Orientation Handbook

UNDERGRADUATE PROGRAMS AT THE DARLA MOORE SCHOOL OF BUSINESS

UNIVERSITY OF SOUTH CAROLINA
Darla Moore School of Business
Undergraduate Division

The Undergraduate Division office is located in room 301 of the Darla Moore School of Business, located at Assembly and Greene Streets.

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 proper offices to assist with non-academic concerns such as financial aid, fee payment or housing issues.

We also serve as a resource for the following:

**Change of School Form** Must be completed to transfer to another college on USC Columbia campus or another USC campus.

**Graduation Application** Meet with an advisor for a senior check and file an application online for graduation at the beginning of the semester you intend to graduate. Graduation application deadlines are posted on the academic calendar and are available through Self Service Carolina.

**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 7 credit hours during a summer session. Approval is generally only given to students who had a 3.0 semester GPA their previous term. Overloads (more than 16 credit hours) may generate additional tuition cost.

**Pass-Fail Form (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 Form (AS-30/Transient Form)** Permission to receive credit for courses taken at another accredited university or college while enrolled at USC. Must be completed with an advisor. Student must be in good standing at USC and the Moore School of Business.

**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 the Dean of Students or the Hardship Withdrawal Committee. Each Palmetto College Campus has an equivalent hardship withdrawal process for managing petitions from students enrolled on their campus.

[http://sc.edu/about/offices_and_divisions/advising/documents/dropping_courses_and_withdrawal.pdf](http://sc.edu/about/offices_and_divisions/advising/documents/dropping_courses_and_withdrawal.pdf)
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: [http://bulletin.sc.edu](http://bulletin.sc.edu)

Below are some important topics covered in the Academic Regulations section of the Undergraduate Bulletin.

**COURSE LOAD:**

[http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies](http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies)

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 9 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.

**AUDITING:**

[http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies](http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies)

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:**

[http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies](http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies)

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.

**DROPPING A COURSE:**

[http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies](http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies)

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. Thereafter, during the first seven weeks of a semester, 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 the Fall 2018 semester, the last day to drop a full semester course without a grade of “W” being recorded is August 29, 2018. The last day to drop a course without a grade of “WF” being recorded is October 15, 2018.]

**CLASS ATTENDANCE:**

[http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies](http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies)

Students are obligated to complete all assigned work promptly, to attend class regularly, and to participate in whatever class discussion may occur. Absence from more than 10 percent of the scheduled class sessions, whether excused or unexcused, is excessive and the instructor may choose to exact a grade penalty for such absences. It is of particular importance that a student who anticipates absences in excess of 10 percent of the scheduled class sessions receives prior approval from the instructor before the last day to change schedule as published in the academic and refund calendars on the Registrar's website (http://registrar.sc.edu/).

It must be emphasized that the “10 percent rule” stated above applies to both excused and unexcused absences. Faculty members should notify classes, specifically in the course syllabi, of the attendance policy which they intend to follow in each class, but it cannot be more restrictive than the “10 percent rule”. It is also recommended that the faculty include a policy statement in their syllabi requesting students to meet with the instructor early in the semester to discuss the consequences of potential excessive absences due to participation in University-sponsored events.
INCOMPLETE GRADES:

http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies

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):

http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies

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.

COURSE GRADE FORGIVENESS:

http://www.sc.edu/about/offices_and_divisions/registrar/transcripts_and_records/grade_forgiveness/index.php

Information on grade forgiveness also available on the Registrar's website:

http://registrar.sc.edu/html/students/grade_forgiv.htm

Grade forgiveness can only be applied once per course for a maximum of two courses (not to exceed 8 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 USC 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 USC-Columbia campus or a USC regional campus (Lancaster, Salkehatchie, Sumter or Union). This does not apply to courses taken at USC Aiken, USC Beaufort and USC Upstate. Courses transferred from other institutions are excluded from this policy.

ACADEMIC PROBATION:

http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies

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:

http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies

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:

http://bulletin.sc.edu/content.php?catoid=66&navoid=1813&hl=%22attendance%22&returnto=search#Course_and_Academic_Credits_Policies

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.

https://sc.edu/about/offices_and_divisions/registrar/transcripts_and_records/privacy/ferpa/
Advisement

All students must be advised in the Undergraduate Division, room 301, prior to registering for their next semester courses. You will receive an e-mail from the online appointment system as a reminder of your advisement date. We send out advisement and other announcements on our Facebook page (Darla Moore School of Business Undergrad Division) and our Weekly Undergraduate Listserv. Important announcements are also posted on Blackboard and received through your USC email.

If you do not come to advisement on your assigned date, a registration hold will be placed on your record and you will not be able to sign up for your courses at your assigned time. Check your USC e-mail regularly. This is how we communicate with you.

During your freshman year in the Moore School, you will be assigned an advisor to work with. After your freshman year, you will have the opportunity to work with an upperclassmen advisor.

Tips for Advisement:

• Review the curriculum for your major program.
• Be familiar with the course schedule.
• Develop a list of questions or topics you want to cover with your advisor.
• Remember that some courses have prerequisites.
• Review the progression requirement courses in the Student Handbook.
• Research possible minors outside of the business school (visit: bulletin.sc.edu)
• Be sure to keep your completed advisement form with your advisor’s signature.
• Registration occurs in November (for spring classes) and April (for summer/fall classes) after advisement. You must be formally advised first before registering for your classes. Check your registration date, time, holds, etc. on my.sc.edu under “Registration Checklist.”

Remember to update your e-mail and address with Self-Service Carolina!

Follow-Up:

• Contact your advisor if you were unable to register for any of the courses indicated on your advisement form.
• Verify your schedule through Self-Service Carolina before the semester begins.
• Know when your fees and payments must be paid. The University will drop scheduled courses if fees are not paid by the payment deadline. For payment deadline information, please visit: http://sc.edu/bursar/paying.shtml.
• Students are able to view degree progression and recommended course schedule on DegreeWorks.
Progression and Upperclassmen Retention

Pre-Business Division Requirements for the Freshman Year:
- Successful completion (at USC Columbia) of a minimum of 24 semester hours
- Completion of the following courses with a C or better by August 15, 2019:
  *NOTE: If Externating Circumstances occur, please consult with a DMSB advisor as soon as possible.
  - 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
- A minimum total institutional GPA of 3.00 by the end of your first year. Courses taken at non-USC-based campuses will not factor into your USC 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 2019 will need to plan to take summer school to possibly remain in the Business School, as well as take business/economics classes for the Fall 2019 semester. Based on the Total Institutional GPA at the end of Spring 2019 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-USC institution or at a USC-institution. If a student’s Total Institutional GPA is a 2.99 and below, the student will need to retake the missing progression course(s) at a USC-based campus. A student will need to complete all missing progression requirements and have them appear on the Self Service transcript by August 15, 2019 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 DMSB First Year Advisor as soon as possible.)
- If a student wishes to use Grade Forgiveness for any missing progression course, the course(s) would need to be retaken for the second time at one of the following USC-campuses: USC-Columbia, USC-Lancaster, USC-Salkehatchie, USC-Sumter, or USC-Union. Students have two opportunities to use the Grade Forgiveness policy while at USC. For more information, please visit the USC Registrar’s office website (registrarsc.edu -> transcripts and records -> grade forgiveness).
- A student not meeting progression requirements by August 15, 2019 must transfer out of the Darla Moore School of Business. The student will either need to find another College at USC-Columbia or will be switched over to the University College (housed within the University Advising Center) before classes begin in August 2019. The student will need to meet with a Major Change Advisor in the University Advising Center to discuss a new schedule for the upcoming fall semester. Additionally, at the time of transfer out of the Business School, all business and/or economics courses will be removed from the student’s fall 2018 schedule.
*NOTE: If summer school courses do not end until after the date above, please contact your DMSB advisor, as soon as possible.

Moore School Upperclassmen Retention Requirements Beginning Sophomore Year:
- All students are reviewed annually 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 of Business. 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 of Business 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.

Transfer Credits:
- If you have Dual Enrollment credit, please be sure you have your official transcript from the institution sent to the following address:
  USC 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:
  USC Office of Undergraduate Admissions
  University of South Carolina
  902 Sumter Street Access/Lieber College
  Columbia, SC 29208
  USC AP school code is 5818
If you are interested in transferring course credit or taking courses at another campus, remember to:
- Have approval from an academic advisor before you take courses at a campus other than USC-Columbia.
- Bring a printed course description.
- Complete a Transient Form (AS-30) with your advisor.
- USC Transfer Equivalency Tables: registrar.sc.edu -> Transfer Credits
- Request that your transcript be sent to USC’s Registrar Office to receive credit.

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 (ie: 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.
Carolina Core Plus Moore School
General Education Requirements

<table>
<thead>
<tr>
<th>Carolina Core</th>
<th>College Courses</th>
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</thead>
<tbody>
<tr>
<td>CMW COMMUNICATION, WRITTEN COMPONENT (6 credit hours)</td>
<td>ENGL 101, 102</td>
</tr>
</tbody>
</table>
| ARP ANALYTICAL REASONING AND PROBLEM SOLVING (6 credit hours) | MATH 122 or 141  
|                                                         | STAT 206                                                                          |
| SCI SCIENTIFIC LITERACY (7 credit hours)                | Choose 2 approved SCI courses  
|                                                         | (At least one must include a lab)                                                 |
| GFL FOREIGN LANGUAGE (0-6 credit hours depending on placement testing) | 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.  
|                                                         | If score of 2 or higher on Foreign Language Placement Test, student may complete 6 hours of approved electives rather than foreign language. |
| GHS HISTORICAL THINKING (3 credit hours)                | Choose 1 approved GHS course                                                      |
| GSS SOCIAL SCIENCES (3 credit hours)                    | Choose 1 approved GSS course                                                      |
| AIU AESTHETIC AND INTERPRETIVE UNDERSTANDING (3 credit hours) | Choose 1 approved AIU course                                                      |
| CMS EFFECTIVE, ENGAGED & PERSUASIVE COMMUNICATION: SPOKEN COMPONENT (3 credit hours) | Choose 1 approved CMS course                                                      |
| INF INFORMATION LITERACY (3 credit hours)               | Consult with advisor                                                              |
| VSR VALUES, ETHICS, AND SOCIAL RESPONSIBILITY (3 credit hours) | Choose 1 approved VSR course. If overlay used, student must replace with approved elective. |

For a complete listing of Carolina Core requirements and courses, please visit [http://sc.edu/carolinacore/](http://sc.edu/carolinacore/)
### One Possible Schedule

#### FRESHMAN FALL (15 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>ENGL 101</td>
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<tr>
<td>MATH 122 - Business Calculus or MATH 111(i) [intensive] - College Algebra*</td>
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<tr>
<td>ECON 221 or ECON 222</td>
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<tr>
<td>GFL or Carolina Core**</td>
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<tr>
<td>UNIV 101</td>
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(*dependent upon Math Placement Test)  
(**dependent upon Foreign Language Placement Test)

#### SOPHOMORE FALL (15-16 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACCT 226 - Managerial Accounting</td>
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<td>MGMT 250</td>
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<tr>
<td>ECON 221 or 222</td>
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<tr>
<td>MGSC 291 - Business Statistics</td>
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<tr>
<td>CMS</td>
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<tr>
<td>BADM 301 (1 credit hour)</td>
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#### JUNIOR FALL (16 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>ACCT 324 - Business Law</td>
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<tr>
<td>Major Field Course</td>
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<tr>
<td>Major Field Course</td>
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<tr>
<td>Minor or Directed Coursework</td>
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<tr>
<td>SCI (with lab) (4 credits)</td>
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#### SENIOR FALL (15-16 CREDITS)

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<th>Course</th>
<th>Description</th>
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<td>Major Field Course</td>
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<td>Minor or Directed Coursework Course</td>
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<td>Upper BA Elective</td>
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<tr>
<td>SCI (with or without lab) (3-4 credits)</td>
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<td>GSS</td>
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#### FRESHMAN SPRING (15 CREDITS)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
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<tbody>
<tr>
<td>ENGL 102</td>
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<tr>
<td>ACCT 225 - Financial Accounting</td>
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<tr>
<td>STAT 206</td>
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<tr>
<td>MGSC 290 (computer based)</td>
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<tr>
<td>GFL or Carolina Core**</td>
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(**dependent upon Foreign Language Placement Test)

#### SOPHOMORE SPRING (15-16 CREDITS)

<table>
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<tbody>
<tr>
<td>FINA 363 - Introduction to Finance</td>
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<tr>
<td>MGMT 371 - Principles of Management</td>
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<td>MGSC 395 - Operations Management</td>
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<tr>
<td>MKTG 350 - Principles of Marketing</td>
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<td>AIU</td>
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<td>GHS</td>
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#### SENIOR SPRING (15 CREDITS)

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<thead>
<tr>
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<tbody>
<tr>
<td>MGMT 478 - Strategic Management</td>
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<tr>
<td>Minor or Directed Coursework</td>
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<tr>
<td>Minor or Directed Coursework</td>
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<tr>
<td>Upper BA Elective</td>
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<td>VSR</td>
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### Check Sheet

**Progression Requirements 3.0/Graduation Requirement 2.8**

<table>
<thead>
<tr>
<th>Name</th>
<th>VIP ID</th>
<th>USC ID</th>
<th>MPT</th>
<th>LPT</th>
</tr>
</thead>
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*Grade of “C” or better in all business and directed coursework classes.*  
*Must have 30 hours of business courses at USC Columbia campus.*

#### FALL 2018

**Progression (21-22 hours)**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH 122 or 141</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STAT 206</td>
<td></td>
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</tr>
<tr>
<td>ACCT 225</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MGSC 290</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON 221 or 222</td>
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</tbody>
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#### Carolina Core (minimum 31 hours)

<table>
<thead>
<tr>
<th>Course</th>
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<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS: Effective Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCI: Scientific Literacy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GSS: Social Sciences</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GHS: Historical /Thinking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIU: Aesthetic and Interpretive Understanding</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VSR: Values, Ethics and Social Responsibility</td>
<td></td>
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</tr>
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</table>

#### Lower Division (13 hours)

<table>
<thead>
<tr>
<th>Course</th>
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<th>GPA</th>
</tr>
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<tbody>
<tr>
<td>ACCT 226</td>
<td></td>
<td></td>
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<tr>
<td>ECON 221 or 222</td>
<td></td>
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<tr>
<td>MGMT 250</td>
<td></td>
<td></td>
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<tr>
<td>MGSC 291</td>
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</tr>
<tr>
<td>BADM 301 (1 hour)</td>
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#### Upper BA Core (15 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGMT 371</td>
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<td></td>
</tr>
<tr>
<td>MGSC 395</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MKTG 350</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FINA 363</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ACCT 324</td>
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<td></td>
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</table>

### Integrative CC (3 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>GPA</th>
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</thead>
<tbody>
<tr>
<td>MGMT 478</td>
<td></td>
<td></td>
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#### Major BA Courses (21 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>GPA</th>
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#### Directed Coursework (18 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>GPA</th>
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</table>

#### Overflow Credit

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>GPA</th>
</tr>
</thead>
</table>

*Intended Graduation Semester/Year*  
Grad Check:  
**Completed International Hours (9 hours)**

1.  
2.  
3.  

Studied abroad?  
☐ Yes  ☐ No
Degree Programs
(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 The international Business major teaches students to understand the complex opportunities and risks inherent in doing business globally. The most effective global managers can understand and navigate the complexities of international business while also building meaningful and responsible relationships with peoples of various nationalities, value-systems, administrative styles and world experiences. Graduates are employed in positions with an international emphasis in areas such as finance, accounting, purchasing, marketing, production, logistics and planning both in the United States and abroad. The international Business department offers the Classic track and more functional area-specific or language-specific study through the cohort tracks. Current cohort track options include Chinese Business, Latin American Business, French Commerce (Finance/Economics focused), and Multicultural (Management Consulting focused). Admission to these cohort programs is by application only. 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 USC. Admission is competitive. More details about the application process will be available on the Moore School website in the spring semester. Students who are interested in any track of the International Business major should demonstrate a strong passion for foreign language studies. All tracks require advanced language study and a minimum of a semester abroad (requirements vary based on track).

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. Integrating themes include leadership, managing change and diversity, ethical behavior, teamwork and the coordination and alignment of functional areas.

Management Science explores the analytical use of information in business management. Students can specialize in areas such as global supply chain and operations 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.

http://moore.sc.edu/academicprograms/undergraduate/majorsoffered.aspx
Moore School Student Organizations

Listed below are a few active organizations within the Moore School. For more information about these and other organizations, plan to attend the Student Organization Fair. This is held on the first floor of the Darla Moore School of Business at the beginning of the fall and spring semesters.

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.

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.

Business Analytics Club helps its members develop excellent data-driven decision-making skills and is open to everyone interested in analytics and big data.

Delta Sigma Pi is a professional fraternity organized to foster the study of business in universities; to encourage scholarship, social activity and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce; and to further a higher standard of commercial ethics, culture and the civic and commercial welfare of the community.

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.

Global Business Council promotes a deeper understanding of international business through guest speakers, workshops and international outreach projects.

Moore School Pride has a mission to advocate for diversity and promote inclusion for all students in the Darla Moore School of Business, with a focus on the community of LBGT students and Straight Allies.

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.

Phi Beta Lambda is a collegiate chapter of Future Business Leaders of America (FBLA), bringing business and education together in a positive working relationship through innovative leadership and career development programs.

Sigma Omega Upsilon International Business Fraternity is an organization of diverse students who are dedicated to developing global leadership through professional, social and cultural experiences.

Society of Supply Chain Operations Excellence (SCOPE) helps students create professional networking opportunities while building their knowledge and skills in the fields of operations, process management, supply chain, logistics, sourcing and distribution.

Student Council on Diversity and Inclusion is a heterogeneous group or undergraduate and graduate student committed to build a climate of inclusion and mutual support in our community. The council main goals are to represent students voices as it concerns diversity and inclusion at the Darla Moore School of Business, engage our school in constructive discussions about D&I and create a support network for likeminded individuals.

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

For more information, please visit: http://www.sa.sc.edu/leadershipandservice/student-organizations/ http://garnetgate.sa.sc.edu/organizations
University Resources Contact Information

Bursar's Office
1244 Blossom Street, Suite 128
Phone: (803) 777-4233
Fax: (803) 777-7953
www.sc.edu/bursar/

Capstone Scholar Office
13 Gibbes Court
Email: capstonescholars@sc.edu
www.sc.edu/capstonescholars/

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

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

Counseling Center
Thomson Building
1409 Devine Street
Phone: (803) 777-5223
http://www.u.sc.edu/shs/cshscd/

Dining Services
915 Gregg St.
Phone: (803) 777-4161
www.sc.edu/dining/main.html

Financial Aid Office/ Scholarships
1244 Blossom Street, Suite 200
Phone: (803) 777-8134
Fax: (803) 777-0941
Email: USCFAD@sc.edu
www.sc.edu/financialaid/contact.html

Graduate Program, Moore School
Darla Moore School of Business, Level 3
1014 Greene Street
Phone: (803) 777-2730
www.moore.sc.edu/academicprograms.aspx

Graduate School (University)
Byrnes, Suite 301
901 Sumter Street
Phone: (803) 777-4243
Fax: (803) 777-2972
Email: gradapp@mailbox.sc.edu
http://www.gradschool.sc.edu/

Housing
1520 Devine St.
Phone: (803) 777-4283 (general info)
Email: housing@sc.edu
http://www.housing.sc.edu

International Student Services
Close-Hipp, Suite 650
1705 College St.
www.iiss.sc.edu

Global Carolina
1705 College Street
Close-Hipp, Suite 650
(803) 777-7461
Email: study@sc.edu
http://ip.sc.edu

Language Department
1620 College St.
Welsh Humanities Bldg., Rm 813 or 815
(dependent on language)
Phone: (803) 777-4881
www.welsh.sc.edu/walde

Legal Residency
1244 Blossom St., Suite 106
Phone: 803-777-4060
Fax: 803-777-3977
Email: resident@mailbox.sc.edu

Math Tutoring
LeConte, Room 105
Phone: (803) 777-3258
www.math.sc.edu/math-tutoring-center

Multicultural Student Affairs
Student Life 135
Phone: (803) 777-7716
Fax: (803) 777-4874
Email: artmsa@mailbox.sc.edu
www.sa.sc.edu/artmsa

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
LeConte Room 112A
1523 Greene Street
Phone: (803) 777-6142
Fax: (803) 777-6741
Email: sadis@mailbox.sc.edu
www.sa.sc.edu/sdis

Office of Fellowships & Scholarships Program
Legare 220
Phone: (803) 777-0958
Fax: (803) 777-0963
Email: sfsp@sc.edu
www.sc.edu/sfsp

Office of Student Conduct
James F. Byrnes Bldg. Suite 201
Phone: (803) 777-4333
scon@mailbox.sc.edu

Office of Undergraduate Research
Legare College, Suite 120
Phone: (803) 777-1141
Email: uor@sc.edu
www.sc.edu/uor

Parents Programs
Russell House, Suite 115
Toll Free Parents Assistance Line:
1-800-868-6752
Phone: (803) 777-6747
Email: apparents@sc.edu
www.sc.edu/parents

Parking Services
1501 Pendleton Street
Phone: (803) 777-5160
Fax: (803) 777-4325
Email: parking@mailbox.sc.edu
http://www.sc.edu/temp/park.html

Placement Test Questions
www.artsandsciences.sc.edu/deili/geninfo/testing.html

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

Registrar's Office
1244 Blossom Street, Suite 106
Phone: (803) 777-5555
Fax: (803) 777-6349
http://registrar.sc.edu/

Student Success Center (SSC)
Thomas Cooper Library, Mezzanine Level
Phone: (803) 777-1000
Fax: (803) 777-0683
Email: sscc@mailbox.sc.edu
www.sa.sc.edu/sscc/

Study Abroad Office
Close-Hipp, Suite 453
1705 College Street
Phone: (803) 777-7557
Fax: (803) 777-7559
Email: studyabroad@sc.edu
www.studyabroad.sc.edu

Thomas Student Health Center
1409 Devine Street
(Located in back of the Russell House)
Phone: (803) 777-3175
Fax: (803) 777-6126
www.sa.sc.edu/ths

U101 Office
1728 College Street
Phone: (803) 777-6029
Email: U101@mailbox.sc.edu
www.sc.edu/hotline

Undergraduate Programs,
Darla Moore School of Business
Darla Moore School of Business, Level 3
1014 Greene Street
Phone: (803) 777-2199
Email: undergrad@moore.sc.edu
http://moore.sc.edu/academicprograms/undergraduate.aspx

University Admissions Office
McKissick Museum, 2nd Floor
816 Bull St.
(located on USC Horseshoe)
Phone: (803) 777-7700
Fax: (803) 777-0101
Email: admissions-ugrad@sc.edu
www.sc.edu/admissions/

University Advising Center
(major change advising, academic success coaches and withdrawal support)
Close-Hipp, Room 381
1705 College St.
Phone: 803-777-1222
Email: advising@sc.edu
www.sc.edu/advising/uac/index.html

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

University Ombudsman
Osborne Administration Bldg.
Phone: (803) 777-4172
sc.edu/ombuds/

USC Connect (Graduation with Leadership Distinction)
Legare College, 2nd floor
902 Sumter Street
Phone: 803-777-3272
http://sc.edu/about/initiatives/uscc_connect/

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

Visitor Center
McKissick Museum
945 Bull St.
Phone: (803) 777-0169
Email: visitor@mailbox.sc.edu
www.sc.edu/visit/
University Resources Contact Information

**The Bursar's Office** handles tuition and fees payments. If you have questions about your bill or tuition costs, give them a call!

1244 Blossom Street, Suite 128  
Phone: (803) 777-4233  
Fax: (803) 777-7953  
www.sc.edu/bursar/

**The Financial Aid Office** can answer questions about the FAFSA, USC scholarship requirements, and your financial aid award. For more information about scholarships specific to Moore School Students, please visit http://moore.sc.edu/academicprograms/undergraduate/admissions/scholarshipawards.aspx

1244 Blossom Street, Suite 200  
Phone: (803) 777-8134  
Fax: (803) 777-0941  
Email: USCFAID@sc.edu  
www.sc.edu/financialaid/contact.html

**The Registrar's Office** does a lot here at USC! They handle 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  
Fax: (803) 777-6349  
http://registrar.sc.edu/

**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  
Fax: (803) 777-0683  
Email: student.success@sc.edu  
www.usc.sc.edu/ssc/

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

Thomas Cooper Library  
Phone: (803) 777-7280  
Email: career@sc.edu  
www.sc.edu/career/

**USC Connect** partners—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 prepared you for life and success beyond USC.

Legare College, 902 Sumter Street  
Phone: (803) 777-3272  
http://sc.edu/about/initiatives/usc_connect/about/

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 381  
1705 College St.  
Phone: 803-777-1222  
Email: advising@sc.edu  
www.sc.edu/advising/uac/index.html

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 **study abroad office** for more information!

Close-Hipp, Suite 453  
Phone: (803) 777-7557  
Fax: (803) 777-7559  
Email: studyabroad@sc.edu  
www.studyabroad.sc.edu
# Placements Tests and Results

**MATH:**

Math Placement Test: [https://assess.math.sc.edu/](https://assess.math.sc.edu/) (Business students will need to take the Algebra test)

Math Department Phone Number: +1(803) 777-5313

<table>
<thead>
<tr>
<th>ALGEBRA RAW SCORE (OUT OF 26)</th>
<th>RECOMMENDED COLLEGIATE MATH COURSE</th>
</tr>
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<tbody>
<tr>
<td>0 - 3</td>
<td>Retake Math Placement Test</td>
</tr>
<tr>
<td>4 - 7</td>
<td>MATH 111I - Intensive Basic College Mathematics</td>
</tr>
<tr>
<td>8 - 13</td>
<td>MATH 111 - Basic College Mathematics</td>
</tr>
<tr>
<td>14 - 26</td>
<td>MATH 122 - Calculus for Business Administration &amp; Social Sciences</td>
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<table>
<thead>
<tr>
<th>PRE-CALCULUS RAW SCORE (OUT OF 33)</th>
<th>RECOMMENDED COLLEGIATE MATH COURSE</th>
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<tr>
<td>0 - 6</td>
<td>Retake Math Placement Test</td>
</tr>
<tr>
<td>7 - 18</td>
<td>MATH 115 - Precalculus Mathematics</td>
</tr>
<tr>
<td>19 - 33</td>
<td>MATH 141 - Calculus I</td>
</tr>
<tr>
<td></td>
<td>(or, MATH 122, if your degree program accepts it)</td>
</tr>
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For more information, please visit: [http://sc.edu/study/colleges_schools/artsandsciences/mathematics/study/math_placement/placement_faq/index.php](http://sc.edu/study/colleges_schools/artsandsciences/mathematics/study/math_placement/placement_faq/index.php)
# Placements Tests and Results

## Foreign Language:

**Foreign Language Placement Test website:** artsandsciences.sc.edu/language-placement/home  
**Placement Exemption Form:** artsandsciences.sc.edu/language-placement/placement-exemption-form  
**Foreign Language Department Phone Number:** +1(803) 777-4881 or +1(803) 777-4884

<table>
<thead>
<tr>
<th><strong>Arabic</strong></th>
<th><strong>Japanese</strong></th>
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</thead>
<tbody>
<tr>
<td>A0 – Eligible for ARAB121</td>
<td>J0 – Eligible for JAPA121</td>
</tr>
<tr>
<td>A1 – Eligible for ARAB121</td>
<td>J1 – Eligible for JAPA121</td>
</tr>
<tr>
<td>A2 – Eligible for ARAB122</td>
<td>J2 – Eligible for JAPA122</td>
</tr>
<tr>
<td>A3 – Eligible for ARAB201</td>
<td>J3 – Eligible for JAPA221</td>
</tr>
<tr>
<td>A4 – Eligible for ARAB301</td>
<td>J4 – Eligible for JAPA222</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Chinese</strong></th>
<th><strong>Spanish</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>C0 – Eligible for CHIN121</td>
<td>S0 – Eligible for SPAN109</td>
</tr>
<tr>
<td>C1 – Eligible for CHIN121</td>
<td>S1 – Eligible for SPAN121</td>
</tr>
<tr>
<td>C2 – Eligible for CHIN122</td>
<td>S2 – Eligible for SPAN121</td>
</tr>
<tr>
<td>C3 – Eligible for CHIN221</td>
<td>S3 – Eligible for SPAN122</td>
</tr>
<tr>
<td>C4 – Eligible for CHIN222</td>
<td>S4 – Mandatory Phase II Exam</td>
</tr>
<tr>
<td>C5 – Eligible for CHIN321</td>
<td>(You must take the Phase II Exam before taking a Spanish course.)</td>
</tr>
<tr>
<td>C6 – Eligible for CHIN322</td>
<td>S5 – Eligible for SPAN209</td>
</tr>
<tr>
<td>C7 – Eligible for CHIN421</td>
<td>SB – Eligible for SPAN210</td>
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<table>
<thead>
<tr>
<th><strong>French</strong></th>
<th><strong>Russian</strong></th>
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<tbody>
<tr>
<td>F0 – Eligible for FREN109</td>
<td>R0 – Eligible for RUSS121</td>
</tr>
<tr>
<td>F1 – Eligible for FREN109</td>
<td>R1 – Eligible for RUSS121</td>
</tr>
<tr>
<td>F2 – Eligible for FREN121</td>
<td>R2 – Eligible for RUSS122</td>
</tr>
<tr>
<td>F3 – Eligible for FREN122</td>
<td>R3 – Eligible for RUSS201</td>
</tr>
<tr>
<td>F4 – Mandatory Phase II Exam</td>
<td>R4 – Eligible for RUSS202</td>
</tr>
<tr>
<td>(You must take the Phase II Exam before taking a French course.)</td>
<td>R6 – Eligible for RUSS301</td>
</tr>
<tr>
<td>F5 – Eligible for FREN209 and/or FREN210</td>
<td>R7 – Eligible for RUSS302</td>
</tr>
<tr>
<td>F6 – Eligible for any 300-level French course</td>
<td>R8 – Eligible for RUSS401</td>
</tr>
<tr>
<td>F7 – Eligible for any 400-level French course</td>
<td>R9 – Eligible for RUSS402</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>German</strong></th>
<th><strong>Spanish</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>G0 – Eligible for GERM109</td>
<td>S0 – Eligible for SPAN109</td>
</tr>
<tr>
<td>G1 – Eligible for GERM109</td>
<td>S1 – Eligible for SPAN109</td>
</tr>
<tr>
<td>G2 – Eligible for GERM121</td>
<td>S2 – Eligible for SPAN121</td>
</tr>
<tr>
<td>G3 – Eligible for GERM122</td>
<td>S3 – Eligible for SPAN122</td>
</tr>
<tr>
<td>G4 – Mandatory Phase II Exam</td>
<td>S4 – Mandatory Phase II Exam</td>
</tr>
<tr>
<td>(You must take the Phase II Exam before taking a German course.)</td>
<td>(You must take the Phase II Exam before taking a Spanish course.)</td>
</tr>
<tr>
<td>G5 – Eligible for GERM210</td>
<td>S5 – Eligible for SPAN209</td>
</tr>
<tr>
<td>GB – Eligible for GERM211</td>
<td>SB – Eligible for SPAN210</td>
</tr>
<tr>
<td>G6 – Eligible for GERM310</td>
<td>S6 – Eligible for SPAN302</td>
</tr>
<tr>
<td>GD – Eligible for GERMAN311</td>
<td>SD – Eligible for SPAN303</td>
</tr>
<tr>
<td>G7 – Eligible for any course above 300-level</td>
<td>—</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Italian</strong></th>
<th><strong>Spanish</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>I0 – Eligible for ITAL121</td>
<td>S0 – Eligible for SPAN109</td>
</tr>
<tr>
<td>I1 – Eligible for ITAL121</td>
<td>S1 – Eligible for SPAN109</td>
</tr>
<tr>
<td>I2 – Eligible for ITAL122</td>
<td>S2 – Eligible for SPAN121</td>
</tr>
<tr>
<td>I3 – Eligible for ITAL221</td>
<td>S3 – Eligible for SPAN122</td>
</tr>
<tr>
<td>I4 – Eligible for ITAL222</td>
<td>S4 – Mandatory Phase II Exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Latin</strong></th>
<th><strong>Spanish</strong></th>
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</thead>
<tbody>
<tr>
<td>L0 – Eligible for LATN109</td>
<td>S0 – Eligible for SPAN109</td>
</tr>
<tr>
<td>L1 – Eligible for LATN109</td>
<td>S1 – Eligible for SPAN109</td>
</tr>
<tr>
<td>L2 – Eligible for LATN121</td>
<td>S2 – Eligible for SPAN121</td>
</tr>
<tr>
<td>L3 – Eligible for LATN122</td>
<td>S3 – Eligible for SPAN122</td>
</tr>
<tr>
<td>L4 – Eligible for LATN301</td>
<td>S4 – Mandatory Phase II Exam</td>
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</tbody>
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<table>
<thead>
<tr>
<th><strong>Portuguese</strong></th>
<th><strong>Spanish</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>P0 – Eligible for PORT121</td>
<td>S0 – Eligible for SPAN109</td>
</tr>
<tr>
<td>P1 – Eligible for PORT121</td>
<td>S1 – Eligible for SPAN109</td>
</tr>
<tr>
<td>P2 – Eligible for PORT122</td>
<td>S2 – Eligible for SPAN121</td>
</tr>
<tr>
<td>P3 – Eligible for any 200-level Portuguese course</td>
<td>S3 – Eligible for SPAN122</td>
</tr>
<tr>
<td>P4 – Eligible for any 300-level Portuguese course</td>
<td>S4 – Mandatory Phase II Exam</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Japanese</strong></th>
<th><strong>Spanish</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>J0 – Eligible for JAPA121</td>
<td>S0 – Eligible for SPAN109</td>
</tr>
<tr>
<td>J1 – Eligible for JAPA121</td>
<td>S1 – Eligible for SPAN109</td>
</tr>
<tr>
<td>J2 – Eligible for JAPA122</td>
<td>S2 – Eligible for SPAN121</td>
</tr>
<tr>
<td>J3 – Eligible for JAPA221</td>
<td>S3 – Eligible for SPAN122</td>
</tr>
<tr>
<td>J4 – Eligible for JAPA222</td>
<td>S4 – Mandatory Phase II Exam</td>
</tr>
<tr>
<td>J5 – Eligible for JAPA321</td>
<td>(You must take the Phase II Exam before taking a Spanish course.)</td>
</tr>
<tr>
<td>J6 – Eligible for JAPA322</td>
<td>S5 – Eligible for SPAN209</td>
</tr>
<tr>
<td>J7 – Eligible for JAPA421</td>
<td>SB – Eligible for SPAN210</td>
</tr>
<tr>
<td>J8 – Eligible for JAPA422</td>
<td>S6 – Eligible for SPAN302</td>
</tr>
<tr>
<td>J9 – Eligible for JAPA422</td>
<td>SD – Eligible for SPAN303</td>
</tr>
</tbody>
</table>
Registration Steps and Hints

Registering on Self-Service Carolina:
1. Go to Self-Service Carolina (my.sc.edu)
2. Click on “Sign in to Self Service Carolina (SSC)”
3. Enter in your Username (USC ID, VIP ID) and Password and click LOGIN
4. Choose an “Authentication Method” (if needed)
5. Click on the “Student” button
6. Click on the “Registration” button
7. Click on the “Look Up Classes” link
8. Using the drop down arrow, Search by ”Term” and select the correct Term and click “Submit”
9. Select “Campus” (ie: USC Columbia)
10. Scroll down and select “Subject”
11. Click ”Course Search”
12. Locate advised ”Course Name and Number”
13. Click on “View Sections”
14. Select the section based on selection details
15. Click on the “Select” box to choose course section
16. Click on “Register” button

You should then see the course and section you have registered for in your “Current Schedule” on SSC. To search for other courses, click the “Class Search” button and repeat process.

Registration Add Error
1. Click the ”Back” button
2. Go to the section for which you attempted to register.
3. Click on the BLUE FIVE DIGIT CRN number. The CRN number will allow you to see different restrictions on this course and why you were not able to add.

Viewing Your Class Schedule:
1. Click on the “Student” button
2. Select the “Registration” link
3. Select the “Concise Student Schedule”

This page lists the classes for which you are registered for the current term.

Classes meeting three days a week will be scheduled for 50 minutes in length.
Classes meeting two days a week will be scheduled for 1 hour and 15 minutes in length.
Classes meeting one day a week are typically scheduled for 2 hours and 45 minutes to 3 hours in length.
Section Codes & Restrictions

A sections  Restricted to Preston Residential College
C Sections  Restricted to Capstone Scholars Program
H Sections  Restricted to Honors College students
J Sections  Web-Based (For online courses), please click on the
            5 DIGIT BLUE CRN to see if the section is for
            Columbia students.
P Sections  Restricted to Palmetto College
S Sections  Restricted for Common Courses or Specialized Programs
T Sections  Restricted to TRIO/Opportunity Scholars
Y Sections  Evening Courses
Z Sections  Meet at Ft. Jackson

*Note: Always confirm start/end dates - some courses may be 8 weeks in length.

For a full listing of Building Codes, please visit: https://www.sc.edu/visit/map/
Code of Conduct for Undergraduate 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.

Carolinian Creed

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.
Honorable Code Policy

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 Honorable Code, but this list is not intended to be an exhaustive compilation of conduct prohibited by the Honorable 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.