ORIENTATION HANDBOOK
2022-2023 Undergraduate programs at the Darla Moore School of Business
Undergraduate Division

The undergraduate staff welcomes the opportunity to answer all questions about students' academic careers, including study abroad, national student exchange, internships, minoring outside the business school, business scholarship information and much more. The staff also can refer students to the appropriate offices for assistance with non-academic concerns such as financial aid, fee payment or housing issues.

We also serve as a resource for the following:

**Registration Exception Form (AS-199):** Permission to add or change sections of a course after the last day to drop/add, if space is available and with instructor permission.

**Overload:** Permission to take more than 18 credit hours during a regular semester or more than seven credit hours during a summer session. Approval is generally given only to students who had a 3.000 semester GPA their previous term. Overloads (more than 16 credit hours) may generate additional tuition cost. Consult with the UofSC Bursar’s Office regarding potential additional fees.

**Pass-Fail Option (AS-20):** Permission to take a course pass-fail. Only elective courses not used for graduation may be taken pass-fail.

**Departmental Scholarships:** Departmental scholarships are limited and competitive. Applications can be found on the Moore School website.

**Special Enrollment Request:** Permission to receive credit for courses taken at another accredited university or college while enrolled at UofSC. Must be completed with your assigned Moore School academic advisor. Student must be in good standing at UofSC and the Moore School.

**Internship/Independent Study Contracts:** Non-credit and credit-bearing internships are advertised on Handshake. Juniors and seniors must meet with an advisor to see if credit can be applied to their program of study.

**Petition:** Students who seek exceptions to academic regulations may file a petition in consultation with their academic advisor.

**Hardship Withdrawal:** During and after the Withdrawal Fail Period, it may be necessary for a student to withdraw from all courses for the semester due to a significant personal hardship (e.g., medical or family emergency, prolonged illness, other medical or traumatic event). In these situations, students are able to petition for a Hardship Withdrawal from courses through the Office of Hardship Withdrawals. Each Palmetto College Campus has an equivalent hardship withdrawal process for managing petitions from students enrolled on their campus.

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General questions: undergrad@moore.sc.edu

International Business questions: undergrad.ib@moore.sc.edu
Academic Policies

Students should become familiar with the Undergraduate Bulletin and use it as a reference. The bulletin includes useful information about academic units and faculty, degree and progression requirements and course descriptions. Students can access the Undergraduate Bulletin online: academicbulletins.sc.edu

Below are some important topics covered in the Academic Regulations section of the Undergraduate Bulletin. Learn more about these policies at bit.ly/sc_ugpolicies.

COURSE LOAD:
Undergraduate students who are enrolled in 12 semester hours or more for the fall, spring, or summer semester are considered full-time for academic purposes. Students who have been verified as learning disabled by the Office of Student Disability Services must be enrolled in nine semester hours or more for the fall, spring or summer semesters to be considered full-time students with regard to access to university residence halls and eligibility for financial aid, provided this is consistent with their academic advisory plan. Full-time fees for undergraduate students are calculated on 12 to 16 semester hours.

DROPPING A COURSE:
An undergraduate student may drop a course via Self Service Carolina. Courses from which the student withdraws by the last day to change a course schedule or drop without a grade of “W” will not be recorded on a student’s permanent record. Before Nov. 2, 2022, the grade of “W” will be recorded on a student’s transcript, but the semester hours will not enter into the computation of grade point average. In summer sessions and other shortened sessions this period will be 50 percent of the total number of class hours instead of seven weeks. (See the university’s academic and refund calendars on the registrar’s website.) Removal of a “W” grade is not permitted except in cases of documented administrative error. Students dropping a course or withdrawing from the university after the first seven weeks of a semester will normally receive a grade of “WF”. A “WF” is treated as an “F” in the evaluation of suspension conditions and in computing the student’s grade point average. Students who stop attending classes without officially withdrawing will have the grade of “FN” recorded for all courses. This grade is included in all calculations and totals. Withdrawal from courses after the last day of classes is not permitted.

For a listing of add/drop dates for each academic semester at UofSC-Columbia, please click on 'part of term' in the following website: bit.ly/course-withdrawal.

COURSE GRADE FORGIVENESS:
Beginning with the Fall 2007 semester, it is the policy of the University of South Carolina that every currently enrolled fully-admitted, degree-seeking undergraduate earning a “D+”, “D”, “F” or “WF” in a UofSC course may take up to two (2) undergraduate courses for a second time for the purpose of grade forgiveness. Both the first and second grades for the same course shall appear on the UofSC permanent record, but only the second grade will be used in computing the University of South Carolina cumulative grade point average. An explanatory notice will appear on the record. Once grade forgiveness is applied to a repeated course, the action may not be revoked. Eligible students wishing to apply the course grade forgiveness policy to a course enrollment may do so at any time during his/her undergraduate enrollment, but no applications will be honored after the degree is awarded.

Grade forgiveness can only be applied once per course for a maximum of two courses (not to exceed eight credits) on a student’s undergraduate academic record, without regard to the number of degrees sought. Under the grade forgiveness policy, the forgiven and repeated class must both be taken at the same UofSC campus.

*Effective the 2012-13 academic year; for a course taken the first time beginning in the Fall 2012 semester, the original course (first attempt) and the second attempt in the same course may be taken at the UofSC-Columbia campus or a UofSC regional campus (Lancaster, Salkehatchie, Sumter or Union). This does not apply to courses taken at UofSC Aiken, UofSC Beaufort and UofSC Upstate. Courses transferred from other institutions are excluded from this policy.

INCOMPLETE GRADES:
An Incomplete is assigned at the discretion of the instructor when, in the instructor’s judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, family hardship or verified learning disability. The grade of “I” is not intended to give students additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time. By arrangement with the instructor, the student will have up to 12 months in which to complete the work before a permanent grade is recorded. Re-enrolling in the course will not make up an Incomplete. An Assignment of Incomplete Grade form (AS-5) must be completed by the instructor and submitted to the Office of the University Registrar explaining the reason for the “I” and conditions for make-up. A grade of “I” is not computed in calculating a student’s grade point average. After 12 months an “I” that has not been made up is changed to a grade of “F” or to the back-up grade indicated by the faculty member on the Assignment of Incomplete Grade form.

NR (NO RECORD):
No Record (NR) is assigned in the event that the grade is not available at the time final grades are submitted. It is a temporary mark on the transcript and must be replaced by a grade. If replacement does not occur before the last week of the spring or fall semester following the term for which the grade was recorded, a grade of “F” will be assigned. The “NR” is ignored in computing the GPA.
AUDITING:
Auditing a course consists of attending classes and listening without responsibility for any assignments or examinations. An auditor is not responsible for any assignments or examinations. No record of audit shall appear on a transcript unless a student attends 75 percent of the classes.

No credit may be earned in an audited course by examination or otherwise. No audited course may be repeated for credit at a later date except by those students who have been verified as learning disabled by the Office of Student Disability Services and whose academic advisory plan recommends auditing a specific course before it is taken for credit.

Students who have registered for a course on an audit basis and who wish to change their registration to take the course for credit (or who wish to change from credit to audit) must do so no later than the last day to change course schedule or drop without a grade of W being recorded, as published in the academic and refund calendars on the Registrar's website.

CHANGES IN ENROLLMENT:
Adding a course, changing from credit to audit or audit to credit, changing from one section to another, and changing the number of credits in any variable credit course must be completed by the last day to change course schedule or drop without a grade of "W" being recorded, as published in the academic and refund calendars on the registrar's website. Electing or revoking the Pass-Fail option must be completed no later than the last day for dropping a course with a grade of "W", as published in the academic and refund calendars on the Registrar's website.

ACADEMIC PROBATION:
When a student's cumulative University of South Carolina GPA at the end of any semester is less than a 2.00, he or she is placed on academic probation.

FIRST-YEAR FRESHMAN ACADEMIC RECOVERY PROGRAM:
First-year freshmen who have less than a 2.00 total institutional grade point average at the end of their first semester of collegiate enrollment are considered at risk. During the first six weeks of their second semester, these students must participate in an academic coaching session before being eligible to register for courses for the third semester. These sessions will provide students with assistance in developing academic skills and learning strategies and will identify other resources they need to meet their academic goals. This requirement is in addition to any made by the student's college, school or academic program.

NOTIFICATION OF STUDENT RIGHTS UNDER FERPA:
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Carolina to comply with the requirements of FERPA. Additional details are available online at bit.ly/reg_FERPA.
Code of Conduct for Undergraduate Business Students

The Darla Moore School of Business is recognized globally for educating students who are prepared to become responsible business and civic leaders. An effective learning environment where students and faculty value integrity, professionalism and diligence is foundational to this mission. Consistent with these values, the Student Leadership Council and the faculty of the Darla Moore School of Business expect students to:

- Spend a minimum of two hours outside of class studying for each hour of classroom time;
- Exhibit classroom behavior that is respectful to faculty and fellow students;
- Refrain from the use of phones and other electronic equipment during class, unless permitted by the instructor;
- Arrive at class on time, actively participate in class and not leave class early;
- Keep up with assigned readings and complete assignments on time;
- Contribute fully to team assignments;
- Respect the university's staff and be responsible stewards of its facilities; and
- Abide by the University of South Carolina Honor Code

Approved by the Undergraduate Student Leadership Council and the faculty of the Darla Moore School of Business.

For more information, please visit: bit.ly/dmsbconduct.

Carolinian Creed at the University of South Carolina

The community of scholars at the University of South Carolina is dedicated to personal and academic excellence. Choosing to join the community obligates each member to a code of civilized behavior.

As a Carolinian...

- I will practice personal and academic integrity;
- I will respect the dignity of all persons;
- I will respect the rights and property of others;
- I will discourage bigotry, while striving to learn from differences in people, ideas, and opinions;
- I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.

Allegiance to these ideals requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.

For more information, please visit: bit.ly/uofsc_creed.
Honor Code Policy at the University of South Carolina

It is the responsibility of every student at the University of South Carolina to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. The following examples illustrate conduct that violates the Honor Code, but this list is not intended to be an exhaustive compilation of conduct prohibited by the Honor Code.

- **Unauthorized Assistance:** Giving or receiving unauthorized assistance, or attempting to give or receive such assistance, in connection with the performance of any academic work.

  **Examples:** cheating on tests, helping someone to cheat on a test, working on an assignment or homework with someone when it is not permitted, etc.

- **Unauthorized Materials:** Unauthorized use of materials or information of any type or the unauthorized use of any electronic or mechanical device in connection with the completion of any academic work.

  **Examples:** cheat sheets during tests, using a cell phone during a test to get answers, use of a calculator during a test when not permitted, etc.

- **Access to Exam Before Examination:** Access to the contents of any test or examination or the purchase, sale, or theft of any test or examination prior to its administration.

  **Examples:** disclosing the content of a test to a friend who is in another section and taking the test after you, stealing a test before it is given, etc.

- **Plagiarism:** Unauthorized use of another person’s work without proper acknowledgment of source.

  **Examples:** copying and pasting information as if it were your own work, not citing quotes or materials, poor paraphrasing, not citing after paraphrasing, utilizing another student’s paper and turning it in as your own, etc.

- **Lying:** Intentional misrepresentation by word or action of any situation of fact, or intentional omission of material fact, so as to mislead any person in connection with any academic work (including, without limitation, the scheduling, completion, performance, or submission of any such work).

  **Examples:** fabricating documents, signing someone in on the attendance sheet for a class (or asking someone to sign in for you), taking a test or quiz for someone, lying about why you missed class, or need to make up a test, or need an extension on an assignment, etc.

- **Bribery:** Offering or giving any favor or thing of value for the purpose of influencing improperly a grade or other evaluation of a student in an academic program.

  **Examples:** Offering someone money for a better grade in the class, on a project, etc.

- **Interference:** Conduct intended to interfere with an instructor’s ability to evaluate accurately a student’s competency or performance in an academic program.

Placements Tests and Results

MATH:

Math Placement Test: bit.ly/uofscmathplacement
(Both the Algebra and Pre-Calculus test are accepted, but the Algebra test is preferred.)
Math Department Phone Number: 1-803-777-5313
Math Department Email Address: assess@math.sc.edu

REQUIRED SCORES

The following table lists the lowest MPT score needed to register for the most common MATH courses at UofSC. Note that a grade of "C" or better in another course can satisfy the prerequisite for some MATH courses. Note that all you have to do is satisfy the requirement in one of the three columns in the following table.

<table>
<thead>
<tr>
<th>MATH Course</th>
<th>MPT Algebra</th>
<th>MPT PreCalc</th>
<th>Grade of “C” or Better</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 111i: Intensive Basic College Mathematics</td>
<td>4-7</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>MATH 111: Basic College Mathematics</td>
<td>8</td>
<td>7</td>
<td>-</td>
</tr>
<tr>
<td>MATH 115: Precalculus Mathematics</td>
<td>-</td>
<td>7</td>
<td>MATH 111, MATH 111</td>
</tr>
<tr>
<td>MATH 122: Calculus for Business Administration and Social Sciences</td>
<td>14</td>
<td>19</td>
<td>MATH 111, MATH 111, MATH 112, MATH 115</td>
</tr>
<tr>
<td>MATH 141: Calculus I</td>
<td>-</td>
<td>19</td>
<td>MATH 112, MATH 115, MATH 116</td>
</tr>
</tbody>
</table>
Placements Tests and Results

FOREIGN LANGUAGE:

Placement Exemption Form: By filling out this form, you will receive a placement score of 0, which indicates no prior knowledge of the language.
Foreign Language Department Phone Number: 803-777-4881 or 803-777-4884

<table>
<thead>
<tr>
<th>ARABIC</th>
<th>GERMAN</th>
<th>PORTUGUESE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A0 – Eligible for ARAB121</td>
<td>G0 – Eligible for GERM109</td>
<td>P0 – Eligible for PORT121</td>
</tr>
<tr>
<td>A1 – Eligible for ARAB121</td>
<td>G1 – Eligible for GERM109</td>
<td>P1 – Eligible for PORT121</td>
</tr>
<tr>
<td>A2 – Eligible for ARAB122</td>
<td>G2 – Eligible for GERM121</td>
<td>P2 – Eligible for PORT122</td>
</tr>
<tr>
<td>A3 – Eligible for ARAB201</td>
<td>G3 – Eligible for GERM122</td>
<td>P3 – Eligible for any 200-level Portuguese course</td>
</tr>
<tr>
<td>AB – Eligible for ARAB202</td>
<td>GG or G4 – Score of GG does not satisfy College's GFL requirement. Only to indicate further testing.</td>
<td>P4 – Eligible for any 300-level Portuguese course</td>
</tr>
<tr>
<td>A4 – Eligible for ARAB301</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC – Eligible for ARAB302</td>
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</tbody>
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<thead>
<tr>
<th>CHINESE</th>
<th>ITALIAN</th>
<th>RUSSIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>C0 – Eligible for CHIN121</td>
<td>I0 – Eligible for ITAL121</td>
<td>R0 – Eligible for RUSS121</td>
</tr>
<tr>
<td>C1 – Eligible for CHIN121</td>
<td>I1 – Eligible for ITAL121</td>
<td>R1 – Eligible for RUSS121</td>
</tr>
<tr>
<td>C2 – Eligible for CHIN122</td>
<td>I2 – Eligible for ITAL122</td>
<td>R2 – Eligible for RUSS122</td>
</tr>
<tr>
<td>C3 – Eligible for CHIN221</td>
<td>I3 – Eligible for ITAL221</td>
<td>R3 – Eligible for RUSS201</td>
</tr>
<tr>
<td>C4 – Eligible for CHIN222</td>
<td>I4 – Eligible for ITAL222</td>
<td>R4 – Eligible for RUSS202</td>
</tr>
<tr>
<td>C5 – Eligible for CHIN321</td>
<td></td>
<td>R5 – Eligible for RUSS301</td>
</tr>
<tr>
<td>C6 – Eligible for CHIN322</td>
<td></td>
<td>R6 – Eligible for RUSS302</td>
</tr>
<tr>
<td>C7 – Eligible for CHIN421</td>
<td></td>
<td>R7 – Eligible for RUSS302</td>
</tr>
<tr>
<td>C8 - Exempt from all skills based Chinese courses</td>
<td></td>
<td>R8 – Eligible for RUSS401</td>
</tr>
<tr>
<td>C9 - Exempt from all skills based Chinese courses</td>
<td></td>
<td>R9 – Eligible for RUSS402</td>
</tr>
</tbody>
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<thead>
<tr>
<th>FRENCH</th>
<th>JAPANESE</th>
<th>SPANISH</th>
</tr>
</thead>
<tbody>
<tr>
<td>F0 – Eligible for FREN109</td>
<td>J0 – Eligible for JAPA121</td>
<td>S0 – Eligible for SPAN109</td>
</tr>
<tr>
<td>F1 – Eligible for FREN109</td>
<td>J1 – Eligible for JAPA121</td>
<td>S1 – Eligible for SPAN109</td>
</tr>
<tr>
<td>F2 – Eligible for FREN121</td>
<td>J2 – Eligible for JAPA122</td>
<td>S2 – Eligible for SPAN121</td>
</tr>
<tr>
<td>F3 – Eligible for FREN122</td>
<td>J3 – Eligible for JAPA221</td>
<td>S3 – Eligible for SPAN122</td>
</tr>
<tr>
<td>FF or F4 – Score of FF does not satisfy College's GFL requirement. Only to indicate further testing.</td>
<td>J4 – Eligible for JAPA222</td>
<td>SS or S4 – Score of SS does not satisfy College's GFL requirement. Only to indicate further testing.</td>
</tr>
<tr>
<td>F5 – Eligible for FREN209 and/or FREN210</td>
<td>J5 – Eligible for JAPA321</td>
<td>S5 – Eligible for SPAN209</td>
</tr>
<tr>
<td>F6 – Eligible for any 300-level French course</td>
<td>J6 – Eligible for JAPA322</td>
<td>SB – Eligible for SPAN210</td>
</tr>
<tr>
<td>F7 – Eligible for any 400-level French course</td>
<td>J7 – Eligible for JAPA421</td>
<td>S6 – Eligible for SPAN302</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LATIN</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>L0 – Eligible for LATN109</td>
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<tr>
<td>L1 – Eligible for LATN109</td>
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<td></td>
</tr>
<tr>
<td>L2 – Eligible for LATN121</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L3 – Eligible for LATN122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>L4 – Eligible for LATN301</td>
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</tbody>
</table>
Progression for First Year

Pre-Business Division Requirements for the First Year:

- Successful completion (at UofSC Columbia) of a minimum of 24 semester hours
- Completion of the following courses with a "C" or better by Aug. 17, 2023:
  - ENGL 101
  - ENGL 102
  - MATH 122 (or MATH 141)
  - MGSC 290
  - ECON 221 or ECON 222
  - STAT 206
  - ACCT 225
  * Other first-year courses may be suggested by your academic advisor
  * Note: If certain progression requirements are already satisfied, please consult with your assigned Moore School First-Year advisor as soon as possible.

- A minimum total institutional GPA of 3.000 by Aug. 17, 2023. Courses taken at non-UofSC-based campuses will not factor into your UofSC GPA. Your GPA will not be rounded.
- If you satisfy the above conditions, you will progress into your sophomore year in the Darla Moore School of Business. Students will then meet with an upperclassmen advisor in the Undergraduate Division during the sophomore, junior and senior advisement sessions.
- Students not meeting progression requirements by end of Spring 2023 will need to plan to take summer school to possibly remain in the Moore School, as well as take business for the Fall 2023 semester. Based on the Total Institutional GPA at the end of Spring 2023 semester, if a student’s Total Institutional GPA is above a 3.000, a student may take the missing progression course(s) at a non-UofSC institution or at a UofSC-institution. If a student’s Total Institutional GPA is a 2.999 and below, the student will need to retake the missing progression course(s) at a UofSC-based campus. A student will need to complete all missing progression requirements and have them appear on the Self Service transcript by Aug. 17, 2023 to ensure continuing their studies within the business school. (If summer school courses do not end until after the date above, please contact your assigned Moore School First Year Advisor as soon as possible.)
- If a student wishes to use Grade Forgiveness for any missing progression course(s), the course(s) would need to be retaken for the second time at one of the following UofSC-campuses: Columbia, Lancaster, Salkehatchie, Sumter, or Union. Students have two opportunities to use the Grade Forgiveness policy while at UofSC. For more information, please visit the UofSC Registrar’s office website (registrar.sc.edu → transcripts and records → grade forgiveness).
- A student not meeting progression requirements by Aug. 17, 2023 must transfer out of the Darla Moore School of Business. The student will either need to find another College at UofSC-Columbia or will be switched over to Undergraduate Studies (housed within the University Advising Center) before classes begin in August 2023. The student will need to meet with an Exploratory Advisor in the University Advising Center to discuss a new schedule for the upcoming fall semester. Additionally, at the time

One Possible Schedule

of transfer out of the Business School, all business courses will be removed from the student’s Fall 2023 schedule.

FRESHMAN FALL
ENGL 101: Critical Reading and Composition
Math course: To be determined based on Math Placement Test and/or previous college credit.
ECON 221: Principles of Microeconomics or ECON 222: Principles of Macroeconomics

FRESHMAN SPRING
ENGL 102: Rhetoric and Composition
ACCT 225: Introduction to Financial Accounting
STAT 206: Elementary Statistics for Business
MGSC 290: Computer Information Systems in Business
Foreign Language or Carolina Core*  
*dependent upon Foreign Language Placement Test
Upperclassmen Retention (Sophomore - Senior)

Moore School Upperclassmen Retention Requirements Beginning Sophomore Year:

• All students are reviewed at the end of each semester for meeting retention requirements. The Moore School only admits new students in the fall term; therefore, students are subsequently reviewed at the end of each summer term. Students must maintain a minimum total institution GPA of 2.800. A student not meeting this retention requirement must transfer out of the Moore School. Students not meeting upperclassmen retention requirements may choose to transfer to another major or will be automatically transferred to Undergraduate Studies under the University Advising Center. Students entering their final year and/or are within 30 hours of graduation must have a minimum 2.800 total institution GPA to graduate.

• A student will not be permitted to take major courses until the following first year progression and 200-level business courses have been successfully completed with a minimum grade of C. This includes ENGL 101 and ENGL 102, MATH 122/141, STAT 206, ECON 221 and 222, ACCT 225 and 226, and MGSC 290 and 291.

• All majors in the Moore School will be expected to pass all business administration and economics courses with a minimum grade of C. Students must petition to take any business or economics class for a third time. Petitioning does not guarantee permission and based on academic record, some students may be required to change majors or transfer out of the business school.
Degree Programs (Nine Majors)

**Accounting** focuses on developing the ability to analyze and solve fiscal problems. This major leads to career opportunities such as public or private accounting, budget planning, tax accounting or auditing.

**Economics** is the study of how society uses resources to satisfy unlimited wants. The economics major leads to careers in research and management in the financial, manufacturing, services and government sectors.

**Finance** involves the study of business finance, investments and financial institutions. Degrees in finance lead to positions such as financial analyst, commercial lender, portfolio manager and trust officer.

**International Business** is the No. 1-ranked Undergraduate IB program in the U.S. The program is designed for students who have an innate curiosity and passion for learning, and who wish to thrive in an increasingly connected world. IB majors develop an understanding of the values, context and culture needed to work within your choice of region, master a foreign language, study abroad at one or more of the world’s best business schools, and double-major in a second area of business. An international business degree leads to work in a wide variety of organizations including consulting firms, companies providing international services and multinational companies across a full range of functional areas such as accounting, finance, marketing and logistics. You will learn how to make strategic business decisions in extremely complex situations, lead employees and teams with diverse cultural backgrounds and drive change in global organizations.

The Sonoco International Business Department offers the Classic track and more functional area-specific or language-specific study through the cohort tracks. Admission to cohort programs is by application only prior to students starting their freshman year at UofSC. Students interested in pursuing the Classic track of the International Business major should apply for the program at the end of their first year at UofSC. Admission is competitive. More details about these annual application processes are available on the Moore School website.

**Management** focuses on organizations — their design, function and management; behavior in organizations; and how they are changed. Students can specialize in human resources and organizational leadership or entrepreneurship. Integrated themes include leadership, managing change and diversity, ethical behavior, teamwork and the coordination and alignment of functional areas.

**Operations and Supply Chain** explores the analytical use of information in business management. Graduates are employed as managers, operations specialists, information analysts, computer programmers, statisticians and research analysts.

**Marketing** is the function in business and non-business organizations that is responsible for developing, pricing, distributing and promoting products, services and ideas. This major leads to positions such as sales specialist, research analyst, purchasing agent, retail manager and corporate marketing management.

**Real Estate** involves the study of concepts, principles and methodologies used in real estate analysis and decision making. Degrees in real estate lead to positions in areas such as mortgage banking, appraisal and financial services.

**Risk Management and Insurance** focuses on methods of developing financial protection against loss with emphasis on insurance principles, solving risk management problems and socioeconomic security programs. This major leads to positions in the life, health or property and casualty insurance industries such as underwriter, broker, investment analyst, risk manager or marketing representative.

University Resources Contact Information

Bursar’s Office
1244 Blossom Street, Suite 128
Phone: 803-777-4233
bit.ly/bursar

Capstone Scholars Office
13 Gibbes Court
Phone: 803-777-3912
Email: capstonescholars@sc.edu
sc.edu/capstonescholars

Carolina Card
Russell House Union
Phone: 803-777-1708
Email: carolinacard@sc.edu
carolinacard.sc.edu

Center for Business Communications
Darla Moore School of Business, Level 2
1014 Greene Street
Phone: 803-777-5904
Email: cbbc@moore.sc.edu

Center for Health and Well-being
1401 Devine Street
(Located in back of the Russell House)
Phone: 803-777-3175
sa.sc.edu/shs

Counseling Center
Thomson Building
1401 Devine St.
Phone: 803-777-5223
sa.sc.edu/shs

Carolina Food Co.
915 Gregg St.
Phone: 803-777-2077
sc.edu/dining

Financial Aid Office/Scholarships
1244 Blossom Street, Suite 200
Phone: 803-777-8134
Email: USCFAID@sc.edu
sc.edu/financialaid

Graduate Programs, Moore School
Darla Moore School of Business, Level 3
1014 Greene Street
Phone: 803-777-2730
bit.ly/mooremajors

Graduate School (University)
Email: gradapp@mailbox.sc.edu
gradschool.sc.edu

Housing
Email: housing@sc.edu
bit.ly/housingdivision

International Student Services
Close-Hipp, Suite 470
1705 College St.
Phone: 803-777-7461
iss.sc.edu

Global Carolina
1705 College Street
Close-Hipp, 4th floor
Phone: 803-777-7461
Email: globalcarolina@sc.edu
bit.ly/globalcarolina

Language Department
Phone: 803-777-4881
bit.ly/uofsclanguages

Legal Residency
1244 Blossom St., Suite 106
Phone: 803-777-5555
Email: resident@mailbox.sc.edu

Math Tutoring
math.sc.edu/math-tutoring-center

Multicultural Student Affairs
Russell House, West Wing, Suite 115
Phone: 803-777-7716
Email: samosa@mailbox.sc.edu
bit.ly/ucmcult

Office of Career Management
Darla Moore School of Business, Level 2
1014 Greene Street
Phone: 803-777-0149
Email: recruit@moore.sc.edu

Office of Disabilities Services
1705 College Street
Close-Hipp, Suite 102
Phone: 803-777-6142
Email: sadsds@mailbox.sc.edu
sacsds@sc.edu/sds

Office of Fellowships & Scholarships Program
Desaussure 328
Phone: 803-777-0958
bit.ly/ofsp

Office of Student Conduct
James F. Byrnes Bldg. Suite 201
901 Sumter St.
Phone: 803-777-4333
sascds@mailbox.sc.edu

Office of Undergraduate Research
Legare College, Suite 120
Phone: 803-777-1141
Email: our@sc.edu

Parents Programs
Russell House, Suite 115
Toll Free Parents Assistance Line:
1-800-868-6752
Email: scparents@sc.edu
sc.edu/parents

Parking Services
1501 Pendleton Street
Phone: 803-777-5160
Email: parking@mailbox.sc.edu
sc.edu/vmps/park

Placement Test Questions
artsandsciences.sc.edu/language/placement

Pre-Professional Advising
(Pre-Med and Pre-Law)
Surnwall College, Room 208
Corner of Sumter and Greene St.
Phone: 803-777-5581
www.sa.sc.edu/appa

Registrar’s Office
1244 Blossom Street, Suite 106
Phone: 803-777-5555
bit.ly/uofc_registrar

Student Success Center (SSC)
Thomas Cooper Library, Mezzanine Level
Phone: 803-777-1000
Email: sascds@mailbox.sc.edu
sa.sc.edu/ssc

Subject to change: always check sc.edu for up-to-date contact information.

Education Abroad Office
Close-Hipp, Suite 453
1705 College Street
Phone: 803-777-7557
Email: edabroad@sc.edu
bit.ly/educationabroadoffice

University 101 Programs
1728 College Street
Phone: 803-777-6029
bit.ly/uofsc_101

Undergraduate Programs,
Darla Moore School of Business
Darla Moore School of Business, Level 3
1014 Greene Street
Phone: 803-777-2191

University Admissions Office
Lieber College
902 Sumter St.
Phone: 803-777-7700
sc.edu/admissions

University Advising Center
Close-Hipp, Room 301
1705 College St.
Phone: 803-777-1222
Email: advising@sc.edu
sc.edu/advising/uac

University Career Center
Thomas Cooper Library
1322 Greene Street, Level 5
Phone: 803-777-7280
Email: career@sc.edu
sc.edu/career

University Ombudsman
Osborne Administration Bldg., Suite 110
bit.ly/uofsc_ombuds

Center for Integrative and Experiential Learning
Legare College, 2nd floor
902 Sumter Street
Phone: 803-777-3272
bit.ly/cie_learning

UofSC Writing Center
Byrnes Building, Room 703
Phone: (803) 777-2078
artsandsciences.sc.edu/write

Visitor Center
McKissick Museum
1501 Pendleton St.
Phone: 803-777-0169
Toll Free: 803-922-9755
University Resources

The Bursar's Office handles tuition and fees and can answer any questions you have about billing or payment plans.

1244 Blossom Street, Suite 128
Phone: 803-777-4233
[bit.ly/bursars]

The Registrar's Office does a lot here at UofSC. This office handles everything from transcript requests to grade forgiveness to course scheduling. If you have a question about your academic record, ask your academic advisor first, but we may refer to you the registrar's office.

1244 Blossom Street
Phone: 803-777-5555
[bit.ly/uofscar registrar]

Thinking about switching to a different school on campus? Or adding a dual-degree? Visit the University Advising Center for advisement supplemental to your Moore School advisement.

Close-Hipp, Suite 301
1705 College St.
Phone: 803-777-1222
Email: advising@sc.edu
[sc.edu/advising]

The Financial Aid Office can answer questions about the FAFSA, UofSC scholarship requirements, and your financial aid award. For more information about scholarships specific to Moore School students, please visit [sc.edu/moore/scholarships]

1244 Blossom Street, Suite 200
Phone: 803-777-8134
[bit.ly/uofsc_aid]

The Student Success Center and Financial Literacy Services is a great resource. They offer services including tutoring, supplemental instruction (SI), and academic coaching. If you are struggling with a class, reach out to them. It's all included in your tuition.

Thomas Cooper Library, Mezzanine Level
Phone: 803-777-1000
[sa.sc.edu/ssc]

The University Career Center can help you figure out a career path that works for you. The Career Center also can help with things such as interview preparation and finding internships.

Thomas Cooper Library, Level 5
Phone: 803-777-7280
[sc.edu/career]

The Center for Integrative and Experiential Learning (formally UofSC Connect) – faculty and staff across the university – can show you how to choose your experiences, engage in the ones that are right for you, reflect on what you've learned and then share what you've learned with others to demonstrate your leadership skills. The pathways of experience you choose can lead you to pursue special recognition through Graduation with Leadership Distinction and ultimately prepare you for life and success beyond UofSC.

Legare College, 902 Sumter Street
Phone: 803-777-3272

Studying abroad is a great opportunity while you are at college. If you are interested in getting out of your comfort zone and exploring new cultures, studying abroad is for you. There are multiple options to study abroad: you can go for an entire year, for a semester, or even on a short-term faculty led trip. Visit the Education Abroad Office for more information.

Close-Hipp, Suite 453
Phone: 803-777-7557
[edabroad.sc.edu]
Moore School Student Organizations

Listed below are a few active organizations within the Moore School. Organizations change each semester. To view a full and most up-to-date listing of all organizations available at UofSC, please visit Garnet Gate online.

**Moore School Student Organizations**

*Alpha Kappa Psi* is a professional business fraternity focused on developing the entrepreneurial mindset in its members, promoting social and environmental responsibility through the development of sustainable business practices and encouraging innovation in order to better compete in the global business environment of the 21st century.

*American Marketing Association* is a national organization promoting professional interest in the field of marketing. All majors welcome.

*Applied Analytics Club* provides an environment where faculty, students and industry experts can come together to develop data science and analytical skills, network with data-inspired experts, and be part of an open-minded community that fosters the exchange of innovative ideas.

*Beta Alpha Psi* is a national scholastic and professional accounting fraternity organized to promote the study and practice of accounting, to provide opportunities for self-development and association among members and practicing accountants and to encourage a sense of ethical, social and public responsibility. Qualified applicants must be accounting majors, have a B average in accounting courses and an overall GPA of 3.0 or higher.

*Black Business Student Association* is an organization dedicated to the growth of minority students. We provide professional development, academic support, networking, alumni outreach, and programming. These efforts work towards our goals of creating a sense of unity and support amongst minority students.

*The Carolina Sales Institute* is a student-run organization aimed at getting YOU hired. Every week, we bring in recruiters from a wide variety of industries to network with our students. We also host sales competitions and social and networking events to prepare our members for a professional career in the business world.

*Delta Sigma Pi* is a professional business fraternity that strives for the mutual advancement of students both personally and professionally. Built upon the founding pillars of professionalism, service and brotherhood, DSP seeks to continuously develop the strengths of its members. As the oldest professional business fraternity on campus and exclusive to Business, HRSM, and Economics majors, DSP aims to provide opportunities geared towards the specific goals and careers of its Brothers.

*Entrepreneurship Club* provides an environment to foster ideas and share information about entrepreneurship.

*Gamma Iota Sigma* is an international risk management, insurance and actuarial science collegiate fraternity. All majors are welcome.

*Moore School Student Alumni Board (SAB)* enhances participation and interaction between Moore School students and alumni with a particular focus on promoting the efforts of the Young Alumni Board, Moore Connect and the Hubs Program.

*Net Impact* harnesses the power of business to create a better world. Topics include social responsibility, environment, economic development, quality of life issues, social entrepreneurship and social investing.

*Sigma Omega Upsilon* is an international business fraternity open to all majors and aims to develop its members professionally, socially, and culturally. Within SOU, members find a strong professional and social network while building a global mindset essential to succeed in today’s business world.

*Society of Supply Chain Operations Excellence (SCOPE)* aims to be a primary resource for the educational and professional development of all students at UofSC interested in Operations and Supply Chain by organizing industry panels and tours of local production facilities, where members experience real world supply chain and manufacturing activities while engaging with employers and professionals in the field.

*Student Council on Diversity and Inclusion* of the Darla Moore School of Business is a diverse, representative and knowledgeable group of self-selected students. It ensures that goals for diversity and inclusion are fully achieved and valued at the Moore School.

*Women in Business Council* has a mission to create and develop professional women through mentoring, community service and networking.

For more information, please visit: [bit.ly/moore_orgs](http://bit.ly/moore_orgs)
Advisement

Remember:
• Students must be formally advised each semester prior to registration

Advisors should:
• Respond to emails in a timely manner
• Provide adequate appointment times for students
• Guide students through curriculum requirements for graduation completion
• Advise students for classes at UofSC, Study Abroad, Transfer, etc.
• Maintain and update student records each semester
• Make referrals to campus resources as needed

Students should:
• Be on-time for advisement appointments
• Check UofSC email on a regular basis
• Be timely with requests (don’t wait until the last minute)
• Come to appointments prepared with questions
• Be aware of different departments on campus and their functions (Financial Aid, Bursar, Registrar, Study Abroad, etc.)
• Be respectful to all Moore School faculty and staff

For additional tips, please visit the Pre-Advisement Checklist at sc.edu/advising → Student Advising Resources → Pre-Advisement Checklist

Transfer Credits

• If you have Dual Enrollment credit, please be sure you have your official transcript from the institution sent to the following address:

  Office of Undergraduate Admissions  
  University of South Carolina  
  902 Sumter Street Access/Lieber College  
  Columbia, SC 29208

• If you have AP or IB credit, please be sure the College Board or the International Baccalaureate Office sends an official report to the following address:

  Office of Undergraduate Admissions  
  University of South Carolina  
  902 Sumter Street Access/Lieber College  
  Columbia, SC 29208

University of South Carolina School Code: 5818
If you are interested in transferring course credit or taking courses at another UofSC or non-UofSC campus, remember to:
• Have approval from an academic advisor before you take courses at a campus other than UofSC-Columbia.
• Bring a printed course description.
• Complete a Special Enrollment Request form with your advisor.
• UofSC Transfer Equivalency Tables: registrar.sc.edu → Transfer Credits
• Request that your transcript be sent to UofSCs Registrar Office to receive credit.
# Carolina Core Plus Moore School
## General Education Requirements

<table>
<thead>
<tr>
<th>CAROLINA CORE</th>
<th>COLLEGE COURSES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CMW</strong></td>
<td>COMMUNICATION, WRITTEN COMPONENT (6 CREDIT HOURS)</td>
</tr>
<tr>
<td></td>
<td>ENGL 101 and ENGL 102</td>
</tr>
<tr>
<td><strong>ARP</strong></td>
<td>ANALYTICAL REASONING AND PROBLEM SOLVING (6 CREDIT HOURS)</td>
</tr>
<tr>
<td></td>
<td>MATH 122 or 141 and STAT 206</td>
</tr>
<tr>
<td><strong>SCI</strong></td>
<td>SCIENTIFIC LITERACY (7 CREDIT HOURS)</td>
</tr>
<tr>
<td></td>
<td>Choose 2 approved SCI courses (At least one must include a lab)</td>
</tr>
<tr>
<td><strong>GFL</strong></td>
<td>FOREIGN LANGUAGE (0-6 CREDIT HOURS DEPENDING ON PLACEMENT TESTING)</td>
</tr>
<tr>
<td></td>
<td>• If score of 0 or 1 on Foreign Language Placement Test: 6 credits of a foreign language starting at 109 level or 4 credits of a foreign language starting at 121 level.</td>
</tr>
<tr>
<td></td>
<td>• If score of 2 or higher on Foreign Language Placement Test, student may complete 6 hours of approved electives rather than foreign language (per advisor approval).</td>
</tr>
<tr>
<td><strong>GHS</strong></td>
<td>HISTORICAL THINKING (3 CREDIT HOURS)</td>
</tr>
<tr>
<td></td>
<td>Choose 1 approved GHS course</td>
</tr>
<tr>
<td><strong>GSS</strong></td>
<td>SOCIAL SCIENCES (3 CREDIT HOURS)</td>
</tr>
<tr>
<td></td>
<td>Choose 1 approved GSS course</td>
</tr>
<tr>
<td><strong>AIU</strong></td>
<td>AESTHETIC AND INTERPRETIVE UNDERSTANDING (3 CREDIT HOURS)</td>
</tr>
<tr>
<td></td>
<td>Choose 1 approved AIU course</td>
</tr>
<tr>
<td><strong>CMS</strong></td>
<td>EFFECTIVE, ENGAGED &amp; PERSUASIVE COMMUNICATION: SPOKEN COMPONENT (3 CREDIT HOURS)</td>
</tr>
<tr>
<td></td>
<td>Choose 1 approved CMS course</td>
</tr>
<tr>
<td><strong>INF</strong></td>
<td>INFORMATION LITERACY (3 CREDIT HOURS)</td>
</tr>
<tr>
<td></td>
<td>Consult with advisor</td>
</tr>
<tr>
<td><strong>VSR</strong></td>
<td>VALUES, ETHICS, AND SOCIAL RESPONSIBILITY (3 CREDIT HOURS)</td>
</tr>
<tr>
<td></td>
<td>Choose 1 approved VSR course. If overlay used, student must replace with approved elective.</td>
</tr>
</tbody>
</table>

For a complete listing of Carolina Core requirements and courses, please visit sc.edu/carolinacore
Moore School Internationalization Requirement

All Moore School students must take three internationally focused courses to meet graduation requirements.

- At least one internationally focused Business or Economics course (i.e., International Marketing - IBUS 402). This course is taken Junior or Senior year.
- Two other internationally focused courses may be selected from Carolina Core or Foreign Language Courses, 200-Level or higher.

Founding Documents Requirement:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFAM 200</td>
<td>Freedom Papers: Narratives of Race and Nation</td>
<td>3</td>
</tr>
<tr>
<td>HIST 201</td>
<td>American Founding Documents</td>
<td>3</td>
</tr>
<tr>
<td>HIST 111</td>
<td>United States History to 1865</td>
<td>3</td>
</tr>
<tr>
<td>HIST 470</td>
<td>Constitutional History of the United States</td>
<td>3</td>
</tr>
<tr>
<td>POLI 201</td>
<td>American National Government</td>
<td>3</td>
</tr>
<tr>
<td>POLI 304</td>
<td>Contemporary Political Theory</td>
<td>3</td>
</tr>
<tr>
<td>POLI 450</td>
<td>Constitutional Law I: Institutional Powers</td>
<td>3</td>
</tr>
<tr>
<td>POLI 451</td>
<td>Constitutional Law II: Civil Liberties</td>
<td>3</td>
</tr>
<tr>
<td>POLI 452</td>
<td>The Judicial Process</td>
<td>3</td>
</tr>
</tbody>
</table>

All undergraduate students must take a 3-credit course or its equivalent with a passing grade in the subject areas of History, Political Science, or African American Studies that covers the founding documents including the United State Constitution, the Declaration of Independence, the Emancipation Proclamation and one or more documents that are foundational to the African American Freedom struggle, and a minimum of five essays from the Federalist papers. This course may count as a requirement in any part of the program of study including the Carolina Core, the major, minor or cognate, or as a general elective. Courses that meet this requirement are listed below.

For more information, visit bit.ly/foundingdoc.
Course Registration Steps

1. Go to Self-Service Carolina (my.sc.edu)
2. Click on “Sign in to Self-Service Carolina (SSC)”
3. Enter your Username (UofSC ID or VIP ID) and Password and click LOGIN
4. Choose an “Authentication Method” (if needed)
5. Click on “Student” button
6. Click on “Registration” button
7. Click on “Register for Classes”
8. Use the drop down arrow, Search by “Term” and select the correct Term and click “Continue”
9. Select “Campus” (i.e., UofSC Columbia)
10. Select “Subject” and either Enter the course (e.g., MATH) or Scroll to select the course (e.g., MATH)
11. In the “Course Number” field either enter the exact course number you are searching for or leave blank to search all courses for that subject
12. Click “Search” to bring up a listing of all courses and sections offered
   • You can click on the Title for additional information on the course
   • You can hover over the Instructor name for instructor’s email
   • Hover over Days/Times/Location for additional information about the course days, times and location
13. Click on “Add” to add the course to the schedule and summary
14. Click on “Submit” to finalize the course registration
15. Repeat Steps 5-14 to add additional courses

For an online tutorial, please visit the ‘How to Register for Classes using Self Service Carolina’ video at: bit.ly/advising-videos

How to Check Schedule

1. Go to Self Service Carolina (my.sc.edu)
2. Click on “Student” tab
3. Click on “Student Profile” tab
4. Once on the Student Profile, the list of registered courses for the current term will appear on the right hand side.

Section Codes and Restrictions

<table>
<thead>
<tr>
<th>A sections</th>
<th>Restricted to Preston Residential College</th>
</tr>
</thead>
<tbody>
<tr>
<td>C Sections</td>
<td>Restricted to Capstone Scholars Program</td>
</tr>
<tr>
<td>H Sections</td>
<td>Restricted to Honors College students</td>
</tr>
<tr>
<td>J Sections</td>
<td>Online sections open to all students. Check to make sure you are registering for correct campus location.</td>
</tr>
<tr>
<td>M Sections</td>
<td>Restricted to PMBA students</td>
</tr>
<tr>
<td>N Sections</td>
<td>Restricted to Nursing students</td>
</tr>
<tr>
<td>P Sections</td>
<td>Restricted to Palmetto College</td>
</tr>
<tr>
<td>Q Sections</td>
<td>International Accelerator Program</td>
</tr>
<tr>
<td>R Sections</td>
<td>Contract courses: only open to students affiliated with the course contract</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>S Sections</th>
<th>Special populations (including Living Learning Communities)</th>
</tr>
</thead>
<tbody>
<tr>
<td>T Sections</td>
<td>TRiO students</td>
</tr>
<tr>
<td>Y Sections</td>
<td>Open to all students. Sections scheduled by On Your Time Initiatives office</td>
</tr>
<tr>
<td>Z Sections</td>
<td>Ft. Jackson. Sections not available to UofSC-Columbia students</td>
</tr>
</tbody>
</table>

For a full listing of Building Codes, please visit: sc.edu/visit/map

*Note: Always confirm start/end dates — some courses may be abbreviated in length.

To view section codes and restrictions, visit bit.ly/registration-troubleshooting