# Student Dynamic Forms Guide
This guide is only for USC Palmetto College Regional Campuses Students.

Dynamic Forms is an electronic form submission process that allows requested documentation to be submitted securely. The USC Palmetto College Regional Campuses Financial Aid Offices uses Dynamic Forms to collect data securely for processes such as verification. If you have questions or need help using Dynamic Forms, please contact the Financial Aid Office on your campus.

How to Access Required Forms – Initial Request

1. Login to Self Service Carolina (SSC). If you do not have access to your SSC account, you may need to activate it via https://myaccount.sc.edu first.

2. Once logged into SSC, select "Financial Aid" and then "Eligibility".
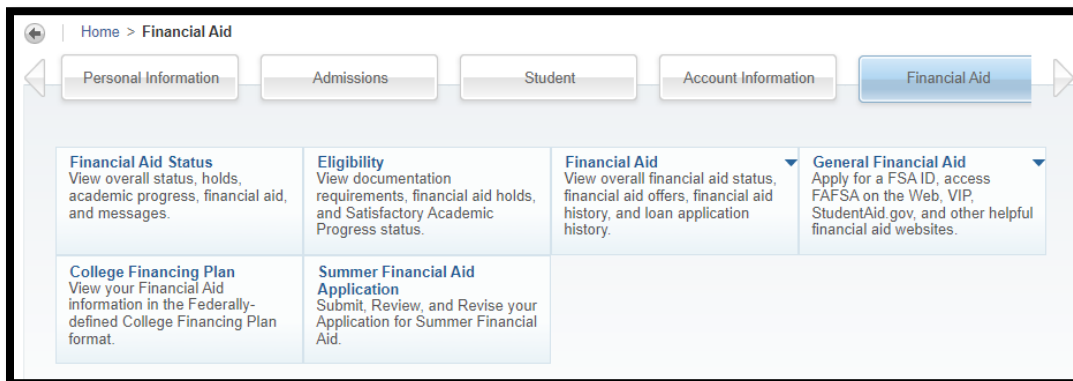

3. Select your campus and then the aid year for which you are inquiring.
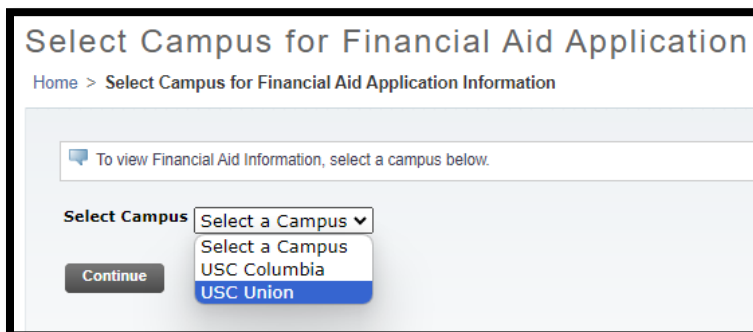
4. Review the unsatisfied requirements and take action. There may be a link to a form within the requirement or the link may have been sent to your USC email account. If there is a form link within the requirement, click on the link and complete the form.

How to Complete Your Form

1. Once you have successfully logged in and click on the form link, you will see a Welcome screen, which will list the name of the form. Click on the "Complete This Form" button to enter the form.
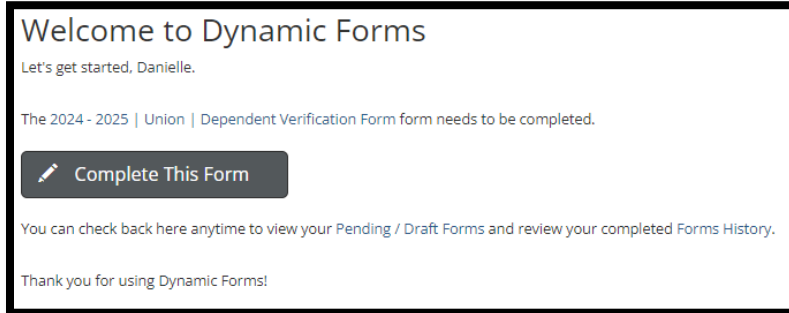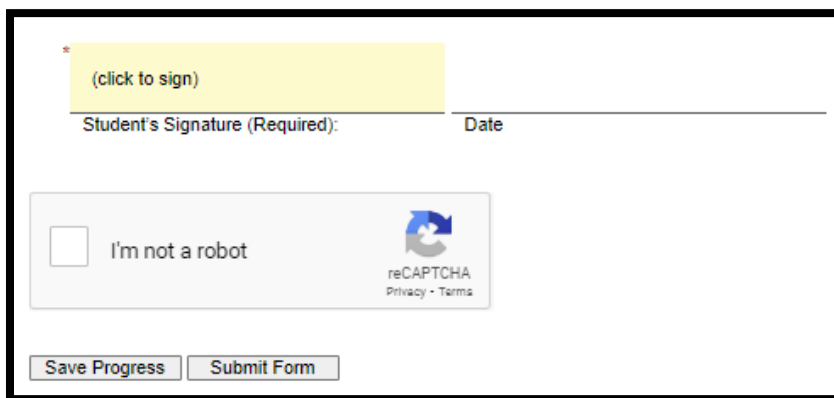

2. <u>If you are a dependent student</u>, you must enter your FAFSA parent(s) name and email address so that they can complete their section of the form. An email will be sent to the address you provide, asking your parent to complete and sign their section of the form. An email and confirmation message will also be sent to you. We will not be able to receive or process your form until the parent section(s) have been completed and submitted by the parent you have designated.
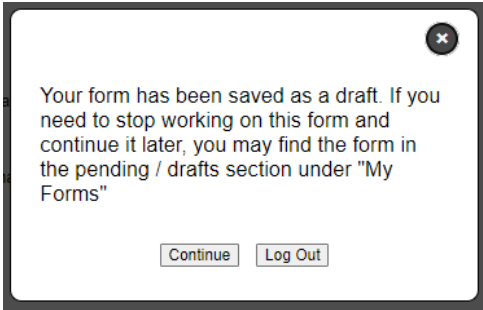
   <u>If you are an independent student,</u> complete all required information about you and/or your family then submit the form. You will then receive a confirmation message and email.
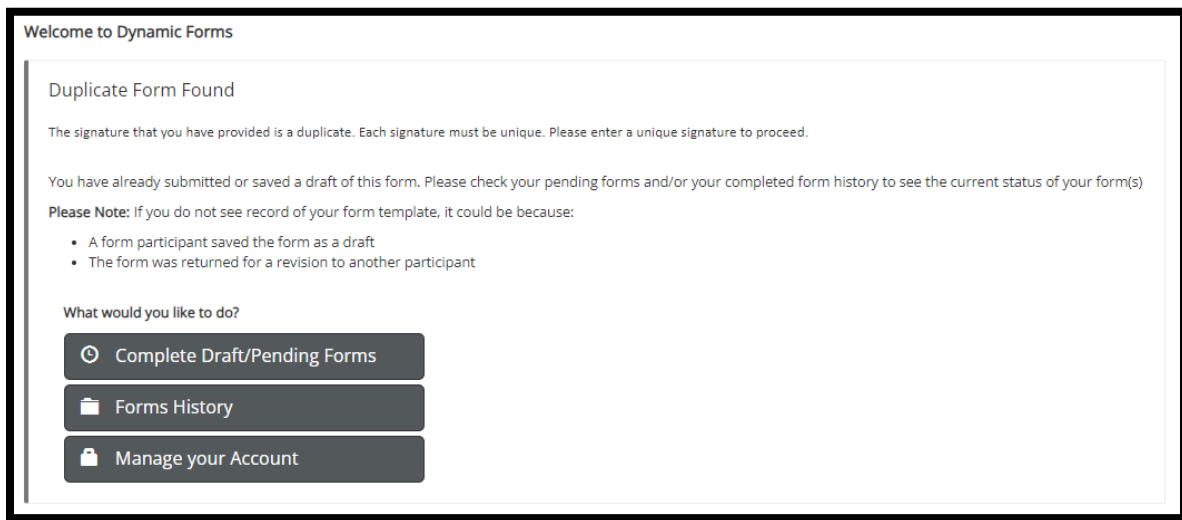
Save Your Progress

If you start the form but are unable to complete it, you may save your progress by clicking the "Save Progress" button. This will allow you to come back to the form at a more convenient time.
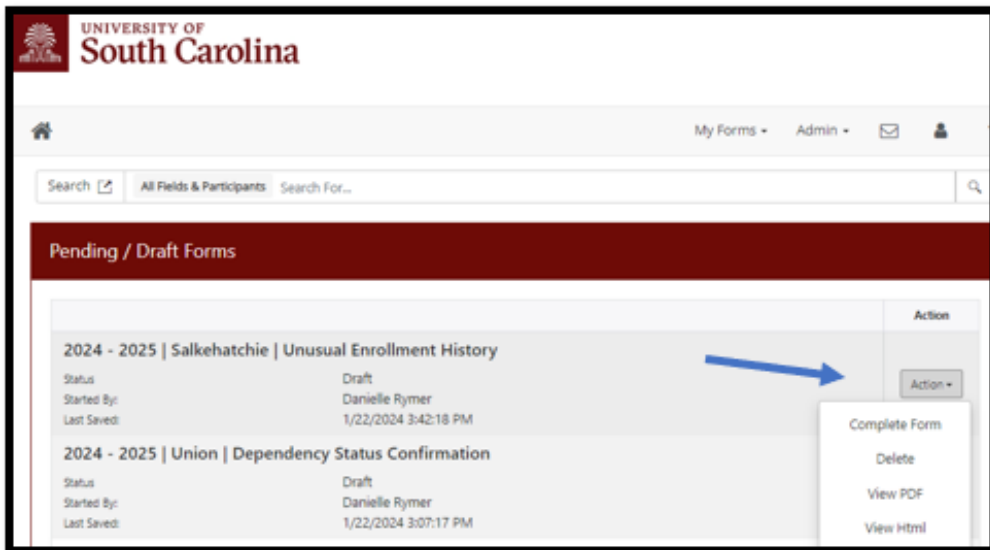

Your form will then be saved as a draft.

Your form has been saved as a draft. If you need to stop working on this form and continue it later, you may find the form in the pending / drafts section under "My Forms"

Continue   Log Out

The original link you clicked on in your Self Service Carolina or email will remain in Self Service Carolina until the form is submitted and processed by our office. If you saved a draft of the form, when you click on the original link, you will see the following message:

Welcome to Dynamic Forms

Duplicate Form Found

The signature that you have provided is a duplicate. Each signature must be unique. Please enter a unique signature to proceed.

You have already submitted or saved a draft of this form. Please check your pending forms and/or your completed form history to see the current status of your form(s)

Please Note: If you do not see record of your form template, it could be because:

- A form participant saved the form as a draft
- The form was returned for a revision to another participant

What would you like to do?

⏱ Complete Draft/Pending Forms

📁 Forms History

🔒 Manage your Account

When you are able to continue your form, click the original link then "Complete Draft/Pending Forms". From the list of Pending/Draft forms, click on "Action" for the correct pending form then select "Complete Form".

UNIVERSITY OF
South Carolina

My Forms ▾   Admin ▾   ✉   👤

Search ☑   All Fields & Participants   Search For...   🔍

Pending / Draft Forms

		Action
2024 - 2025 | Salkehatchie | Unusual Enrollment History		Action ▾
Status	Draft	Complete Form
Started By:	Danielle Rymer	Delete
Last Saved:	1/22/2024 3:42:18 PM	View PDF
2024 - 2025 | Union | Dependency Status Confirmation		View Html
Status	Draft	
Started By:	Danielle Rymer	
Last Saved:	1/22/2024 3:07:17 PM	

Once you finish the form and e-sign it, it will be submitted electronically to our office or to your parent (if you are dependent and required by the form). After the form is submitted, you will receive a confirmation message and email.
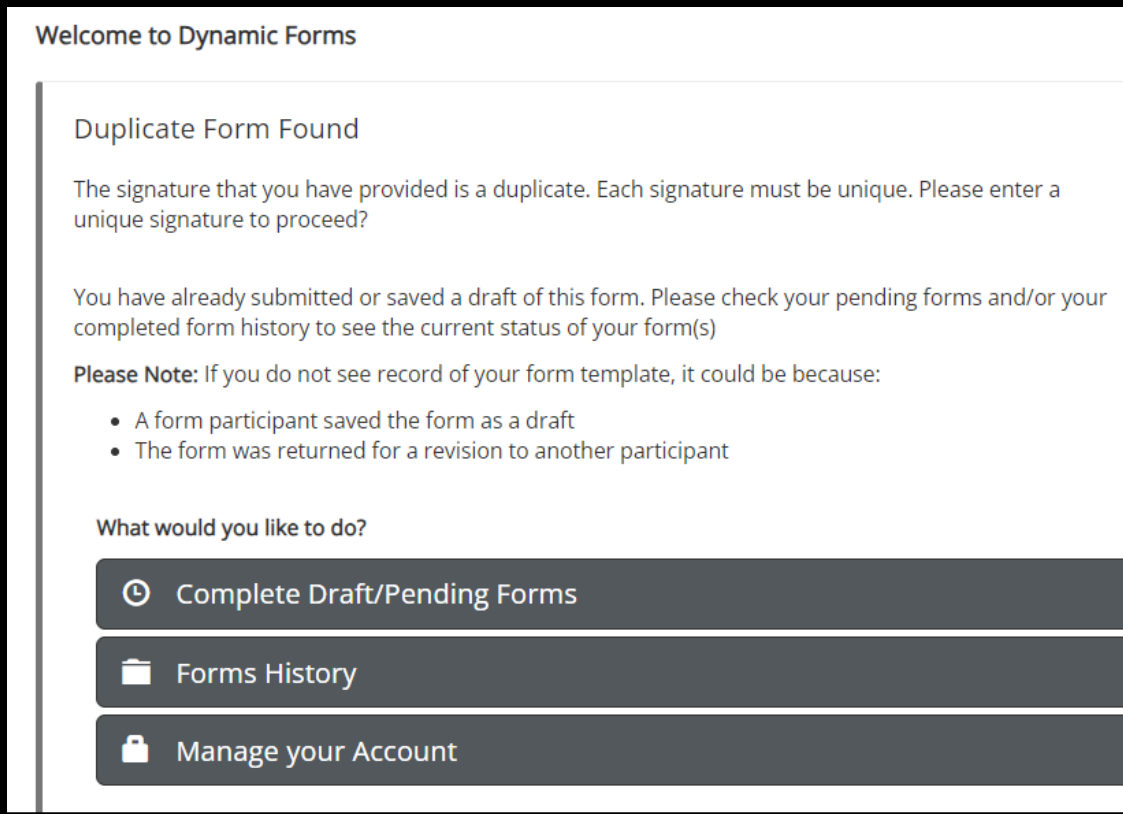
Returned Form

For dependent students, the school or your parent(s) can return a form to you if it is incorrect. If this occurs, you will:

- Be sent an email explaining that your form has been returned to you. Read this carefully for information about what needs to be corrected!
- Click the link provided in your email labeled, "Click here to complete your section of the form."
- Correct and resubmit your form. If you are dependent, the form will be sent to your parent again for their review and signature. If you are independent, the form will be submitted to our office for processing.

Duplicate Submission Request

If you attempt to fill out a form more than once, you may receive a warning message letter you know that the form has been previously submitted. If you receive this message and you need to update your form after submission, please contact your campus Financial Aid Office for help.