

FALL 2023

Professional MBA Program

# New Student CHECKLIST



**Darla Moore**  
**School of Business**  
UNIVERSITY OF SOUTH CAROLINA

# New Student Checklist



Welcome to the Professional MBA program. Now that you have been admitted, you must complete the following steps. Please read through this document carefully.

Important Dates

Graduate School

Acceptance Email

Access Self-Service Carolina

Enroll in Multifactor

Authentication

PMBA Confirmation Fee

PMBA Locator Form

USC Proof of

Student Immunizations

Citizenship Verification Form

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## Important Dates



### **ORIENTATION:**

Saturday,  
August 19, 2023

### **FIRST DAY OF FALL I TERM:**

Monday,  
August 28, 2023

## 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.

## ACCESS SELF SERVICE CAROLINA

New graduate students must set up their [Self-Service Carolina account](#). This is the university's interactive website where you will manage your academic, financial, and personal information. Students use SSC to register for classes, manage their financial aid information, and view their class schedule. Please reference [the online guide](#) for a list of frequently asked questions.

Please follow these steps in the order presented below. This will allow you to obtain the pieces of information needed for the following step.

1. [Self-Service Carolina VIPID Lookup Portal](#) (Retrieve your VIP ID after you have been admitted to the university)
2. [First-time Self-Service Carolina user activation](#) (Retrieve your network username, setup password, answer security questions)

## ENROLL IN MULTIFACTOR AUTHENTICATION

All students are required to use [multifactor authentication \(MFA\)](#) to log in to university systems that store personally identifiable data. MFA requires students to take an extra step to confirm their identity.

Once you have successfully claimed your VIP ID and set up security questions in the steps above, please register for [Duo Security](#). (You may be asked to enter your VIP ID and password before being directed to my.sc.edu.) A [Duo Security instructional video](#) and frequently asked questions are available for your reference at [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](#).

## 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 IDs in order to pay your deposit online in Self-Service Carolina.

Students should log in to [my.sc.edu](http://my.sc.edu) and click on “[Pay enrollment deposit/fee](#)” under the Newly Admitted Students section. PMBA students should select and pay the **University of South Carolina Darla Moore School of Business Graduate Program confirmation fee**.

**Please note that the University charges a \$6.25 credit card convenience fee for online payments.**

## **USC EMAIL ADDRESS**

The student email system is [Microsoft Office 365](#), a cloud-based collaboration tool that includes Word, Excel, PowerPoint and Outlook. Windows users will also have to Access, OneNote and Publisher.

### **GETTING STARTED:**

1. Know your [network username and password](#).
2. Know your email address: networkusername@email.sc.edu
3. To access Office 365 online through the Outlook Web App, go to [outlook.com/email.sc.edu](http://outlook.com/email.sc.edu)
4. To download Microsoft Office, go to [outlook.com/email.sc.edu](http://outlook.com/email.sc.edu), log in with your email address and network username password and then choose Settings, Office 365 settings, Software.

If you are having issues logging in to your email account, reset your network username password in [my.sc.edu](http://my.sc.edu), wait five minutes, then try logging in to email again. If you continue to have issues, contact the [service desk](#).

Your email account will remain active for two years after you have taken your last class.

## **PMBA LOCATOR FORM**

Complete the [PMBA locator form](#). Use your USC email address to complete the 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 distribution list and you will be added to the PMBA Community on Blackboard.

Please make sure that you update this email address if you make changes.

## **USC PROOF OF STUDENT IMMUNIZATIONS**

Proof of the [required immunizations](#) must be on file prior to registering for classes. If you were a prior USC student, you should contact the [Center for Health and Well-Being](#) to confirm that your records are still on file and request that they remove your hold.

The University of South Carolina requires all students born after Dec. 31, 1956, to be immunized against or provide proof of immunity to MMR (Measles, Mumps, Rubella).

Students must enter their immunizations in the “Medical Clearances” portion of [MyHealthSpace](#) and upload

supporting documentation providing proof of immunizations signed by a medical provider. (Note: You can take a photo of your documentation with your phone and upload the photo). Please also enter your immunization dates and vaccine types in the "Medical Clearances" portion for each vaccine received. **You will not be able to register for classes** until University Health Services has your required immunizations on file.

For questions concerning immunizations, please call 803-777-9511.

## **CITIZENSHIP VERIFICATION FORM**

The state of South Carolina requires students attending a public university in the state to provide confirmation that they are a citizen or national of the United States or an alien lawfully present in the United States. U.S. students must submit [online citizenship verification](#) through Self-Service Carolina prior to registering for classes. You will need access to your VIP ID and password to complete the form online.

Non-U.S. citizens must submit immigration documentation to [International Student Services](#). Visit the University Registrar's Residency and Citizenship website for more information.

If you are an international student, you will need to contact Beth Tilley at [tilleyk@mailbox.sc.edu](mailto:tilleyk@mailbox.sc.edu), incoming student coordinator, and USC International Student Services by email ([uscfaid@mailbox.sc.edu](mailto:uscfaid@mailbox.sc.edu)) or phone at 803-777-7461 to see what you need to submit to fulfill the citizenship requirement.

## **TUITION AND PAYMENTS**

The university [offers multiple tuition payment options](#), including a payment plan. Please choose the option that works best for you and be sure to make payment arrangements prior to the payment deadline for each semester. You can find out more about funding your MBA by visiting the [PMBA website](#).

**All PMBA students, regardless of location, pay the same rate for tuition and fees. If your tuition statement has a line item description for "non-resident tuition," please disregard this as you are not actually being assessed a different tuition rate.**

Students who plan to receive federal financial aid must complete a 2023–2024 FAFSA application. Please visit the [USC Office of Financial Aid and Scholarships](#) for more information.

You may contact the Office of Student Financial Aid and Scholarships directly with any financial aid questions by email ([uscfaid@mailbox.sc.edu](mailto:uscfaid@mailbox.sc.edu)) or phone at 803-777-8134. Please check the [PMBA Tuition and Fee Page](#) for the current tuition rates as well as other associated fees.

If your employer will be paying for your tuition and fees, or if you have questions about the process to have your employer pay a partial amount, please reach out to the [Bursar's Office](#) by phone at 803-777-4233 or by email at [bursar@mailbox.sc.edu](mailto:bursar@mailbox.sc.edu).

## CAROLINACARD

New PMBA students must upload a photo to obtain their [CarolinaCard](#). Once the photo has been submitted, the CarolinaCard Office will notify you whether your photo has been accepted or rejected. If the photo is rejected, information will be included in the email as to the reason for the rejection and how to correct the problem. CarolinaCards will be distributed at orientation for new students.

If you were previously a USC student, you will need to contact the CarolinaCard Office for assistance with having the photo portal re-opened.

If for some reason your CarolinaCard is not made available, the CarolinaCard Office will mail your CarolinaCard directly to you for a fee of \$20 (\$10 mailing fee and \$10 print fee). You can contact the CarolinaCard Office at 803-777-1708 if you have any questions.

## STUDENT IDS

You are assigned a [network username](#) when you are admitted to the university. You will use your network username to log in to the wired and wireless networks, university email and some other university systems. Before using your network username, you will need to set a password in [my.sc.edu](#). For security purposes, the password expires every six months.

Your [VIP ID](#) is an eight-digit number that is assigned to you when you are admitted to the university. It is used to log in to Self-Service Carolina. Your VIP ID is included on your acceptance letter, given to you if you have applied for financial aid and available in [my.sc.edu](#).

The [USC ID](#) is a unique combination of letters and numbers used by faculty and staff to securely manage your student information and records. You may be asked to provide your USC ID to verify your identity. The USC ID, which is not used to log in to any system, will be printed on the back of your CarolinaCard and available in [my.sc.edu](#).

## REGISTRATION

**After completing and submitting the forms and steps above, you are ready to register for class.** Please follow the instructions below:

You will register for classes through [Self-Service Carolina](#). To sign in to SSC, you will need your VIP ID and password.

You will need to check Self-Service Carolina 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 or GRE scores, official transcripts, etc.), please send an email to [gradinfo@moore.sc.edu](mailto:gradinfo@moore.sc.edu).

[View this registration video](#) to learn how to register for a class in SSC.

## COURSE INFORMATION

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

**Fall I term runs:**

August 28 to October 16

**Fall II term runs:**

October 25 to December 14

You are expected to log in to Blackboard and familiarize yourself with your course pages prior to the start of each term.

The recommended course sequence for your first semester is as follows:

- **Fall - ACCT 725: Financial Accounting (3 credit hours)**
  - This course is a full semester course (14 weeks) and will be completed during both Fall I and Fall II terms.
  - This course will not have a class session every week. Synchronous evening class sessions will be held on the following Thursdays: 08/31, 09/21, 10/12, 11/09, and 11/30
  - This course also requires an in-person session in Columbia at the Darla Moore School of Business on Saturday, December 9th from 9:00 a.m. - 5:00 p.m.
- **Fall I - MGSC 711: Quantitative Methods (3 credit hours)**
  - This course will meet on Tuesdays during the first set of seven weeks of the fall semester from 6:00 - 9:00 p.m. during the Fall I term.
- **Fall II - MGMT 770: Competing Through People (3 credit hours)**
  - This course will meet on Tuesdays during the second set of seven weeks of the fall semester from 6:00 - 9:00 p.m. during the Fall II term.

**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. Please check your schedule before classes begin to ensure that class meeting times or locations have not changed.

<b>Section</b>	<b>Location</b>
M00	Columbia
M01	Aiken
M02	Bluffton
M03	Charleston
M04	Charlotte
M05	Greenville
M06	Spartanburg
M07	Parris Island

Payment is due for classes prior to the beginning of the semester. Please check the [Bursar's Office payment deadlines page](#) for details.

## HEALTH INSURANCE

**Note: Students must be registered in a minimum of 6.00 credit hours (two classes) in order to waive out of the university sponsored insurance plan. You can only waive out of the university sponsored plan AFTER you have registered for classes. The waiver process is not available immediately upon registration, it may take up to 36 hours after you register for the AHP system to update and allow for the waiver to be submitted.**

All graduate students enrolled in six or more credit hours are [required by the university to have health insurance](#) and must either purchase or waive out of the university-sponsored plan.

The cost of the university-sponsored Student Health Insurance Plan offered through BlueCross BlueShield of South Carolina is \$2,984\* per year. For details regarding the health insurance requirement (including how to purchase USC health insurance or waive out of the requirement), please refer to the [Student Health Services website](#).

\*This fee is subject to increase for future academic years.

**Waive out** of the university-sponsored plan during the published waiver period by providing documentation of enrollment in a comparable health insurance plan. Otherwise, the fee

for the mandatory health insurance plan will be applied to your tuition bill. Use this [health insurance reference guide](#) or this [health insurance video](#) to assist you during the waiver process.

- Visit [sc.myahpcare.com/waiver](http://sc.myahpcare.com/waiver) and select the appropriate student link.
- Log in using your USC ID (the one letter and number combination found at [my.sc.edu](http://my.sc.edu) under "View my IDs and manage my passwords.")
- The password is your date of birth in MMDDYYYY format (ex. 01311980), unless you have previously logged in to the system and manually changed it.

NOTE: If you are registered for less than six credit hours, you will not see the USC plan on your tuition bill. You will still be charged for the university plan when you register for your second seven-week term. **You are responsible for waiving out of the required USC health insurance each fall and spring term of your enrollment.**

If you have any questions during the waiver process, please contact AHP directly at 1-855-844-3015.

## UPDATING USC PASSWORDS

On April 1, 2019, the Division of Information Technology launched [myaccount.sc.edu](http://myaccount.sc.edu), which allows individuals to manage their university passwords in one location. It's no longer necessary to visit multiple websites to change passwords, make changes to multifactor authentication information, update personal email address, or change Carolina Alert notifications. All of these functions can now be handled in [myaccount.sc.edu](http://myaccount.sc.edu).



Please take a moment and visit [myaccount.sc.edu](http://myaccount.sc.edu). Click on Update Account Settings and verify your email preferences, your personal email address, and your Carolina Alert notifications. In the future, simply visit this site whenever you need to update your information.

If you have questions, simply visit the self-service portal at [sc.edu/ithelp](http://sc.edu/ithelp).

## **BLACKBOARD**

[Blackboard](#) is a 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 page. The PMBA Community contains important information for students including course syllabi, the PMBA academic calendar and registration information.

Your Blackboard username and password are the same as your USC network username/password.

The DEFAULT email 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.

## **IMPORTANT CONTACT INFORMATION**

If you need further assistance through onboarding, please reach out to your PMBA recruiter:

### **Kathy Rollins**

Associate Director of Recruiting

803-760-9091

[kathy.rollins@moore.sc.edu](mailto:kathy.rollins@moore.sc.edu)

Aiken, Bluffton, Charleston, Columbia, & Parris Island

### **Lauren West**

Assistant Director of Recruiting

803-360-4785

[lauren.west@moore.sc.edu](mailto:lauren.west@moore.sc.edu)

Charlotte, Greenville, Spartanburg, & outside footprint

Once orientation has been held, you will reach out to the PMBA Student Services Manager for assistance as a current PMBA student.