

Spring 2009 Registration, Master's Degree or Certificate Program, Advisement, Graduation, Important dates, etc.

## Important Web pages

[MACC Current Students Web page](#)

[Registrar's Students Web page](#)

## Registration

Registration for continuing graduate students begins November 10, 2008. **The Registrar's office has indicated VIP registration appointment times and eligibility to register should be available no later than October 13th.**

You should access [VIP](#) to get your registration appointment. If you do not have an appointment time by **October 13th**, please check your eligibility to register (see next paragraph) and contact the registrar's office (777-5555) for an appointment time. You should register at your appointment time in order to get the courses and times you need or want. I cannot get you an appointment or get your appointment time changed. **If you register late, you may not be able to get into 400 & 500-level courses you need or want to take.**

You should also check your eligibility to register on VIP on **October 13th**. This is not checking for your VIP appointment time referred to above. You should check for all terms that you plan to register for. If you are ineligible to register, VIP should indicate the reason and you should immediately take care of the problem.

The Business Measurement & Assurance and Taxation Track curriculum are linked to from the [MACC Current Students Web page](#). The curriculum page lists the graduate and prerequisite courses which must be completed to receive a MACC degree.

A schedule of course offerings is linked to from the [MACC Current Students Web page](#). It will assist you planning your schedule. This MACC [Course Offerings](#) indicates the actual courses offered for fall 2008 & summer 2009. The summer 2009 schedule is shown to assist you in planning for the future semesters/terms and may change. You can find links to the Master Schedule of Classes and other registration information on the [Registrar's Students Web page](#). The Master Schedule of Classes is not available in print.

Approved elective courses are shown on the MACC Course Offerings. Tax track students can take any of the 700-level BMA track courses as electives. The only 700-level Tax track courses that BMA track students can take as electives without approval are ACCT 750 & 754.

You may take an elective that is not on the approved electives list as long as you have approval from the professor and Jimmy Burkett.

You are welcome to review your program of study with Jimmy Burkett prior to the start of each semester to complete or update the list of courses you will be required to take to receive your degree. Prior to advisement, please complete the [Program of Study Planning Schedule](#) found on the [MACC Current Students Web page](#) for all of the semesters/terms you plan to be in the program. Alternatively (and probably easier to update each semester), you can use the planning schedule format and prepare a Word document that includes all of the information on the planning schedule. Be sure to include any prerequisite courses that you have not completed in your plan. If you are out of town, you can fax or e-mail me your planning schedule and indicate an appropriate time for you to take a telephone call.

Register using [VIP](#). Your original PIN number is four digits, which are the month and day of your birth. You can find links to detailed registration and fee payment information including a VIP Registration Demo on the [Registrar's Students Web page](#).

If a course that you need or would like to take is closed, just send Jimmy Burkett an e-mail. If it is a required class that is only offered in one term, you will be provided an override to register in the course. If it is an elective or course that is offered in another term, we will do our best to get you in the class. Please be sure to include your planned program of study in your e-mail request.

After you have registered, please carefully check your schedule and print it. You can also view and print your bill. Finally, check your schedule shortly before classes begin to ensure that class meeting times or locations have not changed.

## Fees, Financial Awards and Fee Payment

You can find links to fee payment information (including a detailed calendar and fee payment schedule) on the [Registrar's Students Web page](#). After you have registered, please carefully check your schedule and print it. You can also review and print your bill from VIP. The fee payment deadline is generally 5:00 PM on the first day of classes (please check the calendar mentioned later on this page). If you fail to pay your fees on time, your registration will be cleared, and it may be difficult or impossible to reschedule your classes. If you need assistance regarding your fee payment, contact the Bursar's Office at (803) 777-4233.

2008-2009 Resident fees for incoming MACC students are \$405 per credit hour. Non-resident fees are \$680 per credit hour. If you paid the \$1000 seat fee, it should be reflected in your tuition for the first semester/term in which you enroll, but will not be shown as a separate item. Please be aware that fees are subject to change during the academic year.

For example, if you are a SC resident taking 12 hours in the fall, and the tuition is \$405 per credit hour. You paid the seat fee of \$1000, and the fall is your first semester--your bill will show COLA TUITION FALL \$3,860 = [(12 x \$405) = \$4,860 - \$1000].

If your Moore School fees, fellowship award, or fee reductions are not correct, you should contact Scott Kaplan at (803) 777-3601 or [sgk@moore.sc.edu](mailto:sgk@moore.sc.edu).

Student loans must be applied to your account per the instructions "Using Your Aid to Pay Your Fees" on VIP. If your student loan proceeds are not shown or are incorrect, you must contact Financial Aid. The MACC Office cannot assist with this.

## May Graduate Hooding Ceremony

The 2009 Moore School of Business Graduate Hooding Ceremony is tentatively scheduled for Thursday, May 7, 2009 at 10:00 AM on the USC Horseshoe (weather permitting). This is a very nice ceremony and most students attend the hooding in lieu of the December, May or Summer Commencement. Fall 2008, spring 2009 and summer 2009 graduates are welcome to participate. We will also have a MANDATORY exit conference for all summer and fall graduates on the afternoon of May 6, 2009 followed by a graduation social for all MACC students. Additional details will be available soon. The [Hooding Instructions Web page](#) is linked to from the [MACC Current Students Web page](#).

## Mandatory Health Insurance for all Full-Time Graduate Students

Health insurance coverage is REQUIRED for all graduate students enrolled in nine (9) hours or more, all students classified as graduate teaching assistants, and international students. This policy is administered under a hard-waiver program by the USC provider. All students required to have the coverage will be enrolled in the USC plan, and the premium will be included in tuition and fees for the semester.

If you have acceptable health insurance coverage through another provider and do not want the default coverage, you must complete the on-line waiver. A SEPARATE HARD WAIVER MUST BE FILED FOR EACH FALL OR SPRING SEMESTER. It is our understanding that once an on-line waiver is completed, there will be a 3-5 day period in which the USC provider will verify your coverage with your provider. If your coverage is not acceptable or additional information is needed, you will then be notified by

e-mail. If your coverage is acceptable, the USC Bursar's will be notified, and the premium for the default coverage will be removed from your bill.

A link to information about the Health Insurance Coverage Requirement including information about the default policy, how to waive the coverage, etc. is available on-line at <http://www.sa.sc.edu/tshc/HardWaiver.htm>. The link will take you to the USC provider's Web site. You should carefully review all of the information available to determine what option is best for you.

## Masters Program of Study

MACC students must file a "Masters Program of Study" (MPOS) form **no later than the end of their first semester in the MACC Program**. Further registration will be blocked and registration for future semesters/terms may be canceled, if it is not on file with the Graduate School by that time. This form is not the informal *Program of Study Planning Schedule* you completed for advisement purposes.

The "Masters Program of Study" (MPOS) form is located on the top row of the MACC mail boxes on the 3rd floor, or you can print it from the [Graduate School Web site](#). Select "Forms" (in the left navigation box), then "Masters Program of Study" (MPOS). You can complete the form on-line, but you must print it, sign it, and turn it in to Scott Ranges (room 512). Be sure to include all courses for which you have or will receive graduate credit. MACC Students (BMA & TAX Tracks) should list only ten courses. Do not list prerequisite courses. For courses that you have not completed, list the date you plan to complete the course (Ex. Fall 2008). Leave the grade block blank for courses you have not yet taken or completed. Sign the form, make a copy for your future reference, and get the original to Scott Ranges (room 512) as soon as possible after registering for spring 2009, **but no later than November 14th**.

## Program of Study Adjustment

The "Masters Program of Study" (MPOS) form is only filed once. If after filing it, you are unable to take a course included in your program of study or wish to substitute another course for one included in your program of study, you must file a "Program of Study Adjustment Form" (POSA). Important forms are located on the top row of the MACC boxes on the 3rd floor, or you can print them from the [Graduate School Web site](#). Just select "Forms" (in the left navigation box), then "Masters Program of Study Adjustment Form" (POSA). Please contact Scott Ranges if you have any questions.

## MACC Application for Degree - Spring 2009 Graduation

If you plan to graduate in the spring of 2009 you need to do the following:

**This includes students who planned to graduate in the fall, but who will not complete the Professional Exam Competency Requirement by December 1, 2008.**

- If for some reason, you have not already filed a "Masters Program of Study" (MPOS) form, complete one per the instructions above. Sign it and turn it in to Scott Ranges (room 512) as soon as possible--after you have registered for your final semester's courses, but **no later than November 14th**.
- Compare the courses you have taken or plan to take from the information you have on your "Master Program of Study" (MPOS) form. (This form should have been filed at the end of your first semester in the program.) If you were unable to take an elective course included in your program of study or wish to substitute an elective course for one included in your program of study, you must file a "Program of Study Adjustment Form." Complete the form, using the instructions in the previous section.
- Complete an "Application for Degree" and give it to Scott Ranges (room 512), **no later than December 1st**. The form has to be reviewed before it can be sent to the Graduate School by their due date. The forms are available on the top row of the MACC boxes on the 3rd floor or online at [application for degree](#). Use the following information to complete your application:

School/College: Moore School of Business Code: 415  
Degree: Master of Accountancy Code: 72  
Major: Accounting Code: 205  
Area of emphasis: BMA Track: Business Measurement & Assurance Code: 035  
Tax track: Taxation Code: 036

- All students should apply for a Master of Accountancy degree.
- In the area that asks you to list all courses required for graduation, list only the courses that you will take in your final (graduation) semester/term in the required courses for graduation section.
- Keep the last copy (goldenrod) for your records.
- All students must complete the simulated CPA exam requirement by commencement. Failure to timely complete the requirement will delay graduation until the term in which you complete the requirement. You can find information about this requirement on the [MACC Current Students Web page](#).

## Update Your Student Information

Your student information must be kept up-to-date as follows:

**Moore Graduate Database** - Submit updated [MACC Student Information Form](#) any time any of your information changes. It is linked to from the [MACC Current Students Web page](#).

**VIP** - <https://vip.sc.edu/> - Update your personal information any time there is a change.

**Blackboard** - <http://blackboard.sc.edu/> - Update your personal information. In particular, make sure the e-mail address is one that you use regularly as the default in your Outlook Web Access account. Your username & password can be found on VIP under Technology.

**Outlook Web Access** - <https://webmail.sc.edu/> - This is the account that all official correspondence from USC will be sent. If you do not use or check this account regularly, you should log in and have all messages forwarded to an account that you do use. Your username and password is the same as for Blackboard and can be found on VIP under Technology.

## Parking

It is highly recommended that you get a parking spot in the Senate Street (first choice) Parking Garage or the Pendleton Street Garage. Parking at USC is limited, so apply ASAP. Alternatively, there is an all decal lot located four blocks from the Moore School on lower Barnwell Street. A Graduate Student decal costs \$20 for summer 2008 and \$60 for fall and spring 2008/09. The Barnwell Street lot opens at 7:30 AM and closes at 10:00 PM on class days, but only until 6:00 PM on non-class days. Contact University Parking by visiting their office in the Pendleton Garage, 1501 Pendleton Street, or calling them at 777-5160. Links to parking information and applications can be found on the [Registrar's Student Web page](#).

Also note the meters in the USC lots are generally only enforced until 5:00 p.m. Meters on city streets are enforced only by the City of Columbia until 6:00 p.m. You can park without cost in the BA metered lot after 5:00 p.m. and at the meters on city streets after 6:00 p.m. Do not park at any "bagged" meters.

## Beta Alpha Psi

Beta Alpha Psi is a national accounting society. All MACC students who plan to participate in recruiting at USC must join Beta Alpha Psi. It provides an excellent opportunity to learn about the accounting profession and to meet with accounting professionals - including recruiters in an informal environment. It is essential that you become a member of this organization and take an active roll. For more info please visit <http://mooreschool.sc.edu/moore/organizations/bap> .

## Academic Standards for Progression

You should review the [Graduate School and MACC Program Academic Standards for Progression](#) which is linked to from the [MACC Current Students Web page](#). It covers items such as the required GPA to graduate, Academic Suspension Policy, Appeals for Reinstatement, and Attendance Standards.

## Working

It is strongly suggested that full-time MACC students limit working hours to 10-15 per week. The time involved in attending classes, completing assignments, participating in recruiting is estimated at 50+ hours per week.

## Class Attendance & Preparation for Classes

Attendance to classes and class participation is expected of graduate students. Assigned readings should be completed prior to class, in order to participate. In 700-level courses, up to 25% of a grade results from class participation. If a class is missed, communicate the reason to the instructor (e.g., illness, job interview or death/illness in your family). Most graduate faculty take into consideration class attendance when assigning the class participation grade.

The Graduate School Attendance Standards are as follows: **Students are expected to attend all regular class meetings.** Unsatisfactory class attendance may be considered adequate reason for the instructor to request that the student withdraw from the course.

## CPA - General Exam and Licensing Information

General information and links to general and specific information about the CPA Exam and being licensed as a CPA is linked to from the [MACC Current Students Web page](#) as "[CPA - General Exam & Licensing Information.](#)" Review this information carefully. It is your responsibility to make sure that you meet the requirements to sit for the CPA Exam and to become licensed as a CPA in the state in which you plan to go to work. <http://www.cpa-exam.org/> . Some exam topics covered are "How to Apply," "Preparing, Registration & Scheduling," "FAQs," "Tutorials & Sample Tests," "Learning Resources," etc. It is highly recommended that you also sign up to receive "The Uniform CPA Exam" news letter by e-mail.

The best source for general information about the CPA exam is "The Uniform CPA Exam" at

## Scholarship Opportunities and SCACPA & AICPA Student Membership

The **South Carolina Association of Certified Public Accountant's (SCACPA)** Educational Foundation has a number of Scholarship Opportunities available to students who are residents of the state of South Carolina and who are rising juniors, seniors or graduate students. The applications and all attachments must be postmarked **by June 1, 2009**. To find out more, visit the SCACPA Web site at <http://scacpa.org/> . Select Students. At the drop down box, select Scholarships and SCACPA Scholarship Application Form.

You will need a student certification letter, which can be provided by Jimmy Burkett. Please allow appropriate lead-time.

While you are at the student site, we suggest you review additional information about other scholarship opportunities that do not require South Carolina residency.

Please consider becoming a student member of SCACPA while on the SCACPA Web site at <http://scacpa.org/>. Select Students and at the drop down box, select become a Student Member today. Membership dues can be paid on-line.

You should also check out the **American Institute of Certified Public Accountants (AICPA)** Web site at <http://www.aicpa.org/> for more excellent information and links including additional scholarship opportunities. Select Becoming a CPA/Academic Resources. At the drop down box, select CPA Candidates and Students, then select Students.

Consider becoming a student member of the AICPA also. At: <http://www.aicpa.org/> Select Becoming a CPA/Academic Resources. At the drop down box, select CPA Candidates and Students, then Students, then JOIN. The application can be completed on-line, but you must print it out and mail or fax it along with your dues payment and a copy of your student ID.

## **MACC Program Important Dates for Fall 2008 - Spring 2009.**

[MACC Important Calendar Dates](#) is linked to from the [MACC Current Students Web page](#).

## **Need Help or Have Questions**

We suggest that you add the [MACC Current Students Web page](#) and the [Registrar's Students Web page](#) to your browser's Favorites/Bookmarks for easy reference.

Registrar's Students Page includes links to other important Web pages: Bursars Office, Calendars (Academic, Fee Payment & Exams), Fee Payment Information (Including Credit Card & Electronic Check Payment), Financial Aid, Forms, Graduation Information, Health Insurance, Housing, Immunization Requirements, Master Schedule of Classes, Parking, Registrar's Office (Including FAQs), Registration Information, Transcripts, VIP Registration (Including a Demo), Voter Registration and more.

Other Important USC Web sites:

Beta Alpha Psi <http://mooreschool.sc.edu/moore/organizations/bap>

Graduate School <http://www.gradschool.sc.edu>

International Students <http://www.sc.edu/ips/>

Moore School of Business <http://mooreschool.sc.edu>

Residency Status <http://www.sc.edu/bursar/residency.html>

contact:

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or

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