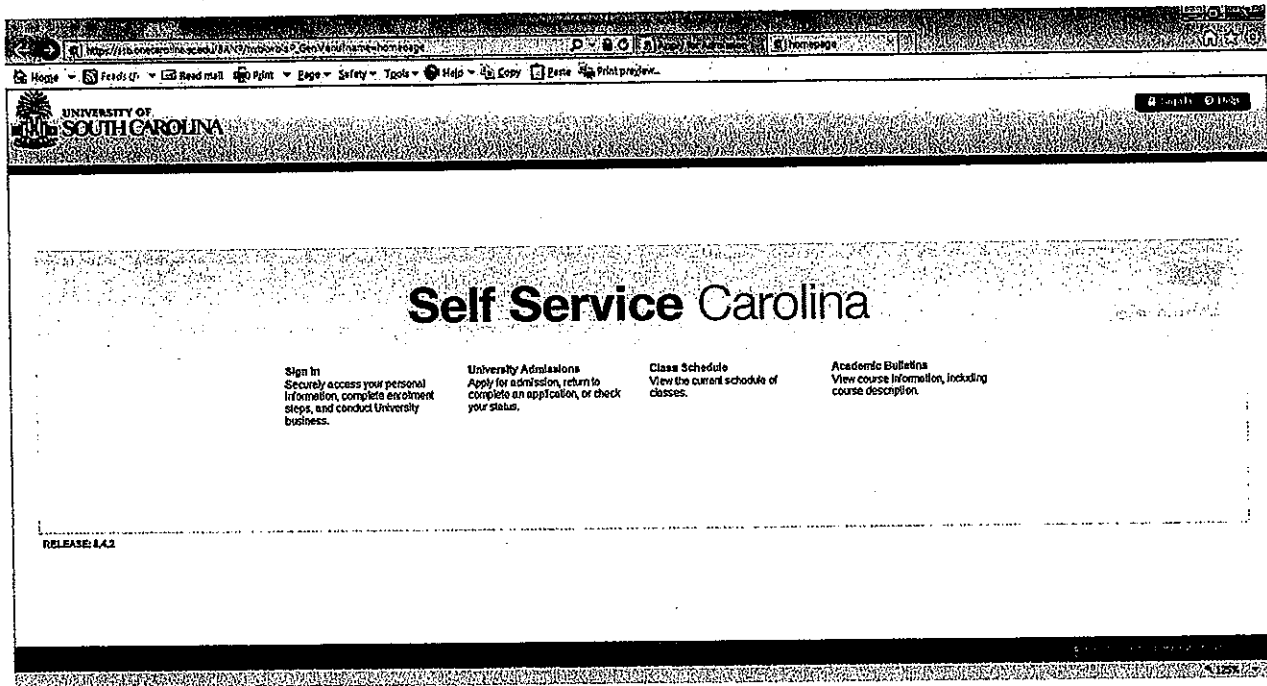


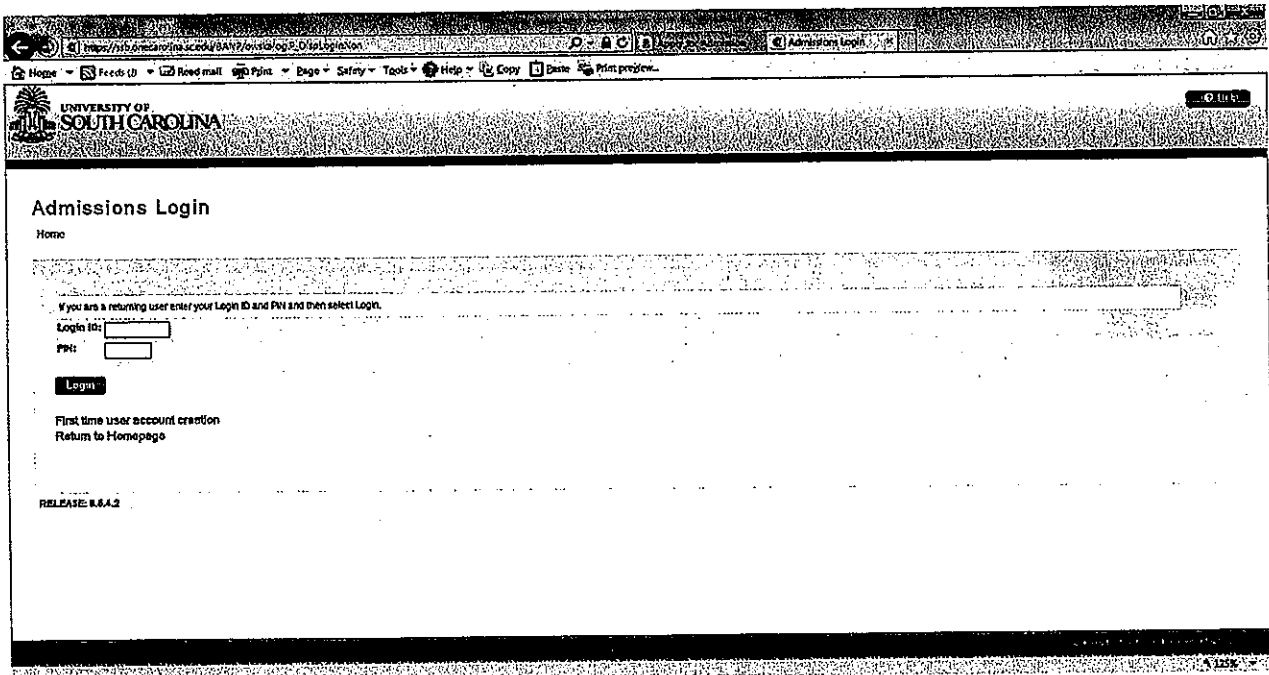
** do not use internet explorer*
Online Application Process for ALL Dual Enrollment Participants

Go to the website: <https://ssb.onecarolina.sc.edu>

- Select University Admissions



- Select First Time User Account creation



- Create a unique login and password. Be sure to write this down because you will need this login again during the process.

The screenshot shows a web browser window with the URL <https://its.usc.edu/SAS/registration/9.Discovery>. The page header includes the University of South Carolina logo and navigation links like Home, Feedback, Read mail, Print, Page, Safety, Tools, Help, Copy, Paste, and Print preview. The main heading is "Admissions Login - New User". Below the heading, there is a "Home" link and a message: "Please create a Login ID and PIN. Your Login ID can be up to nine alphanumeric characters. Your PIN must be six numbers. Enter your PIN again to verify it and then select Login. Your Login ID and PIN will be saved." There are input fields for "Create a Login ID:", "Create a PIN:", and "Verify PIN:". A "Login" button is located below these fields. At the bottom of the form area, there is a "Return to Homepage" link. The footer of the page says "RELEASE: 8.6.4.2".

- Click the down arrow at campus. Select USC Lancaster. Then click Continue.

The screenshot shows a web browser window with the URL <https://its.usc.edu/SAS/registration/9.Discovery>. The page header is identical to the previous screenshot. The main heading is "Select a Campus". Below the heading, there is a "Home" link and a message: "To apply for admissions, please select the campus you are interested in below." There is a note: "Columbia Campus programs and the Greenville School of Medicine do not use this application." and a link: "Get instructions and links to other University of South Carolina Admissions Applications." A "Campus:" dropdown menu is shown with a list of options: "USC Beaufort", "USC Lancaster", "USC Salkehatchie", "USC Sumter", "USC Union", and "USC Upstate". A "Continue" button is next to the dropdown. At the bottom of the form area, there is a "Return to" link. The footer of the page says "RELEASE: 8.6.4.2".

- Click the down arrow. Select USC Lancaster Dual Enrollment in the Application Type screen. Click Continue.

Home

UNIVERSITY OF SOUTH CAROLINA

Select an Application Type

Please click on the Application Type you want to complete.

Application Type: USC Lancaster Dual Enrollment

Continue

Return to Application Menu

RELEASE: 8.6.4.4

- Select the FALL 2015 for admission term, type FULL name in correct boxes. **NOTE: Check for typing errors. This is the name that will appear on your permanent records.** Click Fill Out Application.

Home

UNIVERSITY OF SOUTH CAROLINA

Apply for Admissions

Select the term for which you wish to apply.

Application Type: USC Lancaster Dual Enrollment

Admission Term: Fall 2015

First Name: [Text Box]

Middle Name: [Text Box]

Last Name: [Text Box]

Fill Out Application

Return to Application Menu

RELEASE: 8.6.4.4

- In the Application Checklist area, you will need to view and complete each section in order to submit your application. Click NAME first.

Application Checklist

Home

You may complete each section of the application in any order you wish. A checklist is provided below to help you move from section to section.
When you have finished the application, please click "Application is Complete" button to submit it. You may click the "Finish Later" button if you would like to continue working on your application.

	Name		Personal Information
	Permanent Address		International Information
	Current Address		High School Information
	Parent/Contact Information		


Application is Complete Finish Later

Email USC Lancaster Admissions Office

RELEASE: BJA-4

- **Complete the NAME form. Click Continue.**

[Home](#)
[Feedback](#)
[Road map](#)
[Print](#)
[Page](#)
[Safety](#)
[Tools](#)
[Help](#)
[Copy](#)
[Paste](#)
[Print preview](#)


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Name (Checklist item 1 of 12)

☐ Please enter your legal name.

When completing sections, click the "Checklist" button to save your changes and display the application checklist. Click the "Continue" button to save your changes and move to the next section of the application. Click the "Finish Later" button to save your changes and display the application menu. Click the "Return to Checklist without saving changes" link to navigate to different sections without saving your changes.

* indicates a required field.

First Name:

Middle Name:

Last Name:

Suffix:

Prefix:

Previous Last Name:

Have you attended USC Lancaster before? ☐ Yes ☐ No ☐ Not Reported

Have you ever applied to USC Lancaster before? ☐ Yes ☐ No ☐ Not Reported

[Return to Checklist without saving changes](#)

- Complete the Permanent Address form. Be sure to put a daytime phone number. Click Continue.

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Permanent Address (checklist item 2 of 12)

☒ Please enter your address and contact information. USC will send all communications to your permanent address on record. If you choose to apply to more than one campus, the University will send mail to the permanent address listed on your most recent application. Please use the same contact information on all of your applications to the University of South Carolina system. This will ensure that you receive your decision in a timely fashion.

When completing sections, click the "Checklist" button to save your changes and display the application checklist. Click the "Continue" button to save your changes and move to the next section of the application. Click the "Finish Later" button to save your changes and display the application menu. Click the "Return to Checklist without saving changes" link to navigate to different sections without saving your changes.

* - Indicates a required field.

Permanent Address

Street Line 1*

Street Line 2*

Street Line 3*

City*

State*

Zip Code*

County*

Phone Number (xxx) (xxxx-xxxxxxx):

Checklist Continue Finish Later

- This is the CURRENT ADDRESS screen. Since you are living at home while taking these classes you can simply click Continue.
- Parent/Contact Information: This information will assist USCL in applying for possible LTAP funding. When complete, click Continue.

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Parent/Contact Information (checklist item 4 of 7)

☒ When completing sections, click the "Checklist" button to save your changes and display the application checklist. Click the "Continue" button to save your changes and move to the next section of the application. Click the "Finish Later" button to save your changes and display the application menu. Click the "Return to Checklist without saving changes" link to navigate to different sections without saving your changes.

Relationship:

Last Name:

First Name:

Middle Name:

Suffix:

Deceased (check for yes):

Street Line 1:

Street Line 2:

Street Line 3:

City:

State/Province:

Zip Code:

County:

Phone Number (xxx) (xxxx-xxxxxxx):

Is the family member listed on this application a legal resident of South Carolina?

If the family member listed on this application is a SC resident, how many years and months has he/she lived in SC? (For example, 43 years and 8 months)

Is this person a US citizen?

Does this person claim you as a dependent/exemption on Federal Income taxes? (If not, if your parents are married and file jointly and claim you as a dependent, answer yes.)

Return to Checklist without saving changes

Checklist Continue Finish Later

- **Personal Information:** Please complete this section, including the residency, citizenship and years. This information will assist USCL in applying for possible LTAP funding. When complete, click Continue.

UNIVERSITY OF SOUTH CAROLINA

Personal Information (Check item 6 or 7)

Enter your personal information. If you are applying to more than one USC campus, use the same email address for each application you submit. We will send cancellation notices only to the email address you provide. If you must report application changes, click the "Checklist" button to save your changes and display the application checklist. Click the "Cancel" button to save your changes and move to the next section of the application. Click the "Print" button to save your changes and display the application screen. Click the "Print" button to save your changes and display the application screen. Click the "Print" button to save your changes and display the application screen.

Indicate a required field.

Citizenship

U.S. Citizen

Residence

U.S. Citizen

Verify e-mail address

Personal Security Number (0000000000)

Gender

Male or Female or No Response

Marital Status

Married

Birth Date

Month Day Year (YYYY) 0000

Are you a legal U.S. resident?

Yes or No

What is your ethnicity?

The University of South Carolina is required to collect information on the ethnic and racial backgrounds of its student body and report this information to the U.S. Department of Education.

Hispanic or Latino

Not Hispanic or Latino

I am a student or parent of a student at USC.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Return to Checklist without saving changes

- If you checked 'Yes' to the International Information question, you are required to complete the information in this section. If you checked 'No' to the above question, you may leave the rest of this section blank and continue to the next section.*

U.S. Customs & Border Protection

C / B https://usbnccare.lina.sc.edu/BANP/download_P_ProcApp/Personal

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SCHOOL BUS

Home

International Information (Checklist item 6 of 7)

Please enter your visa and International Internal ID. Visa type is entered first and visa number and start and end dates must be entered as well. International information such as country of citizenship can be entered without entering any visa information.

You're completing sections, selecting Checklist items you complete and displays the Application Status. Use the Return to Checklist without saving changes link to navigate to different sections.

A - Indicates a required field.
Are you a Non-U.S. Citizen or U.S. Permanent Resident?

If you checked "Yes" in the above question, you are required to complete the information in this section. If you checked "No" to the above question, you may skip the rest of this section blank and continue to the next section.

Visa:
Visa Issues Date:
Citizenship Country:
Birth Country:
Native Language:

Y Yes N No

None
North None Day/Month Year
None
None
None

Continue Cancel Back

Return to Checklist without saving changes

RELEASE-18-1

- In the High School Information screen, select the "Lookup High School Code" to select your school code. Type in your high school graduation date. In the "describe your reason" box, please type dual enrollment course. Then click Continue.

Apply for Admission > High School Info >

https://sbsouthcarolina.edu/BANF/bwstalog.p_proc_sbgLcode

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Home

High School Information (Checklist Item 7 of 7)

Please enter the CDEB code for the high school you will or have graduated from. If you do not use from the code, use the "Lookup High School Code" link to find it. If you do not see your high school listed, please enter code 00000 and fill out your high school information. If you live in SC and are home-schooled, please use code 00000. If you are outside of SC and are home-schooled, use code 00000. If you attend a foreign high school not included in the look-up list, please use code 00000.

When completing sections, click the "Previous" button to save your changes and display the application checklist. Click the "Continue" button to save your changes and move to the next section of the application. Click the "Print Label" button to save your changes and display the application label. Click the "Return to Checklist" button to return to the application checklist.

1. High School Information

High School Name:

High School Address:

High School City:

High School Zip Code:

High School County:

High School State:

When do you expect to graduate from high school?

Please describe your reason(s) for applying to USC Lancaster?

Return to Checklist without saving changes

RELEASE 63.63

When you click continue, you will see this screen. If all areas have a RED check, Please click "APPLICATION IS COMPLETE".

Apply for Admission > Application Checklist >

https://sbsouthcarolina.edu/BANF/bwstalog.p_procApplHighSch

UNIVERSITY OF SOUTH CAROLINA

Home

Application Checklist

When you have entered the application, please click "Application is Complete" button to submit it. You may click the "Print Label" button if you would like to continue working on your application.

✓ Name

✓ Personal Information

✓ Permanent Address

✓ International Information

✓ Current Address

✓ High School Information

✓ Parent/Contact Information

Application is Complete

Print Label

Email USC Lancaster Admissions Office

RELEASE 63.64

- **ADMISSIONS AGREEMENT:** Click I agree to the Terms.

You will then be asked to pay the \$10 application fee. If the fee is any other charge than \$10, you have completed the incorrect application.

You will need to enter a debit or credit card number to pay the \$10 application fee. Payment online is preferred. If this is not an option for you, please mail a check to USC Lancaster, PO Box 889, Lancaster, SC 29721, ATTN: Danelle Faulkenberry, Dual Enrollment. Check should be made out to USC Lancaster.

The screenshot shows a web browser window with the URL <https://usc.lancaster.edu/apply/online/fee-payment>. The page header includes the University of South Carolina logo and navigation links like Home, Find Us, Read mail, Print, Sign, Tools, and Help. The main heading is "Application Fee Payment" with a "Home" link. Below this, a message states: "Please verify the following credit card information. Select Submit Payment to accept the charges if the information is correct; otherwise select Pay Later." The payment amount is listed as "Payment Amount: \$10.00". A "Submit Payment" button is visible. At the bottom left, it says "RELEASE: 8.6.3".