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. You will need your VIP ID, USC ID and Network ID to complete some of these steps. Instructions for finding these ID’s begin on page 3.

- **Step 1: PMBA Deposit** - A non-refundable deposit of $250 is required for the Professional MBA program. *This deposit will be applied to your first term's tuition bill* and is due upon admission notification. There is currently not an online payment option. You may pay by check or credit card. Please note that USC does not accept VISA credit cards. USC policy prohibits accepting credit card information by phone or fax. Complete the *2018 Professional MBA Program Deposit form* and return it by mail to the address listed.

- **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: Enroll in Duo Security MFA** - All students are required to use multifactor authentication (MFA) to log in 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](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](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](https://www.sc.edu/multifactor).

If you have questions, please contact the Division of Information Technology Service Desk at 803.777.1800 or submit a self-service ticket.

- **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 registering for classes. If you were a prior USC student, you may not need to submit again. Please check with Lauren Welch. Note that the exemption policy for distance education does not apply to PMBA students since 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 citizenship verification can be completed online. If you are an international student, you will need to contact Caroline McKelvie, 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** - USC students are required by the University of South Carolina to have health insurance, either through CHP (University sponsored insurance plan) or a comparable USC approved company. Many PMBA students have insurance through their work or through a 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. 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 4.

Step 7: **Financial Aid** - Students who plan to receive federal financial aid must complete a 2017-2018 FAFSA application for 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: **CarolinaCard** - All new PMBA students can now **upload a photo for their CarolinaCard**. Once the photo has been submitted 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 if 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 your SSN. However, if you’re a newly admitted student you can use the last four digits of your Social Security Number to Set Your VIP ID Password to see your VIP ID. If you do not have a 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.

**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.

You will register for ACCT 728: Financial Accounting for the Spring I term. Select the accurate section for your location from the section number below:

<table>
<thead>
<tr>
<th>Section</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>M00</td>
<td>Columbia</td>
</tr>
<tr>
<td>M01</td>
<td>Aiken</td>
</tr>
<tr>
<td>M02</td>
<td>Bluffton</td>
</tr>
<tr>
<td>M03</td>
<td>Charleston</td>
</tr>
<tr>
<td>M04</td>
<td>Charlotte</td>
</tr>
<tr>
<td>M05</td>
<td>Greenville</td>
</tr>
<tr>
<td>M06</td>
<td>Spartanburg/Upstate</td>
</tr>
</tbody>
</table>
You will register for MGSC 711: Quantitative Methods for the Spring II term. Register for section M00

MGMT 770: Competing Through People can be completed during Spring I and Spring II or you can wait to complete it during Fall I and Fall II. Register for any of the following sections: M10, M11, or M12.

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 Quantitative Methods in Spring II and 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.

Payment is due for classes as you register for them. Please check the Bursar’s Office payment deadlines page for details. 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.

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
PMBA Program Manager
Lauren.Welch@moore.sc.edu
803.777.3981