

FREQUENTLY ASKED QUESTIONS BY 1Ls

1. I'm an incoming 1L how do I log into VIP?
 - a. 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). You will have to change your PIN immediately. If your pin number is not the month and day of your birthdate, 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.

NO PIN NUMBER – please complete the pin reset form on the law registrar's website under Incoming 1L and fax it to the University Registrar's office listed on the form

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

Bills are generated after you have a schedule; you may have a hold such as immunization. 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.

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 777-9511; fax 777-3955

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

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

5. When is my schedule final?

Schedules are final Wednesday, August 1, 2007

6. Can I change my schedule? Why not?

No, you cannot. 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 is going on?

You will need to contact the financial aid office at 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 24, 2007 by 5pm. You may pay your fees at the Carolina Coliseum (8:30am-5pm); on VIP; by mail (suggest that it is received by August 14, 2007).

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

- a. What is the \$425 Carolina Cash option charge that I see listed below my tuition amount under fee payment on VIP?

You will need to contact with Ms. Goings or Ms. Keith in the law registrar/academic services office. They will look at the charges and try to determine the discrepancy and direct you to the appropriate office to correct the charges if necessary.

- a. The University automatically opts for you to add this amount 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.

10. If my parent or spouse need 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.

11. 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 was sent out Monday, July 23rd.

- a. The test was 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 Friday, August 10, 2007.
- b. Students are asked to take the test to become better acquainted with the administration and academic rules.
- c. The test is mandatory

- d. The Law Student handbook is available at <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.

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

Yes, you do have to attend both days. Orientation is Wednesday, August 15th and Thursday, August 16th and it is mandatory for incoming 1Ls. If there are problems with attending, please contact Dean Rollins (777-6605).

13. When is the first day of classes?

Classes begin Friday, August 17, 2007 – Friday classes meet on Friday

14. When will the booklist be posted? And where will the booklist be posted?

- a. Where can I buy my books around campus?

The book list will be posted on the law school's home page and across from suite 137, Wednesday, August 1, 2007.

- a. You may purchase your textbooks at the Barnes and Noble University bookstore next door, SC Bookstore on the corner of Greene and Main Streets or Addams Bookstore on Assembly Street (going towards Williams Brice Stadium)

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 1, 2007 on the law school's homepage and on the assignment board across from room 136. Students are responsible for checking for assignments at both locations.

16. I need to get a letter verifying enrollment, can this office do that?

Yes I can, but you also have the option of printing a verification enrollment letter from VIP. If you would like the VIP letter, login to VIP, choose academics, then enrollment verification. The letter on VIP is not on law school letter head. Is that going to be a problem for you? If so, a letter can be prepared for you with your written request after drop/add ends Friday, August 24, 2007. Please complete the student information request form.