

FREQUENTLY ASKED QUESTIONS BY 1Ls

1. I'm an incoming 1L how do I login to VIP? I forgot my pin number, can you tell me the number?

You will need your student ID (which is your ssn) and pin number (month and day of your birthdate) to login to VIP. You will have to change your PIN immediately.

If your pin number is not the month and day of your birth date, or you have forgotten it, you can fax (803-777-1930) a written request to the law registrar/academic services office (include your full name, ssn, how you would like for us to respond and your signature) and we will provide you with the pin number.

If you have made several unsuccessful attempts to login to VIP and your PIN number is revoked – please complete the [pin reset form](#) and fax it to the University Registrar's office, 803-777-6349.

2. I don't have a schedule or bill. Why is that?

Bills are generated after you have a schedule. If you do not have a schedule it may be due to a hold on your registration such as immunization, residency or parking. To check for a hold, login to VIP, choose academics, then registration eligibility. Or, you can give us a call in the law registrar/academic services office, 803-777-5221. Once the hold has been removed, please give us a call so we can register you for classes.

3. Do I send my immunization form to your office?

No, the immunization form must be returned to the Thomson Student Health Center (phone number 803-777-9511; fax 803-777-3955) or the law school admissions office (phone number 803-777-6605; fax 803-777-7751).

4. Will other holds stop me from getting my schedule?

Yes, the department that adds the hold must remove the hold (such as legal residency, parking, library and bursar)

5. When is my schedule final?

Your schedule is final Friday, August 1, 2008

6. Can I change my schedule?

First year students are not allowed to change their schedules.

7. I have a bill, but my financial aid and scholarship awards don't appear. What should I do?

You will need to contact the University's financial aid office at 803-777-8134.

8. How do I pay my tuition? When is the last day to pay my bill? Where?

You pay your fees/tuition by logging onto VIP. Choose financial to the left of your screen. Then choose the fees, tuition and payment option. Check your fees/tuition amount, then follow the steps to APPLY your available financial aid towards your bill. Once you have completed the steps correctly, you will receive a confirmation number.

Tuition and fee payment is due Friday, August 22, 2008 by 5pm. You may pay your fees on VIP or by mail (suggest that it is received by the Bursar's office August 11, 2008).

If your financial aid is not available by Tuesday, August 19, 2008, please see us in the law registrar/academic services office immediately.

9. My tuition amount is incorrect, what do I need to do?

You will need to contact the law registrar/academic services office. We will look at the charges and try to determine the discrepancy and direct you to the appropriate office to correct the charges if necessary.

10. What is the Carolina Cash option charge that I see listed below my tuition amount under fee payment on VIP?

The Carolina Cash is defaulted to be added to your tuition to be used for different services on campus (see details under fee payment on VIP). If you do not wish to have the Carolina Cash, you need to choose "I do not want any charges on my Carolina Cash account at this time", then proceed to pay your tuition.

11. If my parent or spouse needs to login to VIP, can you give them my pin number?

Due to FERPA (Family Educational Rights and Privacy Act) we cannot provide the pin to them. Your PIN number is not directory information.

12. When will the Student Handbook test be sent out and when is it due?

- a. Does it help or hurt me?
- b. Why do I have to take it?
- c. Is it mandatory?
- d. Where online is the Student Handbook?
- e. What would happen if I don't take the test?

The Law Student Handbook test is sent out Monday, July 21st.

- a. The test is designed to help you to become familiar with the rules and regulations of the law school, it does not affect your future academic status. The minimum score is 65. If

you score lower than 65, then you will have to re-take the test. The deadline for taking the test is Wednesday, August 13, 2008.

- b. Students are asked to take the test to become better acquainted with the administration and academic rules.
- c. The test is mandatory
- d. Law School Student handbook: <http://www.law.sc.edu/registrar/downloads/handbook.pdf>
- e. If you do not take the test, your law school schedule will be administratively canceled.

13. When is Orientation and do I have to attend both days?

Yes, you do have to attend both days. Orientation is Tuesday, August 19th and Wednesday, August 20th and it is mandatory for incoming 1Ls. If there are problems with attending, please contact Beth Davis (777-6917).

14. When is the first day of classes?

Classes begin Thursday, August 21, 2008

15. Do I need to prepare an assignment before school begins?

Yes, there is a legal writing assignment due at orientation, you will need to check the law admissions website (<http://www.law.sc.edu/admissions/admitted.shtml>) and click on Short Lesson on Sources of Law, Court Systems, and Case Briefs.

Also, additional first week assignments may be posted daily beginning August 11, 2008 on the law school's homepage and/or on the assignment board across from room 136. Students are responsible for checking for assignments at both locations.

16. When can I get a letter verifying enrollment for insurance purposes?

You have the option of printing a verification enrollment form on VIP. Login to VIP, choose academics, then enrollment verification. The form on VIP is not on law school letter head. If the insurance company will not accept that form, then the law registrar/academic services office can provide a letter for you to send with your written request after drop/add Thursday, August 28, 2008. Please complete the student information request form.

17. I need a letter verifying enrollment for **student loan deferment** or I need to have a **student loan deferment form completed**.

The law registrar does not write enrollment verification letters for **student loan deferments**. Some lenders will accept the enrollment verification form on VIP (choose academics, then enrollment services). If a lender will not accept that form, then the **University Registrar's Office can provide a letter for you to send**. Student loan deferment forms can only be processed by the University Registrar's Office.

HELPFUL TIP: The Enrollment Verification Services option on VIP also allows you to track when enrollment verification notifications are sent electronically to lenders. The notification states your enrollment status (full time) and expected date of graduation.