2025

Professional MBA Program
New Student
CHECKLIST

Darla Moore School of Business
UNIVERSITY OF SOUTH CAROLINA

New Student Checklist

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

Important Dates

Graduate School
Acceptance Email

Access Self-Service Carolina

Enroll in Multifactor Authentication

PMBA Confirmation Fee

USC Email Address

PMBA Locator Form

USC Proof of Student Immunizations

Citizenship Verification Form

Tuition and Payments

CarolinaCard

Student IDs

Blackboard

Important Contact Information

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

Important Dates

ORIENTATION:

Saturday, January 11, 2025

FIRST DAY OF SPRING TERM:

Monday, January 13, 2025

GRADUATE SCHOOL ACCEPTANCE EMAIL

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

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

ACCESS SELF SERVICE CAROLINA

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

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

1. Self-Service Carolina VIPID Lookup Portal (Retrieve your VIP ID after you have been admitted to the university)

2. First-time Self-Service Carolina user activation (Retrieve your network username, setup password, answer security questions)

ENROLL IN MULTIFACTOR AUTHENTICATION

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

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

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

PMBA CONFIRMATION FEE

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

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

Students should log in to my.sc.edu and click on "Pay enrollment deposit/fee" under the Newly Admitted Students section. PMBA students should select and pay the **University of South Carolina Darla Moore School of Business Graduate Program confirmation fee.**

Please note that the University charges a credit card convenience fee for online payments.

DEPOSIT DEADLINE: 30 days from receipt of official graduate school acceptance email.

USC EMAIL ADDRESS

The student email system is Microsoft Office 365, a cloud-based collaboration tool that includes Word, Excel, PowerPoint and Outlook. Windows users will also have 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
4. To download Microsoft Office, go to outlook.com/email.sc.edu, log in with your email address and network username password and then choose Settings, Office 365 settings, Software.

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

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

PMBA LOCATOR FORM

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

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

USC PROOF OF STUDENT IMMUNIZATIONS

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

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

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

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

CITIZENSHIP VERIFICATION FORM

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

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

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

TUITION AND PAYMENTS

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

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

Students who plan to receive federal financial aid must complete a FAFSA application. Please visit the USC Office of Financial Aid and Scholarships to access the current FAFSA and for more information.

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

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

CAROLINACARD

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

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

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

STUDENT IDS

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

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

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

BLACKBOARD

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

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

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

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

IMPORTANT CONTACT INFORMATION

If you need further assistance through the checklist, please reach out to your PMBA recruiter or email the team: pmba@moore.sc.edu.

Lauren West
Associate Director of Recruiting
803-360-4785
lauren.west@moore.sc.edu

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