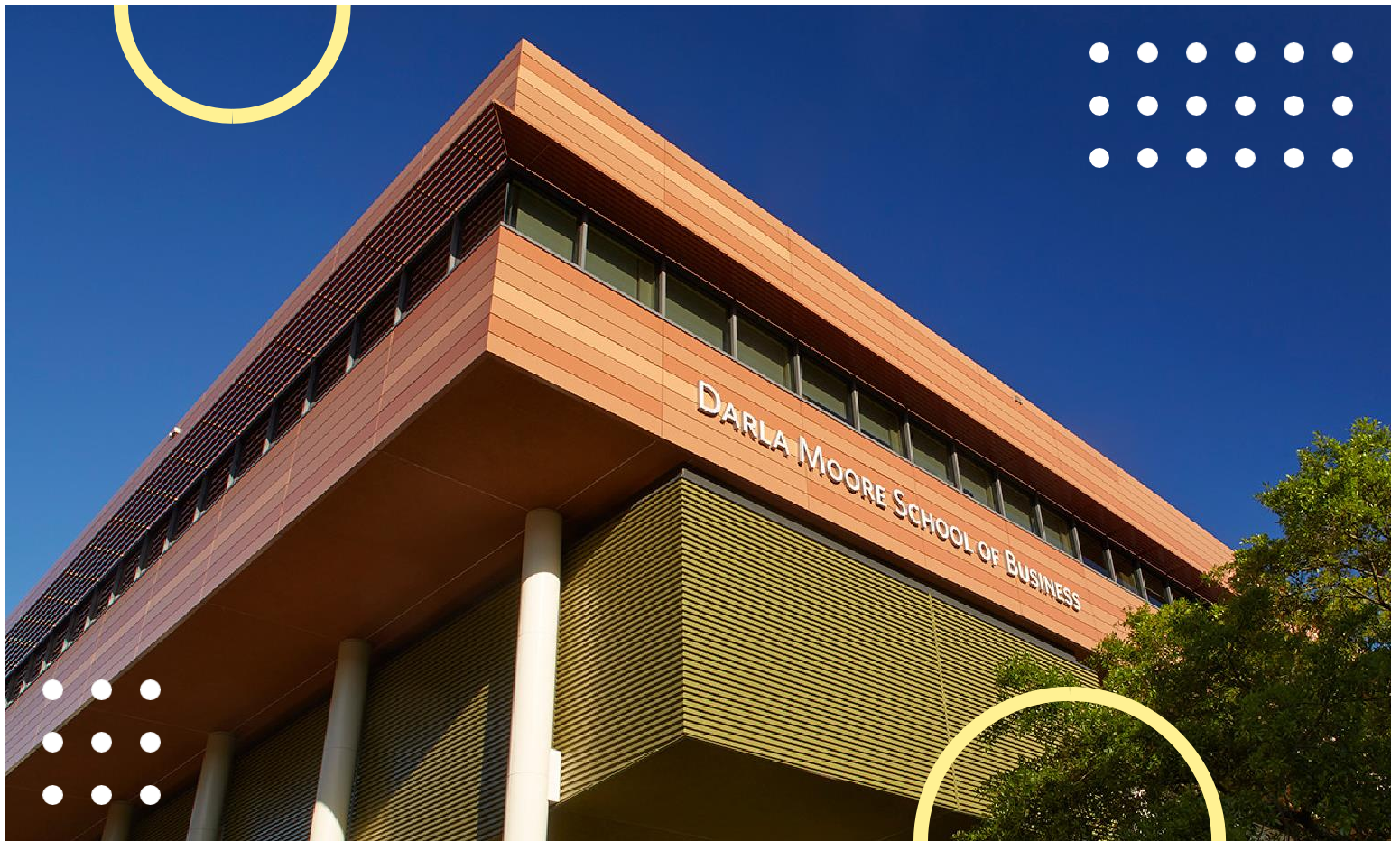


Summer 2024

Full-time MBA Program
New Student
CHECKLIST



Darla Moore
School of Business
UNIVERSITY OF SOUTH CAROLINA

New Student Checklist

Welcome to the Full-time MBA program. Now that you have been admitted, here are your next steps. Please read through this document carefully.

- ✓ [Important Dates](#)
- ✓ [Graduate School Acceptance Email](#)
- ✓ [Access Self-Service Carolina](#)
- ✓ [Student IDs](#)
- ✓ [Enroll in Multifactor Authentication](#)
- ✓ [MBA Confirmation Fee](#)
- ✓ [Proof of Student Immunizations](#)
- ✓ [Citizenship Verification Form](#)
- ✓ [Course Information](#)
- ✓ [Registration](#)
- ✓ [Financial Aid/Reward Information](#)
- ✓ [USC Email Address](#)
- ✓ [Carolina Card](#)
- ✓ [Health Insurance](#)
- ✓ [Important Contact Information](#)

Important Dates



ORIENTATION:

June 23-26, 2024

FIRST DAY OF SUMMER TERM:

June 27, 2024

MBA Quantitative Boot camp

(optional)
June 21, 2024

MBA Onboarding Webinars

Thursday, March 7
Wednesday, April 10
Tuesday, May 7

GRADUATE SCHOOL ACCEPTANCE EMAIL

Upon admission to the Full-Time 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 to claim your Network Username and to complete onboarding.

ACCESS SELF SERVICE CAROLINA (my.sc.edu)

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)

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.

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](#).

Full-Time MBA CONFIRMATION FEE

A non-refundable fee of \$1000 is required for the Full-Time 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. Full-Time MBA 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 \$6.25 credit card convenience fee for online payments.**

USC PROOF OF STUDENT IMMUNIZATIONS- required before registering.

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, and they will remove the hold.

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

CITIZENSHIP VERIFICATION FORM- required before registering

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.

International students will be notified by International Student Services with instructions on next steps when admitted to USC.

COURSE INFORMATION

The Full-Time MBA program starts in the summer II term. The first day of classes will be July 1, 2024 and the term runs until August 15, 2024.

The required course sequence for your first semester is as follows:

- **BADM 790- Career Leadership Program (2 credit hours)**
- **DMSB 710- Financial Accounting (3 credit hours)**
- **DMSB 712- Quantitative Methods in Business (3 credit hours)**
- **DMSB 713- Global Economics (3 credit hours)**

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

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 into 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 or GRE scores, official transcripts, etc.), please send an email to gradinfo@moore.sc.edu.

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

TUITION AND PAYMENTS

Moore School's Full-Time MBA programs have a unique structure relative to the University. Please review thoroughly the information provided in the *FT-MBA Program Fee & Financial Awards Manual*.

Financial Aid: Includes submitting the **USC Summer Application** (required to receive financial aid during the summer term) which is available after April 1st. Applicants must also submit the 2023/2024 FAFSA. Both applications must be completed to receive Federal aid for summer. For questions you can reach out financial aid at uscfaid@sc.edu or 803.777.8134

Scholarships will be awarded after you're admitted into the program and before your program begins. Scholarships aren't distributed all at once but are spread out through the duration of the program. There's no need to apply. Your eligibility is determined during the application review and any scholarship or fellowship awards will be included with your offer of admission.

Please check the [Bursar's Office payment deadlines page](#) for details.

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.

CAROLINACARD

Newly admitted FT-MBA 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 available during orientation, the CarolinaCard Office is in the Russell House and their hours are Monday-Friday 8:30-5:00. You can contact the CarolinaCard Office at 803-777-1708 if you have any questions.

HEALTH INSURANCE

Students registered in a minimum of 6.00 credit hours (two classes) will automatically be enrolled in the university's health sponsored insurance plan. The waiver process is not available immediately upon registration, it may take up to 36 hours after you register for the AHP system to update and allow for the waiver to be submitted.

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 \$3091* per year. For details regarding the health insurance requirement (including how to purchase USC health insurance or waive out of the requirement), please refer to the [Student Health Services website](#).

*This fee is subject to increase for future academic years.

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 and select the appropriate student link.
- Log in using your USC ID (the one letter and number combination found at 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: You are responsible for waiving out of the required USC 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.

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. 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

Lauren Puffenbarger
Student Experience Manager
803-777-3981
Lauren.puffenbarger@moore.sc.edu

After classes begin your student service manager will be Jasmine Howze.