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

All existing charges are assigned in one of the four areas:

**Academic, Administrative, Service, Tuition**

All new charges are assigned to the New Charges or Fees area and upon approval, an area will be determined. In each section, click the area to propose a different charge.

**Example of Responsibility Academic Charges**

The comment icon under the Notes header shows all notes that apply to the specific charge. To view, place mouse pointer over the comment icon.
When additional information is provided for the charge, the comment icon will appear. To view, place 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 x 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**

**University of South Carolina**

**Budget Office**

**Responsibility Code - 14 - Academic Charges**

**USC - Columbia Academic Department Fees - Distance Education**

- **Description:** CORRESPONDENCE COURSE - EXTENSION FEE
- **Current Charge:** $40.00
- **Current Unit:** Full-time
- **Revised Charge:** *100
- **Revised Revenue:** 1000

Additional funds that will become available with this charge.

- **Revised Description:** Leslie's Fee
- **Revised Unit:** User Fee Per Section
- **Additional Comment:**

**Save**  **Clear Fields**  **Back >>**

---

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Notes</th>
<th>Charge</th>
<th>Unit</th>
<th>Additional Info</th>
<th>Revised Charge</th>
<th>Revised Revenue</th>
<th>Difference</th>
<th>% Difference</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>CORRESPONDENCE COURSE - COLLEGE - PER CREDIT HOUR</td>
<td>☐</td>
<td>$125.00</td>
<td>FULLTIME</td>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
</tr>
<tr>
<td>CORRESPONDENCE COURSE - EXTENSION FEE</td>
<td>☐</td>
<td>$40.00</td>
<td>FULLTIME</td>
<td>☐ ☐ ☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
<td>☐ ☐ ☐ ☐</td>
<td></td>
</tr>
</tbody>
</table>

To create a new charge, click the New Charges or Fees link.

Click the Create New Charge or Fee 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

Responsibility Code - 14

Administrator Requesting Fee:

Name: *

Phone: *

Email: *

Description: *

Type of Fee: *

- Enhancement Fee - One-time charge specific to college, major, and/or program.
- Program Fee - A student's program of study (primary major only) charges a fee on a semester basis.
- Departmental Fee - Applies to majors and non-majors. Specific course acronyms, i.e., ENOL or BIOL, initiate a charge to a student. Charge can be calculated per credit hour or a flat amount.
- Lab/Equipment Fee - Charge is course driven and applies in addition to any applicable program or department fees.
- Service Fee - Internal charges for goods and services provided by various units within the University.

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

- 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: [Type]
- 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.

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