How to Approve or Deny a Course Request
Step 1

Visit http://virtualsc.org
Step 2

Choose the Dashboard Login button
Step 3

Enter your username and password to select Sign Me In.
Step 4

Click on the **Reports** tab in the blue taskbar
Step 5

Scroll to the Enrollments block

Click on Course Requests
Step 6

Status filter: Waiting_Review

Click Get Data
Step 7
Check any necessary boxes in the Accommodations column.
Step 8

Select one or more course requests to approve or deny

Click **Approve Selected** to approve the course request(s)

Click **Deny Selected** to deny the course request(s)
Congratulations!

You have completed the steps required to approve or deny a course request.

Please feel free to contact VirtualSC Student Services for any additional assistance at 803-734-8039.