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SOME GENERAL GUIDELINES FOR ADVISEMENT

1. Talk some with the student about his/her academic goals. Stress the **student's responsibility** for his/her academic success.
2. Ask student if they plan to attend full-time (12+ hours) or part-time. Remind them that this affects financial aid status (and may also affect insurance coverage, as many are covered on their parents' policy only if they are enrolled full-time). **Warn them of the dangers of changing their course schedules without discussing it first with you.** If they drop a course and fall below full-time enrollment status, they may owe reimbursement if they have received federal financial aid. Part-time students may also find that if they drop and add courses, they owe additional tuition to USCL.
3. Remind students of the **two-tier tuition rate**. Students with 75 or more credit hours pay a higher tuition rate (established by USC Columbia), based on the presumption that they are pursuing a baccalaureate degree by this point. (The higher rate is still lower than the rate paid by students at USC Columbia.)
4. **Ask students if they have LIFE Scholarship.** Under the stipulations of this program, to remain eligible a student must complete 30 credit hours in a year (i.e., by the end of summer) and maintain a 3.0 GPA. Most of our LIFE students choose to enroll in at least 15 hours per semester so they do not have to "catch up" in summer school.
5. **CHECK THE STUDENT'S PLACEMENT TEST SCORES.** This may be done by using "LOOKSCOR" on the IMS system, or you can call the Office of Academic Affairs (6-7101). **Students taking MATH who have not taken a placement test MUST be placed in MATH 111I.** Students taking a foreign language who have not taken a placement test MUST be enrolled in the 109 course (SPAN or FREN). In most cases, students should be urged to take the placement tests which are given on the first day of classes each semester if they have not taken them during the orientation process. **STUDENTS PLACED IN THE INCORRECT COURSES WILL BE DROPPED FROM THE CLASSES.**
6. Once you have determined a student's major (or intended major), look at the program of study which is available on the USC web page. (Curricula for USCL's associate degree programs are also online at <http://usclancaster.sc.edu/admissions/degrees.htm>.) In most instances, courses taken for the baccalaureate will meet requirements for the associate's degree.

Many of our students plan to major in fields that fall under USC's College of Arts & Sciences. Specific guidelines for the General Education courses for these majors may be found online at <http://www.cas.sc.edu/ugrad/>.

Please note that GEOG 201 (Landform Geography) and GEOG 202 (Weather and Climate) may be used to meet the natural science requirement in the USC College of Arts and Sciences **for Bachelor of Arts degrees only**.

Similar guidelines may be found on the various college homepages or in the most recent edition of the USC BULLETIN (<http://www.sc.edu/bulletin/ugrad/index.html>).

Students planning to complete their baccalaureate degrees at institutions other than USC are advised to check with the appropriate officials on those campuses to determine degree requirements and transferability of USC courses.

USC provides assistance for academic advisors at <http://www.sc.edu/academicadvisors/>.

For information specific to USCL, see <http://usclancaster.sc.edu/faculty/advisement/resources.htm>.

7. Some students transfer in with credit from other colleges. USC Columbia makes all decisions regarding equivalency of courses, but an advisor can use his or her best judgment in looking at a transcript and avoiding course duplication. (Courses taken more than once affect a student's GPA but can only be counted once for purposes of awarding a degree.) For students transferring in from a technical college, a list of transferable courses is available online at <http://www.sc.edu/admissions/credittrans.php>. Be sure also to ask students if they were awarded any AP or concurrent college credit while in high school.
8. Be sure to check for course pre-requisites prior to enrolling a student in a course. Also remember that ALL USC students must pass ENGL 101 and 102 with a grade of "C" or better in order to earn a degree.
9. Before a student applies for his/her associate's degree, ask about future educational plans. If a student intends to remain at USCL for an additional semester or two, it may be in his/her best interest NOT to receive the associate's degree yet, as some types of financial aid are no longer available after a student has earned this degree. **It is advisable to have the student talk with the Financial Aid Office to determine the best course of action in regards to eligibility for continued financial aid.**
10. Students planning to transfer to institutions other than USC should be instructed to contact that institution and make sure that coursework taken at USCL will be accepted and to determine course/requirement equivalencies. This is the student's responsibility.
11. If you have any questions regarding advisement, contact the Admissions and Records Office (6-7073) or the Office of Academic & Student Affairs (6-7101).