



## Important Dual Enrollment Information

### Important Dates

- **November 6 at 11:59 pm:** Students must have admissions application and turned in all supplemental documentation (High School Transcript, Citizenship Verification form, and Immunization Records).
- **November 23:** Student must be enrolled in classes at USCB
- **January 11 at 4:00 pm:** Orientation for all new dual enrollment students

### Admissions Application

- *Online Application:* The student will need to fill out an online application with the guidance and support of their School Counselor. Please see the instructions for detailed information in filling out the online application. No paper applications will be accepted. **Please use the Application Fee Waiver code: USCBDE** to avoid paying the \$40 application fee. Refunds may not be given, if the student ends up paying the application fee.
- *Dual Enrollment Permission Letter:* The student must have a permission letter from the counselor and principal of the high school on file, which shares that the student is prepared and ready for college level classes. This letter should be sent by the high school counselor to [admissions@uscb.edu](mailto:admissions@uscb.edu).
- *High School Transcript:* Your School Counselor will send this document to USCB.
- *Standardized Test Scores (Optional):* The University of South Carolina Beaufort is test optional for Spring 2021 and Fall 2021, due to the COVID-19 pandemic. If you would like to send us your test scores (ACT or SAT), we will review as part of your application.
- *Citizenship Verification Form:* The student will need to send us a copy of their South Carolina driver's license or state-issued ID card, along with the Citizenship Verification Form. Please send this document to [admissions@uscb.edu](mailto:admissions@uscb.edu), by the deadline above.
- *Immunization Form:* Each student is required to show 2 doses of the MMR immunization and 2 doses of the Meningitis immunization. Dual enrollment students should send a copy of their immunization record, along with filling out Section A and sign B.2.c to decline the Meningitis immunization. All items needed to complete this form are highlighted.

### Registration Information

- A list of general course offerings will be shared with prospective students. More information will be shared with accepted students.

### Orientation Information

- All new Dual Enrollment students are expected to take part in an orientation session prior to the start of the semester. More information will be shared with accepted students.

**USCB Contact** Kristen VanNoord, Assistant Director of Admissions  
[vannoord@uscb.edu](mailto:vannoord@uscb.edu) or 843-208-8133



## Dual Enrollment Checklist

### Step 1: Admissions Application Process

- \_\_\_\_\_ Online Application
- \_\_\_\_\_ Dual Enrollment Permission Letter
- \_\_\_\_\_ High School Transcript
- \_\_\_\_\_ Citizenship Verification Form & Copy of Driver's License
- \_\_\_\_\_ Immunization Form

### Step 2: Registration Process – Student Should Complete Once Accepted

- \_\_\_\_\_ Meet with School Counselor to complete Registration Worksheet
- \_\_\_\_\_ Take Placement Tests, if necessary
- \_\_\_\_\_ Attend a Registration Session

### Step 3: Orientation Process – Student Should Complete Once Registered for Classes

- \_\_\_\_\_ Register for Orientation
- \_\_\_\_\_ Claim VIP ID
- \_\_\_\_\_ Create Sand Shark ID Card
- \_\_\_\_\_ Register for Parking Permit
- \_\_\_\_\_ Attend Orientation



Citizenship Verification Form

**Student's Name:** \_\_\_\_\_ **VIP ID** \_\_\_\_\_

Pursuant to section 59-101-430 of the South Carolina Code of Laws, as amended in 2008, the University of South Carolina has adopted a general enrollment policy effective January 1, 2009. To attend a public university in the state, a student must be a citizen or national of the United States or an alien lawfully present in the United States.

Students must provide proof of U.S. citizenship before being allowed to enroll in classes at the University. This verification process has been adopted to deter and prevent false claims of citizenship by unlawful aliens attempting to evade the eligibility requirements of section 59-101-430.

**If you are a citizen of the United States**, please sign this form, attach **one** of the following documents verifying your citizenship and return this form and documentation to the Office of Admissions.

Please check the box next to the document you are submitting.

Copy of your South Carolina driver's license if you first became a licensed driver after January 1, 2002. The University may verify your license with the SC Department of Motor Vehicles.

Certified Birth Certificate indicating you were born in the United States or a territory of the United States, with your given name and surname, date and place of birth, date of the birth record was filed, and the seal or other certification of the official custodian of the certificate. The University will retain the certificate (Photocopies are acceptable, but we reserve the right to request to see the original.)

Other documentation: \_\_\_\_\_

If verification of your citizenship is based on any other document (current U.S. Passport or U.S. Passport that has not been expired more than 10 years, Certificate of Naturalization, USCIS Form (N-550 or N-570), U.S. government issued Consular Report of Birth Aboard, or Certificate of Citizenship (N-560 or N561)) you must bring the original document with you to the Office of Admissions.

**\*By my signature, I hereby attest and certify, under penalty of perjury, that I am Citizen of the United States.**

\_\_\_\_\_  
Full legal signature of student Date

\*Federal law makes it a crime, punishable up to three years in prison, to falsely and willfully represent oneself to be a citizen of the United States.

**NOTE: If your name has been changed since birth, the applicant must present all legal documents (i.e., adoption records, marriage certificate, certificate of naturalization and court ordered name change) supporting all name changes from the name which appears on the presented proof of citizenship document.**

**Please attach your South Carolina driver's license or state-issued ID.**



Immunization Form

Section A: Student Information (required for ALL students)

Name: Address: Phone: Email: VIP ID: Date of Birth: Age when entering USCB:

First Term of Enrollment: [ ] Fall [ ] Spring [ ] Summer of year:

Student Signature: Date: By signing this document, I testify that the content is true and accurate.

Section B: Required Immunizations (required for ALL on-campus students)

Must be completed and signed by your health provider, or attach proof of your immunization history from a qualified health provider. Copies of original documents are acceptable.

1. MMR (Measles, Mumps, Rubella): two doses required. Choose ONE of the following:

- a. Dose 1 given at 12-15 months or later... Date: AND Dose 2 given at 4-6 years or later... Date: -OR- b. Laboratory/serologic evidence of immunity... -OR- c. Exemption: I was born before 1957...

2. MCV4 (Meningitis): vaccine or signed waiver is required for all students under age 21. If the first dose is before age 16, a booster is also required. Choose ONE of the following:

- a. Dose 1 given before age 16... Date: AND Booster given after age 16... Date: \*\*\*If booster was not received, please also sign the decline waiver below -OR- b. Dose 1 given after age 16... Date: -OR- c. I have read the CDC recommendations for the Meningococcal vaccine and I am declining to receive the vaccine and/or the booster (signature required):

Declined Signature: Date:

**Section D: Health Care Provider** – Only Required if form is completed by the provider (Signature or stamp also required)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Please Print)

Address: \_\_\_\_\_  
Street/P.O. Box

Phone: (\_\_\_\_) \_\_\_\_\_ Date: \_\_\_\_\_  
City State Zip

**Section E: Exemptions for Immunization Requirements**

**Physical or Religious Exemption**

- I am exempt from the above immunization on grounds of permanent medical contradiction
- I am temporarily exempt from the above immunizations until \_\_\_/\_\_\_/\_\_\_ (written explanation required)
- Immunizations are in conflict with my religious beliefs.

I, \_\_\_\_\_, affirm by my signature below, that I am exempt from the immunizations as required by the University of South Carolina Beaufort. I understand that I am subject to exclusion from the University in the event of an outbreak of a disease for which these immunizations are required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Online Student Exemption**

I, \_\_\_\_\_, affirm, by my signature below, that I will ONLY be enrolling in courses offered by distance learning, and therefore I will not be attending ANY classes on the USCB campuses. I understand that registering for a course offered on-campus or at a University owned or controlled facility will void this exemption, and I will be excluded from class until I provide proof of immunizations.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_