

# ORIENTATION HANDBOOK

**2024-2025** Undergraduate programs at the  
**Darla Moore School of Business**



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

# Advising Terms to Know

## EXPLORATORY ADVISING:

Major change advising resource if interested in changing to a major outside of the Moore School. For more information, please visit:

[bit.ly/3NurjRJ](http://bit.ly/3NurjRJ)

## COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP):

Tests mastery of college-level material acquired through instruction, independent study, or extracurricular work, can earn college credits.

To learn about minimum CLEP scores, please visit: [bit.ly/3trIL2n](http://bit.ly/3trIL2n)

## OFFICE HOURS:

Designated time to meet with instructors outside of class to ask questions, clarify course content, follow-up on missed coursework, and get to know your instructors better. Check your course syllabi and contact your instructor to verify office hours availability.

## DROP-IN HOURS:

Time for you to meet with your academic advisor outside of your scheduled advisement meeting to discuss follow-up questions, concerns, and course withdrawal. Please connect with your assigned advisor to learn about their drop-in hours.

## PRE-REQUISITE:

A course you are required to take before another course to provide a foundation in course content. If you do not have the pre-requisite course at the time of registration, you will not be able to register for the course.

## CO-REQUISITE:

A course you are required to take at the same time as another course.

## CAROLINA CORE:

USC's general education curriculum. To review Carolina Core requirements and course options, please visit: [bit.ly/3RLQ9z4](http://bit.ly/3RLQ9z4)

## BUSINESS CORE:

Upper-level Business courses every Moore School student will take regardless of chosen major(s). Provides a solid foundation in different aspects of Business.

## MAJOR REQUIREMENTS:

Courses in a specific academic discipline that lead to a degree in a distinct area.

## MINOR:

Typically 18 credits of coursework in a secondary academic discipline. A minor must be outside of the Moore school, with the exception of Economics. A list of minors offered at UofSC can be found at: [academicbulletins.sc.edu](http://academicbulletins.sc.edu), Undergraduate, Programs A-Z.

## CONCENTRATION:

Structured plan of study within a major. The Moore School currently offers two concentrations: Business Analytics and Sustainability in Business.

## CAREER READINESS:

Preparing students for workforce by providing course advisement and campus resources. Offices available for business students include:

- **USC Career Center:** This office will be utilized in the first year of study. For more information about the USC Career Center, please visit: [bit.ly/41r54BI](http://bit.ly/41r54BI)

- **Office of Career Management:** Often referred to as OCM, this office will be utilized during the sophomore-senior semesters. Students will also be assigned a Career Coach specific to the business major of study. To learn more about the services of the OCM, please visit: [bit.ly/476qKEL](http://bit.ly/476qKEL)

## EXPERIENTIAL LEARNING/BEYOND THE CLASSROOM:

Often called CIEL, this office is designed to help students wishing to learn more information than what is taught inside the classroom. The CIEL office has wonderful staff dedicated to assist students with Graduation with Leadership Distinction and other beyond the classroom opportunities. To learn more about this office, please visit: [bit.ly/47TzG1j](http://bit.ly/47TzG1j)

## ADVISEMENT MEETING:

Required by each academic College for students to attend once a semester. Students will be notified by their assigned advisor of when meetings will begin each semester. DMSB student meetings typically occur in mid-January and mid-September of each academic year.

## ADVISEMENT FORM:

Electronic copy of listing of classes that will be required to take each semester. Form provided after each advisement meeting via university email.

## DEGREE PROGRESS FORM:

One-page form for DMSB students that allows for a quick glance at degree progression.

## ADDITIONAL REQUIRED CREDITS (ON DEGREE PROGRESS FORM):

18 credits of degree applicable courses that must be met by graduation. Students will consult with assigned academic advisor for further guidance on options.

## DEGREEWORKS:

USC-focused online degree auditing system.

## TRANSCRIPT:

Listing of all collegiate classes taken. Unofficial transcript found on Self-Service Carolina. Official copies must be obtained from the University Registrar's office. Small fee required when requesting an official copy of transcript.

## STUDY ABROAD:

Experience where students can study in a different country during spring break, summer, full semester or full academic year. USC has a dedicated Education Abroad office dedicated to assisting students prepare for this time abroad. To learn more about the different programs and services, please visit: [bit.ly/48eTcWO](http://bit.ly/48eTcWO)

## SELF SERVICE CAROLINA:

Registration portal at the University of South Carolina-Columbia campus. This may also be referenced to as my.sc.edu or SSC (not to be confused with the Student Success Center).

# Undergraduate Division

## STUDENT SUCCESS CENTER:

USC Columbia office that provides services such as supplemental instruction, tutoring, success consultations, etc. For full listing of services, please visit: [bit.ly/3VCrWLL](http://bit.ly/3VCrWLL)

## PRE-PROFESSIONAL ADVISING:

Office dedicated to providing further guidance for students wishing to attend medical school, law school or professional school after graduation. For more information about this office, please visit: [bit.ly/3RpaKrz](http://bit.ly/3RpaKrz)

## TIME TICKET:

Pre-assigned date and time set by the University Registrar on when individual students register for upcoming semester courses. Registration times typically occur in April and November of each academic year.

## HOLDS ON ACCOUNT:

A freeze on your account. Holds must be taken care of in a timely manner. For a listing of common holds at the University of South Carolina, please visit: [bit.ly/3vGG8e4](http://bit.ly/3vGG8e4)

## TRANSIENT STUDENT:

Student status when enrolled at another USC system campus or non-USC institution.

## COURSE EQUIVALENCY:

Transfer work that could apply to your USC record. To confirm University of South Carolina approved course equivalencies on our Course Equivalency Table, please visit: [bit.ly/3TIXrDz](http://bit.ly/3TIXrDz)

The undergraduate staff (advisors, administrative staff, and student workers) welcomes the opportunity to answer all questions about students' academic careers, including study abroad, internships, business scholarship information and much more. The staff also can refer students to the appropriate offices for assistance with non-academic concerns such as financial aid, fee payment or housing issues.

## We also serve as a resource for the following:

- Reviewing and processing academic forms such as:
  - **Education Abroad Approval Form (EAAF)**
  - **Registration Exception Form (AS-199)**
  - **Pass-Fail Option (AS-20)**
  - **104-R Form (ROTC)**
  - **Special Enrollment Request (SERF)**
- **Overload:** Permission to take more than 18 credit hours during a regular semester or more than seven credit hours during a summer session. Approval is generally given only to students who had a 3.000 semester GPA their previous term. Overloads (more than 16 credit hours) may generate additional tuition cost. Consult with the USC Bursar's Office regarding potential additional fees.
- **Departmental Scholarships:** Departmental scholarships are limited and competitive. Applications can be found on the Moore School website.

## Advisement

### Remember:

- Students must be formally advised each fall and spring semester prior to registration by their assigned academic advisor.

### Advisors should:

- Respond to emails in a timely manner (within 1-2 business days).
- Provide adequate appointment times for students.
- First year advisors should guide students through curriculum requirements for first year of study. Upperclassmen advisors should guide students through curriculum requirements needed for graduation.
- Appropriately advise students for courses of study needed for graduation.
- Maintain and update student records each semester.
- Make referrals to campus resources as needed.

### Students should:

- Be on-time for advisement appointments.
- Check USC email on a regular basis.
- Be timely with requests (don't wait until the last minute).

- Come to appointments prepared with questions
- Be aware of different departments on campus and their functions (Financial Aid, Bursar, Registrar, Education Abroad, etc.)
- Be respectful to all Moore School faculty and staff. Make sure to check and take care of holds in a timely manner. University offices place holds on account for various reasons (SAPE, Immunization, Conduct, etc.), so make sure these are taken care of in a timely manner so you can register for courses on your set date and time. If you have questions about certain office holds, you will be responsible to contacting that office during business hours. Please note that academic advisement holds will be lifted by your assigned advisor once you attend your advisement meeting. These holds are typically lifted in mid-February and mid-September each academic year.

**For additional tips, please visit the Pre-Advisement Checklist at [sc.edu/advising](http://sc.edu/advising) → Student Advising Resources → Pre-Advisement Checklist**

# Academic Policies

Students should become familiar with the Undergraduate Bulletin and use it as a reference. The bulletin includes useful information about academic units and faculty, degree and progression requirements and course descriptions.

Students can access the Undergraduate Bulletin online:

[academicbulletins.sc.edu](http://academicbulletins.sc.edu)

Below are some important topics covered in the Academic Regulations section of the Undergraduate Bulletin. Learn more about these policies at [bit.ly/sc\\_ugpolicies](http://bit.ly/sc_ugpolicies)

## COURSE LOAD:

Undergraduate students who are enrolled in 12 semester hours or more for the fall, spring, or summer semester are considered full-time for academic purposes. Students who have a verified learning disability with the Student Disability Resource Center must be enrolled in nine semester hours or more for the fall, spring or summer semesters to be considered full-time students with regard to access to university residence halls and eligibility for financial aid, provided this is consistent with their academic advisory plan. Full-time fees for undergraduate students are calculated on 12 to 16 semester hours.

## DROPPING A COURSE:

An undergraduate student may drop a course via Self Service Carolina ([my.sc.edu](http://my.sc.edu)). Courses from which the student withdraws by the last day to change a course schedule or drop without a grade of "W" will not be recorded on a student's permanent record. Before Nov. 6, 2024, the grade of "W" will be recorded on a student's transcript, but the semester hours will not enter into the computation of grade point average. In summer sessions and other shortened sessions this period will be 50 percent of the total number of class hours instead of seven weeks. (See the university's academic and refund calendars on the registrar's website.) Removal of a "W" grade is not permitted except in cases of documented administrative error. Students dropping a course or withdrawing from the university after the first seven weeks of a semester will normally receive a grade of "WF". A "WF" is treated as an "F" in the evaluation of suspension conditions and in computing the student's grade point average. Students who stop attending classes without officially withdrawing will have the grade of "FN" recorded for all courses. This grade is included in all calculations and totals. Withdrawal from courses after the last day of classes is not permitted.

**For a listing of add/drop dates for each academic semester at USC-Columbia, please click on 'part of term' in the following website:**

[bit.ly/course-withdrawal](http://bit.ly/course-withdrawal)

## COURSE GRADE FORGIVENESS:

It is the policy of the University of South Carolina that every currently enrolled fully-admitted, degree-seeking undergraduate earning a "D+", "D", "F" or "WF" in a USC course may take up to two (2) undergraduate courses for a second time for the purpose of grade forgiveness. Both the first and second grades for the same course shall appear on the USC permanent record, but only the second grade will be used in computing the University of South Carolina cumulative grade point average. An explanatory notice will appear on the record. Once

grade forgiveness is applied to a repeated course, the action may not be revoked. Eligible students wishing to apply the course grade forgiveness policy to a course enrollment may do so at any time during his/her undergraduate enrollment, but no applications will be honored after the degree is awarded.

**To learn more about this policy, please visit: [bit.ly/uscgradeforgive](http://bit.ly/uscgradeforgive)**

## INCOMPLETE GRADES:

An Incomplete is assigned at the discretion of the instructor when, in the instructor's judgment, a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, family hardship or verified learning disability. The grade of "I" is not intended to give students additional time to complete course assignments unless there is some indication that the specified condition or event prevented the student from completing course assignments on time. By arrangement with the instructor, the student will have up to 12 months in which to complete the work before a permanent grade is recorded. Re-enrolling in the course will not make up an Incomplete. An Assignment of Incomplete Grade form (AS-5) must be completed by the instructor and submitted to the Office of the University Registrar explaining the reason for the "I" and conditions for make-up. A grade of "I" is not computed in calculating a student's grade point average. After 12 months an "I" that has not been made up is changed to a grade of "F" or to the back-up grade indicated by the faculty member on the Assignment of Incomplete Grade form.

## NR (NO RECORD):

No Record (NR) is assigned in the event that the grade is not available at the time final grades are submitted. It is a temporary mark on the transcript and must be replaced by a grade. If replacement does not occur before the last week of the spring or fall semester following the term for which the grade was recorded, a grade of "F" will be assigned. The "NR" is ignored in computing the GPA.

## AUDITING:

Auditing a course consists of attending classes and listening without responsibility for any assignments or examinations. An auditor is not responsible for any assignments or examinations. No record of audit shall appear on a transcript unless a student attends 75 percent of the classes.



**General questions:**  
[undergrad@moore.sc.edu](mailto:undergrad@moore.sc.edu)

**International Business questions:**  
[undergrad.ib@moore.sc.edu](mailto:undergrad.ib@moore.sc.edu)

No credit may be earned in an audited course by examination or otherwise. No audited course may be repeated for credit at a later date except by those students who have been verified as learning disabled by the Student Disability Resource Center and whose academic advisory plan recommends auditing a specific course before it is taken for credit.

Students who have registered for a course on an audit basis and who wish to change their registration to take the course for credit (or who wish to change from credit to audit) must do so no later than the last day to change course schedule or drop without a grade of W being recorded, as published in the academic and refund calendars on the Registrar's website.

### **CHANGES IN ENROLLMENT:**

Adding a course, changing from credit to audit or audit to credit, changing from one section to another, and changing the number of credits in any variable credit course must be completed by the last day to change course schedule or drop without a grade of "W" being recorded, as published in the academic and refund calendars on the registrar's website. Electing or revoking the Pass-Fail option must be completed no later than the last day for dropping a course with a grade of "W", as published in the academic and refund calendars on the Registrar's website.

### **ACADEMIC PROBATION:**

When a student's cumulative University of South Carolina GPA at the end of any semester is less than a 2.00, they are placed on academic probation.

### **FIRST-YEAR FRESHMAN ACADEMIC RECOVERY PROGRAM:**

First-year freshmen who have less than a 2.00 total institutional grade point average at the end of their first semester of collegiate enrollment are considered at risk. During the first six weeks of their second semester, these students must participate in an academic coaching session before being eligible to register for courses for the third semester. These sessions will provide students with assistance in developing academic skills and learning strategies and will identify other resources they need to meet their academic goals.

This requirement is in addition to any made by the student's college, school or academic program.

### **NOTIFICATION OF STUDENT RIGHTS UNDER FERPA:**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the university discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Carolina to comply with the requirements of FERPA.

Additional details are available online at [bit.ly/reg\\_FERPA](http://bit.ly/reg_FERPA)



## **LIKE US ON FACEBOOK!**

*Darla Moore School of  
Business Undergrad Division*

We send out information about advisement appointments, important announcements, involvement opportunities, alumni accomplishments, and much more.

## Transfer Credits Coming into USC

If you have Advanced Placement (AP), International Baccalarate (IB) and/or Dual Enrollment credit(s) needing to be sent to USC-Columbia, please see important information below.

**AP credit:** Have College Board send credit directly to the University of South Carolina (school code: 5818)

**IB credit:** Have credit sent to the University Registrar's office mailing address below or via email at:  
**TRANSFER@sc.edu**

**Office of University Registrar**  
**University of South Carolina**  
**1244 Blossom Street, Suite 106**  
**Columbia, SC 29208**

**Dual Enrollment:** Have official transcripts from institution sent to the Office of Undergraduate Admissions mailing address below or via email at:  
**ADMOPERATIONS@mailbox.sc.edu**

**Office of Undergraduate Admissions**  
**902 Sumter Street Access/Lieber College**  
**Columbia, SC 29208**

If you are interested in transferring course credit or taking courses at another USC or non-USC campus, remember to:

- USC Transfer Equivalency Tables:  
[registrar.sc.edu](http://registrar.sc.edu) → Transfer Credits
- Have approval from an academic advisor before you take courses at a campus other than USC-Columbia.
- Correctly complete a Special Enrollment Request Form to be approved by your assigned academic advisor.

## Section Codes and Restrictions

**A sections:** Restricted to Preston Residential College

**C Sections:** Restricted to Capstone Scholars Program

**H Sections:** Restricted to Honors College students

**J Sections:** Online sections open to all students. Check to make sure you are registering for correct USC campus location

**M Sections:** Restricted to PMBA students

**N Sections:** Restricted to Nursing students

**P Sections:** Restricted to Palmetto College

**Q Sections:** International Accelerator Program

**R Sections:** Contract courses: only open to students affiliated with the course contract

**S Sections:** Special populations (including Living Learning Communities)

**T Sections:** TRiO students

**Y Sections:** the Graduation and Retention Network

*\*Note: Always confirm start/end dates — some courses may be abbreviated in length.*

To view section codes and restrictions, visit [bit.ly/registration-troubleshooting](http://bit.ly/registration-troubleshooting)

## Course Registration Steps

1. Go to Self-Service Carolina ([my.sc.edu](http://my.sc.edu))
2. Click on "Columbia" under Flagship Campus
3. Enter your Network Username (first part of your USC email) and Password and click LOGIN
4. Choose an "Authentication Method" (*if needed*)
5. Click on "Student" button
6. Click on "Registration" button
7. Click on "Register for Classes"
8. Use the drop down arrow, Search by "Term" and select the correct Term and click "Continue"
9. Select "Campus" (i.e., USC Columbia)
10. Select "Subject" and either Enter the course (e.g., MATH) or Scroll to select the course (e.g., MATH)
11. In the "Course Number" field either enter the exact course number you are searching for or leave blank to search all courses for that subject
12. Click "Search" to bring up a listing of all courses and sections offered
  - You can click on the Title for additional information on the course
  - You can hover over the Instructor name for instructor's email
  - Hover over Days/Times/Location for additional information about the course days, times and location
13. Click on "Add" to add the course to the schedule and summary
14. Click on "Submit" to finalize the course registration
15. Repeat Steps 5-14 to add additional courses

For an online tutorial, please visit the 'How to Register for Classes using Self Service Carolina' video at: [bit.ly/advising-videos](http://bit.ly/advising-videos)

## How to Check Schedule

1. Go to Self Service Carolina ([my.sc.edu](http://my.sc.edu))
2. Click on "Student" tab
3. Click on "Student Profile" tab
4. Once on the Student Profile, the list of registered courses for the current term will appear on the right hand side.

# Placement Tests and Results

## LANGUAGE:

Language Placement Test website: [bit.ly/4aBqdN7](http://bit.ly/4aBqdN7)

**Placement Exemption Form:** By filling out this form, you will receive a placement score of 0, which indicates no prior knowledge of the language. [bit.ly/placement-exemption-form](http://bit.ly/placement-exemption-form)

**Placement Scores and Meanings:** [bit.ly/placementscoremeaning](http://bit.ly/placementscoremeaning)

### ARABIC

A0 – Eligible for ARAB121  
 A1 – Eligible for ARAB121  
 A2 – Eligible for ARAB122  
 A3 – Eligible for ARAB201  
 AB – Eligible for ARAB202  
 A4 – Eligible for ARAB301  
 AC – Eligible for ARAB302

### CHINESE

C0 – Eligible for CHIN121  
 C1 – Eligible for CHIN121  
 C2 – Eligible for CHIN122  
 C3 – Eligible for CHIN221  
 C4 – Eligible for CHIN222  
 C5 – Eligible for CHIN321  
 C6 – Eligible for CHIN322  
 C7 – Eligible for CHIN421  
 C8 – Eligible for CHIN 422  
 C9 – Exempt from all skills based Chinese courses

### FRENCH

F0 – Eligible for FREN109  
 F1 – Eligible for FREN109  
 F2 – Eligible for FREN121  
 F3 – Eligible for FREN122  
 FF or F4 – Mandatory Phase II Exam. An FF/F4 scores does not satisfy any College GLF requirement.  
 F5 – Eligible for FREN209 and/or FREN210  
 F6 – Eligible for any 300-level French course  
 F7 – Eligible for any 400-level French course

### GERMAN

G0 – Eligible for GERM109  
 G1 – Eligible for GERM109  
 G2 – Eligible for GERM121  
 G3 – Eligible for GERM122  
 GG or G4 – Mandatory Phase II Exam. A GG/G4 score does not satisfy any College GLF requirement.  
 G5 – Eligible for GERM210  
 GB – Eligible for GERM211  
 G6 – Eligible for GERM310  
 GD – Eligible for GERMAN311  
 G7 – Eligible for any course above 300-level

### ITALIAN

I0 – Eligible for ITAL121  
 I1 – Eligible for ITAL121  
 I2 – Eligible for ITAL122  
 I3 – Eligible for ITAL221  
 I4 – Eligible for ITAL222

### JAPANESE

J0 – Eligible for JAPA121  
 J1 – Eligible for JAPA121  
 J2 – Eligible for JAPA122  
 J3 – Eligible for JAPA221  
 J4 – Eligible for JAPA222  
 J5 – Eligible for JAPA321  
 J6 – Eligible for JAPA322  
 J7 – Eligible for JAPA421  
 J8 – Eligible for JAPA422

### LATIN

L0 – Eligible for LATN109  
 L1 – Eligible for LATN109  
 L2 – Eligible for LATN121  
 L3 – Eligible for LATN122  
 L4 – Eligible for LATN301

### PORTUGUESE

P0 – Eligible for PORT121  
 P1 – Eligible for PORT121  
 P2 – Eligible for PORT122  
 P3 – Eligible for any 200-level Portuguese course  
 P4 – Eligible for any 300-level Portuguese course (except PORT 299)

### RUSSIAN

R0 – Eligible for RUSS121  
 R1 – Eligible for RUSS121  
 R2 – Eligible for RUSS122  
 R3 – Eligible for RUSS201  
 R4 – Eligible for RUSS202  
 R6 – Eligible for RUSS301  
 R7 – Eligible for RUSS302  
 R8 – Eligible for RUSS401  
 R9 – Eligible for RUSS402

### SPANISH

S0 – Eligible for SPAN109  
 S1 – Eligible for SPAN109  
 S2 – Eligible for SPAN121  
 S3 – Eligible for SPAN122  
 SS or S4 – Mandatory Phase II Exam. An SS/S4 scores does not satisfy any College GLF requirement.  
 S5 – Eligible for SPAN209  
 SB – Eligible for SPAN210  
 S6 – Eligible for SPAN302  
 SD – Eligible for SPAN303  
 S7 – Eligible for SPAN312

**PLEASE CONSULT WITH ADVISOR FOR COURSE PLACEMENT**



## Placement Tests and Results

### MATH:

#### Math Placement Test:

[bit.ly/uscmathplacement](https://bit.ly/uscmathplacement)

#### Math Department

Email Address: [assess@math.sc.edu](mailto:assess@math.sc.edu)

MATH Course	Minimum number of correct answers needed in each MAP level	MAP Score	Grade of "C" or Better
111i	0 to 3 in MAP 1	0-3	-
111	4 in MAP 1	4	-
112	7 in MAP 1 + 7 in MAP 2	20	MATH 111(i) or 111
141 with 151	7 in MAP 1 + 7 in MAP 2 + 4 in MAP 3	24	MATH 115
141	7 in MAP 1 + 7 in MAP 2 + 7 in MAP 3	30	MATH 112 or 115

## Progression for First Year

### Pre-Business Division Requirements for the First Year:

- Successful completion (at USC Columbia) of a minimum of 24 semester hours
- Completion of the following courses with a "C" or better by **Aug. 12, 2025**:
  - ENGL 101
  - MATH 122 (or MATH 141)
  - ECON 221 or ECON 222
  - ACCT 225
  - ENGL 102
  - MGSC 290
  - STAT 206
- \* Other first-year courses may be suggested by your academic advisor
- \* Note: If certain progression requirements are already satisfied, please consult with your assigned academic advisor as soon as possible.
- **A minimum total institutional GPA of 3.000 by Aug. 12, 2025.** Courses taken at non-USC institutions will not factor into your USC GPA. Your GPA will not be rounded.
- If you satisfy the above conditions, you will progress into your sophomore year in the Darla Moore School of Business. Students will then meet with an upperclassmen advisor in the Undergraduate Division during the sophomore, junior and senior advisement sessions.
- Students not meeting progression requirements by end Spring 2025 need to plan to take summer school at either a USC or non-USC institution to remain in the business school and business-focused classes for fall 2025. Further consultation with your assigned academic advisor will be needed. If a student's Total Institutional GPA is a 3.000 or above, a student may take the missing progression course(s) at a non-USC institution or USC-institution. If a student's

Total Institutional GPA is a 2.999 and below, the student will need to retake the missing progression course(s) at a USC-based campus. A student will need to complete all missing progression requirements and have them appear on the Self Service transcript by Aug. 12, 2025 to ensure continuing their studies within the business school. *(If summer school courses do not end until after the date above, please contact your assigned academic advisor as soon as possible.)*

- If a student wishes to use Grade Forgiveness for any missing progression course(s), the course(s) would need to be retaken for the second time at one of the following USC-campuses: Columbia, Lancaster, Salkehatchie, Sumter, or Union. Students have two opportunities to use the Grade Forgiveness policy while at USC. For more information, please visit the USC Registrar's office website ([registrar.sc.edu](https://registrar.sc.edu) → transcripts and records → grade forgiveness).
- A student not meeting progression requirements by August 12, 2025 must transfer out of the Darla Moore School of Business, unless an extension has been granted by the assigned academic advisor and/or DMSB Undergraduate Programs office. The student will either need to find another College at USC-Columbia or will be switched over to Undergraduate Studies (housed within the University Advising Center) before classes begin in August 2025. The student will need to meet with an Exploratory Advisor in the University Advising Center for Academic and Post-Graduation Success office to discuss a new schedule for the upcoming fall semester. Additionally, at the time of transfer out of the Business School, all business courses will be removed from the student's Fall 2025 schedule.



# Upperclassmen Retention (Sophomore - Senior)

## Moore School Upperclassmen Retention Requirements Beginning Sophomore Year:

- All students are reviewed at the end of each semester for meeting retention requirements. The Moore School only admits new students in the fall term; therefore, students are subsequently reviewed at the end of each summer term. Students must maintain a minimum total institution GPA of 2.800. A student not meeting this retention requirement must transfer out of the Moore School. Students not meeting upperclassmen retention requirements may choose to transfer to another major or will be automatically transferred to Undergraduate Studies under the University Advising Center for Academic and Post-Graduation Success office. Students entering their final year and/or are within 30 hours of graduation must have a minimum 2.800 total institution GPA to graduate.
- A student will not be permitted to take major courses until the following first year progression and courses have been successfully completed with a minimum grade of C. This includes ENGL 101, ENGL 102, MATH 122 or MATH 141, STAT 206, ECON 221 or 222, ACCT 225, and MGSC 290.
- All majors in the Moore School will be expected to pass all business administration and economics courses with a minimum grade of C. Students must petition to take any business or economics class for a third time. Petitioning does not guarantee permission and based on academic record, some students may be required to change majors or transfer out of the business school.

## Carolina Core and Moore School Requirements

	CAROLINA CORE	COLLEGE COURSES
<b>CMW</b>	COMMUNICATION, WRITTEN COMPONENT (6 CREDIT HOURS)	ENGL 101 and ENGL 102
<b>ARP</b>	ANALYTICAL REASONING AND PROBLEM SOLVING (6 CREDIT HOURS)	MATH 122 or MATH 141 and STAT 206
<b>SCI</b>	SCIENTIFIC LITERACY (7 CREDIT HOURS)	Choose 2 approved SCI courses (At least one must include a lab)
<b>GFL</b>	LANGUAGE (0-6 CREDIT HOURS DEPENDING ON PLACEMENT TESTING)	<ul style="list-style-type: none"> <li>• If score of 0 or 1 on Language Placement Test: 6 credits of a language starting at 109 level or 4 credits of a language starting at 121 level.</li> <li>• If score of 2 or higher on Language Placement Test, student may complete 6 hours of approved electives rather than language (per advisor approval).</li> </ul>
<b>GHS</b>	HISTORICAL THINKING (3 CREDIT HOURS)	Choose 1 approved GHS course
<b>GSS</b>	SOCIAL SCIENCES (3 CREDIT HOURS)	Choose 1 approved GSS course
<b>AIU</b>	AESTHETIC AND INTERPRETIVE UNDERSTANDING (3 CREDIT HOURS)	Choose 1 approved AIU course
<b>CMS</b>	EFFECTIVE, ENGAGED & PERSUASIVE COMMUNICATION: SPOKEN COMPONENT (3 CREDIT HOURS)	Choose 1 approved CMS course
<b>INF</b>	INFORMATION LITERACY (3 CREDIT HOURS)	INF is typically met through ENGL 102 for most students. Consult with assigned academic advisor.
<b>VSR</b>	VALUES, ETHICS, AND SOCIAL RESPONSIBILITY (3 CREDIT HOURS)	Choose 1 approved VSR course. If overlay used, student must replace with a 3-credit elective. Consult with assigned academic advisor.

# Moore School Internationalization Requirement

All Moore School students must take three internationally focused courses to meet graduation requirements.

- At least one internationally focused Business or Economics course (i.e., International Marketing - IBUS 402). This course is taken Junior or Senior year.
- Two other internationally focused courses may be selected from Carolina Core or Foreign Language courses (200-level or higher).

## Founding Documents Requirement

COURSE	TITLE	CREDITS
AFAM 200	Freedom Papers: Narratives of Race and Nation	3
HIST 201	American Founding Documents	3
HIST 111	United States History to 1865	3
HIST 470	Constitutional History of the United States	3
POLI 201	American National Government	3
POLI 304	Contemporary Political Theory	3
POLI 450	Constitutional Law I: Institutional Powers	3
POLI 451	Constitutional Law II: Civil Liberties	3
POLI 452	The Judicial Process	3

All undergraduate students must take a 3-credit course or its equivalent with a passing grade in the subject areas of History, Political Science, or African American Studies that covers the founding documents including the United State Constitution, the Declaration of Independence, the Emancipation Proclamation and one or more documents that are foundational to the African American Freedom struggle, and a minimum of five essays from the Federalist papers. This course may count as a requirement in any part of the program of study including the Carolina Core, the major, minor or cognate, or as a general elective. Courses that meet this requirement are listed above. **For more information, visit: [bit.ly/foundingdoc](http://bit.ly/foundingdoc)**

## Honor Code Policy at the University of South Carolina

It is the responsibility of every student at the University of South Carolina to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program.

For more information and to view the USC honor code policy, visit: [bit.ly/uofschonorcode](http://bit.ly/uofschonorcode)



## Degree Programs (Nine Majors)

**Accounting** focuses on developing the ability to analyze and solve fiscal problems. This major leads to career opportunities such as public or private accounting, budget planning, tax accounting or auditing.

**Economics** is the study of how society uses resources to satisfy unlimited wants. The economics major leads to careers in research and management in the financial, manufacturing, services and government sectors.

**Finance** involves the study of business finance, investments and financial institutions. Degrees in finance lead to positions such as financial analyst, commercial lender, portfolio manager and trust officer.

**International Business** is the No. 1-ranked Undergraduate IB program in the U.S. The program is designed for students who have an innate curiosity and passion for learning, and who wish to thrive in an increasingly connected world. IB majors develop an understanding of the values, context and culture needed to work within your choice of region, master a language, study abroad at one or more of the world's best business schools, and double-major in a second area of business. An international business degree leads to work in a wide variety of organizations including consulting firms, companies providing international services and multinational companies across a full range of functional areas such as accounting, finance, marketing and logistics. You will learn how to make strategic business decisions in extremely complex situations, lead employees and teams with diverse cultural backgrounds and drive change in global organizations.

The Sonoco International Business Department offers the Classic track and more functional area-specific or language-specific study through the cohort tracks. Admission to cohort programs is by application only prior to students starting their freshman year at USC. Students interested in pursuing the Classic track of the International Business major should apply for the program at the end of their first year at USC. Admission is competitive. More details about these annual application processes are available on the Moore School website.

**Management** focuses on organizations — their design, function and management; behavior in organizations; and how they are changed. Students can specialize in human resources and organizational leadership or entrepreneurship. Integrated themes include leadership, managing change and diversity, ethical behavior, teamwork and the coordination and alignment of functional areas.

**Operations and Supply Chain** explores the analytical use of information in business management. Graduates are employed as managers, operations specialists, information analysts, computer programmers, statisticians and research analysts.

**Marketing** is the function in business and non-business organizations that is responsible for developing, pricing, distributing and promoting products, services and ideas. Students can specialize in sales leadership or product management. This major leads to positions such as sales specialist, research analyst, purchasing agent, retail manager and corporate marketing management.

**Real Estate** involves the study of concepts, principles and methodologies used in real estate analysis and decision making. Degrees in real estate lead to positions in areas such as mortgage banking, appraisal and financial services.

**Risk Management and Insurance** focuses on methods of developing financial protection against loss with emphasis on insurance principles, solving risk management problems and socioeconomic security programs. This major leads to positions in the life, health or property and casualty insurance industries such as underwriter, broker, investment analyst, risk manager or marketing representative.

Learn more: [bit.ly/mooremajors](https://bit.ly/mooremajors)

# DMSB STUDENT RESOURCES

Scan the QR code to learn about resources available to students.

- Important dates
- Undergraduate Handbook
- General Academic Information
- Academic & Professional Support
- Academic Opportunities
- Wellness Resources



[uscdmsb-resources.carrd.co/](https://uscdmsb-resources.carrd.co/)



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

# University Resources Contact Information

Subject to change: always check [sc.edu](http://sc.edu) for up-to-date contact information.

## Bursar's Office

1244 Blossom Street, Suite 128  
Phone: 803-777-4233

## Capstone Scholars Office

13 Gibbes Court  
Phone: 803-777-3912

## Carolina Card

Russell House Union  
Phone: 803-777-1708

## Center for Business Communications

Darla Moore School of Business, Level 2  
Suite 206  
1014 Greene Street  
Phone: 803-777-5904

## Student Health and Well-being

1409 Devine Street  
(Back of Russell House)  
Phone: 803-777-3175

## Counseling Center

Thomson Building  
1401 Devine St.  
Phone: 803-777-5223

## Carolina Food Co.

[sc.edu/dining](http://sc.edu/dining)

## Financial Aid

### Office/Scholarships

1244 Blossom Street,  
Suite 200  
Phone: 803-777-8134  
Email: [USCFAID@sc.edu](mailto:USCFAID@sc.edu)

## Graduate Programs, Moore School

Darla Moore School of Business, Level 3  
1014 Greene Street  
Phone: 803-777-2730

## Graduate School (University)

Email: [gradapp@mailbox.sc.edu](mailto:gradapp@mailbox.sc.edu)

## Housing

Phone: 803-777-4283  
Email: [housing@sc.edu](mailto:housing@sc.edu)

## International Student Services

Close-Hipp, Suite 470  
1705 College St.  
Phone: 803-777-7461

## Global Carolina

1705 College Street  
Close-Hipp, 403  
Phone: 803-777-3867

## Language Department

Phone: 803-777-4884

## Legal Residency

1244 Blossom St., Suite 106  
Phone: 803-777-5555

## Math Tutoring

[bit.ly/3TEzKmp](http://bit.ly/3TEzKmp)

## Multicultural Student Affairs

Russell House, West Wing, Suite 115  
Phone: 803-777-7716

## Office of Career Management

Darla Moore School of Business, Level 2  
1014 Greene Street  
Phone: 803-777-0149

## Office of Disabilities Services

1705 College Street  
Close-Hipp, Suite 102  
Phone: 803-777-6142

## Office of Fellowships & Scholarships Program

Desaussure 328  
Phone: 803-777-0958

## Office of Student Conduct

James F. Byrnes Bldg. Suite 201  
901 Sumter St.  
Phone: 803-777-4333

## Office of Undergraduate Research

Legare College, Suite 120  
Phone: 803-777-1141

## Parents Programs

Russell House, Suite 115  
803-777-3008

## Parking Services

1501 Pendleton Street  
Phone: 803-777-5160

## Placement Test Questions

[artsandsciences.sc.edu/language.placement](http://artsandsciences.sc.edu/language.placement)

## Pre-Professional Advising (Pre-Med and Pre-Law)

Sumwalt College, Room 208  
Corner of Sumter and Greene St.  
Phone: 803-777-5581

## Registrar's Office

1244 Blossom Street,  
Suite 106  
Phone: 803-777-5555

## Sexual Assault and Violence Intervention & Prevention Office (SAVIP)

Thomson Building  
1401 Devine Street  
803-777-8248

## Student Success Center (SSC)

Thomas Cooper Library,  
Mezzanine Level  
Phone: 803-777-1000

## Education Abroad Office

Close-Hipp, Suite 453  
1705 College Street  
Phone: 803-777-7557

## University 101 Programs

Phone: 803-777-6029

## Undergraduate Programs, Darla Moore School of Business

Darla Moore School of Business, Level 3  
1014 Greene Street  
Phone: 803-777-2191

## University Admissions Office

902 Sumter Street Access  
Lieber College  
Phone: 803-777-7700

## University Advising Center for Academic & Post-Graduation Success

Close-Hipp, Room 301  
1705 College St.  
Phone: 803-777-1222

## University Career Center

Thomas Cooper Library  
1322 Greene Street, Level 5  
Phone: 803-777-7280

## Office of Student Advocacy

Russell House West Wing,  
Suite 115  
Phone: 803-777-4872  
[studentadvocacy@sc.edu](mailto:studentadvocacy@sc.edu)

## Center for Integrative and Experiential Learning

Legare College, 2nd floor  
902 Sumter Street  
Phone: 803-777-3272

## USC Writing Center

Byrnes Building, Room 703  
Phone: (803) 777-2078

## Visitor Center

McKissick Museum  
1501 Pendleton St.  
Phone: 803-777-0169  
Toll Free: 803-922-9755





**Darla Moore  
School of Business**

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