The Graduate School
UNIVERSITY OF SOUTH CAROLINA

GRADUATE COUNCIL MINUTES

November 26, 2018

The Graduate Council met on Monday, November 26, 2018 at 2:00 P.M. on the 5th floor of the Thomas Cooper Library in the Career Center.

Graduate Council members present: Dr. Maryah Fram, Chair; Drs. Suzanne Adlof, Nate Bell, Matt Boylan, Bobby Brame, Cathy Brant, Maks Chruszcz, Jean Ellis, Jim Mensch, Tom Regan, Sirivatch Shimpalee and Clint Saidy, GSA Representative

Graduate Council members absent: Drs. Ron Benner, Joanna Casey, Rick Creswick, Hippokratis Kiaris, Spencer Platt, and Konstantin Pollok

Graduate School Representatives: Dr. Cheryl Addy, Dr. Murray Mitchell (Secretary), Dr. Heather Brandt, Dale Moore, and Wanda Barr

Provost Office Representative: Dr. Tena Crews

Guests: Dr. Dirk Den Ouden (Public Health), Dr. Alicia Ribar (Nursing), Dr. Lianming Wang (Arts and Sciences), Tara George (Office of the Registrar), and Malia Kiehl (Office of the Registrar)

NOTE: These minutes will become final on December 10, 2018 if not challenged.

1. **Call to Order and Approval of Agenda** (Maryah Fram, Chair)
   The meeting was called to order at 2:03 p.m., and the agenda was unanimously approved.

2. **Approval of the Minutes from October 22, 2018.** Approved actions by Graduate Council become effective 30 days after posting. A copy is available on the Graduate School website at: http://app.gradschool.sc.edu/gradcouncil/minutes.asp

3. **Report of the Chair** (Maryah Fram)
   No report.

4. **Report of the Dean of Graduate School** (Cheryl Addy)
   Dr. Addy gave an update on the Bulletin/APPS upgrade. The contract should have final approval at the December Board of Trustees meeting. The first priority will be transferring the current *Bulletin* content to the new system. Once that is done, the integration of the course and curriculum approval process will be addressed. In honesty, this may mean that we cannot do what I had hoped—have a more consistent department/program presentation for the initial rollout and have a comprehensive review of the academic

regulations and degree requirement sections of the current *Graduate Bulletin*.

Dr. Addy has been participating in ongoing discussions about how to manage campus closures with respect to drop/add and withdrawal date modifications. More information will be provided as it becomes available. Some discussion followed with a request to consider how other deadlines might also be impacted by campus closures.

5. **Report of the Secretary of the Graduate Council** (Murray Mitchell)
Dr. Mitchell offered a few reminders that he hopes the members will share with the graduate faculty in their respective programs. If you don't do this already, you might take a look at the email that comes with the minutes of each of our Graduate Council meetings. In the email, there is a relatively brief synopsis of key items from the meeting. There may be other items covered that are particularly relevant to the faculty in your program. I will encourage you to share what was covered with not only your chair, but, with the rest of the faculty in your program, if not in your department and/or College as appropriate for you. This is an important dissemination point of getting relevant information to the graduate faculty across the university. It is just one additional facet of your service—beyond simply attending and participating in the meetings.

Next, please prompt your colleagues to be sure to submit grades for this (and every) semester. There are occasions when students plead for some sort of exception. There are ways to provide relief, but, NONE of them mean not submitting a grade. Either a student is assigned the grade earned by the end of the semester, or, for documented reasons beyond their control, submitting a time-bound grade of incomplete with clear guidelines for what must be done by when is the next best choice.

Programs of Study (POS) have been one of those key documents that has been inconsistently submitted in a timely fashion (within the first few semesters of study). I have students about to graduate for whom we have no POS on file. In the event that a student has not met your published degree requirements, this means they may not graduate. When family are coming from all over the world to celebrate this accomplishment, it is difficult to tell someone they aren't done yet. It is a preventable issue.

Next, for students writing a thesis or dissertation, please have them submit a version of their document for format approval, early in the process. Most helpful would be to have students submit to their committee for proposal approval, a version of the document that can be submitted for a format check. Once the format is approved, the student can focus on the substantive content of their work, without being delayed by format issues. Given tight timelines at the end of semesters, when final documents are submitted, my commitment is to students who have met deadlines to get all of their paperwork processed so that they can meet graduation requirements. Students who have not met the format check deadline are not eligible for other extensions.

Now one shameless plug for mentoring graduate students. The Center for Teaching Excellence sponsors a number of "Communities of Practice" which are designed to be opportunities for interested colleagues to explore an area of significance with others who share that curiosity. Mentoring is one such area that when done well, yields academic success and perseverance to degree completion for students, and increases in faculty productivity for mentors. When done poorly, students become disenchanted and faculty are frustrated. So, what factors make a difference? A Community of Practice is a place where those interested may pursue feedback on challenges, share success stories for others to benefit, possibly explore other

opportunities to share insights, or to access other resources. I am hoping to cultivate some interest in how such a group might meet (face-to-face, virtually, or otherwise), and what direction such a group might explore. Any who might be interested are invited to contact me via email at mmitchel@mailbox.sc.edu, and please use MGS-CoP in the subject line sot that I can find your correspondence.

6. **Report on Professional Development** (Heather Brandt)
   Dr. Brandt reported that the they have completed data collection for the fall CGS/PhD Alumni survey that they did. She will have a handout for the December Graduate Council meeting that will detail results.

   Two programs remain for the fall semester for Professional Development this fall:

   - "Shut Up and Write", Friday, November 30th, with the Writing Center, is almost full but still has a few seats left
   - Webinar on "Professional Journeys with Graduate Alumni", December 7th

   She and Wright Culpepper have been working with Jean Ellis, the new chair of the Fellowships and Scholarships Committee, on scholarly initiatives.   They should have an update at the next Graduate Council meeting.

7. **Report of the Graduate Student Association Representative** (Clint Saidy)
   No report.

8. **Report of the Academic Policy and Practices Committee** (Tom Regan)
   No report.

9. **Report of the 500/600 Level Courses, Distributed Learning and Special Topics Courses**
    (Murray Mitchell)

   This report is presented to Council for informational purposes only; no action is necessary.

   500/600 Level Courses

   ANTH 512 (3) Gender Issues in China (New Course Proposal: Spring 2019)
   BIOL 543 (3) Comparative Physiology (Course Change Proposal: Fall 2019)
   BMEN 547 (3) Immunoengineering (New Course Proposal: Spring 2019)
   BMEN 565 (3) Advanced Biomechanics (New Course Proposal: Spring 2019)
   CHEM 550 (3) Biochemistry (Course Change Proposal: Fall 2019)
   CSCE 551 (3) Theory of Computation (Course Change Proposal: Fall 2019)
   CSCE 557 (3) Introduction to Cryptography (Course Change Proposal: Fall 2019)
   CSCE 561 (3) Numerical Analysis (Course Change Proposal: Fall 2019)
   CSCE 594 (3) Strategic Management of Information Systems (New Course Proposal: Fall 2019)
   ECHE 550 (3) Chemical-Process Dynamics and Control (Course Change Proposal: Fall 2019)
   ELCT 510 (3) Photovoltaic Materials and Devices (Course Change Proposal: Fall 2019)
   EMCH 509 (3) Computer-Aided Manufacturing (Course Change Proposal: Fall 2019)
   ENVR 538 (3) Global Food Politics (New Course Proposal: Spring 2019)
   EXSC 535 (3) Biomechanics of Human Movement (Course Change Proposal: Fall 2019)

FORL 598 (3) Special Topics in Global Film and Media (Carolina Core Modification Fall 2019)

GEOG 538 (3) Global Food Politics (New Course Proposal: Spring 2019)

GEOG 569 (3) International Development and the Environment (Course Change Proposal: Fall 2019)

GEOG 581 (3) Globalization and Cultural Questions (Carolina Core Modification Fall 2019)

GEOG 595 (1-6) Internship in Geography (Course Change Proposal: Fall 2019)

GEOL 500 (4-6) Field Geology (Course Change Proposal: Fall 2019)

HRTM 518 (3) Training and Development in the Hospitality Industry (Course Change Proposal: Fall 2019)

HRTM 550 (3) Theme Park and Attractions Management (New Course Proposal: Spring 2019)

HSPM 510 (3) Comparative Health Systems and Health System Efficiency, Effectiveness, Sustainability and Equity (New Course Proposal: Spring 2019)

IBUS 521 (3) Business Anthropology (Course Change Proposal: Fall 2019)

JOUR 595 (3) Domestic Study Away in Journalism and Mass Communications (New Course Proposal: Spring 2019)

JOUR 596 (3) Study Abroad in Journalism and Mass Communications (New Course Proposal: Spring 2019)

MGSC 594 (3) Strategic Management of Information Systems (Course Change Proposal: Fall 2019)

MUED 533 (2) Methods for String Instruction I (Course Change Proposal: Fall 2019)

MUED 551 (2) The Middle School Band (Course Change Proposal: Fall 2019)

MUED 568 (2) Organization and Administration of Music Programs (Course Change Proposal: Fall 2019)

MUSC 570 (2) Italian and Latin Diction (New Course Proposal: Spring 2019)

MUSC 578 (2) German and English Diction (Course Change Proposal: Fall 2019)

MUSC 579 (2) Italian and Latin Diction (New Course Proposal: Spring 2019)

PHIL 501 (3) British Empiricism (Course Change Proposal: Fall 2019)

PHIL 502 (3) Continental Rationalism (Course Change Proposal: Fall 2019)

PHIL 503 (3) Analytic Philosophy (Course Change Proposal: Fall 2019)

PHIL 504 (3) Phenomenology and Existentialism (Course Change Proposal: Fall 2019)

PHIL 505 (3) Plato (Course Change Proposal: Fall 2019)

PHIL 506 (3) Aristotle (Course Change Proposal: Fall 2019)

PHIL 507 (3) Medieval Philosophy (Course Change Proposal: Fall 2019)

PHIL 508 (3) Hume (Course Change Proposal: Fall 2019)

PHIL 509 (3) Kant (Course Change Proposal: Fall 2019)

PHIL 510 (3) Theory of Knowledge (Course Change Proposal: Fall 2019)

PHIL 511 (3) Symbolic Logic (Course Change Proposal: Fall 2019)

PHIL 512 (3) Philosophy of Science (Course Change Proposal: Fall 2019)

PHIL 513 (3) Philosophy of History (Course Change Proposal: Fall 2019)

PHIL 514 (3) Ethical Theory (Course Change Proposal: Fall 2019)

PHIL 515 (3) Philosophy of Religion (Course Change Proposal: Fall 2019)

PHIL 516 (3) Advanced Aesthetics (Course Change Proposal: Fall 2019)

PHIL 517 (3) Philosophy of Language (Course Change Proposal: Fall 2019)

PHIL 518 (3) Philosophy of the Social Sciences (Course Change Proposal: Fall 2019)

PHIL 519 (3) Metaphysics (Course Change Proposal: Fall 2019)

PHIL 520 (3) Philosophy of Mind (Course Change Proposal: Fall 2019)

PHIL 521 (3) Mathematical Logic (Course Change Proposal: Fall 2019)

PHIL 522 (3) Introduction to Semantics (Course Change Proposal: Fall 2019)

PHIL 523 (3) Advanced Topics in Logic (Course Change Proposal: Fall 2019)
PHIL 524 (3) Philosophy of Biology (Course Change Proposal: Fall 2019)
PHIL 526 (3) Hellenistic Philosophy (Course Change Proposal: Fall 2019)
PHIL 527 (3) Virtues, Acts, and Consequences (Course Change Proposal: Fall 2019)
PHIL 528 (3) Concepts of Evidence (Course Change Proposal: Fall 2019)
PHIL 532 (3) Social Justice (Course Change Proposal: Fall 2019)
PHIL 534 (3) Contemporary European Social Philosophy (Course Change Proposal: Fall 2019)
PHIL 536 (3) Language and Interpretation in Contemporary European Philosophy (Course Change Proposal: Fall 2019)
PHIL 540 (3) Renaissance Philosophy (Course Change Proposal: Fall 2019)
PHIL 550 (3) Health Care Ethics (Course Change Proposal: Fall 2019)
PSYC 503 (3) Psychology of Drug Use and Effects (Course Change Proposal: Fall 2019)
RETL 569 (3) Advanced Retail Promotion and Social Media Analytics (Course Change Proposal: Fall 2019)
SOWK 677 (3) Psychosocial Aspects of Health Care (Delete Existing Course: Fall 2019)
STAT 582 (3) Bayesian Networks and Decision Graphs (Course Change Proposal: Fall 2019)
STAT 587 (3) Big Data Analytics (Course Change Proposal: Fall 2019)

Distributed Learning Proposals

SOCY 540 (3) Sociology of Law (Course Change Proposal: Spring 2019)
SOWK 768 (3) Psychodiagnostics (Spring 2019)

Special Topics Courses

CSCE 790 (3) Advanced Topics in Probabilistic Graphical Models (Spring 2019)
CSCE 790 (3) Computer Systems Security (Spring 2019)
ELCT 559 (3) Integration of Distributed Energy Resources (Spring 2019)
ENHS 793 (3) Environment and Women's Reproductive Health (Spring 2019)
MUED 726 (3) (Post) Minimalism (Spring 2019)
MUED 776 (3) Piano Teaching and Special Needs (Spring 2019)
MUED 793 (3) Sociology of Music Education (Spring 2019)
MUSC 744 (3) Introduction to Sound Studies (Spring 2019)
PHYT 777 (3) Health Promotion & Wellness in Physical Therapy (Summer 2019)
SOWK 768 (3) Psychodiagnostics (Spring 2019)

10. **Associate Graduate Faculty Nominations** (Murray Mitchell)

Name:	**Melissa Baker** (PhD)
Program:	Department of Instruction and Teacher Education
Term:	Fall 2018 – Fall 2024

Name:	**Rachelle Curcio** (PhD)
Program:	Department of Instruction and Teacher Education
Term:	Fall 2018 – Fall 2024

Name: **Peter Duffy** (EdD)
Program: Department of Instruction and Teacher Education
Term: Fall 2018 – Fall 2024

Name: **Jeffrey Eargle** (PhD)
Program: Department of Instruction and Teacher Education
Term: Fall 2018 – Fall 2024

These nominations were unanimously approved by Graduate Council.

11. **Fellowships and Scholarships Committee** (Jean Ellis)
Dr. Ellis shared that she and her committee are working on the scholarly initiatives and should have a report on the first round of nominations and dates at the next Graduate Council meeting.

12. **Report of Science, Math, and Related Professional Programs Committee** (Murray Mitchell for Rick Creswick)

Below is a list of proposals reviewed by the Committee. Each curricular action can be viewed at this Public Agenda review site:

https://www.sc.edu/programproposal/agenda/?id=56&code=GCO

At this Public Agenda link, the individual proposals are not live-linked, but agenda items are listed in alphabetical order. To view the full proposals, GC members and Committee Chairs still need to go to the Committee Review site, and filter for "Committees", then for the "Committee" called "Added to Grad Council agenda."

- **BIOL 752** (3) Marine Biogeochemistry, Arts and Sciences, CCP: Fall 2019
- **BIOL 768** (4) Ecological Modeling and Environmental Planning, Arts and Sciences, CCP: Fall 2019
- **BIOS 746** (1) Introduction to Complex Survey Data Analysis, Public Health, NCP: Spring 2019
- **BIOS 755** (3) Introduction to Longitudinal Data Analysis, Public Health, CCP: Fall 2019
- **BIOS 770** (3) Applied Longitudinal Data Analysis, Public Health, CCP: Fall 2019
- **BMSC 752** (1) Medical Law and Ethics, Medicine, CCP: Fall 2019
- **COMD 709** (1 - 3) Laryngectomy Clinical Management, Public Health, CCP: Fall 2019
- **COMD 735** (2) Counseling in Speech-Language Pathology, Public Health, CCP: Fall 2019
- **COMD 738** (2) The Speech Pathologist's Role in Working with Children w/Autism Spectrum Disorders, PH, CCP: Fall 2019
- **CSCE Major / Degree Program,** Ph.D. in Computer Science, Engineering & Computing, Change to Existing Program: Fall 2019
- **EPBO Major / Degree Program**, MSPH in Biostatistics, Public Health, Change to Existing Program: Fall 2019
- **HSPM Dual Degree Program**, HSPM / PA, MPH / MPA, Public Health, Change to Existing Program: Fall 2019
- **NURS Academic Certificate,** Advanced Practice Nursing, Certificate, Nursing, Change to Existing Program: Fall 2019

- **NURS Major / Degree Program**, Nursing Practice, DNP, Nursing, Change to Existing Program: Fall 2019
- **NURS 783** (3) Clinical Project Immersion & Proposal Development, Nursing, NCP: Fall 2019
- **STAT 771** (3) Applied Longitudinal Data Analysis, Arts and Sciences, CCP: Fall 2019

These proposals were unanimously approved by Graduate Council.

13. **R**epor**t of the Humanities, Social Sciences, Education, and Related Professional Programs Committee** (Cathy Brant)

Below is a list of proposals reviewed by the Committee. Each curricular action can be viewed at this Public Agenda review site:

https://www.sc.edu/programproposal/agenda/?id=56&code=GCO

At this Public Agenda link, the individual proposals are not live-linked, but agenda items are listed in alphabetical order. To view the full proposals, GC members and Committee Chairs still need to go to the Committee Review site, and filter for "Committees", then for the "Committee" called "Added to Grad Council agenda."

- **ANTH Major / Degree Program**, Anthropology, M.A., Arts and Sciences, Change to Existing Program: Fall 2019
- **ANTH 706** (3) Engendering Global Capitalism, Arts and Sciences, NCP: Spring 2019
- **CPLT 701** (3) Classics of Western Literary Theory, Arts and Sciences, CCP: Fall 2019
- **EDTE 742** (3) Practicum in Project-based Learning, Education, NCP: Spring 2019
- **HRSM 788** (3) Applied Research in Hospitality, Retail, and Sport Management, HRSM, CCP: Fall 2019
- **HRTM Major / Degree Program**, International Hospitality and Tourism Management, M.I.H.T.M., HRSM, Change to Existing Program: Fall 2019
- **INTB Academic Certificate,** Global Strategy Certificate, Business, Change to Existing Program: Fall 2019
- **JOUR 772** (3) Seminar in Health, Science, and the Media, Information & Communications, CCP: Fall 2019
- **LANG Major / Degree Program,** Foreign Language MAT, Arts and Sciences, Change to Existing Program: Fall 2019
- **MUSC Major / Degree Program,** DMA in Composition, Music**,** Change to Existing Program: Fall 2019
- **MUSC 721** (3) Tonality in the Twentieth Century, Music, NCP: Spring 2019
- **PEAT Major / Degree Program**, PhD in Physical Education, Education, Change to Existing Program: Fall 2019
- **PEDU 751** (3) Principles of Adapted Sport Coaching, Education, NCP: Spring 2019
- **POLI 708** (3) Women in American Politics, Arts and Sciences, CCP: Fall 2019
- **RFMR Major / Degree Program**, Retailing, M.R., HRSM, Change to Existing Program: Fall 2019
- **SOWK Academic Certificate**, Social and Behavioral Health with Military Members, Veterans, and Military Families, Social Work, Change to Existing Program: Fall 2019

- **SOWK Academic Certificate**, Drug and Addiction Studies, Social Work, Change to Existing Program: Fall 2019
- **SOWK Dual Degree Program**, Social Work / Law, MSW / JD, Social Work, Change to Existing Program: Fall 2019
- **SOWK Dual Degree Program**, Public Administration / Social Work, MPA / MSW, Social Work, Change to Existing Program: Fall 2019
- **SOWK Dual Degree Program**, Social Work / HPEB, MSW / MPH, Social Work, Change to Existing Program: Fall 2019
- **SOWK 710**, Foundations of Social Work Practice in Groups, Social Work, Delete an Existing Course: Fall 2019
- **SOWK 735,** Advanced Social Work Practice with Organizations and Communities: Social Planning, Social Work, Delete an Existing Course: Fall 2019
- **SOWK 741**, Social Welfare Problems and Policies, Social Work, Delete an Existing Course: Fall 2019
- **SOWK 744** (3) Grant Writing, Social Work, NCP: Spring 2019
- **SOWK 749** (3) Evidence Based Parenting Interventions for Child and Adolescent Social, Emotional, and Behavioral Ch, Social Work, NCP: Spring 2019
- **SOWK 753**, Ethics and the Health Sciences, Social Work, Delete an Existing Course: Fall 2019
- **SOWK 757**, Seminar on Social Work Education and Human Services in Another Nation, Social Work, Delate an Existing Course: Fall 2019
- **SOWK 759** (3) Psychopathology and Psychodiagnostics for Social Work Practice with Children and Adolescents, Social Work, NCP: Spring 2019
- **SOWK 760** (3) Psychopathology for Social Work Practice, Social Work, CCP: Fall 2019
- **SOWK 773**, Social Work Intervention with Older Adults, Social Work, Delete an Existing Course: Fall 2019
- **SOWK 777** (3) Advanced Theory for Social Work Practice, Social Work, CCP: Fall 2019
- **SOWK 778** (3) Advanced Analysis of Social Policy, Programs, and Services, Social Work, CCP: Fall 2019
- **SOWK 779** (3) Advanced Social Work Interventions, Social Work, CCP: Fall 2019
- **WGST Academic Certificate**, Women's and Gender Studies, Arts and Sciences, Change to Existing Program: Fall 2019
- **ZZED Major / Degree Program**, Curriculum and Instruction, Ed.D., Education, Change to Existing Program: Fall 2019

These proposals were unanimously approved by Graduate Council.

14. **Report of the Grievances, Appeals and Petitions Committee** (Bobby Brame)
    No report.

15. **Other Committee Reports**

16. **Old Business**

17. **New Business**
    Dr. Mitchell asked for clarification regarding Associate Graduate Faculty Nominations. The guidelines for nominations indicate "Non-tenure track USC faculty members and scholars who hold a PhD or other

terminal degree in their respective field of study." Would the director of an institute not qualify as a scholar? Or, is the intention for only "faculty members" to be eligible for this kind of appointment. Some clarification of the criteria to be used for this kind of appointment may need to be offered by the "Policies and Practices Committee."

18. **Good of the Order**
Dr. Mitchell reminded the members of the Council that the final meeting for the fall semester will be held on Monday, December 10th at 2:00 p.m. The Humanities and Sciences curriculum committees will be meeting on Monday, December 3rd.

There is a new Proof of Health Insurance Requirement for Spring 2019. Please see attached for more information that should be shared with your respective departments and students.

19. **Adjournment**
The meeting was adjourned at 2:48 p.m.

Murray Mitchell, Secretary

CC:
Harris Pastides, President
Joan Gabel, Provost
Cheryl Addy, Vice Provost & Dean of the Graduate School
Deans
Department Chairs
Graduate Directors
Aaron Marterer, University Registrar
Elaine Belesky, Office of the Registrar
Malia Kiehl, Office of the Registrar
Tara George, Office of the Registrar

Subject Line: Proof of Health Insurance Requirement for USC-Columbia: Spring 2019

What is happening?

On the USC-Columbia campus for the 2018-2019 academic year, the following groups of students will be required to show proof of health insurance as a condition of enrollment:

- · Undergraduate or graduate students enrolled in 6 or more credit hours

- · Students with a graduate assistantship

- · Students in the School of Medicine enrolled in 1 or more hours

- · International students

Students must either enroll in the Student Health Insurance Plan or waive the plan by showing proof of their own health insurance.

The Student Health Insurance Plan, which is a customized plan from BlueCross BlueShield of South Carolina administered through Academic Health Plans, is offered with rich benefits and an excellent premium. The spring premium for January 1 to July 31 is $1,178. This high-quality plan offers a strong provider network in South Carolina and reduced costs in Student Health Services areas like medical services, the pharmacy and our future vision center. Additional information about plan highlights and benefits is available at https://sc.myahpcare.com/benefits or http:///www.sc.edu/studentinsurance.

If you have a health insurance plan that you intend to keep and want to waive coverage:

If you successfully waived your insurance at sc.myahpcare.com for fall 2018, AHP will re-verify your coverage and send you an email that your waiver is accepted for spring 2019. *If your waiver is accepted, no action is needed.*

If you have need to update your health insurance for spring 2019 or you did not participate in the waiver system in fall 2018, please visit sc.myahpcare.com and follow the steps below:

1. Have an electronic copy of your current insurance card and your University of South Carolina student ID (i.e., your CarolinaCard)

2. Go to: https://sc.myahpcare.com/waiver

3. Select the appropriate student link

4. Log in to the system by using the following:

    a. Login – USC ID (1 letter, plus 8-digits; found on the back of your CarolinaCard or at the top of my.sc.edu after logging in)

b.	Password - Date of Birth in MMDDYYYY format, unless previously changed (Ex: 01011990)

5.	Select the "Sign In" button

6.	On the home page, select the red "WAIVE – Spring 2018-19" button from the "NO, I do not want the insurance" section

7.	Enter your insurance information and attach your required documentation

8.	Select the "Submit Waiver" button at the bottom of the waiver form

Note: If you will not be attending USC in the spring, please disregard any emails that you receive regarding the submission or approval of your waiver.

Enrolling in the Student Health Insurance Plan for Spring 2019:

If you plan to enroll in the spring coverage, you must actively enroll to ensure there is no disruption in benefits. To actively enroll, please follow the steps below.

1.	Go to https://sc.myahpcare.com/waiver

2.	Select the appropriate student link

3.	Log in to the system by using the following:

a.	Login – USC ID (1 letter, plus 8-digits; found on the back of your CarolinaCard or at the top of my.sc.edu after logging in)

b.	Password - Date of Birth in MMDDYYYY format, unless previously changed (Ex: 01011990)

4.	Select the 'Sign In' button

5.	On the home page, click the green "ENROLL – Click Here" enrollment button
6.	Read the Terms and Conditions
7.	If you accept them, enter your initials in the box and select the "OK" button

You can review your benefits at https://sc.myahpcare.com/benefits and print a Temporary ID card by utilizing the link listed under the Quick Links sidebar.

When is the deadline?

Student must either have a verified waiver or purchase the Student Health Insurance Plan by February 5, 2019.

If students do not waive out by the deadline or do not have adequate health insurance coverage, students will be enrolled in the university-sponsored Student Health Insurance Plan, and the premium fee will remain on their tuition bill. Final deadline to waive coverage is February 5, 2019.

Have questions?

Questions about the Student Health Insurance Plan, the waiver process or waiver status can be answered by calling Academic Health Plans, the Student Health Insurance Plan administrator, at 1-855-844-3015 or initiating contact through https://sc.myahpcare.com/contact. If you have questions about the mandatory student health insurance requirement or your individual situation, contact the Student Health Services Health Insurance Office at 803-777-1916 or sahiao@mailbox.sc.edu. Answers to common questions are available by visiting https://sc.myahpcare.com or http://www.sc.edu/studentinsurance.