicants may also visit any of the SCC campus locations (central campus, Downtown Campus, Tyger River Campus, Cherokee County Campus or Union County Advanced Technology Center). Please note: Applications will not be processed until the $25 fee is paid.
- Log into your MySCC portal account. You may log into the portal at http://www.sccsc.edu/resources/portal.aspx. Retrieve your “user name” by clicking on the “Need Your Web ID link” and enter your last name along with social security number or your SCC student ID number. Your password will be in the following format: FL##1234 and these abbreviations stand for: 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 email account 24 hours after you have submitted your application and paid the application fee. To access your SCC email account in MySCC Portal, click 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 log-in to Microsoft Office 365 Email, you may be asked if “you want to allow the site to open” - click “Yes.” You will then be asked for your user name and password, which should open Outlook Web App – Office 365.
- Please contact the IT Help Desk at 864-592-4682 with problems accessing the Portal or your SCC email account.

**Step 2: Financial Aid**

- Complete and file your IRS tax return.
- You (and your parent if dependent) should apply for a Federal Student Aid (FSA) ID at www.fsaid.ed.gov prior to starting Free Application for Federal Student Aid (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.
- Approximately 2 weeks after filing the IRS tax return, complete a Free Application for Federal Student Aid (FAFSA) online using FAFSA on the Web at www.fafsa.ed.gov. Simplify the process by using the IRS Data Retrieval option when your tax return data is requested-saves you time and expedites the application process.
- The FAFSA must be completed once per year 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.
Continued ... Steps to Enroll for SCC Classes

Step 3: Transcripts (if applicable)
- Request your final, official high school transcript by contacting the high school you graduated from or 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 transcript requests can be completed via the www.parchment.com link. Please have the transcripts sent to the following address: admissions@sccsc.edu
- All international transcripts must be evaluated by an approved evaluation agency and sent directly to Spartanburg Community College.
- Please contact the SCC admissions office 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. Please note: 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 4: Entrance Testing (if applicable)
- ALL students must meet the minimum College, program and course level entry requirements as measured by one or a combination of the four options explained on the Placement Assessments Requirements page (see next page). These include the following areas: Reading, Writing (which may include English and/or Sentence Skills), and Math.
- If you are required to test, testing is available at any of the SCC campuses on a walk-in basis. A picture ID is required. Acceptable forms of identification include a state-issued ID, a military ID, or an official school ID (college or high school).
- Calculators, pencil and paper are provided. No additional outside testing tools are allowed.
- Children may not accompany students during placement testing.

Step 5: Acceptance/Advising/Registration
- Applicants 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 portal account under "Web Advisor" and click on "Financial Aid" and then on "Financial Aid Award Letter" (select the term year).
- Students who do not have financial aid awarded or a payment plan to cover tuition will be dropped on the “Schedule Deletion Date”.

Step 6: 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 “Web Advisor” and click on “Financial Information”. Here you can click on “View Account and Make Payments” and access “Account Activity”. A “credit amount” is a surplus of fund of which a portion may be available to be used in the SCC 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, if paying the balance due in full. Please contact the SCC business office at (864) 592-4661 with questions about a payment arrangement or check the website at https://www.sccsc.edu/tuitionplan/ for more information.
- Once your tuition has been paid in full or a payment arrangement has been made, visit the SCC business office in the Ledbetter Building on the SCC central campus, or in the administrative office on other SCC campuses to obtain your parking decal. (Please have the make and model of your vehicle along with the tag number.)
- Student ID's are made in the admissions center on the SCC central campus, SCC Tyger River Campus, SCC Cherokee County Campus and SCC Union Campus. A picture ID and verification of a current class schedule are required. Once your student ID has been made, proceed to the SCC Book Inn to purchase books and supplies. For more information from the Book Inn, call (864) 592-4650 or visit the SCC website at https://www.sccsc.edu/bookstore/.

Suggested Links:
For additional information, please refer to the following links on the SCC website:
- Financial Aid: https://www.sccsc.edu/financialaid/
- Tuition and Fees: https://www.sccsc.edu/tuition/
- Payment Options: https://www.sccsc.edu/payment/
- Payment Plan: https://www.sccsc.edu/tuitionplan/
## Placement Assessment Requirements

Spartanburg Community College employs the following options for determining a student’s program and course placement upon acceptance to the College.

### Placement Option 1
ACT Scores – taken within the last 5 years
- English (minimum score): 19
- Math (minimum score): 22

### Placement Option 2
SAT Scores – taken within the last 5 years
- For SAT tests taken before March 2016
  - Critical Reading (minimum required score): 480
  - Math (minimum required score): 560
- For SAT tests taken during or after March 2016
  - Critical Reading (minimum required score): 26
  - Math (minimum required score): 580

### Placement Option 3
High School GPA & Coursework
- Standard High School Diploma – final, official transcript evaluated
  - 3.0 minimum, unweighted GPA (on a 4.0 scale)
  - 4 English courses (CP, AP/IB, dual enrollment)
    - 80 (B) or higher in all English courses OR
    - 85 overall average in all English coursework
  - 4 math courses including Algebra I, Algebra II, Geometry, and one additional math class (Algebra III, Pre-Calculus, Calculus, Statistics, Discrete math, other capstone math course)
    - 80 (B) or higher in all math courses OR
    - 85 overall average in math coursework

### Placement Option 4
ACCUPLACER Scores – taken within the last five years
- ACCUPLACER skills assessed:
  - Sentence Skills
  - Reading
  - Arithmetic
  - Elementary Algebra
  - College Level Mathematics
    - Taking the Elementary Algebra and/or College Level Mathematics portion of ACCUPLACER will be based on the academic program entry requirements as well as the score on the previous mathematics assessment portion (i.e. testing in Elementary Algebra will be based on a sufficient score in Arithmetic)

Minimum scores for each program are determined by academic divisions and will be made available during the applicant’s session with an admissions specialist

### Placement Option 5
Combination of Options 1-4 above (i.e. English ACT score for English and Reading placement combined with ACCUPLACER Mathematics scores for Math/Algebra placement)

*Note: All of the above options place students in college-level math (MAT 110 or 120) and English (ENG 101) courses or the math/English courses required in the student’s chosen curriculum*
SCC Enrollment & Advising Semester Checklist

The below form – “SCC Enrollment & Advising Semester Checklist” – is provided to all new SCC students by the SCC admissions center to ensure all steps are completed towards registration and payment each semester. Copies of this form are available each semester. For more information, contact the admissions center at (864) 592-4800 or email admissions@sccsc.edu.

SCC Enrollment & Advising Semester Checklist

Please note: This form is provided to all new SCC students by the admissions center to ensure all of your steps are completed towards registration and payment each semester. Copies of this form are available each semester in the SCC admissions center on the central campus in Spartanburg and are available for use by all SCC students. Gray highlighted listings will be updated each semester by the SCC admissions center staff.

Your Advising Checklist:
If you have completed all enrollment steps and have registered for classes, please complete the following items in the sequence listed below:

_____1. Know your financial aid package and make sure all issues are resolved. See below.

_____2. Secure your student ID in the SCC admissions center on the central campus in Spartanburg, Terhune Student Services. Students must have and present a current term class schedule and picture ID.


_____4. Purchase books at the SCC Book Inn on the central campus in Spartanburg (located on the ground floor, Terhune Student Service Building). Students must have and present a current SCC student ID.

Your Financial Aid Checklist:
Confirm that all of your financial aid issues are resolved. Please note the following:

_____1. If your financial aid approval has been received (in the form of a financial aid award notice) and a balance is owed to SCC, the balance owed must be paid before the scheduled “deletion date” for unpaid accounts or your schedule will be deleted and a $75 late registration will be assessed.

_____2. The financial aid priority deadline is (date will be provided for upcoming semester). If an (upcoming year will be provided) application for financial aid (FAFSA) has not been completed, do so as soon as possible. Allow 3 to 4 weeks for approval. Be prepared to pay for tuition, fees, and books up front if applying late. Reimbursement will be issued for the amount for which you are eligible.

Classes begin on [date].

Fees must be paid by [date] to avoid a schedule deletion & payment of a $75 late fee.

Welcome to SCC!
Financial Aid Information

Federal Pell Grant, S.C. Need Based Grant and LIFE Scholarship Recipients
If you attend SCC full-time (at least 12 credit hours) during the fall 2017 and spring 2018 semesters, you will not have any Pell eligibility for the summer 2018 semester. The SC Need Based Grant will not be awarded for the summer semester. LIFE Scholarship recipients cannot receive the LIFE Scholarship or Lottery Tuition Assistance in the summer semester. If you plan to attend the summer 2017 semester, please plan accordingly and budget for your expenses. New: Effective summer 2015, eligible LIFE scholarship recipients may use one of their terms of eligibility during the summer. Inquire in the SCC financial aid office for eligibility requirements.

Federal Direct Loan Recipients
Loans are originated with the US 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 a Direct Loan, the proceeds will not be reflected in your estimated financial aid in your student account until you complete entrance counseling and sign a Master Promissory Note (MPN).

When Is Fee Payment Due?

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017</th>
<th>Spring 2018</th>
<th>Summer 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July 26, 2017 (1st Deletion)</td>
<td>January 4, 2018 (Deletion)</td>
<td>May 9, 2018 (Deletion)</td>
</tr>
<tr>
<td></td>
<td>August 7, 2017 (2nd Deletion)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>August 10, 2017 (Final Deletion)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When Can I Purchase Books from the SCC Book Inn?

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017</th>
<th>Spring 2018</th>
<th>Summer 2018</th>
</tr>
</thead>
</table>

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 on the following dates. If needed, please update your address in the SCC records office.

|          | Fall 2017: October 18, 2017 | Spring 2018: March 14, 2018 | Summer 2018: July 2, 2018 |

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:

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017</th>
<th>Spring 2018</th>
<th>Summer 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Full Fall- October 23, 2017</td>
<td>Full Spring-March 12, 2018</td>
<td>Full Summer-June 25, 2018</td>
</tr>
<tr>
<td>1st 5 Week-October 16, 2017</td>
<td>1st 5 Week-March 5, 2018</td>
<td>1st 5 Week-June 4, 2018</td>
<td></td>
</tr>
<tr>
<td>2nd 5 Week-October 20, 2017</td>
<td>2nd 5 Week-April 17, 2018</td>
<td>2nd 5 Week-July 9, 2018</td>
<td></td>
</tr>
<tr>
<td>Flex 10 Week-November 6, 2017</td>
<td>Flex 10 Week-March 27, 2018</td>
<td>Flex-June 19, 2018</td>
<td></td>
</tr>
<tr>
<td>1st 7.5 Week-September 15, 2017</td>
<td>1st 7.5 Week-February 9, 2018</td>
<td></td>
<td></td>
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<tr>
<td>2nd 7.5 Week-September 13, 2017</td>
<td>2nd 7.5 Week-April 9, 2018</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 for the amount of unearned financial aid.

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.
Class Locations

Classes at SCC are located in various settings – at the College’s five convenient locations throughout Spartanburg, Union and Cherokee counties as well as online and at several off-campus locations. When searching for a class, you will have the option to choose from various locations that are available for each class. These locations are listed in the “Search for Classes” section of the SCC website at www.sccsc.edu.

**SCC central campus in Spartanburg**
107 Community College Drive  
Spartanburg, SC 29303  
(864) 592-4600

**SCC Cherokee County Campus in Gaffney**
523 Chesnee Highway (Highway 11)  
Gaffney, SC 29341  
(864) 206-2700

**SCC Union County Campus**
1401 Furman L. Fendley Highway  
Union, SC 29379  
(864) 466-1060

**SCC Downtown Campus in Spartanburg**
220 East Kennedy Street  
Spartanburg, SC 29302  
(864) 592-4050

**SCC Tyger River Campus in Duncan**
1875 East Main Street (Highway 290)  
Duncan, SC 29334  
(864) 592-6200

**SCCOnline (online classes)**
Distance Learning through Desire2Learn  
(864) 592-4961

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:

- **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.
- **LC**= Learning Community – students taking a specific classification of courses (must have permission by advisor or instructor to take these courses)

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.

SCCOnline | Online Classes

SCCOnline is SCC’s distance learning program. Each semester, more than 100 online course sections are offered to students – and some SCC degree and certificate programs are offered completely online. SCCOnline courses are academically equivalent to courses offered on campus, taught by the same instructors and give students the flexibility to achieve their educational goals while balancing work, family, or military responsibilities. Most online coursework is delivered through Desire2Learn (D2L), which provides access to course material, interactive multimedia, links to Internet resources, an assignment DropBox, tests, online discussions and a course calendar system.

Who should take an online class?
You should consider an online course if you are self-motivated, an independent learner, have good reading and writing skills, and can manage time well. You should be comfortable using a computer, the Internet, e-mail, and a word processor. Online courses usually require more time each week than a traditional course, so it is important to schedule time to study and complete course requirements. It is highly recommended that students have access to a computer at home, since access to computers at the library and computer labs is limited in the evenings and weekends.

To log in to a registered SCC online course:
1. Go to https://www.sccsc.edu
2. Click on MySCC Portal
3. Log into the Portal using your WebID and Password
4. Click the Desire2Learn (D2L) link in the right-hand column under Applications
5. If prompted, log into Desire2Learn (D2L) using your Portal Web ID and Password
6. Select your course using the drop-down menu at the top of the screen or in the My Courses area.

If you are unable to log into an online course:
- Recheck your Web ID and Password.
- Make sure that you are not trying to access the course before its starting date listed on your schedule and that you are registered for the class. If you are not, please contact the Records Office at 864-592-4681
- Go to the SCCOnline website at https://lor1.sccsc.edu/online/techsupp/lockdown-browser/ for troubleshooting tips and technical requirements.
- If the above tips do not resolve the issue, please contact the IT Helpdesk at 864-592-4682 or 877-722-2754 (toll-free).
**Academic Advising**

**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 avoid taking courses for which you are unprepared.
- To prepare for transfer or career opportunities.
- To track your progress and plan for your graduation.
- To help with course selection and course scheduling.

**The Advising Process**

You may contact your faculty advisor using the “Self-Service” section of the MySCC Portal. Advisors may be contacted through this site for both general questions and academic plan review.

To contact your advisor for general questions or for a review of your Academic Plan, you will need to follow these steps:

- Click on the “Self-Service” link on 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 your request for a review of your Academic Plan into the “Compose a Note” box. When you have completed your text, click on “Save 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: ________________________________________________________________
Assessing Your Career Online

SCC students wanting to explore another career before changing their program of study are encouraged to complete the following steps online, via the MySCC Portal.

Get Started with TypeFocus

1. To participate in career exploration activities, you are invited to do so via TypeFocus which is an online service available to SCC students on the College’s portal. If you are using a computer in the admission center career lab on the SCC central campus, click on the TypeFocus career assessment icon. If you are online elsewhere, go to the SCC Portal and under campus applications, click on TypeFocus career assessment icon.

2. If you are using this career assessment tool for the first time as a new user, please click on this icon:

3. Next complete the required information as prompted.

4. After entering the required information, click on “submit.” You can then re-enter your log-in information using just your email address and password.

5. When you leave the program, make sure to click on the log-out button at the top right.

6. If you want to change your Name or Password, log-in and then click on “My Account.”

For more information, please contact or visit the SCC Admissions and Advising Office on the central campus, Terhune Student Services Building or call (864) 592-4410.
Did you forget your Password?
Click on “Forget your password (click here for help)”
For security purposes you will be asked for your username, college ID number and your birth date before your password is reset.

Birthdate Format: mm/dd/yr 01/01/99 (include slashes)
All passwords will be reset by the student using the Password Policy.

Note: Students do not have to use special symbols.

If the MySCC Portal is down use the link to the right of Problem connecting? Click here if the button above is not connecting to MySCC Portal.

Wait until the ‘red’ buttons turn ‘green’. Find the Password Reset link above and click on it. Enter in your information and SUBMIT. There are more links here that will take you to Office 365 email, D2L Brightspace, Self-Service and WebAdvisor.

Accessing your email (Office 365)
Once you’ve logged into MySCC Portal, you should see a section entitled “Unread Messages”

Step 1: Click on the Office 365 link in this section and that should take you to the Microsoft log-in page.

Step 2: At this screen you should enter your full SCC email address (e.g. username@sccsc.edu).

Step 3: Enter in your Time Zone and save. You’re in!

Still need help?
The SCC IT Department is here to help!
Please call or email the IT Department’s Helpdesk
(Hours - 24/7/365) 864-592-4682
Toll Free 877-722-2754 Email ITSupport@sccsc.edu

*Note: A student’s log-in/username will be created in the following format: “first initial of first name + first initial of middle name + last name + last 2 digits of their college ID#”. For example, Joe Not Reality, ID#xxxxx37, would be jnreality37.

MySCC Portal is a gateway to access all of the online tools you need to register for classes, manage your financial information, access assignments for your classes, correspond with your teacher, and even check your grades. MySCC Portal will be an important part of your experience here at SCC.

Accessing MySCC Portal.sccsc.edu
Step 1: Go to https://www.sccsc.edu/portal/
Step 2: Click on the MySCC portal Log-in Button

Step 3: Log-in to your portal and email with your Username * and password.

IMPORTANT!
Your username and password will also allow you to log into:
- Lab and Library computers on campus
- D2L (Desire2Learn)

What’s my User ID?
If for some reason you did not receive your User Name or Password you can always go to the main portal page on the SCC website and find out what they are. Here’s how:
Step 1: Go to the SCC portal website
Step 2: Click on the link “Need your Web ID (Click here for help)”

What’s my Password?
A default password has been set up for you to use the first time you log on to the MySCC Portal.
Your password will be in the following format:
Format Example = FL##1234
How to Request a Review or Communicate With Your Advisor Using Self-Service

1. Log into the Self-Service website.

2. Click on Student Planning.

3. Click on Go to Plan & Schedule.
Continued ... How to Request a Review or Communicate With Your Advisor...

4. Click on Advising.

5. Write your note into the “Compose a Note” box (example: I would like to know which courses I will need for the Spring 2018 term or I would like to schedule a meeting with you).

6. Click on the “Save Note” button AND the “Request Review Button.”

Note: Once you click on the “Request Review” button, your advisor will receive an e-mail stating that you have requested their attention. Once they have read your note, they will respond and send a note back to you in which you will received an e-mail stating that you need to check on this page for a response.
How to Use SCC Student Planning

1. Log into the Self-Service Website.

2. Click on Student Planning.

3. Click on My Progress.
4. Click on the course link from your academic program that you would like to plan. Note that the course status should be “Not Started.”

5. Click on the “Add Course to Plan” button.

6. The “Course Details” popup will appear.
Continued ... How to Use SCC Student Planning

7. Click on the drop arrow in the box and select the term that you wish to plan the course in.

8. Once you have selected your term, click on the “Add Course to Plan” box.

9. The “Notification” section will display a message confirming that the course has been added to your plan.
Continued ... How to Use SCC Student Planning

10. Place your mouse cursor over the “Student Planning” tab at the top.
    Click on “Plan & Schedule” in the dropdown box.

11. Click on the directional arrows to select the right term for the course you added.

12. On the course you added, click on “View Other Sections.” This will list the options and/or if sections are available.
13. Select the course that you would like to register for.

14. A “Section Details” popup will appear. Click on the “Add Section” button to add section to your schedule.
15. The "Notification" section will display a message confirming that the course has been added to the schedule. The highlighted course section will appear as solid yellow in the schedule grid. Note: If it is an online course, it will appear at the bottom of the grid.

16. If you wish to remove the section before registering for it (while it is still yellow), you only need to click on the “x” in one of the yellow boxes on the schedule grid.

17. To register for the section, click on the “Register” tab on the left-hand side.

18. Once you have registered for the course, the yellow boxes on the schedule grid will turn green. If you wish to drop a course after you have registered for it, click on the green “Drop” tab under the course that you wish to drop.
SCC Student Support Services

Advising Center
Who is eligible? Students enrolled in 031/032 courses for the AA/AS, Business, Industrial and Engineering Technology divisions, students enrolled in 031/032 and 100 level courses for the Health Sciences division and new (first semester) curriculum ready students for all divisions.

Services offered:
• Academic advising
• Goal setting and career exploration
• Course selection and schedule development
• Student Planner training
• Workshops

Location: Central Campus, Terhune Student Services Building, Room 174
Phone: (864) 592-4990
Email: advisingcenter@sccsc.edu | Web: www.sccsc.edu/advising

AIM Center
Who is eligible? Students who are economically disadvantaged, single parents (including single pregnant women), individuals with limited English proficiency, displaced homemakers, men and women enrolled in a nontraditional program of study, and individuals with disabilities. Students enrolled in associate of arts or associate of science programs are not eligible.

Services offered:
• Funds for books, special supplies (such as uniforms, tools)
• Childcare assistance
• City bus tickets

Location: Central campus, P. Dan Hull Building, Room 4
Phone: (864) 592-4783
Email: mckinneyl@sccsc.edu or halld@sccsc.edu
Web: www.sccsc.edu/AIM_Center

Career Services
Who is eligible? Prospective and enrolled students and alumni.

Services offered:
• Online job bank with employment opportunities
• Resume preparation
• Job readiness skills
• Interviewing and job search tips
• Career counseling
• Technical Scholars Program & the Smart Jobs Program

Location: P. Dan Hull Building, Room 1
Phone: (864) 592-4820
Email: career@sccsc.edu | Web: www.sccsc.edu/career

Counseling Services
Who is eligible? Any currently enrolled students. The rigors of college can be stressful, especially when coupled with challenges at home, at work, and just taking care of basic needs. Counseling Services is here to help students cope.

Contact a counselor by phone, e-mail or in person for:
• Crisis intervention and management
• Personal counseling
• Community referrals
• Connection with additional resources

Location: Central campus, Terhune Student Services Building, Room 179
Phone: (864) 592-4943
Email: counseling@sccsc.edu | Web: www.sccsc.edu/counseling

The Learning Center: TLC
Who is eligible? All enrolled students.

Services offered:
• 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: Central campus, P. Dan Hull Building, Rooms 2, 5 and 6
Phone: (864) 592-4715 or (864) 592-4968
Email: tlc@sccsc.edu | Web: www.sccsc.edu/tlc

Student Disability Services
Who is eligible? Students who self-identify and have a documented disability.

Services offered:
• Advocacy and mediation for students with disabilities
• Reasonable accommodations, including but not limited to, auxiliary aids and services (such as note-takers, testing accommodations and ASL interpreters)

Location: Central 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 Central 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: Central 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 documented disability. Students must be enrolled in at least 6 credits hours in an associate degree program, and be a U.S citizen or eligible for federal student financial aid.

Services offered:
• Tutoring
• Assistance with study skills
• College transfer planning
• Financial literacy information
• Peer mentoring
• Campus visits to four-year colleges
• Cultural activities

Location: Central campus, P. Dan Hull Building, Room 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 central campus (Spartanburg)
Academic Divisions:
• Arts and Sciences: (864) 592-4850
• Business: (864) 592-4089
• CAMIT: (864) 592-4724
  \* The Center for Advanced Manufacturing & Industrial Technologies
• Health & Human Services: (864) 592-4638
• Industrial/Engineering: (864) 592-4724
• Transitional: (864) 592-4850
Enrollment Services: (864) 592-4800
Advising: (864) 592-4990
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) 592-4943
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: (864) 592-4754
SCCOnline: (864) 592-4961
Student Life: (864) 592-4752
Student Records: (864) 592-4681
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
Financial Aid: (864) 206-2837
Library: (864) 206-2656
Note: The numbers above are local calls for Gaffney residents.

SCC Tyger River Campus (Duncan)
Administrative Office: (864) 592-6200
Enrollment Services: (864) 592-6121
Library: (864) 592-6220
Evening Services: (864) 592-6266
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
Note: The number above is a local call for Union residents.
SCC Central Campus Map

1. Campus Police/Campus Safety
2. Central Energy Plant
3. P. Dan Hull Building (PDH)
4. East Parking Lot
5. Faculty/Staff Parking
6. Health Sciences Building (HSB)
7. Horticulture Gardens
8. Horticulture Gardens Pavilion
9. Horticulture Greenhouses
10. Joe D. Gault Building (JDG)
11. International Peace Garden
12. James P. Ledbetter Building (LED)
13. Library Learning Resource Center (LJR)
14. Campus Operations Building
15. Plant Zoo
16. Dan L. T erhune Building (DLT)
17. Tracy J. Gaines Building (TJG)
18. Jack A. Powers Building (JAP)
19. West Parking Lot
20. Amphitheater & Garden Railroad
21. Xeric Garden

Contact Information:
107 Community College Drive
Spartanburg, S.C. 29303

Post Office Box 4386
Spartanburg, S.C. 29305
(864) 592-4800 • 1-800-922-3679
www.sccsc.edu/maps
SCC Cherokee County Campus Map

523 Chesnee Highway (Highway 11)  |  Gaffney, S.C.  29341
(864) 206-2700   |   (800) 922-3679   |   www.sccsc.edu/ccc

Entrance to Cherokee County Campus from Chesnee Highway / SC Highway 11

Entrance to Cherokee County Campus from Peachoid Road

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)