

# Academic Advising Syllabus

**Location:** Jill and Frank Fertitta Hall– JFF 201

**Email:** [undergrad.advising@marshall.usc.edu](mailto:undergrad.advising@marshall.usc.edu) • **Phone:** (213) 740-0690

**Website:** <http://students.marshall.usc.edu/undergrad/advising/>

**Facebook:** <https://www.facebook.com/marshallugadvice> • **Twitter:** <http://twitter.com/MarshallUGA>

## Mission

The mission of the Office of Undergraduate Advising is to support the education and development of undergraduate students in USC's Marshall School of Business by providing a broad array of academic support and co-curricular programs and services, including but not limited to advisement. As educators, we seek to foster a dynamic partnership with students as they actively participate with us in creating and refining their academic goals and plans. Advisors strive to be courteous, knowledgeable, and informative as we empower students to develop holistically.

## What is Academic Advising?

Academic Advising is the on-going process throughout college of clarifying and re-evaluating of academic goals and plans. It helps you to examine your personal, educational, and career goals, and to understand how your courses fit into your goals for the future. Most importantly, it requires active participation between advisor AND student. Advising is mandatory in your first two semesters at USC and/or until you have earned 24 units at USC. Your academic advisor is here to guide you throughout your time at Marshall, but completing your degree requirements is ultimately YOUR responsibility.

**Office Hours:** Our office is open Monday-Friday 8:30AM-5:00PM.

## Making an Appointment

To schedule an appointment, please call our front desk at (213) 740-0690 or stop by JFF 201 during business hours. Appointments are typically 30 minutes in length, except during the first week of the term and during registration.

## Drop-in Hours

During the academic year, drop-in advising is available Monday through Thursday from 3pm to 4pm in JFF 201. Stop by for answers to quick 5 to 10 minute questions. If your assigned advisor is not available during drop-in hours, other advisors will be available to answer your questions. Please note that drop-in hours may change during registration and school breaks. Be sure to check our website for current hours.

## Contacting your Advisor via Email

**When emailing your advisor remember to include your first and last name and your USC student ID number. Unless your advisor is out of the office, he or she will typically respond within two business days. Here is a sample email for contacting your academic advisor:**

*Dear Ms./Mr. Advisor,*

*My name is Tommy Trojan. I am writing because I misplaced my course plan we did in our appointment last week. Can you please email it to me? Thank you.*

*Tammy Trojan  
ID: 0123456789*

## Advisor and Student Roles and Responsibilities in Academic Advising

Advisor Role: listen and guide, challenge and support	Student Role: learn and grow, take responsibility
Be available to you through scheduled appointments, drop-in hours, group advising sessions, and emails during regular business hours.	Understand that advisors have a variety of responsibilities that impact their availability. Keep scheduled appointments or cancel with 24 hours' notice.
Assist with course planning.	Attend mandatory advising and schedule regular advising meetings in a timely fashion. Register for courses on time.
Help you develop, clarify, & modify academic goals.	Review Student Academic Record System Report (STARS) & course plans.
Inform you about campus activities & opportunities.	Read & respond to USC email & be open to opportunities outside of the classroom.
Clarify school policies & procedures.	Be aware of important dates & deadlines.
Listen, ask questions & respect you as an individual.	Be prepared, ask questions, and be accountable. Respect your advisor as a professional who has your best interest in mind.
Discuss your academic performance and its impact on your future goals.	Take responsibility for your academic performance and accept the challenges that college courses provide.
Adhere to confidentiality guidelines as outlined in the Family Educational Rights and Privacy Act (FERPA)	Keep open lines of communication. Share problems & concerns.
Refer you to campus resources.	Follow-up with recommended referrals.

## Student Learning Outcomes

**As a result of actively participating in academic advisement, you can expect to:**

- ✓ Understand the USC **General Education (GE) requirements** and Marshall School of Business curriculum.
- ✓ Understand how the courses in your major (and minor, if applicable) fit together and relate to your overall **intellectual growth**.
- ✓ Correctly interpret the information on your **STARS report** and apply the information on your STARS report to appropriate course selection.
- ✓ Understand how to complete degree requirements and develop a plan for timely **completion of degree**.
- ✓ Identify, clarify, and articulate your personal, educational, and career **values and goals**.
- ✓ Relate your values and goals to their selection of **careers, majors and courses**.
- ✓ Relate your **career exploration** to their skills, values, interests, and major(s).
- ✓ Identify **your strengths** and areas in need of strengthening.
- ✓ Identify **campus resources** that help you reach your goals.
- ✓ Understand the **academic policies and procedures** at USC.

## Statement on Academic Integrity

USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor and the obligations both to protect one's own academic work from misuse by others, as well as, to avoid using another's work as one's own. All students are expected to understand and abide by these principles. *SCampus*, the Student Guidebook, contains the Student Conduct Code in Section 11.00, while the recommended sanctions are located in Appendix A or on our Office of Student Judicial Affairs and Community Standards (SJACS) website: <http://www.usc.edu/student-affairs/SJACS/pages/resources/resources.html>. Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, should there be any suspicion of academic dishonesty. The Review process can be found at: <http://usc.edu/student-affairs/SJACS/>. To learn more about Academic Integrity please complete the Academic Integrity Tutorial: [http://www.usc.edu/libraries/about/reference/tutorials/academic\\_integrity/index.php](http://www.usc.edu/libraries/about/reference/tutorials/academic_integrity/index.php)

## Statement for Students with Disabilities

Any student requesting academic accommodations based on disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to your professors as early in the semester as possible. DSP is located in STU 301 and is open 8:30am – 5:00pm, Monday through Friday. The phone number for DSP is (213) 740-0776 and the website is: [www.usc.edu/disability](http://www.usc.edu/disability).

# University Terms

1. **ALUMNI** — those graduated from the institution.
2. **BLACKBOARD** — An electronic course management system that allows students to access course material online. Both traditional and online classes utilize the Blackboard system.
3. **CODE OF CONDUCT** — Statements of expected conduct of all USC students, which is found in the Student *SCampus*. Students who register at USC agree to abide by its regulations and policies. Violation of the Code of Conduct may subject students to disciplinary action.
4. **CO-REQUISITE** — A course that must be taken prior to or in conjunction with another course.
5. **CURRICULUM** — The prescribed classes in a program of study needed to complete a degree at a given institution.
6. **D-CLEARANCE**— Short for Department Clearance, these classes require additional permission in order for you to register.
7. **FULL-TIME** — A student enrolled in 12 or more semester units.
8. **MAJOR** — The academic area in which students choose to study/pursue a degree.
9. **MIDTERM** — An exam given in the middle of the semester to test students on material covered in the first part of the semester.
10. **OASIS** — Portal to your USC academic records (found at [www.my.usc.edu](http://www.my.usc.edu))
11. **PART-TIME** — A student enrolled in fewer than 12 semester units.
12. **PERMIT TO REGISTER** — The date and time when eligible students can begin registering for classes (found under OASIS at [www.my.usc.edu](http://www.my.usc.edu)).
13. **PRE-REQUISITE** — A course which must be successfully completed before the student may enroll in a particular class.
14. **REGISTRATION** — The act of enrolling in classes for a semester. Students register online using Web Registration.
15. **STARS REPORT** — Detailed list of your degree requirements that have been met and/or remain unfulfilled.
16. **SYLLABUS** — An outline of the important information about a course. Written by the professor or instructor, it usually includes important dates, assignments, expectations and policies specific to that course.
17. **TRANSFER CREDIT REPORT (TCR)** — credit granted for transfer courses and exams (AP, IB, etc.)

# Academic Calendar - Reminders

## FALL 2016

<b>Late August</b>	<ul style="list-style-type: none"> <li>• Review your STARS report to make sure your AP and transfer credits are recorded.</li> <li>• Attend the New Student Welcome and the Student Involvement Fair.</li> <li>• Review your classes' syllabi and mark your calendars with major test and quiz dates.</li> <li>• If you have questions about your classes, ask your advisor or your professor. Be sure to make changes to your schedule if you needed. You have three weeks to set your schedule for the fall semester. The add/drop deadline for most classes is Friday of third week.</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>• Begin going to tutoring.</li> <li>• Think about an academic goal you would like to accomplish this semester. What steps do you need to take now to achieve it? What obstacles may be preventing you from reaching that goal? What resources can help you to reach your goal?</li> <li>• Attend a Marshall Connections Program (MCP) event such as a Meal with a Faculty Mentor, the MCP Academic &amp; Career Connections Series, or Career Services 101.</li> <li>• Sign-up for connectSC and the Marshall Career Source.</li> <li>• Freshmen: Attend a LINC information session and apply for a spring LINC trip.</li> <li>• Transfer Students: Attend a TIE information session and submit your application.</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• Attend another MCP event.</li> <li>• Attend tutoring regularly.</li> <li>• Visit a professor in office hours.</li> <li>• Prepare for midterms. How are your classes going? Did you get a "midterm grade at risk" email? Be sure to check in with your professors regarding your status in your classes. If you are struggling and need help, be sure to communicate with your advisor so he or she can refer you to the proper resources on campus.</li> <li>• Schedule an appointment with your advisor to discuss your spring semester schedule.</li> <li>• Freshmen: Sign up for a LINC or GLP trip for the spring.</li> <li>• Transfer Students: Review upcoming Excel trips and consider applying.</li> <li>• Visit the USC Career Center</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>• Last day to withdraw from a class with a mark of 'W' is Friday of the 12<sup>th</sup> week. Be sure to ask for help if you are struggling with your classes. Have you been attending tutoring regularly? Have you visited your professors' office hours?</li> <li>• Meet with your advisor about spring registration if you didn't already do so in October. Review the schedule of classes and start to plan a mock schedule for the spring. Log into Online Academic Student Information System (OASIS) and check for your "permit to register" so you know the date and time you can register. Make sure you do not have any holds that will prevent you from registering. Be sure to register on time!</li> </ul>
<b>Early December</b>	<ul style="list-style-type: none"> <li>• Prepare for finals. Form a study group! Students who study in groups often do better than those who study alone.</li> <li>• Celebrate the successful completion of your first semester at USC!</li> </ul>
<b>Winter Break</b>	<ul style="list-style-type: none"> <li>• Start thinking about the summer. Do you want an internship? Talk with someone you respect, admire, and trust about his or her career decision-making process. What can you learn from this person? What might you do differently?</li> </ul>

# Academic Calendar - Reminders

## SPRING 2017

<b>January</b>	<ul style="list-style-type: none"> <li>• Most students start each semester with plans for how “this semester will be different.” How do you hope to improve upon last semester? List some techniques you might use to help you become an even better student. What resources might you make use of? How might you spend your time differently? Check in with your advisor regarding any questions or concerns.</li> <li>• Review your classes' syllabi and mark your calendars with major test and quiz dates.</li> <li>• If you have questions about your classes, be sure to ask your advisor or your professor. Be sure to make changes to your schedule if needed. You have three weeks to set your schedule for the spring semester.</li> <li>• Check your STARS report to make sure your academic progress is accurately reported. Let your advisor know if there are any discrepancies.</li> <li>• Attend an MCP event such as an Academic and Career Connections workshop or a Meal with a Faculty Mentor.</li> <li>• Attend Career Fest and Career Fair.</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>• Attend another MCP event such as a Meal with a Faculty Mentor.</li> <li>• Visit the USC Career Center to learn about all the career related resources available to you on campus.</li> <li>• Did you receive any “mid-term grade at risk” emails? Be sure to check in with your professors and your advisor to ensure you are aware of the resources available to help you succeed.</li> <li>• Check out Career Fest events and take advantage of Internship Week.</li> <li>• Visit a professor during office hours.</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>• Check the Schedule of Classes for both summer and fall. Start to draft a mock schedule for fall. Check in with your advisor if you want to update your course plan or are having trouble in your classes.</li> <li>• Freshmen: Participate in spring break GLP or LINC trip. Reflect on your experiences and what you learned about international business.</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>• The 12<sup>th</sup> Friday of the semester is the final day to withdraw from class from most classes with a mark of a “W.”</li> <li>• Check OASIS for your permit to register and any holds that may prevent you from registering.</li> <li>• Meet with your advisor to discuss your fall courses.</li> <li>• Apply for a Marshall scholarship.</li> </ul>
<b>May and beyond:</b>	<ul style="list-style-type: none"> <li>• Prepare for finals. Study hard for exams, try a study group or attend review sessions.</li> <li>• Volunteer to help with commencement.</li> <li>• Freshmen: Participate in a May LINC trip if you have not traveled in March. Reflect on your experiences and what you learned.</li> <li>• Taking summer school outside of USC? Make sure you have pre-approval via OASIS.</li> <li>• Celebrate a successful end to your first year at USC!</li> <li>• Use your summer to explore career development opportunities.</li> </ul>

# Student Resources

**OASIS-** find yours STARS report, permit to register, holds preventing you from registration and other personal student information: <https://camel2.usc.edu/OASIS/Login.aspx>

**Schedule of Classes-** Course schedule information and registration deadlines and policies.  
<http://web-app.usc.edu/soc/>

**Marshall Undergraduate Advising website-** all you need to know regarding upcoming events, how to contact peer mentors, forms and sample course plans:  
<http://students.marshall.usc.edu/undergrad/advising/>

**Marshall Connections Program** - a series of activities designed for first-year freshmen and transfer students at the Marshall School of Business. MCP activities happen throughout the academic year and include programs such as workshops, meals with faculty, and networking events. Students will have the opportunity to establish connections with fellow Marshall students, faculty, staff and alumni.

**Marshall Peer Tutoring Program-** Get help with ECON 351, ECON 352, BUAD 306, BUAD 310, BUAD 311.  
<http://students.marshall.usc.edu/undergrad/advising/tutoring-academic-success/marshall-peer-tutoring-program/>

**Kortschak Center-** Do you learn in different ways and need a creative way to approach your academic work? Check out this center especially designed for you! <http://kortschakcenter.usc.edu/>

**USC Counseling Services** – For a broad range of support services, including individual and group counseling.  
<https://engemannshc.usc.edu/counseling/>

**Disability Services & Programs-** Have a documented visible or invisible disability? Visit this website and center for how to register your disability and receive the support you need while you are at USC:  
[http://sait.usc.edu/academicsupport/centerprograms/dsp/home\\_index.html](http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html)

**Math Center-** Are you struggling with Calculus or pre-calculus? Come by the Math Center to study and have your questions answered. <http://dornsife.usc.edu/mathcenter/welcome/>

**Writing Center-** Are you struggling to get used to college level writing? Get feedback and assistance at the Writing Center. <http://dornsife.usc.edu/writingcenter/>

**Marshall International Programs-** <http://students.marshall.usc.edu/undergrad/international-programs/>

**Campus Activities-** Want to join a club or meet new people? Campus activities can help you find something fun and free to do on a Friday night. <http://sait.usc.edu/ca/>

**Marshall Student Organizations-** <http://students.marshall.usc.edu/undergrad/leadership-development/student-organizations/>

**USC Career Center** - Do you know how to set up a resume or write a cover letter? What about tips on interviewing and networking? Do you need help finding a job or internship? They offer students all that and more for free!  
<http://careers.usc.edu/>

**Marshall Career Development Programs-** <http://students.marshall.usc.edu/undergrad/career-services/>

**Marshall CareerSource-** An online listing of timely job leads for full-time and internship positions specifically targeted to USC Marshall undergraduate business and accounting students. <http://www.marshallcareersource.com/>

**Choosing a Minor** – a good resource to get you started: <http://undergrad.usc.edu/programs/minor/>

**For more information, frequently-asked advising questions, and a list of more resources:**

**<http://students.marshall.usc.edu/undergrad/advising>**