

## **University Advisors' Network**

April 19, 2017

9:30 -11:00am

Gressette Room

Members: Joseph Askins, Kay Banks, Althea Counts, Brian Dusel, Katie Ethridge, Amber Fallucca, Chrissie Faupel, Meghan Fields, Dawn Hiller, Rushondra James, Loren Knapp, Meredith McNeice, Kara Montgomery, Alfred Moore, Bethany Naser, Ruth Patterson, Gina Polizzi, Claire Robinson, Kathy Smiling, Jan Smoak, Collin Stout, Heidi Waltz, and Donna Watson

Absent: Valeria Bates, Ed Black, Art Farlowe, Melissa Lowe, Aaron Marterer, Amanda Therrell, and Sandra Varney

Handouts – Orientation Dates

### **9:30 Welcome**

**Loren Knapp  
Claire Robinson**

Approval of March 2017 Minutes

**APPROVED**

### **9:40: Summer Orientation 2017**

**Bethany Naser**

- VisualZen signup opened on April 5 so far 2300 signed up.
- 2 late August orientation sessions instead of 3
- Aug. 22<sup>nd</sup> is move in day as well as freshmen orientation but they have to complete orientation before moving in
- IAP students coming to orientation but not college portion
- Jordan Harmon has been hired as the Training Coordinator
- Online modules are live on my Reservations page has the worksheet
- They are on the UAC website under advising checklist for staff to view.
- The training modules have 4 parts for freshmen and 5 parts for transfer
- New break out session on the 2<sup>nd</sup> day for the students will be covering registration, registration holds, course restrictions, attributes on courses – also all of this will be in hard copy in the Garnet Guide
- Mass email to colleges for the orientation plans as in room assignments, amounts of students, etc.

### **10:25: Universal Minor form**

**Donna Watson**

- When the college of education began to look for the minor form, many versions were found some with the social security number still being requested
- Felt a common form is needed
- This will be fine except for Music, Medical Humanities, and Neuro science minors

### **10:30: Curriculum Sheets/Department Handbooks**

**Kay Banks**

- SCHC will begin advising the incoming students on May 14<sup>th</sup>
- Correction to Kay's email address – [bankshk@mailbox.sc.edu](mailto:bankshk@mailbox.sc.edu)

- Would like to have any curriculum sheets and handbooks before they start if possible
- May 4<sup>th</sup> and 11<sup>th</sup> will be training their advisors

### **10:35: EAB Pathfinder Update**

**Brian Dusel**

- May 1<sup>st</sup> HRSM, Music, SOWK, Pharmacy, and SCHC will be going live with Pathfinder
- In May and June, a big update will be coming for EAB.

### **10:40: Advisor Training Opportunities**

**Claire Robinson**

- UAC offering many training dates-
  - April 26 – Top 5 Tips for implementing Pathfinder and DegreeWorks in your college
  - April 27 – Pathfinder New User Training
  - May 1 – Transparency through Technology: Using DegreeWorks, Major Maps, and Advising for a student centered approach
  - May 3 - Pathfinder New User Training
  - May 12 – College Level Examination Program(CLEP) workshop
  - May 15 – Changes for Fall 2017: New Transfer Credit Display, Hardship Withdrawal Policy, and Undergraduate Studies Advising
  - May 22 – Foreign Language and Math Placement Tests
- Survey went out to 12,000 students on advising and 800 immediately responded

### **10:45: Other business/thoughts on the year**

**Loren Knapp**

- Questions were asked about the dates for the start of Fall semester –
  - August 22-27 Welcome week
  - August 22 Move in day  
First Night
  - August 23 Convocation 10-1030
  - August 24 First day of classes

### **11:00: Adjourn**

Next meeting will be September 2017, date will be forthcoming

## **2017 ORIENTATION DATES**

### **College Highlights**

#### **Orientation Leader Spring Training**

OL College Visits: Monday, June 5<sup>th</sup> 10:30-11:30/45am (Various Locations)

Advisor Lunch: Monday, June 5<sup>th</sup> 12:00-1:30pm (Russell House Ballroom)

Orientation Showcase (skits, opening welcome, history & traditions):

Thursday, June 8<sup>th</sup> 2:00-4:00 (Russell House Ballroom)

#### **Summer School Orientation: (1 Total)**

Parents & Guests Academic College Visits: 9:20-10:20am

Student Advisement & Registration: 1:00pm

Freshman & Transfers: Thursday, May 25<sup>th</sup> (Freshman & Transfer)

#### **Transfer Orientation Sessions: (5 total)**

Parents & Guests Academic College Visits: 9:20-10:20am

Student Advisement & Registration: 1:00pm

Friday, June 9<sup>th</sup>

Friday, June 23<sup>rd</sup>

Friday, July 14<sup>th</sup>

Friday, July 21<sup>st</sup>

Monday, July 31<sup>st</sup> (\*\*Colleges can opt in or out to participate)

#### **Freshman Orientation Sessions: (13 total)**

Day 1: Academic College (degree granting) Visits w/Students & Guests

1:30-2:30pm

Day 2: Student Advisement & Registration

1:00pm

Session 1: Monday, June 12<sup>th</sup>- Tuesday, June 13<sup>th</sup>

Session 2: Wednesday, June 14<sup>th</sup>- Thursday, June 15<sup>th</sup>

Session 3: Monday, June 19<sup>th</sup>- Tuesday, June 20<sup>th</sup>

Session 4: Wednesday, June 21<sup>st</sup>- Thursday, June 22<sup>nd</sup>

Session 5: Monday, June 26<sup>th</sup>- Tuesday, June 27<sup>th</sup>

Session 6: Wednesday, June 28<sup>th</sup>- Thursday, June 29<sup>th</sup>

Session 7: Thursday, July 6<sup>th</sup>- Friday, July 7<sup>th</sup>

Session 8: Monday July, 10<sup>th</sup>- Tuesday, July 11<sup>th</sup>

Session 9: Wednesday, July 12<sup>th</sup>- Thursday, July 13<sup>th</sup>

Session 10: Monday July, 17<sup>th</sup>- Tuesday, July 18<sup>th</sup>

Session 11: Wednesday, July 19<sup>th</sup>- Thursday, July 20<sup>th</sup>

Session 12: Monday July, 24<sup>th</sup>- Tuesday, July 25<sup>th</sup>

Session 13: Wednesday, July 26<sup>th</sup>- Thursday, July 27<sup>th</sup>

#### **August Late Orientation Sessions: (2 total)**

Parents & Guests Academic College Visits: TBD

Student Advisement & Registration: TBD

Transfer: Friday, August 18<sup>th</sup>

Freshman: Tuesday, August 22<sup>nd</sup>

**The Office of New Student Orientation**  
UNIVERSITY OF SOUTH CAROLINA

## **2017 ORIENTATION SESSIONS**

### **RAC Information**

The Registration Assistance Center (RAC) will be open during each Orientation registration day (dates below) from **1:00-5:00pm**. The RAC is located in the Office of New Student Orientation (Russell House, Suite 345).

The RAC is **ONLY** opened at this specified time during Orientation.

You can reach the RAC at:

**(803) 777-9606 or (803) 777-9135 or (803) 777- 0189**

(alternative number: (803) 777-2780)

### **Summer School Orientation: (1 Total)**

Thursday, May 25<sup>th</sup> (Freshman & Transfer)

### **Transfer Orientation Sessions: (5 total)**

Friday, June 9<sup>th</sup>

Friday, June 23<sup>rd</sup>

Friday, July 14<sup>th</sup>

Friday, July 21<sup>st</sup>

Monday, July 31<sup>st</sup>

### **Freshman Orientation Sessions: (13 total)**

Tuesday, June 13<sup>th</sup>

Thursday, June 15<sup>th</sup>

Tuesday, June 20<sup>th</sup>

Thursday, June 22<sup>nd</sup>

Tuesday, June 27<sup>th</sup>

Thursday, June 29<sup>th</sup>

Friday, July 7<sup>th</sup>

Tuesday, July 11<sup>th</sup>

Thursday, July 13<sup>th</sup>

Tuesday, July 18<sup>th</sup>

Thursday, July 20<sup>th</sup>

Tuesday, July 25<sup>th</sup>

Thursday, July 27<sup>th</sup>

### **Late August Orientation Sessions: (2 total)**

Transfer: Friday, August 18<sup>th</sup>

Freshman: Tuesday, August 22<sup>nd</sup>

The Office of **New Student Orientation**

UNIVERSITY OF SOUTH CAROLINA



## How Freshman Students Can Change Their Major

### During 2-Day Orientation

#### **Day 1, 8:00 – 9:30am (Orientation Check-in)**

Change of majors will be done on site by the Office of Undergraduate Admissions. Admissions will provide the Office of New Student Orientation (ONSO) a list of all major changes, so that ONSO can communicate to advisors. The Office of the Registrar will also be present during this time.

#### **Day 1, 9:30am – Day 2, 11:00am**

During this time, the Office of New Student Orientation will collect Change of Major forms (example attached) at their information table (located on the 2<sup>nd</sup> Floor of the Russell House). There will also be Change of Major breakout sessions where students can complete the Change of Major form.

#### **Day 2, 11:00am**

The Office of New Student Orientation will deliver the Change of Major forms to the Office of Admissions in Lieber so that the changes can be made before students go to academic advisement and registration at 1:00pm.

The Office of New Student Orientation will notify the Colleges of these change of majors via email.

#### **Day 2, 2:00 – 5:00pm**

Students who want to change their major during this time will need to go to the Registration Assistance Center (Russell House 345). This will be the last chance for students to change their major during orientation. The Office of the Registrar, Undergraduate Admissions, and the Office of New Student Orientation will be present in the Registration Assistance Center.

If the student is further away from the Registration Assistance Center, they can call the Registration Assistance Center and fill out a Change of Major form that will be provided to them by the Orientation Leader that is present in their college advisement. The student will then go to the academic advisement and registration of their new major. The Orientation Leader will then bring the Change of Major forms to the Registration Assistance Center at the end of the day, so that Admissions has record of the changes.

*\*\*We will collect the student's contact number during Orientation, so that they can be notified if there are any problems with processing their change of major.*

*\*\*Please note that due to varying Admissions Requirements, transfer students can ONLY change their major through Undergraduate Admissions. Admissions is present during Orientation Check-in and the RAC.*



## Office of Undergraduate Admissions



### Major Change Request Form for 2-Day Orientation 2017 Freshman Orientation ONLY

Date: \_\_\_\_\_

VIP ID# \_\_\_\_\_

- ☐ Honors College  
☐ Opportunity Scholar

Contact # During Orientation: (\_\_\_\_\_) \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Circle one:      1<sup>st</sup> major change during orientation      2<sup>nd</sup> major change during orientation

**For a full list of majors, please see the back of this sheet.**

CURRENT Major: \_\_\_\_\_  
(WRITE OUT THE FULL TITLE OF YOUR CURRENT MAJOR: NO ABBREVIATIONS)

Requested Major Change: \_\_\_\_\_  
(WRITE OUT THE FULL TITLE OF YOUR REQUESTED MAJOR: NO ABBREVIATIONS)

**\*\*NOT FINAL UNTIL APPROVED BY UNDERGRADUATE ADMISSIONS\*\***

#### For Office Use Only:

☐ Pre-Advising/Registration      ☐ Post-Advising/Registration      User processing request: \_\_\_\_\_

## **IN-PERSON TRAINING & EVENTS**

(Register online at [sc.edu/advising](http://sc.edu/advising) under “Advising Toolbox”)

**APRIL 26:** Top 5 Tips for Implementing Pathfinder and DegreeWorks in Your College

**APRIL 27:** Pathfinder New User Training

**MAY 1:** Transparency through Technology: Uniting DegreeWorks, Major Maps, and Advising for a Student-Centered Approach

**MAY 3:** Pathfinder New User Training

**MAY 12:** College Level Examination Program (CLEP) Workshop

**MAY 15:** Changes for Fall 2017: New Transfer Credit Display, Hardship Withdrawal Policy, and Undergraduate Studies Advising

**MAY 22:** Foreign Language and Math Placement Tests: An Overview