SUMMER 2025

Full-time MBA Program

ONBOARDING

GUIDE

Darla Moore School of Business
UNIVERSITY OF SOUTH CAROLINA

Onboarding Guide

Welcome to the Full-time-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
- Full-time MBA Confirmation Fee
- Email Address
- 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:

June 23-27, 2025

FIRST DAY OF SUMMER TERM:

Monday, June 30, 2025

MBA Onboarding Webinars*:

April 9- 5:30PM
April 24- 12:30 PM
May 6- 12:30 PM
May 15- 5:30PM

MBA Quantitative Bootcamp:

*TBA

*More information will be sent via email about the Quantitative Bootcamp and how to attend the MBA onboarding webinars.

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.

4. Complete the Graduate School's New Student Checklist.

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 tuition bill.

You must have access to your VIP and USC IDs 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. 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 credit card convenience fee for online payments.

DEPOSIT DEADLINE: See email from mba@moore.sc.edu for details about deposit deadlines.

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.

CLASS INFORMATION

The Full-time MBA program starts in the summer II term. The first day of classes will be June 30, 2025, and the term runs until August 7, 2025.

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Summer 2025 FTMBA Course Schedule
June 30, 2025 - August 7, 2025

Course	Title	Restrictions	Instructor	Class Day	Time	USC DMSB Room	Term	Core/Elective	Delivery Format
DMSB 710	Financial Accounting in the Global Environment	IMBA	Rasso	TTh	8:30 AM - 12:00 PM	112	Summer II	Core	Face-to-Face
DMSB 710	Financial Accounting in the Global Environment	OMBA	Rasso	TTh	1:00 PM - 4:30 PM	134	Summer II	Core	Face-to-Face
DMSB 712	Quantitative Methods in Business	OMBA	Farnoush	MW	8:30 AM - 12:00 PM	134	Summer II	Core	Face-to-Face
DMSB 712	Quantitative Methods in Business	IMBA	Farnoush	MW	1:00 PM - 4:30 PM	112	Summer II	Core	Face-to-Face
DMSB 716	Global Marketing Management	OMBA	Jayachandran	TTh	8:30 AM - 11:30 AM	134	Summer II	Core	Face-to-Face
DMSB 716	Global Marketing Management	IMBA	Jayachandran	TTh	1:00 PM - 4:30 PM	112	Summer II	Core	Face-to-Face
BADM 790	Career Leadership Program I	IMBA	Hanslip	MW F	10:00 AM - 11:30 AM 10:00 AM - 11:30 AM	112 Zoom	Summer II	Elective	Face-to-Face
BADM 790	Career Leadership Program I	OMBA	Hanslip	MW F	1:00 PM - 2:30 PM 10:00 AM - 11:30 AM	134 Zoom	Summer II	Elective	Face-to-Face

Subject to change

You will be registered for your classes before or during orientation by the MBA student service manager. Registration will not happen until that time. Advisement and registration for fall will happen over the summer. At that time, you will have an opportunity to discuss certifications and specializations.

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

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 F*T-MBA Program Fee & Financial Awards Manual* sent to you along with the Award Notification e-mail and located in the My Moore School current students webpage, under the Full-time MBA student section.

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 2024/2025 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.

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 Full-time MBA Tuition and Fee Page for the current tuition rates as well as other associated fees.

CAROLINACARD

New 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 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.

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: mba@moore.sc.edu.

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

You will meet your MBA Student Services Manager, Karen Burnette, during summer orientation.