





FIRST-YEAR ADVISING

GUIDE

Support | Empower | Connect | Prepare





WHAT'S FIRST-YEAR ADVISING?

FYA is built on four pillars: **support**, **empower**, **connect**, and **prepare**. All incoming freshmen majoring in Dornsife College participate in FYA and partner with a First-Year Advisor. These advisors provide a holistic and diverse approach to meet the needs of firstyear students in their transition from high school to USC. They conduct dedicated outreach to facilitate students' 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.



Upon completion of FYA, 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.

Students will then transition to their major department where major advisors guide them during their second college year through to graduation.



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ACADEMIC ADVISING IS A PARTNERSHIP.

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

Support academic and career exploration

Explain requirements and policies

Assist with course planning

Connect students with faculty, resources, and opportunities

STUDENTS WILL

Read and respond to messages

Follow-up on referrals

Be mindful of important deadlines

Prepare for advising appointments

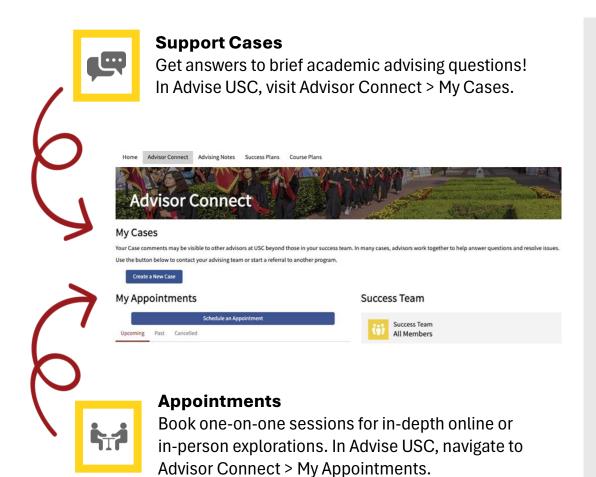
Communicate with advisors and support system





ADVISING CONNECTIONS

During the school year, advisors and students connect with each other through support cases and individual advising appointments. Both begin in **Advise USC**!





Allow 3 business days for responses.

Business days are Monday – Friday 9 AM – 5 PM excluding holidays and vacations.

Tag advisors with @

and their first + last names to let them know you replied to a support case.

Include comments with appointment reservations to detail for advisors what you wish to discuss.

WELCOME WEEK - WEEK 2

FINALIZE REGISTRATION

Optional

Consult your advisor if you wish to discuss registration changes.

WEEKS 2 - 6

EXPLORE & MORE

Optional

Explore with your advisor academic and career goals, opportunities, resources, or multi-semester plans.

WEEKS 7 - 13

PRE-REGISTRATION ADVISING

Required

Meet with your advisor to review the current semester's progress and discuss plans for next semester. To enroll in classes when your permit to register opens, **SCHEDULE & COMPLETE THIS SESSION IN ADVANCE**. Completion of an appointment is required to lift the Mandatory Advisement registration hold.

WEEKS 14 - FINALS

EXPLORE & MORE

Optional

Explore with your advisor academic and career goals, opportunities, resources, or multi-semester plans.

Advising appointments are available throughout the semester. Use the timeline above to <u>schedule an academic</u> <u>advising appointment</u> with your advisor!

FINALIZE REGISTRATION

Before registration closes at the end of Week 3, check that your schedule supports your success. Consider the questions below, then connect with your advisor Welcome Week through Week 2 to discuss changes.

Do classes count toward requirements?

Is your class schedule manageable?

Should transfer credits

change registration?



HOW TO NAVIGATE

Web Registration



LOG IN TO MYUSC

Click the "Web Registration" widget on the left.

EXPLORE WEBREG Select the term (Fall, Spring, or Summer) and proceed to the WebReg homepage, the list of USC schools and departments.



Classes Search Programs Find Advances → Dornsife College of Letters, Arts and Sciences American Language Institute (ALI) American Studies and Ethnicity (AHST) Anthropology (AMTR)

FINDING CLASSES

Click on your desired school or college for a drop-down menu of all departments. For Dornsife courses, click on the "Dornsife College" link. For GE courses, click on "GE Requirements for Students Beginning in Fall 2015 or Later."





To view the classes that you added so far, click on the myCalendar tab. Here is

far, click on the myCalendar tab. Here is what it will look like when you start adding classes:

- Red = Time conflict
- Yellow = Scheduled for registration
- Green = Successfully registered You will not be able to register for classes if you have any red on your myCalendar.

MY COURSE BIN

Here is what all of your classes will look like in the myCourseBin tab. To remove a class, click on it to expand and click "Unschedule," then "Remove." You can unschedule a class from myCalendar without removing it from myCourseBin to save that class for later.



Web Registration Strey SECTIONS: metals: opcomed to be the best of the best o

CHECKOUT

When you are ready to register for all your classes, go to the "Checkout" tab. At your registration appointment time, click the "Submit" button. Only scheduled classes will be submitted. Once WebReg processes your request, you will get a message indicating if the transaction succeeded or failed.



GOT AN ERROR? There are many reasons your transaction

might fail. You could be trying to register for a class that requires **D-clearance** or **pre-requisites**, a course missing a **section** (discussion, quiz, etc.), a section that has since become **Clossed**, or for **too many units** at once. Another reason may be a "**hold**" on your account. Read the error message to identify the problem. Here, the issue is D-clearance.



UNSCHEDULE

While you wait for D-clearance, unschedule the class so it doesn't interfere with your checkout. Unschedule the course(s) that caused a transaction failure and checkout again to register for the rest of your classes, then fix the error after. Once you obtain D-clearance, you can click "Schedule" to add the class again and checkout to register.

CONGRATS!

Once you hit Checkout and Submit and get a successful registration message, you have registered for classes. You will get a confirmation email with your list of classes. You can also check on your myCalendar tab to make sure all the courses are green.



EXPLORE & MORE

Dornsife College is the largest academic unit in USC and – with our wide variety of programs and opportunities – there's plenty to check out!

180+

36

50+

66

MAJORS & MINORS

ACADEMIC DEPARTMENTS

STUDY ABROAD PROGRAMS

CENTERS & INSTITUTES

A **major** is a program of study in a specific area. Many students change majors – that's normal! And freshman year is the perfect time to explore options and discover new ones.

- Know the major you want? Dive deeper into details with your advisor!
- Deciding between majors or looking for a minor? Research opportunities with your advisor!
- Want resources to boost your studies? Your advisor can help find ones that match your needs.

Academic adventures await – book an **Explore & More** appointment **Weeks 2-6 or 14-Finals**!

Humanities Majors

AFRICAN AMERICAN STUDIES
AMERICAN POPULAR CULTURE
AMERICAN STUDIES & ETHNICITY
ART HISTORY
ASIAN AMERICAN STUDIES
CENTRAL EUROPEAN STUDIES
CHICANO/LATINO STUDIES
CLASSICS
COMPARATIVE LITERATURE
CONTEMPORARY LATINO & LATIN AMERICAN STUDIES

CREATIVE WRITING
EAST ASIAN AREA STUDIES
EAST ASIAN LANGUAGES & CULTURES
ENGLISH
FRENCH
GENDER & SEXUALITY STUDIES
ITALIAN
JEWISH STUDIES

LATIN AMERICAN & IBERIAN CULTURES, MEDIA, & POLITICS
NARRATIVE STUDIES
PHILOSOPHY
PHILOSOPHY, POLITICS & ECONOMICS
PHILOSOPHY, POLITICS & LAW
RELIGION
RUSSIAN
SPANISH
UNDECLARED HUMANITIES

Natural Sciences Majors

APPLIED & COMPUTATIONAL MATHEMATICS
ASTRONOMY
BIOCHEMISTRY
BIOLOGICAL SCIENCES
BIOLOGICAL SCIENCES (BIOTECHNOLOGY)
BIOLOGICAL SCIENCES (ECOLOGY, EVOLUTION & ENVIRONMENT)
BIOLOGICAL SCIENCES (MARINE BIOLOGY)
BIOLOGICAL SCIENCES (MOLECULAR, CELLULAR & DEVELOPMENTAL BIOLOGY)

CHEMISTRY
CHEMISTRY (CHEMICAL BIOLOGY)
CHEMISTRY (CHEMICAL NANOSCIENCE)
CHEMISTRY (RESEARCH)
COMPUTATIONAL NEUROSCIENCE
DATA SCIENCE
EARTH SCIENCES
ENVIRONMENTAL SCIENCE & HEALTH
ENVIRONMENTAL STUDIES

GEOLOGICAL SCIENCES
HUMAN BIOLOGY
MATHEMATICS
NEUROSCIENCE
PHYSICAL SCIENCES
PHYSICS
PHYSICS
PHYSICS COMPUTER SCIENCE
QUANTITATIVE BIOLOGY
UNDECLARED NATURAL SCIENCES

Social Sciences Majors

ANTHROPOLOGY
ARCHAEOLOGY & HERITAGE STUDIES
BEHAVIORAL ECONOMICS & PSYCHOLOGY
COGNITIVE SCIENCE
COMPUTATIONAL LINGUISTICS
ECONOMICS
ECONOMICS & DATA SCIENCE
ECONOMICS/MATHEMATICS
GEODESIGN
GLOBAL GEODESIGN
GLOBAL STUDIES

HEALTH & HUMAN SCIENCES
HISTORY
HUMAN SECURITY & GEOSPATIAL INTELLIGENCE
INTELLIGENCE & CYBER OPERATIONS
INTERNATIONAL RELATIONS (GLOBAL BUSINESS)
INTERNATIONAL RELATIONS & THE GLOBAL ECONOMY
LAW, HISTORY & CULTURE
LINGUISTICS
LINGUISTICS & COGNITIVE SCIENCE
LINGUISTICS & EAST ASIAN LANGUAGES & CULTURES
LINGUISTICS & PHILOSOPHY

MIDDLE EAST STUDIES
NON-GOVERNMENTAL ORGANIZATIONS & SOCIAL CHANGE
POLITICAL ECONOMY
POLITICAL SCIENCE
PSYCHOLOGY
SOCIAL SCIENCES: EMPHASIS IN ECONOMICS
SOCIAL SCIENCES: EMPHASIS IN PSYCHOLOGY
SOCIAL SCIENCES: EMPHASIS IN PSYCHOLOGY
UNDECLARED SOCIAL SCIENCES
VISUAL ANTHROPOLOGY



PRE-REGISTRATION ADVISING

During **mandatory Pre-Registration Advising** with advisors **Weeks 7-13**, students reflect on their progress and identify classes and goals for next semester. Completion of this session is **REQUIRED before registration for the next term**. Here's how to prepare:

Check STARS report

- Is all transfer credit listed?
- Is major correct?

Review sample course plan

- What courses come next?
- Is there elective space?

List courses & questions

 Identify courses you want to take and questions to ask your advisor

View registration restrictions

 Log into MyUSC then view in Web Registration or OASIS

Know permit to register date

 Log into MyUSC then view in Web Registration or OASIS

Complete advising appointment before registration date

 Follow advisor's directions to schedule and attend advisement





CLICK FOR MORE INFO

FYA offers
a series of programs
exclusive to
Dornsife
freshmen
that supplements
advisement
and provides
opportunities for
students to connect



with each other and

the university.

Kickoff Social!

First-Year Advising

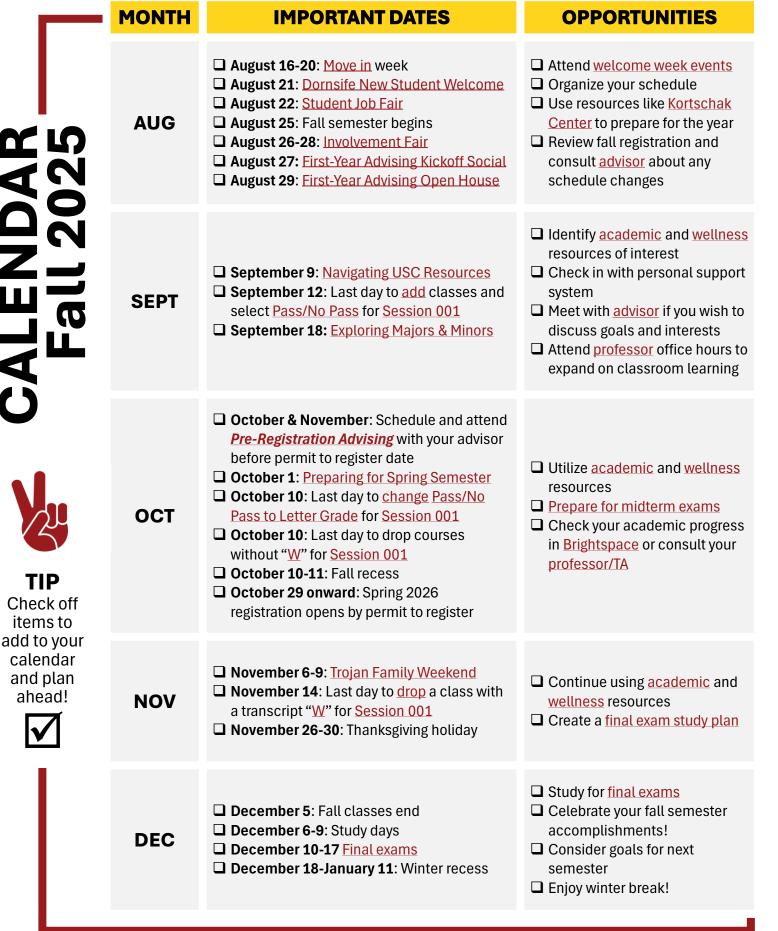
Check off

items to

calendar

and plan

ahead!



RESOURCES



ACADEMIC SUPPORT

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

Economics Tutoring Center: Free peer tutoring for ECON 203, 205, 303, 305, & 318.

https://dornsife.usc.edu/econ/tutoring-center

Kortschak Center for Learning & Creativity: Shares strategies for organization, studying, and other learning topics. https://kortschakcenter.usc.edu

Math Center: Teaching and Math Center assistants offer drop-in support for all Math courses both in person and online. https://dornsife.usc.edu/mathcenter

Supplemental Instruction (SI): Academic assistance for ECON 317, MATH 126, MATH 226, PSYC 274 and specific science courses via small, collaborative groups. https://dornsife.usc.edu/supplemental-instruction

Writing Center: Through individual consultation, this 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

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 dedicated professors and first-year peers. https://dornsife.usc.edu/undergrad-programs/fsem

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

Office of Academic Records & Registration:

Provides services including registration, transcripts, petitions, and transfer credit evaluations. https://arr.usc.edu

Schedule of Classes: Resource for viewing a semester's course availability, important deadlines, and related policies. https://classes.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): 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 provide tailored support for Dornsife students.

https://sites.usc.edu/counselingandmentalhealth/services/embedded-counselors

Mindful USC: Offers mindfulness-related classes, programming and events designed to foster growth, health, compassion, and connection. https://mindful.usc.edu

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

Office of Student Accessibility Services (OSAS): Ensures equal access for students with disabilities in compliance with state and federal law. https://osas.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: For students experiencing food, housing or financial insecurity. https://studentbasicneeds.usc.edu

Student Health: Offers health services 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/tc4t

USC Report & Response: Where students can make a report – anonymously, if preferred – of an incident they have witnessed or experienced that violates campus policies or values. https://report.usc.edu/

MORE RESOURCES

EXPERIENTIAL LEARNING

Maymesters: Opportunities for off-campus domestic and international learning typically offered May through June. https://dornsife.usc.edu/flp/home/programs-and-resources/maymester

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/exl/surf-shure https://dornsife.usc.edu/exl/soar

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

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: 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. https://itservices.usc.edu/linkedin-learning

PRE-PROFESSIONAL ADVISING

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

Pre-Law Advising: Pre-law advisors host events and meet with students to help with the law school application process. https://dornsife.usc.edu/careerpathways/pre-law

Pre-Graduate School Advising: Pre-grad advisors host information sessions and assist with all graduate school application components. https://dornsife.usc.edu/careerpathways/grad-school-advising

STUDENT COMMUNITIES

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

First-Generation+ Success Center: Those first in their family to attend college bring valuable strengths to USC. This center supports their journey through mentorship, academic and career resources, community-building events, and a welcoming space to thrive. https://firstgenplussc.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

LGBTQ+ Center: Welcomes students from across the gender and sexuality identity spectra to provide support, education, advocacy, and connection with the 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

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

Scholarship Universe: A scholarship matching tool that identifies scholarships based on your profile. https://usc.scholarshipuniverse.com/public/home

For more university scholarships and fellowships visit https://awardsdatabase.usc.edu/app.

TROJAN TERMS

ACADEMIC ADVISING

Process by which students
– in partnership with
academic advisors – pursue
goals, navigate academics,
and engage with the
campus community.

ADVISE USC

Accessible through MyUSC, Advise USC is where advisors and advisees schedule appointments, create course plans, generate referrals, and share support case queries.

BRIGHTSPACE

Online course management system available through MyUSC 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. Details are listed in a course's description in Web Registration, Schedule of Classes, and Catalogue.

COURSE PLAN

Plan of courses and other academic activities coauthored with an academic advisor. Course Plans are created in Advise USC.

CURRICULUM

Courses required to complete a program of study. View details in a program's listing within the Catalogue.

D-CLEARANCE

Classes with 5-digit section numbers ending in "D" require permission to enroll. Details are available on a department's Schedule of Classes listing. Compare with R-clearance.

ELECTIVE

Courses numbered 100-499 that explore student interests. Dornsife Electives count toward the Dornsife unit requirement. Electives outside Dornsife may count toward the 128unit Degree requirement.

FERPA

Federal Family Education Rights and Privacy Act governing student record privacy and access. USC will not release personally identifiable information without student consent.

FULL-TIME

An undergraduate student enrolled in 12 or more semester units.

MANDATORY ADVISING

Required advising appointment with your academic advisor that must be completed before 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 requiring fewer courses than a major but must be completed alongside a major. Minor programs will be listed in official transcripts and 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), and permit to register.

PART-TIME

An undergraduate student enrolled in fewer than 12 semester units.

PERMIT TO REGISTER

Date and time when eligible students begin class registration. Listed on MyUSC > OASIS and MyUSC > Web Registration. Permits are 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 or Web Registration for restrictions (holds).

STARS REPORT

Detailed list of degree requirements that have been completed and/or not yet fulfilled. Viewable in MyUSC > OASIS.

SYLLABUS

Instructor's outline of a course's deadlines, assignments, grading scale, and other important details.

TRANSFER CREDIT REPORT

List of credits awarded for transfer college courses and exams (AP, A-level, IB, etc.) viewable in MyUSC > OASIS.

FIRST-YEAR CORNER





FIRST YEAR ROADMAP







