PMBA New Student Checklist

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.

☐ **Step 1: Graduate School Acceptance Email** - Upon admission to the Professional MBA program, you received an email from The Graduate School (gradapp@mailbox.sc.edu). Check your spam or junk folder for this email if you did not receive it.

   1. Follow the provided link within the email to the Graduate School Application Status Portal to view your VIP ID and USC ID.
   2. You may need to request login information for this system using your application email address and birth date.
   3. Locate your VIP ID and USC ID within the portal. You will need these in order to claim your Network Username and to complete onboarding.

☐ **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.

   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 4: PMBA Confirmation Fee** - A non-refundable fee of $250 is required for the Professional MBA program. *This fee will be applied to your first term’s tuition bill.* You must have access to your VIP and USC ID's in order to pay your deposit online in Self-Service Carolina (Step 3). Students should log in to my.sc.edu and click on "Pay Enrollment Fee" under the Newly Admitted Students section. PMBA Students should select and pay the University of South Carolina Darla Moore School of Business confirmation fee. Please note that the University charges a $6.25 credit card convenience fee for online payments.
Step 5: 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. 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 6: 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 7: Health Insurance - USC students are required by the University of South Carolina to have health insurance, either through AHP (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 AHP directly at 1-855-844-3015.

Step 8: Financial Aid - Students who plan to receive federal financial aid must complete a 2019-2020 FAFSA application for Spring 2019 or Summer 2019. 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 9: 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 the application portal through 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.
- **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.
  - 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 the letter found in the Graduate School Application Status Portal 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.
**You will register for MGSC 711:** Quantitative Methods for the Spring II 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 – MGSC 711</td>
</tr>
<tr>
<td>M20</td>
<td>Columbia – ACCT 728</td>
</tr>
<tr>
<td>M01</td>
<td>Aiken</td>
</tr>
<tr>
<td>M02</td>
<td>Bluffton</td>
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<tr>
<td>M03</td>
<td>Charleston</td>
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<tr>
<td>M04</td>
<td>Charlotte</td>
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<tr>
<td>M05</td>
<td>Greenville</td>
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<tr>
<td>M06</td>
<td>Spartanburg/Upstate</td>
</tr>
</tbody>
</table>

**MGMT 770: Competing Through People** is 15 weeks long and will be completed during Spring I and Spring II. Register for any of the following sections: M10, M11, or M12. This course has weekly coursework due and three required Saturday class meetings in Columbia.

**NOTE:** Please be sure you register for the appropriate section and time for each class. 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 in person 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.

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. 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.

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 Blackboard Username and Password are the same as your USC network username/password.
- The DEFAULT ADDRESS IN BLACKBOARD is your USC email address. Your USC email address is your Blackboard username PLUS @email.sc.edu. If you want to forward emails 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 your academic advisor by email or by phone if you have any questions or issues about the information above.

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