

GENERAL GUIDELINES FOR ACADEMIC 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 dropping a class without discussing it first with you** and with the financial aid office. (Grades of "W" do not affect GPA, but do affect "success rate" and may impact financial aid eligibility.) If they drop a course and fall below full-time enrollment status, they may owe reimbursement if they have received federal financial aid.
3. One more thing about dropping and adding. If a student is enrolled full-time and drops or adds a course, there is no change to the student's bill. (A student can't pay more than full-time tuition unless he/she is taking courses at more than one campus – very rare.)

HOWEVER, dropping and adding classes may profoundly impact the bill for part-time students. A student who enrolls part-time pays for those individual classes. If he/she drops one and adds another, the student would have to pay for the added class – provided that the total amount for the semester does not exceed full-time tuition.

4. 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.) USCL rates are found online at <http://usclancaster.sc.edu/busoffic/tuition.htm>.
5. 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.
6. **CHECK THE STUDENT'S PLACEMENT TEST SCORES.** This may be done by using Self-Service Carolina (SSC).
 - a) Log into SSC using your VIP ID and password.
 - b) Click on "Faculty Services."
 - c) Click on "Student Information Menu."
 - d) If you don't know the student's Banner ID number (you won't), click on "ID Selection."
 - e) Select the proper term (I don't know why – just do it) and submit.
 - f) You may enter the student's VIP number or (more simply), the last name and first name. Click "submit."
 - g) Make sure that the student is the correct one. (There are many students with common names at USC. Don't assume that the first "Mary Smith" you see is the right one.) Click "submit" again.
 - h) Click "View Test Scores." Here you should see any test scores – SAT, ACT, USC Placement tests, etc. – that the student has taken.

- i) The Foreign Language test will give you a score (S1, S2, etc.). To determine what course a student is eligible to take, see <http://usclancaster.sc.edu/academics/advisement/ForeignLanguageAdvising.pdf>.
 - j) Students who have NOT taken a placement test MUST be enrolled in the lowest-level class available (e.g., FREN 109, SPAN 109, ITAL 121). Students enrolling in the incorrect courses will be dropped. (Or it may be that SSC won't even let them enroll.)
 - k) For the MATH placement test, you will see a raw score – just a plain old number. This is the number of questions that the student answered correctly on the test (either the algebra or the precalculus test).
 - l) After determining the student's raw score, view "Student Placement for MATH" at <http://usclancaster.sc.edu/academics/advisement/MathPlacement2014.pdf> to determine the appropriate MATH course(s) for which the student is eligible.
 - m) **STUDENTS WHO HAVE NOT TAKEN THE MATH PLACEMENT TEST ARE NOT ELIGIBLE TO ENROLL IN ANY MATH COURSE.** Students who have taken the test but who do not qualify for an entry-level MATH course (e.g., MATH 111i or MATH 115) but who require MATH for their major, should be encouraged to enroll in RCAM 105. This course will count for elective credit towards the student's associate degree but may not apply as credit towards the baccalaureate.
7. 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>.) Students are bound by the curriculum in place at the time they first enroll at USC, but may opt to graduate under a later curriculum. If you have questions about the appropriate curriculum, please call the Office of Academic & Student Affairs.

The most recent edition of the USC BULLETIN (<http://bulletin.sc.edu/>) offers all information for those students planning to complete their baccalaureate degrees at USC Columbia. Specifically, if you refer to the programs A-Z link (<http://bulletin.sc.edu/content.php?catoid=73&navoid=8610>) allows you to see individual programs of study with curriculum guides.

For those 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.

8. 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 reviewing a transcript and avoiding duplication. (Courses taken more than once affect GPA but can only be counted once for purposes of awarding a degree.) For students transferring in from a technical college, a list of comparable courses is available online at <http://sc.edu/admissions/admissionspdfs/creditransfers.pdf>. Be sure also to ask students if they were awarded any AP or concurrent college credit while in high school.
9. Under USC's "Grade Forgiveness Policy," every currently enrolled fully-admitted, degree-seeking undergraduate earning a "D+", "D", "F" or "WF" in a USC course may take up to two (2) undergraduate courses for a second time for the purpose of grade forgiveness.

10. Both the first and second grades shall appear on the USC permanent record, but only the second grade will be used in computing the University of South Carolina cumulative grade point average. Additional information on this and other GPA-related policies may be found online at <http://www.sa.sc.edu/ssc/resources/gpgrades/>.
11. Be sure to check for course pre-requisites prior to enrolling a student in a course. In theory, Self-Service Carolina will not allow a student to register into a course for which he/she does not meet the pre-requisites, but as we know, the system is far from perfect.
12. Also remember that ALL USC students must pass ENGL 101 and 102 with a grade of “C” or better in order to earn any USC degree (associate’s or baccalaureate). (Students must also complete ENGL 101 and 102 before attempting any 200-level ENGL course, and must complete that before attempting any 300- or 400-level ENGL course. It all gets rather confusing, doesn’t it?)
13. Review the student’s “Academic Transcript” to determine what courses have already been completed. This is found on SSC under “Student Information Menu.”
14. To see available classes, click “Look Up Classes – Student View” under the “Faculty Services” tab.
 - a) Select the appropriate term.
 - b) Select the “Lancaster” campus.
 - c) Select the discipline and click “course search.”
 - d) Find the appropriate class and click “View Sections.”

You will see what courses are available, the Course Registration Number (CRN), and the number of seats still available in that particular course or section (“Rem,” which stands for “remaining”).

15. **The Carolina Core.** USCL’s degree worksheets are now framed in terms of the Carolina Core – courses approved to meet certain specific outcomes within the University’s general education requirements. To determine if a particular course has been approved to meet a specific outcome, go to <http://www.sc.edu/carolinacore/>.
 - a) On the left hand side of the screen, click “Carolina Core Courses.”
 - b) You may select a specific discipline (e.g., “BIOL”) and you will see below a list of all BIOL courses which have been approved to meet any learning outcome.
 - c) You may select a specific outcome (e.g. “GHS”) and below you will see a list of all USC courses which have been approved to meet that particular learning outcome.
 - d) Remember that there are a few courses (e.g. MATH 111, 111i, 115) which we will accept for the associate’s degree outcomes, but which do not meet the Carolina Core outcomes for a baccalaureate degree.

If you have questions about a particular course or learning outcome, as always, call the Office of Academic & Student Affairs.

16. I STRONGLY RECOMMEND filling out an advisement form for each student and retaining a copy for your records. A PDF version of the advisement form is available online at <http://usclancaster.sc.edu/admissions/AdvisementForm.pdf>.

(NOTE: I have had no success opening this using Google Chrome or Firefox, but it seems to work fine with Internet Explorer. Go figure.) It is also available on the shared "S" drive under "Advisement Fall 2013 (Banner SSC)."

17. Once advisement is complete, you will need to remove the student's advisement hold. On SSC, under "Student Information Menu," click "Remove Advisement Hold" and then click "Delete." MAKE SURE YOU ARE REMOVING THE HOLD FOR THE APPROPRIATE ACADEMIC SEMESTER.
18. After you have finished advisement, encourage the student to go IMMEDIATELY to a computer and register himself/herself into the courses using SSC. Classes fill up quickly and there are no guarantees that seats will remain available.
19. If you have any questions regarding advisement, contact the Admissions and Records Office (6-7073) or the Office of Academic & Student Affairs (6-7101).

