

Module #1: Advising at USC

Section 1: Advising at USC

1. Explain how academic advising supports USC's strategic plan.
2. Describe the structure of academic advising at USC.

Module #2: University Policies & Procedures

Section 1: Undergraduate Studies Bulletin

1. Identify the two sections of the Undergraduate Studies Bulletin.
2. Describe the information found in each section of the Undergraduate Studies Bulletin.
3. Summarize how to incorporate the bulletin into advisement.
4. Explain how to determine the bulletin year a student follows.

Section 2: FERPA

1. Identify the two sections of the Undergraduate Studies Bulletin.
2. Describe the information found in each section of the Undergraduate Studies Bulletin.
3. Summarize how to incorporate the bulletin into advisement.
4. Explain how to determine the bulletin year a student follows.

Module #3: Academic Programs & Requirements

Section 1: Program of Study

1. Identify and describe the four components of the program of study.
2. Define and describe the purpose of major maps.

Section 2: Carolina Core Overview

1. Summarize three reasons why the Carolina Core was created.
2. Identify the ten Carolina Core components, learning outcomes, and codes.
3. Describe the different ways students can meet Carolina Core requirements.
4. Describe the difference between a stand-alone and overlay approved course.

Module #4: Advising Technology

Section 1: Advising Technology Overview

1. Identify the three primary technology systems used in advising at USC
2. Summarize the purpose of integrating technology into the advising workflow

Section 2: Self Service Carolina Overview

1. Identify the three primary features of Self Service Carolina
2. Summarize advisee information found on Self Service Carolina
3. Explain the process of lifting advisement holds in Self Service Carolina

Section 3: DegreeWorks Overview

1. Identify the four primary features of DegreeWorks
2. Summarize information found on the Degree Audit Worksheet
3. Describe the purpose of the Recommended Course Schedule
4. Describe the function of the What-If tool and when to use it in advisement
5. Describe the function of the Look Ahead tool and when to use it in advisement

Section 4: Pathfinder Overview

1. Identify the four primary features of Pathfinder
2. Summarize key information found on the student overview page
3. Describe the two ways student risk is indicated in Pathfinder
4. Describe the difference between advising reports and general notes

Module #5: Campus Resources

Section 1: Campus Resources

1. Describe the function of each of the identified campus resources.
2. Describe when to refer a student to the identified campus resource.

Module #6: Undergraduate Students & Special Populations

Section 1: Undergraduate Student Population Overview

1. Describe the demographics of USC's undergraduate student population.
2. Identify the two University Academic Dashboard metrics related to student retention.

Module #7: Advising Profession & Practice

Section 1: USC Advisor Training & Certification Program

1. Describe the importance of training academic advisors.
2. Describe USC's Advisor Training and Certification Program.