

Module #1: Advising at USC

Section 1: College Enrollment & Graduation

1. Describe how knowing cohort enrollment numbers for majors advised informs advisement practices.
2. Identify the top five enrolling colleges of the first-year students in Fall 2015.
3. Identify the top five colleges with the greatest number of graduates in Spring 2016.

Section 2: Change of Major

1. Understand and identify national data on change of major as it relates to the frequency and percent of students changing their majors in college.
2. Describe the four types of change of major patterns or flows between majors based on EAB analysis.

Section 3: On Your Time Initiatives

1. Describe the purpose of the On Your Time Initiative office.
2. Describe three things to tell students about the summer semester at USC.
3. Identify and describe non-traditional courses.
4. Explain the Accelerated Degree and how students complete this degree option.

Module #2: University Policies & Procedures

Section 1: Admission Requirements

1. Review and describe the USC admission requirements for freshman, transfer, and readmit students.
2. Define what it means to be a transfer student.
3. Explain how total credit hours earned at another institution impact admission requirements for transfer to USC.
4. Review and describe USC's student readmission policy.

Section 2: Academic Standards (Part 3)

1. Review the USC suspension policy and describe how the suspension period is applied for a first-time suspension.
2. Review and explain the components of the chart that provides guidelines for students on academic probation.
3. Describe the requirements for continuing enrollment for a student returning from a first suspension.
4. Explain how credits and grades for courses taken at other institutions while a student is on USC suspension may be considered in the readmission decision.
5. Identify and describe the policy requirements that allow a student to continue on probation and avoid suspension.

Section 3: Holds & Course Restrictions

1. Identify the University office responsible for managing student financial holds incurred for money owed for tuition, fees and other University fines.
2. Identify and describe the University hold that may be placed on specific student groups to ensure that they meet with an Academic Success Coach within the first six-weeks of classes.
3. Review and describe the three types of course restrictions that may apply to enrollment in certain courses.
4. Explain why an alpha character might be used preceding the course section number.

Section 4: Second Major & Second Degree

1. Explain the difference between a double major within the same college and a dual degree.
2. Explain who determines the designation on a degree when a student has two majors within the same college but one is a BA degree program and the other is a BS degree program.
3. Explain the application process for graduation when a student is pursuing two majors or two degrees.
4. Describe the three main requirements for graduating with two undergraduate degrees.
5. Identify where a student considering a second degree should be referred.

Module #3: Academic Programs & Requirements

Section 1: Program of Study

1. Describe the program of study and its importance in academics at USC.
2. Review the ten Carolina Core components and describe how credit hour requirements vary among the components.
3. Describe where additional Carolina Core courses may be applied within the program of study framework.
4. Define the academic term “concentration” and explain its inclusion in the program of study.

Section 2: Major Maps

1. Define a major map and describe how it provides a path to graduation.
2. Describe how students and academic advisors can use major maps.
3. Identify the time period for review and updating of major maps.

Section 3: Progression Requirements

1. Define progression requirements.
2. Identify general examples of progression requirements.
3. Describe the specific progression requirements for the program(s) advised.

Section 4: Change of Major

1. Describe the process required for a student to officially change majors.
2. Explain the difference between an “internal” major change and an “external” major change.
3. Identify the time frame in which change of major requests are processed when submitted after the drop/add deadline.

Section 5: Course Equivalency/Transfer Credit

1. Describe how USC course equivalency for transfer is determined.
2. Identify the three course equivalency tables and when to use each.
3. Review and identify the types of courses that do not have a course equivalency at USC.
4. Describe the requirements that must be met to receive credit at USC for courses taken at another institution.
5. Define transient student status.

Section 6: Study Abroad

1. Explain why students studying abroad should be advised to take Carolina Core courses.
2. Identify the form that students planning to study abroad must complete and have signed by their academic advisor and college approver prior to submission to the Study Abroad Office.
3. Identify the tables found on the Registrar’s website that should be used to find courses and calculate the USC credit earned for each course taken abroad.

4. Describe how study abroad coursework will be evaluated and appear on the USC transcript.

Section 7: Scholarships

1. Identify when scholarship eligibility is evaluated to retain funding.
2. Identify the academic standards a student must meet to maintain eligibility for general University scholarships.
3. Understand the differences between the three South Carolina state scholarships – HOPE, LIFE, and Palmetto Fellows.
4. Identify the number of semesters a student may receive a South Carolina state scholarship.

Module #4: Advising Technology

Section 1: Processing Curriculum Changes

1. Describe what to consider prior to processing a curriculum change.
2. Explain how to choose the 'Effective Term' for the curriculum change.
3. Describe the steps for completing and submitting the curriculum change form.

Section 2: Using Catalog Term

1. Describe how a student's catalog term is initially identified.
2. Summarize the relationship between catalog term and academic bulletin.
3. Explain how to use DegreeWorks to compare curriculum requirements for different catalog terms.
4. Describe how catalog term can be determined for readmitted students.

Section 3: Appointment Campaigns

Part 1 – Setting Up Appointment Campaigns

1. Summarize the purpose of appointment campaigns
2. Identify and explain the appointment campaign parameters
3. Describe the two ways to add students to appointment campaigns and when to use each.
4. Describe the two ways to communicate information to students through the appointment campaign.

Part 2 – Managing Appointment Campaigns

1. Describe the three statistic data points shown for appointment campaigns
2. Describe how to track and increase appointment campaign appointments

Section 4: Utilizing the Advanced Search

1. Identify the advanced search categories
2. Describe how to narrow search parameters using the category filters

Section 5: Creating & Utilizing Watch Lists

1. Describe how to create a new watch list
2. Identify the three functions of the watch list panel
3. Describe the three ways to access the watch list panel

Section 6: Course Designators, Restrictions, & Attributes

1. Identify the course designator and describe how to search for courses by course designator in Self Service Carolina.
2. Describe how to view course restrictions in the course search of Self Service Carolina.
3. Identify the course attribute and describe how to find additional information about the course attribute in Self Service Carolina.

Section 7: Navigating the Carolina Core Website

1. Locate the Carolina Core website.
2. Identify the information found and actions that can be taken on the “Requirements” page.
3. Describe the courses listed and how to use the features of the “Foundational Courses” page.
4. Describe the courses listed and how to use the features of the “Integrative Courses” page.

Module #5: Campus Resources

Section 1: Major Change Advising

1. Explain when a student should be referred to the different Major Change Advising services.
2. Describe the ways a Major Change Advisor may support students.
3. Describe how Major Change Advisors differ from departmental academic advisors as it relates to advisor transactions.

Section 2: Academic Success Coaching

1. Describe the areas of focus in Academic Success Coaching for developing an Academic Plan.
2. Identify specific populations of students who are mandated to meet with an Academic Success Coach.
3. Describe the academic impact of meeting with an Academic Success Coach.

Section 3: Study Abroad

1. Describe things a student needs to consider when choosing a study abroad location.
2. Explain the differences between the top three study abroad programs offered at USC.
3. Identify when students should begin the study abroad planning process.

Section 4: Undergraduate Research

1. Describe the ways the Office of Undergraduate Research supports students.
2. Identify when students can begin exploring undergraduate research opportunities.
3. Identify the first step students should take to learn more about undergraduate research.

Module #6: Undergraduate Students & Special Populations

Section 1: Transfer Students

1. Describe the growth in the transfer student population both nationally and at USC.
2. Identify the top four reasons students transfer to USC
3. Describe the three pathways for transferring between institutions.
4. Define and describe “transfer shock” that new transfer students experience.
5. Identify academic challenges and ways to support new transfer students.

Module #7: Advising Profession & Practice

Section 1: 30-minute Appointment Workflow

1. Describe the advisor’s action items in preparation for advising appointments (Pre-Session).
2. Describe the goals for fall and spring advising appointments.
3. Describe the advisor’s action items for the three phases during the advising appointment (During-Session).
4. Describe the advisor’s action items to complete after the advising appointment (Post-Session).