

# Spring 2012 Payment Information

## Payment is due by January 3, 2012

If you make changes to your schedule after processing a payment, please go to the Business Office again to ensure that your registration is complete.

*Failure to do so may result in dropped classes.*

**In Person:** Monday through Friday from 8:00 am – 5:00 pm, *excluding holidays* (unless otherwise posted)  
(Available until 5:00 p.m. on January 3)

*\* Please do not make checks out in advance as payment is required in full for regular Spring and Spring Mini-mester classes. Cash refunds are not given.*

**E-Cashier:** Located on the web at [www.sandhills.edu](http://www.sandhills.edu). (must be complete by 5pm on January 3, 2012)

**Drop Box:** Located on the outside wall of Stone Hall (must be dropped by 5pm on January 3, 2012)

## Financial Aid (Pell)

If you are using financial aid to pay your tuition, your awarded funds will be applied to your charges if your financial aid is complete. Completed financial aid means that you have:

1. Completed a financial aid application (FAFSA)
2. Submitted your official GED or high school transcript
3. Submitted your official college transcript(s) (if applicable)
4. Received an award notification

**If you register for Spring 2012 and decide not to attend SCC, you must officially drop your classes. If you do not, you will be responsible for all charges.**

**Refunds** - The business office will process refunds for classes officially dropped through the SCC Course Change form. Students will receive a 100% refund of tuition and fees for **regular Spring Semester Classes** dropped by January 5, 2012 and a **75% refund of tuition only** for classes officially dropped between January 9<sup>th</sup> and 19<sup>th</sup>. **Regular Spring Session classes dropped after January 19<sup>th</sup> do not meet the refund criteria.**

*\*Students will receive a 100% refund of tuition & fees for Spring Mini-mester classes dropped by February 13<sup>th</sup> (during posted registration periods) and 75% refund of tuition for Spring Mini-mester classes dropped between February 14<sup>th</sup> and February 20<sup>th</sup>. Spring Mini-mester classes dropped after February 20<sup>th</sup> do not meet refund criteria.*

## ID & Parking Information for Spring

*Student ID's & parking permits are required for all SCC students.*

**In order to obtain a student ID**, you must show a picture ID (i.e. driver's license), have a student number and must have already paid for your classes or have pending aid on your registration statement.

**In order to obtain a parking permit**, you must have your vehicle's license plate number and current student ID.

**ID's made in the game room only during the following:**

Monday, January 2, 2012 ..... 8 a.m. – 6 p.m.  
Tuesday, January 3, 2012 ..... 8 a.m. – 5 p.m.  
Wednesday, January 4, 2012 ..... NO ID'S MADE  
Thursday, January 5, 2012 ..... 10 a.m. – 7 p.m.  
Friday, January 6, 2012 ..... NO ID'S MADE  
Monday, January 9, 2012 ..... 8 a.m. – 7 p.m.  
Tuesday, January 10, 2012 ..... 8 a.m. – 5 p.m.

*After January 10<sup>th</sup>, ID's and parking permits are obtained at the switchboard in Dempsey Student Center*

*Monday – Thursday from 8:00 a.m. – 9:00 p.m.*

*Friday from 8:00 a.m. – 4:00 p.m.*

## Bookstore

The hours of operation for the Bookstore are listed below.

(All FINANCIAL AID purchases allowed 01/03/12 through 01/27/12.)

Monday, January 2, 2012.....8:00 a.m. - 6:00 p.m.

Tuesday, January 3, 2012..... 8:00 a.m. - 5:00 p.m.

Wednesday, January 4, 2012.. 8:00 a.m. - 1:00 p.m.

Thursday, January 5, 2012..... 8:00 a.m. - 7:00 p.m.

Friday, January 6, 2012.....8:00 a.m. - 1:00 p.m.

Monday, January 9, 2012..... 8:00 a.m. - 7:00 p.m.

Tuesday, January 10, 2012.....8:00 a.m. - 5:00 p.m.

**All TEXTBOOK refunds require a receipt.**

Refund dates are as follows:

Full refunds with receipt deadline 01/13/12.

Refunds with receipt & drop/add slip deadline 01/27/12.

**INTERNET or HYBRID COURSES:** For Hybrid courses, instructors will provide direction for the online component in the first class meeting. For Internet courses, all Internet courses include an orientation activity to verify your attendance in the course. You must login to your course and complete the activity within the first three days of the semester to demonstrate you are actively participating in the course. If you do not complete the activity, you will be dropped from the course.