



Special Priced Courses & Lab Fees Request Approval Form

Request to Add / Change / Delete a special fee

Departments and Campuses will use this form to: request lab fees or specially priced courses and make changes to existing specially priced courses/lab fees, or delete existing specially priced courses/lab fees. This form is required each semester.

A course fee cannot be entered nor requested until the course has been entered in the Dynamic Class Schedule.

Prohibited Transactions: Instructors are not to collect money directly from students and then purchase items needed for academic classes. Likewise, instructors are not to purchase items and then sell them to students. Such practices violate University cash handling and purchasing policies.

Deadlines: Special priced courses and lab fees are required prior to the fee assessment deadline for the applicable semester. Please submit your request on or by the dates listed below to meet the billing deadlines for each semester.

FALL 2020-JUNE 12TH

SPRING 2021-OCTOBER 19TH

SUMMER 2021-MARCH 12TH

Campuses:

If your campus has additional courses or sections that are added after your initial submission to the Bursar's Office, please submit an updated list to the Bursar's Office immediately after the course or section is created. **Fee requests should not be submitted after the fee payment deadline or the first day of class without written campus acknowledgment that the request is a late addition and students are appropriately notified.**

Departments:

If your department has additional courses or sections that are added after your initial submission to the Bursar's Office, please submit an updated list to the Bursar's Office immediately after the course or section is created. **Any fee requests submitted after the fee payment deadline and the first day of classes will require approval. A Memo from the Department Head/Business Manager addressed to the University Bursar for USC Columbia will be required. The request should acknowledge that the request is a late addition and how the students will be notified. The request may also be reviewed by the Provost and Chief Financial Officer and may not be billed for that term.**

Contact Information: Enter the name, telephone number and email address of an individual that can answer questions regarding your request.

Name: _____

Telephone: _____ Email Address: _____

Department or Campus: _____

REVIEWING FEES

Reviewing The Lab Fees Or Special Prices Associated With Your Course(s):

When all the fees have been loaded into BANNER, the Bursar's Office will send you an email notification. Once you receive this notification, please review your fees by using the **Classes With Fees** Report located in Data Warehouse. This report will list the fees associated with a particular course or group of courses. You can run this report by Campus, College, Department, Detail Code or a specific course. **Be sure to check each Section requested.** If you do not have access to Data Warehouse, please go to <https://www.sc.edu/daps/> and follow the instructions. Please make sure to allow enough time to gain this access and meet the deadlines.



Classes With Fees

Report Date:

<p>Term</p> <ul style="list-style-type: none"> * Spring 2023 Fall 2022 Summer 2022 Spring 2022 Fall 2021 Summer 2021 Spring 2021 Fall 2020 Summer 2020 Spring 2020 Fall 2019 <p style="text-align: right;">Select all Deselect all</p>	<p>Campus</p> <ul style="list-style-type: none"> USC Aiken USC Beaufort USC Columbia USC Lancaster USC Salkehatchie USC Sumter USC Union USC Upstate <p style="text-align: right;">Select all Deselect all</p>	<p>College</p> <ul style="list-style-type: none"> 00 - No College Designated 1A - Univ of S Carolina Aiken 1B - USCA School Business Admin 1E - USCA School of Education 1F - USCA Art, Humanities, Soc Sci 1G - Univ of S Carolina Aiken Grad 1H - USCA College of Humanities 1N - USCA School of Nursing 1S - USCA College of Sciences 1T - USCA College of Sci and Engr 1Z - USCA Additional Major(s) <p style="text-align: right;">Select all Deselect all</p>	<p>Department</p> <ul style="list-style-type: none"> 0000 - Undeclared 1ASC - USC-A Academic Success Cent 1BAD - USC-A Business Administration 1BIO - USC-A Biology & Geology 1CHM - USC-A Chemistry 1COM - USC-A Communication 1ECH - USC-A Early Childhood 1EDU - USC-A Education 1EGR - USC-A Engineering 1ELM - USC-A Elementary Education 1ENG - USC-A English <p style="text-align: right;">Select all Deselect all</p>
<p>Detail Code</p> <p>Keywords: Type one or more keywords separated by spaces.</p> <input style="width: 100%;" type="text"/> <input type="button" value="Search"/> <p>Options ▾</p> <p>Results:</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p>	<p>Course ID-Subject</p> <p>Keywords: Type one or more keywords separated by spaces.</p> <input style="width: 100%;" type="text"/> <input type="button" value="Search"/> <p>Options ▾</p> <p>Results:</p> <div style="border: 1px solid gray; height: 100px; width: 100%;"></div> <p style="text-align: right;">Select all Deselect all</p>		

I confirm that the fee(s) requested by my department or campus has been approved by the University Administration:

Department Head/ Business Manager/Bursar

Date

Bursar's Office use only:

Date Received: _____

Date Fee(s) Entered: _____ By: _____

Date Confirmation Returned to Department or Campus: _____