What is Self Service Carolina? Self Service Carolina is a website where you’ll manage your business with the University: complete enrollment steps, register for classes, view grades, review financial aid information and pay your bill. To set up access to Self Service Carolina, you’ll need two pieces of information: your VIP ID and the last four digits of your USC ID. Both can be found on your student data sheet included in your welcome packet.

Step 1: Go to https://my.uscupstate.edu
Step 2: Create your VIP ID Password

You can find your VIP ID on your acceptance letter, along with the last four digits of your USC ID. Enter these where indicated along with the last name you used on your application for admission.

The letters in the shaded area are required for authentication. Enter them exactly as they appear on your screen.

Follow the instructions to set your password. Three of the four criteria must be met in order for your password to work. Select two security questions that you'll be able to remember should you forget or lose your password.

Remember to write down your password and keep it in a safe place!
Step 3: Log in to Self Service Carolina

Go to my.uscupstate.edu and click on *Login to Self Service Carolina.*

Enter the VIP ID from your acceptance letter and the password you created in Step 2. Then click LOGIN.

After you’ve successfully logged in to Self Service Carolina, you will be able to access your Personal information along with your Student information. Click on **Student** to complete the enrollment process or to check your academic records.
Step 4: Complete the Enrollment Process

- **Admissions**
  - Apply for admission to another campus, return to complete an application, or check your status.

- **Registration**
  - Check your registration status, class schedule and add or drop classes. Select the appropriate term before proceeding.

- **Student Records**
  - View your holds, grades and transcripts.

- **South Carolina Residency Certification**
  - Complete this process to certify that you are a legal resident of South Carolina. This determines your tuition fee assessment.

- **Enrollment Deposits** - Applies Only to Columbia Admitted Freshmen
  - Pay enrollment deposit to secure your spot in the freshman class.

- **Housing Services**
  - Apply for housing, view room assignments when available, and access other housing services.

- **Orientation Services**
  - To apply to attend Orientation Sessions.

- **AlcoholEdu**
  - REQUIRED if: You are a new or transferring undergraduate student to Columbia campus, Under the age of 23; Enrolled for classes in this term.

For Columbia campus students only. USC Upstate students DO NOT need to complete this form.

Remember to log out when you are finished!

Still have questions?

USC Service Desk
Phone: 803-777-1800
E-mail: servicedesk@sc.edu

**South Carolina Residency Certification**

All South Carolina residents must complete the steps on this page in order to qualify for in-state tuition rates. Out-of-state students do not need to complete this form.