Welcome to the Professional MBA Program at USC Moore School of Business. Now that you have been admitted to the PMBA Program, you must complete the following steps. Please read through this document carefully. Some steps involve important forms you must provide to the University before you are able to register for classes. Other steps contain important log-in information to access university systems.

☐ **Step 1:** In early July 2017, the University of South Carolina’s Board of Trustees approved a non-refundable deposit of $250 for the Professional MBA program effective Fall 2017 term. This deposit will be applied to your first term’s tuition bill. Go to the [2017 Professional MBA Program Deposit form](#) to select your payment option. Since this fee was recently implemented, there is currently not an on-line payment option. You may pay by check or credit card. USC policy prohibits accepting credit card information by phone or fax. Please print the form, complete it and mail it to the address on the form, enclosing a check if that’s your preferred method of payment.

☐ **Step 2:** [PMBA Locator Form](#) - Information about the program is distributed through an email distribution list. Once you complete the locator form, your e-mail address will be added to that list and you will be added to the PMBA Community on Blackboard. Please make sure that you update this address if you make changes.

☐ **Step 3:** [PMBA Blackboard Community](#): Within the PMBA Community, you will find each semester’s schedule of courses, elective information, syllabi, and a host of other information about the PMBA program. This will become a very important resource throughout your tenure in the program. Once you have obtained your Network Username, you must complete the locator form and Lauren Welch, PMBA Program Manager, will add you to the PMBA Community in Blackboard.

☐ **Step 4:** [USC Student Immunizations](#): Proof of the required immunizations must be on file prior to class registration. If you were a prior USC student, you may not need to submit again. Please check with Lauren Welch. Note that the exemption policy will not apply to you solely based on the fact that you will be registering in a distance education section given that you are required to enroll in courses that have PMBA Saturday meetings at the USC Columbia campus. Please submit the [USC Student Immunization form](#) by mail, fax or email to the Allergy/Immunization Clinic. For questions concerning immunizations, please call 803-777-9511.

**Mailing Address:**
USC Thomson Student Health Center
Allergy/Immunization Clinic
1409 Devine Street
Columbia, SC 29208

**Email Address:** immunize@sc.edu

**Fax Numbers:** 803.777.3960 or 803.777.3955
Step 5: Citizenship Verification Form - All USC students must present proof of citizenship or lawful presence in the U.S. before enrolling. Verification of immigration status for non-citizens will be conducted by international student officials. For other students, a proof of citizenship verification process has been adopted to deter and prevent false claims of citizenship by unlawful aliens attempting to evade the eligibility requirements of section 59-101-430. For more information, visit the Registrar’s website at registrar.sc.edu to find out more about the citizenship verification process. The USC Citizenship Verification Form can be mailed to the indicated address or faxed to 803.777.6349. If you are an international student, you will need to contact Vince Guarino, Incoming Student Coordinator, and USC International Student Services by email or phone at 803.777.7461 to see what you need to submit to fulfill the citizenship requirement.

Step 6: Health Insurance - All USC students are required by the University of South Carolina to have health insurance, either through AIG (University sponsored insurance plan) or a comparable USC approved company. Many PMBA students have insurance either through their work or spouse. Every PMBA student wishing not to use the USC-provided insurance will be required to complete a waiver. The waiver will provide documentation of enrollment in a comparable health insurance plan. You will be responsible for waiving out of the required USC health insurance each fall and spring term of your enrollment. More information regarding this process can be found at University-Sponsored Health Insurance. Once you have successfully completed the health insurance waiver, you will receive a confirmation email from the email address custmerservice@studentinsurance.com. This email may be sent to your USC student email. If you have any questions, please contact the Health Insurance Assistance Office 803-777-3175, option 3.

Step 7: Financial Aid: Students who plan to receive federal financial aid must complete a 2017-2018 FAFSA application for the Fall 2017, Spring 2018 or Summer 2018. Please visit USC Office of Financial Aid and Scholarships for more information. You may contact Holly Gilliam directly with any financial aid questions by email or phone at 803-777-0542. Please check PMBA Tuition and Fees for the current tuition rates as well as other associated fees.

Step 8: Carolina Card: All new Columbia Campus students can now upload a photo for their CarolinaCard. New students should log on to CarolinaCard at my.carolinacard.sc.edu. Click on the link “CarolinaCard Photo Upload” and follow ALL four (4) easy steps. The CarolinaCard Office will send an email to notify you whether your photo has been accepted or rejected. If the photo is rejected, detail information will be included in the email as to the reason for the rejection and how to correct the problem. You can contact the CarolinaCard Office at 803.777.1708 should you have any questions.

After completing and submitting the forms and steps above, you are ready to register for class. You will need to access Self Service Carolina in order to register. Please follow the instructions below:

Self Service Carolina (SSC) (my.sc.edu): Students use SSC to register for classes, manage their financial aid information, and view their class schedule, while faculty use SSC to communicate with students and assign grades.

- To sign in to Self Service Carolina, you’ll need your VIP ID and password.
- What is my VIP ID? Your VIP ID is an eight-digit number that has been assigned to you by USC, providing you access to multiple university sites. If you have been offered admission to the university, you can find your VIP ID in your acceptance letter from the graduate school. You’re also given access to your VIP ID if you’ve applied for financial aid.
- Lost or forgotten your VIP ID? If you’ll be a new student in the fall, contact the Division of Information Technology Service Desk.
- If you’re faculty, staff, or an existing student, sign in to VIP and look under the Personal tab (see next
bullet for more details).

- **What is my USC ID?** The USC ID is used primarily by USC staff and faculty to manage student information and records. Please note that the USC ID is not the same thing as your SSN. However, if you’re a newly admitted student you can use the last four digits of your Social Security Number go to Set Your VIP ID Password to see your VIP ID and set your password. If you do not have an SSN or did not provide one on your admissions application, the last four digits of your USC ID are provided in your admission acceptance email as an alternate way to access your VIP credentials.

- **What is my Network Username?** Your Network Username is an eight-character combination of your first and last names, and it may also include your middle initial and/or numbers. You’ll use it to access USC Student Email; university wired and wireless networks, Blackboard libraries, and some college/department systems. To locate your Network Username or set your password, visit my.sc.edu and sign in using your VIP ID and password.

**Once you log into Self Service Carolina, you must enroll in Duo Security MFA.** Please be advised that all students are now required to use multifactor authentication (MFA) to login to university systems that store personally identifiable data. Upon logging in, you will need to take an extra step to verify your identity. This can be done through a variety of ways, including text message, mobile application, software token, hardware token, landline, and one-time passwords.

Here are the steps you need to take to prepare:

1. Before you can register to use the Duo Security MFA system, you must first set-up security questions in your VIP account. Visit https://my.sc.edu/vipid/claim to complete this process.
2. Once you have successfully claimed your VIP ID and set-up security questions, please register for Duo Security by visiting https://my.sc.edu/multifactor. (You may be asked to enter your Network Username and password before being directed to my.sc.edu.) An instructional video and frequently asked questions are available for your reference at https://www.sc.edu/multifactor.

After completing the steps above, you are all set. If you have questions, please contact the Division of Information Technology Service Desk at (803) 777-1800 or submit a self-service ticket. We are confident that these new security measures will better protect our university.

**Registration Information** – As a PMBA student, you are officially a student of the USC Columbia campus. However, each PMBA course requires that you register for a specific section code based on the classroom location you attend. It is important that you register for the correct section each time for each course so that we have accurate location enrollment data.

**Section numbers for the sites:**

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You will register for ACCT 728: Financial Accounting in Fall I and MGSC 711: Quantitative Methods in Fall II. MGMT 770: Competing Through People can be completed during Fall I and Fall II or you can wait to complete it during Spring I and Spring II.

Please be sure you register for the appropriate section and time. All students must register for the section that corresponds with their primary regional classroom location, with the exception of the Competing Through People course which is only held at the Darla Moore School of Business in Columbia. Please check your schedule before classes begin to ensure that class meeting times or locations have not changed.

If you have trouble finding which section number corresponds to your location, please send an email to Lauren Welch. This information is also located in the PMBA Community under “Section Info.”

Tuition is due before the first day of classes (Monday, August 28, 2017), but I encourage you to pay as soon as possible to ensure your classes aren’t dropped for nonpayment. You must pay for all classes you are registered for. A $75 Reinstatement Fee will be assessed to students who have been dropped from their classes due to nonpayment and wish to be re-enrolled in classes for the same term after the drop/add period. This fee is assessed per occurrence.

Spring 2018 registration will begin in early November 2017. You will need to check Self-Service Carolina (SSC) for your registration eligibility. If you are ineligible to register, SSC should indicate the reason. You should take care of any registration holds immediately. Anyone with an immunization or citizenship verification hold should send those documents directly to the indicated department. If you are missing other documents (Official GMAT scores, official transcripts, etc.), you should communicate directly with Ed Lilly, USC Graduate School by email or phone at 803.777.7218. All registration holds should be resolved within a week of when you submit the paperwork.

Blackboard is course delivery software used in academic settings. Faculty members use Blackboard to post syllabi, readings, assignments, notes, class discussions and more. Each course has its own Blackboard pages. Your USC email address is your Blackboard username PLUS @email.sc.edu. Your Blackboard Username and Password are the same as your USC network username/password. The DEFAULT ADDRESS IN BLACKBOARD is your USC email address. If you want to forward email that will come to you through Blackboard to an account other than the default USC email, do the following: Log into Blackboard, go to the TOOLS box in the upper left-hand corner, click on personal information, click on Edit Personal Information and under #1 Personal Information enter at EMAIL the email address at which you would like to receive your emails.

Please contact Lauren Welch by email or by phone at 803.777.3981 if you have any questions or issues about the information above.

Lauren Welch
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803.777.3981