SPRING 2027

Professional MBA Program

ONBOARDING GUIDE



Darla Moore
School of Business
UNIVERSITY OF SOUTH CAROLINA



Onboarding Guide

Welcome to the Professional MBA program. Now that you have been admitted, you must complete the following steps alongside the Graduate School's New Student Checklist.

- ☐ Save Important Dates
- ☐ Graduate School Acceptance Email
- ☐ Confirmation Fee
- ☐ USC Email Address
- ☐ PMBA Locator Form
- ☐ Course Information
- ☐ Tuition and Payments
- ☐ Carolina Card
- ☐ Blackboard
- ☐ Important Contact Information

ONCE YOU HAVE COMPLETED THESE STEPS, YOU WILL BE ABLE TO REGISTER.

Important Dates

IMMERSION DAYS:

Friday, January 8 – Sunday, January 10, 2027

FIRST DAY OF SPRING I TERM:

Monday, January 11, 2027

ADMITTED STUDENT WEBINARS:

Wednesday, December 2 at 12 p.m. and 5:30 p.m.

USC PROFESSIONAL MBA ADMITTED STUDENT WEBINARS

Join the MBA Team to learn about the tools and resources you'll have access to during your PMBA Program. Choose a lunch hour or evening session (presentations are repeated and recorded).

USC PROFESSIONAL MBA IMMERSION DAYS

Immersion Days are a kick-off to your PMBA program. You will attend a three-day (Friday evening through Sunday) experience with new student panels and networking opportunities, and you will immerse yourself in one on-site course.

Stepping into your MBA experience with a multi-day immersion will provide you with needed information to have a successful student experience, learn about the expectations of being a PMBA student, and build the lifelong peer and faculty connections that will advance your personal growth. The impact of your MBA education on your career is immediate as you work through structured learning sessions of your first core MBA course.

Immersion Days are required in-person sessions held on the Columbia, SC, campus twice a year, prior to the Spring and Fall semester class start.

- **January 8-10, 2027**
  - **Students must have been admitted no later than December 11, 2026 in order to enroll in the Spring 2027 Immersion**
  - **Asynchronous pre-work will become available on December 26, 2026**
- **Summer and Fall 2027 entering cohort Immersion Days TBA**

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.
4. Complete the Graduate School's New Student Checklist.

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 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 credit card convenience fee for online payments. DEPOSIT DEADLINE: 30 days from receipt of official graduate school acceptance email.

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 access to 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

4. To download Microsoft Office, go to 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, 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. **You must 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.

CLASS INFORMATION

During your first semester, please follow the recommended course sequence outlined below. Academic advising will become available after initial enrollment to help you plan future coursework.

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.

Registration opens simultaneously for terms I and II each semester.

Spring I term runs: January 11-March 1 **Spring II term runs: March 15-April 29**

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:

Spring| MKTG 701: Marketing Management (3 credit hours)

- This mandatory course is a 3-day in-person immersion held at the Columbia campus from Friday, January 8 to Sunday, January 10. Asynchronous pre-work will become available on December 26. Course logistics information will be shared in Blackboard once you are registered for the class.
- Please note: Students must have been admitted no later than December 11, 2026 in order to enroll in MKTG 701 for the Spring 2027 semester. Any student admitted after December 11 will be asked to take MKTG 701 in the Fall 2027 semester.

Spring I | MGSC 711: Quantitative Methods in Business (3 credit hours)

- This course will meet once a week during the first set of seven weeks of the spring semester from 6:00 – 9:00 p.m. EST during the Spring I term.

Spring II | MGMT 770: Organizational Behavior (3 credit hours)

- This course will meet once a week during the second set of seven weeks of the spring semester from 6:00 – 9:00 p.m. EST during the Spring 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.

SECTION	LOCATION
M00	Columbia
M03	Charleston
M04	Charlotte
M05	Greenville
M30	Remote

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

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 FAFSA application. Please visit the USC Office of Financial Aid and Scholarships to access the current FAFSA and 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) 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.

TUITION RATES

Spring 2027	$810 per credit hour
Summer 2027	$990 per credit hour
Fall 2027	$990 per credit hour

Tuition rates are subject to change without notice upon Board of Trustees mandate.

CAROLINACARD

New PMBA students must obtain their CarolinaCard. You can choose a mobile card or a physical card. Physical cards must be picked up in-person.

For mobile CarolinaCards, you will need to download an app from the App Store or Google Play Store.

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

You can contact the CarolinaCard Office at 803-777-1708 if you have any questions.

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.

All orientation details and modules can be found in Blackboard.

IMPORTANT CONTACT INFORMATION

If you need further assistance through the checklist, please reach out to: the Graduate Programs Coordinator or email the team: pmba@moore.sc.edu.

STRO PROTHRO

Graduate Programs Coordinator
803-983-5475
william.prothro@moore.sc.edu

You will receive contact information for your PMBA Student Services Manager once you are ready to register.