

# PROFESSIONAL MBA PROGRAM

## NEW STUDENT CHECKLIST

*UPDATED: September 4, 2019*

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

### IMPORTANT DATES

**Orientation:** Saturday, January 11, 2020 in Columbia, SC

**First day of Spring I Term:** Monday, January 13, 2020

### GRADUATE SCHOOL ACCEPTANCE EMAIL

Upon admission to the Professional MBA program, you received an email from The Graduate School ([gradapp@mailbox.sc.edu](mailto:gradapp@mailbox.sc.edu)). Check your spam or junk folder for this email if you did not receive it.

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

### ACCESS SELF SERVICE CAROLINA

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

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

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

### ENROLL IN MULTIFACTOR AUTHENTICATION

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

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

available for your reference at <https://www.sc.edu/multifactor>.

If you have questions, please contact the Division of Information Technology Service Desk at 803-777-1800 or submit a [self-service ticket](#).

## PMBA CONFIRMATION FEE

A non-refundable fee of \$250 is required for the Professional MBA program. ***This fee will be applied to your first term's tuition bill.***

You must have access to your VIP and USC ID's in order to pay your deposit online in Self-Service Carolina.

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

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

## PMBA LOCATOR FORM

Complete the [PMBA locator form](#). Use the primary email address you wish to receive information about the program.

Information about the program is distributed through an email distribution list. Once you complete the locator form, your e-mail address will be added to that distribution list and you will be added to the PMBA Community on Blackboard.

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

## UofSC PROOF OF STUDENT IMMUNIZATIONS

Proof of the [required immunizations](#) must be on file prior to registering for classes. If you were a prior UofSC student, you may not need to submit again.

Note that the exemption policy for distance education **does not apply** to PMBA students since you are required to enroll in courses that have PMBA Saturday meetings at the UofSC Columbia campus.

The University of South Carolina requires all students born after Dec. 31, 1956, to be immunized against or provide proof of immunity to MMR (Measles, Mumps, Rubella). Students must enter their immunizations in the "Medical Clearances" portion of [MyHealthSpace](#) and upload supporting documentation providing proof of immunizations signed by a medical provider. (Note: You can take a photo of your documentation with your phone and upload the photo).

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

## CITIZENSHIP VERIFICATION FORM

The state of South Carolina requires students attending a public university in the state to provide confirmation that they are a citizen or national of the United States or an alien lawfully present in the United States. U.S. students must submit [online citizenship verification](#) through Self-Service Carolina

prior to registering for classes. You will need access to your VIP ID and password to complete the form online.

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

If you are an international student, you will need to contact [Beth Tilley](#), incoming student coordinator, and UofSC International Student Services by email or phone at 803-777-7461 to see what you need to submit to fulfill the citizenship requirement.

## FINANCIAL AID

Students who plan to receive federal financial aid must complete a 2019-2020 FAFSA application for Fall 2019 and Spring 2020. Please visit [UofSC Office of Financial Aid and Scholarships](#) for more information.

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

## CAROLINACARD

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

If you were previously a UofSC student, the CarolinaCard staff may need to re-open the photo portal. Please reach out to the CarolinaCard Office directly for any issues.

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

## HEALTH INSURANCE

**NOTE: Students must be registered for classes in order to waive out of the University sponsored insurance plan.**

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

The cost of the university-sponsored Student Health Insurance Plan offered through BlueCross BlueShield of South Carolina is \$2,047 per year. For details regarding the health insurance requirement (including how to purchase UofSC health insurance or waive out of the requirement), please refer to the [Student Health Services website](#).

**Waive out** of the university-sponsored plan during the published waiver period by providing documentation of enrollment in a comparable health insurance plan. Otherwise, the fee for the mandatory health insurance plan will be applied to your tuition bill. Use this [health insurance reference guide](#) or this [health insurance video](#) to assist you during the waiver process.

- Visit [sc.myahpcare.com/waiver](https://sc.myahpcare.com/waiver) and select the appropriate student link.
- Log in using your USC ID (the one letter and number combination found at [my.sc.edu](https://my.sc.edu) under "View my IDs and manage my passwords.")

- The password is your date of birth in MMDDYYYY format (ex. 01311980), unless you have previously logged in to the system and manually changed it.

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

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

## STUDENT IDS

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

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

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

## REGISTRATION

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

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

You will need to check Self-Service Carolina for your **registration eligibility**. If you are ineligible to register, SSC should indicate the reason. Take care of any registration holds immediately.

Anyone with an immunization or citizenship verification hold should send those documents directly to the indicated department.

If you are missing other documents (Official GMAT scores, official transcripts, etc.), you should communicate directly with [Ed Lilly](#), UofSC Graduate School, by email or phone at 803-777-7218.

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

## COURSE INFORMATION

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

Spring I term runs January 13 to March 2  
Spring II term runs March 16 to April 30

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

**You will register for ACCT 728:** Financial Accounting for the Spring I term.

Select the accurate section for your location from the section number below:

M01	Aiken	M05	Greenville
M02	Bluffton	M06	Spartanburg/Upstate
M03	Charleston	M20	Columbia (ACCT 728)
M04	Charlotte		

**You will register for MGSC 711:** Quantitative Methods for the Spring II term. Columbia campus students should try to register for section 001. Students located outside of Columbia should try to register for section M30. If the section you are recommended to register for is full, please register for the other section.

**You will register for MGMT 770: Competing Through People.** This course is 15 weeks long and will be completed during Spring I and Spring II. Register for **any of the following sections:** M10, M11 or M12.

This course has weekly coursework due and three mandatory Saturday class meetings in Columbia. The mandatory Saturday dates are January 25, March 14 and April 18. The coursework for this class begins on January 13, 2020.

**NOTE:** Please be sure you register for the appropriate section and time for each class. All students must register for the section that corresponds with their primary regional classroom location, with the exception of the Competing Through People course, which is only held in-person at the Moore School in Columbia. Please check your schedule before classes begin to ensure that class meeting times or locations have not changed.

Payment is due for classes as you register for them. Please check the [Bursar's Office payment deadlines page](#) for details.

A \$75 **reinstatement fee** will be assessed to students who have been dropped from their classes due to nonpayment and wish to be re-enrolled in classes for the same term **after the drop/add period**. This fee is assessed per occurrence.

## UofSC EMAIL ADDRESS

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

## GETTING STARTED:

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

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

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

## UPDATING UofSC PASSWORDS

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

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

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

## BLACKBOARD

[Blackboard](#) is a course delivery software used in academic settings. Faculty members use Blackboard to post syllabi, readings, assignments, notes, class discussions and more. Each course has its own Blackboard pages. The PMBA Community contains important information for students, including course syllabi, the PMBA academic calendar and registration information.

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

The DEFAULT email address in Blackboard is your UofSC email address. Your UofSC email address is your Blackboard username PLUS [@email.sc.edu](mailto:@email.sc.edu). If you want to forward emails that will come to you through Blackboard to an account other than the default UofSC email, do the following:

Log into Blackboard, go to the TOOLS box in the upper left-hand corner, click on Personal Information, click on Edit Personal Information and, under #1 Personal Information, enter at EMAIL the email address at which you would like to receive your emails.

## IMPORTANT CONTACT INFORMATION

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

Melissa Nagle  
Recruiting Manager  
Charlotte, Greenville and Spartanburg  
803-360-4785  
[Melissa.Nagle@moore.sc.edu](mailto:Melissa.Nagle@moore.sc.edu)

Kathy Rollins  
Assistant Director of Recruiting  
Columbia, the Lowcountry, Augusta and Savannah  
803-760-9091  
[Kathy.Rollins@moore.sc.edu](mailto:Kathy.Rollins@moore.sc.edu)

Once orientation has been held, you will reach out to Quinn Jacob for assistance as a current PMBA student.

Quinn Jacob  
PMBA Student Services Manager  
O: 803-576-6792 | C: 803-206-4210  
[Quinn.Jacob@moore.sc.edu](mailto:Quinn.Jacob@moore.sc.edu)