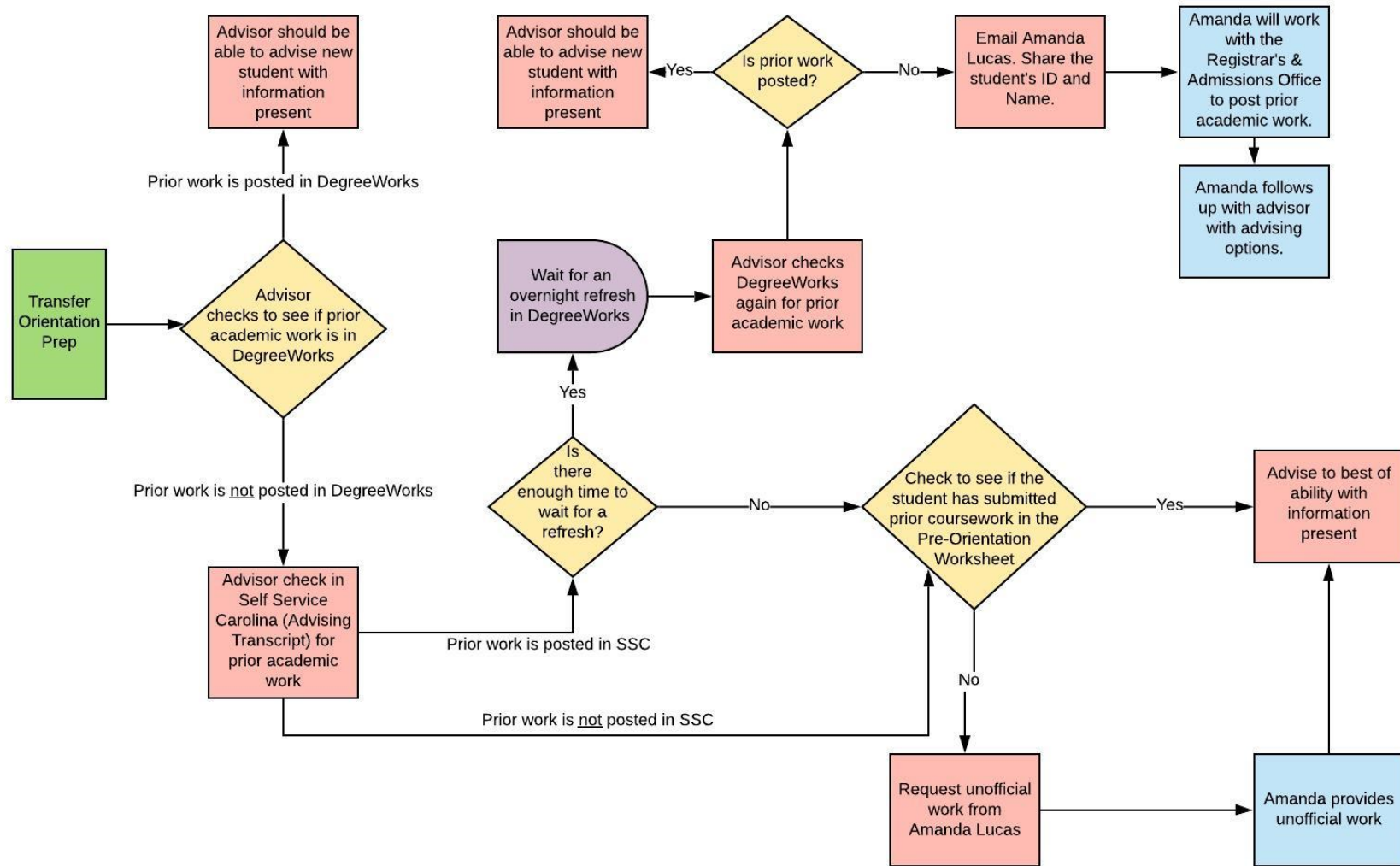


# Orientation Transcript Process



## RECAP FOR ORIENTATION TRANSCRIPT PROCESS

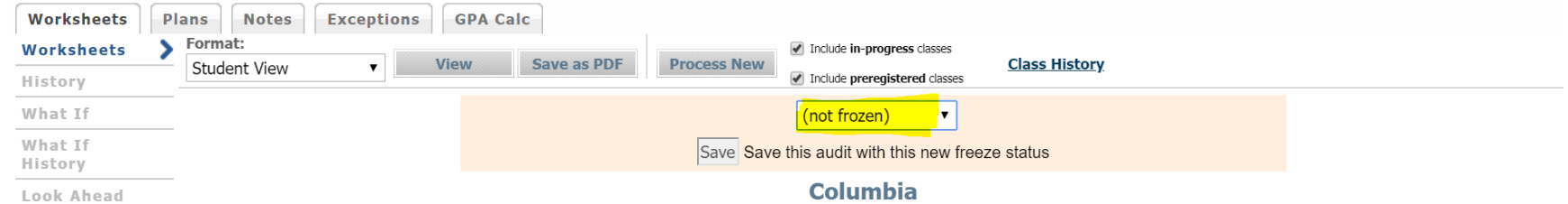
- First: Advisor reviews Self Service Carolina and DegreeWorks to determine if credits are posted.
- Second: Advisor reviews the Pre-Orientation Advising worksheet for unofficial work.
- Last: Advisor contacts Amanda Lucas ([alucas@sc.edu](mailto:alucas@sc.edu)) to inform of missing credentials including student name and USC ID. Amanda will provide information for advisement planning.

## DID YOU KNOW?

- If you notice a transfer student has no work posted in their DegreeWorks audit, “process new” and posted transfer work will automatically populate in the audit if work has been posted to their record.



- It is recommended that as you advise this summer to “freeze” a student’s DegreeWorks audit to record the courses posted at the time of advisement. This may become invaluable should any discrepancies arise. At the top of the student’s audit, there is a box for you to set the freeze status to Frozen by Advisor. Click the Save button.



- To view a frozen audit, access the History tab.