



## Special Priced Courses & Lab Fees Request Approval Form

Request to ☐ Add / ☐ Change / ☐ Delete a special fee

Departments and Campuses will use this form to: request lab fees or specially priced courses and make changes to existing specially priced courses/lab fees, or delete existing specially priced courses/lab fees. This form is required each semester.

*A course fee cannot be entered nor requested until the course has been entered in the Dynamic Class Schedule.*

**Prohibited Transactions:** Instructors are not to collect money directly from students and then purchase items needed for academic classes. Likewise, instructors are not to purchase items and then sell them to students. Such practices violate University cash handling and purchasing policies.

**Deadlines:** Special priced courses and lab fees are required prior to the fee assessment deadline for the applicable semester. Please submit your request on or by the dates listed below to meet the billing deadlines for each semester.

**FALL 2025: JUNE 20th**

**SPRING 2026: OCTOBER 21st**

**SUMMER 2026: MARCH 13th**

### Campuses:

If your campus has additional courses or sections that are added after your initial submission to the Bursar's Office, please submit your list with the new courses only, to the Bursar's Office immediately after the course or section is created. **Fee requests should not be submitted after the fee payment deadline or the first day of class without written campus acknowledgment that the request is a late addition and students are appropriately notified.**

### Departments:

If your department has additional courses or sections that are added after your initial submission to the Bursar's Office, please submit your list with the new courses only, to the Bursar's Office immediately after the course or section is created. **Any fee requests submitted after the fee payment deadline and the first day of classes will require approval. A Memo from the Department Head/Business Manager addressed to the University Bursar for UofSC Columbia will be required. The request should acknowledge that the request is a late addition and how the students will be notified. The request may also be reviewed by the Provost and Chief Financial Officer and may not be billed for that term.**

**Contact Information:** Enter the name, telephone number and email address of an individual that can answer questions regarding your request.

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Department or Campus: \_\_\_\_\_



## REVIEWING FEES

### Reviewing The Lab Fees Or Special Prices Associated With Your Course(s):

When all the fees have been loaded into BANNER, the Bursar's Office will send you an email notification. Once you receive this notification, please review your fees by using the **Classes With Fees** Report located in Data Warehouse. This report will list the fees associated with a particular course or group of courses. You can run this report by Campus, College, Department, Detail Code or a specific course. **Be sure to check each Section requested.**

If you do not have access to Data Warehouse, please go to <https://www.sc.edu/daps/> and follow the instructions. Please make sure to allow enough time to gain this access and meet the deadlines.



### Classes With Fees

Report

☒ Detail  
☐ Summary

Term

Summer 2026  
Spring 2026  
Fall 2025  
Summer 2025  
Spring 2025  
**Fall 2024**  
Summer 2024  
Spring 2024  
Fall 2023  
Summer 2023  
Spring 2023

Campus

USC Aiken  
USC Beaufort  
USC Columbia  
USC Lancaster  
USC Salkehatchie  
USC Sumter  
USC Union  
USC Upstate

[Select all](#) [Deselect all](#)

College

00 - No College Designated  
1A - Univ of S Carolina Aiken  
1B - USCA School Business Admin  
1E - USCA School of Education  
1F - USCA Art Humanities Soc Sci  
1G - Univ of S Carolina Aiken Grad  
1H - USCA College of Humanities  
1N - USCA School of Nursing  
1S - USCA College of Sciences  
1T - USCA College of Sci and Engr  
1Z - USCA Additional Major(s)

[Select all](#) [Deselect all](#)

Department

0000 - Undeclared  
1ASC - USC-A Academic Success Center  
1BAD - USC-A Business Administration  
1BIO - USC-A Biology & Geology  
1CHM - USC-A Chemistry  
1COM - USC-A Communication  
1ECH - USC-A Early Childhood  
1EDU - USC-A Education  
1EGR - USC-A Engineering  
1ELM - USC-A Elementary Education  
1ENG - USC-A English

[Select all](#) [Deselect all](#)

Course ID-Subject

Keywords:  
Type one or more keywords separated by spaces.

[Options](#)

Results:

[Select all](#) [Deselect all](#)

Choices:

[Select all](#) [Deselect all](#)

Detail Code

Keywords:  
Type one or more keywords separated by spaces.

Course Section

Keywords:  
Type one or more keywords separated by spaces.

### Bursar's Office use only:

Date Received: \_\_\_\_\_

Date Fee(s) Entered: \_\_\_\_\_ By: \_\_\_\_\_

Date Confirmation Returned to Department or Campus: \_\_\_\_\_