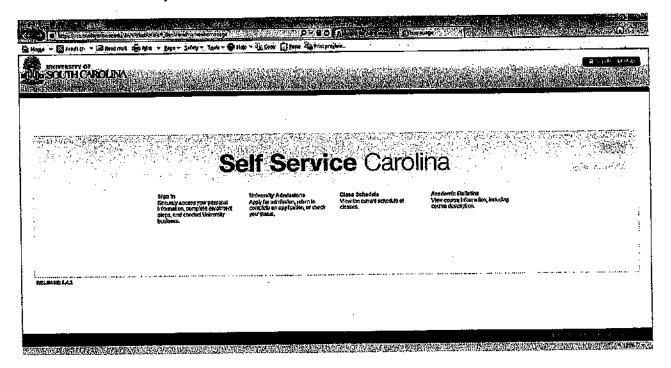
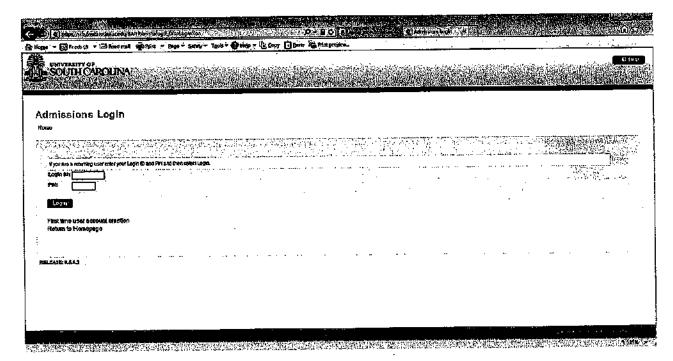
## # do not use internet explorer Online Application Process for ALL Dual Enrollment Participants

Go to the website: https://ssb.onecarolina.sc.edu

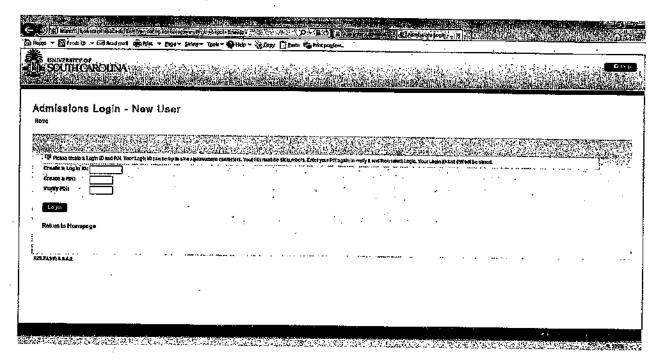
Select University Admissions



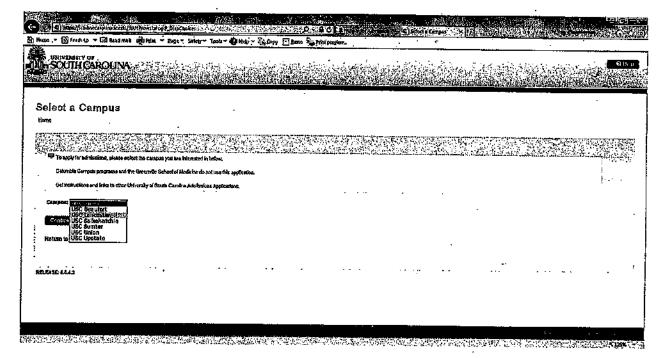
• Select First Time User Account creation



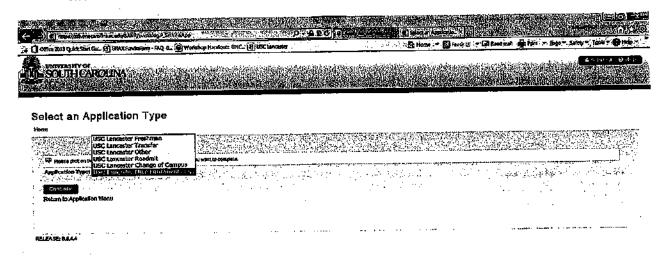
 Create a unique login and password. Be sure to write this down because you will need this login again during the process.



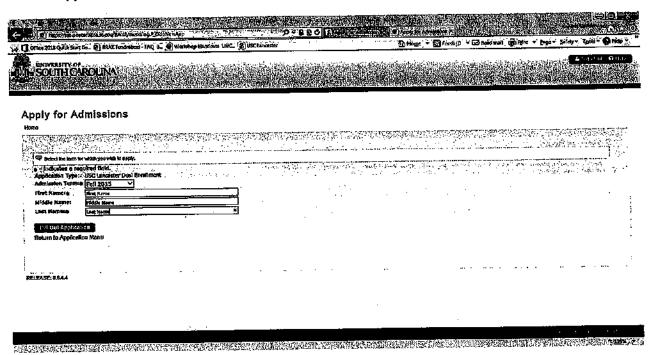
Click the down arrow at campus. Select USC Lancaster. Then click Continue.



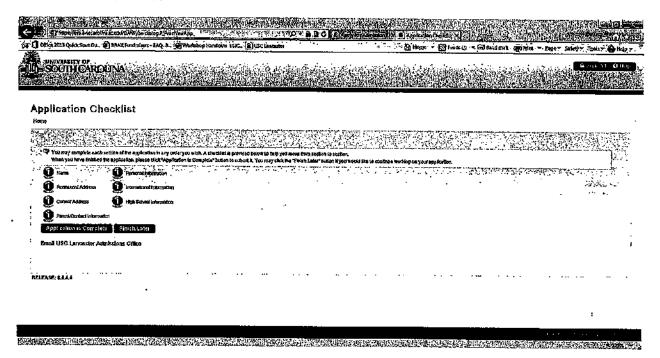
Click the down arrow. Select USC Lancaster Dual Enrollment in the Application Type screen.
 Click Continue.



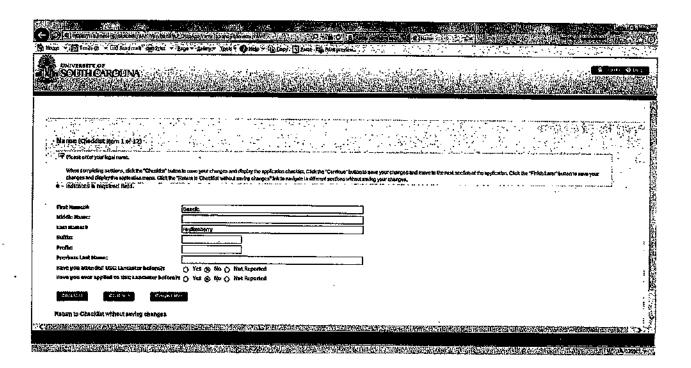
Select the FALL 2015 for admission term, type FULL name in correct boxes. <u>NOTE: Check for typing errors.</u> This is the name that will appear on your permanent records. Click Fill Out Application.



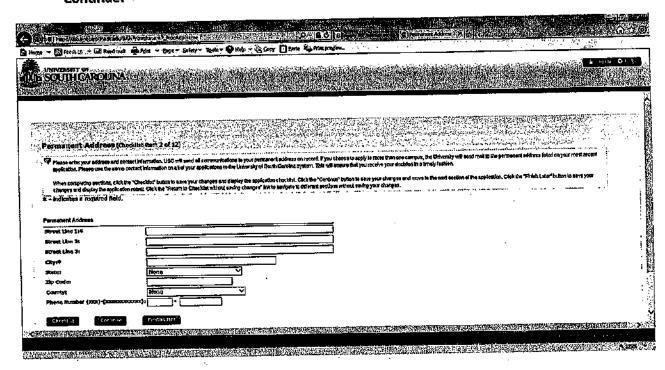
In the Application Checklist area, you will need to view and complete each section in order to submit your application. Click NAME first.



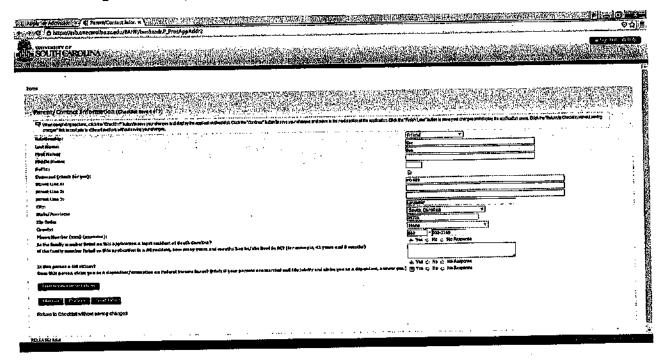
Complete the NAME form. Click Continue.



• Complete the Permanent Address form. Be sure to put a daytime phone number. Click Continue.



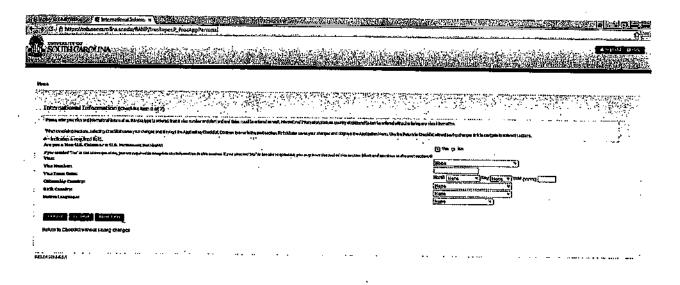
- This is the CURRENT ADDRESS screen. Since you are living at home while taking these classes you can simply click Continue.
- Parent/Contact Information: This information will assist USCL in applying for possible LTAP funding. When complete, click Continue.



 Personal Information: Please complete this section, including the residency, citizenship and years. This information will assist USCL in applying for possible LTAP funding. When complete, click Continue.

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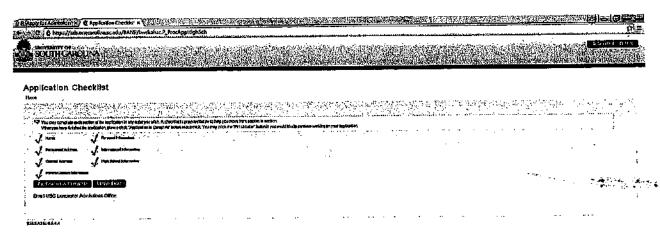
 If you checked "Yes' to the International Information question, you are required to complete the information in this section. If you checked 'No' to the above question, you may leave the rest of this section blank and continue to the next section.\*



 In the High School Information screen, select the "Lookup High School Code" to select your school code. Type in your high school graduation date. In the "describe your reason" box, please type dual enrollment course. Then click Continue.

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When you click continue, you will see this screen. If all areas have a RED check, Please click "APPLICATION IS COMPLETE".



ADMISSIONS AGREEMENT: Click I agree to the Terms.

You will then be asked to pay the \$10 application fee. If the fee is any other charge than \$10, you have completed the incorrect application.

You will need to enter a debit or credit card number to pay the \$10 application fee. Payment online is preferred. If this is not an option for you, please mail a check to USC Lancaster, PO Box 889, Lancaster, SC 29721, ATTN: Danelle Faulkenberry, Dual Enrollment. Check should be made out to USC Lancaster.

