

	Advising Foundations	Level I	Level II	Level III	Level IV
Competency Area	Topic				
<b>Advising at USC</b>	<ul style="list-style-type: none"> <li>Advising @ UofSC - 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>UofSC Student Advising Survey results</li> <li>UofSC Advisor Advising Survey results</li> </ul>
<b>University Policies &amp; Procedures</b>	<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 &amp; Grade Forgiveness</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>Holds &amp; 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>
<b>Academic Programs &amp; Requirements</b>	<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</li> <li>Transfer Credit (transfer &amp; transient)</li> <li>Study 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>
<b>Advising Technology</b>	<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 UofSC 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 Website</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>
<b>My UofSC Experience &amp; Campus Resources</b>	<p><b>My UofSC Experience</b></p> <ul style="list-style-type: none"> <li>My UofSC Experience Overview</li> </ul> <p><b>Campus Resources</b></p> <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>	<p><b>My UofSC Experience</b></p> <ul style="list-style-type: none"> <li>My UofSC Experience in Advisement</li> <li>My UofSC Experience Transcript (pending)</li> <li>Center for Integrative &amp; Experiential Learning</li> </ul> <p><b>Campus Resources</b></p> <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>	<p><b>My UofSC Experience</b></p> <ul style="list-style-type: none"> <li>Study Abroad</li> <li>Undergraduate Research</li> <li>Internships/Practicums (pending)</li> </ul> <p><b>Campus Resources</b></p> <ul style="list-style-type: none"> <li>Exploratory Advising</li> <li>Academic Success Coaching</li> </ul>	<p><b>My UofSC Experience</b></p> <ul style="list-style-type: none"> <li>Graduation with Leadership Distinction</li> <li>National Student Exchange</li> </ul> <p><b>Campus Resources</b></p> <ul style="list-style-type: none"> <li>National Fellowship Advising</li> </ul>	<p><b>My UofSC Experience</b></p> <ul style="list-style-type: none"> <li>My UofSC Experience Response</li> </ul> <p><b>Campus Resources</b></p> <ul style="list-style-type: none"> <li>Career Advising Response</li> </ul>
<b>Undergraduate Students &amp; Special Populations</b>	<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</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>
<b>Advising Profession &amp; Practice</b>	<ul style="list-style-type: none"> <li>UofSC Advisor Training &amp; Certification Program</li> </ul>	<ul style="list-style-type: none"> <li>Professional Organizations &amp; UofSC-Specific Resources</li> <li>NACADA Core Competencies Model</li> </ul>	<ul style="list-style-type: none"> <li>30-minute advising appointment workflow</li> <li>Referrals: When &amp; how to make a referral</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>

	Advising Foundations	Level I	Level II	Level III	Level IV
<b>INFORMATION ACCESS</b>	<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>
<b>PRODUCTS</b>	<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>Navigating the Bulletin worksheet</li> <li>Math Placement Test demonstration</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>
<b>EXPERIENTIAL</b>		<ul style="list-style-type: none"> <li>Advise 50 unique students since beginning advising at USC</li> <li>Utilization of DegreeWorks (Planner/notes)</li> <li>Utilization of EAB Navigate (referrals &amp; notes)</li> <li>Complete Math Placement Test</li> </ul>	<ul style="list-style-type: none"> <li>Advise 300 unique students since beginning advising at USC</li> <li>Utilization of DegreeWorks (Planner/notes)</li> <li>Utilization of EAB 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>Advise 600 unique students since beginning advising at USC</li> <li>Utilization of DegreeWorks (Planner/notes)</li> <li>Utilization of EAB 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
<b>REWARDS</b>		<ul style="list-style-type: none"> <li>Level I Advisor Certification – Certificate</li> </ul> <p>Choice of 1:</p> <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> <p>Choice of 1:</p> <ul style="list-style-type: none"> <li>NACADA Membership (1 year)</li> <li>Advising Book (from choice list)</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> <p>Choice of 1:</p> <ul style="list-style-type: none"> <li>NACADA Membership (1 year)</li> <li>Advising Book (from choice list)</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> <p>Choice of 1:</p> <ul style="list-style-type: none"> <li>NACADA Membership (1 year)</li> <li>Advising Book (from choice list)</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>NACADA National Conference Registration (limited)</li> <li>Other approved advising related conference registration</li> </ul>
<b>ASSESSMENT</b>	<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>				

**Invited Speakers (for all in USC Advising Community). UAC Training Room, Close-Hipp**  
 In-person ongoing training/professional development provided each semester20  
 See online training calendar

Updated September 15, 2020