



MOORE SCHOOL OF BUSINESS

UNIVERSITY OF SOUTH CAROLINA

ORIENTATION INFORMATION FOR MA IN ECONOMICS STUDENTS

Welcome to the Moore School of Business student registration information site for the Master of Arts in Economics program. Provided below is a list of USC websites that will address your questions about advisement and registration.

- ❑ Registrar (master schedule of Fall 2008 course offerings, pre-registration/registration dates and instructions, academic calendars) – <http://registrar.sc.edu>
- ❑ Bursar (Fee payment process and deadlines) – <http://web.csd.sc.edu/bursar>
- ❑ Housing (University and Off-Campus) - <http://www.gradschool.sc.edu/futurestudents/housing.html>, <http://www.housing.sc.edu/famgrad.asp>, <http://www.sa.sc.edu/offcampus/>; <http://www.apartmentguide.com/>
- ❑ City of Columbia - <http://www.gradschool.sc.edu/futurestudents/attractions.html>, <http://www.columbiasc.net/>
- ❑ Information for foreign national students – <http://www.sc.edu/ips/>
- ❑ Thomson Student Health Center (University sponsored insurance coverage and immunization requirements) – <http://www.sa.sc.edu/shs/tshc/>

In addition to the information provided via these links, please review the following:

ADVISEMENT

Please contact Dr. Melayne McInnes (mcinnes@moore.sc.edu or 803-777-6087) for guidance regarding your course schedule for the first semester. During your first semester of study, you will meet with Dr. McInnes to construct your program of study. A link to the policy statement for the M.A. in Economics programs is posted at http://mooreschool.sc.edu/export/sites/default/moore/economics/MA_Economics/MAE.Pol.pdf. Please review this information before meeting with Dr. Blackburn.

PREREGISTRATION/REGISTRATION

You may register for classes by utilizing the web on-line registration process (VIP). You will need to refer to the information provided on the Registrar's website listed above for pre-registration/registration dates and deadlines. You will also need to establish a personal identification number (PIN). Your PIN number will initially be your month and date of birth. For example if you were born on April 27th, your PIN would be 0427. Step-by-step instructions for VIP registration are provided on Registrar's website. Students wishing to register for a term prior to that for which they were admitted will need to request that the Graduate Division change their term of entry accordingly. If you encounter problems, please contact me (sranges@moore.sc.edu) or 803/777-2748.

TUITION/FEES

Students may pay their fees in person at the Bursar's Office, use Electronic Check Transfer (ECT), or mail in their payments according to the dates provided on the Bursar's website. We recommend that you utilize ECT, which allows you to electronically commit the necessary amount of your fellowship funds or federal financial aid for fee payment or electronically debit your checking account. Necessary forms are available on the Bursar's website under the Student Loan Accounting & Check Disbursement link. Fees may also be paid with VISA/MasterCard/Discovery credit cards. There is a \$25.00 fee for all credit card transactions.

FELLOWSHIP RECIPIENTS

If you have received a Moore School of Business Fellowship, the fellowship installment will be posted each term to your account as financial aid that should be applied to your tuition bill. Student receiving this tuition relief need to contact me regarding the number of hours for which they plan to enroll each term so that the appropriate amount of financial aid may be entered for billing purposes.

INSURANCE

Effective the fall 2004 semester, all graduate assistants must provide proof of health insurance. Students will automatically be assessed the fee for the University sponsored health insurance plan on their fall billings. **To remove this charge, students must provide the Thomson Health Center with a copy of their current insurance rider reflecting coverage amount, effective dates, and enrollee's name.** Please visit the Thomson Health Center Site for information on enrollment cards and plan coverage.

MEASLES IMMUNIZATION REQUIREMENT

The University of South Carolina requires all students born after December 31, 1956, to furnish proof of receiving **two doses of measles (rubeola) and one dose of German measles (rubella)** vaccine after their first birthday. Documentation providing proof of immunity must be submitted to the Thomson Student Health Center prior to pre-registration/registration. **ALL STUDENT REGISTRATION IS BLOCKED UNTIL THE PROPER IMMUNIZATION CERTIFICATION IS ON FILE.**

ENGLISH PROFICIENCY EXAMINATION

All international students must take the English Proficiency Examination prior to beginning classes. The Office of International Students administers the examination during registration week. Dependent upon the student's score they may be required to enroll in course work designed to strengthen their oral/aural and writing ability. **ALL INTERNATIONAL STUDENTS MUST TAKE THE PROFICIENCY EXAMINATION UNLESS THEY HAVE RECEIVED A DEGREE FROM AN AMERICAN COLLEGE OR UNIVERSITY.**

COMPUTER ACCOUNT AND EMAIL ADDRESS

You will be assigned a graduate student computer account and email address. The computer account will allow you to access the computers in all MSB labs. You may obtain the necessary application form in the MSB Self Computer Lab located on the first floor of the building.

ADDRESS/EMAIL UPDATES

Please notify Scott Ranges (803/777-2748 or sranges@moore.sc.edu) regarding any changes in your mailing address or email. In this way, we can provide you your any information updates.