How to Apply as a Non-Degree Seeking Student

Non-degree seeking students are part-time students who are not interested in earning a degree at USC Lancaster. Applicants who have been officially denied admission as degree-seeking students are not eligible for admission as non-degree students. Courses completed under this designation carry full University credit; however, none of the hours are applicable toward a degree until the student applies and qualifies for admission to a degree program.

- ✓ Complete the online application
- ✓ Requirements for admission:
    - ➢ Official college transcript (**must be from all institutions you have attended**)
        - If you have less than 30 hours of attempted college credit:
            - o Request that your high school mail an official transcript including your graduation date to **USC Lancaster Admissions, PO Box 889, Lancaster, SC 29721**. If your high school provides electronic copies of transcripts, please make sure they are signed before being sent.
        - If you have less than 30 hours of attempted college credit and are under the age of 21:
            - o Request that your official SAT or ACT test scores be sent directly from the testing agency (CollegeBoard.org or ACTstudent.org) to USC Lancaster
    - ➢ Pay $10 application fee
- ✓ Requirements for enrollment:
    - ➢ Immunization form and acceptable proof of immunization
    - ➢ Citizenship verification form and acceptable proof of citizenship
    - ➢ Additional information such as, but not limited to, the following may be requested as university policy and procedures are updated on a regular basis:
        - Proof of name change (if your name has changed at any time since birth and that name is listed on any transcripts, immunization records or citizenship documents)
- ✓ Admission
    - ➢ Once all required credentials have been submitted, your application will be reviewed and processed. You will receive notification of our decision by mail.
- ✓ Claiming Your Account
    - ➢ Your acceptance packet will include your VIP ID and a temporary password, along with instructions that you will need to follow in order to finish setting up your account.