

## Academic Advising Syllabus Spring 2025

<b>Advisor Name</b>	<b>Advisor Contact</b>	<a href="#">Create Advise USC Support Case</a>
<b>Location</b>	GFS 320	<b>Business Hours</b>
		8:30 a.m. – 5:00 p.m.
<b>Appointments</b>	<a href="#">Schedule on Advise USC</a>	<b>First-Year Website</b>
		<b>Phone</b> (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 messages from advisor
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 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.

One of these opportunities is the **Meet Your Major** open house, virtual sessions where students learn more about their majors and other information important for a successful transition to sophomore year.

The First-Year Experience culminates in our **Freshman Finale** where students will meet advisors and faculty from their academic departments and together celebrate the completion of freshman 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	<b>Finalize Registration</b> appointment or drop-in session with an FYA advisor to discuss registration changes, if desired.
General Academic Advice Referral Advice Personal Advice Undergraduate Advice	Weeks 2-9 & 14-15	<b>Explore &amp; More</b> appointment for students interested in discussing opportunities, goals, multi-semester course plans and other exploratory topics with an FYA advisor.
<b>Undergraduate Advice &gt; Mandatory Advisement</b>	<b>SPRING RECESS THRU WEEK 13</b>	<b>REQUIRED 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 message from advisor for more info). This is required to lift the Mandatory Advisement hold.
First-Year Experience	As Scheduled	Participate in special <b>FYE</b> events throughout the spring semester! Visit our <a href="#">website</a> for upcoming offerings.
Meet Your Major	Dates & Times Vary	Attend a virtual open house to learn about major courses, opportunities, people and other information key to a successful transition to sophomore year.
Freshman Finale	Thursday, April 17	Join our <b>Freshman Finale</b> event ( <b>RSVP</b> ) to celebrate your first year and connect with your academic department.

## Spring 2025 Timeline

Month	Important Dates	Opportunities
<b>JAN</b>	<ul style="list-style-type: none"> <li>• <b>Monday, January 13:</b> Spring semester begins</li> <li>• <b>January 29 &amp; January 30:</b> Major Cluster Spotlights in <b>Natural Sciences, Humanities and Language &amp; Culture</b>, and <b>Social Sciences</b></li> <li>• <b>Friday, January 31:</b> Last day to <b>add</b> classes for <b>Session 001</b></li> <li>• <b>Friday, January 31:</b> Last day to <b>select Pass/No Pass</b> for <b>Session 001</b></li> </ul>	<ul style="list-style-type: none"> <li>• Review spring registration. Meet with <b>FYA advisor</b> to discuss any changes.</li> <li>• Organize your weekly <b>schedule</b>. Use resources like the <b>Kortschak Center</b> to help.</li> <li>• Make <b>study buddies and other connections</b> on campus.</li> <li>• Check in with your support system.</li> </ul>
<b>FEB</b>	<ul style="list-style-type: none"> <li>• <b>Wednesday, February 19, 5:30-6:30 PM:</b> <b>Crafting Your Course Plan</b></li> <li>• <b>February 19-March 13:</b> Meet Your Major Open House - dates and times will vary</li> <li>• <b>Friday, February 28:</b> Last day to <b>drop</b> a <b>Session 001</b> class without an official transcript "W"</li> <li>• <b>Friday, February 28:</b> Last day to <b>change</b> a <b>Session 001</b> class from <b>Pass/No Pass to Letter Grade</b></li> </ul>	<ul style="list-style-type: none"> <li>• Meet with your <b>FYA advisor</b> if you wish to discuss goals, opportunities, and future plans.</li> <li>• Identify and begin utilizing <b>academic</b> and <b>wellness</b> resources.</li> <li>• Attend office hours with <b>professor and/or TA</b> to review class content.</li> <li>• Prepare for midterm exams.</li> </ul>
<b>MAR</b>	<ul style="list-style-type: none"> <li>• <b>February 19-March 13:</b> Meet Your Major Open House - dates and times will vary</li> <li>• <b>March &amp; April:</b> <b>Schedule</b> and attend <b>Pre-Registration Advisement</b> with advisor; complete before permit to register date</li> <li>• <b>March 16-23:</b> Spring recess</li> <li>• <b>Tuesday, March 25, 4-5 PM:</b> <b>Prepping for Post-Grad</b></li> </ul>	<ul style="list-style-type: none"> <li>• Continue using <b>academic</b> and <b>wellness</b> resources.</li> <li>• Check your academic progress in <b>Brightspace</b> or <b>consult your professor/TA</b>.</li> </ul>
<b>APR</b>	<ul style="list-style-type: none"> <li>• <b>Throughout April:</b> Fall 2025 course registration opens by permit to register</li> <li>• <b>Friday, April 11:</b> Last day to <b>drop</b> a class with a transcript "W" for <b>Session 001</b></li> <li>• <b>Thursday, April 17, 3:30-5:30 PM:</b> <b>Freshman Finale</b></li> </ul>	<ul style="list-style-type: none"> <li>• Continue using <b>academic</b> and <b>wellness</b> resources.</li> <li>• Create a <b>final exam study plan</b>.</li> </ul>
<b>MAY</b>	<ul style="list-style-type: none"> <li>• <b>Friday, May 2:</b> Spring classes end</li> <li>• <b>May 3-6:</b> Study days</li> <li>• <b>May 7-14:</b> <b>Final exams</b></li> <li>• <b>Wednesday, May 14:</b> Spring semester ends</li> </ul>	<ul style="list-style-type: none"> <li>• Study for <b>final exams</b>.</li> <li>• Celebrate your first-year accomplishments!</li> <li>• Consider goals for next year.</li> <li>• Enjoy summer break!</li> </ul>

For additional resources visit our

**First-Year Corner**