Academic Advising Syllabus
For Freshmen and New Transfer Students
Office of Undergraduate Advising- USC Marshall School of Business

undergrad.advising@marshall.usc.edu
Bridge Memorial Hall – BRI 104
(213) 740-0690
http://www.marshall.usc.edu/undergrad/buad/advising

Mission
Our mission is to support the education and development of undergraduate students in USC’s Marshall School of Business by providing a broad array of academic and co-curricular programs and services. 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 for new students at USC in your first two semesters 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 & Making an Appointment:
Monday-Friday 8:30AM-5:00PM. To schedule an appointment, please call our front desk at (213) 740-0690 during business hours. Appointments are 30 minutes in length.

Walk-in Hours:
Monday through Thursday from 3pm to 4pm in BRI 104. Stop by for answers to quick 5 to 10 minute questions. If I am not available during walk-in hours, other advisors will be available to answer your questions. Please note that walk-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 always include your first and last name and your USC student ID number. Unless I am out of the office, I typically respond within two business days. Here is a sample email for contacting your academic advisor:

Dear 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,
Tommy Trojan
ID: 0123456789

Advisor and Student Roles and Responsibilities in Academic Advising

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

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

- Understand the USC General Education Program (GEs) 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. which you can find at http://www.usc.edu/dept/publications/SCAMPUS/gov

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/

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.
Recommended Calendar of Activities

FALL SEMESTER

Late August (start of classes):

- Review your STARS report to make sure your AP and transfer credits are recorded.
- Attend the New Student Welcome and the Student Involvement Fair.
- Contact a member of the Peer Advisory Board (PAB) for any student life questions you may have.
- Review your classes’ syllabi and mark your calendars with major test and quiz dates.
- 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 you needed. You have three weeks to set your schedule for the fall semester. The add/drop deadline is Friday of third week.

September:

- Sign-up for tutoring
- 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?
- Attend a Marshall Connections Program (MCP) event such as a meal with a faculty mentor or a panel on career services.
- Freshmen: Attend a LINC/GLP information session and apply for a spring LINC/GLP trip.
- Transfer Students: Visit a career counselor at the USC Career Center.

October:

- Attend another MCP event like the Minors Fair.
- Visit a professor in office hours.
- 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.
- Attend a group advising session or schedule an appointment with your advisor to discuss your spring semester schedule.
- Freshmen: Sign up for a LINC or GLP trip for the spring.
- Transfer Students: Review upcoming Excel trips and consider applying.
November:

- Last day to withdraw from a class with a mark of ‘W’ is Friday of the 12th week. Be sure to ask for help if you are struggling with your classes. Do you need a tutor? Have you attended your professors’ office hours?
- Meet with your advisor 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!
- Interested in a leadership position? Apply for the MCP Marshall and Beyond Planning Committee.

Early December:

- Prepare for finals. Form a study group! Students who study in groups often do better than those who study alone.
- Celebrate successfully completing your first semester at USC!

Winter Break:

- 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?

SPRING SEMESTER

January:

- 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.
- Review your classes’ syllabi and mark your calendars with major test and quiz dates.
- 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.
- Check your STARS report to make sure your academic progress is accurately reported.
- Attend an MCP event such as Business Casual or a meal with a faculty mentor.
February

- Attend another MCP event such as a meal with a faculty mentor or Becoming Business Savvy.
- Visit the USC Career Center to learn about all the career related resources available to you on campus.
- 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.
- Check out Career Fest events and take advantage of Internship Week.
- Visit a professor during office hours.

March:

- Attend Marshall and Beyond to learn how to network.
- Freshmen: Participate in spring break GLP or LINC trip. Reflect on your experiences and what you learned.
- 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.

April:

- The 12th Friday of the semester is the final day to withdraw from class with a mark of a “W.”
- Check OASIS for your permit to register and any holds that may prevent you from registering.
- Attend a group advising session or set up an appointment with your advisor to discuss your fall courses.
- Want to get involved next year? Apply to be an MCP Peer Advisory Board member or a peer mentor for GLP or BCA.
- Apply for a Marshall scholarship.

May and beyond:

- Prepare for finals. Study hard for exams, try a study group or attend review sessions.
- Volunteer to help with commencement.
- Freshmen: Participate in a May LINC trip if you have not traveled in March. Reflect on your experiences and what you learned.
- Taking summer school outside of USC? Make sure you have pre-approval via OASIS
- Celebrate a successful end to your first year at USC!
FREE Resources to help you be successful:

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://www.marshall.usc.edu/undergrad/buad/advising


Marshall Undergraduate Advising Facebook page: https://www.facebook.com/marshallugadvise

Marshall Undergraduate Advising on Twitter: http://twitter.com/#!/MarshallUGA

Marshall Student Services- Get connected outside of the classroom with activities within Marshall and around campus: http://www.marshall.usc.edu/undergrad/buad/services

Finance Learning Center and Business Economics Learning Center- Stop by to get drop-in help with BUAD 306 and ECON 251 and ECON 252. Second floor of Bridge Hall.

Center for Academic Support- Need help finding a tutor? Want to learn to speed read? Do you have test anxiety? Check out this office which offers all sorts of FREE services:
http://sait.usc.edu/academicsupport/

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/about/

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

Math Center- Are you struggling with Calculus or pre-calculus? Stop by this place for free tutoring or just sit and do your homework and have your questions answered:
http://dornsife.usc.edu/mathcenter/about/welcome.cfm

Writing Center- Is English your second language? Are you struggling to get used to college level writing? Stop by the writing center to improve your writing skills:
http://dornsife.usc.edu/writingcenter/

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/

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/

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