UPSTATE
University of South Carolina

A Guide for Enrolling in NURS Tracks

In Self-Service Carolina

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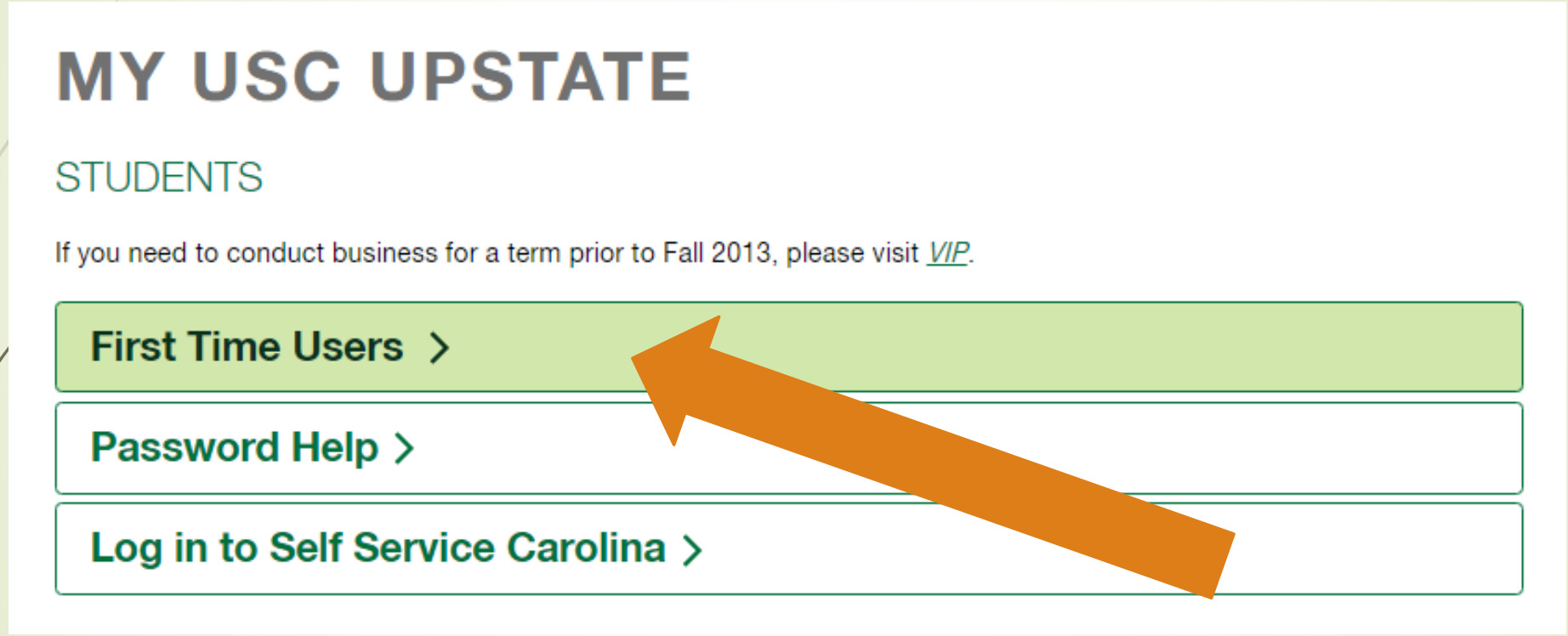
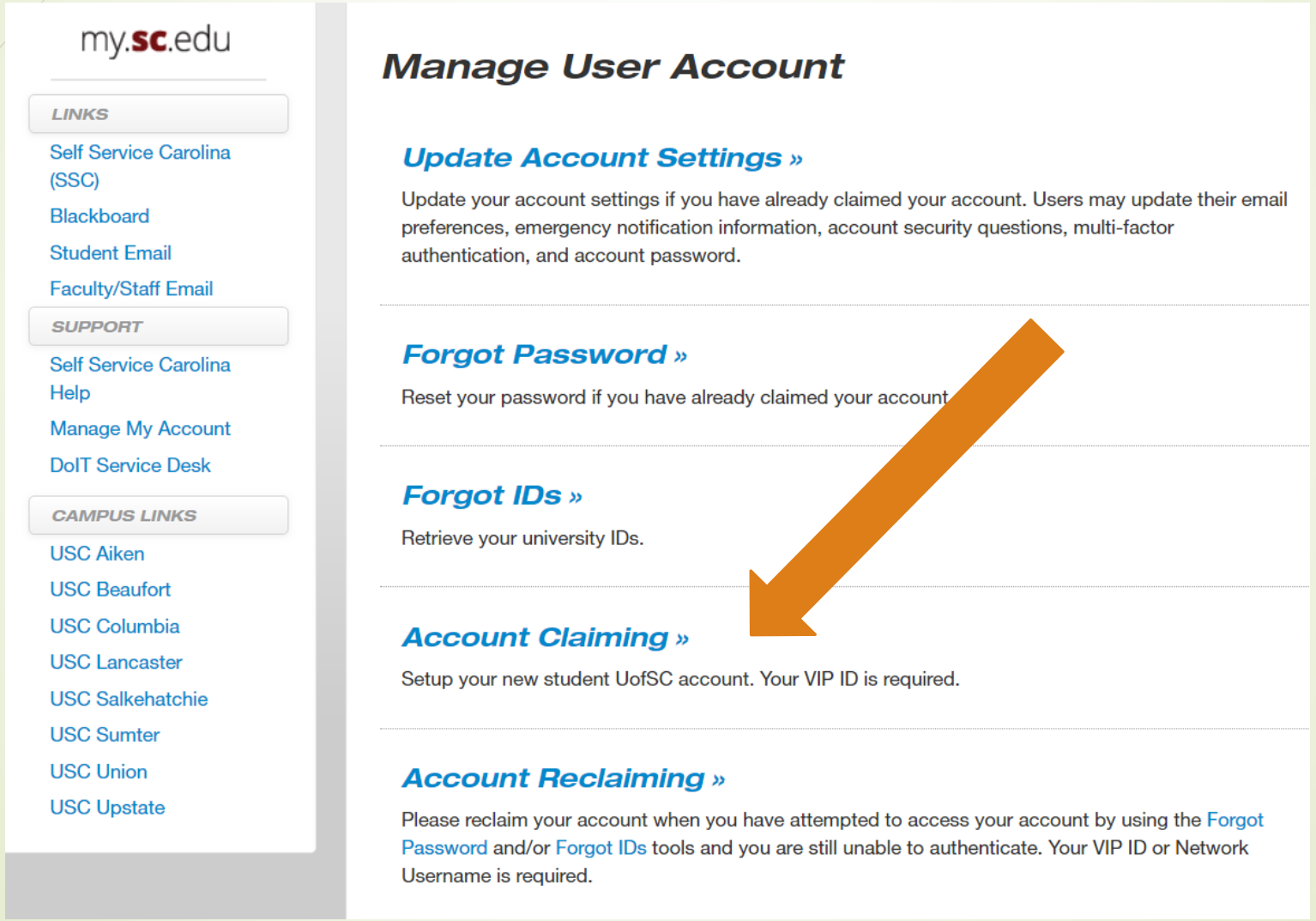
- How to set up your SSC account
- General How-To's
- How to use CRN#'s to enroll
- How to use the Schedule Planner

Go to https://my.uscupstate.edu



Click Here

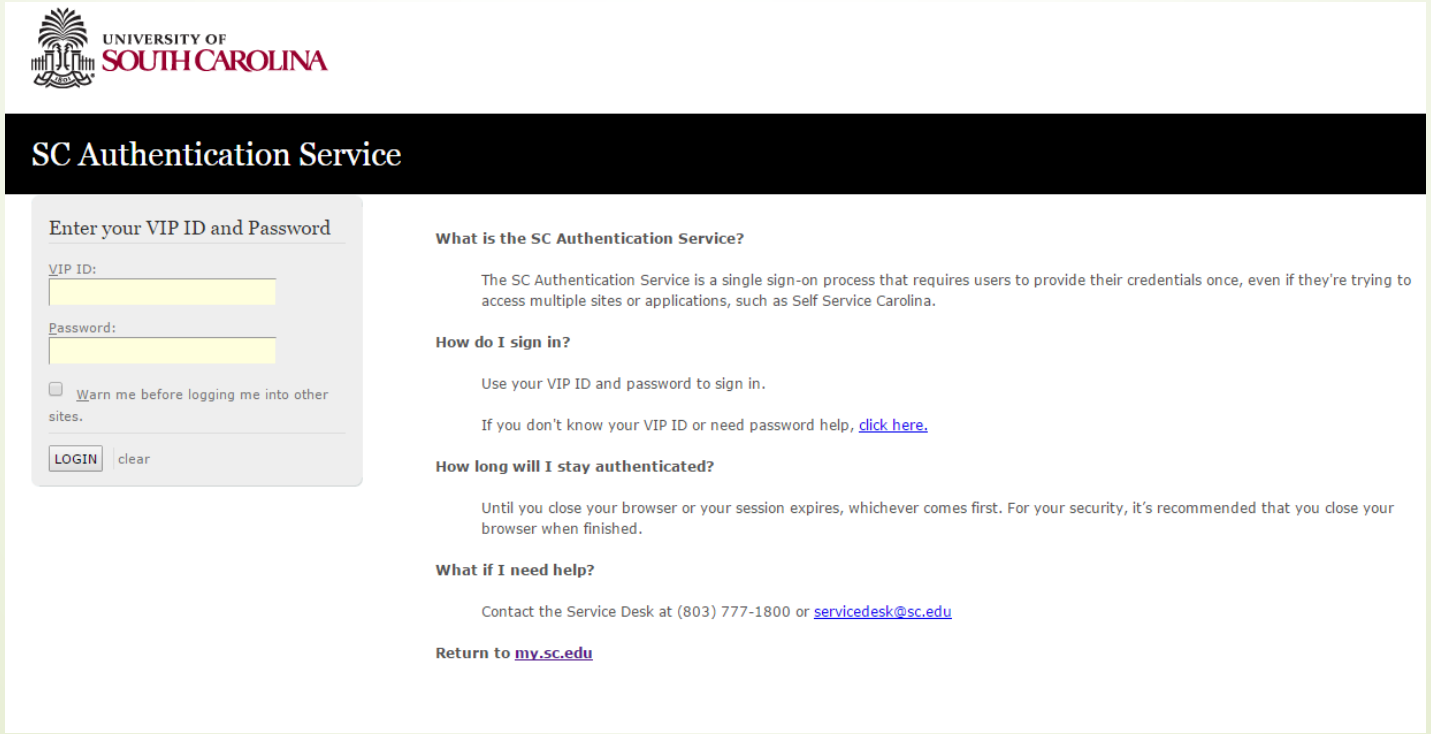
Claim Your Account



Login to Self-Service Carolina

https://my.sc.edu

It is recommended that you use your computer to enroll in classes. Some links and buttons may not be visible on your phone or iPad.



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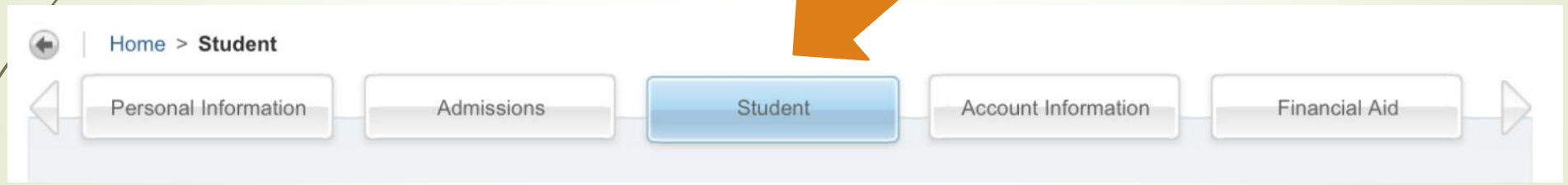
Click the Student button to enroll in classes using CRN#'s.



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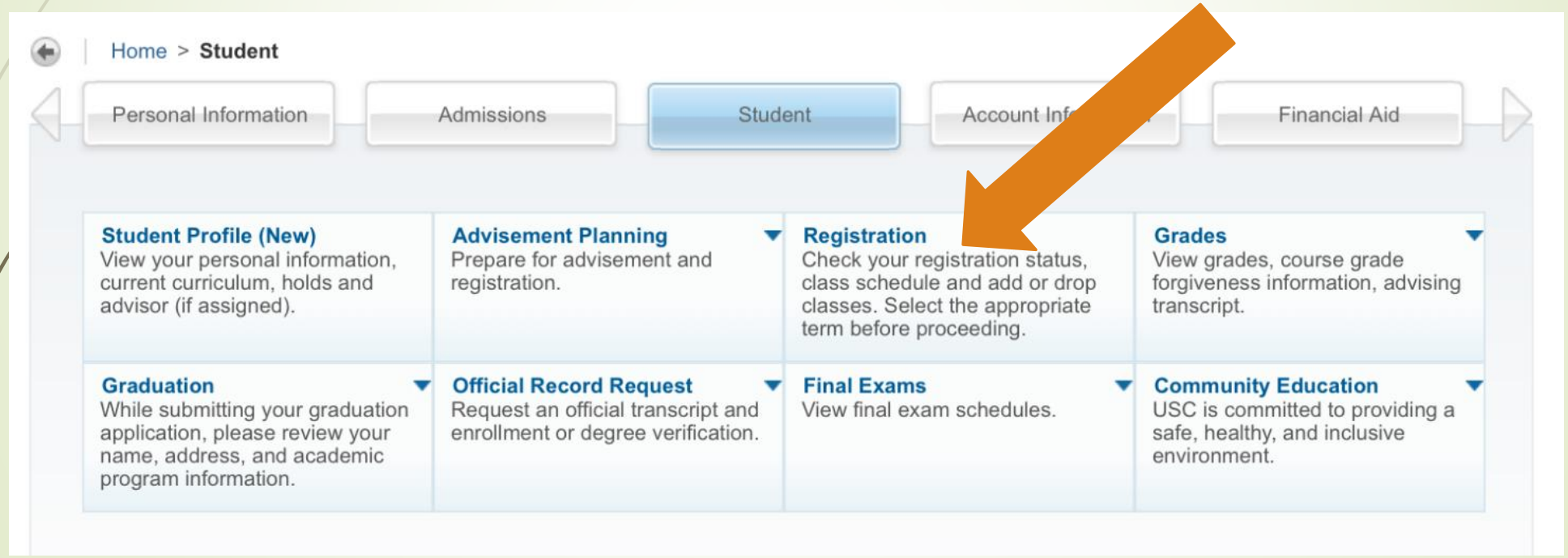
Click the Registration Menu.



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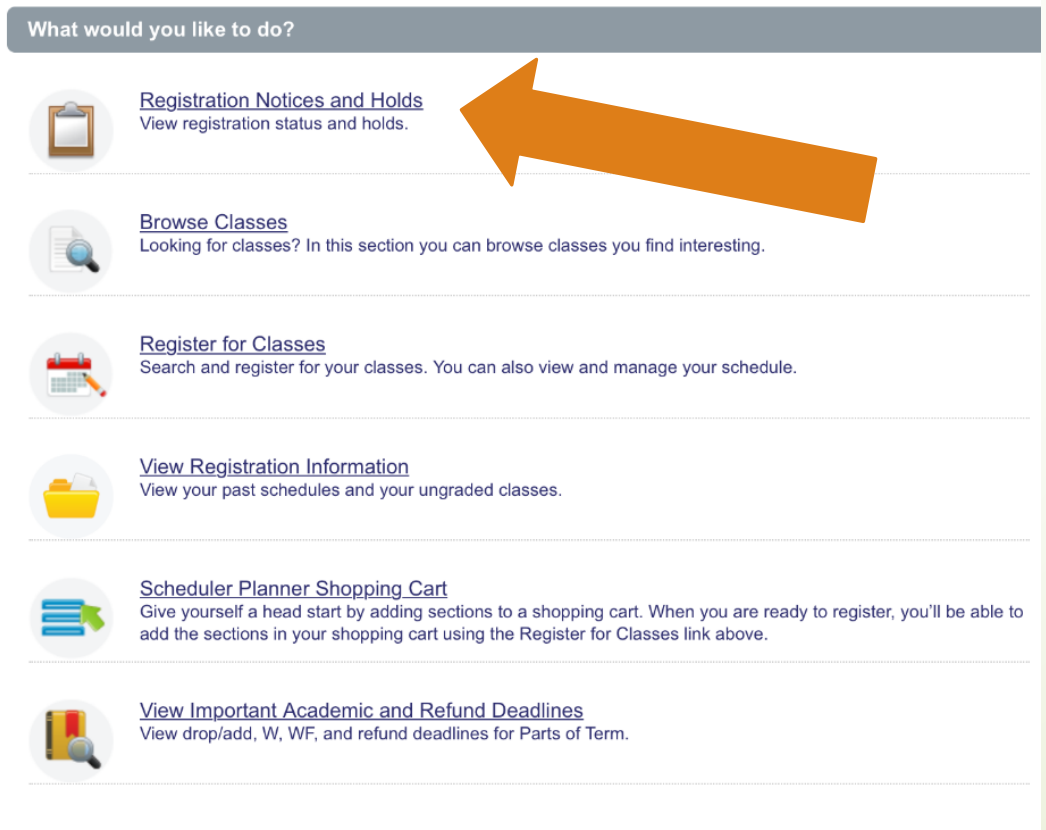
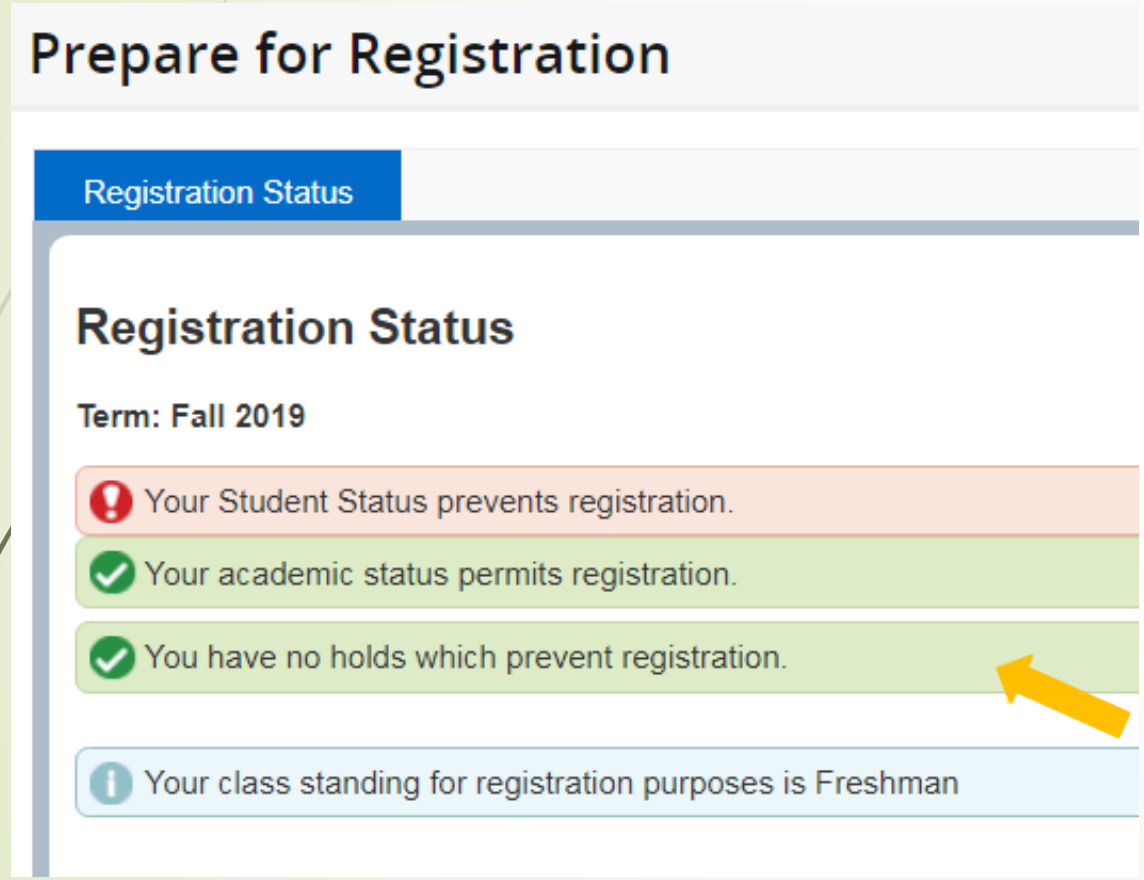
There are many things you can do here. You should check your Registration Status first.



Self-Service Carolina



Once you are considered a current student, you will be given a very specific date and time that you can enroll. It is called your "Ticket Time." As a first-time student to enroll, you may not have a specific date. Ticket times can also be found in your Student Profile.

Check to see that you have no holds that prevent registration.
Every student is required to be advised prior to registering. If you have not been released by an advisor to enroll, you will see a hold at the top of this page.

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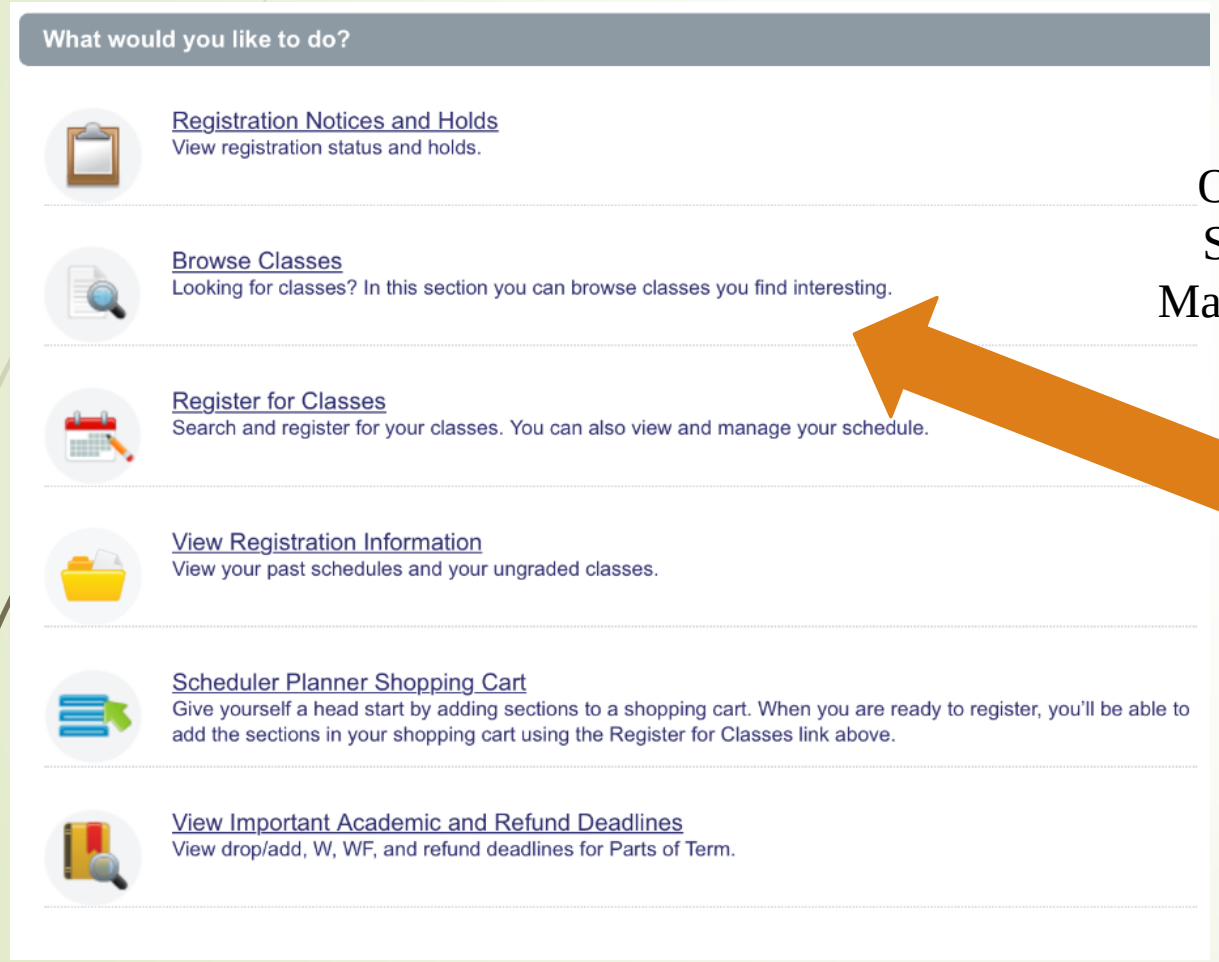
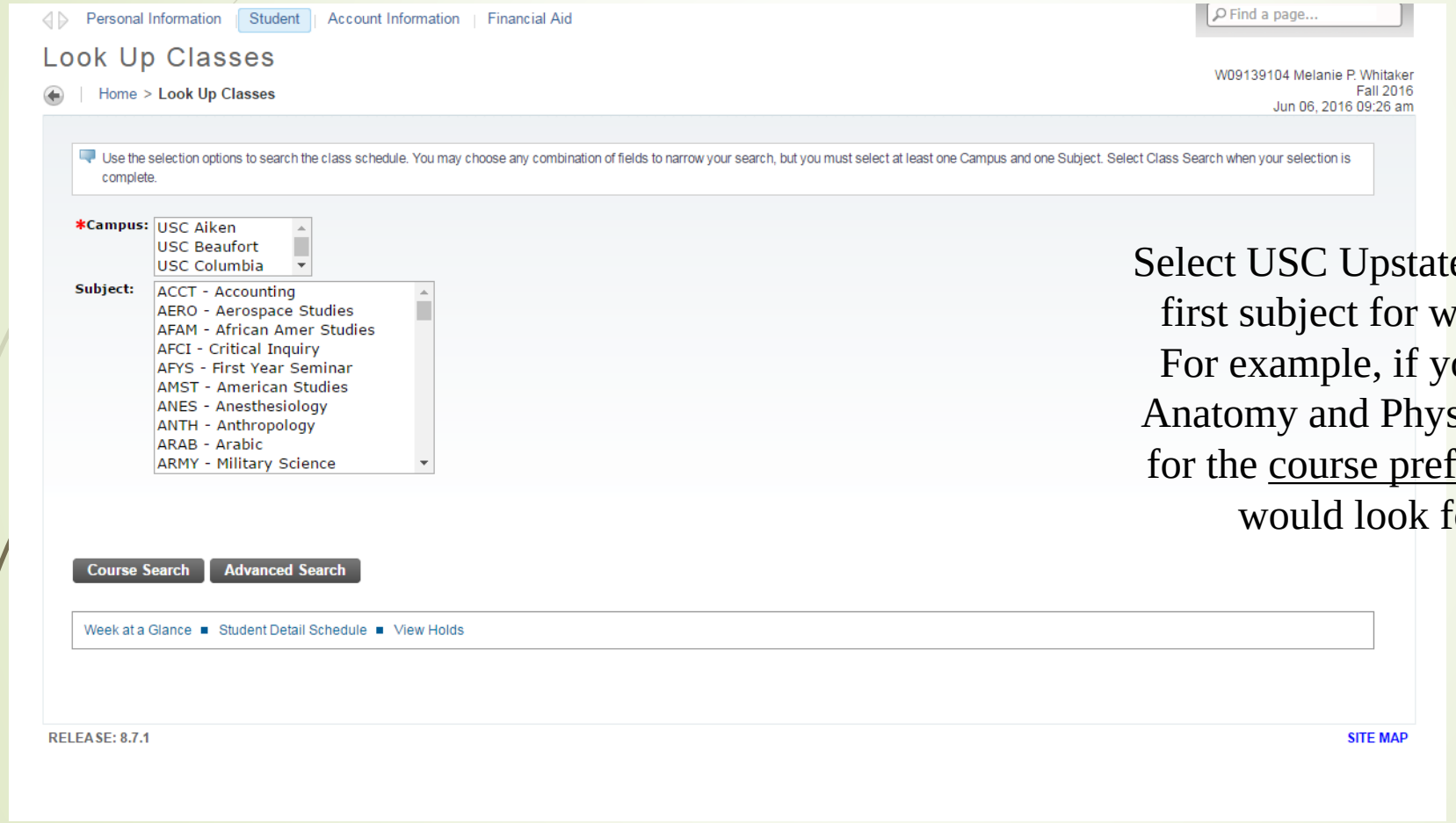


Once you have verified your Registration Status, you can begin looking up classes. Many students like to do this prior to actually enrolling by clicking here.

Self-Service Carolina



Select USC Upstate for your campus and the first subject for which you want to enroll. For example, if you are trying to enroll in Anatomy and Physiology I, you would look for the course prefix first. In this case, you would look for BIOL – Biology.

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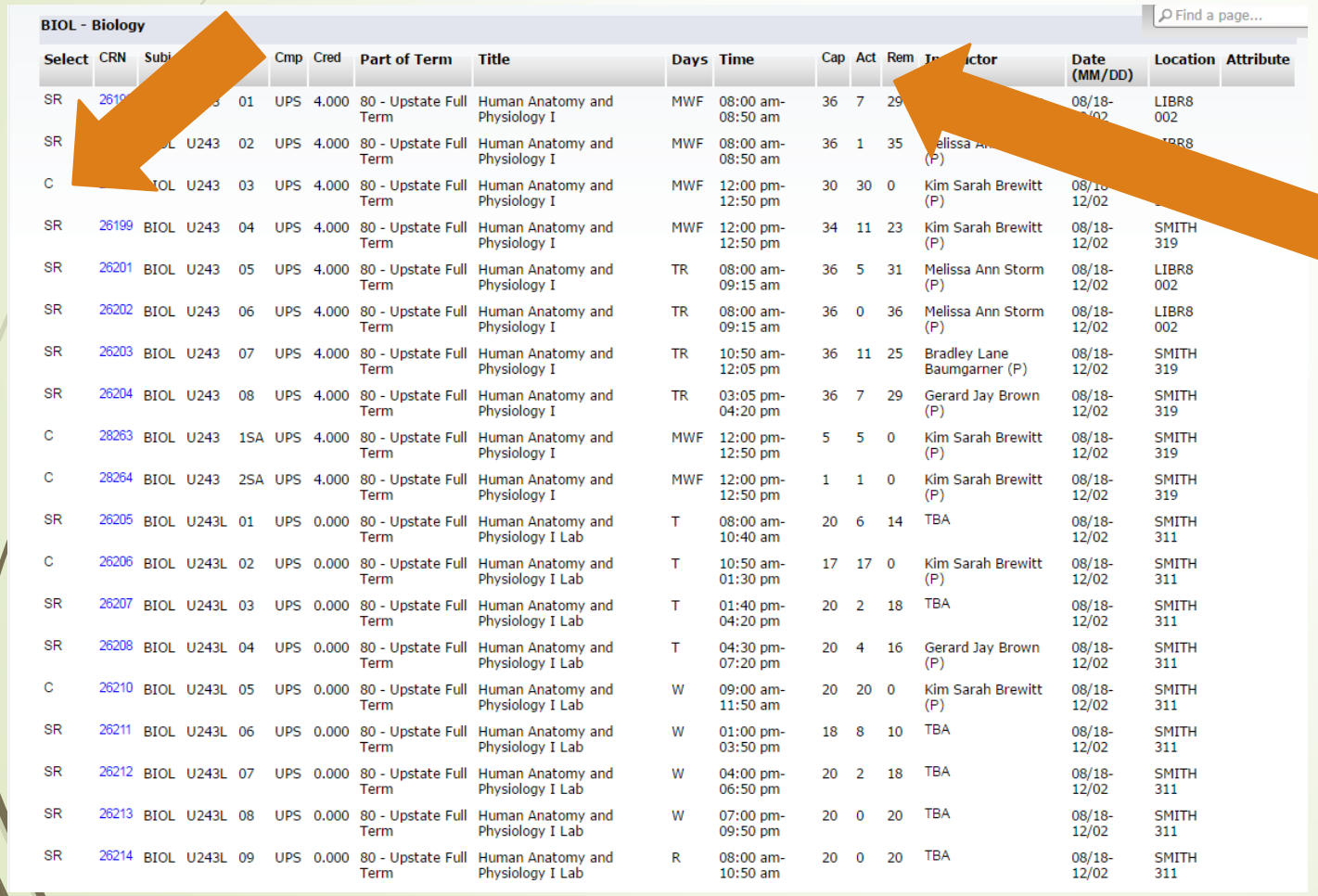
SR means there are Seats Remaining.
C means the section is closed.



BIOL - Biology

Select	CRN	Subj			Cmp	Cred	Part of Term	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
SR	2619			01	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	MWF	08:00 am-08:50 am	36	7	29		08/18-12/02	LIBR8 002	
SR			U243	02	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	MWF	08:00 am-08:50 am	36	1	35	(P)			
C			U243	03	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	MWF	12:00 pm-12:50 pm	30	30	0	Kim Sarah Brewitt (P)	08/18-12/02		
SR	26199	BIOL	U243	04	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	MWF	12:00 pm-12:50 pm	34	11	23	Kim Sarah Brewitt (P)	08/18-12/02	SMITH 319	
SR	26201	BIOL	U243	05	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	TR	08:00 am-09:15 am	36	5	31	Melissa Ann Storm (P)	08/18-12/02	LIBR8 002	
SR	26202	BIOL	U243	06	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	TR	08:00 am-09:15 am	36	0	36	Melissa Ann Storm (P)	08/18-12/02	LIBR8 002	
SR	26203	BIOL	U243	07	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	TR	10:50 am-12:05 pm	36	11	25	Bradley Lane Baumgarner (P)	08/18-12/02	SMITH 319	
SR	26204	BIOL	U243	08	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	TR	03:05 pm-04:20 pm	36	7	29	Gerard Jay Brown (P)	08/18-12/02	SMITH 319	
C	28263	BIOL	U243	1SA	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	MWF	12:00 pm-12:50 pm	5	5	0	Kim Sarah Brewitt (P)	08/18-12/02	SMITH 319	
C	28264	BIOL	U243	2SA	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	MWF	12:00 pm-12:50 pm	1	1	0	Kim Sarah Brewitt (P)	08/18-12/02	SMITH 319	
SR	26205	BIOL	U243L	01	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	T	08:00 am-10:40 am	20	6	14	TBA	08/18-12/02	SMITH 311	
C	26206	BIOL	U243L	02	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	T	10:50 am-01:30 pm	17	17	0	Kim Sarah Brewitt (P)	08/18-12/02	SMITH 311	
SR	26207	BIOL	U243L	03	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	T	01:40 pm-04:20 pm	20	2	18	TBA	08/18-12/02	SMITH 311	
SR	26208	BIOL	U243L	04	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	T	04:30 pm-07:20 pm	20	4	16	Gerard Jay Brown (P)	08/18-12/02	SMITH 311	
C	26210	BIOL	U243L	05	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	W	09:00 am-11:50 am	20	20	0	Kim Sarah Brewitt (P)	08/18-12/02	SMITH 311	
SR	26211	BIOL	U243L	06	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	W	01:00 pm-03:50 pm	18	8	10	TBA	08/18-12/02	SMITH 311	
SR	26212	BIOL	U243L	07	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	W	04:00 pm-06:50 pm	20	2	18	TBA	08/18-12/02	SMITH 311	
SR	26213	BIOL	U243L	08	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	W	07:00 pm-09:50 pm	20	0	20	TBA	08/18-12/02	SMITH 311	
SR	26214	BIOL	U243L	09	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	R	08:00 am-10:50 am	20	0	20	TBA	08/18-12/02	SMITH 311	

Check out the heading to see the days, times and locations, **Cap**acity, **Act**ual number enrolled, and number of **Rem**aining seats,

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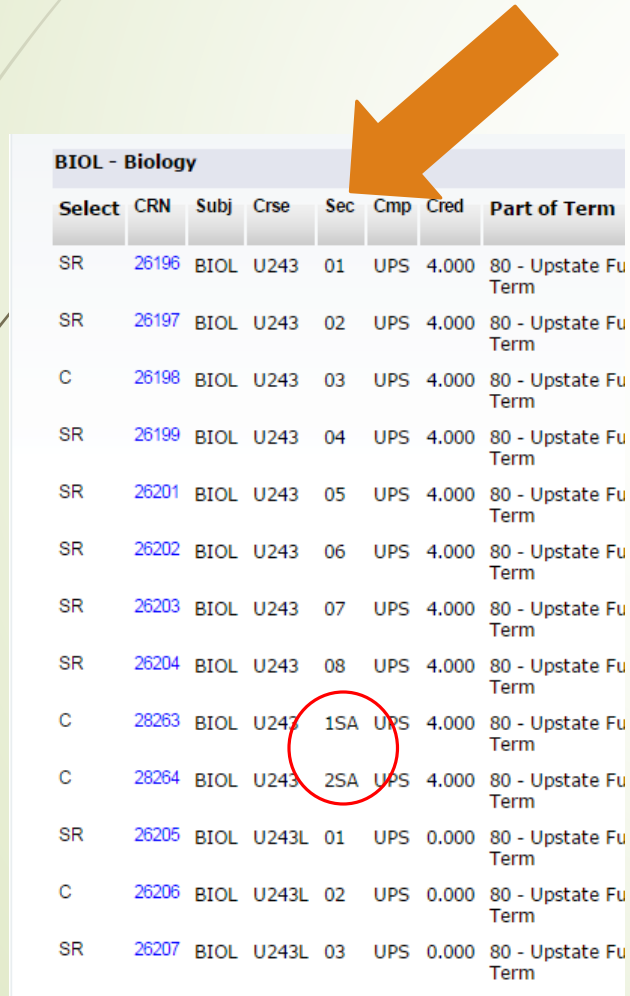
Sections are Important!



BIOL - Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Part of Term
SR	26196	BIOL	U243	01	UPS	4.000	80 - Upstate Fu Term
SR	26197	BIOL	U243	02	UPS	4.000	80 - Upstate Fu Term
C	26198	BIOL	U243	03	UPS	4.000	80 - Upstate Fu Term
SR	26199	BIOL	U243	04	UPS	4.000	80 - Upstate Fu Term
SR	26201	BIOL	U243	05	UPS	4.000	80 - Upstate Fu Term
SR	26202	BIOL	U243	06	UPS	4.000	80 - Upstate Fu Term
SR	26203	BIOL	U243	07	UPS	4.000	80 - Upstate Fu Term
SR	26204	BIOL	U243	08	UPS	4.000	80 - Upstate Fu Term
C	28263	BIOL	U243	1SA	UPS	4.000	80 - Upstate Fu Term
C	28264	BIOL	U243	2SA	UPS	4.000	80 - Upstate Fu Term
SR	26205	BIOL	U243L	01	UPS	0.000	80 - Upstate Fu Term
C	26206	BIOL	U243L	02	UPS	0.000	80 - Upstate Fu Term
SR	26207	BIOL	U243L	03	UPS	0.000	80 - Upstate Fu Term

Tips for Registration

How did I get in this course ?

Don't get confused and "accidentally" register for a course off campus.Section numbers are important! Be sure to watch the section numbers for each course to determine delivery format, times and even campus location before you register.

- Examples:
  - BADM U298 - 1B is taught at the downtown JCBE campus
  - ARTH U101 - 1W is an online course
  - NURS U306 - 3G is taught at the Greenville campus

The helpful chart below will help determine the campus location for courses.

Code	Type / Campus
B	JCBE downtown campus
G	Greenville campus
S	Sumter campus
W	online course
D	Dual Enrollment course
M	Hybrid course (online course with some class meetings)
V	Video Conference course
H	Honors course
SA	Scholars Academy course

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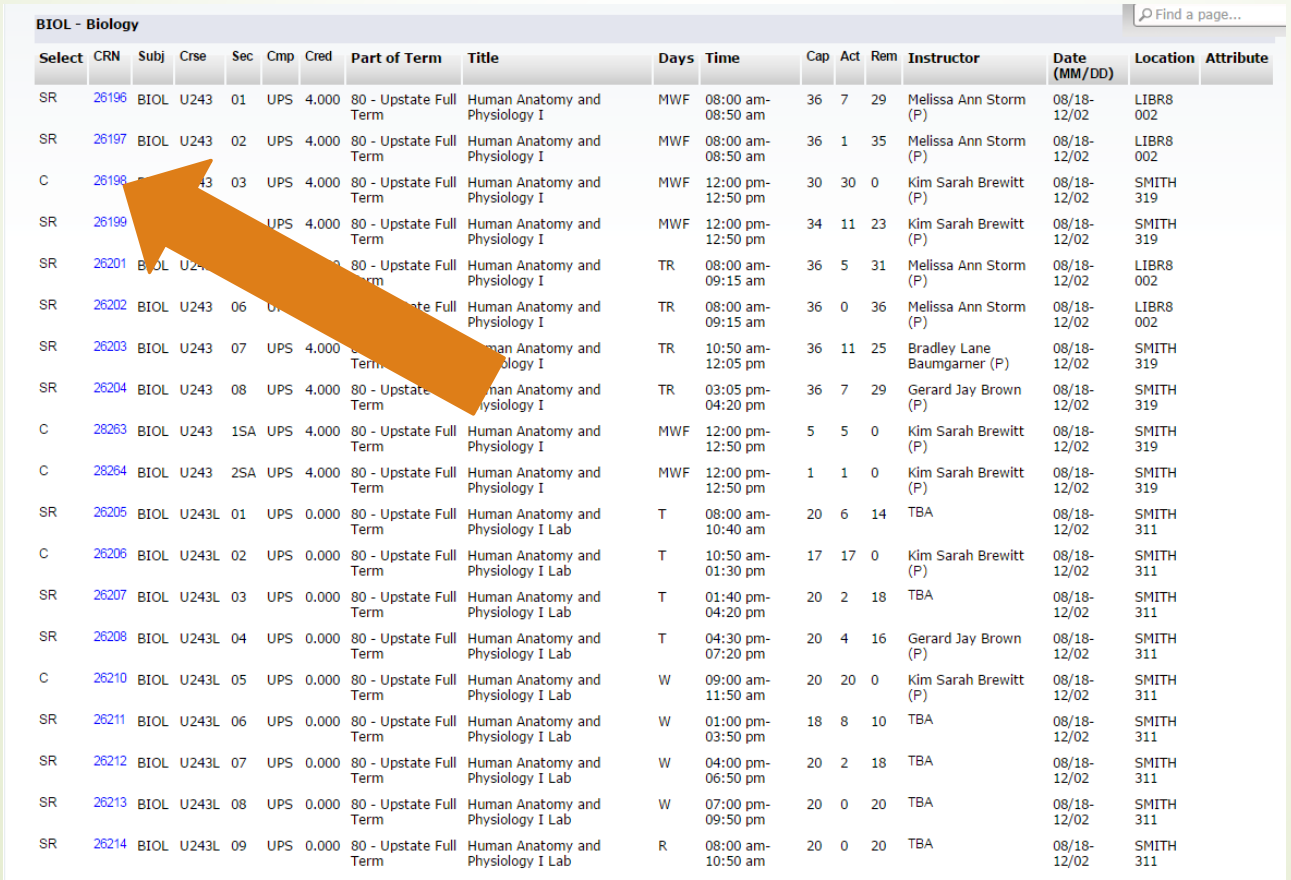
Anything BLUE is clickable for more information. Once you select an section in which you are interested, you can click the CRN# (course registration number) to read more. Be sure to write down the CRN#'s for the sections you want.



BIOL - Biology

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Part of Term	Title	Days	Time	Cap	Act	Rem	Instructor	Date (MM/DD)	Location	Attribute
SR	26196	BIOL	U243	01	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	MWF	08:00 am-08:50 am	36	7	29	Melissa Ann Storm (P)	08/18-12/02	LIBR8 002	
SR	26197	BIOL	U243	02	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	MWF	08:00 am-08:50 am	36	1	35	Melissa Ann Storm (P)	08/18-12/02	LIBR8 002	
C	26198			03	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	MWF	12:00 pm-12:50 pm	30	30	0	Kim Sarah Brewitt (P)	08/18-12/02	SMITH 319	
SR	26199				UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	MWF	12:00 pm-12:50 pm	34	11	23	Kim Sarah Brewitt (P)	08/18-12/02	SMITH 319	
SR	26201						80 - Upstate Full Term	Human Anatomy and Physiology I	TR	08:00 am-09:15 am	36	5	31	Melissa Ann Storm (P)	08/18-12/02	LIBR8 002	
SR	26202	BIOL	U243	06			Full	Human Anatomy and Physiology I	TR	08:00 am-09:15 am	36	0	36	Melissa Ann Storm (P)	08/18-12/02	LIBR8 002	
SR	26203	BIOL	U243	07	UPS	4.000		Human Anatomy and Physiology I	TR	10:50 am-12:05 pm	36	11	25	Bradley Lane Baumgarner (P)	08/18-12/02	SMITH 319	
SR	26204	BIOL	U243	08	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	TR	03:05 pm-04:20 pm	36	7	29	Gerard Jay Brown (P)	08/18-12/02	SMITH 319	
C	28263	BIOL	U243	1SA	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	MWF	12:00 pm-12:50 pm	5	5	0	Kim Sarah Brewitt (P)	08/18-12/02	SMITH 319	
C	28264	BIOL	U243	2SA	UPS	4.000	80 - Upstate Full Term	Human Anatomy and Physiology I	MWF	12:00 pm-12:50 pm	1	1	0	Kim Sarah Brewitt (P)	08/18-12/02	SMITH 319	
SR	26205	BIOL	U243L	01	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	T	08:00 am-10:40 am	20	6	14	TBA	08/18-12/02	SMITH 311	
C	26206	BIOL	U243L	02	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	T	10:50 am-01:30 pm	17	17	0	Kim Sarah Brewitt (P)	08/18-12/02	SMITH 311	
SR	26207	BIOL	U243L	03	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	T	01:40 pm-04:20 pm	20	2	18	TBA	08/18-12/02	SMITH 311	
SR	26208	BIOL	U243L	04	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	T	04:30 pm-07:20 pm	20	4	16	Gerard Jay Brown (P)	08/18-12/02	SMITH 311	
C	26210	BIOL	U243L	05	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	W	09:00 am-11:50 am	20	20	0	Kim Sarah Brewitt (P)	08/18-12/02	SMITH 311	
SR	26211	BIOL	U243L	06	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	W	01:00 pm-03:50 pm	18	8	10	TBA	08/18-12/02	SMITH 311	
SR	26212	BIOL	U243L	07	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	W	04:00 pm-06:50 pm	20	2	18	TBA	08/18-12/02	SMITH 311	
SR	26213	BIOL	U243L	08	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	W	07:00 pm-09:50 pm	20	0	20	TBA	08/18-12/02	SMITH 311	
SR	26214	BIOL	U243L	09	UPS	0.000	80 - Upstate Full Term	Human Anatomy and Physiology I Lab	R	08:00 am-10:50 am	20	0	20	TBA	08/18-12/02	SMITH 311	

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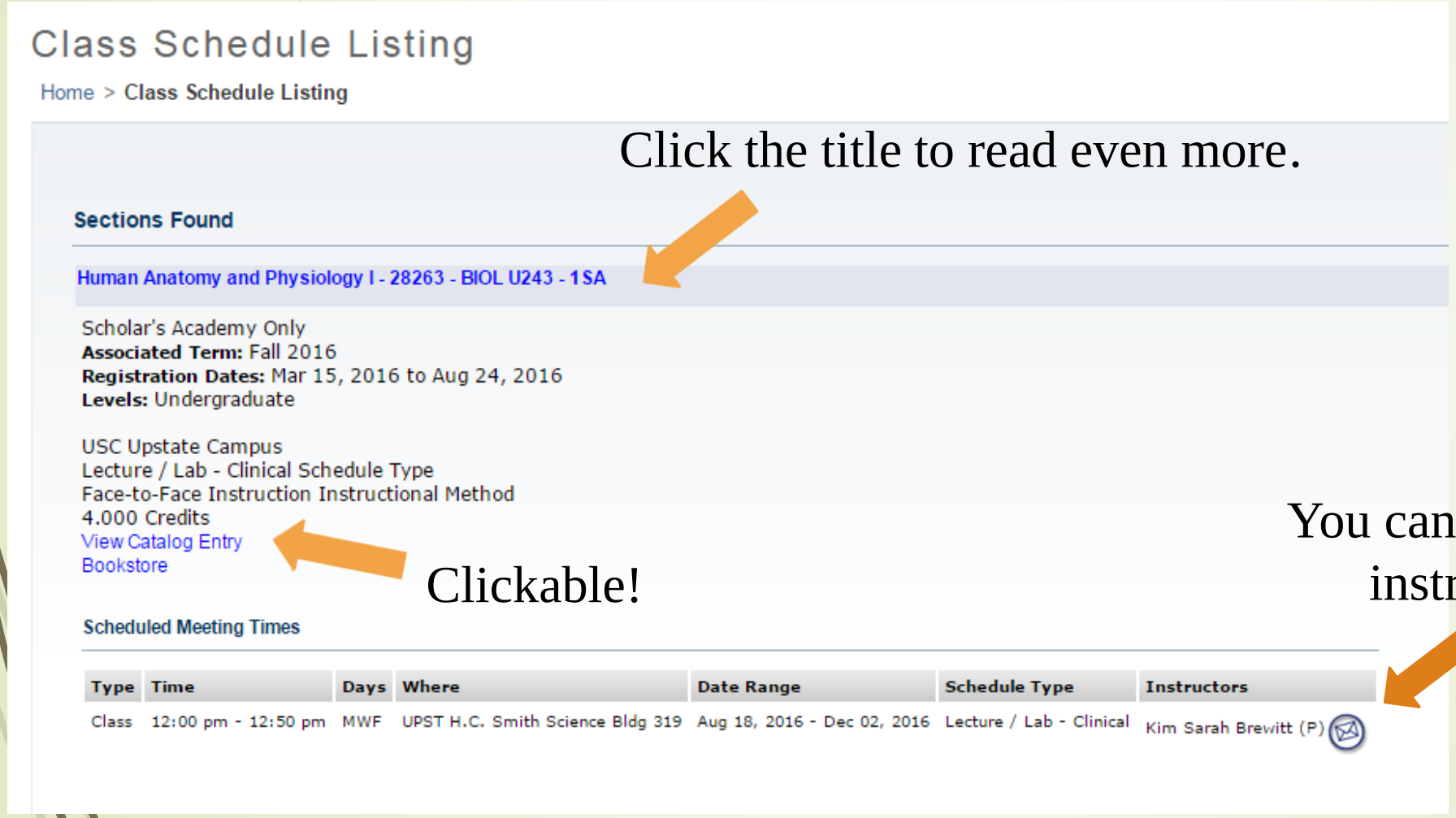
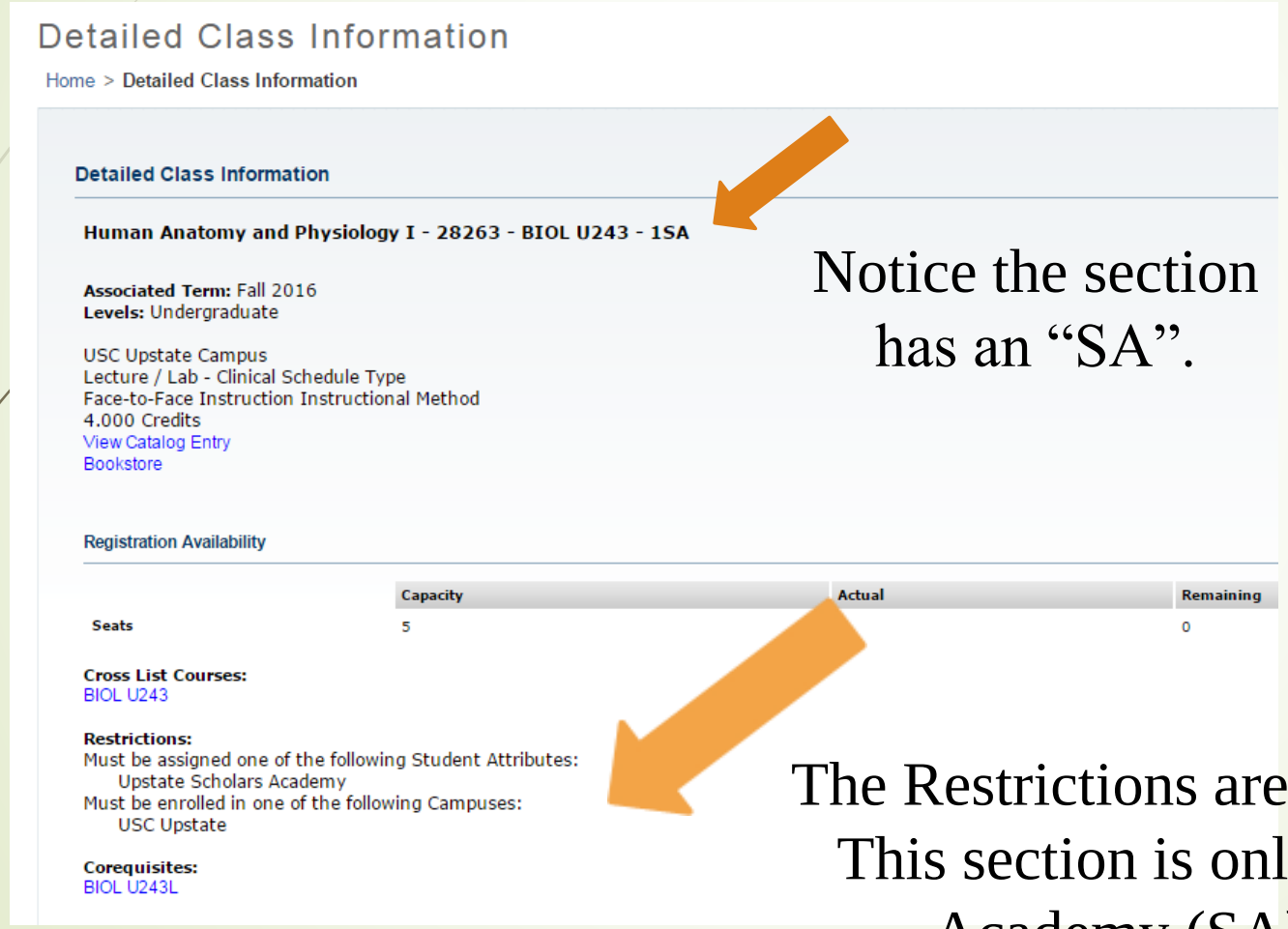


Self-Service Carolina



Notice the section has an "SA".

The Restrictions are explained here. This section is only for Scholars Academy (SA) students.

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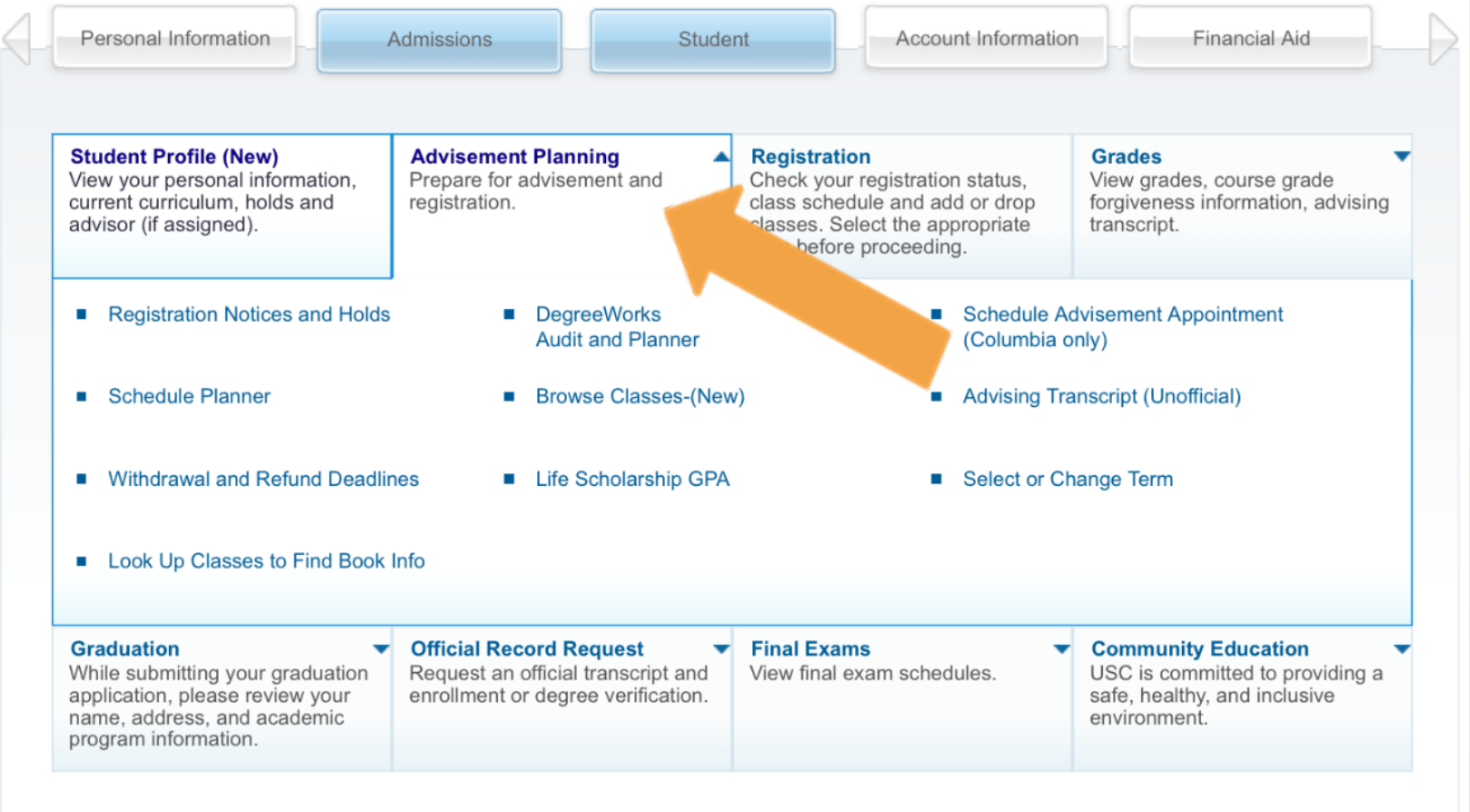
The Advisement Planning menu allows you to do many things. Please explore!



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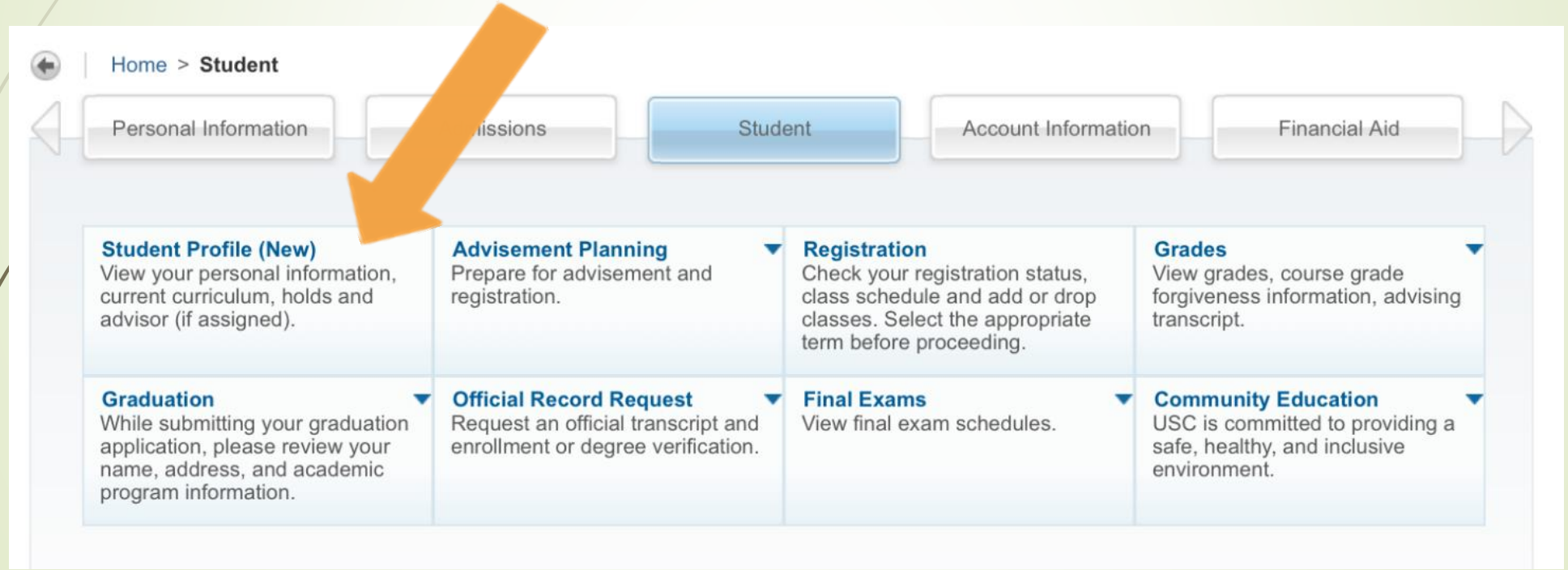
Your Student Profile has lots of great information you need.



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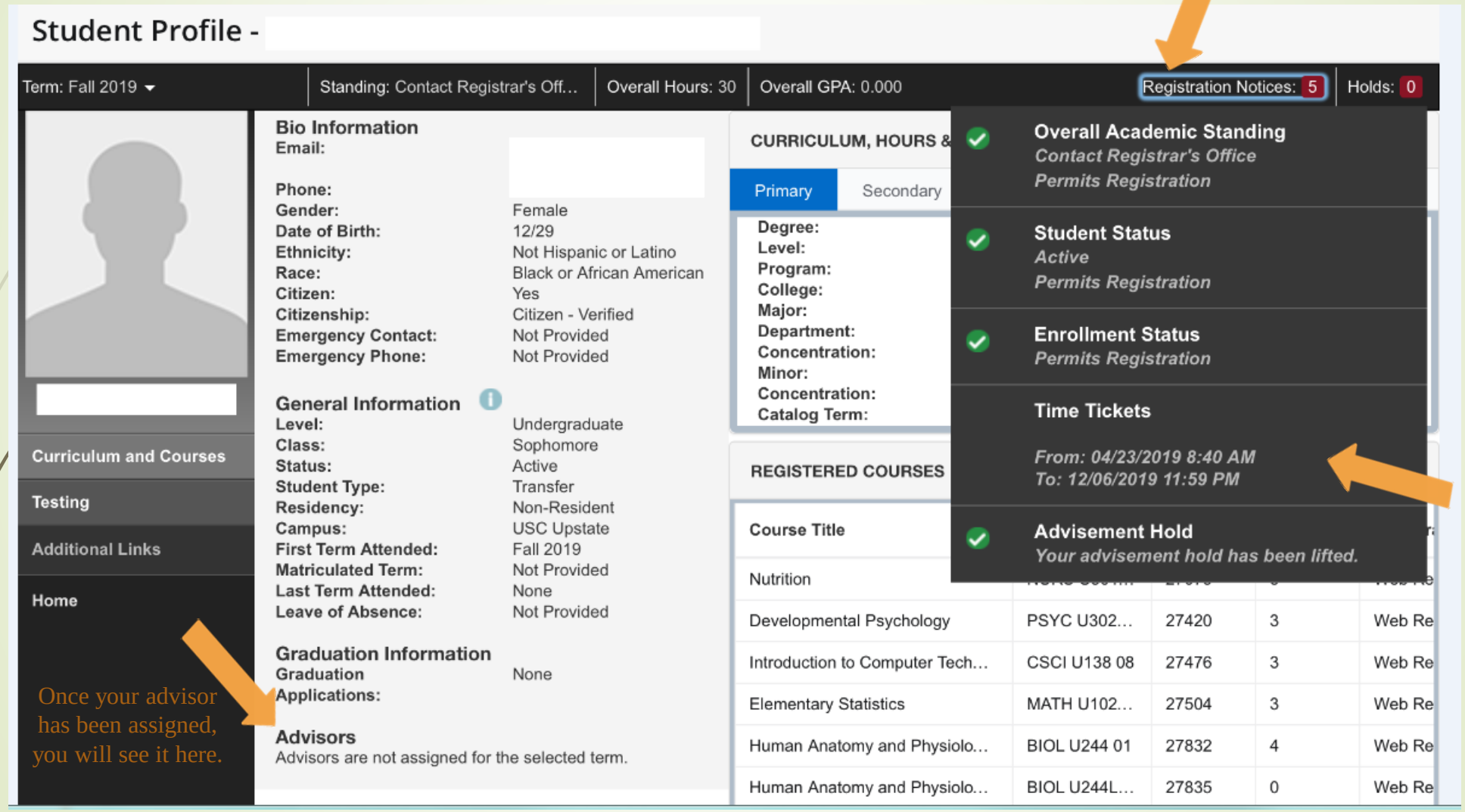
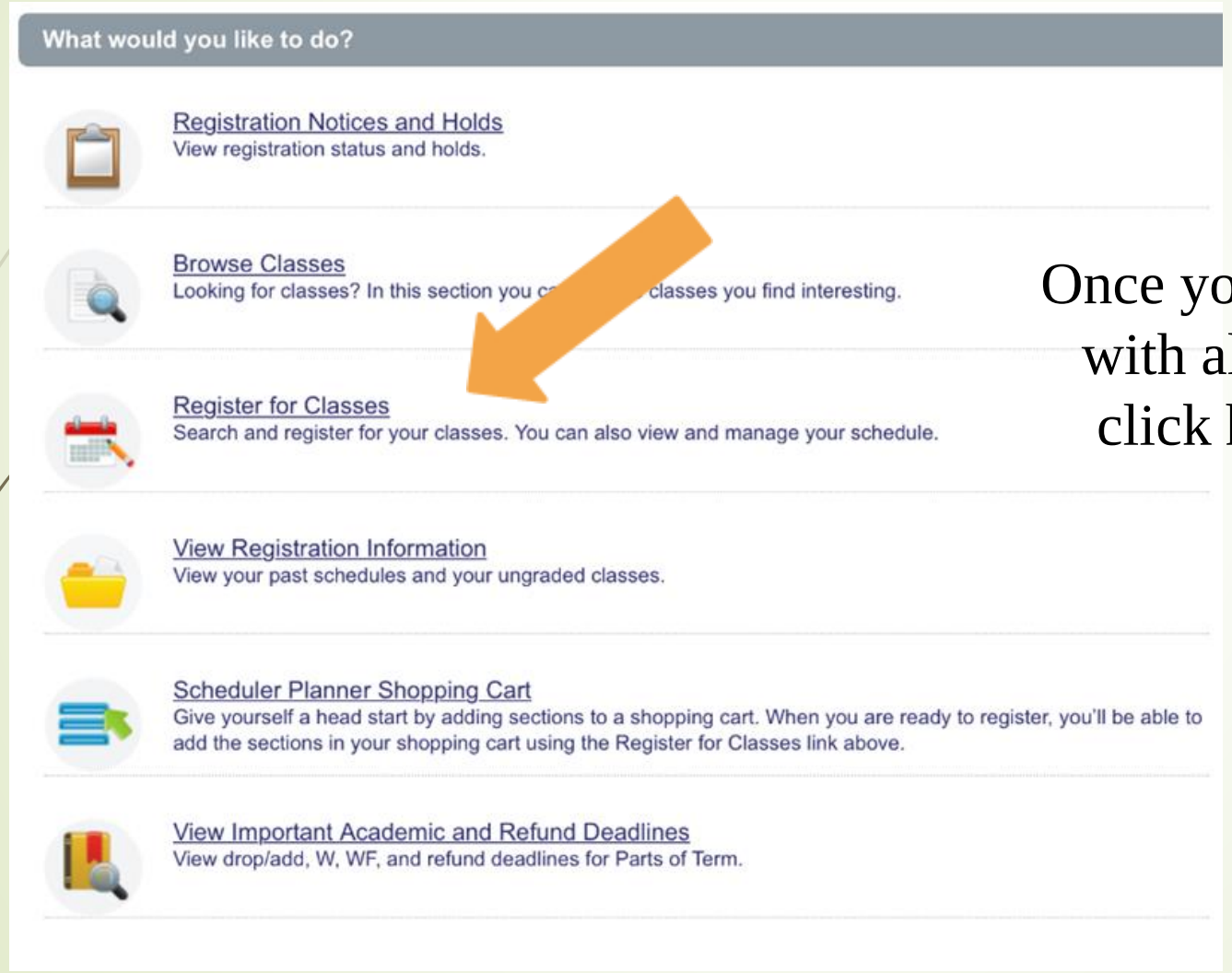
Registration Notices



Once your advisor has been assigned, you will see it here.

Self-Service Carolina



Once you have your Track selected with all of the CRN#'s, you can click here to begin registering.

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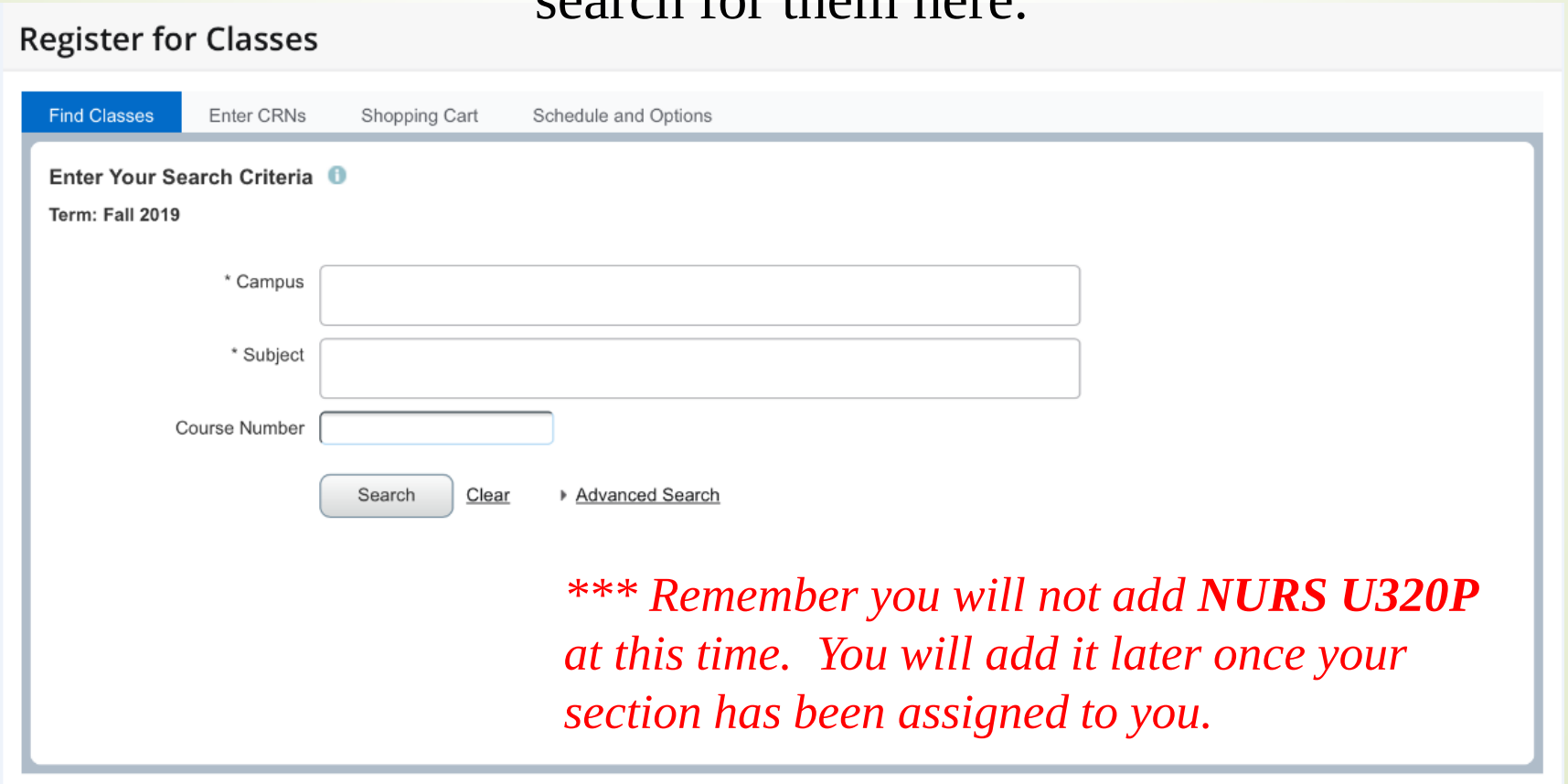
If you know all of the Course Prefixes and Course Numbers (i.e. NURS U306), then you could just search for them here.



**** Remember you will not add **NURS U320P** at this time. You will add it later once your section has been assigned to you.*

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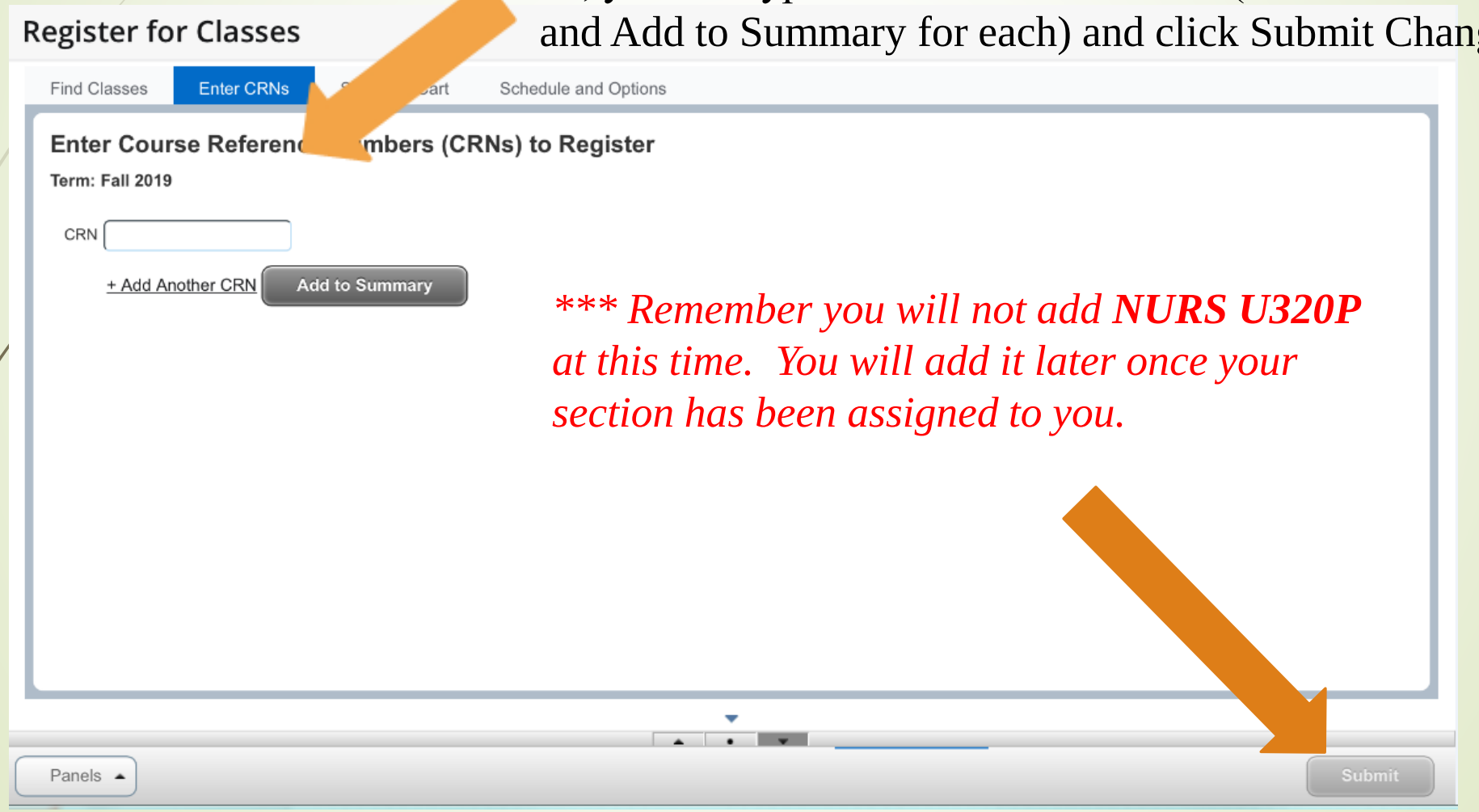
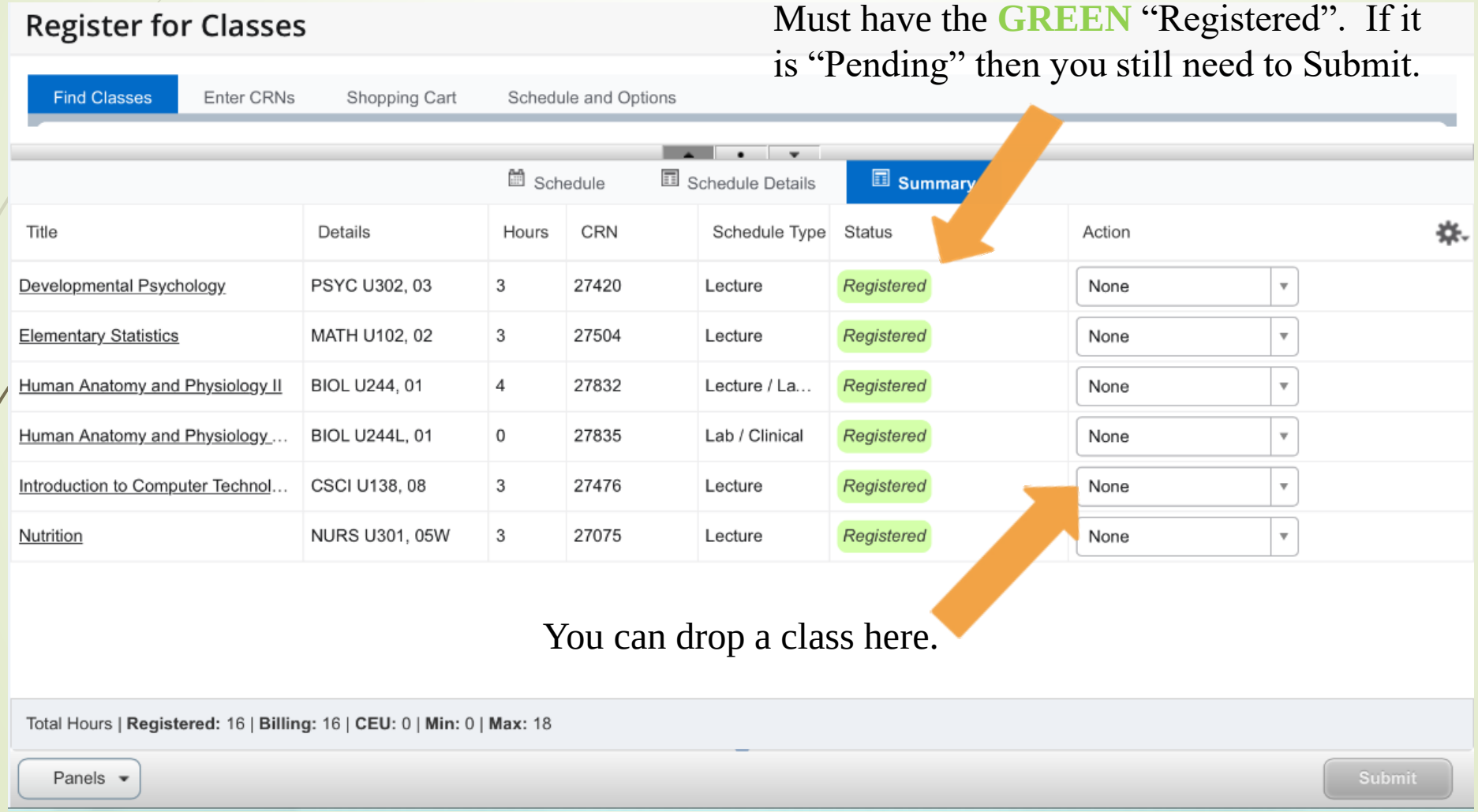
Or, you can type the CRN#'s in the box (add another CRN and Add to Summary for each) and click Submit Changes.



**** Remember you will not add **NURS U320P** at this time. You will add it later once your section has been assigned to you.*

Self-Service Carolina



Must have the **GREEN** "Registered". If it is "Pending" then you still need to Submit.

You can drop a class here.

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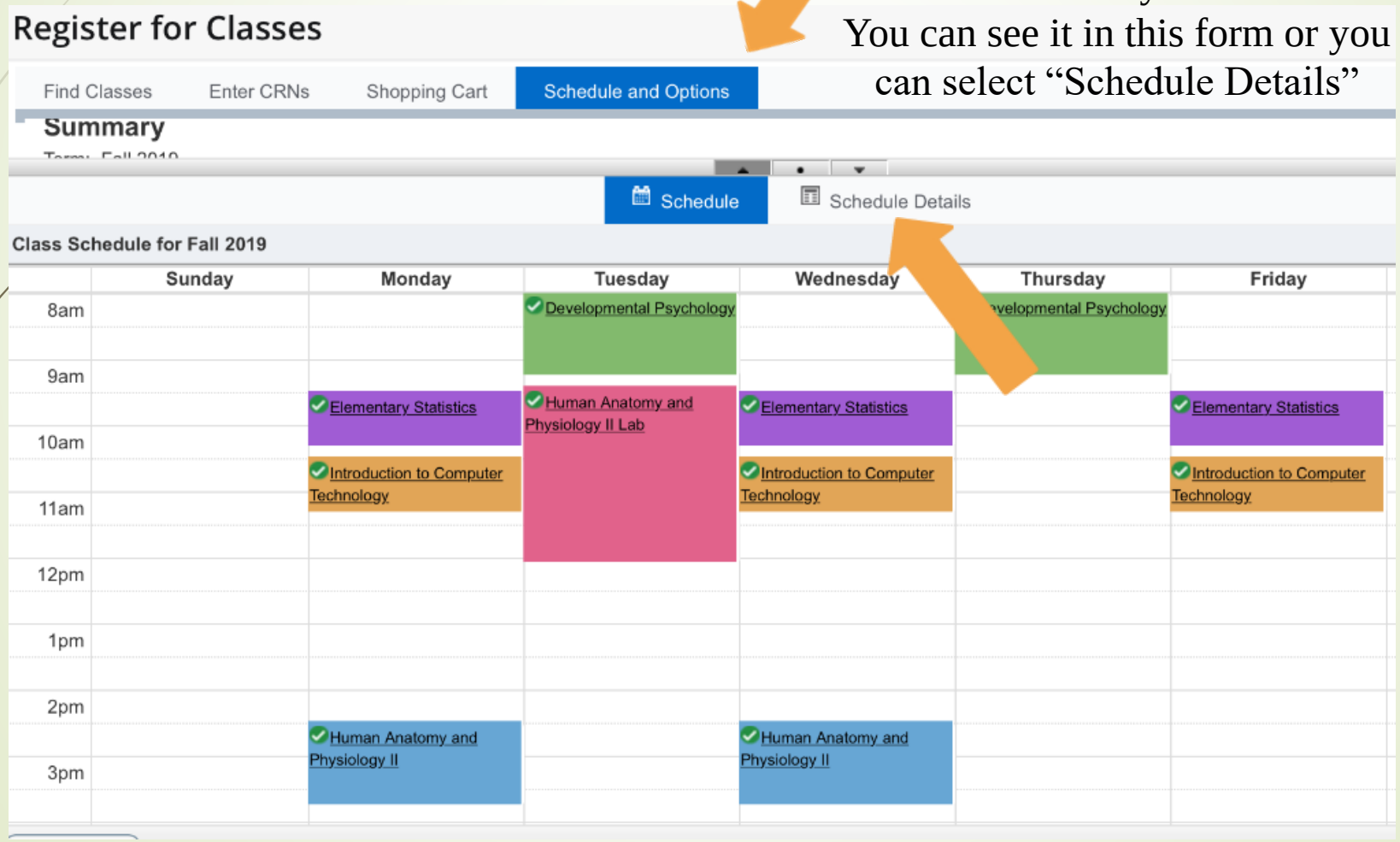
Click here to see your schedule. You can see it in this form or you can select “Schedule Details”



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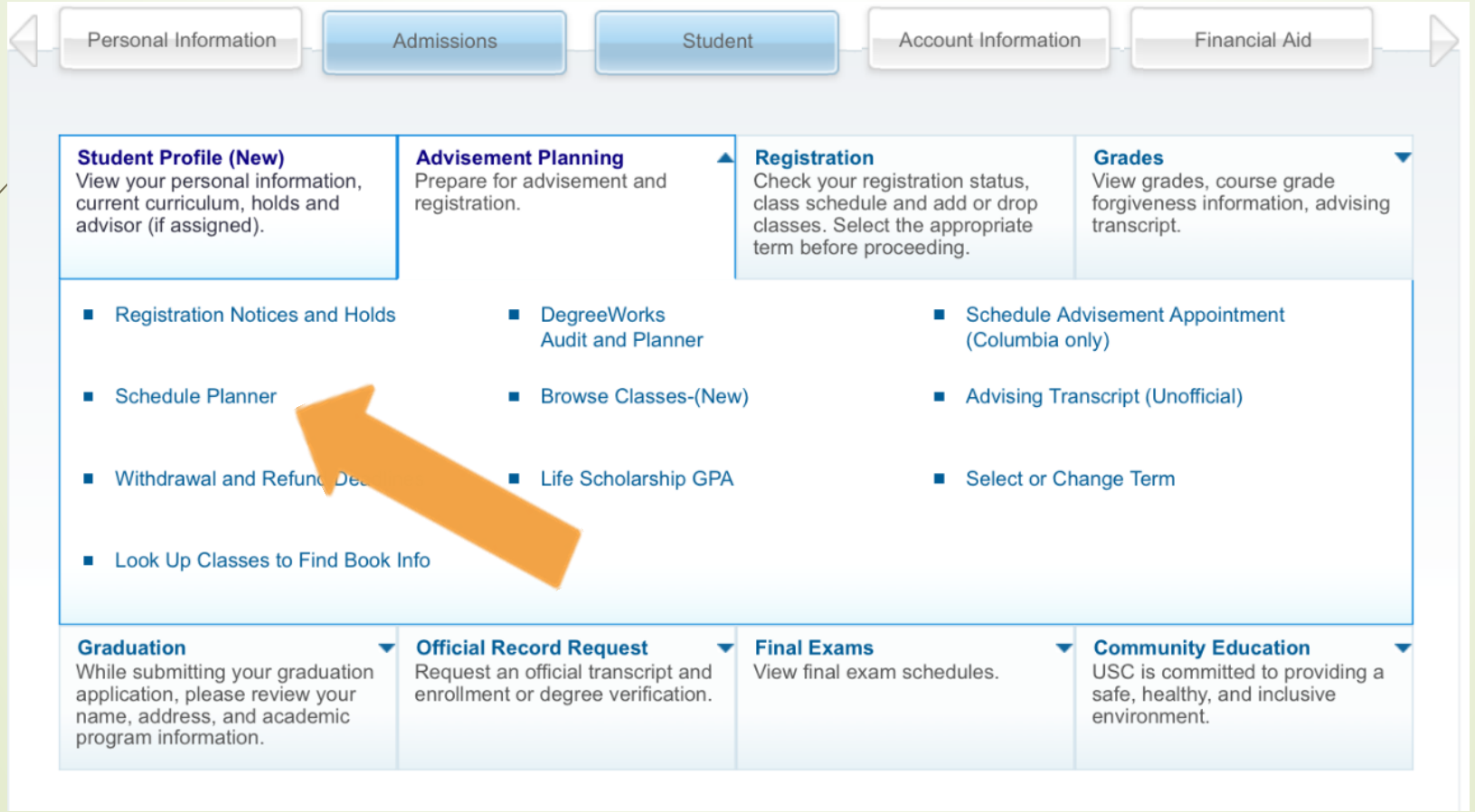
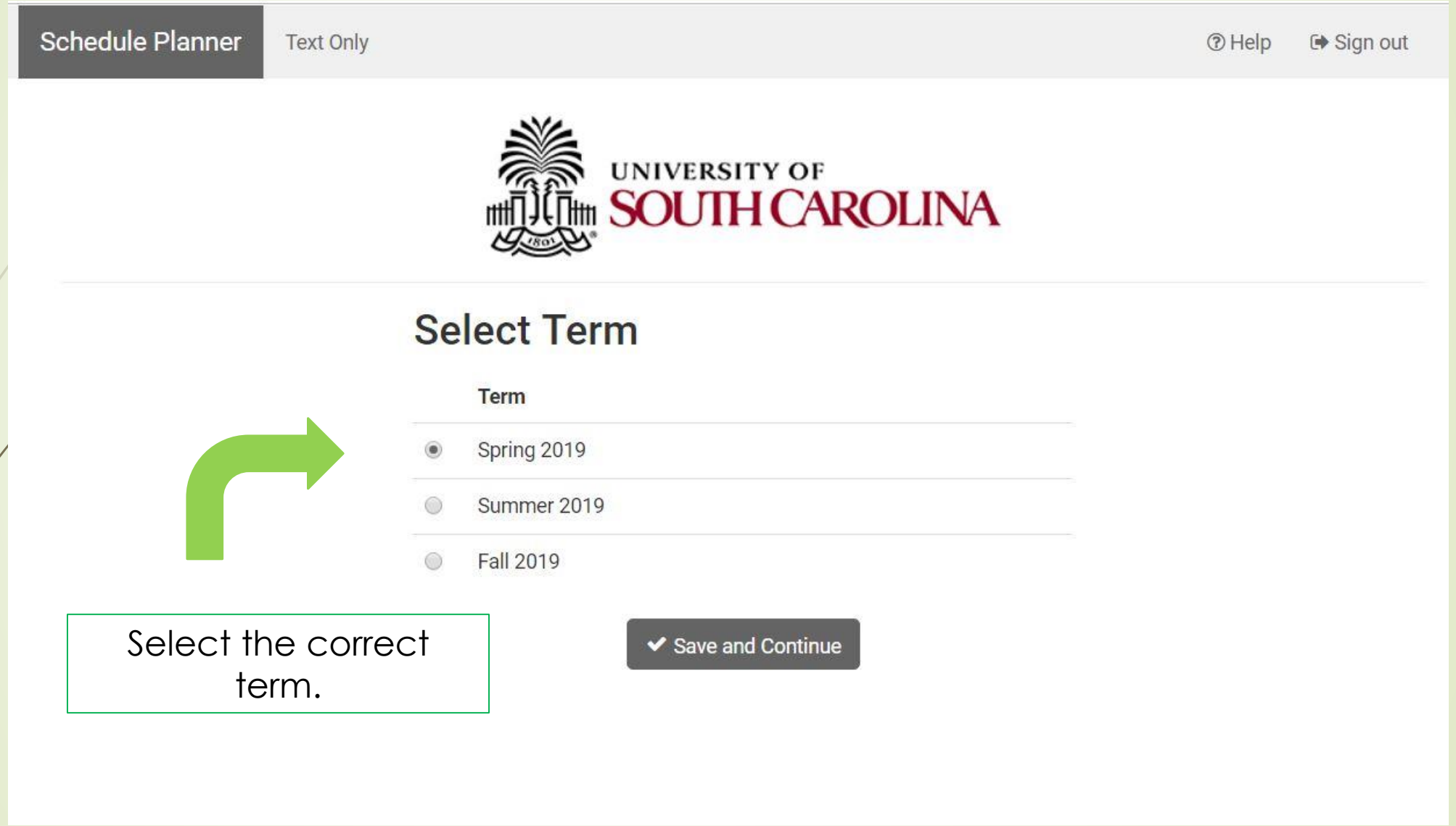
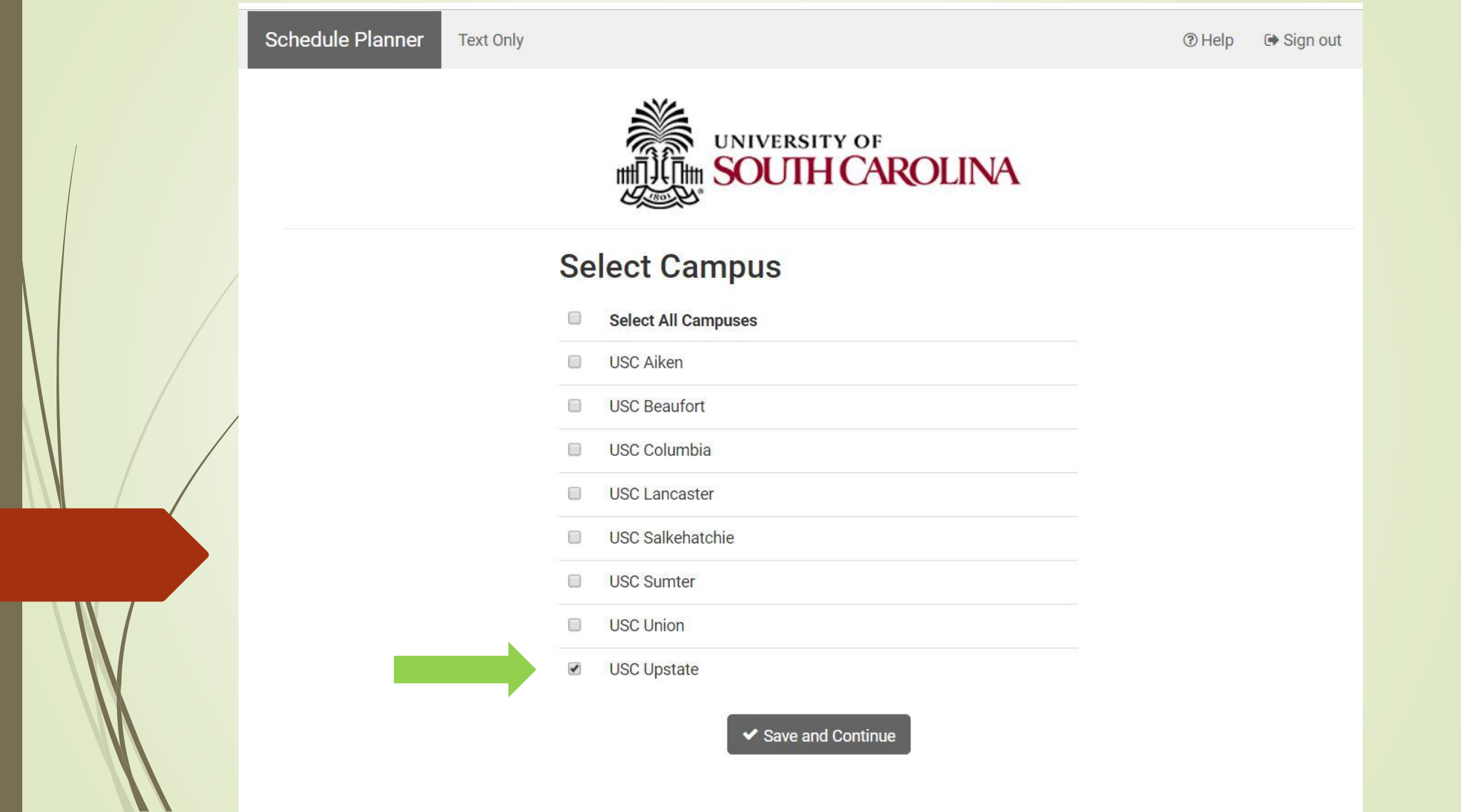
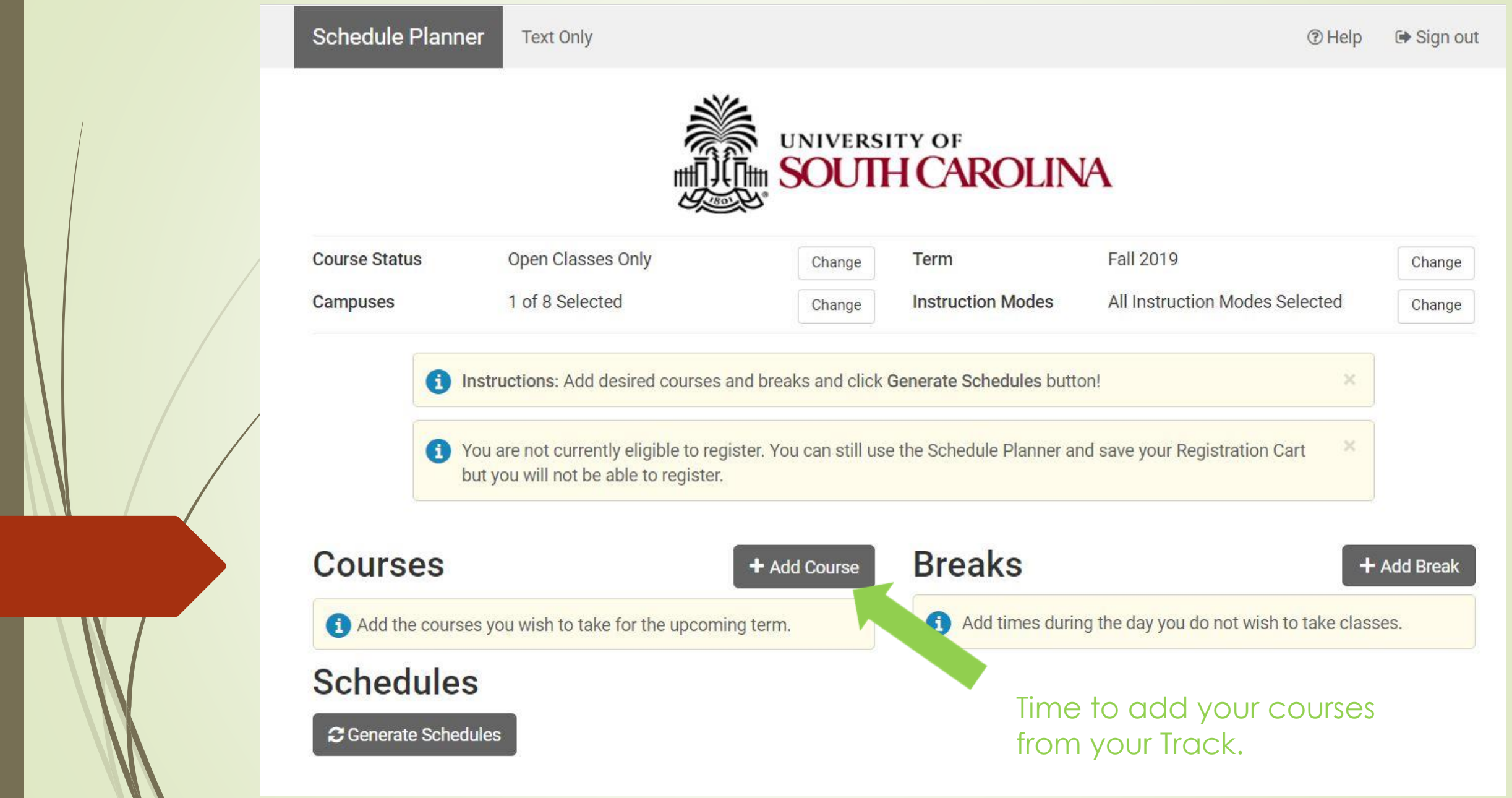
Select the Advisement Planning menu to use the Schedule Planner to enroll in classes. Links may not be in the same place each time. When USC adds or deletes links, they can move around within the menu.



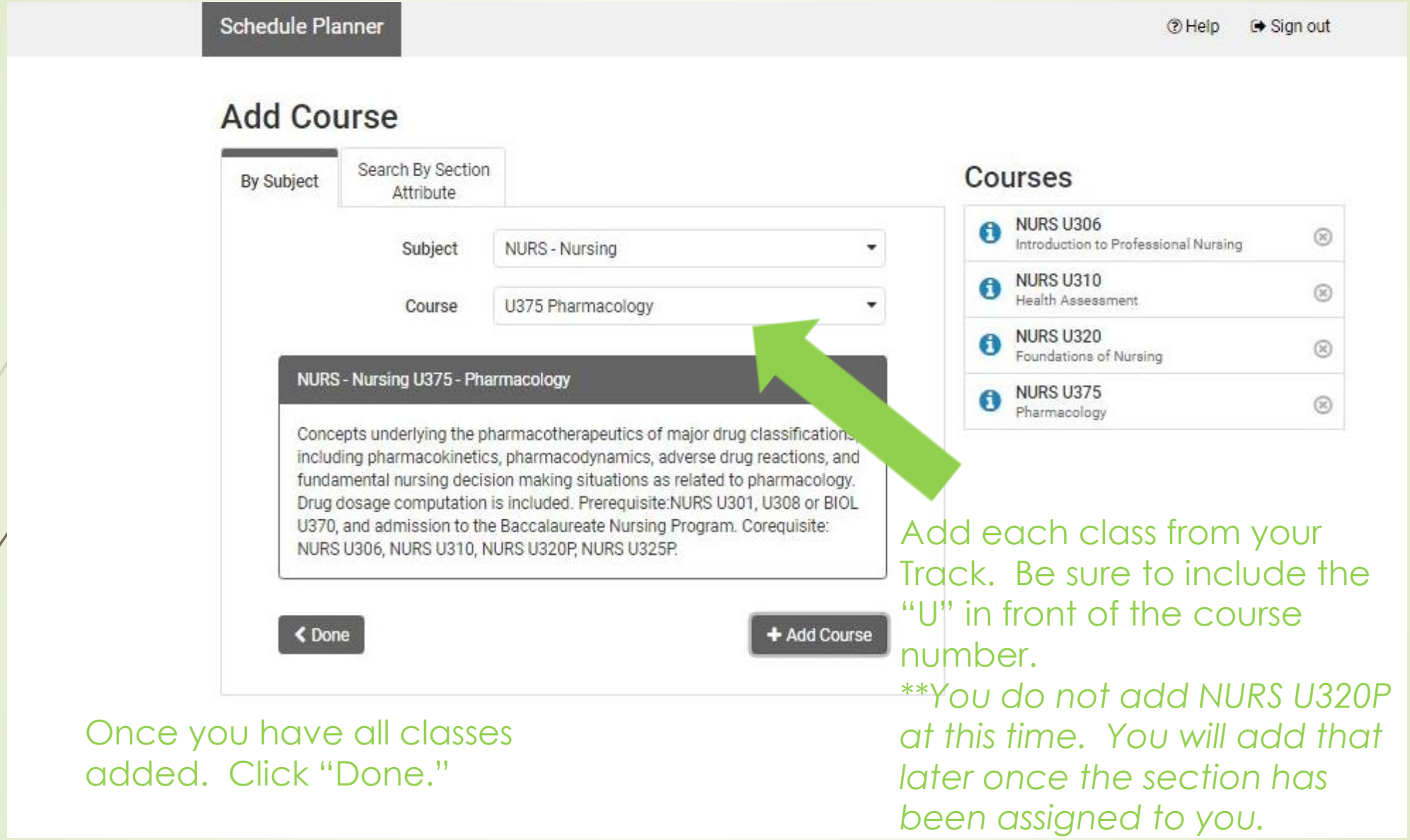


Select the correct term.


Schedule Planner
Text Only
Help
Sign out
UNIVERSITY OF
SOUTH CAROLINA
Select Campus
Select All Campuses
USC Aiken
USC Beaufort
USC Columbia
USC Lancaster
USC Salkehatchie
USC Sumter
USC Union
USC Upstate
Save and Continue



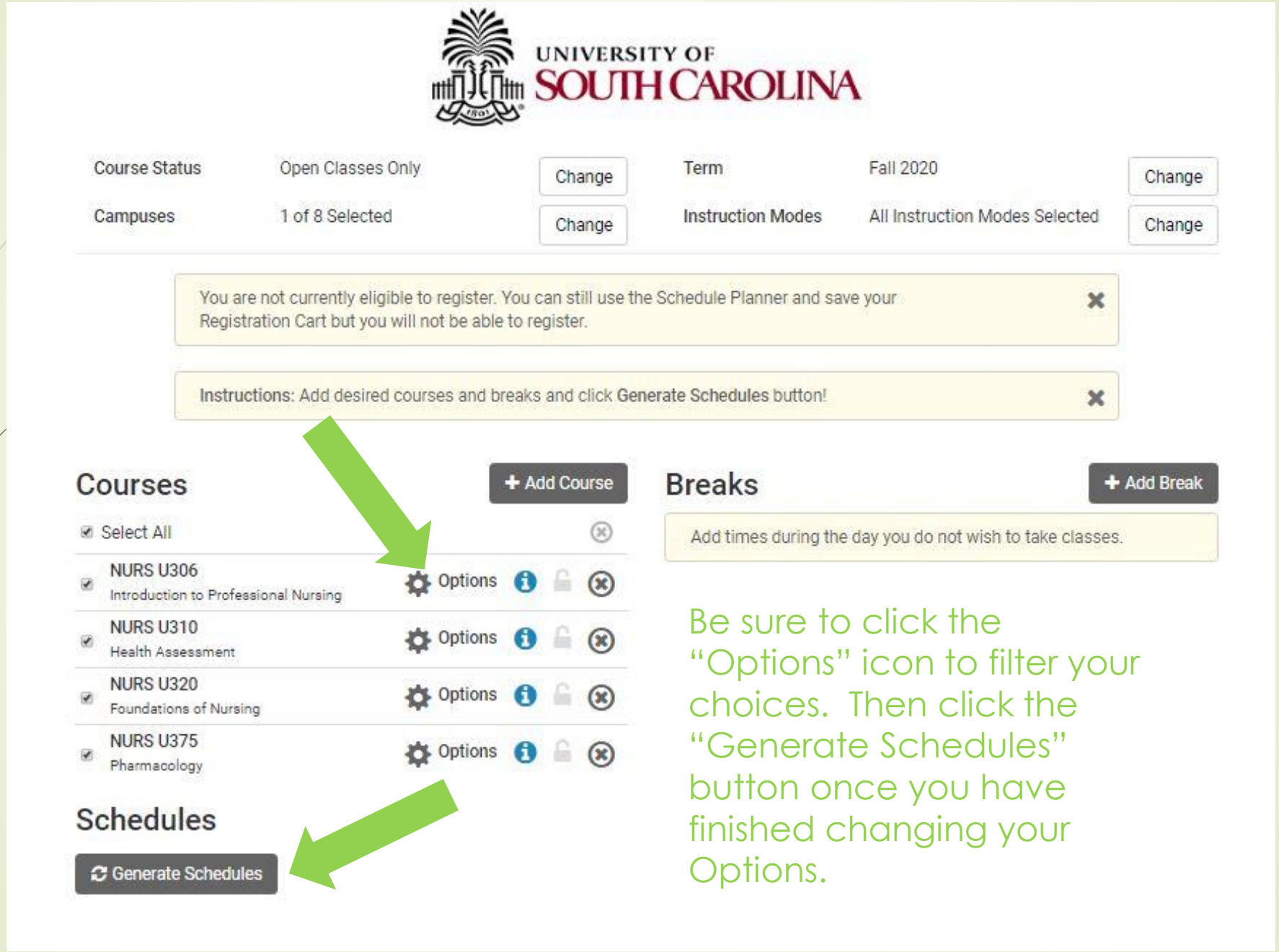
Time to add your courses from your Track.



Add each class from your Track. Be sure to include the "U" in front of the course number.

***You do not add NURS U320P at this time. You will add that later once the section has been assigned to you.*

Once you have all classes added. Click "Done."



Be sure to click the "Options" icon to filter your choices. Then click the "Generate Schedules" button once you have finished changing your Options.

NURS - Nursing U310

Health Assessment

Please select the classes you wish to include.

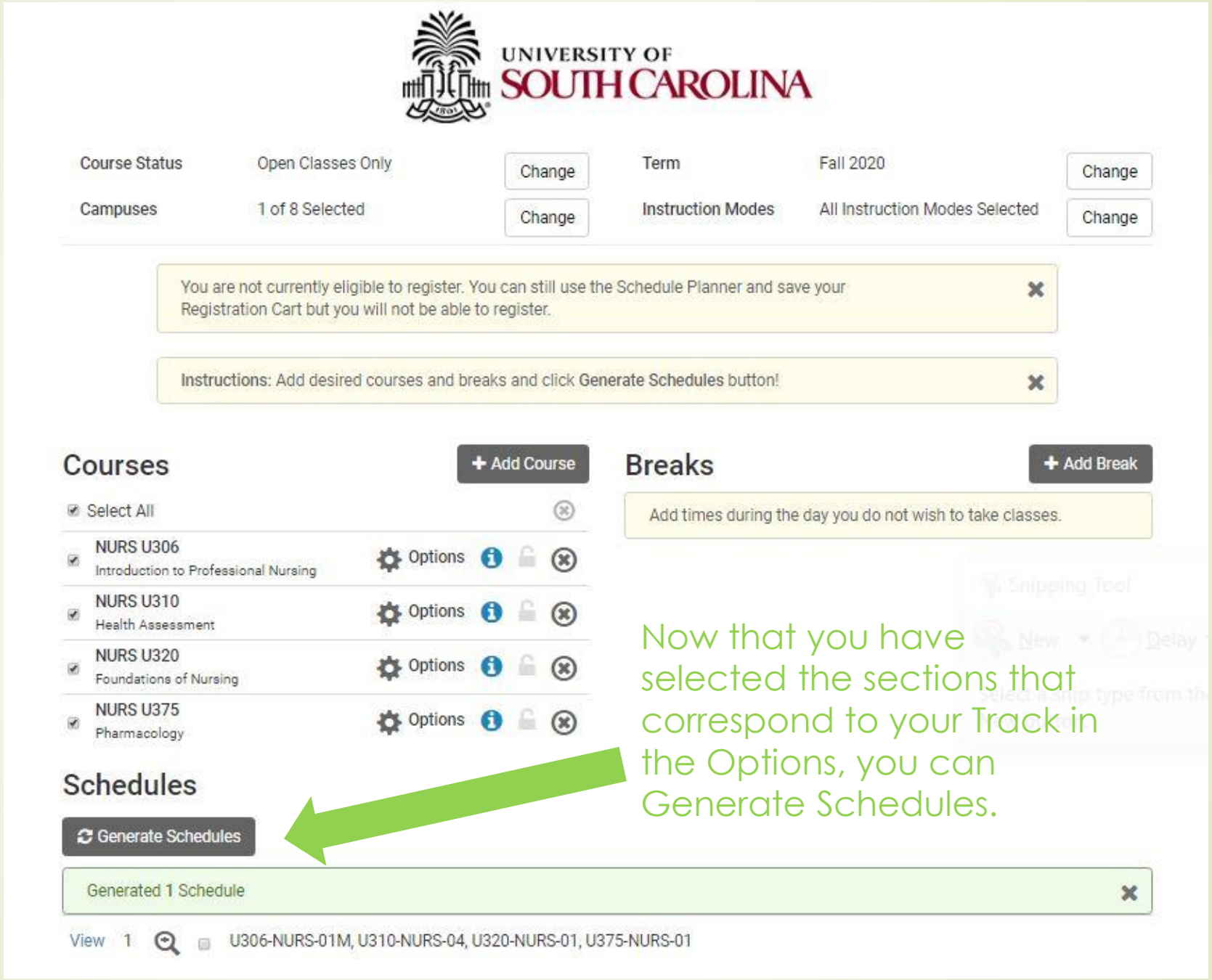
Enabled (1 of 8) | Disabled (6) | Advanced Filters

	Section	Component	Seats Open	Instructor	Day(s) & Location(s)	Campus	Credits
☑	04	Lecture	6	Miller, Tracey Denise-Thoms	T 8:00am - 9:30am - HEC 2037 T 12:30pm - 2:00pm - HEC 1014	USC Upstate	3
☐	07	Lecture	8	Shu, Lina	M 8:30am - 10:00am - HEC 2037 M 12:30pm - 2:00pm - HEC 1014	USC Upstate	3
☐	08	Lecture	14	Shu, Lina	M 8:30am - 10:00am - HEC 2037 M 12:30pm - 2:00pm - HEC 1014	USC Upstate	3
☐	PC2	Lecture	21	Assigned	8WEB 1	USC Upstate	3
☐	PC3	Lecture	25	Not Assigned	8WEB 1	USC Upstate	3
☐	PC4	Lecture	25	Not Assigned	8WEB 1	USC Upstate	3
☐	PC6	Lecture	24	Not Assigned	8WEB 1	USC Upstate	3
☐	RN1	Lecture	25	Shu, Lina	00am - 12:00pm - UCG 1	USC Upstate	3

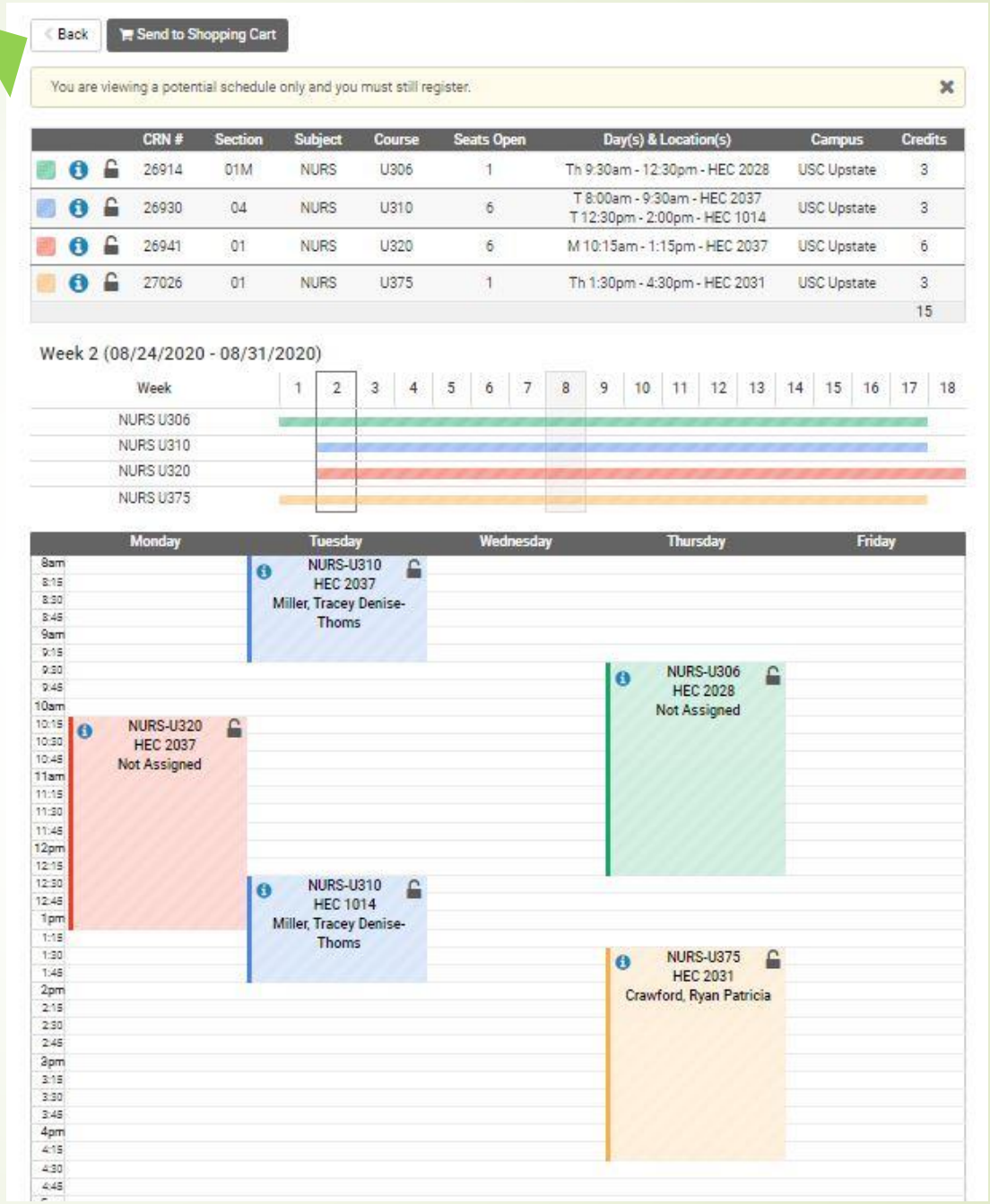
Back | Save & Close

Check only the section that corresponds to the Track you have chosen.

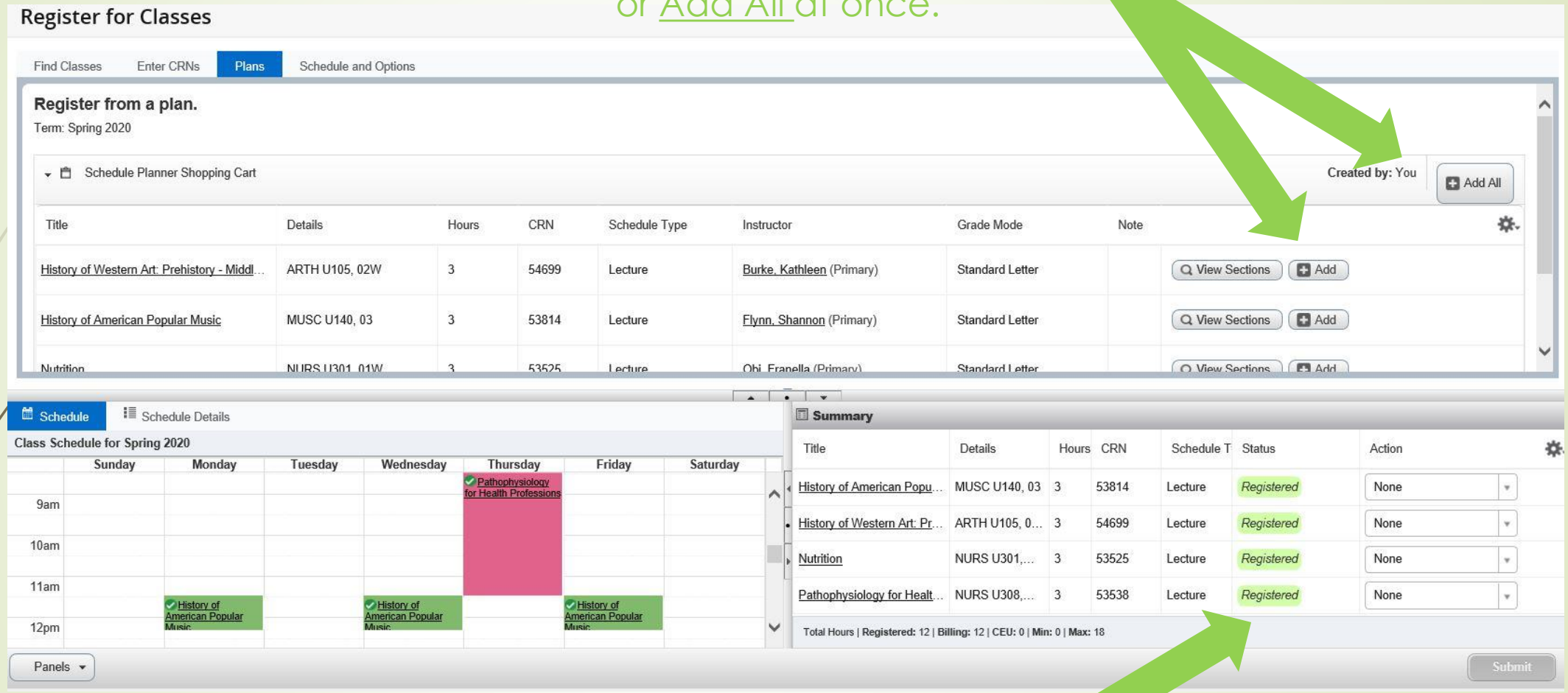
Notice the number of seats left. If a section is completely full, it may not show in this list at all.


UNIVERSITY OF SOUTH CAROLINA
Course Status
Open Classes Only
Change
Term
Fall 2020
Change
Campuses
1 of 8 Selected
Change
Instruction Modes
All Instruction Modes Selected
Change
You are not currently eligible to register. You can still use the Schedule Planner and save your Registration Cart but you will not be able to register.
Instructions: Add desired courses and breaks and click Generate Schedules button!
Courses
+ Add Course
Select All
NURS U306
Introduction to Professional Nursing
Options
NURS U310
Health Assessment
Options
NURS U320
Foundations of Nursing
Options
NURS U375
Pharmacology
Options
Breaks
+ Add Break
Add times during the day you do not wish to take classes.
Schedules
Generate Schedules
Generated 1 Schedule
View 1
U306-NURS-01M, U310-NURS-04, U320-NURS-01, U375-NURS-01
Now that you have selected the sections that correspond to your Track in the Options, you can Generate Schedules.

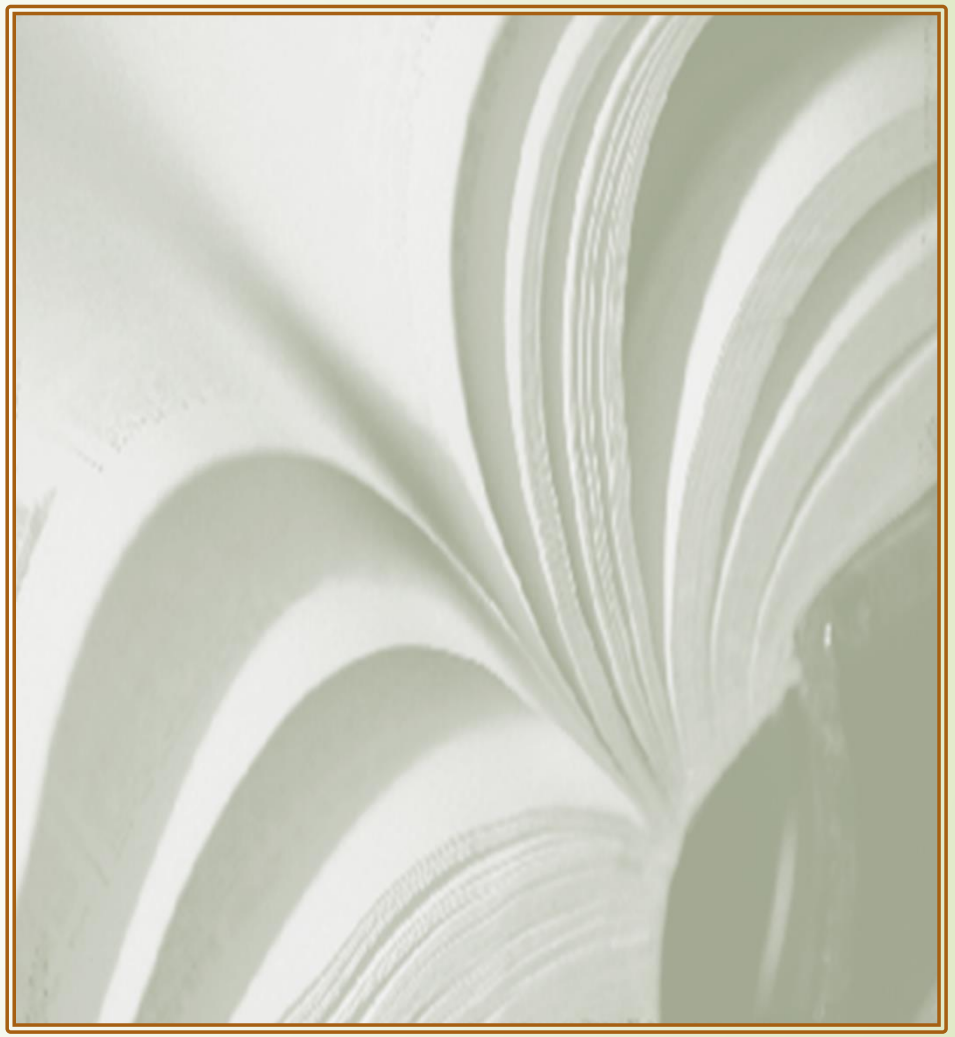
You can view your schedule and then click the "Send to Shopping Cart" button when you are ready.



Add your classes to your Summary one-at-a-time or Add All at once.



Click the "Submit" button. Keep in mind that if you put classes in your cart early, those classes could fill up before you register.

Questions?

- For IT problems, call the Help Desk at 864-503-5257.
- For questions about your schedule, call the Nursing Department at 864-503-5441.