

**FALL 2025**

**MSBA Program**

# ONBOARDING GUIDE



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

# Onboarding Guide



Welcome to the MSBA 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
- MSBA 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.**

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## Important Dates



### **ORIENTATION:**

**August 16 and August 18, 2025**

### **FIRST DAY OF SUMMER TERM:**

**Tuesday, August 19, 2025**

### **MSBA Onboarding**

#### **Webinars\*:**

April 30- 5:30 PM  
May 12- 12:00 PM  
June 3- 5:30 PM  
July 16- 12:00 PM

### **MSBA Quantitative Bootcamp:**

\*More information will be sent via email about how to attend the MSBA onboarding webinars.

## GRADUATE SCHOOL ACCEPTANCE EMAIL

Upon admission to the MSBA 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](#).

## MSBA CONFIRMATION FEE

**A non-refundable fee of \$1000 is required for the MSBA 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](http://my.sc.edu) and click on “Pay enrollment deposit/fee” under the Newly Admitted Students section. MSBA 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 [msba@moore.sc.edu](mailto:msba@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](http://outlook.com/email.sc.edu)
4. To download Microsoft Office, go to [outlook.com/email.sc.edu](http://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](http://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 MSBA program starts in the fall term. The first day of classes will be August 19, 2025.

Course	Title	Professor	Class Day	Time	USC DMSB Room	Term	Notes	Core	Delivery Format <sup>2</sup>
MGSC 790	Data Resource Management	Petkewich	M	2:20-5:10 PM	324	I	Class Start Date: 08/25	Core	Face-to-Face
MGSC 711	Quantitative Methods in Business	Hendrix	W	2:20-5:10 PM	324	I	Class Start Date: 08/20	Core	Face-to-Face
MKTG 722	Data Science for Business Decision Making	Becerril Arreola	Tues/Thurs	1:15-2:30 PM	324	Full Semester	Class Start Date: 08/19	Core	Face-to-Face
MGSC 772	Project Management	Bagley	M	2:20-5:10 PM	324	II	Class Start Date: 10/13	Core	Face-to-Face
ECON 736	Applied Econometrics	Waldfoegel	Tues/Thurs	8:30-11:20 AM	105	II	Class Start Date: 10/13 *ECON 736 can be exchanged with MKTG 722 as a core course. <i>If you take both classes, one would count as a core, the other as an elective.</i>	Core/Elective	Face-to-Face

Once your holds are lifted, you will be able to register for your fall classes.

**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 MSBA program tuition is \$33,000 (2024-2025 rate). This rate is consistent for in-state, out of state and international students.

All applicants are considered for merit based financial awards upon admission. Awards include individual fellowship awards (amounts vary) and graduate assistantships in the Moore School Data Lab. 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](mailto:uscfaid@mailbox.sc.edu)) or phone at 803-777-8134.

## **CAROLINACARD**

New MSBA 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: [msba@moore.sc.edu](mailto:msba@moore.sc.edu).

**Lauren Puffenbarger**

Student Engagement Manager

803-777-3981

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

You will meet your MSBA Student Services Manager, Karen Burnette, during fall orientation.

