

Important Dates

Spring 2011

January 10, Mon.	Classes begin
January 14, Fri.	Last day to withdraw with a W
January 17, Mon.	Labor Day Holiday, no classes
January 31, Mon.	Last day to apply for May graduation
February 28, Mon.	Last day to drop a course or withdraw without a grade of WF Midpoint in semester
March 6 - 13, Sun.-Sun.	Spring break - no classes
April 25, Mon.	Last day of classes
April 26, Tues.	Reading day
April 27 - May 4, Wed.-Wed.	Final examinations (includes exams on Sat.)
May 6 - 7, Fri.-Sat.	Commencement Exercises

The mission of the University of South Carolina School of Library and Information Science is to provide and promote the highest levels of education and leadership in library and information science, services, and studies through outstanding teaching, research and service.

USC SLIS BSIS Contact Information

Student Services:

Andy Thomas
Undergraduate Advisor
803.777.4028
AThomas@sc.edu

George Shaw
Administrative Assistant
803.777.3887
gshaw@mailbox.sc.edu

Sarah Keeling
Student Services Manager
803.777.0270
skeeling@sc.edu

<http://www.libsci.sc.edu/bsinfosci>

1501 Greene Street
Davis College
Columbia, SC 29208
Phone: 803.777.4028
Fax: 803.777.0457
Toll Free: 800.304.3153

School of Library and Information Science

Bachelor of Science
Information Science (BSIS)

University of
South Carolina



This brochure is provided to guide you through the next steps of your program in the School of Library and Information Science.

Answers to many of your questions can be found on our website:
<http://www.libsci.sc.edu/bsinfosci>

Step 1: Get Advised

Discuss academic plans with the SLIS Undergraduate Advisor before each upcoming semester. You must be officially advised to have the hold lifted from your registration screen. Contact information is on the SLIS website at:

<http://www.libsci.sc.edu/bsinfosci>

Step 2: Registration

1. What classes do you want to take?

Go to the Registrar's web site (<http://registrar.sc.edu>) to see the classes being offered.

2. Clear any holds you may have on your registration. Your registration may be blocked until you have satisfied academic, financial, and disciplinary obligations to the University. Login to VIP to identify any holds on your file.

3. Appointment date and time. New students do not have appointment dates and times, but each semester following, students will need to check VIP for a registration appointment date and time. You may register any time after your appointment time on the date assigned (up until the end of drop/add week).

3. Know your PIN. Your Personal Identification Number is required to access VIP (<https://vip.sc.edu>). If you forget your PIN, you must request it to be re-set in person in the Registrar's Office (3rd Floor, Petigru) or in writing. If you are logging in to VIP for the first time, you will use the month/day of your birthday (for example, 0110 for January 10). You will be prompted to change your PIN the first time you log in. **REMEMBER YOUR NEW PIN!**

4. Now it's time to register!

A. Login to VIP by entering your student ID (your Social Security Number) and your PIN. Click Login, then select the Academics link on the left.

B. To add a course (register), drop a course, or otherwise change your course schedule, click on Show Me next to Course Registration. Be sure the proper semester is selected.

C. To register, choose Add from the drop-down menu and then type in the six-digit course schedule code (e.g. 123456). These numbers are printed in the Master Schedule for each semester and are also available on the Registrar's web site. Click on Go. Do NOT enter anything in the dept./course box.

D. When you are finished adding your classes and printing your schedule, click on Go to Main Menu. After you are finished with VIP, be sure to log out.

E. Students are strongly advised to register as early as possible. Classes often close quickly.

Step 3: Pay Your Fees

Registration is NOT complete until you pay your fees. Don't wait until you receive a bill to pay. You can check fees by using VIP. Click on Financial, then Show Me Schedule and Bill. You may pay using a credit card (American Express, MasterCard, Discover Card only) or electronic check on VIP or in person in Petigru, Room 206. **If you are paying your fees with financial aid, you MUST apply your aid to your bill.** If you pay via VIP (with credit, check, or financial aid) print a copy of the transaction confirmation and keep it for your records. **You should have your financial aid lined up 1-2 months prior to the start of the semester. You must always pay fees and get a confirmation code.**

Step 4: Log In to Blackboard

Blackboard (Bb) provides students with important course-related information. To find out your Bb username and to update your password, login to VIP, select Technology, and then Show Me Network Username. All communication from Bb will go to your USC email account. Most professors use Bb to communicate with you about important class information. You should check your USC account daily. See: <https://blackboard.sc.edu>.

Other Important Notes

Dropping a Class: You should speak to your advisor, your professor, and the Financial Aid office before dropping a course. You may drop a course via VIP. Courses dropped during the 2nd through 6th week of fall and spring semesters will be recorded with a non-penalty grade of W. After 6 weeks most courses dropped will appear on the permanent record with a WF. A WF is treated as an F in the computing of grade point averages. In the summer and other shortened terms, the period for withdrawal with a grade of W happens almost immediately. It is your responsibility to know applicable dates.

Academic Probation: Students who do not maintain a GPA of 2.50 or higher are placed on academic probation until they can meet the GPA requirements. Students will be permitted to remain in the degree program for only one semester. After this these students will be dropped from the BSIS degree program.