Undergraduate Academic Advising Syllabus

Academic advising plays a pivotal role in the undergraduate experience. High-quality advising is directly associated with increased student satisfaction, timely progress towards degree completion, and various other positive outcomes. At USC, academic advisors are the sole staff members with whom every student must engage during their academic journey. These Undergraduate Academic Advisors are dedicated professionals who assist students in course selection, degree progression, understanding their curriculum, and planning meaningful participation in experiential learning opportunities. They also guide students towards essential campus resources and support post-undergraduate planning, including career choices and graduate school considerations.

Academic Guidance

Academic Advising
Student's Interests & Aspirations
Curricular knowledge
Established roles and goals
Resource Hub
Advisor Availability
Caring & Support

Career Readiness

Experiential Learning

Academic Advising
UNIVERSITY OF SOUTH CAROLINA

While USC provides other related services, such as career and leadership coaching and Pre-Professional Advising, the assigned academic advisor remains the primary and official source for all matters concerning degree progression.

Advising Policy:

Students are expected to arrange to meet with their advisor at least once a semester to plan their course of study for the following semester.
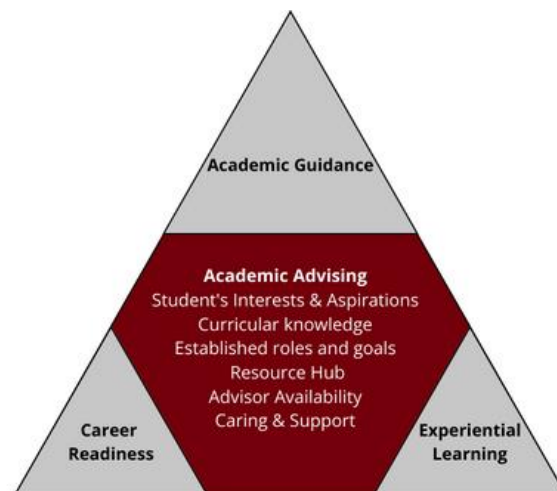
Required Reading

It is important for all USC students to be familiar with the Undergraduate Bulletin. This resource is the hub of information related to degree programs and required courses, as well as University policies and procedures. Reviewing the Bulletin prior to meeting with an academic advisor each semester will allow for a richer, more meaningful conversation and help students take ownership of their path at Carolina.

Student Learning Outcomes

Through academic advising students will be presented with the tools to…

Academic Guidance:

1. Understand the pivotal role of academic advising in their academic journey and demonstrate the ability to identify and engage with their assigned advisor.
2. Formulate a personalized degree plan, detailing their academic aspirations, course mandates, and graduation schedule.
3. Navigate advising tools, including DegreeWorks, Self Service Carolina, and the Academic Bulletin, to track academic progress, register for courses, and ensure adherence to degree prerequisites.
4. Articulate the elements of the Carolina Core and comprehend its relevance to their academic and vocational pursuits.
5. Identify campus resources and support services that can help them achieve academic and personal goals.

Experiential Learning:

1. Assess and engage in experiential learning—such as internships, co-op programs, undergraduate research, service learning, and study abroad—that resonate with their academic and professional aspirations.
2. Reflect on their experiential learning activities to understand their skills, interests, and areas for growth, integrating these insights into their academic and career plans.

Career Readiness:

1. Reflect on knowledge and skills acquired in academic courses to identify and articulate their relevance and applicability to desired career paths.
2. Forge meaningful connections with faculty possessing expertise in fields of interest to gain insights, advice, and potential opportunities related to career aspirations.

Academic Advising at USC: A Partnership in Educational Success

Academic advising at USC is more than just a routine procedure; it's a dynamic and collaborative partnership between students and their academic advisors. This partnership thrives on mutual respect, commitment, and a shared vision for academic success. Both parties – the student and the advisor – play crucial roles in this relationship and have distinct expectations and responsibilities at various stages of the academic journey. Students are expected to take proactive steps in their academic journey, while advisors provide guidance, share critical information, and remain accessible for support. Together, this partnership aims to ensure that students not only meet their academic goals but also make the most of their educational experience at USC.

Timeline	Student Expectations
Preparing for Advising	Schedule an advising appointment.
	Review DegreeWorks, the Bulletin, and/or the appropriate major map, and be prepared to discuss courses/topics of interest and degree-applicable courses the next semester.
	Prepare a list of questions for the academic advisor.
	Review student handbooks and appropriate websites within your college.
	Visit the Center for Integrative and Experiential Learning website to develop a list of options for experiential learning opportunities.
During the Advising Appointment	Ask informed questions about academic and co-curricular experiences.
	Collaboratively design degree plans detailing academic goals, course requirements, and graduation timelines.
	Discuss personal experiences and challenges with your academic advisor, allowing them to direct you to the most suitable campus resources for your personal and academic success.
After Advising	Verify your Registration Status and resolve Holds.
	Review the advised courses in DegreeWorks.
	Register for classes at your assigned registration ticket time.
Year-Round	Regularly read and reply to messages from your academic advisor.

	Communicate with assigned academic advisor on topics including:
	• Schedule changes such as dropping and adding courses.
	• Personal and academic challenges that impact degree-progression.
	• Desire to change your program of study, add a degree, minor, or certificate.

Timeline	Advisor Expectations
Preparing for Advising	Contact students to schedule advising appointments and send reminders.
	Stay informed about USC, degree requirements, policies, and procedures.
	Review students' academic records and notes.
	Confirm the accuracy of DegreeWorks audits.
During the Advising Appointment	Convey information about student progress towards their degree.
	Pose open-ended questions to understand student aspirations, interests, and challenges.
	Use tools like Self-Service Carolina, DegreeWorks, Navigate, and My USC Experience. Assist students in navigating USC's advising technologies.
	Collaboratively design degree plans detailing academic goals, course prerequisites, and graduation timelines.
	Refer students to appropriate campus resources and, when needed, help schedule appointments with support offices.
After Advising	Maintain accurate and secure documentation of relevant discussions.
	Update DegreeWorks with the student's advised courses.
	Follow-up with students on next steps, key discussion points, and action items.
Year-Round	Share important information related to critical academic dates and deadlines.
	Track student course progress, registration status for future terms, and any other determinants of academic success. Engage with students as needed.
	Remain accessible to students, assisting during class registration and addressing questions throughout the year.

Advising Calendar

For official university academic calendars visit the Registrar's Website:
https://sc.edu/about/offices_and_divisions/registrar/academic_calendars/

Fall Term	Spring Term
Late August: Last day to change/drop a course without a grade of "W" being recorded	**Mid-January:** Last day to change/drop a course without a grade of "W" being recorded
September – November: Advising for Spring term.	**January – April:** Advising for Summer/Fall terms.
Early November: Last day to drop a course or withdraw without a grade of "WF" being recorded	**Late March:** Last day to drop a course or withdraw without a grade of "WF" being recorded
November: Registration for Spring Term	**April:** Registration for Summer/Fall Terms

Advising Technology at USC

At USC, a suite of advising technologies empowers students to seamlessly navigate their academic and extracurricular journeys.

DegreeWorks:

DegreeWorks is a web-based tool that enables students and their advisors to monitor academic progress towards degree completion. Designed to aid academic planning, this tool assists students in staying on course and ensures they fulfill all graduation requirements. The Degree Audit provides an in-depth report on a student's academic journey, highlighting both fulfilled and pending degree requirements. Furthermore, USC advisors note advised courses for students in the DegreeWorks Notes or within the DegreeWorks Educational Planner.

Navigate360:

For the best academic outcomes, students should make frequent use of the Navigate360 platform. This system acts as the main portal for fostering connections with advisors and tapping into vital resources. Through Navigate360, students can conveniently schedule meetings with advisors. It also streamlines communication among advisors, faculty, and students. Moreover, Navigate360 provides students with access to relevant campus resources and allows advisors to directly refer students to services like tutoring. An additional feature is the ability for students to monitor essential tasks using the "To-Dos" function.

Self-Service Carolina:

Self-Service Carolina, commonly known as Banner, is USC's centralized online portal that caters to a wide range of academic and administrative needs. Students can access their personal and academic information, view and manage class schedules, check financial aid status, make payments, and more. It's designed to be a one-stop-shop for essential tasks, making it easier for students to handle administrative responsibilities alongside their academic endeavors. Faculty and advisors also use Self-Service Carolina to access relevant student data, post grades, and manage course information.

My USC Experience:

Beyond the traditional academic transcript, My USC Experience" is a record of each undergraduate's holistic college journey, both inside and outside the classroom. This platform empowers students to track, manage, and reflect upon their experiential engagement, helping them plan and achieve educational and career goals. These records provide insights into their unique college story, capturing activities like internships, workshops, and community service.

Academic Advising Resources:

The University of South Carolina provides a plethora of resources to ensure a smooth and effective advising process for its students. These resources cater to various needs including scheduling appointments with advisors, understanding registration processes, and exploring major or career changes. Below is a curated list of essential resources, each hyperlinked for easy access. Whether you're an incoming freshman, a transfer student, or nearing graduation, these resources are designed to guide you through your academic journey at USC.

- **Navigate** - Students can view their advisor's availability and schedule appointments online.
- **Feedback on Advising Experience** – After advising, students can provide feedback on their most recent advising experience to better support students.
- **Academic Advising Help Videos & Resources** - Videos answering common questions surrounding course registration, virtual appointment scheduling, and navigating academic programs and regulations.
- **DegreeWorks** - Tool for viewing degree audit, advised courses, and planning courses.
- **Self-Service Carolina** - Platform for browsing and registering for classes, viewing holds and registration status, and more.
- **Pre-Advisement Checklist** - Aid in preparing for a successful academic advising appointment.
- **Pre-Registration Checklist** - Aid in preparing for course registration.
- **Registration Help** - Resources to guide through the registration process.
- **Registration Holds & Course Restrictions** - Understanding course restrictions and holds.
- **Changing Majors** - Information on areas of interest and requirements for changing majors.
- **Transfer Advising** - Resources for transfer students including partnerships with technical colleges and Midlands Technical College.