

**3rd meeting with an advisor** (typically second semester of your first year, and all future meetings)

- Know what academic requirements are remaining for the completion of your degree.
- Review the upcoming semester schedule. Have a list of courses prepared for your advisor to review with you.
- Bring any questions you may have about internship requirements, career resources, or graduation if you pursuing an associate's degree.
- Bring any questions you may have about transferring into USC Lancaster's 4 year degree options available through Palmetto College.
- Bring any questions you may have about transferring to another campus.

**General Education skills you are developing:** **Critical Thinking**  
**Communication Skills**  
**Student Development**

### **The University of South Carolina Lancaster General Education Goals**

General education is the set of fundamental skills (reading, writing, reasoning, and oral communication), the knowledge, and the capacity for thought needed to pursue further learning, to succeed in chosen fields, and to assume the responsibilities of informed and enlightened citizenship.

#### **Communication Skills**

USC Lancaster helps its students read effectively and attain a basic familiarity with the basic texts of Western and other cultures. In the area of writing skills, USC Lancaster students work to develop the ability to write effectively for both academic and professional audiences. In addition, USC Lancaster helps its students learn to listen critically and speak effectively before a group.

#### **Critical Thinking**

USC Lancaster helps its students acquire analytical reasoning abilities and exercise informed value judgments. USC Lancaster students also work to develop mathematical and/or computational skills.

#### **Cultural Literacy**

USC Lancaster strives to give its students an understanding of the history and culture of Western civilization as well as provide some exposure to other cultures. USC Lancaster also recognizes the centrality of science and technology to modern culture; therefore, USC Lancaster students also are offered opportunities to increase their understanding and familiarity in these crucial subject areas.

#### **Student Development**

USC Lancaster supports the intellectual, personal, and social development of students, in recognition of the critical interdependency of all these areas. By providing opportunities for productive interaction with students, faculty, and staff, USC Lancaster helps students develop a spirit of curiosity, integrity, and confidence in planning and pursuing academic, career, and personal grades.

**Remember, YOU are ultimately responsible for knowing and understanding requirements for the completion of your academic degree.**



# UNIVERSITY OF SOUTH CAROLINA

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## LANCASTER

### **Advising Guide**

This guide is designed to ease your transition to college and outline what is expected of you during your academic advising appointments throughout your time at USC Lancaster. Please keep this document and refer to it before each advising appointment. Additional academic information may be found online in the

*USC Lancaster Academic Bulletin*  
(<http://bulletin.usclancaster.sc.edu>)

and the *USC Columbia Undergraduate Studies Academic Bulletin*  
(<http://bulletin.sc.edu>)



## Objectives of Academic Advising:

- To facilitate your ability to meet USCL General Education goals and make informed decisions about your academic future.
- To support your efforts in completing requirements for your academic degree or objectives.
- To provide you with information and support that will enable you to transition successfully into Palmetto College, USC Columbia, or into transfer to another institution.
- To encourage your involvement in co-curricular activities that will increase the value of your collegiate experience and develop your interpersonal skills and leadership abilities.
- To help you “connect” your college experience with your plans and goals for life after college.
- To mentor you
- To assist you in finding campus professionals in support services who can best help you succeed academically and personally.

## Your role as an advisee:

In order for the advising relationship to be successful, you must do your part and assume responsibility for your decisions. Your time spent preparing **before** the advising appointment can help your advisor be more effective in helping you focus on the important issues and in answering your questions. In particular you can help by doing the following:

- Keep the appointments you have scheduled. If you must cancel/postpone your appointment, then notify your advisor.
- Be prepared for your appointments. You may need to do some homework. Your advisor cannot do everything for you. A true advisor is someone who gives useful advice to you—which you, in turn, use to make final decisions for yourself.
- Be honest and open. If you are unhappy about something in your academic advising experience, or if you are having a personal problem that is interfering with your studies, please do not be afraid to share this with your advisor.

By remaining honest and open with each other, and by working as a team, you should have a close relationship with your advisor that will help you succeed and enable the advisor to be more effective.

## 1st meeting with an advisor (new student, before classes begin)

- Ensure the Office of Admissions has your correct major on file. Your academic advisor is assigned based upon the major you indicated on your admissions application (which may have changed since you applied to USCL).
- Bring a list of questions to ask your advisor. Be sure to write these questions down so you do not forget them.
- Make sure you have set up your Self Service Carolina password and that you can log into my.sc.edu.
- Know your VIP ID number.
- Bring your Math and Foreign Language Placement test scores with you. You may view your tests scores my logging into Self Service Carolina then clicking STUDENT, followed by STUDENT RECORDS, followed by VIEW TEST SCORES. If you are meeting your advisor for the first time at new student orientation, then your advisor should have access to your foreign language and math placement test scores.

**General Education skills you are developing:** Student Development  
Communication

## 2nd meeting with an advisor (typically the first semester of your first year)

- Contact your advisor to schedule an advising appointment. Typically, scheduling the appointment is your responsibility. Your advisor will wait for you to reach out to him/her. Do this early. Advising is typically available after Fall Break for the Spring Semester and after Spring Break for the Summer and Fall Semesters.
- Review requirements needed for your degree (found in the USC Lancaster academic bulletin or USC Columbia academic bulletin).
- Review the upcoming semester schedule to identify potential courses you may be interested in taking. Write these courses down.
- Know your VIP ID and Self Service Carolina password. If you do not remember your VIP ID, you may visit the Office of Admissions with your photo ID to receive your VIP ID. If you cannot remember your Self Service Carolina password, please visit my.sc.edu. Then, click sign in to Self Service Carolina. A screen will appear with a link to help you reset your Self Service Carolina password.
- Know how to check your USC Lancaster email account and use Blackboard.
- Bring any questions concerning your current or prospective major, changing majors, or transferring campuses.

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PALMETTO COLLEGE