SERVICE CHARGES USER-GUIDE

Tuition and Fees / User Fees Web System

Please enter your network username and password.

Username: 
Password: 

Login

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 to the Academic Charges or Service 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

Example of Responsibility Charges

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 - 14 - Service Charges**

**University Technology Services - UTS Mass Mail**

- **Description:** Mass Mail - One Time Campaign
- **Current Charge:** $350.00
- **Current Unit:** One Time
- **Comments:** USC Departments request mass email to notify and inform students, faculty, staff and other affiliates (i.e. Alumni Association, etc) without cost of letterhead paper, envelopes, handling charges and postage.
- **Revised Charge:** * 355
- **Revised Revenue:** * 1000

Additional funds that will become available with this charge.

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>Mass Mail - One Time Campaign</td>
<td></td>
<td>$350.00</td>
<td>One Time</td>
<td></td>
<td>$355.00</td>
<td>$1,000.00</td>
<td>$6.00</td>
<td>1.43%</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:**
- 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
- 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. *

Save  Back >>

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

Message from webpage

Are you sure you want to submit the charges and fees for Response Code 14?

[ ] OK  [ ] Cancel
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.