

**SPRING 2025**

**Professional MBA Program**

# **REGISTRATION CHECKLIST**



**Darla Moore**  
**School of Business**  
UNIVERSITY OF SOUTH CAROLINA



# Registration Checklist



At this point, you should be finishing your new student checklist and are ready to begin the registration process. To finish the enrollment process, you must complete the following steps. Please read through this document carefully.

Registration

Updating USC Passwords

Course Information

Blackboard Reminder

Health Insurance

Important Contact Information

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# Important Dates



## **ORIENTATION:**

Saturday, January 11, 2025

## **FIRST DAY OF SPRING I TERM:**

Monday, January 13, 2025

## REMINDER: 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)

## REMINDER: 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.

## REMINDER: 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.

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](mailto:bursar@mailbox.sc.edu).

## REGISTRATION

After completing and submitting your immunization forms and citizenship verification, 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 or GRE scores, official transcripts, etc.), please send an email to [gradinfo@moore.sc.edu](mailto:gradinfo@moore.sc.edu).

[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 **USC Columbia campus**. However, each PMBA course requires that you register using **a specific section code based on the classroom location you attend**. It is important that you register for the correct section for each course, so that we have accurate location enrollment data.

Registration opens simultaneously for terms I and II each semester.

**Spring I term runs:**

January 13 to March 3

**Spring II term runs:**

March 17 to May 1

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

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

### **Spring | ACCT 725: Financial Accounting (3 credit hours)**

- This course is a full semester course (14 weeks) and will be completed during both Spring I and Spring II terms.
- This course will not have a class session every week. Synchronous evening class sessions will be held on five TBD dates.
- This course also requires an in-person session in Columbia at the Darla Moore School of Business on a TBD Saturday from 9:00 a.m. - 5:00 p.m.

### **Spring I | MGSC 711: Quantitative Methods (3 credit hours)**

- This course will meet once a week during the first set of seven weeks of the spring semester from 6:00 – 9:00 p.m. during the Spring I term.

## Spring II | MGMT 770: Competing Through People (3 credit hours)

- This course will meet once a week during the second set of seven weeks of the spring semester from 6:00 – 9:00 p.m. during the Spring II term.

*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. Please check your schedule before classes begin to ensure that class meeting times or locations have not changed.*

SECTION	LOCATION
M00	Columbia
M03	Charleston
M04	Charlotte
M05	Greenville
M07	Parris Island

Payment is due for classes prior to the beginning of the semester. Please check the [Bursar's Office payment deadlines page](#) for details.

## HEALTH INSURANCE

*Note: Students must be registered in a minimum of 6.00 credit hours (two classes) in order to waive out of the university sponsored insurance plan. You can only waive out of the university sponsored plan AFTER you have registered for classes. 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 \$3,205\* 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](http://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](http://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 USC 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 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.

## UPDATING USC 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).

## REMINDER: 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 onboarding, please reach out to:

### Lauren Puffenbarger

Student Experience and Enrollment Services Manager

803-777-3981

[lauren.puffenbarger@moore.sc.edu](mailto:lauren.puffenbarger@moore.sc.edu)

Post-Admissions and Enrollment Support

### Lauren West

Associate Director of Recruiting

803-360-4785

[lauren.west@moore.sc.edu](mailto:lauren.west@moore.sc.edu)

Decision to Enroll Support

*Once orientation has been held, you will reach out to the PMBA Student Services Manager for assistance as a current PMBA student.*