

	Advising Foundations	Level I	Level II	Level III	Level IV
Competency Area	Topic				
Advising at USC	<ul style="list-style-type: none"><li>Advising @ USC - Institutional priority, advising structure, advising research</li></ul>	<ul style="list-style-type: none"><li>Advising at USC – FYA, Departmental, Undergraduate Studies, Exploratory, population specific</li><li>Annual Advisement &amp; Registration Timeline</li><li>Part of Term</li></ul>	<ul style="list-style-type: none"><li>College Enrollment &amp; Graduation</li><li>Change of Major (National data &amp; types)</li><li>‘On Your Time’ Initiatives</li></ul>	<ul style="list-style-type: none"><li>Student Responsibility for Advising</li></ul>	<ul style="list-style-type: none"><li>USC Student Advising Survey results</li><li>USC Advisor Advising Survey results</li></ul>
University Policies & Procedures	<ul style="list-style-type: none"><li>Undergraduate Studies Bulletin</li><li>FERPA</li></ul>	<ul style="list-style-type: none"><li>Academic Standards – Chart, Probation, First-year Academic Recovery</li><li>Withdrawal – Course Withdrawal (Drop/Add, W/WF)</li><li>SC State Residency requirements</li><li>Grading System &amp; Grade Changes</li><li>Grade Point Average</li><li>Grade Forgiveness</li><li>Course Numbering &amp; Credit</li><li>FERPA in Advisement – Release of Information</li></ul>	<ul style="list-style-type: none"><li>Admissions Requirements &amp; Processes (1st-year &amp; Transfer students</li><li>Academic Standards (Part 2) – Suspension, Return from Suspension/Readmission to USC</li><li>Registration Holds</li><li>Course Restrictions</li><li>Second major &amp; second degree</li></ul>	<ul style="list-style-type: none"><li>Withdrawal (Part 2) – University Withdrawal – Hardship Withdrawal</li><li>Satisfactory Academic Progress</li><li>Academic Forgiveness</li><li>Pass-fail Grading</li><li>Senior Privilege</li><li>Graduation with Honors</li><li>Graduation Requirements &amp; Application</li></ul>	<ul style="list-style-type: none"><li>University Policy Training</li></ul>
Academic Programs & Requirements	<ul style="list-style-type: none"><li>Program of Study</li><li>Carolina Core Overview</li></ul>	<ul style="list-style-type: none"><li>Carolina Core in Advisement</li><li>USC System Transfer</li><li>Entering USC with course credit - AP/IB/Dual Enrollment</li><li>Foreign Language Placement Exam</li><li>Math Placement Test</li></ul>	<ul style="list-style-type: none"><li>Program of Study (in-depth)</li><li>Major Maps</li><li>Progression requirements</li><li>Change of Major (policies &amp; procedures)</li><li>Course equivalency &amp; transfer credit (transfer &amp; transient)</li><li>Education Abroad (classes/academics)</li><li>Scholarships (general, state, USC/departmental)</li></ul>	<ul style="list-style-type: none"><li>Accelerated Study Plans</li><li>Academic Common Market (ACM)</li><li>Undergraduate Studies</li><li>International Accelerator Program</li></ul>	<ul style="list-style-type: none"><li>Curriculum approval process</li></ul>
Advising Technology	<ul style="list-style-type: none"><li>Advising Technology Overview</li><li>Self Service Carolina Overview –student info, view advisees, lift holds, master schedule</li><li>DegreeWorks Overview – audit, what-if, look ahead, recommended course schedule notes</li><li>Navigate Overview – scheduling, risk indicators, notes, referrals</li></ul>	<ul style="list-style-type: none"><li>Self Service Carolina: student info, looking up classes, viewing &amp; removing holds</li><li>DegreeWorks: audit review, Planner, tools: what-if, look ahead, &amp; GPA Calculator</li><li>Navigate: home page, appt availability &amp; management, student profile, notes, communication, referrals</li><li>Schedule Planner – overview</li><li>Using the My USC Experience system</li></ul>	<ul style="list-style-type: none"><li>Processing curriculum changes</li><li>DegreeWorks: Using catalog year</li><li>Navigate: appointment campaigns, advanced search, watch lists</li><li>Course restrictions, designators &amp; attributes</li><li>Navigating the Carolina Core eeb site</li></ul>	<ul style="list-style-type: none"><li>Self Service Carolina – Max Hours/Overload</li><li>DegreeWorks – Processing Exceptions</li><li>Navigate – Reporting, Risk Levels &amp; Indicators, Skills Analysis</li></ul>	<ul style="list-style-type: none"><li>Self Service Carolina – Processing Course Overrides</li><li>Cognos Datawarehouse Reports</li></ul>
My USC Experience & Campus Resources	<b>My USC Experience</b> <ul style="list-style-type: none"><li>My USC Experience Overview</li></ul> <b>Campus Resources</b> <ul style="list-style-type: none"><li>Student Support Resources<ul style="list-style-type: none"><li>Registrar, Bursar, Financial Aid, Disability Resource Center, UAC, SSC, Career Center, Counseling &amp; Psychiatry</li></ul></li></ul>	<b>My USC Experience</b> <ul style="list-style-type: none"><li>My USC Experience in Advisement</li><li>Center for Integrative &amp; Experiential Learning</li></ul> <b>Campus Resources</b> <ul style="list-style-type: none"><li>Student Success Center</li><li>Career Center</li><li>Office of Pre-Professional Advising</li><li>Student Disability Resource Center</li></ul>	<b>My USC Experience</b> <ul style="list-style-type: none"><li>Education Abroad</li><li>Undergraduate Research</li></ul> <b>Campus Resources</b> <ul style="list-style-type: none"><li>Exploratory Advising</li><li>Academic Success Coaching</li></ul>	<b>My USC Experience</b> <ul style="list-style-type: none"><li>Graduation with Leadership Distinction</li><li>National Student Exchange</li></ul> <b>Campus Resources</b> <ul style="list-style-type: none"><li>National Fellowship Advising</li></ul>	<b>My USC Experience</b> <ul style="list-style-type: none"><li>My USC Experience Response</li></ul> <b>Campus Resources</b> <ul style="list-style-type: none"><li>Career Advising Response</li></ul>
Undergraduate Students & Special Populations	<ul style="list-style-type: none"><li>USC Undergraduate Student Population - demographic overview, retention &amp; graduation overview</li></ul>	<ul style="list-style-type: none"><li>Special Populations w/ Additional Advising Support:<ul style="list-style-type: none"><li>Honors College Students</li><li>Pre-Professional Students</li><li>Student Athletes</li><li>Opportunity Scholars Program Students</li></ul></li></ul>	<ul style="list-style-type: none"><li>Transfer students</li></ul>	<ul style="list-style-type: none"><li>ROTC Students<ul style="list-style-type: none"><li>Army ROTC</li><li>Navy ROTC</li><li>Air Force ROTC</li></ul></li><li>Student Veterans</li><li>International Students</li></ul>	<ul style="list-style-type: none"><li>Special Student Population Review</li><li>Safe Zone Training</li><li>Carolina Intercultural Training</li><li>Green Zone Training</li><li>Suicide Prevention Training</li><li>Transfer Student Series</li></ul>
Advising Profession & Practice	<ul style="list-style-type: none"><li>USC Advisor Training &amp; Certification Program</li></ul>	<ul style="list-style-type: none"><li>Professional Organizations &amp; USC-Specific Resources</li><li>NACADA Core Competencies Model</li></ul>	<ul style="list-style-type: none"><li>30-minute advising appointment workflow</li></ul>	<ul style="list-style-type: none"><li>CAS Standards for Advising</li><li>Evolution of Academic Advising in Higher Ed</li></ul>	<ul style="list-style-type: none"><li>Academic Advising Practice Response</li><li>Academic Advising Relational Skills Response</li><li>Advising Theory Review</li><li>Professional Conference Presentation Proposal</li></ul>

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INFORMATION ACCESS	<ul style="list-style-type: none"><li>Self Service Carolina – Advisor Access (remove holds)</li><li>Degree Works – Advisor Access (audit, what-if, look ahead)</li><li>EAB Navigate – Advisor Role</li></ul>		<ul style="list-style-type: none"><li>Self Service Carolina – Submit Curriculum Changes</li></ul>	<ul style="list-style-type: none"><li>Self Service Carolina - Change Max Hours, Graduation Application</li><li>Degree Works – Exceptions Management</li></ul>	<ul style="list-style-type: none"><li>Self Service Carolina – Process Overrides</li><li>Cognos Datawarehouse (Student Folder – basic enrollment &amp; advisement reports)</li></ul>
PRODUCTS	<ul style="list-style-type: none"><li>Advising Foundations Online Module &amp; Quiz Completion</li></ul>	<ul style="list-style-type: none"><li>Level One Online Module &amp; Quiz Completion</li><li>GPA Calculations exercise</li><li>Student Survey responses</li><li>Satisfactory EPMS</li></ul>	<ul style="list-style-type: none"><li>Level Two Online Module &amp; Quiz Completion</li><li>Case Study Response</li><li>Reflection on one student</li><li>Student Survey responses</li><li>Satisfactory EPMS</li></ul>	<ul style="list-style-type: none"><li>Level Three Online Module &amp; Quiz Completion</li><li>Personal Philosophy of Advising statement</li><li>Student Survey responses</li><li>Satisfactory EPMS</li></ul>	<ul style="list-style-type: none"><li>Level Four Online Module &amp; Quiz Completion</li><li>Professional Development Plan</li><li>Professional Presentation on Advising</li><li>College Specific Portfolio</li><li>Publication Submission</li><li>Conference Presentation submission (Regional/Nat'l)</li><li>Completion of Final Quiz (100 questions)</li><li>Student Survey responses</li><li>Satisfactory EPMS</li></ul>
EXPERIENTIAL		<ul style="list-style-type: none"><li>Have 50 advising appointments, tracked in Navigate as appointment summaries since beginning advising at USC</li><li>Utilization of DegreeWorks (notes/exceptions)</li><li>Utilization of Navigate (referrals &amp; notes)</li><li>Complete GPA Calculations exercise</li></ul>	<ul style="list-style-type: none"><li>Have 300 advising appointments, tracked in Navigate as appointment summaries since beginning advising at USC</li><li>Utilization of DegreeWorks (notes/exceptions)</li><li>Utilization of Navigate (referrals &amp; notes)</li><li>Attend two Advisor Training/PD Series events</li><li>Case Study – Study Abroad or Transient Credit</li></ul>	<ul style="list-style-type: none"><li>Have 300 advising appointments, tracked in Navigate as appointment summaries since beginning advising at USC</li><li>Utilization of DegreeWorks (notes/exceptions)</li><li>Utilization of Navigate (referrals &amp; notes)</li><li>Attend two Advisor Training/PD Series events</li><li>Develop Personal Philosophy of Advising statement</li></ul>	No additional Experiential Learning required
REWARDS		<ul style="list-style-type: none"><li>Level I Advisor Certification – Certificate</li></ul> Choice of 1: <ul style="list-style-type: none"><li>NACADA Membership (1 year)</li></ul>	<ul style="list-style-type: none"><li>Level 2 Advisor Certification – Certificate</li></ul> Choice of 1: <ul style="list-style-type: none"><li>NACADA Membership (1 year)</li><li>Advising/Higher Ed Book</li><li>NACADA Region 3 Conference Registration (limited)</li><li>NACADA online course (limited)</li></ul>	<ul style="list-style-type: none"><li>Level 3 Advisor Certification – Certificate</li></ul> Choice of 1: <ul style="list-style-type: none"><li>NACADA Membership (1 year)</li><li>Advising/Higher Ed Book</li><li>NACADA National Conference Registration (limited)</li><li>NACADA Region 3 Conference Registration (limited)</li><li>NACADA online course (limited)</li><li>Appreciative Advising course (limited)</li><li>Appreciative Advising Institute (limited)</li><li>First Year Experience Conference Registration (limited)</li><li>Other approved advising related conference registration</li></ul>	<ul style="list-style-type: none"><li>Level 4 Advisor Certification – Plaque</li><li>Recognition Ceremony at USC Advisor’s Conference</li></ul> Choice of 1: <ul style="list-style-type: none"><li>NACADA Membership (1 year)</li><li>Advising/Higher Ed Book</li><li>NACADA National Conference Registration (limited)</li><li>NACADA Region 3 Conference Registration (limited)</li><li>NACADA online course (limited)</li><li>Appreciative Advising course (limited)</li><li>Appreciative Advising Institute (limited)</li><li>First Year Experience Conference Registration (limited)</li><li>Other approved advising related conference registration</li></ul>
ASSESSMENT	<ul style="list-style-type: none"><li>Course Quiz Completion (assessing Advisor knowledge and competence)</li><li>Utilization of Advising Technologies (DegreeWorks &amp; Navigate; Advising Notes)</li><li>Course Survey (assessing effectiveness of Course and Training Program)</li></ul>				