



UNIVERSITY OF
SOUTH CAROLINA
UNION

A Palmetto College Campus

Application Instructions

- **Browser Compatibility:** Applications should be completed using the following browsers: Firefox, Chrome, Safari- please avoid completing the application in Internet Explorer.
- **Creating an account:** If you have not completed an online application to any of the Palmetto College campuses (Lancaster, Salkehatchie, Sumter, Union) through Salesforce you will need to sign up for an account. Please register with an email address that you regularly check so you can receive updates regarding your application. An initial email will be sent to this email address for verification purposes and to provide a link to complete the registration process. If you wish to apply to multiple campuses you may do so with the same login and do not need to register again.
- **Setting Your Password:** After verifying your email address you will be asked to create a password. Passwords must include a combination of letters, numbers, and special characters.
- **Forgetting Your Password:** If you have created an account and established a password, but cannot remember the password click “Forgot Password” link on the homepage. You will be emailed a link to reset your password. Click on the link provided and you will be asked to create a new password. You will need to enter the new password twice to confirm. Once changed you will be automatically logged into the application page.
- **Navigating the application:** Once you click on continue after each section the application will save automatically and take you to the next section. Any item with a red indicator is a required field and cannot be skipped without entering information. Incomplete sections will be highlighted with a yellow button in the Application Sections menu on the left side.
- **Using the Fee Waiver:** If you enter the SAT/ACT fee waiver a copy of the waiver must be uploaded with the application or submitted to the Office of Admissions in order for your application to be finalized. Any college application day fee waivers must be submitted on the day of the event, any submitted after the designated College Application Day will not be granted the fee waiver. All fee waiver codes will be verified through the Admissions Office before your application is considered complete.
- **Methods of Payment:** The online application will only accept payments via DEBIT or Credit Cards. If you need to pay through an alternate method (cash, check, money order) please contact the Office of Admissions at 864-424-8056 for instructions on how to do so.
- **Other Application Requirements:** Please note that items such as transcripts, test scores, citizenship verification, and immunization records may be required for you to be admitted. Please make sure all required documents are submitted to the admissions in addition to completing the admissions application.