

# The New Student Guide to Class Schedules and Registration

**Q: How do I find my class schedule?**

**A:** Log into Self Service Carolina (my.uscb.edu) and then click STUDENT, then STUDENT PROFILE, then CONCISE STUDENT SCHEDULE or DETAILED STUDENT SCHEDULE.

## SAMPLE CONCISE STUDENT SCHEDULE

CRN	Course	Title	Part of Term	Campus	Credits	Level	Start Date	End Date	Days	Time	Location	Instructor
26850	ARTS B101 04B	Studio Arts for Non Majors	2B - Beaufort Second Half Term	USC Beaufort	3.000	UG	Oct 19, 2019	Dec 07, 2019	TR	12:15 pm - 2:55 pm	Hargray Building 275	Lovell
							Dec 12, 2019	Dec 12, 2019	R	1:30 pm - 4:00 pm	Hargray Building 275	Lovell
26965	BIOL B243 05X	Human Anatomy and Physiology	20 - Beaufort Full Term	USC Beaufort	4.000	UG	Aug 22, 2019	Dec 06, 2019	MW	3:30 pm - 4:45 pm	USCB Library 237	Capello
							Aug 22, 2019	Dec 06, 2019	W	8:00 am - 9:50 am	Science and Technology Bldg 118	Thornton
							Dec 09, 2019	Dec 09, 2019	M	4:15 pm - 6:45 pm	USCB Library 237	Capello
25945	ENGL B101 004	Composition and Rhetoric	20 - Beaufort Full Term	USC Beaufort	3.000	UG	Aug 22, 2019	Dec 06, 2019	TR	9:25 am - 10:40 am	Hargray Building 160	Leaphart
							Dec 12, 2019	Dec 12, 2019	R	8:00 am - 10:30 am	Hargray Building 160	Leaphart
26355	MATH B111 008	College Algebra	20 - Beaufort Full Term	USC Beaufort	3.000	UG	Aug 22, 2019	Dec 06, 2019	TR	10:50 am - 12:05 pm	Hargray Building 277	Sevim
							Dec 10, 2019	Dec 10, 2019	T	10:45 am - 1:15 pm	Hargray Building 277	Sevim
26818	PSYC B101 003	Introduction to Psychology	20 - Beaufort Full Term	USC Beaufort	3.000	UG	Aug 22, 2019	Dec 06, 2019	MW	12:00 pm - 1:15 pm	USCB Library 237	Kazlauskaite
							Dec 09, 2019	Dec 09, 2019	M	1:30 pm - 4:00 pm	USCB Library 237	Kazlauskaite
<b>Total Credits:</b>				<b>16.000</b>								

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96770

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CRN stands for COURSE REGISTRATION NUMBER. Each class has a unique 5-digit CRN assigned to it. This tells the system what class you want to register for.

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SPAN

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This is the subject code and tells you what subject your class is in.

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B101

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This indicates which USC system campus your class is on. A is for Aiken, B is for Beaufort, S is for Salkehatchie, etc.

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001

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This is the section number. There can be multiple sections of the same course offered in a semester. Different sections can meet in different places at different times and be taught by different professors, but they all teach the same material. The section number helps identify which day/time and location/instructor you have.

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B101

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This is the course number. 100-level courses are usually less intense and geared toward newer students. Higher-level courses, like 400-level ones, are usually reserved for upperclassmen (juniors, seniors).

**Q: What day(s) of the week are my classes?**

**A:** M is for Monday, T is for Tuesday, W is for Wednesday, R is for Thursday, F is for Friday, and S is for Saturday. If your class meets "MWF" then it meets on Mondays, Wednesdays, and Fridays. If it meets "TR," then it meets on Tuesdays and Thursdays. You will see an additional meeting time for courses as well for Lab courses. You have to attend both the listed lecture days and times and the listed lab days and time.

**Q: When are my final exams?**

**A:** Final exam dates and times are listed on your schedule below the lecture/lab times for each course. You will see two sets of start and end dates for course lectures/labs and the final exam time will show the same dates for the start and end dates.

**Q: What does “PART OF TERM” mean?**

**A:** Some courses are full term courses, run for the full 16 weeks of the semester, and others are 1<sup>st</sup> term or 2<sup>nd</sup> term courses, running for 8 weeks only. If you have a 1<sup>st</sup> Term course, the course will start when the semester begins and end the middle of the semester. If you have a 2<sup>nd</sup> Term course, the course will start the middle of the semester and end at the end of the semester. You can see specific dates in the “Start Date” and “End Date” listed.

**Q: How do I know what campus my class is on?**

**A:** We have THREE campuses. One is located in Bluffton, one is located in Beaufort, and one is located in Hilton Head Island. If you’re planning to live on one campus, please make sure you have transportation to other campus courses! There are two ways to determine where your classes are located. First, you can look at the section number. This is a 3-digit number that immediately follows the course number (EX: SPAN B101-001). Use this chart to help you determine the campus based on the section number. All USCB courses will show USC Beaufort for the Campus regardless of course location, Bluffton, Beaufort, or Hilton Head Island.

SECTION NUMBER	CAMPUS
Three numbers (EX: 001)	Bluffton
“B” plus two numbers (EX: B01)	Beaufort
“S” plus two numbers (EX: S01)	Bluffton, but meets on Saturdays
“W” plus two numbers (EX: W01)	Online
“P” plus two numbers (EX: P01)	Palmetto College students only- Online; <i>(Sections Reserved)</i>
“P” plus “W” and one number (EX: PW2)	Palmetto College students AND other students- Online
“T” prefaced with two numbers (EX:01T)	Hilton Head Island
“HN” plus one number (EX: HN1)	Honors section; meets in Beaufort; <i>(Sections Reserved)</i>

The other way to determine what campus your class is on is to look at the classroom building, or location.

BUILDING NAME	CAMPUS
Hargray (HARG)	Bluffton
Science & Technology (SCITEC)	Bluffton
Library (LIBR)	Bluffton
Campus Center Multi-Purpose Room (CMPCTR)	Bluffton
Center for the Arts (CFA)	Beaufort
Marine Science Building (MSCIE)	Beaufort
Sandstone (SAND)	Beaufort
2WEB	Online
Hilton Head Hospitality Campus (HHHC)	Hilton Head Island

**Q: People keep talking about needing “pre-reqs” for certain classes. What are they talking about?**

**A:** Pre-req is short for pre-requisite. Some classes, especially upper-level ones, require you to take lower-level courses first (the pre-requisites) in order to prepare you with skills you need to succeed in future courses. You wouldn't train for a marathon if you didn't know how to walk, right? Think of pre-requisites the same way. For example, MATH 115: Pre- Calculus must be taken BEFORE you can take MATH 141: Calculus. You can look up pre-requisites in the back of the academic bulletin.

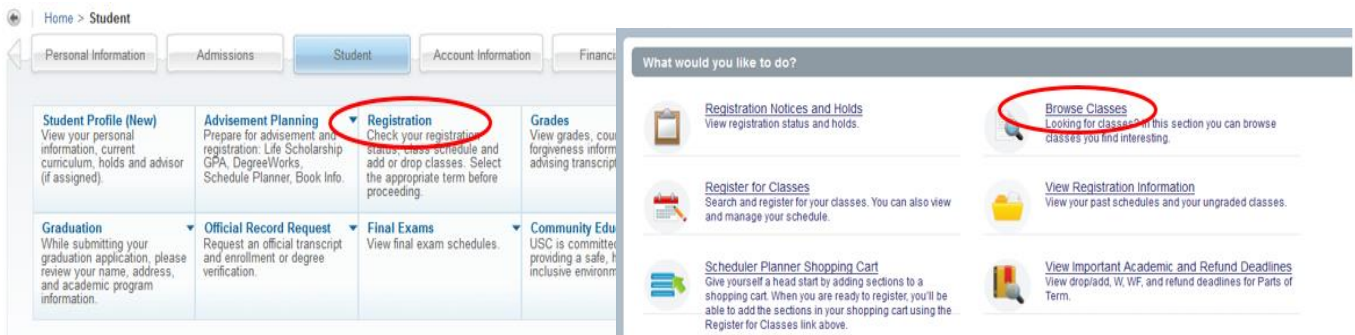
There's also something called a co-requisite. If classes are co-requisites that means you're supposed to take them together in the same semester—usually because the material you cover in one is complementary to the other.

**Q: How do I know if a course on my schedule is needed for my major/degree?**

**A:** The advising office will register incoming students for either required major courses or general education requirement courses. First Year students will also be enrolled into our UNIV B101, The Student in the University course. This is a recommended course for incoming students to best prepare for college. To find a full list of degree requirements students can check their DegreeWorks Planner. To access, log into Self Service Carolina (my.uscb.edu), then STUDENT, then ADVISMENT PLANNING, then DEGREEWORKS AUDIT, then BEAUFORT CAMPUS.

**Q: I want to look at the other classes being offered. How do I find the course options?**

**A:** Log into Self Service Carolina (my.uscb.edu) and then click on STUDENT, then REGISTRATION, then BROWSE CLASSES.



**Q: I'm registered for a class that I've decided I don't want to take anymore. Can I drop it from my schedule?**

**A:** Yes—BUT it is very important that you meet with an advisor BEFORE you drop the class! Some courses are only offered in certain semesters, and if you don't take it this semester you could fall behind in your program. An advisor can help you make the best decision about the course. Dropping a class can also lead to financial aid issues, so if you have loans or scholarships, it's important to talk to the Financial Aid office before you remove the course from your schedule. Lastly, you need to make sure you truly remove the class from your schedule by logging into Self Service Carolina and going to STUDENT>REGISTRATION>REGISTER FOR CLASSES. If you don't drop the class officially through these steps, but you stop going to class, you'll still be enrolled and could end up failing for non-attendance. It's important to remember that **dropping** can only be done in the first week of class (if you're in 16-week classes). The Office of Advising and Academic Success encourages all students to give a course a chance before dropping, you may end up enjoying a class you previously thought you wouldn't.