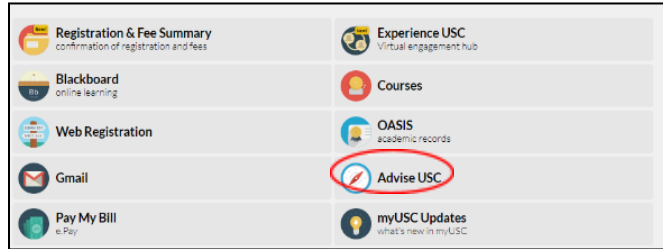


HOW TO USE ADVISE USC

Log into myUSC: <https://my.usc.edu/>

Under “Services,” choose “Advise USC” (the compass icon).



To View Your Advisor:

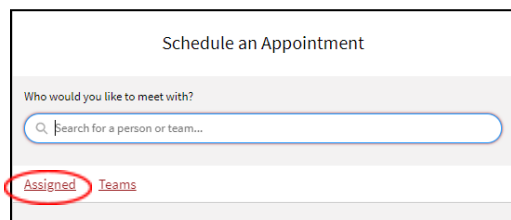
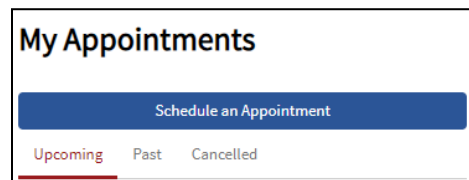
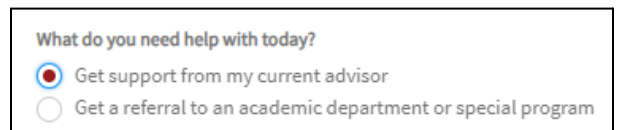
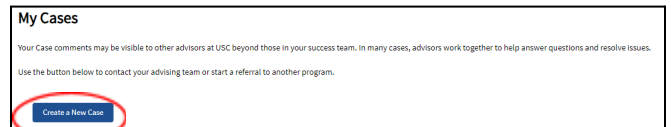
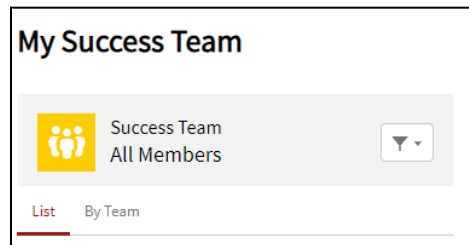
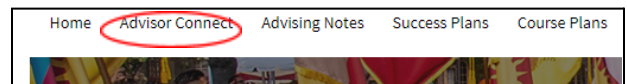
On the bottom right side of the home page, you can find your assigned advisor under “My Success Teams” The advising team will continue to undergo changes this semester so please check Advise USC for your current advisor.

To Contact Your Advisor:

To ask your advisor a question, click on “Advisor Connect” on the top of the home page. Then click “Create a New Case” and choose “Get support from my current advisor.” If you already have an open support case, please use the Chatter function to submit a follow-up question.

To Schedule an Appointment with Your Advisor:

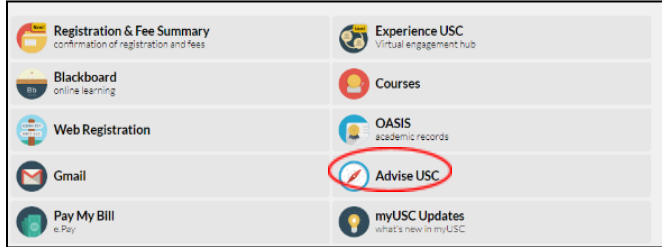
On the right side of the home page, go to “My Appointments” and click “Schedule an Appointment.” Then click “Assigned” to choose who to schedule an appointment with (if you have multiple majors and/or minors, you will have more than one advisor listed). Please make sure to include your reason for meeting in the “Comments” section.



HOW TO USE ADVISE USC FOR NON-ECON MAJORS

Log into myUSC: <https://my.usc.edu/>

Under “Services,” choose “Advise USC” (the compass icon).



To Get a Referral to an Advisor:

On the top left side of the Advisor Connect page, you can click “Create a New Case” and choose “Get a referral to an academic department or special program”. From here you will be prompted to select a department. Select “Economics” and choose from the drop down your specific referral reason. Then click next, where you will receive confirmation that “The referral has been successfully created”.

To Contact Your Advisor:

Once the referral has been created, you will see confirmation on the Advisor Connect page with a Case Number. You can utilize this number to make changes, cancel, and review the status of your request. Please allow at least two business days for a response to these requests with an advisor assignment.

To Schedule an Appointment with Your Advisor:

Once an advisor is assigned, go to the right side of the home page, find the “My Appointments” tab and click “Schedule an Appointment.” Then click “Assigned” to choose the economics advisor you were assigned for your case. Please make sure to include your reason for meeting in the “Comments” section.

