

Academic Advising Guide

University **Advising** Center
UNIVERSITY OF SOUTH CAROLINA

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1 THE UNIVERSITY ADVISING CENTER

1.1 ADVISING AT USC

In Fall 2014, the Advising Coordinating Taskforce was created to review advising practices at the University of South Carolina (USC) and make recommendations for improvement. After researching the factors that affect 1st-2nd year retention, looking at current and best practices, and assessing the current state of advising at Carolina, the taskforce presented the following 6 recommendations for the University of South Carolina Columbia:

- Establish a USC Advising Center and First-Year Advisors to facilitate consistent student advising of all undergraduates, with attention to first-year and other students in transition.
- Establish expectations and processes for the advising of freshman, transfer, and continuing students within their respective colleges and schools.
- Provide training and certification programs for First-Year Advisors and others who advise that incorporate USC academic requirements and national best practices.
- Provide technology and online resources that enable efficient and effective advising.
- Offer faculty-led student programs to assist first-year and continuing students to explore and connect with their fields of study and career opportunities.
- Develop a culture of student responsibility for academic and career planning.

A. Advising Structures at USC

Beyond the first year, a student's advising experience will vary between the colleges as the structure and facilitation of advisement may look different depending on the college.

Centralized Advising

Many colleges at USC employ a centralized model of advisement within a student services office or other central office within their college. In this model, all academic advising takes place in a central student services office and is provided by professional staff advisors. The colleges at USC that utilize a centralized advising model include: The Darla Moore School of Business, the College of Education, the College of Hospitality, Retail, and Sport Management, the College of Information and Communications, the College of Nursing, the College of Pharmacy, the College of Social Work, and the School of Music.

Faculty Advising

Some other colleges utilize a faculty model of advisement and have faculty advise students whose program of study is in the same academic area or department as the faculty member's discipline. The colleges and schools that use the faculty model at USC include: The College of Arts and Sciences and the College of Engineering and Computing. The Arnold School of Public Health uses a mixture model that combines centralized advising with faculty advising.

Dual Advisors

Some specific populations of students have dual advisors that include their advisor of record for their academic program of study and an additional advisor connected to their population. These student populations include those in the Honors College, Student Athletes, Pre-Professional students, and Opportunity Scholars Program (OSP) participants.

Students in the Honors College, Athletics, and OSP have specific academic related requirements they must meet in order to maintain eligibility for their program. Pre-professional students need to take appropriate courses and engage in experiences while in undergrad to prepare and have a competitive application for professional school. Therefore, the advisors in these areas provide additional support and guidance to help students stay on track and meet the requirements of both their special population/program and academic program of study.

1.2 UNIVERSITY ADVISING CENTER STAFF

The [UAC](#) employs full-time professional staff members in three functional areas: Academic Coaching/Major Change Advising, First-Year Advising, and Advisor Training and Technology. The central UAC office is located

in the Close-Hipp Building in Suite 102. Some first year advisors are located in the Close-Hipp building on the third floor, while the rest are located within their department buildings.

1.3 UNIVERSITY ADVISING CENTER STUDENT SERVICES

A. Academic Success Coaching

Academic Success Coaching offers all undergraduate students at the University an opportunity to discover their strengths and plan for their success in college.

Coaches generally meet one-on-one with undergraduate students for at least three 60-minute appointments to create academic and engagement plans, set goals, and share resources to help students achieve their goals within and beyond the classroom environment. Coaches tailor each session to the needs of the student and focus on:

- General Academic Advising
- Academic Planning & Success Strategies
- Strengths Identification
- Engagement Planning & Campus Involvement
- Navigating Campus Resources

Coaching Campus Partnerships

ADMISSIONS PROBATION STUDENTS

Students admitted to USC with a “probation” status.

Students admitted on “probation” are required to meet with an Academic Success Coach one time during their first semester at USC.

FIRST-YEAR STUDENTS ON PROBATION

First-year students who are placed on academic probation after their first semester (below a 2.0 USC GPA).

Under the University’s Academic Standards policy, all first-year freshmen on academic probation (below 2.0 GPA) are required to meet with an Academic Success Coach within the first six weeks of their second semester. Coaches will work with students to create a plan for success for current and future semesters.

Please note: Students who do not fulfill this requirement are not be eligible to register for courses for the following semester.

GAMECOCK GUARANTEE STUDENTS

Gamecock Guarantee students are first-generation college students from low-income families in the state of South Carolina who receive funding for tuition and fees.

Gamecock Guarantee students who have not fulfilled their Memorandum of Understanding are required to meet with an Academic Success Coach one time and complete an Academic Plan.

Please note: Students who do not fulfill this requirement will not receive Gamecock Guarantee funding for the following academic year.

HISTORY STUDENTS ON PROBATION

Students that have fallen below a 2.5 GPA within the History Department (below 2.5 cumulative USC GPA).

The History department requires that students who fall below a 2.5 GPA meet with the same Academic Success Coach three times during the following semester and complete an Academic Plan. Students must turn in their Academic Plan to their advisor for review.

NURSING 216 (PATHOLOGY)

NURS216 (Pathology) is taken the semester before Lower Division Nursing Students apply to the Upper division. The exams focus on application and connecting concepts from previous NURS and science courses.

Students that earn a grade of 82 or lower on any of their exams in the NURS216 course are required to attend one Academic Success Coaching appointment one time before their next exam. to primarily talk about appropriate academic strategies including time management, test-taking strategies, test anxiety and more. During this meeting, coach and student may discuss a parallel or alternate major plan. Students that receive multiple low test grades are not required to continually meet with a Coach, though it is highly advised they do so.

OFFICE OF STUDENT CONDUCT

Dependent upon the decision of the hearing officer or board, students may be assigned to meet with an Academic Success Coach.

OPPORTUNITY SCHOLARS PROGRAM (OSP) STUDENTS

Participants of OSP are first-generation college students from low-income families in the state of South Carolina who also receive the Gamecock Guarantee.

During the fall semester, first-year Opportunity Scholars Program students who are identified as at-risk are required to meet with an Academic Success Coach one time during the second half of the semester and complete an Academic Plan.

Non-first year OSP students who have a cumulative GPA below 2.50 are required to meet with the same Academic Success Coach two times during the following semester and complete an Academic Plan.

SATISFACTORY ACADEMIC PROGRESS (SAP)

Students going through the Satisfactory Academic Progress (SAP) appeal process as a result of losing their financial aid due to academic deficiency (below 2.0 cumulative GPA and/or less than 67% course completion rate)

As part of the Satisfactory Academic Progress (SAP) appeal process, students are required to meet with an Academic Success Coach one time and complete an Academic Plan and, if required, a SAP Contract. The student then must turn the Academic Plan and SAP Plan along with other appeal materials in to the Office of Financial Aid for their SAP appeal to be reviewed.

SPORTS AND ENTERTAINMENT MANAGEMENT STUDENTS ON PROBATION

Students placed on academic probation within the Department of Sport and Entertainment Management (below 2.75 cumulative USC GPA).

The Department of Sport and Entertainment Management requires that students who are placed on academic probation within the department meet with the same Academic Success Coach three times during the semester and complete an Academic Plan. The student must turn in the Academic Plan to their advisor for review. Students that do not meet with a coach at least two times before their advising appointment will not be advised. Alternative or parallel major plans may also be discussed in these meetings.

STUDENTS RETURNING FROM ACADEMIC PROBATION

Students returning from academic suspension have served one (at least a fall or spring and summer semesters) or two (out of school at least two years) suspension terms.

Under the University's Academic Standards policy, all students returning from academic suspension are required to meet with an Academic Success Coach within the first six weeks of the semester they return. Coaches will work with students to create a plan for success for current and future semesters.

Please Note: Students who do not fulfill this requirement are not be eligible to register for courses for the following semester.

TRANSFER ACADEMIC PROBATION STUDENTS

First-year transfer students who are placed on academic probation after their first semester at USC (below a 2.0 USC GPA).

Transfer students who are placed on academic probation (below 2.0 cumulative GPA) after their first semester at USC-Columbia are considered at-risk and are encouraged to attend an Academic Success Coaching session.

NON-PROGRESSION PILOT

Historically, students who did not meet progression requirements in their major were not permitted to continue within their program, but remained coded as their original major until they were eligible to switch into a different college or school. In Fall 2016, a pilot program was rolled out for students not progressing within their major in 3 colleges: The Darla Moore School of Business, The College of Engineering and Computing and The College of Information and Communications.

These students are now coded as "undecided" in a college designated as "University Studies," housed in the University Advising Center. They are permitted to stay in "University Studies" for 2 semesters or until they switch into another college or school at the University. This gives students an opportunity to explore new majors and consider what it would take to get back into their original program of study.

Students coded as "undergraduate studies" are advised by Academic Success Coaches. Coaches advise these students for courses that will count for the Carolina Core, or their intended major.

Academic Success Coaches can help students that are not ready to indicate an intended major to identify their strengths and explore various degree programs offered at Carolina. All undergraduate studies students will also develop an alternate major plan with their Coach to help ensure the student can progress into a new major within 2 semesters. Coaches also focus on academic strategies such as time management, test taking strategies and motivation to assist students in meeting the GPA requirements required for various colleges/schools.

B. Major Change Advising

What is Major Change Advising?

Major Change Advising in the University Advising Center promotes intentional academic decision-making by conveying relevant programmatic information, facilitating academic exploration, encouraging short- and long-term planning, and making referrals to appropriate campus resources.

Major Change Advisors can help students:

- Navigate between major requirements
- Determine how classes taken would fit into a different major before switching
- Compare various majors and college/program requirements side by side
- Prepare for or clarify information for departmental advising

When should students schedule a 30-minute appointment with Major Change Advising?

- If they do not know what major they want to change to and they need...
- help because they have no idea what they want to do.
- to explore different majors.
- general advisement questions answered.
- to see how their coursework fits into a new major.
- supplemental advisement for an intended major.
- to figure out how to change their major.
- help rearranging their schedule before the drop/add deadline to fit an intended major.

When should students attend 15-20-minute drop-in session for Major Change Advising?

- If they know what major they want to change to and they need...
- general advisement questions answered.
- to see how coursework fits into a new major.
- supplemental advisement for a new major.

Considerations When Changing Majors

SCHOLARSHIPS

Different majors may have different scholarships that are specific to that school, so students may have the opportunity to receive more financial assistance. Students that are switching out of a major and receive a scholarship for that major should consider the financial implications of losing that scholarship. Students on the Academic Common Market (ACM) need to consider what will happen if they change their major outside of ACM; they may lose in-state tuition.

INTERESTS & SKILLS

It is not recommended that students switch to a major simply because they think it will help them get a job. Students should major in a subject that their interests and skills match up to.

REQUIRED INTERNSHIPS

Certain majors have required internships that are required during the school year or over the summer. For example, all majors in the College of Hospitality, Retail, and Sport Management require at least one internship which often takes place over the summer. Students who plan to travel over the summer would not be able to complete these internships.

SCHEDULES

Schedules often change when students choose to switch majors. For example, education majors have student-teaching requirements, and therefore operate on the public school system's schedule, rather than the average University schedule that many other majors operate by.

FEES

Finances should be considered as a factor when switching majors. Each college or school may have their own set of fees specific to them, therefore switching to a new major may incur extra fees. The various fees for different majors, colleges and schools can be found on the Bursar's [website](#).

GRADUATE SCHOOL

Students do not always have to major in something specific to apply to a graduate program. Often times there are simply prerequisites for the graduate program and it may not necessarily matter what undergraduate major a student graduates with. For example, there is not a single major that all students planning on attending Medical school choose. Biological Sciences, Exercise Science, Public Health, and other science-focused majors will all take some of the prerequisite courses required for application to Medical School. The [Office of Pre-Professional Advising](#) can provide the pre-requisites required for many graduate programs.

TIME TO GRADUATION

Depending on when a student switches, and the major he/she switches to, there may be a delay in graduation date. Oftentimes there are course progressions that start early in the college career, and students who switch into a major will have to complete these progressions in order to graduate. For example, majors within the College of Engineering and Computing have strict course progressions that begin in the freshman year. This means that typically students who switch into the College of Engineering and Computing automatically add 4-5 years to their program of study.

How to Change Your Major

AT ORIENTATION

1. Complete a “College Change Request Form” and give it to the Admissions Table on Day 1
2. Attend new major’s “Advisement and Registration” session on Day 2

AFTER ORIENTATION BUT BEFORE THE DROP-ADD DEADLINE

1. Contact Admissions at 803-777-7700
2. Students’ new First-Year Advisor will reach out to ensure they are enrolled in the correct courses for the new major

DURING THE SEMESTER

1. Research options
2. Visit Major Change Advising
3. Follow through on “Next Steps” developed during Major Change Advising Appointment
4. Once all steps are completed, the college that offers the new major will contact the Office of the Registrar to update your student record.

Per the Undergraduate Academic Bulletin: Curriculum changes can affect loan deferment, scholarship eligibility, athletic participation eligibility, tuition and fee assessment, and international student VISA regulations. For this reason, all curriculum changes must be completed before the end of the free drop/add period in Fall and Spring Terms, and prior to June 1 during the Summer Term. Major change requests that arrive at the Office of the University Registrar after these deadlines will be processed for the following term.

C. Withdrawal

When students have a need to withdraw from a course, multiple courses or the university, it is important that they understand the potential academic and financial consequences of the decision to withdraw. The University Advising Center staff are available to help explain the withdrawal process and policies and to help students understand their options so that they can make the best plan for their situation. The following information and a referral form for students considering withdrawing can be found on the [University Advising Center’s website](#).

Withdrawal from Courses

If a student is considering withdrawing from one or more courses during the semester, it is important that they know the course withdrawal deadlines and the academic and financial consequences of course withdrawal. It is always a good idea to meet with an academic advisor prior to withdrawing from courses to discuss the potential consequences.

Important Dates and Deadlines

Students can check the University’s official [Academic Calendar](#) for the important dates and deadlines for each semester. In addition, the Registrar’s Refund Calendar provides the deadlines for tuition refunds for dropped courses based on the part of term (full-term, first-half, second-half) for the course.

COURSE DROP/ADD PERIOD

Students are able to change their course schedule prior to the drop/add deadline at the beginning of the semester via [Self Service Carolina](#). It is important to know when the last day is to add or drop a course for the semester. Any courses dropped prior to the drop/add deadline will not be recorded on a student’s permanent record. If students need assistance with their current course schedule prior to the drop/add deadline, they should visit an advisor in the University Advising Center.

COURSE WITHDRAWAL DEADLINES

Students are able to drop courses after the drop/add period and before the WF deadline (first 7 weeks of the semester) to have a grade of W recorded on their transcript. A grade of W is not be calculated in a GPA, but will be recorded on a permanent record. Courses dropped after the WF deadline will be recorded as a WF on a permanent record. The grade of WF is treated as an F in the calculation of a GPA. In summer sessions and other shortened sessions, the WF deadline will be 50 percent of the total number of class hours instead of at the first 7 weeks.

Withdrawal Grades

Grade	Grade Description	What is impacted
W	Any course withdrawal made after the Drop/Add Deadline and prior to the WF Deadline W will appear on permanent record W grade not included in GPA calculation	Financial Aid – Satisfactory Academic Progress, certain scholarships, tuition refund, enrollment status
WF	Any course withdrawal made after the WF Deadline WF will appear on permanent record WF grade is calculated as an F in GPA	Financial Aid – Satisfactory Academic Progress, certain scholarships, tuition refund, enrollment status, GPA calculation

Financial ConsiderationsTUITION REFUNDS

Students may be eligible to receive a refund for all, some, or none of the tuition costs for courses depending on when in the semester the course withdrawal took place. The [Registrar's Website](#) can be checked to calculate refunds. Most refunds are processed within 4-6 weeks.

FINANCIAL AID

Students should contact the [Office of Student Financial Aid and Scholarships](#) and speak with a counselor prior to withdrawing from courses to double check on any financial aid loans or scholarships that may be affected.

LOANS

To receive any type of financial aid (except for the Pell Grant), a student must be enrolled in a minimum of 6 credit hours or half-time student status. If a student's [tuition fee status](#) changes due to withdrawal from courses, their financial aid loan amount may be reduced and they may be required to immediately repay the amount that is in excess of their revised loan amount.

SCHOLARSHIPS

Many scholarships require that students earn a certain number of credit hours each year to be eligible for funding for the following year. If a student withdraws from a course, they will not earn the credit hours for that course. Students in this situation have through the end of the summer academic term to earn the credit hours required for scholarship eligibility. Students should be familiar with the requirements for credit hours earned for any scholarships received. [Office of Student Financial Aid & Scholarships' Website](#) contains more information about scholarship requirements.

SATISFACTORY ACADEMIC PROGRESS

Students who receive federal and/or state financial aid must make measurable progress toward the completion of a degree in a reasonable period of time. Students that receive financial aid must earn 67% of all credit hours attempted at USC plus transfer hours accepted for credit at USC. When students withdraw from courses, the credit hours from that course will count toward hours attempted but not as hours earned. Students that do not meet the 67% course completion rate will lose their financial aid eligibility and will be required to submit an appeal to have their eligibility reinstated.

Withdrawal from the University

DURING THE SEMESTER

If students decides to withdraw after classes have started, they can do so by dropping all of your classes in [Self Service Carolina](#). The academic and financial implications of their withdrawal are dependent on the date of withdrawal during the semester.

Academic Considerations

Withdrawal Deadlines

- [Course Drop/Add Period](#) – Courses withdrawn from prior to the drop/add deadline will not be recorded on students' permanent records.
- [Before 'WF' Deadline](#) – Courses withdrawn from after the drop/add deadline and before the WF deadline will have a grade of W recorded on students' transcripts. A grade of W will not be calculated in students' GPAs, but will be recorded on their permanent records.
- [After 'WF' Deadline](#) – Course withdrawn from after the WF deadline will be recorded as a WF on students' permanent records. The grade of WF is treated as an F in the calculation of a GPA.
- **After the Last Day of Classes** – Students are not permitted to withdraw from classes after the last day of classes.

Academic School/College

Students should contact their academic advisor or department to let them know they are withdrawing from the University. There may be additional steps needed in order to withdraw or other important information needed if a student plans to return to USC in the future.

Academic Standing & GPA

If students withdraw after the [WF Deadline](#), their [Academic Standing](#) and GPA may be impacted. It is important that students know the GPA requirements to be in good academic standing for both USC and their major of study. Many Colleges/Schools at USC have additional GPA requirements to continue in a specific major. Whether students plan to return to USC in the future or transfer to another institution, their GPA will factor into their eligibility to do so.

Financial Considerations

Tuition Refunds

Students may be eligible to receive a refund for all, some, or none of the tuition costs for courses depending on when in the semester they withdraw from the University. The [Registrar's Website](#) can be checked to calculate refunds. Most refunds are processed within 4-6 weeks.

Financial Aid

Students should contact the [Office of Student Financial Aid and Scholarships](#) and speak with a counselor prior to withdrawing from the University to double check on any financial aid loans or scholarships that may be affected.

Satisfactory Academic Progress

Students who receive federal and/or state financial aid must earn 67% of all credit hours to be eligible to continue to receive aid. When students withdraw from courses, the credit hours from those courses will count toward hours attempted but not as hours earned. Students that do not meet the 67% course completion rate will lose their financial aid eligibility and will be required to submit an appeal to have their eligibility reinstated.

Other Considerations

University Housing

If students live on-campus, they will need to officially check out with Residence Life staff and the Main Housing Office to cancel their housing contract. There is a \$200 cancellation fee and students may be subject to additional costs as described in the [Housing Contract](#) and the [Housing Contract Cancellations and Refunds](#) section of the University Housing website.

Carolina Cash Refund/Meal Plan Cancellation

Students that have Carolina Cash or a Meal Plan may [request a refund online](#). There is a \$20 processing fee and most refunds are processed within 4-6 weeks.

Parking Services

Students that purchased a pre-paid parking decal may return your decal to [Parking Services](#) to receive a prorated refund.

Enrollment at Another Institution

Students who choose to enroll at another institution after withdrawing from USC should contact that institution to follow their admissions processes and requirements. Student status does not change in Self Service Carolina until the following semester, so a student's transcript will not immediately reflect that he/she is no longer enrolled at USC. This does not affect a student's ability to enroll at another institution.

BETWEEN SEMESTERS

If students decide to withdraw from the University between semesters, before classes have started, they can do so by either not registering for classes or dropping all of their classes in Self Service Carolina.

Full semester non-enrollment – If a student is not enrolled in classes at the University for one full semester (fall or spring), they are required to reapply to the University through [Undergraduate Admissions](#).

WITHDRAWAL FOR EXTENUATING CIRCUMSTANCES

If students need to withdraw from the University for extenuating circumstances, they can do so by dropping all of their classes in Self Service Carolina. The academic and financial implications of a withdrawal are dependent on the date of the withdrawal during the semester.

Before 'WF' Deadline

When students withdraw from all courses before the WF deadline, the process is the same as if they were withdrawing from the University during the semester (see section above). Courses for that semester will have a grade of W recorded on their transcript. A grade of W will not be calculated in their GPA, but will be recorded on their permanent record.

Students will also want to be aware of all the academic and financial considerations as outlined in the 'Withdrawal During the Semester' section above.

After 'WF' Deadline

If students withdraw from all courses after the WF deadline, an exception to the assignment of a grade of WF is possible for verifiable, documented reasons. Students will need to request the form 'A Request for Assignment of W Grade for Extenuating Circumstances After Penalty Date' (AS-122A) from the academic dean of their College/School. Each course instructor will need to approve the grade change and the form returned to the academic dean for submission to the Office of the University Registrar.

Withdrawal Refund Appeal

Refunds for tuition are dependent on when in the semester a student withdraws from the University. If a student needs to withdraw for extenuating circumstances and believes the circumstances would warrant an exception to the [University's published withdrawal refund schedule](#), they may request an appeal form through the Office of the University Registrar at 803-777-5555. The appeal must be requested during the semester that the withdraw takes place.

Please note: The University of South Carolina does not have an official Medical Withdrawal. If a student needs to withdraw for medical reasons, they should follow the steps outlined below depending on the date of their withdrawal during the semester. There will not be any indicators placed on their transcript that the withdrawal from classes was for medical reasons.

Returning from Withdrawal

The process for returning from withdrawal is dependent on what time the initial withdrawal took place during the semester.

BEFORE THE 'DROP/ADD' DEADLINE

When students withdraw from the University between semesters or prior to the Drop/Add deadline, they are not considered enrolled for that semester. If students are not enrolled in classes at the University for one full semester (fall or spring), they are required to reapply to the University through [Undergraduate Admissions](#). Please note that readmission to the University and to the academic College/School in which a student was previously enrolled is not guaranteed. Students will receive information regarding their readmission after their application is reviewed by Undergraduate Admissions.

AFTER THE 'DROP/ADD' DEADLINE

When students withdraw from the University after the Drop/Add deadline, they are considered enrolled for that semester and may register for courses for the following semester once any advisement holds have been lifted. Students will want to speak with an advisor in their College/School to discuss any degree progression requirements that may be affected after missing a major semester.

1.4 FIRST YEAR ADVISING

In the 2015-2016 school year, the University Advising Center hired 28 [First Year Advisors](#) to support first-year students at Carolina. The establishment of the University Advising Center and First-Year Advisors was meant to facilitate consistent student advising of all undergraduates, with attention to first-year and other students in transition in order to increase student retention between the first and second year, and raise overall 4-year graduation rates.

First Year advisors are co-supervised by the University Advising Center and their respective academic department. The first-year advisors for all majors within the College of Arts & Sciences and the School of Public Health are located in the Close-Hipp Building, while all other First-Year Advisors are located within their respective departments' offices.

First-Year advisors partner with their respective departments to advise first-year students during summer orientation and then meet with students in the fall semester to advise for spring courses. Although students are being advised for their second year in the spring, they are advised with their first-year advisor until they progress into their second year, when they transition to a departmental advisor within their academic department. First-Year Advisors are also in contact with first-year students throughout the school year via emails regarding important university information including university deadlines, advisement information and information regarding university resources.

FIRST-YEAR ADVISORS CAN PROVIDE STUDENTS WITH INFORMATION REGARDING:

- Course Schedule Development
- Major Mapping & Degree Planning
- Transfer Credit Evaluation
- Transition to College

DEPARTMENTAL ADVISORS CAN PROVIDE STUDENTS WITH INFORMATION REGARDING:

- Course Schedule Development
- Degree Planning
- Study Abroad Advisement
- Graduation/Senior Checks

A. Scheduling an Advising Appointment

Students can schedule advising appointments via www.sc.edu/advising. Students should click on their college/school button and then choose the appropriate advising appointment type. Some colleges and schools have online scheduling systems that are linked through this site, while others will provide students with a phone number to call and schedule an appointment.

Departments determine individually what weeks advising happens prior to registration every semester, so students should regularly monitor their student email accounts for outreach from their department or academic advisor about when and how to sign up for an advising appointment.

1.5 TRAINING AND TECHNOLOGY

In accordance with the Advising Coordinating Taskforce's recommendations, the University Advising Center provides 'training and certification programs for First-Year Advisors and others who advise that incorporate USC academic requirements and national best practices' and provides 'technology and online resources that enable efficient and effective advising.'

A. Training

In August 2016, the University Advising Center unveiled the first level of a comprehensive advisor training program. The Academic Advisor Training and Certification Program is designed to provide all academic advisors with the knowledge and skills needed to effectively support and guide students to degree completion.

The guiding framework for the training program includes seven competency areas including: Advising at USC, University Policies and Procedures, Academic Programs & Requirements, Advising Technology, Campus Resources, Undergraduate Students & Special Populations, and Advising Profession and Practice.

This training program includes an "academic advising foundations" introduction and a four-tiered certification. Advisors must complete online and/or in-person modules and meet specific criteria for each training level prior to obtaining certification. All advisors who advise first-year students are required to complete the training program and receive certification as well as participate in continuing professional development opportunities. The training program is also available for all academic advisors at USC.

The University Advising Center is also developing a training module for students to work towards developing a culture of student responsibility for academic and career planning.

B. Technology

USC has several advising technologies available for both students and their advisors, including: Self-Service Carolina and DegreeWorks.

SELF-SERVICE CAROLINA

Self-Service Carolina serves as the online student information system used to manage personal information and complete various transactions such as registering for classes and paying tuition. Self-Service Carolina is accessed via my.sc.edu. Students can use their VIP ID and password to log-in to the system. Upon logging into Self-Service Carolina, there are always three tabs available to students; 'Personal Information', 'Student', and 'Account Information'. Student who receive Financial Aid will also see a 'Financial Aid' tab.

PERSONAL INFORMATION

Students can use the 'Personal Information' tab to update addresses and contact information on record with the university, view email addresses, and update their directory profile.

STUDENT

Many of the transactions associated with advising are found under the student tab. Along with the advising functions discussed below, students can register for orientation, pay their enrollment deposit, apply for in-state residency and tuition and complete Alcohol Edu and Haven from the 'Student' tab.

REGISTRATION

From the 'Registration' link under the 'Student' tab, students can search for classes, add or drop courses from their schedule, and view their current schedule. More information on how to use the 'Registration' tab can be found in the "Registering for Courses" section of this guide.

STUDENT RECORDS

From the 'Student Record' link under the 'Student' tab, students can view holds on their account, their academic transcript, their final grades for each semester, and any test scores on record with the University (SAT, ACT, AP, Math Placement, etc.).

DegreeWorks

DegreeWorks is a degree audit tool available to USC students as of May 2016. The DegreeWorks audit shows students a complete listing of requirements for their degree, and populates this checklist with information from the student's transcript to show the students current progression towards his/her degree.

DegreeWorks can be accessed through the my.sc.edu portal by logging into Self Service Carolina. In Self Service, simply click on the Faculty Services tab and locate the DegreeWorks button. This new screen offers a selection of the various USC system campuses and clicking on the Columbia campus will open DegreeWorks fully.

Audit Worksheet

When DegreeWorks is opened, a number of initial attributes such as student's name, ID, GPAs, and other pertinent information is shown at the top of the screen. Below that, a Degree Progress bar displays the percentage towards completion that a student is at based on this audit. The tables following this progress bar show the requirements and courses (completed in yellow with a green checkmark, needed in red, and enrolled/planned courses in blue) in separate sections or blocks, starting with an overview of the student's degree. Note that the GPA and Catalog Year are both continuously displayed in each of the blocks.

There are several blocks that make up an audit, including the Degree overview, placement test scores (which do include any and all taken), and the Carolina Core. Other blocks include specific areas of study major requirements, minor requirements, and any areas of emphasis. If the red line is shown, a list of classes that will meet this particular requirement are given for a student to choose from. If you click on the course prefix or number a new menu appears that shows a wealth of information on available classes for current and upcoming semesters.

At the bottom of the audit there may be courses that do not fit into any of the categories above. Such groups include electives, in progress, and not counted. Electives are not counted towards a specific category or requirement, whereas in progress refers to courses that a student is already registered for. Lastly, not counted lists courses that received grades of F, W, or WF, and also includes courses that may have transferred into USC but are not considered in USC's transcript.

What-If Tool

Students who are considering a change of major can use the 'what-if' tool to view their degree audit in a new major or program. Students can select different areas of study that will allow a new, hypothetical audit to be created that will take any classes the student has on their record and show how they would apply towards requirements of any new major or minor, including that new major's Carolina Core requirements. Simply by clicking the 'Process What If' button after making these selections will show this information in the audit.

Please note: The what-if tool can be used to view a degree audit with a double major, but the student must select both majors (even if they are already enrolled in one) when processing the 'what-if' audit.

Look Ahead Tool

Much like the choosing of a hypothetical major on the 'What If' tool, the 'Look Ahead' tool allows for the creation of a hypothetical audit based on courses that students plan to register for in future terms. Adding the course subject and number can be done as many times as desired, and by pressing the 'Process New' button it will show the student's current audit with the planned courses included. This is an effective way to demonstrate what classes will count towards what requirements, be they Carolina Core or major specific.

Carolina Core Website

All degrees at Carolina are comprised of various components and the one component that all undergraduate students share is the common academic foundation of the Carolina Core. At times, a student may have a choice in the courses they can take for the Carolina Core requirements.

FIND A CAROLINA CORE CLASS

1. Go to www.sc.edu/carolinacore
2. On the left hand tab, click "Courses"
3. Select "Foundational Courses (Including Overlays)"
4. Type in a Carolina Core Code or Learning Outcome into the "filter" bar

The Undergraduate Academic Bulletin

The Academic Bulletin is the official document of record concerning undergraduate academic programs and regulations. Students can find degree requirements and academic policies and procedures on the Academic Bulletin.

PROGRAMS A-Z

A useful tool for students, the 'Programs A-Z' page on the Academic Bulletin is a complete listing of the majors and minors offered at USC. Students can view learning outcomes, degree requirements and other information about each individual major by clicking on a major in the list.

Find Specific Degree Requirements

1. Go to bulletin.sc.edu
2. On the right-hand tab, click "Programs A-Z"
3. Select the degree you want to view
4. View all degree requirements
5. Click on an individual course from the requirements
6. Information that can be viewed about a course:
 - Course code and title
 - Description of the Course
 - Pre-requisites and Co-requisites (if applicable)
 - Notes about the Course
 - Carolina Core fulfillment (if applicable)

2 ACADEMIC POLICIES AND PROCEDURES

All Academic Policies and Procedures can be found on the [Undergraduate Academic Bulletin](#), under the Undergraduate Academic Regulations tab.

FIND ALL UNDERGRADUATE POLICIES AND PROCEDURES

1. Go to bulletin.sc.edu
2. On the right-hand tab, click “policies and regulations”
3. On the right-hand tab, click “Undergraduate Academic Regulations”

2.1 MAJORS AND MINORS

A. Majors at USC

Accounting	English	Mathematics
Advertising	Environmental Science	Mechanical Engineering
African American Studies	Environmental Studies	Media Arts
Anthropology	European Studies	Middle Level Education
Art Education	Exercise Science	Music
Art History	Experimental Psychology	Nursing
Art Studio	Film and Media Studies	Organizational Leadership
Athletic Training	Finance	Pharmaceutical Sciences
Biochemistry and Molecular Biology	French	Philosophy
Biological Sciences	Geography	Physical Education
Biomedical Engineering	Geological Sciences	Physics
Broadcast Journalism	Geophysics	Political Science
Business Economics	German	Public Health
Cardiovascular Technology	Global Studies	Public Relations
Chemical Engineering	History.	Real Estate
Chemistry	Hospitality Management	Religious Studies
Chinese Studies.	Information Science	Retailing
Civil Engineering	Integrated Information Technology	Risk Management and Insurance
Classics	Interdisciplinary Studies	Russian
Comparative Literature	International Business	Social Work
Computer Engineering	International Studies.	Sociology
Computer Information Systems	Journalism	Spanish
Computer Science	Latin American Studies	Sport and Entertainment Management
Criminology and Criminal Justice	Liberal Studies	Statistics
Dance	Management Science	Theatre
Early Childhood Education.	Management	Tourism Management
Economics	Marine Science	Visual Communications
Electrical Engineering	Marketing	Women's and Gender Studies
Elementary Education	Mass Communications	

B. Minors at USC

Actuarial Mathematics and Statistics Minor	French Minor	Military Science Minor
Aerospace Engineering Minor	General Education Minor	Music Entrepreneurship Minor
Aerospace Studies Minor	Geography Minor	Music Minor
African American Studies Minor	Geological Sciences Minor	Naval Science Minor
African Studies Minor	Geophysics Minor	Neuroscience Minor
Ancient Greek Literature Minor	German Minor	Nuclear Engineering Minor
Anthropology Minor	Health Promotion, Education, and Behavior Minor	Nutrition and Food Systems Minor
Applied Computing Minor	History Minor	Philosophy Minor
Art History Minor	Hotel, Restaurant and Tourism Management Minor	Physical Education (Athletic Coaching) Minor
Art Studio Minor	Information Science Minor	Physics Minor
Asian Studies Minor	Inquiry Minor	Political Science Minor
Astronomy Minor	Integrated Information Technology Minor	Portuguese Minor
Biology Minor	International Studies Minor	Psychology Minor
Business Administration Minor	Islamic World Studies Minor	Religious Studies Minor
Chemistry Minor	Italian Minor	Renaissance Studies Minor
Chinese Studies Minor	Japanese Minor	Retailing Minor
Classical Studies Minor	Journalism (Advertising and Public Relations) Minor	Risk Management and Insurance Minor
Comparative Literature Minor	Journalism (Electronic Journalism) Minor	Russian and Eurasian Studies Minor
Computer Science Minor	Journalism (Print Journalism) Minor	Russian Minor
Counselor Education Minor	Journalism (Secondary Education) Minor	Secondary Education Mathematics Minor
Criminal Justice Minor	Latin American Studies Minor	Social Work Minor
Dance Minor	Latin Minor	Sociology Minor
Economics Minor	Leadership Studies Minor	Southern Studies Minor
English Minor	Linguistics Minor	Spanish Minor
Environmental Studies Minor	Marine Science Minor	Speech Communication Minor
European Studies Minor	Mathematics Minor	Sport and Entertainment Management Minor
Film and Media Studies Minor	Media Arts Minor	Statistics Minor
Foreign Language Education Minor	Medical Humanities Minor	Theatre Minor

2.2 ACADEMIC STANDARDS

It is important that students understand the undergraduate academic standards policies that outline the academic requirements for continuing at the University of South Carolina. All students must maintain a cumulative University of South Carolina GPA of at least 2.00 to remain in good academic standing.

Please Note: Many academic majors have higher GPA requirements to continue in their degree programs. Students should become familiar with the academic requirements necessary to progress within their major.

A. Academic Probation

When a student's cumulative University of South Carolina GPA at the end of any semester is less than a 2.00, he or she is placed on academic probation.

First-Year Students on Academic Probation

First-year freshmen who have less than a 2.00 cumulative grade point average at the end of their first semester of collegiate enrollment are considered at risk. During the first six weeks of their second semester, these students must participate in an academic coaching session before being eligible to register for courses for the third semester. These sessions will provide students with assistance in developing academic skills and learning strategies and will identify other resources they need to meet their academic goals. This requirement is a University Mandate from the Office of the Registrar.

Removal from Academic Probation

When a student's cumulative GPA at the end of any semester is a 2.00 or above, he or she is no longer on academic probation.

Continuing on Academic Probation

Any student who is on probation at the beginning of a fall or spring semester must achieve a certain cumulative University of South Carolina grade point average at the end of that semester in order to avoid suspension. A student may also continue on probation and avoid suspension if the semester grade point average is 2.50 or greater. Standards for continuing on probation are based on the cumulative grade hours the student has attempted at USC. The chart below shows the grade point averages required in order to avoid suspension.

PROBATION CHART

USC Cumulative Credits Attempted	Placed on Probation	Continue on Probation (Avoid Suspension)	Removed from Probation
12-35	Below 2.00 USC Cumulative GPA	1.50 or Higher USC Cumulative GPA	2.00 or Higher USC Cumulative GPA
36-71	Below 2.00 USC Cumulative GPA	1.80 or Higher USC Cumulative GPA	2.00 or Higher USC Cumulative GPA
72+	Below 2.00 USC Cumulative GPA	Only with Semester Reprieve or College Petition	2.00 or Higher USC Cumulative GPA
Semester Reprieve: Regardless of USC Cumulative GPA, a student may continue on probation and avoid suspension if the semester GPA is 2.50 or higher.			

B. Academic Suspension

Undergraduate students unable to meet the standards shown above are suspended from the University of South Carolina for one major semester (fall or spring) and the contiguous summer (approximately eight months). Undergraduate students have the right to appeal their suspension to the petitions committee of the college or school in which they were enrolled when suspended.

While on Suspension

Students that have been suspended may find it helpful to contact the University Advising Center's Academic Success Coaches for information and next steps regarding their time away from USC. They can also help students process through the experience and develop future plans.

WHAT FIRST?

Students should take time to reflect upon their suspension. Questions to be processed could include:

- What were the obstacles encountered?
- Where does the student want to go from this point?
- Could these obstacles be overcome in the future?
- How can the time away from USC be spent?

It may be useful to find someone close who can help assist students in processing their experiences and who can support the student in making important decisions about their future. Students should be honest, but realistic about their goals and plans for the future.

WHAT TO DO WHILE SUSPENDED

Students should stay engaged during their time away from USC. Some find jobs or activities within their community that keep them active. Such activities might focus on service, academic, and/or work-related experiences. Students should consider career goals and seek out activities that will give them greater insight into those fields. The [Career Center](#) may be a helpful resource for these students. Throughout the suspension period, students should reflect on their experiences by asking themselves some of the following questions:

- "Have my engagement opportunities provided me further insight or assurance of my life goals?"
- "What qualifications and/or skills will I need to reach my goals?"
- "Will I need to return to USC to earn a degree in order to advance towards my life goals?"
- "What have I missed about USC? What am I looking forward to enjoying again at USC?"

Students should be periodically checking their USC e-mail account during their suspension period.

LENGTH OF SUSPENSION

First Suspension

Students suspended after the spring semester are suspended for the following summer and fall semesters and can apply for remittance to USC for the next spring. Students suspended after the fall semester are suspended for the following spring and summer semesters and can apply for remittance to USC for the next fall.

Second or Subsequent Suspensions

The duration of a second suspension, or indefinite suspension, is a minimum of two years.

TRANSFER CREDIT

Credits from courses taken at another institution during the suspension period will likely not transfer back to USC. The suspension period should be used to reassess a student's situation and reorder priorities. Taking classes at another institution is not recommended. The quality of grades taken at another institution may however, affect the decision for readmission therefore, students should retain any syllabi from course taken during this time in case they are needed to evaluate potential transfer credit.

APPLY FOR READMISSION

When students have less than a 2.0 GPA, readmission to the program in which they were previously enrolled is not automatic. It is likely that they will need to petition to an academic department for readmission. The

Office of Undergraduate Admissions will let students know if a petition is required after reviewing their remittance application and will provide the necessary paperwork.

Students should pay close attention to the due dates for the readmission application. When reapplying for admission for the fall semester, applications are due by July 1. When reapplying for admission for the spring semester, applications are due by November 1. Students who want to return to USC will need to decide which major they intend to pursue upon readmission. Admissions Counselor can be contacted to learn more about the academic options available at USC. Students may also need to reapply for financial aid.

To learn more about USC's Readmission process, please visit the [Undergraduate Admissions website](#) for more detailed information or call 803-777-7700 to speak with an Admissions Counselor.

Returning to USC

Readmitted students are placed on academic probation. In order to avoid a second suspension, students must achieve a 2.5 GPA each semester until their cumulative USC GPA reaches above the level at which suspension would occur. Please refer to the [Academic Standards policies](#) for more information.

YOUR ACADEMIC SUCCESS COACHING (ACE) APPOINTMENT

When students return from suspension, they are required to schedule and attend an [Academic Success Coaching appointment](#) within the first six weeks of the semester. During this appointment, the Academic Success Coach will help the student create a success plan, set goals, and share resources to reach his/her academic goals inside and outside the classroom. Students that do not attend this appointment will have a "Academic Recovery" hold placed on their Self-Service Carolina. This will prohibit students from registering for courses the following semester until they attend their Academic Success Coaching Appointment.

ADVISEMENT AND COURSE SCHEDULING

Upon re-enrollment, students will be able to register for courses. At this point, however, it may be difficult to schedule courses, since many courses needed may already be filled. This would be a crucial time for students to speak with an advisor to make sure that the classes they enroll in will count towards their major and are courses that will best suit them during their first semester back. If students have been away from USC for longer than eight months, program requirements may have changed. Please refer to the [Academic Bulletin](#) for the most up to date requirements.

FINANCIAL AID, TUITION AND FEES

To apply for federal financial aid at USC Columbia, students must complete a FAFSA (Free Application for Federal Student Aid). The FAFSA is available each year on January 1st; students will use the FAFSA for the fall, spring, and summer semesters of the following academic year. Please visit the [Student Financial Aid and Scholarships website](#) for more information.

If students are receiving federal funding and have over sixty credit hours, they must have a USC cumulative GPA of at least 2.0. If students do not have the university satisfactory GPA, in order to receive your financial aid, they must [complete an appeal](#) through the Office of Student Financial Aid and Scholarships.

SATISFACTORY ACADEMIC PROGRESS

To be eligible to receive any federal and/or state need-based financial aid, undergraduate students must adhere to the Office of Student Financial Aid and Scholarship's (OSFAS) Policy on Satisfactory Academic Progress. This policy also includes Private Education Loans. The intent of this policy is to ensure that undergraduate students who are receiving federal and state financial aid for their education are making measurable progress toward completion of a degree in a reasonable period of time. Undergraduate students, in order to complete an undergraduate degree within the prescribed time allowed, would need to enroll for at least 15 credit hours per semester (fall and spring) not to exceed a total of 180 hours, and successfully earn (pass) 67 percent of all hours attempted. A minimum of a 2.0 cumulative USC GPA is also required.

More information on the [Satisfactory Academic Progress page](#) can be found on the Office of Financial Aid website. To complete an appeal, students must turn in:

- A completed appeal form, which can be found on the Office of Financial Aid's '[Forms](#)' webpage
- A signed letter of explanation from the student that should explain the reason for unsatisfactory academic progress.
- A signed letter of support from someone who knows of the student's situation. This letter should verify the nature of the problem and the arrangements that have been made to resolve the problem.

- SAP contract, signed by the student and an Academic Success Coach
- If GPA is below 2.0, an Academic Plan, certified as complete by an Academic Success Coach

Please note: Part of the SAP appeal process is an appointment with an Academic Success Coach. Coaches will provide the SAP contract and certify the completion of the Academic Plan during this appointment.

CONNECTING WITH CAMPUS RESOURCES

Student Disability Services

If students were previously registered with the office of [Student Disability Services](#), the office should be contact to ensure their documentation is still on file. If students were not previously registered but have a documented learning, mental, emotional, or physical disorder, registering with their office may be beneficial. Students can contact Student Disability Services at 803-777-6142.

Student Success Center

The Student Success Center offers a multitude of free services to students including: peer tutoring, supplemental instruction for a variety of classes, financial literacy, transfer/veteran services and peer writing consultations. You can find more information at the [Student Success Center website](#).

Student Life

There are many ways to get involved on campus. Research shows that students who are more involved on campus perform better academically. Students are encouraged to visit the [Student Organizations](#) website to learn more about opportunities for involvement on campus.

University Housing

Students interesting in on-campus housing can visit the [University Housing](#) website.

2.3 CLASSIFICATION OF STUDENTS

Classification is based on the total number of semester credit hours earned: A student must have earned 30 hours to be classified as a sophomore, 60 for classification as a junior, and 90 for senior classification. Students are classified at the beginning of each semester and maintain that classification until the next semester begins.

- 0-29 credits = Freshman
- 30-59 = Sophomore
- 60-89 = Junior
- 90+ = Senior

2.4 DOUBLE MAJORS

In some degree programs, a student may elect a second major. Normally, second majors are possible only in degree programs with similar general education requirements. The second major option is not available in all colleges.

- The student must meet admission and progression requirements for the second major.
- The student must have received approval from both deans for a second major.
- All requirements for the second major must be fulfilled.
- All general education and special departmental requirements normally associated with the second major must be fulfilled.
- In cases where the first major and the second major lead to different degrees, the student must designate one as the official degree of record. A second major eliminates the cognate requirement; however, special departmental requirements normally completed as part of the cognate are not waived.

Fulfillment of the requirements for a second major are indicated on the student's official transcript upon graduation. No notation for a second major is placed on the official transcript for course work completed after graduation.

2.5 DUAL DEGREES

At times the University confers a second baccalaureate degree upon candidates who have completed requirements for the second (dual) degree. Often times, a dual degree is mistaken as a double major.

- The following specifications for a second baccalaureate degree apply:
- The student must meet admission and progression requirements for the second degree, and must have received formal approval to pursue the second degree from both deans.
- All requirements for the second degree must be fulfilled.
- The additional requirements for the second degree must include a minimum of 24 semester hours beyond those required for the first degree.
- No course that satisfies a general education, major, minor, cognate, or requirement other than a free elective for the first degree may be applied to the major field of the second degree.
- The student must file a separate degree application for the second degree with the appropriate college or school.

Under this policy a student may apply for two degrees at one time or separately. In either case, the student receives two diplomas.

2.6 GRADING POLICIES

A. Grading System

Enrollment in a course obligates the student not only for completion of all work assigned but also for punctual and regular attendance and for participation in whatever class discussion may occur. It is the student's responsibility to keep informed concerning all assignments made. Absences, whether excused or unexcused, do not absolve the student from this responsibility.

Students' grades in their courses are determined by class standing and examination grade, combined in such proportion as the professor may decide. Class standing is determined by the quality of a student's work and the regularity of attendance in lectures and laboratory sessions or other exercises of the course.

Grade Marks

A, B+, B, C+, C, D+, and D represent passing grades in order from highest to lowest. F represents failing performance.	
S U	S and U indicate, respectively, satisfactory (passing) and unsatisfactory (failing) performance in courses carried under the Pass-Fail option.
FN	FN (Failure-Non Attendance) and UN (Unsatisfactory-Non Attendance) grades are assigned to students who never attended or have stopped attending class but have not officially dropped or withdrawn.
WF	WF is assigned for student withdrawal from a course after the penalty deadline prescribed in the academic and refund calendars on the Registrar's Website. The grade of WF is treated as an F in the evaluation of suspension conditions and grade point average computation.
W	W is assigned for student withdrawal from a course after the late registration period but before the penalty date.
I	I, Incomplete, is assigned at the discretion of the instructor when a student is unable to complete some portion of the assigned work in a course because of an unanticipated illness, accident, work-related responsibility, family hardship, or verified learning disability.
AUD	AUD indicates a course was carried on an audit basis.
NR	NR, No Record, is assigned in the event that the grade is not available at the time final grades are submitted. It is a temporary mark on the transcript and must be replaced by a grade

B.

C. Auditing

Auditing a course consists of attending classes and listening without responsibility for any assignments or examinations. An auditor is not responsible for any assignments or examinations. No record of audit shall appear on a transcript unless a student attends 75 percent of the classes.

No credit may be earned in an audited course by examination or otherwise. No audited course may be repeated for credit at a later date except by those students who have been verified as learning disabled by the Office of Student Disability Services and whose academic advisory plan recommends auditing a specific course before it is taken for credit.

D. Grade point Average

The grade point average (GPA) is computed on the basis of all semester hours attempted for credit, except for credit hours carried under the Pass-Fail or audit options. Courses in which a grade of S, U, AUD, T, or W was earned are not considered in computing the GPA.

The grade points earned in any course carried with a passing grade (A, B+, B, C+, C, D+, D) are computed by multiplying the number of semester hour credits assigned to the course by a factor determined by the grade. The grade point average is determined by dividing the total number of semester grade points earned by the total number of semester hours attempted for credit (excepting hours carried on a Pass-Fail or audit basis).

How to Calculate Your GPA

It is essential for students to know how to calculate their GPA. USC, like most universities, grades on the four-point scale. An A is worth 4 points, a B is worth 3 points, C is worth 2 points, D is worth 1 point and an F is worth no points. The entire scale can be found below.

Grade	Number of Credit Hours per Class			
	1	2	3	4
A	4	8	12	16
B+	3.5	7	10.5	14
B	3	6	9	12
C+	2.5	5	7.5	10
C	2	4	6	8
D+	1.5	3	4.5	6
D	1	2	3	4

Notes about grades:

- USC does not offer the grade of A+ or any 'minus' grades
- No points are earned for an 'F' but the hours are calculated into GPA

Additions marks which are not included in GPA calculated are: S, U, WF, W, I, AUD, T, and NR

E. Grade Forgiveness

Grade Forgiveness allows undergraduate students that earned a D+, D, F, or WF to take a course for a second attempt and replace the original grade.

- Grade forgiveness can only be used twice in your undergraduate career
- Grade forgiveness may be only be used when taking a course for the second time (not the third, fourth, etc.)
Students are allowed to retake courses multiple times, but only the second attempt at the course may forgive the grade
- The forgiven and repeated class must be taken at the University of South Carolina Columbia Campus.
- Once Grade Forgiveness is applied to a repeated course, the action may not be revoked

F. Pass-Fail Grading

The Pass-Fail program is designed to encourage students to investigate fields outside of their major curriculum in which they have a specific personal interest without affecting their grade point average. The only grades assigned on courses taken under the Pass-Fail option are S and U; a grade of S indicates satisfactory performance; a grade of U indicates unsatisfactory progress. A student will be given credit for courses in which the grade of S is earned, but these courses will not affect the computation of the grade point average.

2.7 HONORS POLICIES

A. Honor Lists

Each semester academic achievement is recognized by entering on the President's Honor List or the Dean's Honor List the names of students who, at the end of the previous semester, attained the following standards:

President's Honor List: a grade point average of 4.00 earned on a minimum of 12 credited semester hours.

Dean's Honor List: a grade point average of 3.50 or higher (3.25 or higher for freshmen) earned on a minimum of 12 credited semester hours.

No course carried on a Pass-Fail basis, by examination, correspondence, or exemption will be counted toward the 12 hours required for either the President's or Dean's Honor List

B. Graduating with Honors

Each year, undergraduate students earn notable academic honors. Those excelling for the duration of their studies may receive designations on their transcript and at commencement.

Graduation with honors will be based on a cumulative GPA calculated on the basis of all work in the student's college career, including any attempted at other institutions. This calculation will include all courses attempted, not just those submitted in fulfillment of graduation requirements. Honors designators are determined at the time of graduation and may not be applied retroactively.

Transfer students who apply to graduate with honors, in addition to their overall record, must show a GPA at USC which meets the level specified for the honors being sought.

Levels of Honor

The following designations indicate a consistently high level of academic achievement throughout the student's entire academic career. To graduate with such honors, a student must have earned at least 60 credit hours applicable toward the degree in residence at the University, 30 credit hours for an associate degree. Courses taken by a transient student at other institutions, by correspondence, by examination, or by exemption are not considered "in residence."

Summa Cum Laude: a cumulative GPA of 3.95-4.00

Magna Cum Laude: a cumulative GPA of 3.75-3.949

Cum Laude: a cumulative GPA of 3.50-3.749

With Honors from South Carolina Honors College

Any student who completes the requirements of the Honors College, regardless of the major or undergraduate degree, is awarded that degree "With Honors from South Carolina Honors College."

With Distinction

Any student who earns an undergraduate degree and completes the appropriate requirements will be awarded graduation "With Distinction in [that major]." For details, refer to the degree requirements of specific majors in the [Undergraduate Academic Bulletin](#).

2.8 STUDENT RIGHTS

The [Family Educational Rights and Privacy Act \(FERPA\)](#) affords students certain rights with respect to their education records. These rights include:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of South Carolina to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

2.9 TRANSFER CREDITS

Students transferring to the University from another college or university must, before enrolling in class at the University, have their transcripts evaluated by the University. Degree applicability will be determined by the college or school in which the student is enrolled.

A. Transferability

Transferability refers to the conditions under which the University accepts credit for inclusion in the student's record. Transfer courses must have been taken at a regionally accredited post-secondary institution, or, if taken at a foreign post-secondary institution, have been recommended by a NACES - member external evaluation service. Coursework classified as remedial by the University will appear on the student's record, but will not be used to determine admission eligibility or a transfer GPA.

B. Equivalency

Equivalency entails translating transfer credit, both in hours and content, to University of South Carolina coursework. The Registrar's Office works with USC colleges and schools to coordinate the process of transfer evaluation to equate transfer courses directly to courses in the USC course catalog. A list of transfer equivalencies for the Columbia catalog of courses can be found on the Registrar's [website](#).

C. Applicability

Applicability of credit toward a degree refers to the decision of academic divisions to count specific credit toward the fulfillment of a student's degree requirements. The student's college or school of enrollment is responsible for determining applicability. However, a transfer course is not applicable towards any University of South Carolina academic program or degree if:

- The transfer course was essentially remedial in nature (example: Developmental English).
- The transfer course was occupational or technical in nature (examples: welding, paralegal, or radiography courses).
- A grade lower than 2.0 on a 4-point scale, or equivalent, was earned in the transfer course.
- The transfer course was taken by a degree-seeking University of South Carolina student without prior approval (see 'Earning Credit in Transient Status' below)
- The transfer course was taken while a student was on an academic suspension from the university.
- The student received any grade other than W in an equivalent course at this university, unless the student was enrolled full time at least one year at the transfer institution.

Exceptions to the rules of applicability may be made only by petition to the dean for undergraduate studies of the College or School in which the student is majoring.

Please note: Effective Fall 2016 for all newly admitted and readmitted students, transfer grade points and GPAs will no longer appear on the USC record. Transfer course equivalencies, grades, attempted hours, and earned hours will appear on students' advising transcript in Self Service Carolina, while only transfer earned hours will appear on the official transcript.

D. Earning Credit in Transient Status

Since USC is accountable for the integrity of its degrees, it is essential that degree programs be closely monitored by University faculty. Therefore, students entering the University to complete a degree should expect to complete the majority of their academic work at USC. In some programs, and with the permission of the academic dean, students may take up to 18 semester hours of courses in transient status provided:

They have a 2.00 USC grade point average

The courses are approved in advance by the academic advisor and dean

The other institution is fully accredited and the course work meets University specifications for transfer credits.

E. Study Abroad

Study abroad or special academic programs within the United States may be of particular benefit to students, and the University cooperates in a variety of exchange programs in which students may pursue up to a year of academic work at another institution. Special permission is granted to students in these programs with the advance approval of the academic advisor and dean. For more information on Study Abroad, students can visit the [Study Abroad Office Website](#).

2.10 UNDECLARED FRESHMAN

For various reasons it may be impossible or inappropriate for a student to declare a major. Nevertheless, all students will receive advisement in the college most closely related to their interests and abilities.

Freshmen who have been accepted by the University, but who are unsure of academic or career goals, may need a period in which to establish their major interest. Students who have earned 30 semester hours and wish to continue their studies at the University of South Carolina must declare a major in a program in which they meet entrance or progression requirements.

3 SCHEDULING CLASSES

3.1 SCHEDULING CONSIDERATIONS

As students plan their schedules for each term, the following should be considered:

Why are they taking the course they are scheduling (If unknown, the student should find out before registering for the course)

- Is the course required for the student's major? Is it a prerequisite to a required major course?
- Does the course meet a Carolina Core requirement? Academic Advisors can be consulted about the Carolina Core requirements for specific majors.
- Is the course an elective? (Electives can be used to explore possible majors or minors, to complement a major or minor, to pursue a personal interest in a subject, to enhance job or life skills, to do internships, to study abroad, etc.)
- Is the course part of a sequence, and, can the student proceed through the sequence in a timely way? (Many students make the mistake of taking one or two semesters of a foreign language, then waiting a year or more before taking the next course in the language. This puts them at a great disadvantage and requires extra work in order to catch up. Students can avoid these situations by planning in advance how they will proceed through sequenced courses.)

3.2 PLANNING YOUR SCHEDULE

A. Steps to Take Before Registering

Get Advised

ACADEMIC ADVISEMENT

Students at the University of South Carolina are required to meet with their academic advisor every semester prior to registering for courses. Students will automatically have a registration hold on their account that is lifted by their advisor once a student has been advised. Advisement processes vary based on a student's academic department. To schedule or contact their academic advisor, students can visit www.sc.edu/advising and select their College/School.

Contacts for each college/school's student services office are below:

College of Arts & Sciences
Office of Undergraduate Student Affairs and
Advising
Office Location: [Flinn Hall](#)
803-777-2993/2505

College of Engineering & Computing
Office of Student Services
[Swearingen Engineering Center](#)
Suite 1A00
803-777-4177

School of Library and Information Science
Office of Student Services
[Davis College](#), Room 105
803-777-4028
slisss@mailbox.sc.edu

College of Pharmacy
Office of Student Services
[Coker Life Sciences](#) 109
803-777-4151

Darla Moore School of business
Office of Student Services
[DMSB](#), Suite 301
803-777-2191
undergrad@moore.sc.edu

College of HRSM
Office of Student Services
[Carolina Coliseum](#), Suite 4001
803-777-3374
hrrsmoss@mailbox.sc.edu

School of Music
Student Service office
[School of Music](#), Room 101K
803-777-4335

Arnold School of Public Health
Office of Undergraduate Student Services
[Public Health Research Center](#) 206
803-777-6136

College of Education
Office of Student Affairs
Office Location: [Wardlaw](#) 113
Phone: 803-777-6732

**School of Journalism
and Mass Communications**
Office of Student Services
[800 Sumter Street](#), Suite 118
803-777-8528

College of Nursing
Office of Student Services
[Williams-Brice Building](#) 208
803-777-7412

College of Social Work
Office of Student Services
[Thornwell Annex](#) 123
Email Rushondra James

An advisement session will always include recommended courses for progression within a student's major, but may also include the following:

- Major Mapping & Degree Planning
- Transfer Credit Evaluation
- Study Abroad Advisement
- Graduation/Senior Checks

MAJOR CHANGE ADVISEMENT

If a student is considering a change of major, they should make an appointment with a Major Change Advisor prior to registration. The Major Change Advisor may be able to advise the students for courses that would count towards a new program of study. Students in the process of changing majors may be able to meet with a Major Change Advisor in the place of their Academic Advisor in order to be advised towards their desired major. Students may complete a 'Supplemental Advisement Form' with their Major Change Advisor to be turned into their Academic Advisor in order to have their registration hold lifted for that semester.

Plan a Tentative Schedule

Creating a tentative schedule prior to registration can save students time on the day of registration. Students should have back-up choices available in case their first-choice courses are no longer available when their registration ticket time arrives.

CLASS SEARCH

Students can search for courses to create a tentative schedule. Courses for the upcoming semester are loaded into Self-Service Carolina midway through the semester prior. Students can use the class search function to find:

- Which courses are offered in the upcoming term?
- When are the courses offered?
- What are the CRNs of the courses desired for the upcoming term?

How to Search for Courses

1. Access Self-Service Carolina
 - a. Go to my.sc.edu
 - b. Click "Sign in to Self Service Carolina (SSC)"
 - c. Enter your VIP ID and Password
 - d. Click on the "Student" tab
 - e. Click on "Registration"
 - f. Click on "Look up Classes"
2. Look up courses
 - a. Select the term you wish to register for
 - b. Select "USC Columbia"
 - c. Select the course subject you wish to enroll in
 - d. Select the course number you wish to enroll in
 - e. Select the section you wish to enroll in
 - f. Check that you have permission to register for the specific section you choose by click on the blue 5-digit "CRN" number
 - g. Select the checkbox next to the section if you wish to enroll immediately OR record the blue 5-digit CRN number if you wish to register at a later time
 - h. If enrolling immediately: click the submit button at the bottom of the page

Check Registration Holds

1. Go to my.sc.edu
2. Click "Sign in to Self Service Carolina (SSC)"
3. Enter your VIP ID and Password
4. Click on "Student"
5. Click on "Student Records"
6. Click "View Holds"

TYPES OF HOLDS**First Year & Transfer Students**

Citizenship – If students have not yet been verified as a US citizen, they may verify citizenship by completing and submitting this form to the Office of the University Registrar:

<http://registrar.sc.edu/pdf/citizenshipverificationform.pdf>

Immunization - The University of South Carolina follows the Centers for Disease Control and Prevention (CDC) and the American College Health Association's (ACHA) recommendations regarding immunizations for college students. Immunization requirements must be met and the form on file at Student Health Services before a student can register for classes, move in to her/his residence hall or attend classes. Submit a immunization form immediately: www.sa.sc.edu/shs/forms/immunization/.

AlcoholEdu - Students may have an [Alcohol.edu](http://www.sa.sc.edu/sape/instructions-for-completing-alcooledu-and-haven/) hold. [Alcohol.edu](http://www.sa.sc.edu/sape/instructions-for-completing-alcooledu-and-haven/) is an online alcohol education assessment that measures student's perceptions about alcohol use and abuse prior to arriving on campus and after several weeks on campus. For instructions on completing AlcoholEdu, visit <http://www.sa.sc.edu/sape/instructions-for-completing-alcooledu-and-haven/>

Haven - Students may have a Haven hold. Haven is an online sexual assault education and training module that presents realistic and interactive skill-building scenarios. In accordance with federal mandates, this program will serve as one way students at South Carolina receive education and training on sexual assault prevention. For instructions on completing Haven, visit <http://www.sa.sc.edu/sape/instructions-for-completing-alcooledu-and-haven/>

Continuing Student Holds

Advisement Holds - Students may have an advisement hold. When attempting to register in Self-Service Carolina (Student>Registration>Add or Drop Classes), students will be alerted if they still have an advisement hold that is preventing them from registering. To have an advisement hold released the student will need to contact their academic adviser or the office of undergraduate students in their college.

Academic Recovery - First-year undergraduate students on academic probation: In order to satisfy the University's Academic Standards/Probation requirement, students should schedule an academic coaching session [appointment online](#). For more information on the Academic Standards Policy, please visit the [Registrar's page](#)

**If students do not participate in an academic coaching session within the first six weeks of the semester, a registration hold will be placed on their record prior to advisement and course enrollment.*

Bursar (Parking, Tuition, Fees) - Failure to pay outstanding charges by the established deadlines will result in a financial hold being placed on a student's account. A financial hold prohibits students from future registration, receiving transcripts or diploma. Once the balance has been paid in full, the hold will be removed. Log into [Self Service Carolina](#) to pay off the account balance. Holds will be removed the following day.

Conduct –

- Failure to attend a scheduled meeting with a conduct administrator/hearing officer
If students fail to attend your first scheduled meeting, a registration hold will be placed on their records and they will be unable to register for classes or make changes to their schedule. A new meeting will automatically be scheduled, and the student will again be notified by e-mail. Further, students will be charged with "Failure to Comply with an Official Request".
- Failure to complete the sanctions assigned
**Students will have to attend a meeting or complete the sanction(s) before the hold is removed.*

Registrar (Transcripts) – If a student has taken coursework at another institution before beginning at USC or during their time here, they must submit an official transcript. If the University does not receive an official transcript there will be a transcript hold on students' accounts and they will not be able to access their schedules. Transcripts can be sent to the Office of the University Registrar, 1244 Blossom Street, Columbia, SC 29208

Confirm Registration Ticket Time

1. Go to my.sc.edu
2. Click “Sign in to Self Service Carolina (SSC)”
3. Enter your VIP ID and Password
4. Click on the “Student” tab
5. Click on “Registration”
6. Click on “Registration Status”
7. Select the term being registered for
8. View Date/Time of Registration

3.3 REGISTERING FOR COURSES

A. How to Register in Schedule Planner

1. Access Schedule Planner
 - a. Go to my.sc.edu
 - b. Click “Sign in to Self Service Carolina (SSC)”
 - c. Enter your VIP ID and Password
 - d. Click on the “Student” tab
 - e. Click on “Registration”
 - f. Select “Schedule Planner”
 - g. Select the term you wish to register for
 - h. Select “USC Columbia”
2. Add Courses to your schedule
 - a. Click “Add Course”
 - b. Select the Subject and Course you wish to enroll in and press the “Add Course” button
 - c. The course will populate in a list on the right-hand side of the page
 - d. Repeat with all desired courses
 - e. Press the white “done” button once you have added all courses
3. Remove restricted courses
 - a. Once back on the home screen, select “Options” for each course
 - b. On the “options” page, you must deselect all sections of the courses that are restricted to you
 - c. These are usually courses with a letter in front of the section, such as A01, C32, S03, T04 or Z01
 - d. If you click on the “Information” button (a blue i) you can see who the course is restricted to
 - e. You CAN register for E sections; this means that the course is in the evening
 - f. Once you have deselected all restricted options, press “Save and Close” at the bottom of the page.
 - g. Repeat for all Courses
4. Add Breaks (if necessary)
 - a. Click “Add Break”
 - b. Title the break
 - c. Select the time the break occurs
 - d. Press “Add Break”
5. Choose your Schedule
 - a. Once on the home screen, click “Generate Schedules”
 - b. View the schedules listed and choose one you like
 - c. You can easily view schedules by hovering your mouse over the magnifying glass icon
 - d. You can compare up to 4 schedules by selecting the checkboxes
 - e. You can view details about a schedule by clicking “View”
 - f. Once you have found the schedule you want, click the “view” button
6. Enroll in Courses
 - a. On the detailed schedule page, click “Send to Shopping Cart”
 - b. Click “OK” on the pop-up that sends you back to Self Service Carolina
 - c. Once in Self Service Carolina, click “Register”
 - d. Pending any registration errors (see ‘registration errors’), you will be registered for all courses on the list

B. How to Register in Self-Service Carolina

1. Access Self-Service Carolina
 - a. Go to my.sc.edu
 - b. Click “Sign in to Self Service Carolina (SSC)”
 - c. Enter your VIP ID and Password
 - d. Click on the “Student” tab
 - e. Click on “Registration”
 - f. Click on “Look up Classes”
2. Look up courses
 - a. Select the term you wish to register for
 - b. Select “USC Columbia”
 - c. Select the course subject you wish to enroll in
 - d. Select the course number you wish to enroll in
 - e. Select the section you wish to enroll in
 - f. Check that you have permission to register for the specific section you choose by click on the blue 5-digit “CRN” number
 - g. Select the checkbox next to the section if you wish to enroll immediately OR record the blue 5-digit CRN number if you wish to register at a later time
 - h. If enrolling immediately: click the submit button at the bottom of the page
3. Enroll in Courses
 - a. Access the add/drop page
 - b. Click on the ‘Student’ tab
 - c. Click on ‘registration’
 - d. Click on ‘add or drop classes’
 - e. Enter the CRN numbers of the courses you wish to enroll in in the open text boxes
 - f. Click “submit”
 - g. Pending any registration errors (see ‘registration errors’), you will be registered for all courses you entered

C. Adding/Dropping Classes

Students can add/drop courses after they initially register.

Adding a Course

1. Access the add/drop page
2. Click on the ‘Student’ tab
3. Click on ‘registration’
4. Click on ‘add or drop classes’
5. Enter the CRN numbers of the courses you wish to enroll in in the open text boxes
6. Click “submit”
7. Pending any registration errors (see ‘registration errors’), you will be registered for all courses you entered

Dropping a Course

1. Access the add/drop page
2. Click on the ‘Student’ tab
3. Click on ‘registration’
4. Click on ‘add or drop classes’
5. Select ‘drop’ from the drop down list next to the course you wish to drop
6. Click “submit”

D. Registration Errors

To see restrictions specific to a course, click the blue link (five-digit number) under the CRN column on the page that lists all of the different sections available, then click the blue link with the course name listed – the restrictions will be listed at the bottom of the page.

COURSE SECTION- Some sections are reserved for majors only, students in OSP, Honors, or specific classification such as sophomores and above.

FIELD OF STUDY- The course may only be open to certain majors, minors, and concentrations.

HONORS COURSES OR SPECIAL APPROVAL REQUIRED- The course may only be open to students in the SC Honors College or may require the student to obtain approval from the department offering the course.

COURSE CAPACITY- The course may be full.

PRE-REQUISITES- The required pre-requisite is not met.

CO-REQUISITES- The correct co-requisite is not met. If a course requires a co-requisite, both CRN's must be entered on the Add Classes Worksheet when the Submit button is pressed.

CAMPUS- The course may not be offered on your campus.

LEVEL- The course may be offered at a different level (Graduate, Undergraduate, Law, Medical, Pharmacy).

Course sections beginning with an alpha character are intended for specific populations of students or units.

Section A## or S##	Residential Learning Initiatives
Section C##	Capstone Scholars
Section E##	Evening Programs
Section H##	Honors
Section J## or N##	Distributed Learning
Section M##	PMBA
Section P##	Palmetto Campus (2 Year Degree)
Section R##	Regional Grad Program
Section T##	TRIO / OSP
Section W##	Weekend
Section Z##	Ft. Jackson Location

4 RESOURCES

4.1 GENERAL RESOURCES

Office of Undergraduate Admissions

803-777-7700

www.sc.edu/admissions/

Mckissick Museum, 2nd Floor
University of South Carolina
Columbia, SC 29208

Contact Regarding:

- Readmittance to USC

Office of the Registrar

4.2 ACADEMIC RESOURCES

Math Lab

803-777-7515

<http://www.math.sc.edu/math-tutoring-center>

Leconte College – Room 105
(Near Pickens and Greene)
University of South Carolina
Columbia, SC 29208

Contact Regarding:

Questions About

- Math111
- Math115
- Math122
- Math141, Math142, Math170

Student Success Center

803-777-1000

sassc@mailbox.sc.edu

<http://www.sc.edu/success>

Thomas Cooper Library
Mezzanine Level
University of South Carolina
Columbia, SC 29208

Contact Regarding:

- Help with Specific Courses
 - Tutoring
 - Supplemental Instruction
- Help with Finances
- Transfer Student Resources
- Veteran Resources
- Sophomore Resources

803-777-5555

<http://registrar.sc.edu/>

1244 Blossom Street
University of South Carolina
Columbia, SC 29208

Contact Regarding:

- Transcripts
- Diplomas
- Grade Forgiveness

University Advising Center

803-777-1222

advising@sc.edu

<http://www.sc.edu/advising>

Close Hipp Building, Suite 102
University of South Carolina
Columbia, SC 29208

Contact Regarding:

- Major Change
- Major Exploration
- Academic Success Strategies (I.E. Time Management, Test-Taking)
- Academic Advisement
- Campus Involvement
- Questions About Advising
- Questions About Withdraw

Writing Center

803-777-2078

<http://artsandsciences.sc.edu/write/university-writing-center>

James F. Byrnes Building, Room 703
(Corner of Sumter and College)
University of South Carolina
Columbia, SC 29208

Contact Regarding:

- Writing Essays/Papers
- Brainstorming The Writing Process
- Outlining Papers

4.3 FINANCIAL RESOURCES

Office of The Bursar

803-777-4233

bursar@mailbox.sc.edu

<https://sc.edu/bursar/>

516/518 Main Street
(Between Blossom and Wheat St.)

University of South Carolina
Columbia, SC 29208

CONTACT REGARDING:

- Tuition
- Fees
- Payments
- Payment Plans

Office of Student Financial Aid

803-777-8134

uscfaid@sc.edu

<http://www.sc.edu/financialaid/>

1714 College Street

University of South Carolina
Columbia, SC 29208

Contact Regarding:

- Financial Aid Awards
- Satisfactory Academic Progress (SAP)

4.4 MEDICAL RESOURCES

Counseling Center

803-777-5223

<http://www.sa.sc.edu/chdc/>

Close-Hipp Building, 5th Floor
University of South Carolina
Columbia, SC 29208

Contact Regarding:

- Individual Counseling
- Group or Couple Counseling
- Crisis Intervention
- Substance Abuse Intervention

Psychiatric Services

803-777-1833

<https://www.sa.sc.edu/shs/cp/>

Thomson Student Health Center, 3rd Floor
University of South Carolina
Columbia, SC 29208

Contact Regarding:

- Psychiatric Evaluation, Diagnosis And Treatment Recommendations

- Medications (If Recommended) With Ongoing Monitoring
- Substance Abuse Consultations
- Coordination Of Care With Other Mds And The Ordering Of Laboratory Tests (If Needed)

Student Health Services

803-777-3175

<https://www.sa.sc.edu/shs/>

Thomson Student Health Center
University of South Carolina
Columbia, SC 29208

Contact Regarding:

- General Medical Help
- Women's Health
- Physical Therapy
- Pharmacy
- Substance Abuse Prevention / Education
- Sexual Assault & Violence Intervention and Prevention

4.5 OTHER CAMPUS RESOURCES

Student Disability Services

<http://www.sa.sc.edu/dss/>

803-777-6142

Leconte College, Room 112a

(Near Pickens and Greene)

University of South Carolina

Columbia, SC 29208

Contact Regarding:

- Accommodations

Career Center

<http://www.sc.edu/career/>

803-777-7280

Thomas Cooper Library, 5th Floor

University of South Carolina

Columbia, SC 29208

Contact Regarding:

- Major Exploration
- Resume/Cover Letter Writing
- Job Searching
- Part-Time Jobs
- Interview Preparation
- Internships

Office of Pre-Professional Advising

<Http://Sc.Edu/Oppa/>

803-777-5581

Sumwalt College, Room 208

(Corner of Sumter and Greene)

University of South Carolina

Columbia, SC 29208

Contact Regarding:

- Advisement Regarding
- Pre-Health
- Pre-Med
- Pre-Law
- Career Observation
- Professional School Application Preparation
- Personal Statements
- Mock Interviews

USC Connect

www.sc.edu/usconnect

803-777-4500

Thomas Cooper Library, 1st Floor

University of South Carolina

Columbia, SC 29208

Contact Regarding:

- Beyond The Classroom Experiences
- Graduation with Leadership Distinction