

## Academic Advising Syllabus Spring 2024

<b>Advisor</b>	FYA Team	<b>Advisor Email</b>	<a href="mailto:fya@dornsife.usc.edu">fya@dornsife.usc.edu</a>
<b>Location</b>	<a href="#">GFS 320</a>	<b>Business Hours</b>	8:30 a.m. – 5:00 p.m.
<b>Appointments</b>	<a href="http://www.usc.edu/advise">www.usc.edu/advise</a>	<b>Phone</b>	(213) 740-2534
<b>First-Year Website</b>	<a href="http://www.dornsife.usc.edu/advising/first-year-advising2">www.dornsife.usc.edu/advising/first-year-advising2</a>		

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### First-Year Advising Mission

Dornsife First-Year Advising (FYA) is built on four pillars: **support**, **empower**, **connect**, and **prepare**. FYA advisors provide a holistic and diverse approach to meet the needs of first-year students in their transition from high school to USC. FYA advisors provide dedicated outreach to facilitate connections to Dornsife and the greater Trojan community. Through empowering students to explore their academic, personal, and career goals, our individualized support lays the foundation for students to succeed at USC and beyond.

### What is Academic Advising?

Advising is an ongoing process between advisors and students through which students clarify, pursue, and reevaluate goals; navigate their academic journey; and engage with their campus community.

In an effective advising partnership both students and advisors play active roles, including the following:

ADVISORS WILL	STUDENTS WILL
Support academic and career exploration	Read and respond to emails
Explain degree requirements and policies	Be mindful of important dates and deadlines
Assist with course planning	Prepare for advising appointments
Connect students with faculty, resources, and opportunities	Follow-up on referrals
	Communicate with advisors and support system

## Student Learning Outcomes

Dornsife First-Year Advising (FYA) facilitates students' successful transition from high school to USC. At the end of the first year, students will feel

- Supported and empowered to pursue their goals,
- Connected to the Trojan community, and
- Prepared to take on the challenges and opportunities of college life.

## Academic Advising & More

FYA advisors connect with students to discuss their academic progress, goals, and resources and opportunities. Advisors build these connections through proactive communications, events throughout the first year, and advising appointments. A minimum of one (1) advising appointment is required each semester (see **Pre-Registration Advising** in chart below).

FYA also offers the **First-Year Experience (FYE)**, a series of events that supplement academic advisement and provide opportunities for students to connect with each other and the university.

This experience culminates in our **Freshman Finale** (see below) where students meet advisors and faculty from their academic departments and celebrate the completion of their first year. After the first year, students transition to their academic departments for advisement.

From orientation and advising appointments to workshops and end-of-year celebrations, First-Year Advising provides what students need to build a foundation for academic success.

TOPIC	DATES	DESCRIPTION
Registration Issue	Weeks 1-2	<i>Optional</i> <b>Finalize Registration</b> appointment with FYA advisor to discuss registration changes.
General Academic Advice Referral Advice Personal Advice Undergraduate Advice	Weeks 2-5, 13-15	<i>Optional</i> <b>Explore &amp; More</b> appointment with FYA advisor to discuss a variety of topics including opportunities, goals, and multi-semester course plans.
<b>Undergraduate Advice &gt; Mandatory Advisement</b>	<b>Weeks 6-12</b>	<i>Required</i> <b>Pre-Registration Advising</b> appointment with FYA Advisor to review progress and plan for next semester. To enroll when permit to register opens, complete in advance (see email from advisor for more info). This is required to lift the Mandatory Advisement hold.
First-Year Experience	As Scheduled	Attend special <b>FYE</b> events throughout the spring semester! Visit our <a href="#">website</a> for upcoming dates.
Freshman Finale	Thursday, April 11	Join our <b>Freshman Finale</b> event ( <a href="#">RSVP</a> ) to celebrate your first year and connect with your academic department.

## Reserving Advising Appointments

Appointments with your FYA advisor may be reserved by visiting [Advise USC](#) and selecting the applicable appointment topic (see table above). Click [here](#) for directions.

## Communicating with Advisors

Advisors are available by email and respond within two (2) business days. Business days are Monday-Friday from 8:30 a.m. - 5:00 p.m., excluding holidays/vacations. When emailing advisors, as well as other university faculty/staff, please do so from your USC email account and include your name and USC ID. A sample email is enclosed below:

From: tammytrojan@usc.edu  
Subject: Question about grading options

Dear [Insert Advisor's First Name],

Hope you're doing well! We previously talked about Pass/No Pass. Is the deadline to choose this Friday?

Thank you for your help!

Sincerely,  
Tammy  
USC ID 12345678910

## Academic Integrity

USC seeks to maintain an optimal learning environment. General principles of academic honesty include respecting the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed, and the obligations both to protect one's own academic work from misuse as well as to avoid using another's work as one's own. Students are expected to understand and abide by these principles. For details on the academic integrity policy and resolutions of policy violations, visit the [Office of Academic Integrity](#) and view the [USC Student Handbook](#). For tips on avoiding academic dishonesty, view the USC Libraries' tutorials [here](#).

## Students with Disabilities

USC welcomes students with disabilities into all educational programs. The Office of Student Accessibility Services (OSAS) determines appropriate accommodations for students who encounter disability-related barriers. Once students complete the OSAS process (registration, initial appointment, and submitted documentation) and accommodations are determined, [Letters of Accommodation \(LOA\)](#) will be available. The LOA must be given to each course instructor by the student and followed up with a discussion. This should be done as early as possible as accommodations are not retroactive. More information can be found at [osas.usc.edu](http://osas.usc.edu). OSAS may be contacted at (213) 740-0776 or via email at [osasfrontdesk@usc.edu](mailto:osasfrontdesk@usc.edu).

## University Terms

<b>Academic Advising</b>	An ongoing process between advisors and students by which students clarify, pursue, and reevaluate goals; navigate their academic journey; and engage with their campus community. An effective advising partnership is one in which both students and advisors play active roles.
<b>Blackboard</b>	Online course management system accessible through <a href="#">myUSC</a> where students view course materials and grades.
<b>Code of Conduct</b>	Standards of conduct expected of all USC students are listed in the <a href="#">Student Handbook</a> . Violations may result in disciplinary action.
<b>Corequisite</b>	A course that must be taken prior to, or at the same time as, another course.
<b>Course Plan</b>	Plan of courses and other academic activities co-authored with an academic advisor.
<b>Curriculum</b>	Courses required to complete a program of study.
<b>D-Clearance</b>	Also known as departmental clearance. Classes with section numbers ending in "D" require permission from the course's department to enroll. D-clearance information is available on a department's <a href="#">Schedule of Classes</a> page. Contrast with R-clearance.
<b>Elective</b>	<p>Elective courses numbered 100-499 that allow students to explore areas of interest.</p> <ul style="list-style-type: none"> <li>• Dornsife Elective: any course of interest housed in one of the Dornsife College of Letters, Arts, and Sciences departments; may contribute to the 104-unit Dornsife requirement</li> <li>• Degree (General) Elective: any course of interest outside of Dornsife College; may contribute to the 128-unit Degree requirement.</li> </ul>
<b>FERPA</b>	The federal <a href="#">Family Education Rights and Privacy Act</a> regarding privacy of student records and the access provided to these records. The university will not release personally identifiable information without the <a href="#">student's prior written consent</a> .
<b>Full-time</b>	An undergraduate student enrolled in 12 or more semester units.
<b>Mandatory Advisement</b>	Required advising appointment with your academic advisor that must be completed prior to registering for next semester's classes.
<b>Midterm</b>	Exams to assess understanding of class material. May be given during the middle of, or at multiple times throughout, the semester. See course syllabus for details.
<b>Minor</b>	A program of study that requires fewer courses than a major but must be completed alongside a major. A minor program will be listed in the official transcript and a certificate issued upon awarding of the bachelor's degree.
<b>OASIS</b>	Online portal for academic records accessible through <a href="#">myUSC</a> . Includes: STARS Report, Transfer Credit Report, restrictions (holds), permit to register, etc.
<b>Part-Time</b>	An undergraduate student enrolled in fewer than 12 semester units.
<b>Permit to Register</b>	Date and time when eligible students may begin registering for classes. Listed on <a href="#">myUSC</a> > OASIS and <a href="#">myUSC</a> > Web Registration. Registration time is based on number of completed units.
<b>Prerequisite</b>	A course that must be completed before the student may begin a specific class.
<b>R-Clearance</b>	Course section numbers ending in "R" with seats available are open to registration.
<b>Registration</b>	Students enroll in courses through <a href="#">myUSC</a> > Web Registration. Some holds may restrict registration. See OASIS for information about restrictions (holds).
<b>STARS Report</b>	Detailed list of degree requirements that have been completed and/or not yet fulfilled. Accessible at <a href="#">myUSC</a> > OASIS.
<b>Syllabus</b>	Instructor's outline of a course's deadlines, assignments, and other important details.
<b>Transfer Credit Report</b>	List of degree credits awarded for transfer courses and exams (AP, A-level, IB, etc.) accessible at <a href="#">myUSC</a> > OASIS.

## Spring 2024 Timeline

Month	Important Dates	Opportunities
<b>JAN</b>	<ul style="list-style-type: none"> <li>• <b>Monday, January 8:</b> Spring semester begins</li> <li>• <b>January 9-11:</b> <a href="#">Involvement Fair</a></li> <li>• <b>Wednesday, January 24, 4-6 PM:</b> <a href="#">Meet Your Major Social</a></li> <li>• <b>Friday, January 26:</b> Last day to <a href="#">add</a> classes for <a href="#">Session 001</a></li> <li>• <b>Friday, January 26:</b> Last day to <a href="#">select Pass/No Pass</a> for <a href="#">Session 001</a></li> </ul>	<ul style="list-style-type: none"> <li>• Review spring registration. Meet with advisor to discuss any changes.</li> <li>• Organize your weekly schedule. Use resources like the <a href="#">Kortschak Center</a> to help.</li> <li>• Identify and begin utilizing <a href="#">academic</a> and <a href="#">wellness</a> resources.</li> <li>• Check in with your support system.</li> </ul>
<b>FEB</b>	<ul style="list-style-type: none"> <li>• <b>Tuesday, February 6, 4-5 PM:</b> <a href="#">Midterm Toolkit – Study &amp; Success Strategies</a></li> <li>• <b>Friday, February 23:</b> Last day to <a href="#">drop</a> a <a href="#">Session 001</a> class without an official transcript “<a href="#">W</a>”</li> <li>• <b>Friday, February 23:</b> Last day to <a href="#">change</a> a <a href="#">Session 001</a> class from <a href="#">Pass/No Pass to Letter Grade</a></li> </ul>	<ul style="list-style-type: none"> <li>• Meet with your FYA advisor if you wish to discuss goals, opportunities, and future plans.</li> <li>• Continue using <a href="#">academic</a> and <a href="#">wellness</a> resources.</li> <li>• Attend office hours with professor and/or TA to review class content.</li> <li>• Prepare for midterm exams.</li> </ul>
<b>MAR</b>	<ul style="list-style-type: none"> <li>• <b>March &amp; April:</b> <a href="#">Schedule</a> and attend <a href="#">Pre-Registration Advisement</a> with advisor; complete before permit to register date</li> <li>• <b>Monday, March 4, 6-7 PM:</b> <a href="#">Pre-Registration Info Session</a></li> <li>• <b>March 11-15:</b> Spring recess</li> <li>• <b>Tuesday, March 19, 5-6 PM:</b> <a href="#">Crafting Your Academic Plan</a></li> </ul>	<ul style="list-style-type: none"> <li>• Continue using <a href="#">academic</a> and <a href="#">wellness</a> resources.</li> <li>• Check your academic progress in <a href="#">Blackboard</a> or consult your professor/TA.</li> </ul>
<b>APR</b>	<ul style="list-style-type: none"> <li>• <b>Throughout April:</b> Fall 2024 enrollment opens by permit to register</li> <li>• <b>Thursday, April 4, 3-5 PM:</b> <a href="#">Faculty Chat – Connecting with Professors &amp; Finding Research</a></li> <li>• <b>Friday, April 5:</b> Last day to <a href="#">drop</a> a class with a transcript “<a href="#">W</a>” for <a href="#">Session 001</a></li> <li>• <b>Thursday, April 11, 3:30-5:30 PM:</b> <a href="#">Freshman Finale</a></li> </ul>	<ul style="list-style-type: none"> <li>• Continue using <a href="#">academic</a> and <a href="#">wellness</a> resources.</li> <li>• Create a <a href="#">final exam study plan</a>.</li> <li>• Study for <a href="#">final exams</a>.</li> </ul>
<b>MAY</b>	<ul style="list-style-type: none"> <li>• <b>Friday, April 26:</b> Spring classes end</li> <li>• <b>April 27-30:</b> Study days</li> <li>• <b>May 1-8:</b> Final exams</li> <li>• <b>Thursday, May 9:</b> Spring semester ends</li> </ul>	<ul style="list-style-type: none"> <li>• Celebrate your first-year accomplishments!</li> <li>• Consider goals for next year.</li> <li>• Enjoy summer break!</li> </ul>

Explore [EngageSC](#) and the [First-Year Checklist](#) for additional spring semester recommendations

# Resources

CLICK ON HYPERLINKS BELOW TO LEARN MORE

## Academic Advising & Success

### Academic Advising

- [Advise USC](#)
- [AP, IB & A-level Exam Credit](#)
- [Dornsife Office of Undergraduate Advising](#)
- [First-Year Advising](#)
- [Foreign Language Requirement](#)
- [Office of Academic Records & Registration: Transcripts, Transfer Credit Services](#)
- [Registration Deadlines for Spring 2024](#)
- [Sample Course Plans](#)
- [USC Catalogue](#)

### [Academic Integrity](#)

### Academic Success

- [Dornsife Tutoring](#)
- [Economics Tutoring Center](#)
- [Kortschak Center for Learning & Creativity](#)
- [Language Center](#)
- [Math Center](#)
- [Office of Student Accessibility Services](#)
- [Supplemental Instruction](#)
- [USC Bookstore: Textbooks & Course Materials](#)
- [Writing Center](#)

## Career Exploration

[Dornsife Career Pathways](#)

Pre-Professional Advising: [Pre-Graduate School](#), [Pre-Health](#), [Pre-Law](#)

[USC Career Center](#)

## Course Registration

[Dornsife Toolkit](#)

[Foreign Language Level I D-Clearance](#)

[Freshman Seminars](#)

[General Education Course Descriptions](#)

### [MyUSC Portal](#)

- Blackboard
- OASIS: STARS Report, Transfer Credit Report, Articulation Petition
- Web Registration

[Schedule of Classes](#)

## Equity, Inclusion & International Services

[Asian Pacific American Student Services \(APASS\)](#)

[Center for Black Cultural Student Affairs \(CBCSA\)](#)

[Culturally-Affirming Lounges](#), including the Native American & Pasifika Student Lounge and the Middle Eastern & North African Student Lounge

[First Generation Plus Success Center \(FG+SC\)](#)

[Latinx/Chicanx Center for Advocacy & Student Affairs \(La CASA\)](#)

[LGBTQ+ Student Center \(LGBTQ+SC\)](#)

[Office of International Services \(OIS\)](#)

[Student Basic Needs \(SBN\)](#)

[Veterans Resource Center \(VRC\)](#)

## Experiential & Applied Learning

[Faculty-Led Programs](#), including [Maymester](#), and [Summer Programs](#)

[Joint Educational Program](#)

[Overseas Studies](#)

[The Volunteer Center](#)

[Undergraduate Research Opportunities](#)

## Financial & Scholarship Opportunities

[Academic Achievement Award](#)

[Academic Honors & Fellowships](#)

[Dornsife Continuing Student Scholarship](#)

[Dornsife Fisher Fellowship](#)

[Dornsife Scholars Program](#)

[Financial Aid](#)

[USC Scholarships](#)

Scholarships for Research

- [PURF](#)
- [SOAR](#)
- [SURF/SHURE](#)
- [USC Libraries Research Award](#)
- [USG Academic Research Fund](#)

## Health, Wellness & Safety

[AskAri](#)

[Campus Support & Intervention](#)

[Counseling & Mental Health](#)

[Department of Public Safety \(DPS\)](#), including the 24/7 emergency number (213) 740-4321

[Dornsife Embedded Counselors](#)

[Mindful USC](#)

The national [988 Suicide and Crisis Lifeline](#)

[Office of the Ombuds](#)

[Office of Religious & Spiritual Life](#)

[Recreational Sports](#)

[Relationship & Sexual Violence Prevention & Services](#)

[Student Health](#)

[Trojans Care for Trojans](#)

[USC Emergencies](#), including the 24/7 health line (213) 740-9355 (WELL)

For questions, email First-Year Advising at [fya@dornsife.usc.edu](mailto:fya@dornsife.usc.edu) or your FYA advisor.