

Advise USC step-by-step instruction guide

This document is created to be shared with students who would be using Advise USC and can serve as a step-by-step guide that helps them find their advisor, schedule appointments, create a course plan, and view announcements.

1. Find your advisor

To find your advisor, first, we go to the home page.

USC Search... Search Eric Freeman

Home Advisor Connect Advising Notes Success Plans Course Plans

Hello, Eric!
Welcome to Advise USC.

My Tasks
Future 5
Completed 7

My Appointments
Schedule an Appointment
Upcoming Past Cancelled

Recent Announcements

Announcement Title	Type	Start Date
Kathryn's Limited Availability July 3-7	Advisor Availability	6/7/2023
Mock Interviews with Kathryn	Career	6/26/2023
New Student Welcome Dinner	Social Event	6/26/2023
Welcome!	New Student	6/8/2023

View All

Scroll down

SCHEDULED APPOINTMENT
Academic Performance
TUESDAY, JUNE 27, 2023
4:00 PM to 4:45 PM
Kathryn McCormick
ZOOM
Please wait in waiting room
Add Comments Reschedule or Cancel
Join Web Meeting

Once we scroll down, Under the “My Appointments” section, we can see the “My Success Team” section with the advisors or advising team listed on the right side of the page.

My Success Team

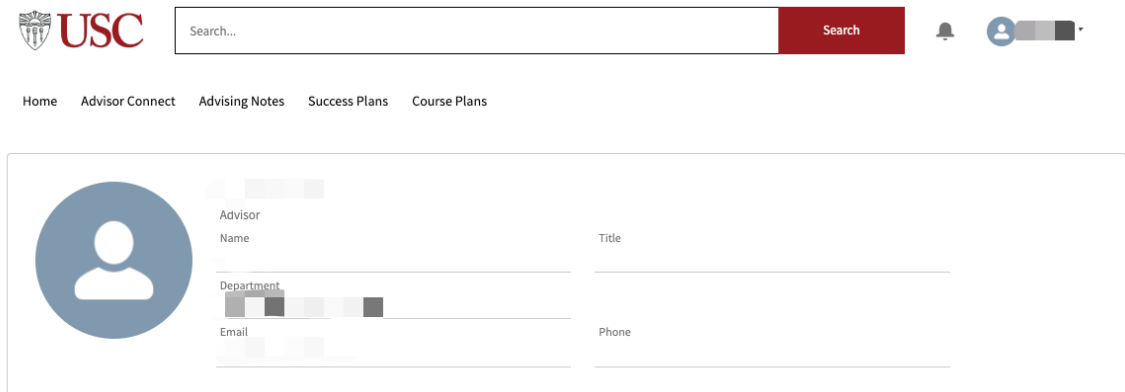
Success Team All Members

List

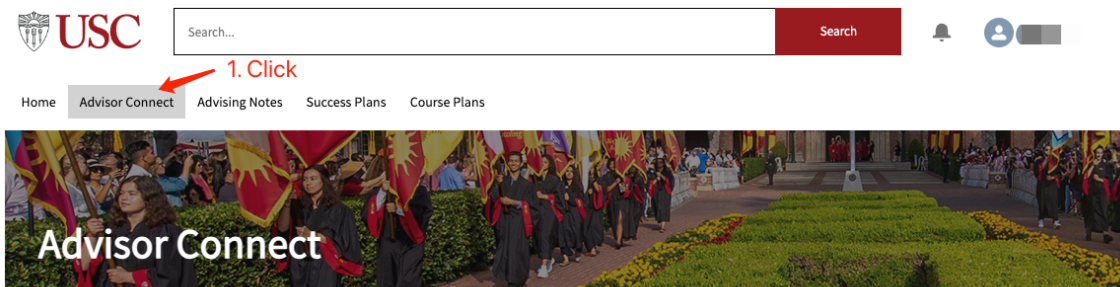
Click

Kathryn McCormick
GRADUATE ADVISOR | SCHOOL OF MUSIC
Academic Advisor

Students can click the advisor's name to access more information such as the advisor's title and contact information.



The second way to find your advisor is to go to the "Advisor connect" tab at the top, and you will find Success Team here as well.



My Cases

Your Case comments may be visible to other advisors at USC beyond those in your success team. In many cases, advisors work together to help answer questions and resolve issues.


Use the button below to contact your advising team or start a referral to another program.

Create a New Case

My Appointments

Schedule an Appointment

Upcoming Past Cancelled




No appointments to show.


Something on your mind? Schedule an appointment to speak with someone.

2. Advisor information

Success Team

 Success Team
All Members

List

 Graduate Advisor

2. Schedule Appointments

The first way to schedule an appointment with the advisor is to go to the home page, and we can click on “Schedule an Appointment”.

USC

Search...

Search

Home Advisor Connect Advising Notes Success Plans Course Plans

Hello, Alan!
Welcome to Advise USC.

Click to schedule an appointment

My Tasks

You're all caught up
No Tasks.

My Appointments

Schedule an Appointment

Upcoming Past Cancelled

No appointments to show.
Something on your mind? Schedule an appointment to speak with someone.

Then, you will see all the advisors that are assigned to you. We can choose or search for advisors to make an appointment.

Welcome to Advise USC

My Tasks

Recent Announcements

RECENT ANNOUNCEMENTS

Announcement Title

Kathryn's Limited Availability July 3-7

Schedule an Appointment

Who would you like to meet with?

Search for a person or team...

Recent Assigned Teams

Kathryn McCormick

→

SCHEDULED APPOINTMENT

Academic Performance

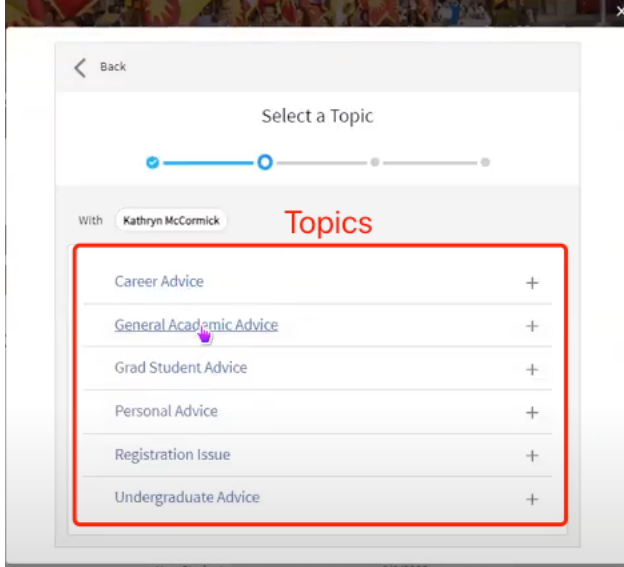
WEDNESDAY, JUNE 27, 2023

10:00 PM to 4:45 PM

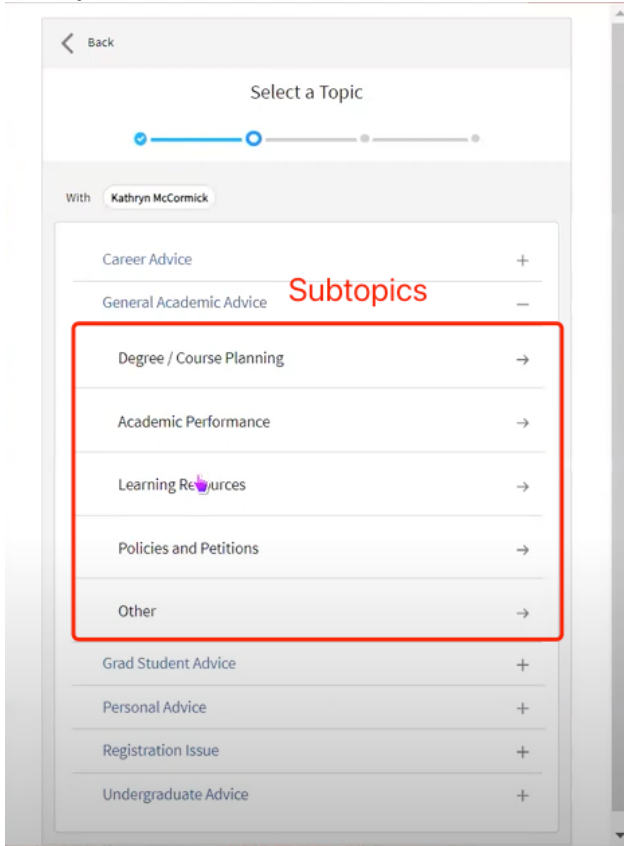
Kathryn McCormick

After this, we can select the topic and subtopic that we want to discuss with the advisor.

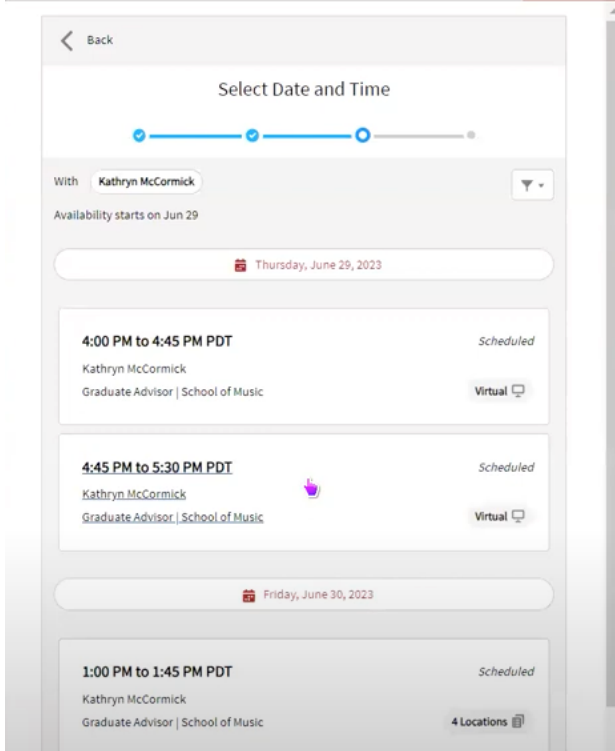
Topics



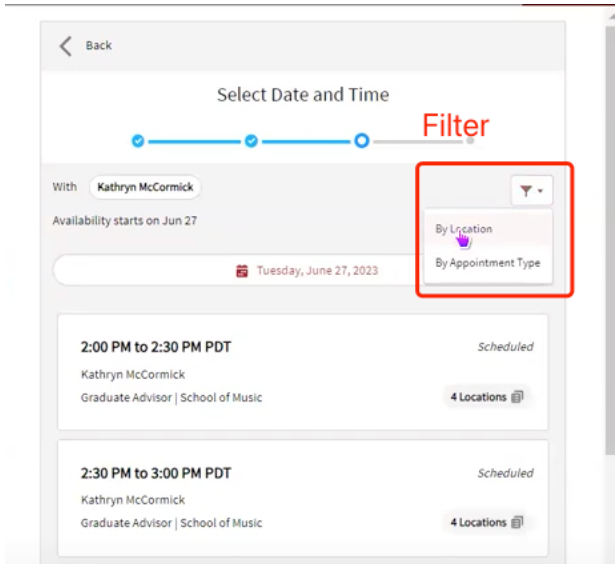
Subtopics



From here, we can select the time we want to meet based on the advisor's schedule.



You can also filter advisor's availabilities based on Location or Appointment Type.



Next, Pick the time slot you want and add the comments as well as select the location for the meeting.

Confirm Appointment

Academic Performance **Scheduled** With Kathryn McCormick
Graduate Advisor | School of Music

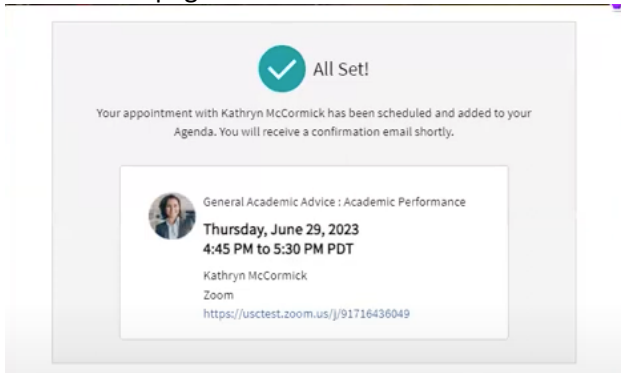
Thursday, June 29, 2023
4:45 PM to 5:30 PM PDT

Comments
What would you like to talk about?
Enter a comment...

Location Select a location

Zoom **Schedule Virtual Appointment**

Then we will have the appointment scheduled. You can also check your scheduled appointment on the main page or in the "Advisor Connect" tab.



My Appointments

Schedule an Appointment

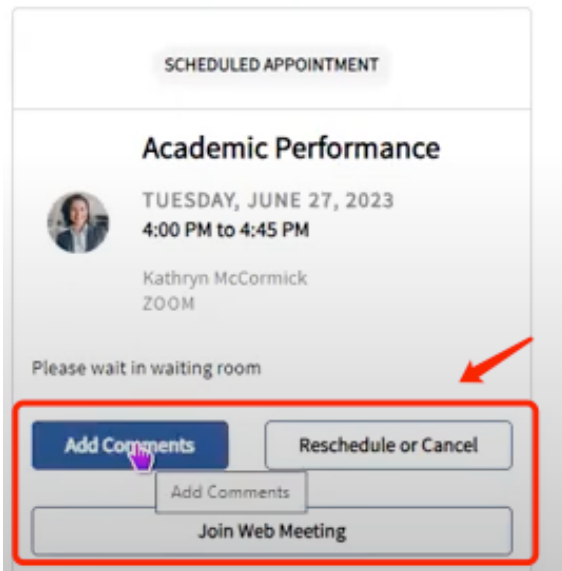
Upcoming Past Cancelled

SCHEDULED APPOINTMENT

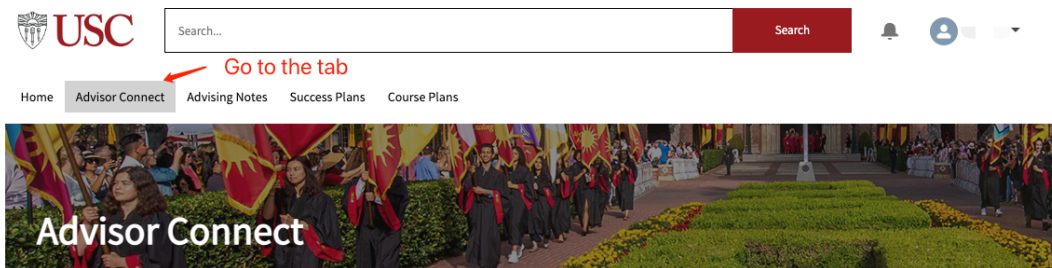
Health and Wellness
TUESDAY, JUNE 27, 2023
2:30 PM to 3:00 PM
Kathryn McCormick
MY OFFICE
MAIN
BRYCE HALL 125

Add Comments Reschedule or Cancel

If you want to reschedule or cancel the meeting, go to the main page. It is also the place where you can add comments or join the virtual meeting.



The second way to schedule an appointment is to go to the “Advisor Connect” tab, click on the “Schedule an Appointment” button, and follow the steps above.



My Cases

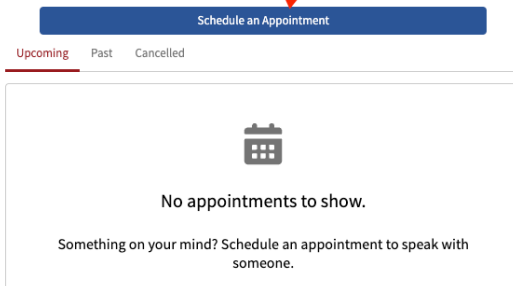
Your Case comments may be visible to other advisors at USC beyond those in your success team. In many cases, advisors work together to help answer questions and resolve issues.

Use the button below to contact your advising team or start a referral to another program.

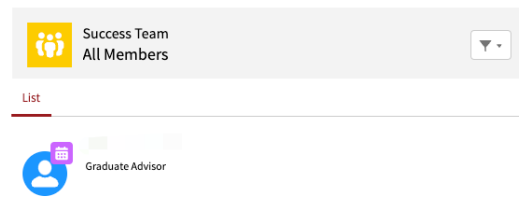
Create a New Case

Schedule the meeting

My Appointments

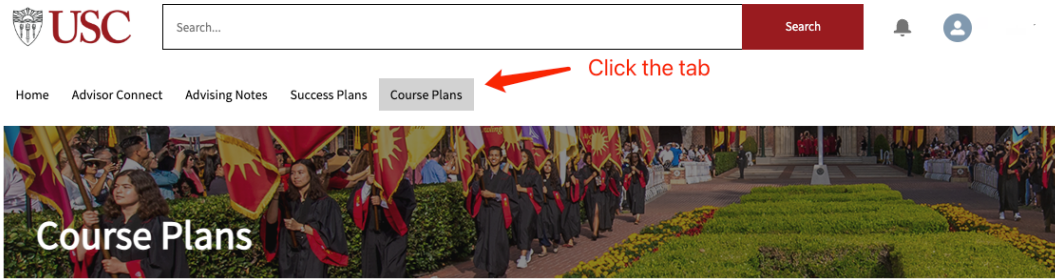


Success Team

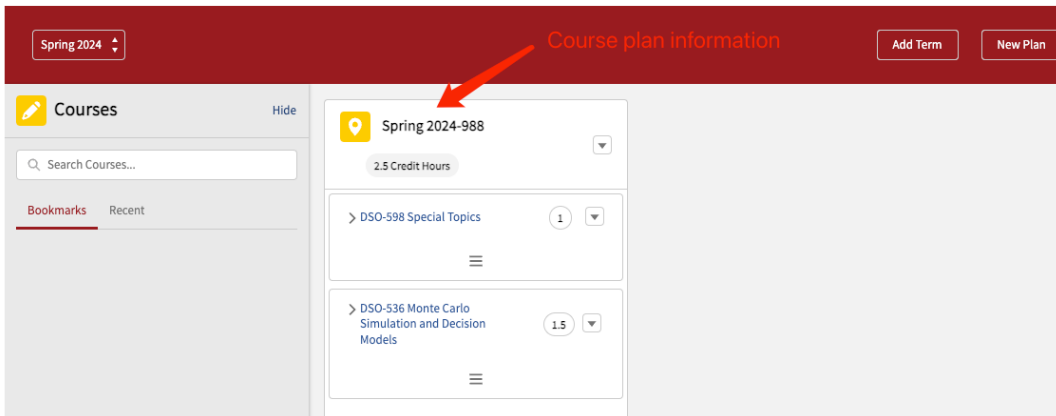


3. Create a course plan

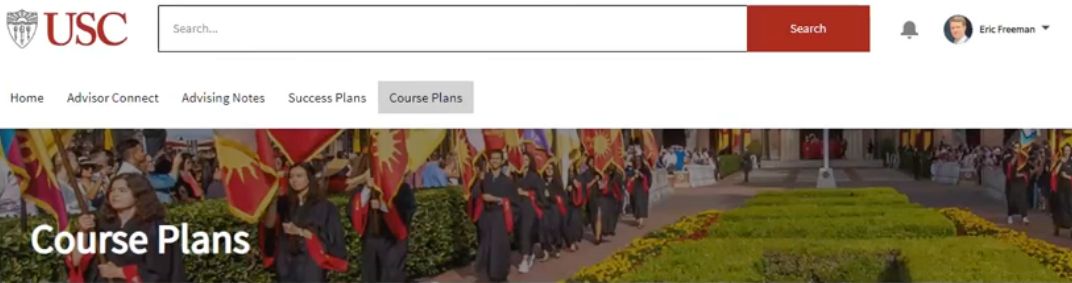
To access your course plan, simply find the “Course Plans” tab at the top of the main page.



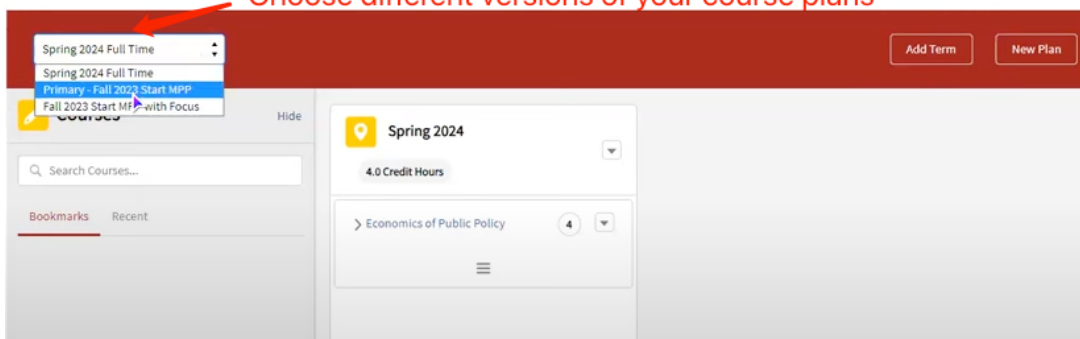
The course planning component is not currently optimized for mobile displays. We recommend using this module on a tablet, laptop, or desktop device.



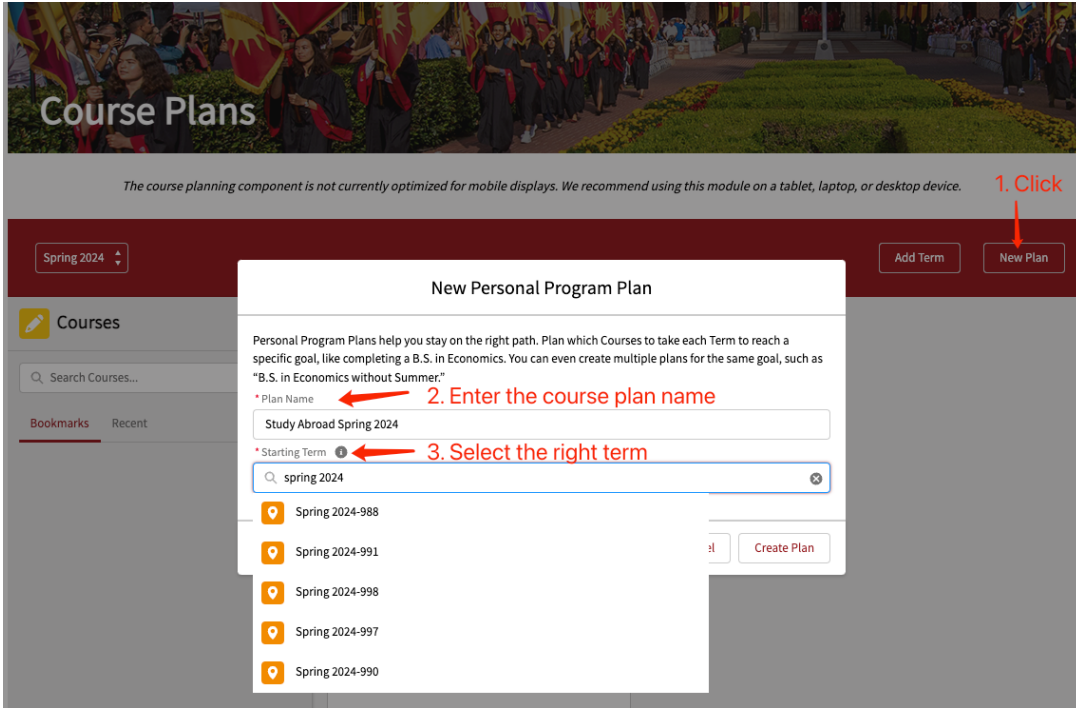
At the left middle corner, we will see a drop-down where we can select different versions of course plans. If you have talked to your advisor, they will have a course plan starting with “Primary” created for you.



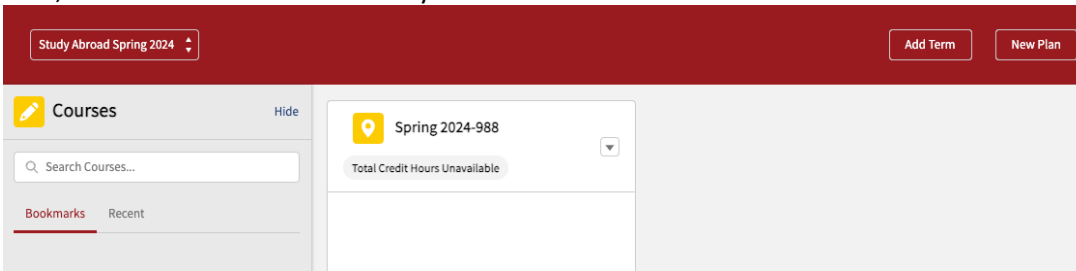
The course planning component is not currently optimized for mobile displays. We recommend using this module on a tablet, laptop, or desktop device.



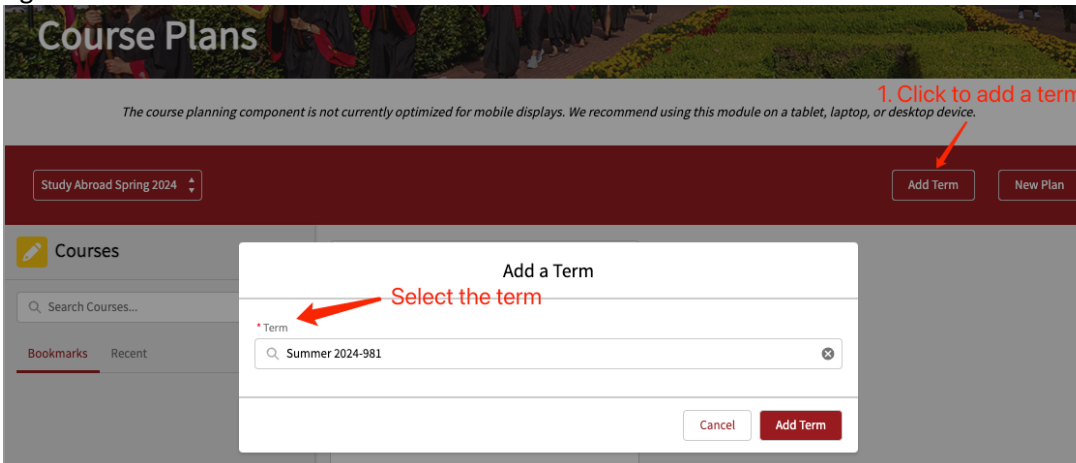
To create a new plan, go to “New Plan” and enter the name and starting semester for the course plan. Please make sure the naming makes sense to your advisor.

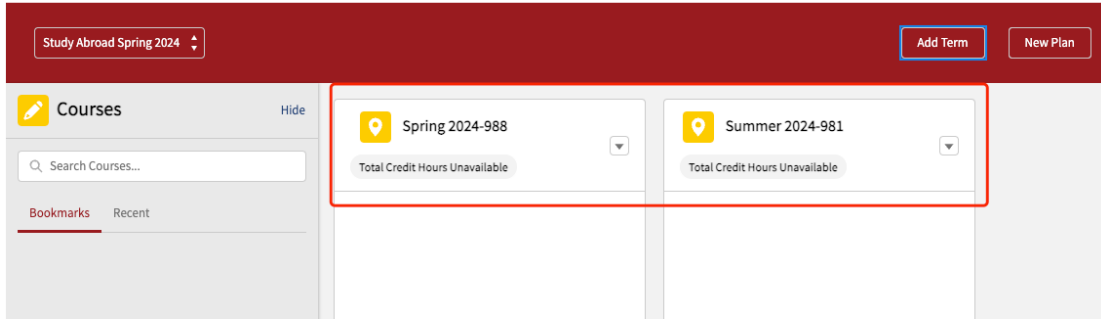


Now, we will have a new draft ready.

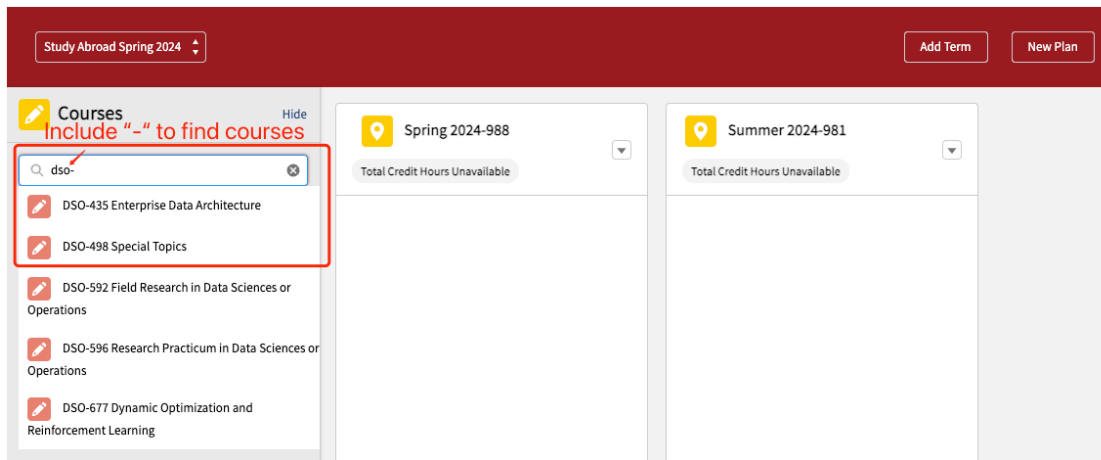


We can also add new terms to the existing course plan by choosing “Add Term” and selecting the right term.

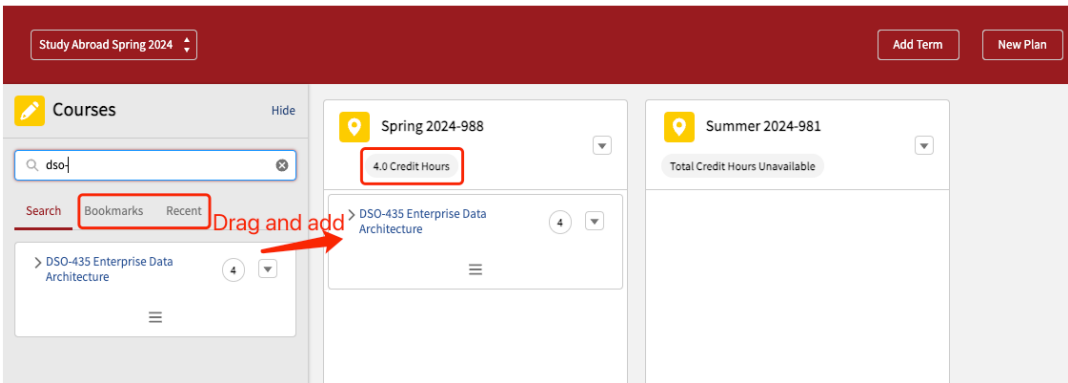




To add the courses, first, we go to the search box on the left side. Please remember to add the “-” sign after the department code to find all affiliated courses. You can also enter the course name to find it directly.



To add a course to your plan, simply drag and add the course to the respective term. Note that we can also bookmark favorite courses and access the recent views. Below each term, we can check how many credits we have selected for each term. Note that all changes are auto saved.



4. View Announcements

To view an announcement, we can go to the home page of Advise USC, and go to the announcements under the “Recent Announcements” section.

USC Search... Search

Home Advisor Connect Advising Notes Success Plans Course Plans

Hello, Welcome to Advise USC.

My Tasks

You're all caught up
No Tasks.

Recent Announcements

RECENT ANNOUNCEMENTS

Announcement Title	Type	Start Date
Meet Your New Academic Advising Platform	Advising	11/14/2023

View All

My Appointments

Schedule an Appointment

Upcoming Past Cancelled

No appointments to show.
Something on your mind? Schedule an appointment to speak with someone.

My Success Team

Success Team All Members

Then, we can read more information on the announcement page. Video tutorials are also available on the Advise USC announcement page.

USC Search... Search

Home Advisor Connect Advising Notes Success Plans Course Plans

Announcement

Students are not allowed to up

Files (0)

Upload

Or drop

Announcement Title: Meet Your New Academic Advising Platform
Type: Advising
Start Date: 11/14/2023
End Date: 1/12/2024

Description

Advise USC is now live for undergraduate students and most graduate students across the university! You can utilize the platform to collaborate with your advisor in a variety of ways:

- Identify assigned advisors on your success team
- Find and make advising appointments in a few clicks
- Easily communicate about your academic progress and plans
- Track and manage tasks and success plans assigned to you
- Submit a support case to request advisor assistance
- Review announcements relevant to you
- Design and share course plans
- And more...

Watch these videos to explore the platform's functionality:

- Advise USC Student Portal Overview
- Scheduling Appointments
- Creating a Course Plan

Video instruction of Advise USC

Advise USC is new to you and your academic advisor. We appreciate your understanding as we all learn to navigate the platform. We know we're launching Advise USC at a very busy time of year with spring registration in progress, and holidays and exams on the horizon. Please treat the next few weeks as a *soft launch*. You may see changes to the advisors on your success team as we make adjustments in the system. Your advisors will begin to ramp up their usage of Advise USC and hold additional appointment availability at the start of the spring semester.

In the coming months, Advise USC will expand to more students, advisors, academic programs, and support offices. As we continue to develop this advising tool, check back for additional functionality. We look forward to your **feedback and suggestions**.