

Advising Foundations Learning Outcomes

Module #1: Advising at USC

Advising at USC

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

Module #2: University Policies & Procedures

Undergraduate Studies Bulletin

1. Describe the key information found in the Undergraduate Studies Bulletin.
2. Summarize how to incorporate the bulletin into advisement.
3. Explain how to determine the bulletin year a student follows.

FERPA

1. Summarize students' rights under FERPA.
2. Identify and describe education records and directory information as related to FERPA.
3. Summarize the responsibilities of academic advisors under FERPA.

Module #3: Academic Programs & Requirements

Program of Study

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

Carolina Core Overview

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

Module #4: Advising Technology

Advising Technology Overview

1. Identify the four main technology systems used in advising at UofSC.
2. Summarize the main purpose of each advising technology.

Self Service Carolina Overview

1. Identify the primary features of Self Service Carolina.
2. Summarize advisee information found on Self Service Carolina.
3. Explain how to view registration status and account holds.

DegreeWorks Overview

1. Summarize information found on the Degree Audit Worksheet.
2. Describe the purpose of the Planner.
3. Describe the function of the What-If tool and when to use it in advisement.
4. Describe the function of the Look Ahead tool and when to use it in advisement.

EAB Navigate Overview

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

Module #5: My UofSC Experience & Campus Resources

Overview of My UofSC Experience

1. Describe what My UofSC Experience is.
2. Describe the relationship of My UofSC Experience to the Beyond The Classroom Matters® (BTCM) system, the Center for Integrative and Experiential Learning, Experiential Learning and Graduation with Leadership Distinction.
3. Identify two primary features of the BTCM system.

Student Support Resources

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

Module #6: Undergraduate Students & Special Populations

Undergraduate Student Population Overview

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

Module #7: Advising Profession & Practice

USC Advisor Training & Certification Program

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