Engage, Connect, Succeed.
students.marshall.usc.edu/undergrad/advising

USC Marshall
Office of Undergraduate Advising

Advising and Registration
First-year Guide
Marshall Office of Undergraduate Advising

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 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 goals and plans. Advisors strive to be courteous, knowledgeable, and informative as we empower students to develop holistically.

Location: Bridge Hall (BRI) 104
Contact: 213-740-0690
Email: undergrad.advising@marshall.usc.edu
http://students.marshall.usc.edu/undergrad/advising/

Regular Hours:
Appointments: M-F 8:30am-5pm
Drop-in Advising: M-Th 3pm-4pm

Registration Hours (M-F):
30 minute appointment: 9am-12pm
15 minute same day appointment: 1pm-3pm
Drop-In Advising (with on-call advisor): 3pm-4pm

Preparing for Fall Registration

☐ Check your registration appointment on OASIS.
☐ Schedule a time to meet with your Marshall advisor before your registration appointment to prepare for course registration.
☐ Make a list of questions and bring the list to your advising appointment.
☐ Review your STARS report in advance. Know which requirements you have completed and have left to complete.
☐ Review the online Schedule of Classes for the upcoming semester.
☐ Check OASIS for any other holds that might block your registration.
☐ Have a list of back-up courses for your registration time. Make sure you meet the course prerequisites for your proposed courses.
☐ Check the class schedule before you register to make adjustments based on course availability.
☐ Log on to MyUSC during your registration appointment to register for classes. You may add and drop courses within the first three weeks of each term.

Additional Resources

General Education (CAS 200)
• http://college.usc.edu/general-education-program

Degree Progress (TRO 101)
• http://www.usc.edu/dept/ARR/degreeprogress/

Permit to Register
• (OASIS) www.usc.edu/oasis

Registration (TRO 101)
• http://www.usc.edu/dept/ARR/registration/

Schedule of Classes
• www.usc.edu/soc

USC Student Portal
• my.usc.edu
Academic Engagement

Strategies for Academic Success

- Attend all classes and participate regularly.
- Read and study your course materials and notes before going to class.
- Get to know your professors. Ask questions. Visit them during office hours.
- Explore interesting subjects. Don’t be afraid to try something new.
- Learn as if your life depended upon it. It probably will.
- Manage your time effectively.
- Use peer support...**Marshall Peer Tutoring** provides supplemental instruction and study groups with your peers.
- Take advantage of the **Academic Support Services and Advisors** provided by USC.

Academic Support Services

The USC Marshall School of Business wants to ensure that all our students succeed academically. Academic advisors can assist students with identifying factors that challenge a student’s ability to succeed to his/her fullest potential and can refer students to appropriate academic support resources.

**MARRSHALL PEER TUTORING:** The Marshall Peer Tutoring Program offers supplemental instruction for students seeking academic assistance in select business courses. [http://students.marshall.usc.edu/undergrad/marshall-peer-tutoring-program/](http://students.marshall.usc.edu/undergrad/marshall-peer-tutoring-program/)

**MATH CENTER:** Drop in to work on assignments and receive help from graduate students, faculty, and assistants from the Math Department. [http://dornsife.usc.edu/mathcenter/](http://dornsife.usc.edu/mathcenter/)

**WRITING CENTER:** Get one-on-one consultations and attend small-group workshops to improve your writing and critical thinking skills. [http://dornsife.usc.edu/writingcenter/](http://dornsife.usc.edu/writingcenter/)

**KORTSCHAK CENTER FOR LEARNING AND CREATIVITY:** Gain access to innovative study tools, particularly helpful to students with identified learning differences. [http://kortschakcenter.usc.edu/](http://kortschakcenter.usc.edu/)
Get Involved!

Make the Most of Your Time at USC
Consider time, energy, quality, and what matters to you MOST.

- Marshall Connections Program
  http://students.marshall.usc.edu/undergrad/marshall-connections-program/
- Marshall Student Organizations
  http://students.marshall.usc.edu/undergrad/leadership-development/
- Office of Campus Activities
  http://sait.usc.edu/ca/
- Office of Religious Life
  http://orl.usc.edu/
- Office of Residential and Greek Life
  http://sait.usc.edu/ResEd/
- Undergraduate Student Government
  http://usg.usc.edu/
- Program Board
  http://pb.usc.edu/
- Recreational Sports
  http://sait.usc.edu/recsports/
- Volunteer Center
  http://sait.usc.edu/volunteer/
- USC Athletics
  http://www.usctrojans.com/
- USC Visions and Voices
  http://www.usc.edu/dept/pubrel/visionsandvoices/

Global Opportunities

The global opportunities in Marshall are endless. Marshall students can participate in internships, short-term experiential programs, and semester-long study abroad programs. For information on Marshall global opportunities visit: http://students.marshall.usc.edu/undergrad/international-programs/.

Short-term Global Programs
- Winslow Maxwell Internship Program
- Marshall International Summer Internship Program
- Think Impact Africa Summer Internship Program
- International Experiential Corporate Learning (ExCEL) Program
- Global Brigades @ Marshall
- Global Summer Internship Program
- Transfer International Experience (TIE)

Semester-long Global Programs
- Marshall International Exchange Program (IEP)
  - Marshall Upper Division Elective Credit (12 units)
  - No language requirement
  - Minimum GPA requirement: 3.0
  - The following courses are required prior to your semester abroad:
    - BUAD 285ab OR BUAD 286ab – Accounting Fundamentals
    - BUAD 304 – Organizational Behavior and Leadership
    - BUAD 306 – Business Finance
    - BUAD 307 – Marketing Fundamentals
    - BUAD 310 – Applied Business Statistics

For information on Marshall global opportunities, visit Student Services in BRI 105.
The **USC Career Center** provides students with career and internship advising, mock interviews, and resume review. They also organize career related events such as the Career Fair, Career Fest, and other workshops to allow students to meet potential employers.

**Visit Student Union (STU) 110**

*Walk-In hours:* Mon - Fri, 11:30 am-3:30 pm  
(quick questions)  
*For appointments:* (213) 740-9111

Primary website for all recruiting and career info at USC. Create an account!  

Not sure where to begin with career exploration? Take a Career Beam assessment on **connectSC**.

**Marshall Career Resources**

The Marshall School of Business offers supplemental services to USC’s Career Center: [http://students.marshall.usc.edu/](http://students.marshall.usc.edu/)

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**Marshall Career Advisors**

Visit **Student Services** in Bridge Hall (BRI) 105

*Walk-in hours:* Tues 2pm–3:30pm  
Wed 10am-12pm, Thurs 3pm-4pm  
*For appointments:* www.marshallcareersource.com

For career-related questions, including resume & cover letter reviews, interview, job search advice, etc.

*Marshall Online job/internship database*

**Marshall Career Videos**

Do you have industry specific questions such as: How can I prepare for a career in corporate finance? What about marketing or business entertainment?

*MARSHALL FACULTY ANSWER YOUR QUESTIONS:*  
[http://students.marshall.usc.edu/undergrad/career-services/career-videos/](http://students.marshall.usc.edu/undergrad/career-services/career-videos/)

**Career Resource Guides**

Not sure where to start with your exploration? Looking for networking, resume, cover letter, and negotiation tips?

*CHECK OUT THESE USEFUL CAREER GUIDES:*  
[http://students.marshall.usc.edu/undergrad/career-services/students/career-resources-guides/](http://students.marshall.usc.edu/undergrad/career-services/students/career-resources-guides/)