

Academic Advising Syllabus Fall 2024

Advisor Name	First-Year Advising	Advisor Contact	Create a Support Case in Advise USC
Location	GFS 320	Business Hours	8:30 a.m. – 5:00 p.m.
Appointments	Advise USC	First-Year Website	Phone (213) 740-2534

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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, explore goals, and share 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 Advisement** 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 will meet advisors and faculty from their academic departments and together 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.

Weeks 1-3	Finalize Registration OPTIONAL	Meet with your advisor if you wish to discuss registration changes.
Weeks 2-5	Explore & More OPTIONAL	Meet with your advisor if you wish to explore academic/career goals, opportunities, or multi-semester course plans.
Weeks 6-12	Pre-Registration Advisement REQUIRED	Meet with your advisor to review your progress and discuss plans for next semester. To enroll in classes when your permit to register opens, complete this session in advance. Check email sent by advisor for more info. This is required to lift the Mandatory Advisement hold.
Weeks 13-15	Explore & More OPTIONAL	Meet with your advisor if you wish to explore academic/career goals, opportunities, or multi-semester course plans.
April	Freshman Finale	Celebrate your first year and connect with your academic department. Date and venue TBD.
As Announced	First-Year Experience	Join us at events throughout the school year!

Reserving Advising Appointments

Appointments are reserved in [Advise USC](#) > My Appointments > [Schedule an Appointment](#). When reserving, describe the reason(s) for the appointment in the Comments field. For directions, click [here](#).

Communicating with Advisors

To contact an advisor through Advise USC go to [Advise USC](#) > Advisor Connect > Create a New Case > Get Support from My Advisor. Standard response time is two (2) business days. For details, click [here](#).

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. OSAS may be contacted at (213) 740-0776 or via email at osasfrontdesk@usc.edu.

University Terms

Academic Advising	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.
Brightspace	Online course management system where students access course materials and grades.
Code of Conduct	Standards of conduct expected of all USC students are listed in the Student Handbook . Violations may result in disciplinary action.
Corequisite	A course that must be taken prior to, or at the same time as, another course.
Course Plan	Plan of courses and other academic activities co-authored with an academic advisor.
Curriculum	Courses required to complete a program of study.
D-Clearance	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 Schedule of Classes page. Contrast with R-clearance.
Elective	<p>Elective courses numbered 100-499 that allow students to explore areas of interest.</p> <ul style="list-style-type: none"> • 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 • Degree (General) Elective: any course of interest outside of Dornsife College; may contribute to the 128-unit Degree requirement.
FERPA	The federal Family Education Rights and Privacy Act regarding privacy of student records and the access provided to these records. The university will not release personally identifiable information without the student's prior written consent.
Full-time	An undergraduate student enrolled in 12 or more semester units.
Mandatory Advisement	Required advising appointment with your academic advisor that must be completed prior to registering for next semester's classes.
Midterm	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.
Minor	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.
OASIS	Online portal for academic records accessible through myUSC . Includes: STARS Report, Transfer Credit Report, restrictions (holds), permit to register, etc.
Part-Time	An undergraduate student enrolled in fewer than 12 semester units.
Permit to Register	Date and time when eligible students may begin registering for classes. Listed on myUSC > OASIS and myUSC > Web Registration. Registration time is based on number of completed units.
Prerequisite	A course that must be completed before the student may begin a specific class.
R-Clearance	Course section numbers ending in "R" with seats available are open to registration.
Registration	Students enroll in courses through myUSC > Web Registration. Some holds may restrict registration. See OASIS for information about restrictions (holds).
STARS Report	Detailed list of degree requirements that have been completed and/or not yet fulfilled. Accessible at myUSC > OASIS.
Syllabus	Instructor's outline of a course's deadlines, assignments, and other important details.
Transfer Credit Report	List of credits awarded for transfer courses and exams (AP, A-level, IB, etc.) accessible at myUSC > OASIS.

Fall 2024 Timeline

Month	Important Dates	Opportunities
AUG	<ul style="list-style-type: none"> • August 17-21: Move in and settle on campus • Thursday, August 22: Dornsife Welcome • Friday, August 23: Student Job Fair • Monday, August 26: Fall semester begins • Wednesday, August 28: Dornsife FYE Kickoff • Friday, August 30: FYE Open House 	<ul style="list-style-type: none"> • Attend welcome week events • Organize your schedule. Use resources like the Kortschak Center to help. • Review fall registration. Meet with advisor to discuss any changes.
SEPT	<ul style="list-style-type: none"> • Friday, September 13: Last day to add classes for Session 001 • Friday, September 13: Last day to select Pass/No Pass for Session 001 • Tuesday, September 24: Exploring Majors & Minors • September 26-29: Trojan Family Weekend 	<ul style="list-style-type: none"> • Identify and begin utilizing academic and wellness resources • Check in with your support system • Meet with your FYA advisor if you wish to discuss educational goals • Attend office hours with your professor and/or TA to review class content
OCT	<ul style="list-style-type: none"> • October & November: Schedule and attend <i>Pre-Registration Advisement</i> with your advisor; do so before permit to register opens • Monday, October 7: Preparing for Registration Info Session • Tuesday, October 8: Major/Minor Fair • Friday, October 11: Last day to change Pass/No Pass to Letter Grade for Session 001 • Friday, October 11: Last day to drop courses without “W” for Session 001 • October 10-11: Fall recess 	<ul style="list-style-type: none"> • Continue using academic and wellness resources • Prepare for midterm exams • Check your academic progress in Brightspace or consult your professor/TA
NOV	<ul style="list-style-type: none"> • November: Spring 2025 registration opens by permit to register • November TBD: Navigating USC Resources as a First-Year Student • Friday, November 15: Last day to drop a class with a transcript “W” for Session 001 • November 27-December 1: Thanksgiving Break 	<ul style="list-style-type: none"> • Continue using academic and wellness resources • Create a final exam study plan
DEC	<ul style="list-style-type: none"> • Friday, December 6: Fall classes end • December 7-10: Study days • December 11-18: Final exams • December 19-January 12: Winter recess 	<ul style="list-style-type: none"> • Study for final exams • Celebrate your fall semester accomplishments! • Consider goals for next semester • Enjoy winter break!

USC RESOURCE GUIDE

ACADEMIC SUPPORT

Dornsife Tutoring Individual tutoring in a variety of Dornsife subjects: <https://dornsife.usc.edu/tutoring>

Economics Tutoring Center Free peer tutoring offered for ECON 203, 205, 303, 305, & 318: <https://dornsife.usc.edu/econ/tutoring-center>

Kortschak Center for Learning & Creativity Shares organization, study skills, and other learning strategies. <https://kortschakcenter.usc.edu>

Math Center Opportunity to be tutored by your TA in Math 118, 125, 126, 225, 226, 308, 407, & 408 courses: <https://dornsife.usc.edu/mathcenter>

Supplemental Instruction (SI) Academic support offered for ECON 317, MATH 126, MATH 226, and other STEM courses via small, collaborative groups: <https://dornsife.usc.edu/supplemental-instruction>

Writing Center Through individual consultation, the Writing Center assists with the skills and processes of critical thinking, drafting, and revising that lead to clearly expressed positions, coherent arguments, and persuasive reasoning. Handouts and video tutorials are also available on their website: <https://dornsife.usc.edu/writingcenter>

REGISTRATION

MyUSC Portal for accessing such tools as USC email, Brightspace, OASIS, and Web Registration: <https://my.usc.edu>

Schedule of Classes Resource for viewing a semester's course availability, important deadlines, and related policies: <https://classes.usc.edu>

General Education Course Descriptions View details about GE courses: <https://dornsife.usc.edu/ge/course-descriptions>

Foreign Language View policies, placement exams, and Level I D-clearance information: <https://dornsife.usc.edu/languages>

Freshman Seminars Explore topics beyond the regular curriculum with a fellow first-year peers: <https://dornsife.usc.edu/undergrad-programs/fsem>

Office of Academic Records & Registration: Provides services including registrations, transcripts, petitions, and transfer credit evaluations: <https://arr.usc.edu>

HEALTH & WELLNESS

Campus Support & Intervention (CSI) CSI works with all student populations to provide support, guidance, and resources to troubleshoot and resolve complex issues: <https://campussupport.usc.edu/students>

Counseling & Mental Health A variety of support is available including informal Let's Talk conversations, group therapy, and individual sessions: <https://sites.usc.edu/counselingandmentalhealth>

Department of Public Safety (DPS) DPS provides a safe and secure environment on campus and in the local USC community for students, faculty, staff, and campus visitors: <https://dps.usc.edu>

Dornsife Embedded Counselors Mental health professionals who specialize in providing tailored support to students in Dornsife College. Students can schedule in MySHR: <https://studenthealth.usc.edu/dornsife-embedded-counselors>

Mindful USC Unit responsible for ensuring equal access for students with disabilities in compliance with state and federal law: <https://mindful.usc.edu>

Office of Student Accessibility Services (OSAS) Offers mindfulness-related classes, programming and events designed to foster growth, health, wisdom, compassion, and connection: <https://osas.usc.edu>

Office of Religions & Spiritual Life (ORSL) Connects students with religious and spiritual communities and offers spiritual support: <https://orsl.usc.edu>

Office of the Ombuds A safe and confidential space where students can share USC-related concerns: <https://ombuds.usc.edu>

Recreational Sports Provides facilities, programs, and services for a variety of recreational activities: <https://recsports.usc.edu>

Student Basic Needs Support for students experiencing food, housing and/or financial insecurity. <https://studentbasicneeds.usc.edu>

Student Health Offers health and wellness support through a variety of resources and services: <https://studenthealth.usc.edu>

Trojans Care for Trojans (TC4T) For USC students, faculty, and staff to take action when they are concerned about a fellow Trojan challenged with personal difficulties: <https://campussupport.usc.edu/trojans-care-4-trojans>

USC RESOURCE GUIDE

EXPERIENTIAL LEARNING

Maymesters Opportunities for off-campus learning in the United States and internationally typically offered May through June.

<https://dornsife.usc.edu/flp/home/programs-and-resources/maymester/dornsife.usc.edu/overseas-studies>

Overseas Studies Academic work completed abroad that complements one's studies and offers a deeper understanding of a particular culture:

<https://dornsife.usc.edu/overseas-studies>

SOAR - SURF - SHURE Funding opportunities for undergraduates serving as a faculty's research assistant <https://dornsife.usc.edu/soar> and

<https://dornsife.usc.edu/exl/surf-shure>

*For more, visit <https://dornsife.usc.edu/exl/programs>

INTERNSHIP & CAREER SUPPORT

Dornsife Career Pathways Works with Dornsife students to align academic and professional interests through student-centered career advisement and programming: <https://dornsife.usc.edu/careerpathways>

USC Career Center Career center provides a full range of services and signature events to help students seeking job or Internship opportunities: <https://careers.usc.edu>

LinkedIn Learning An online learning platform that helps students learn business, software, technology and creative skills to achieve personal and professional goals. For access: <https://itservices.usc.edu/linkedin-learning>

PRE-PROFESSIONAL ADVISING

Pre-Law Advising - Pre-law advisors host workshops and meet with students to aid in all aspects of the law school application process. For more information: <https://dornsife.usc.edu/careerpathways/pre-law>

Pre-Health Advising - Pre-health advisors aid students in all aspects of pre-health course planning and application components. For more information: <https://dornsife.usc.edu/pre-health>

Pre-Graduate School Advising - Pre-grad advisors host information sessions and aid in all graduate school application components. For more information: <https://dornsife.usc.edu/careerpathways/grad-school-advising>

STUDENT EQUITY & INCLUSION

Asian Pacific American Student Services (APASS) Provides programs, services, and resources for students who identify as Asian Pacific American and educational opportunities for the entire campus: <https://apass.usc.edu>

Center for Black Cultural and Student Affairs (CBCSA) Helps create an optimal learning environment for students who identify as Black and the Trojan family at large: <https://cbcsa.usc.edu>

La CASA Works with students who identify as Latinx to provide academic, personal, and cultural support, as well as helping students develop leadership skills: <https://lacasa.usc.edu>

First-Generation+ Success Center Being first in the family to attend college may offer unique challenges. This center leverages student assets and provides students with tools and resources, such as mentors, to successfully navigate college: <https://firstgenplussc.usc.edu/>

LGBTQ+ Center Welcomes students from across the gender and sexuality identity spectra to provide support, education, advocacy, and connection to community: <https://lgbtqplus.usc.edu>

Office of International Services A resource center that provides information for both incoming and current international students: <https://ois.usc.edu>

USC Veterans Resource Center Supports military, veteran, and military-connected students: <https://vrc.usc.edu>

SCHOLARSHIPS & AWARDS

Dornsife Continuing Student Scholarship Undergraduate Dornsife major students who plan to be enrolled as full-time for the following academic year are eligible to apply: <https://dornsife.usc.edu/css>

Academic Achievement Award (AAA) Allows students with excellent academic records to complete multiple undergraduate degree objectives without adding to their time-to-degree by providing funding for up to 21 units: <https://ahf.usc.edu/awards/aaa>

Financial Aid Offers information and support for financial aid questions: <https://financialaid.usc.edu>

*For a list of university scholarships and fellowships visit <https://awardsdatabase.usc.edu/app>