



Special Priced Courses & Lab Fees Request Approval Form

Request to Add / Change / Delete a special fee

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

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.

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 2023- JUNE 20th

SPRING 2024-OCTOBER 19th

SUMMER 2024-MARCH 14th

Campuses:

If your campus has additional courses or sections that are added after your initial submission to the Bursar's Office, please submit your list with the new courses only, 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 your list with the new courses only, 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 UofSC 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

Detail
 Summary

Term

- * Fall 2024
- Summer 2024
- Spring 2024
- Fall 2023
- Summer 2023
- Spring 2023
- Fall 2022
- Summer 2022
- Spring 2022
- Fall 2021
- Summer 2021

Campus

- USC Aiken
- USC Beaufort
- USC Columbia
- USC Lancaster
- USC Salkehatchie
- USC Sumter
- USC Union
- USC Upstate

[Select all](#) [Deselect all](#)

College

- 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)

[Select all](#) [Deselect all](#)

Department

- 0000 - Undeclared
- 1ASC - USC-A Academic Success Center
- 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

[Select all](#) [Deselect all](#)

Course ID-Subject

Keywords:
Type one or more keywords separated by spaces.

Options

Results:

[Select all](#) [Deselect all](#)

Choice:

[Select all](#) [Deselect all](#)

Detail Code

Keywords:
Type one or more keywords separated by spaces.

Course Section

Keywords:
Type one or more keywords separated by spaces.

Bursar’s Office use only:

Date Received: _____

Date Fee(s) Entered: _____ By: _____

Date Confirmation Returned to Department or Campus: _____