

SUMMER 2025

Professional MBA Program

ONBOARDING GUIDE



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

Onboarding Guide



Welcome to the Professional MBA program. Now that you have been admitted, you must complete the following steps alongside the Graduate School's [New Student Checklist](#).

Important Dates

Graduate School

Acceptance Email

PMBA Confirmation Fee

USC Email Address

PMBA Locator Form

Course Information

Tuition and Payments

CarolinaCard

Blackboard

Important Contact Information

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

Important Dates



ORIENTATION:

While there is no official orientation for incoming summer cohorts, we invite you to join us in Columbia for the fall orientation on
Saturday, August 16, 2025

FIRST DAY OF SUMMER TERM:

Tuesday, May 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.
4. Complete the Graduate School's [New Student Checklist](#).

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 access to 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.

CLASS 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.

Summer I term runs:

May 13 - June 26

Summer II term runs:

June 30 - August 14

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:

Summer I | MKTG 701: Marketing Management (3 credit hours)

- This course will meet once a week on Tuesdays during the first set of seven weeks of the summer semester from 6:00 - 9:00 p.m. during the Summer I term.

Summer II | ECON 720: Managerial Economics (3 credit hours)

- This course will meet once a week on Thursdays during the second set of seven weeks of the summer semester from 6:00 - 9:00 p.m. during the Summer 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
M30	Remote

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

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.

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 the Graduate Programs Coordinator or email the team: pmba@moore.sc.edu.

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Graduate Programs Coordinator

803-983-5475

william.prothro@moore.sc.edu

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

