

## What Undergraduate Academic Advisors Do

**Transfer Advising:** Undergraduate Academic Advisors (UAAs) who are assigned a caseload of incoming transfer students discuss the transition to the University from previous higher education institutions, assist students in building a course schedule, map curricular requirements, review or track advisee's progress towards degree; and evaluate transfer credit. UAA's also conduct multiple levels of outreach and intervention.

### **Scheduling**

UAAs are available to students throughout the fall and spring semester and during the summer months. Students can make appointments with their UAAs via the EAB Navigate online platform.

### **Monthly Outreach/Global Communications**

UAAs maintain systematic and frequent contact with their advisees. Approximately once per month, UAAs reach out to all their assigned advisees through customized Global Communications focused around academic calendar dates such as the add/drop deadline, the "WF" deadline, midterms, and final exams. Each outreach contains useful information and connections to appropriate campus resources.

### **Interventions**

UAAs monitor, identify, and support students with academic difficulties as it pertains to progression and graduation requirements. Interventions include outreach to students at-risk of unsuccessful completion of Carolina Core courses as identified by faculty through midterm progress reports, students registered in less than 12 credit hours, students not enrolled in upcoming major semesters, and students with registration holds due to non-compliance with required University trainings.

### **Degree Audits**

UAAs perform degree audits to ensure that 100% of incoming transfer students have an optimized degree audit following their initial registration. UAAs manage exceptions and are often the first to notice and be able to troubleshoot challenges that arise in DegreeWorks both in terms of coding and curriculum.

### **Department Collaborations**

Undergraduate Academic Advisors will develop professional relationships with academic units while participating in campus events, developing advising material and presentations to support individual and group student sessions, and serving as a resource for faculty and staff.

### **Training**

Advisors participate in on-going training to ensure information accuracy and effective advising technique. UAAs complete online modules provided by the University Advising Center (UAC) and attend monthly in-person trainings to abreast of changing institutional information including admissions requirements, new programs, course changes, deadlines, important dates, facilities, college-wide initiatives, and state/federal mandates. In the College of Arts and Science (CAS), UAAs are cross trained in all CAS majors.

### **Academic Advisement**

#### **A. Curriculum Planning**

In preparation for appointments, UAAs review and interpret placement and other standardized test scores, transcripts, courses prerequisites, degree applicability of all transfer work. UAA's will provide an opportunity for students to discuss transfer credit and review DegreeWorks during the first few weeks of the semester. Additional reference to Major Map to track upcoming semesters toward degree completion with focus on Carolina Core and major courses. UAA's will offer additional opportunities related to degree obtainment, including career development. During the advising appointments, UAA's will discuss progression requirements and selection of courses. They will provide information regarding institutional policies and procedures and serve as a primary support resource for advisees. UAA's will provide information and resources about departmental scholarships if applicable. UAA's will refer students to the appropriate staff such as counseling, financial aid, etc.

**Academic Advisement**

**B. Experiential Planning**

Academic advisors help students plan and engage in educationally purposeful experiential activities including internships, study abroad, student organization membership, undergraduate research, campus leadership opportunities using My UofSC co-curricular transcript, and integrating reflective advisement.

**Extended Transfer Primary Advisement**

Primary advisors will provide transfer students additional support to address challenges for transfer students including curriculum, credits and planning; academic preparedness and transfer shock; and navigating a new institutional culture. UAAs will select one of the options below to manage these challenges.

**A. Two 30 Minute Appointments**

UAA's should meet twice per semester and for no less than 30 minutes with each transfer student in their caseload. First advising appointment should take place early in the major semester to allow the second appointment to take place during normal advisement season.

**B. 60 Minute Advisement**

Advisor may select to host 60-minute advisement appointment if required to cover essential program policies which may include major expectations, practicum/internships, and progression requirements. Often these policies are important to cover prior to discussing DegreeWorks and courses.

**C. Drop In Advisement**

Provide the opportunity for transfer students to make an appointment to review transfer credit and get an early start on advisement. The early access dates should be exclusive to the transfer students in a UAA's caseload.

**Transfer Secondary Advisement (within the College of Arts and Sciences)**

Assisting new transfers during their initial semester of transition is vital to help mitigate additional challenges of transfer students. UAAs who previously had no transfer students included in their major caseloads will be able to provide additional support early in the semester prior to department or faculty advisement.

**A. Early Access Drop In Appointments**

UAA's will provide an opportunity for students to discuss transfer credit and review DegreeWorks during the first few weeks of the semester. Additional reference to Major Map to track upcoming semesters toward degree completion with focus on Carolina Core and major courses. Students will be introduced to transfer student organizations and encourage student participation in beyond-the-classroom activities (My UofSC Experience). UAA's will offer additional opportunities related to degree obtainment, including career development. UAA's will provide information and resources about departmental scholarships if applicable. UAA's will refer students to the appropriate staff such as counseling, financial aid, etc.

**B. Preliminary Advisement**

UAA's may provide information to student regarding preparation for advisement using UAC or department worksheets. Preliminary advisement may also include assisting students in changing majors, program planning, credit transfer issues, reviewing degree requirements, and other academic issues. UAA's will refer secondary advisees to their primary advisor for official advisement, while offering proxy advisement if unable to connect with primary advisor.