

FEE SCHEDULE USER-GUIDE



Tuition and Fees / User Fees Web System

Please enter your network username and password.

Username:

Password:

USC LINKS: DIRECTORY MAP EVENTS VIP

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Type the following address into your internet browser:

<https://webapps.csg.sc.edu/budgetcharges/default.asp>

Please enter your network username and password to access your account.


USERNAME:

PASSWORD:

Determining your network username & password:

1. Type the following address into your internet browser: <https://vip.sc.edu/>
2. Login and click the Technology link located on the left side.
3. Click the **SHOW ME** Network Username (Blackboard, University E-Mail, Dept. Networks), Password Reset button.
4. Your username is displayed in all bold caps.
5. Below the username, there is a place to enter your new password. For verification purposes, you must enter the same NEW password again.
6. Give the system 5 minutes to update and try to login again.

NOTE: *Helpful tips are provided in the tan box to assist you.*

 Click on the pencil, Campus or Section to view the charges or fees for each section.

After you have successfully logged in, the responsibility information is displayed.

BUDGET OFFICE
South Carolina

South Carolina's Flagship University
LOGOUT

Responsibility Listing

? Check the box under the Manage header when ready to submit all charges and fees.
 Click on the Charge or Fee links to make revisions.
 Click on the New Charges & Fees to view or add new entries.

Resp	Department	Areas	Manage	Reviewed
31	College of Nursing	Academic Charges New Charges or Fees	<input type="checkbox"/>	<input type="checkbox"/>

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All existing charges are assigned to the **Academic Charges** link. All new charges are assigned to the **New Charges or Fees** link. In each section, click the area to propose a different charge.

Example of Responsibility Sections

Responsibility Code - 31 - Academic Charges

? Click on the pencil, Campus or Section to view the charges or fees for each section.

Campus	Section	Accepted	Rejected	More Info	Manage
USC - COLUMBIA ACADEMIC DEPARTMENT FEES	HEALTH PROFESSIONS - PUBLIC HEALTH, NURSING, SOCIAL WORK	0	0	0	
USC - COLUMBIA ACADEMIC DEPARTMENT FEES	NURSING	0	0	0	

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Example of Responsibility Academic Charges

Responsibility Code - 31 - Academic Charges

USC - COLUMBIA ACADEMIC DEPARTMENT FEES - NURSING



? Click on the pencil by each record to make your revisions.
 Click on the trashcan to delete a record.
 Mouse over the Note and Additional Info icons to view the full Notes and Comments.



[Back to Academic Charges >>](#)

Description	Notes	Charge	Unit	Additional Info	Revised Charge	Revised Revenue	Difference	% Difference	Tasks
ENRICHMENT FEE - NURSING - PhD PROGRAM - ONE TIME CHARGE		\$1,500.00	full-time		-	-	-	-	
TOTAL ASSESSMENT PROGRAM(TAP) TESTING FEE - ATTACHED TO EACH CLINICAL UPPER DIVISION COURSE		\$60.00	full-time		-	-	-	-	
COLLEGE OF NURSING LAB FEE - NURS (312, J312, 412, J412, 422, J422, 433, J433, 704, J704, 705, J705, 706, J706, 710, J710, 731, J731, 732, J732, 786, J786, 787, J787, 840 (SECT 00A), J841 (SECT 00A)		\$750.00	full-time		-	-	-	-	
MALPRACTICE INSURANCE - UNDERGRADUATE - PER COURSE - NURS (312,399,411,412,422,424,425,431,432,433,491)		\$20.00	full-time		-	-	-	-	
MALPRACTICE INSURANCE - GRADUATE - PER COURSE - NURS (704,705,706,710,719,720,727,728,731,732,735,741,742, 769,776,786,787,793,820)		\$50.00	full-time		-	-	-	-	




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The comment  icon under the Notes header shows all notes that apply to the specific charge. To view, place the mouse pointer over the comment  icon.



When additional information is provided for the charge, the comment  icon will appear. To view, place the mouse pointer over the comment  icon.


After the percentage difference column, the status of the charge will be provided if reviewed.

- If approved, a  check mark will appear.
- If rejected, an  mark will appear.
- If more information is need, a  question mark will appear.

Click the pencil  icon to propose a different charge.

The  icon will appear red when you enter additional comments or notes for the proposed charge. To view, place mouse pointer over the comment  icon.


To delete a charge, click the  grey trash can. In the event, you delete a charge by mistake; click the  green trash can to restore the charge as active.

Once you click on the pencil  icon, the below screen will appear.

Example of Proposed Charge

Responsibility Code - 31 - Academic Charges

USC - COLUMBIA ACADEMIC DEPARTMENT FEES - NURSING

 Please update your revised charge and revenue amount.
Enter a new description and unit if necessary.

• Your information has been saved. Return to charges and fees >>.

Description: MALPRACTICE INSURANCE - UNDERGRADUATE - PER COURSE - NURS
(312,399,411,412,422,424,425,431,432,433,491)

Current Charge: \$20.00

Current Unit: full-time

Revised Charge: *

Revised Revenue: *

Additional funds that will become available with this charge.

Revised Description:

Revised Unit:

Additional Comment:

In-house Comment:

Status:


Please enter all appropriate proposed information and click the **Save** button. The required fields are identified by an asterisk.

After the proposed charge is saved, a summary will appear at the Area Level that captures the proposed charge, proposed revenue, difference in the proposed and current charge, and the percentage change.



Example of Proposed Charge at Area Level

Description	Notes	Charge	Unit	Additional Info	Revised Charge	Revised Revenue	Difference	% Difference	Tasks
ENRICHMENT FEE - NURSING - PhD PROGRAM - ONE TIME CHARGE		\$1,500.00	full-time		-	-	-	-	
TOTAL ASSESSMENT PROGRAM(TAP) TESTING FEE - ATTACHED TO EACH CLINICAL UPPER DIVISION COURSE		\$60.00	full-time		-	-	-	-	
COLLEGE OF NURSING LAB FEE - NURS (312, J312, 412, J412, 422, J422, 433, J433, 704, J704, 705, J705, 706, J706, 710, J710, 731, J731, 732, J732, 786, J786, 787, J787, 840 (SECT 00A), J841 (SECT 00A))		\$750.00	full-time		-	-	-	-	
MALPRACTICE INSURANCE - UNDERGRADUATE - PER COURSE - NURS (312,399,411,412,422,424,425,431,432,433,491)		\$20.00	full-time		\$25.00	\$500.00	\$5.00	25.00%	
MALPRACTICE INSURANCE - GRADUATE - PER COURSE - NURS (704,705,706,710,719,720,727,728,731,732,735,741,742, 769,776,786,787,793,820)		\$50.00	full-time		-	-	-	-	

To create a new charge, click the [New Charges or Fees](#) link.

Click the  button. All questions are required and will need to be answered in order for it to be saved in the system.

Example of New Fee Questionnaire



South Carolina

South Carolina's Flagship University
RESPONSIBILITY LIST
NEW CHARGES OR FEES
LOGOUT

Responsibility Code - 31 ? Please fill out the questions below.

Administrator Requesting Fee:

Name: *

Phone: *

Email: *

Description: *

Type of Fee: *

Academic Fee - Charge in support of an academic course, program or activity.

Service Fee - Internal charges for goods and services provided by various units within the University.

The proposed fee will affect what USC campus(s)? *

Columbia
 Medical School
 Aiken
 Beaufort
 Upstate
 Lancaster
 Salkehatchie
 Sumter
 Union

The proposed fee will impact what type(s) of students? *

Undergraduate
 Graduate
 In-State Resident
 Out-State Resident
 Fulltime
 Parttime
 Other:
 None

What is the dollar amount of the charge? *

Is the amount to be capped? * Yes No

If yes, please provide detail of capping amount.

What is the frequency of the charge? *

- Per Semester (Spring, Summer I, Summer II, Fall)
- Per Year
- Per Course Course and Section:
- One Time Only
- Other:

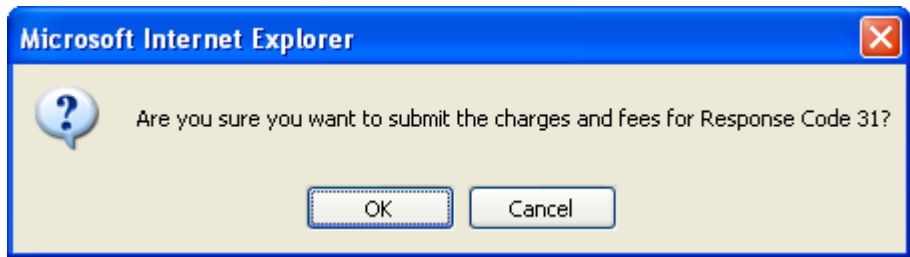
The proposed fee will benefit or generate revenue for what unit of the campus? *

Estimate the new revenue to be generated by the proposed fee. *


 Annual: **Semester:**

Provide justification for the proposed fee and your calculation of estimated new revenue. *

To submit your requests, click the checkbox under the Manage header.
You will receive a message to confirm your submission.



Once the requests are submitted successfully, your account is locked.



South Carolina's Flagship University LOGOUT

Responsibility Listing

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Resp	Department	Areas	Manage	Reviewed
31	College of Nursing	Academic Charges New Charges or Fees	<input checked="" type="checkbox"/>	<input type="checkbox"/>

After the Budget Office has reviewed the requests, you can see the status of each request.



South Carolina's Flagship University LOGOUT

Responsibility Listing

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Resp	Department	Areas	Manage	Reviewed
31	College of Nursing	Academic Charges New Charges or Fees	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> 1/28/2009 4:22:04 PM by Simpkins, Wendy

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