

## **Module #1: Advising at USC**

### **Section 1: Student Responsibility for Advising**

1. Describe Goal #6 of the report “Re-envisioning Academic Advising at the University of South Carolina” as it relates to student responsibility.
2. Describe general expectations of students related to academic advising and degree progression.
3. Identify advising and degree related tools and resources for students.

## **Module #2: University Policies & Procedures**

### **Section 1: University Withdrawal – Hardship Withdrawal**

1. Describe the academic implications of University withdrawal.
2. Describe the financial implications of University withdrawal.
3. Explain the hardship withdrawal process.
4. Explain the process for referring students to Withdrawal Services.

### **Section 2: Satisfactory Academic Progress**

1. Identify criteria for meeting Satisfactory Academic Progress.
2. Identify the measurements for SAP eligibility.
3. Identify the time frame for SAP eligibility determination.
4. Explain the process for referring students to the Office of Student Financial Aid & Scholarships.

### **Section 3: Academic Forgiveness**

1. Identify who is eligible for Academic Forgiveness.
2. Describe how you apply for Academic Forgiveness.
3. Describe what happens on a student’s record after Academic Forgiveness has been granted.

### **Section 4: Pass-Fail Grading**

1. Describe the academic implications of taking a course as Pass-Fail.
2. Explain the steps to take a course as Pass-Fail.
3. Identify the deadline for electing to take a course as Pass-Fail.

### **Section 5: Independent Study & Internships**

1. Identify criteria for independent study.
2. Explain the steps to pursue an independent study.
3. Describe the benefits of internships.
4. Explain how students may participate in internships.

### **Section 6: Senior Privilege**

1. Identify criteria for senior privilege.
2. Explain the steps to participate in senior privilege.
3. Identify the form required to participate in senior privilege.

### **Section 7: Graduation with Honors**

1. Identify criteria for graduation with honors.
2. Identify the three levels of graduation with honors and respective GPA requirements.

### **Section 8: Graduation Requirements & Application**

1. Describe the USC graduation requirements that must be met by all undergraduate students.
2. Explain the “in residence” requirements for graduation.
3. Explain the graduation application process.

## **Module #3: Academic Programs & Requirements**

### **Section 1: Accelerated Study Plans**

1. Identify the undergraduate degrees with accelerated study plan options.
2. Describe the steps students should take to pursue a degree with an accelerated study plan option.

### **Section 2: Graduation with Leadership Distinction**

1. Identify the five pathways for earning GLD.
2. Describe the six requirements that must be met to earn GLD.
3. Describe how to search and identify GLD pathway approved courses.

### **Section 3: Academic Common Market**

1. Identify eligibility requirements of the Academic Common Market Program.
2. Explain the steps for applying & remaining eligible for the Academic Common Market Program.
3. Describe what financial implications are with the Academic Common Market Program.

### **Section 4: Undergraduate Studies**

1. Describe the purpose of Undergraduate Studies.
2. Identify the reasons students may be enrolled in Undergraduate Studies.
3. Explain the two ways a student may be enrolled in Undergraduate Studies.

### **Section 5: International Accelerator Program**

1. Describe the purpose and objective of the International Accelerator Program.
2. Identify the requirements for IAP students to become degree-seeking at the end of the program.
3. Identify the three tracks in which students who apply through the International Direct process may be placed.
4. Identify the courses IAP students may take while in the program.

## **Module #4: Advising Technology**

### **Section 1: Self Service Carolina - Maximum Credit Hours & Course Overload**

1. Identify the maximum credit limit for students at USC.
2. Describe the considerations prior to processing a course overload.
3. Describe the steps for processing a course overload.

### **Section 2: DegreeWorks - Processing Exceptions**

1. Identify the three course exceptions that advisors can make in DegreeWorks.
2. Describe when an advisor would make an ‘Also Allow’ exception.
3. Describe when an advisor would make an ‘Apply Here’ exception.
4. Describe when an advisor would make an ‘Substitute’ exception.

### **Section 3a: Reporting - Appointment Summaries**

1. Describe the ‘Appointment Summaries’ report in EAB Pathfinder.

2. Describe how to run the 'Appointment Summaries' report in EAB Pathfinder.

**Section 3b: Reporting - Appointment Stats**

1. Describe the 'Appointment Stats' report in EAB Pathfinder.
2. Describe how to run the 'Appointment Stats' report in EAB Pathfinder.

**Section 3c: Reporting – Daily Appointments**

1. Describe the 'Daily Appointments' report in EAB Pathfinder.
2. Describe how to run the 'Daily Appointments' report in EAB Pathfinder.

**Section 3d: Reporting – No-Shows**

1. Describe the 'No-Shows' report in EAB Pathfinder.
2. Describe how to run the 'No-Shows report in EAB Pathfinder.

**Section 3e: Success Markers**

1. Describe 'Success Markers' in EAB Pathfinder.
2. Describe how to view 'Success Markers' in EAB Pathfinder.

**Section 3f: Risk Level & Indicators**

1. Explain where to locate 'Predicted Risk Levels' in EAB Pathfinder.
2. Describe the three different 'Predicted Risk Levels'.

**Section 3g: Skills Analysis**

1. Identify the five skill areas included in the 'Predicted Risk Level Skills Analysis'.
2. Describe how student performance is indicated in the 'Predicted Risk Level Skills Analysis'.

**Module #5: Campus Resources**

**Section 1: National Fellowship Advising**

1. Describe National Fellowships and National Fellowship Advising at USC.
2. Describe the characteristics of a competitive National Fellowship applicant.
3. Identify two key resources for students interested in National Fellowships.
4. Explain the process for referring students to National Fellowship Advising.

**Section 2: National Student Exchange**

1. Describe the National Student Exchange program.
2. Identify initial academic criteria for National Student Exchange eligibility.
3. Identify the forms that require academic advisor approval for National Student Exchange participation.

**Module #6: Undergraduate Students & Special Populations**

**Section 1: ROTC Students**

1. Identify the different ROTC programs in which USC students may participate.
2. Describe the general requirements of the ROTC programs.

**Section 2: Student Veterans**

1. Identify the direct services and support provided for student veterans at USC.
2. Describe the process for receiving and maintaining veterans educational benefits.

3. Describe strategies for providing support to student veterans.

**Section 3: International Students**

1. Identify the three groups of undergraduate international students at USC.
2. Summarize the academic related requirements for maintaining immigration status.
3. Describe strategies for working with international students.

**Module #7: Advising Profession & Practice**

**Section 1: CAS Standards for Academic Advising Programs**

1. Describe the purpose of the Council for the Advancement of Standards in Higher Education (CAS).
2. Describe the purpose of the CAS standards for Academic Advising Programs.
3. Identify the baseline expectations for Academic Advising Programs.

**Section 2: Evolution of Academic Advising Profession & Practice**

1. Identify the three trends that influenced the development of academic advising in the United States.
2. Describe the four advising eras in the evolution of the academic advising profession.