

# Academic Advising Syllabus

## University of South Carolina - Columbia

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### PURPOSE

The purpose of Academic Advising is to assist students in reaching their academic goals. Academic Advising helps students understand key requirements of their selected major, formulate and clarify goals related to academics and/or career, develop a four to six year academic plan, and refer to appropriate campus resources.

### ACADEMIC ADVISORS

Academic Advisors are either full-time professional staff or faculty members who are responsible for working with students in creating an academic plan each semester for every student enrolled at USC. While there are many offices where students may seek advice or assistance, Academic Advisors are charged with assisting all students in their academic and curriculum-related decisions.

Please Note: While U.S.C. offers other advising-related services on campus, such as Career Center Advising, Pre-Professional Advising, Cross College Advising, Capstone Advising, etc., your College or School's Academic Advisor is the official resource related to your degree progression.

### REQUIRED READING

University of South Carolina Undergraduate Bulletin: [bulletin.sc.edu](http://bulletin.sc.edu)

\*ALL students at U.S.C. *must* be familiar with the Undergraduate Bulletin. This resource is an essential component of your progression and graduation. Review the bulletin at least once per semester prior to advisement.

### STUDENT LEARNING OUTCOMES

- Articulate **degree requirements** for chosen area of study.
- Understand **registration** process.
- Articulate rationale and requirements for the **Carolina Core** (i.e. general education.)
- Articulate **personal, educational,** and **career goals**.
- Understand **co-curricular opportunities**, such as study abroad, National Student Exchange, and internships.
- Identify appropriate **campus resources**.

### STUDENT RESPONSIBILITIES

- **Prepare** for advising sessions.
  - Review the Undergraduate Bulletin: [bulletin.sc.edu](http://bulletin.sc.edu)
  - Review student handbooks and appropriate websites within your college.
  - Go to [sc.edu/advising](http://sc.edu/advising) and select your school/college.
  - Understand requirements, be prepared to discuss courses/topics of interest, consider study abroad, internships or other opportunities.



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### STUDENT RESPONSIBILITIES CONT.

- **Schedule** and attend academic advising appointments.
  - Go to [sc.edu/advising](https://sc.edu/advising) and select your school/college.
  - Follow links to appointment scheduling.
  - Login using your Blackboard username and ID.
  - Visit your school/college website often for information on academic advising dates, policies and procedures.
- **Incorporate** in-class and out-of-class learning.
  - Be prepared to seek information/advice on how to weave the Carolina Core, major requirements, and out of class experiences into a unique skill set.
  - Visit the USC Connect website/office, the Student Affairs website and other appropriate offices to develop a list of options.
- **Accept responsibility** for your decisions and actions that affect your educational programs and goals.
  - Please understand that the ultimate responsibility of obtaining your degree rests with the student, not the advisor.

### ACADEMIC ADVISOR RESPONSIBILITIES

- **Notification**
  - Each school/college will notify students on advisement dates/times, policies and procedures via the school/college website.
- **Curriculum and Policy Knowledge**
  - Academic Advisors are knowledgeable of USC degree requirements, policies, and procedures.
  - Academic Advisors clearly communicate student progress towards degree during each advising session.
- **Technology and Preparation**
  - Be prepared for academic advising session by reviewing student academic record.
  - Use technology such as Self Service Carolina and SARS/Advising Scheduling web portal.
  - Review appropriate notes from the student file.
- **Referral**
  - Be knowledgeable of various campus resources including Student Success Center, Cross College Advising, Career Center, Counseling Center, etc.
  - Refer to the appropriate resource and, if appropriate, help students schedule appointment(s).
- **Honesty and Confidentiality**
  - Be honest and truthful in interactions with students.
  - Maintain accurate and updated record of student academic progress.
  - Seek assistance in answering questions when not certain of the correct answer.

