

## F.A.Q (Frequently Asked Questions)

### Enrollment Management

**Q: How do I get proof of enrollment?**

A: What you need is a Student Verification: That Covers: Insurance for students to remain on parents insurance, Hospital Bills that can be reduce by 40%, Scholarship Award and Employment.

1. Student must be full time student with 12 credit hours or more.
2. Must do on Claflin University Letter Head.
3. Must have the Claflin University Seal.
4. Must verify every semester.

**Q: Would you verify a Student?**

A:

1. Starting date at The University.
2. Date of graduation.
3. Type of Degree
4. Majors
5. Honors
6. Last Date Attended

**Q: How would I change my Major or Minor?**

A:

1. Students must go to The Department Chair of their department to be release to go another department.
2. Majors are offered by each academic department. The courses comprising each major and the credit hours required by each are determined by individual departments. Students are permitted to select double majors.
3. A student may change his/her major or minor with the written approval of the Department Chair and the School Dean. Such a change may lengthen the period required for graduation. No grade below "C" will satisfy the course requirements in a major or minor area.
4. Major or Minor approval through Academic Affairs.
5. Enrollment Management makes the change in the system.

*Students can receive the change form from Academic Affairs or The Office of Enrollment.*

**Q: When is the deadline for changing incomplete grades?**

A: Incomplete grades must be removed within the first nine weeks of the succeeding semester in residence. The faculty member must report the change on a Change of Grade Form to the Enrollment Management Office by the time that mid-term grades are due.

**Q: How do I compute my grade point average?**

A: A semester average is obtained by dividing the total number of credit hours elected during one semester into the total number of quality points received during the same semester. A cumulative average is found by dividing the total number of credit hours elected into the total number of quality points received.

Whenever any student shall repeat a course, such course shall be counted only once in computing his/her grade point average. The higher grade shall always be used for this purpose; however, all grades received for the same course will remain on the academic transcript.

**Q: What is the procedure for external study credit and cross enrollment courses at other institutions?**

A: Students must obtain the approval of the Vice President for Academic Affairs to take courses at other accredited institutions to be applied toward their degree requirements. In order to receive credit for external study, students must have a minimum 2.0 grade point average and complete both an external study form and course substitution forms prior to enrollment in the proposed course(s). Claflin students will not receive credit for upper-level courses (300-400 level) taken at two-year institutions. Courses taken at South Carolina State University and Orangeburg Calhoun Technical College under the cross-enrollment agreement entered into by those schools and Claflin are considered to have been taken in residence at Claflin.

**Q: How do I obtain a Transcript?**

A: The following data is required to request a transcript:

Full Name (all names used)  
Social Security Number  
Dates Attended  
Complete "Send to" Address  
Student's Telephone Number  
Signature

Official Transcript fee: \$5.00 –money order or cashier check for all fees. Personal checks are not accepted. Call our Cashier's Office at 803-535-5409 or 803-535-5432 to submit payment by credit card.

Transcript faxed fee: \$3.00

Student copy of Transcript fee: \$2.00

Transcript request form can be found on Claflin University's website at [www.claflin.edu](http://www.claflin.edu) click on Admission, go to Office of Enrollment Management, click on Transcript Request.

Complete the Transcript Request Form. Please print and fax, or mail your request form.

Mail to:  
Office of Enrollment Management

Clafin University  
400 Magnolia Street  
Orangeburg, SC 29115

**Q: How long does it take to process my Transcript Request?**

A: The processing time for a transcript request is 72 hours except during registration and graduation, your request will take longer to process.

**Q: How do I Apply for GI Bill Benefits and how do I get certified?**

A: The application form may be completed and submitted online at [www.gibill.va.gov](http://www.gibill.va.gov). If you do not have the capability to apply online, you can call 1-888-GI BILL-1 (1-888442-4551) to have a form mailed to you. You may also receive an application form from the Office of Enrollment Management located in Tingley Hall.

Certification by the Clafin University VA Certifying Office in the Office of Enrollment Management (located in Tingley Hall) is required for eligible students who wish to receive VA educational benefits. Eligible students must have completed the registration process (which includes a schedule) before they may receive VA educational benefits.

**Q: How many hours should I enroll in to be a full time student?**

A: Undergraduate students must be registered for a minimum of twelve (12) credit hours each semester to be enrolled at full-time status. A full time load may range from twelve credit hours to 19 credit hours; however, sophomore, junior, and senior students who have earned a minimum 2.0 cumulative grade point average or a 3.0 grade point average for the current semester may register for a maximum of 21 credit hours with written approval of the appropriate dean.