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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### 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.
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
SCC Academic Calendar:
- www.sccsc.edu/AcademicCalendar

Important Dates and Deadlines (including Registration, Financial Aid and Business Office):
- MySCC Portal home page

Fall 2018
Registration begins for Fall 2018 April 16
Verify Tuition/fee payment and financial aid awards in WebAdvisor July 2
Financial aid available for Book Inn purchases August 6 – October 3
Deletion for Non-Payment at 5:00 pm (only deletion) August 13
On-Site Registration:
Registration, Cherokee County Campus August 14; 9am - 6pm
Registration, Downtown Campus August 14; 9am - 6pm
Registration, Tyger River Campus August 14; 9am - 6pm
Registration, Union Campus August 14; 9am - 1pm
Registration, Central Campus (for times, see www.sccsc.edu/academiccalendar)
Late Registration Begins August 16
Classes Begin August 20
Labor Day holiday (College Closed) September 3
Fall Break (No Classes) October 10-13
Checks mailed to students with financial aid funds remaining in accounts October 17
Deadline for graduation applications November 9
Thanksgiving holiday (No Classes) November 22-25
Thanksgiving holiday (College Closed) November 21
Fall grades submitted December 13
Winter Break: Christmas/New Year holidays (College Closed) December 19 - Jan 1

Spring 2019
Registration begins for Spring 2019 October 15
Verify Tuition/fee payment and financial aid awards in WebAdvisor November 1
Financial aid available for Book Inn purchases December 12-Feb. 27
On-Site Registration:
Registration, Cherokee County Campus January 3; 9am - 6pm
Registration, Downtown Campus January 3; 9am - 6pm
Registration, Tyger River Campus January 3; 9am - 6pm
Registration, Union Campus January 3; 9am - 1pm
Registration, Central Campus January 3-7
Deletion for Non-Payment at 5:00 pm January 7
Late Registration Begins (Late registration fee begins at 12:01am) January 9
Classes Begin
Martin Luther King, Jr. holiday (College closed) January 21
Deadline for graduation applications March 1 (Also for summer 2018 attendees who wish to walk in the May 9 convocation)
Checks mailed to students with financial aid funds remaining in accounts March 13
Spring break (no classes) April 1-7
Spring grades submitted May 3
Graduation May 9
Summer 2019
Registration begins for Summer 2019 March 18
Verify Tuition/fee payment and financial aid awards in WebAdvisor April 1
Financial aid available for Book Inn purchases April 29-June 12
On-Site Registration:
Registration, Cherokee County Campus May 14; 9am - 6pm
Registration, Downtown Campus May 14; 9am - 6pm
Registration, Tyger River Campus May 14; 9am - 6pm
Registration, Union Campus May 14; 9am - 1pm
Registration, Central Campus May 15-17
(for times, see www.sccsc.edu/academiccalendar)
Deletion for Non-Payment at 5:00 pm May 13
Late Registration Begins May 16
Classes Begin May 20
Memorial Day (College Closed) May 27
Deadline for graduation applications June 7
Checks mailed to students with financial aid funds remaining in accounts June 26
Independence Day (College closed) July 5-6
Summer grades submitted July 26
Step 1: Application
- Apply and pay the $25 application fee 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). Please note: Applications will not be processed until the $25 fee is paid.
- 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 and paid the application fee. 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 had 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: 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.
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 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
- 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 4: Entrance Testing (if applicable)
- 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. 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. (Appointments at satellite campuses are encouraged).

Step 5: 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. Click “MySCC Portal” and login with your username 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 6: 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 7: 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/ 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/.

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): 510
- 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
(Other assessments including COMPASS and ASSET taken within the last five years may also be considered for evaluation)

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

Please note: As of spring 2019, SCC will utilize Accuplacer Next Generation for placement testing. Changes in Skill Area names and scores will be posted to the SCC website at that time (January 2019).

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
Year-round Pell Grant began Summer 2018. If you attend SCC full-time (at least 12 credit hours) during the fall 2018 and spring 2019 semesters, you will not have any Pell eligibility for the summer 2019 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 2019 semester, please plan accordingly and budget for your expenses. New: Effective summer 2015, eligible LIFE 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 2018</th>
<th>Spring 2019</th>
<th>Summer 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline</td>
<td>August 13, 2018 (Deletion)</td>
<td>January 7, 2019 (Deletion)</td>
<td>May 13, 2019 (Deletion)</td>
</tr>
</tbody>
</table>

When Can I Purchase Books from the SCC Book Inn?

<table>
<thead>
<tr>
<th></th>
<th>Fall 2018</th>
<th>Spring 2019</th>
<th>Summer 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates</td>
<td>August 6, 2018 - October 3, 2018</td>
<td>December 12, 2018 - February 27, 2019</td>
<td>April 29, 2019 - June 12, 2019</td>
</tr>
</tbody>
</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 2018:** October 17, 2018
- **Spring 2019:** March 13, 2019
- **Summer 2019:** June 26, 2019

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>Term</th>
<th>Fall 2018</th>
<th>Spring 2019</th>
<th>Summer 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>1st 5 Week-October 22, 2018</td>
<td>1st 5 Week-March 8, 2019</td>
<td>1st 5 Week-June 10, 2019</td>
</tr>
<tr>
<td></td>
<td>2nd 5 Week-November 29, 2018</td>
<td>2nd 5 Week-April 17, 2019</td>
<td>2nd 5 Week-July 15, 2019</td>
</tr>
<tr>
<td></td>
<td>Flex 10 Week-November 12, 2018</td>
<td>Flex 10 Week-April 1, 2019</td>
<td>Flex-June 24, 2019</td>
</tr>
<tr>
<td></td>
<td>1st 7.5 Week-September 21, 2018</td>
<td>1st 7.5 Week-February 11, 2019</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2nd 7.5 Week-November 19, 2018</td>
<td>2nd 7.5 Week-April 15, 2019</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. This policy is in the SCC Catalog under College Costs.

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. You are paid for only 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.
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 D2L Brightspace, 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 D2L Brightspace link in the right-hand column under Campus Applications for Students
5. If prompted, log into D2L Brightspace 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 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 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 under Colleague Application for Students.
- Click on “Student Planning.”
- Click on “Plan & Schedule.”
- 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 Advisor’s Contact Information:**

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

**Explore your career options with Career Coach**

Career Coach is an interactive tool for exploring your career options. It is accessible by clicking the Career Coach icon on the bottom left-hand side of our website (www.sccsc.edu). You do not need a login name or password to use Career Coach. You may create a profile by clicking the “Sign Up” button on the top right.

1. You can complete a six question or sixty question career assessment from the app. The assessment is designed to gauge your interest in various occupational tasks, and it will suggest career fields for you to consider.

2. Additionally, you may browse careers and learn more about job duties and responsibilities, education level, projected job growth, and salaries. Each career homepage links to real-time job postings in our area.

3. From Career Coach, you may also learn more about SCC’s academic program offerings and how they can prepare you for an exciting, in-demand career. Each program page features important academic information, like length and cost, and related professions.

If you need further assistance or information on Career Coach, please feel free to contact the Advising Center at 864-592-4990 or visit the Enrollment Counselor/Advisor on your campus.
Your Guide to the SCC Portal

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 instructor, and even check your grades. MySCC Portal will be an important part of your experience here at SCC.

1. Go to the main SCC Portal page (www.sccsc.edu/portal)
2. Click the MySCC portal Log in button
3. Enter your email address.
   Note: Your email address will follow the format, username@sccsc.edu, where username follows the format FirstInitial+LastName+Last4 digits of College ID
   Ex: Joe Not Reality, ID#nnnn37 = jnreality37

4. Before you're able to enter your password, the page will refresh and ask whether this is a work/school account or a personal account. Choose work/school.

5. You'll be prompted again for username and password.
   Note: Your initial password will follow the format FL#1234, where FL is your first and last initial, followed by two hashtags, then ending in the last four digits of your Social Security Number.
   Ex: John Doe’s password would be JD#1234

6. Congratulations! You’re now logged in to the SCC Portal. Your username and password will also allow you to log in to:
   - Lab and Library computers at all SCC campuses
   - D2L (Desire2Learn)

If you don't know your username and/or password, there are links on the SCC Portal page to help. Your username (also called your WebID) can be found on the back of your SCC ID card.

If you need to reset or change your password, note that all students are pre-enrolled in the system.

Your SCC email can also be found in the portal, along with your SCC OneDrive. OneDrive provides 1 terabyte of online storage space for your files.

Still need help?
The SCC IT Department is here to help! Please call or email the IT Department's Help Desk:
Phone (Hours 24/7): (864) 592-4682 | Email: ITSupport@sccsc.edu
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.


2. Click on Student Planning.

3. Click on Go To My Progress.

4. Check your progress. Courses completed are in green; courses planned/registered are in yellow; courses not started are in red.
5. Go to course column to choose a course. Click on the course name (example-ENG 101).

6. Click on Add Course to Plan.

7. Click on Select a Term.

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

9. After selecting the term, click on Add Course to Plan.
10. Hover over **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.

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

12. Click on **Advising**.

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

14. 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. Select **Self-Service** in your **MySCC Portal** under **Colleague Applications**.

2. Click on **Student Planning**.

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

4. 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.
5. Click on **View other sections** under the course in which you wish to register for.

6. 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.

7. 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.
8. 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.

9. Once you have registered for your courses, they will turn green on the weekly schedule. Your registration for that term is complete.
How to Drop a Course

1. Select **Self-Service** in your **MySCC Portal** under **Colleague Applications**.

2. Click on **Student Planning**.

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

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

5. 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.
6. A **Register and Drop Sections** box will display. After confirming the section, click **Update**.

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

7. 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:** Students receiving Financial Aid should contact the SCC Financial Aid office prior to dropping a course (after the course has begun) to determine how the drop will affect their aid.
Advising Center
Who is eligible? Students enrolled in zero level (031 and 032) transitional courses, Health Science students who are enrolled in transitional and 100 level 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: 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 disadvantage household 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: Central campus, P. Dan Hull Building, Room 44
Phone: (864) 592-4780
Email: trio-sss@sccsc.edu | Web: www.sccsc.edu/trio-sss
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
Advice: (864) 592-4900
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) 592-4746
Registrar: (864) 592-4754
SCCOnline: (864) 592-4961
Student Life: (864) 592-4465
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 Hall 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 (LLR)
14. Campus Operations Building
15. Plant Zoo
16. Dan L. T erhune Building (DLT)
17. Tracy J. Gaines Building (TJG)
18. Jack A. Powes 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 • 1-866-591-3700
www.sccsc.edu
SCC Union County Campus Map

1401 Furman L. Fendley Highway  |  Union, S.C.  29379
Phone: (864) 466-106  |  Fax: (864) 466-3839  |  www.sccsc.edu/union