| | Advising Foundations | Level I | Level II | Level III | | Level IV - Portfolio |
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| **Competency Area** | | | Topic | | | |
| **Advising at USC** | • Advising at USC - Institutional priority, advising structure, four-year advising | • Advising at USC – Undergraduate Academic Advising, Undergraduate Studies, Exploratory Advising, population specific<br>• Annual Advisement & Registration Timeline<br>• Part of Term | • College Enrollment & Graduation<br>• Change of Major (National data & types)<br>• 'On Your Time' Initiatives | • Student Responsibility for Advising | | Advising Portfolio<br>• Statement of Advising Philosophy<br>• Advising Responsibilities, Methodologies and Materials<br>• Student Feedback and Evaluations<br>• Evidence of Student Learning and Success<br>• Professional Learning and Development<br>• Research/Scholarship in Academic Advising |
| **University Policies & Procedures** | • Undergraduate Studies Bulletin<br>• FERPA | • Academic Standards – Chart, Probation, First-year Academic Recovery<br>• Withdrawal – Course Withdrawal (Drop/Add, W/WF)<br>• SC State Residency requirements<br>• Grading System & Grade Changes<br>• Grade Point Average<br>• Grade Forgiveness<br>• Course Numbering & Credit<br>• FERPA in Advisement – Release of Information | • Admissions Requirements & Processes (1st-year & Transfer students<br>• Academic Standards (Part 2) – Suspension, Return from Suspension/Readmission to USC<br>• Registration Holds<br>• Course Restrictions<br>• Second major & second degree | • Withdrawal (Part 2) – University Withdrawal – Hardship Withdrawal<br>• Satisfactory Academic Progress<br>• Academic Forgiveness<br>• Pass-fail Grading<br>• Senior Privilege<br>• Graduation with Honors<br>• Graduation Requirements & Application | | • Service and Leadership<br>• Awards and Recognition<br>• Summary and Goals<br><br>Required Trainings<br>• Safe Zone Ally Training<br>• Support Zone (Suicide Prevention) Training<br>• Green Zone Ally Training<br>• Carolina Intercultural Training<br>• Transfer Student Series |
| **Academic Programs & Requirements** | • Program of Study<br>• Carolina Core Overview | • Carolina Core in Advisement<br>• USC System Transfer<br>• Entering USC with course credit - AP/IB/Dual Enrollment<br>• Foreign Language Placement Exam<br>• Math Placement Test | • Program of Study (in-depth)<br>• Major Maps<br>• Progression requirements<br>• Change of Major (policies & procedures)<br>• Course equivalency & transfer credit (transfer & transient)<br>• Education Abroad (classes/academics)<br>• Scholarships (general, state, USC/departmental)<br>• CLEP | • Accelerated Study Plans<br>• Academic Common Market (ACM)<br>• Undergraduate Studies<br>• International Accelerator Program<br>• Curriculum Approval Process | | |
| **Advising Technology** | • Advising Technology Overview<br>• Self Service Carolina Overview –student info, view advisees, lift holds, master schedule<br>• DegreeWorks Overview – audit, what-if, look ahead, recommended course schedule notes<br>• Navigate Overview – scheduling, risk indicators, notes, referrals | • Self Service Carolina: student info, looking up classes, viewing & removing holds<br>• DegreeWorks: audit review, Planner, tools: what-if, look ahead, & GPA Calculator, processing exceptions<br>• Navigate: home page, appt availability & management, student profile, notes, communication, referrals<br>• Schedule Planner – overview<br>• Using the My USC Experience system | • Processing curriculum changes<br>• DegreeWorks: Using catalog year<br>• Navigate: appointment campaigns, advanced search, watch lists<br>• Course restrictions, designators & attributes<br>• Navigating the Carolina Core website | • Self Service Carolina – Max Hours/Overload, processing course overrides<br>• Navigate – Reporting, Risk Levels & Indicators, Skills Analysis<br>• Cognos Datawarehouse reports | | |
| **My USC Experience & Campus Resources** | **My USC Experience**<br>• My USC Experience Overview<br><br>**Campus Resources**<br>• Student Support Resources<br>  ○ Registrar, Bursar, Financial Aid, Disability Resource Center, UAC, SSC, Career Center, Counseling & Psychiatry | **My USC Experience**<br>• My USC Experience in Advisement<br>• Center for Integrative & Experiential Learning<br><br>**Campus Resources**<br>• Student Success Center<br>• Career Center<br>• Office of Pre-Professional Advising<br>• Student Disability Resource Center | **My USC Experience**<br>• Education Abroad<br>• Undergraduate Research<br><br>**Campus Resources**<br>• Exploratory Advising<br>• Academic Success Coaching | **My USC Experience**<br>• Graduation with Leadership Distinction<br>• National Student Exchange<br><br>**Campus Resources**<br>• National Fellowship Advising | | |
| **Undergraduate Students & Special Populations** | • USC Undergraduate Student Population - demographic overview, retention & graduation overview | • Special Populations w/ Additional Advising Support:<br>  ○ Honors College Students<br>  ○ Pre-Professional Students<br>  ○ Student Athletes<br>  ○ Opportunity Scholars Program Students | • Transfer students | • ROTC Students<br>  ○ Army ROTC<br>  ○ Navy ROTC<br>  ○ Air Force ROTC<br>• Student Veterans<br>• International Students | | |
| **Advising Profession & Practice** | • USC Advisor Training & Certification Program | • Professional Organizations & USC-Specific Resources<br>• NACADA Core Competencies Model | • 30-minute advising appointment workflow | • CAS Standards for Advising<br>• Evolution of Academic Advising in Higher Ed | | |

University of South Carolina – Academic Advisor Training Program Curriculum

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| **INFORMATION ACCESS** | • Self Service Carolina – Advisor Access (remove holds)<br>• Degree Works – Advisor Access (audit, what-if, look ahead)<br>• EAB Navigate – Advisor Role | • Degree Works – Exceptions Management | • Self Service Carolina – Submit Curriculum Changes | • Self Service Carolina - Change Max Hours, Graduation Application<br>• Self Service Carolina – Process Overrides<br>• Cognos Datawarehouse (Student Folder – basic enrollment & advisement reports) | |
| **PRODUCTS** | • Advising Foundations Online Module & Quiz Completion | • Level One Online Module & Quiz Completion<br>• GPA Calculations exercise<br>• *Career Inventory*<br>• My USC Experience Advising Response<br>• Student Survey responses<br>• Satisfactory EPMS | • Level Two Online Module & Quiz Completion<br>• Case Study Response<br>• Career Readiness Response<br>• Relational Skills Reflection<br>• Student Survey responses<br>• Satisfactory EPMS | • Level Three Online Module & Quiz Completion<br>• Personal Philosophy of Advising statement<br>• Student Survey responses<br>• Satisfactory EPMS | • Level Four Portfolio Completion<br>• Student Survey responses<br>• Satisfactory EPMS |
| **EXPERIENTIAL** | | • Have 50 advising appointments, tracked in Navigate as appointment summaries since beginning advising at USC<br>• Utilization of DegreeWorks (notes/exceptions)<br>• Utilization of Navigate (referrals & notes)<br>• Complete GPA Calculations exercise<br>• My USC Experience Advising Response | • Have 300 advising appointments, tracked in Navigate as appointment summaries since beginning advising at USC<br>• Utilization of DegreeWorks (notes/exceptions)<br>• Utilization of Navigate (referrals & notes)<br>• Attend two Advisor Training/PD Series events<br>• Case Study – Study Abroad or Transient Credit<br>• Career Readiness Response<br>• Relational Skills Reflection | • Have 600 advising appointments, tracked in Navigate as appointment summaries since beginning advising at USC<br>• Utilization of DegreeWorks (notes/exceptions)<br>• Utilization of Navigate (referrals & notes)<br>• Attend two Advisor Training/PD Series events<br>• Develop Personal Philosophy of Advising statement<br>• Special Student Population Review | No additional Experiential Learning required |
| **REWARDS** | | • Level I Advisor Certification – Certificate<br><br>Choice of 1:<br>• NACADA Membership (1 year) | • Level 2 Advisor Certification – Certificate<br><br>Choice of 1:<br>• NACADA Membership (1 year)<br>• Advising/Higher Ed Book<br>• NACADA Region 3 Conference Registration (limited)<br>• NACADA online course (limited)<br>• Appreciative Advising course (limited)<br>• Appreciative Advising Institute (limited) | • Level 3 Advisor Certification – Certificate<br><br>Choice of 1:<br>• NACADA Membership (1 year)<br>• Advising/Higher Ed Book<br>• NACADA National Conference Registration (limited)<br>• NACADA Region 3 Conference Registration (limited)<br>• NACADA online course (limited)<br>• Appreciative Advising course (limited)<br>• Appreciative Advising Institute (limited)<br>• Appreciative Advising Academy (limited)<br>• First Year Experience Conference Registration (limited)<br>• Other approved advising related conference registration | • Level 4 Advisor Certification – Plaque<br>• Recognition Ceremony at USC Advisor's Conference<br><br>Choice of 1:<br>• NACADA Membership (1 year)<br>• Advising/Higher Ed Book<br>• NACADA National Conference Registration (limited)<br>• NACADA Region 3 Conference Registration (limited)<br>• NACADA online course (limited)<br>• Appreciative Advising course (limited)<br>• Appreciative Advising Institute (limited)<br>• Appreciative Advising Academic (limited)<br>• First Year Experience Conference Registration (limited)<br>• Other approved advising related conference registration |
| **ASSESSMENT** | • Course Survey (assessing effectiveness of Course and Training Program)<br>• Course Quiz Completion (assessing Advisor knowledge and competence)<br>• Utilization of Advising Technologies (DegreeWorks & Navigate; Advising Notes) | | | | |