2023 Orientation Advising and Registration Advisor Cheat Sheet

NSO Logistics for Advisors

- 1 Day Orientation
  o Academic College Visits: 11:00 am – 12:00 pm
  o Advising and Registration: 2:00 pm – 5:00 pm
- 2 Day Orientation
  o Day 1 Academic College Visits: 1:00 – 2:00 pm
  o Day 2 Advising and Registration: 1:00 – 5:00 pm
- Visual Zen Access Request (link)
- OL College Ambassador Visits: May 16, 3:30 – 5:00 pm

Pre-Orientation Modules That Students View

- Overview of Academics at USC
- Introduction to the Carolina Core
- Changing Your Major Before Orientation
- Overview of Advising and Registration (Freshman) - PDF
- Completing the Pre-Orientation Advising Worksheet

The Pre-Orientation Advising Worksheet

- Includes:
  o Demographic Info (Preferred Name, Contact Info)
  o Major and Commitment to Major
  o Placement Test Information
  o Pre-Enrollment Credit (AP, IB, Dual Enrollment)
- After reviewing, lock and save the worksheet.

Documentation

DegreeWorks

- Advised courses for Fall 2023 should be recorded in DegreeWorks in either the Notes or Planner.
- Please indicate who advised the student, if not the same as the staff inputting the information.
- You are encouraged to freeze a DegreeWorks Audit at the time of summer advisement. This will provide a record of the credit on the student’s record at the time of advisement.
- Update DegreeWorks if a student is re-advised

Navigate

- Use “Add a Note to This Student” to record what you normally would in Navigate

Major Change

- On Day 1 (until 2:00 pm), students can contact Undergraduate Admissions to request the change of major or make the change in their admissions portal if the desired major is available
  o DMSB and College of Nursing are not accepting changes
- Students cannot change their major on Day 2 of Orientation.
  o Students will attend advising in the college of their declared major as of the morning of Day 2.
• Assist the student in scheduling an “Incoming Student Major Change Appointment” with Exploratory Advising.

Special Populations

South Carolina Honors College

• Students will be pre-advised and registered in May.
• NSO
  o Day 1 – Students attend academic college visits.
  o Day 2 – Students attend SCHC presentation from 1:00 – 2:30; visit colleges between 3:00 – 5:00 pm.
• View the April 19 memo for more detailed information.

Opportunity Scholars

• [New!] Academic Advisors will advise OSP students this summer
• T-sections: OSP students will be pre-registered into T Sections of classes (if needed)
• Requirements: U101 and FINA101 are part of the OSP requirement. Details provided in memo and module/training
• Training will be available. Any/all Academic Advisors who advise OSP students should complete the online training module - coming soon
• Day 2 at 4:00pm: OSP students should arrive in the Russell House at 4:00pm on Day 2, after advised in the colleges

Transfer Students

• Jump Start – Summer start transfer students in specific majors. Students will attend the May 26 Orientation and their Jump Start participation will be noted in Navigate.
• Early Transfer Advising - Fall admit transfer students who have elected to be advised and register prior to attending Orientation. They will still attend a transfer Orientation day. Amanda Shores and Bill Brown will be these students point of contact if they have questions during their Orientation session.
• [New!] UNIV102: One credit course focus on transfer students

Registration Assistance Tickets

• Log into the Advising Database
• Click “Create New Ticket”
• Enter the student’s Banner ID
• Submit a ticket(s) on the student’s behalf
• *Each registration issue selected will generate a separate ticket for responding offices

Course Seat Needs

• Access the Course Needs Form via the tabs in the Course Needs channel in the UAC ALL Team
• Fill Out the Required Fields
• Submit the Form
• Check the Status of Your Submissions via the read-only spreadsheet via the tab at the top of the Course Needs channel