

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

Level IV - Portfolio
Advising Portfolio - Statement of Advising Philosophy - Advising Responsibilities, Methodologies and Materials - Student Feedback and Evaluations - Evidence of Student Learning and Success - Professional Learning and Development - Research/Scholarship in Academic Advising - Service and Leadership - Awards and Recognition - Summary and Goals
Required Trainings - Safe Zone Ally Training - Support Zone (Suicide Prevention) Training - Green Zone Ally Training - Carolina Intercultural Training - Transfer Student Series

INFORMATION ACCESS	- Self Service Carolina – Advisor Access (remove holds) - Degree Works – Advisor Access (audit, what-if, look ahead) - EAB Navigate – Advisor Role	Degree Works – Exceptions Management	Self Service Carolina – Submit Curriculum Changes	- Self Service Carolina - Change Max Hours, Graduation Application - Self Service Carolina – Process Overrides - Cognos Datawarehouse (Student Folder – basic enrollment & advisement reports)
PRODUCTS	Advising Foundations Online Module & Quiz Completion	- Level One Online Module & Quiz Completion - GPA Calculations exercise <i>Career Inventory</i> - My USC Experience Advising Response - Student Survey responses - Satisfactory EPMS	- Level Two Online Module & Quiz Completion - Case Study Response - Career Readiness Response - Relational Skills Reflection - Student Survey responses - Satisfactory EPMS	- Level Three Online Module & Quiz Completion - Personal Philosophy of Advising statement - Student Survey responses - Satisfactory EPMS
EXPERIENTIAL		- Have 50 advising appointments, tracked in Navigate as appointment summaries since beginning advising at USC - Utilization of DegreeWorks (notes/exceptions) - Utilization of Navigate (referrals & notes) - Complete GPA Calculations exercise - My USC Experience Advising Response	- Have 300 advising appointments, tracked in Navigate as appointment summaries since beginning advising at USC - Utilization of DegreeWorks (notes/exceptions) - Utilization of Navigate (referrals & notes) - Attend two Advisor Training/PD Series events - Case Study – Study Abroad or Transient Credit - Career Readiness Response - Relational Skills Reflection	- Have 600 advising appointments, tracked in Navigate as appointment summaries since beginning advising at USC - Utilization of DegreeWorks (notes/exceptions) - Utilization of Navigate (referrals & notes) - Attend two Advisor Training/PD Series events - Develop Personal Philosophy of Advising statement - Special Student Population Review
REWARDS		- Level I Advisor Certification – Certificate Choice of 1: - NACADA Membership (1 year)	- Level 2 Advisor Certification – Certificate Choice of 1: - NACADA Membership (1 year) - Advising/Higher Ed Book - NACADA Region 3 Conference Registration (limited) - NACADA online course (limited) - Appreciative Advising course (limited) - Appreciative Advising Institute (limited)	- Level 3 Advisor Certification – Certificate Choice of 1: - NACADA Membership (1 year) - Advising/Higher Ed Book - NACADA National Conference Registration (limited) - NACADA Region 3 Conference Registration (limited) - NACADA online course (limited) - Appreciative Advising course (limited) - Appreciative Advising Institute (limited) - Appreciative Advising Academy (limited) - First Year Experience Conference Registration (limited) - Other approved advising related conference registration
ASSESSMENT	- Course Survey (assessing effectiveness of Course and Training Program) - Course Quiz Completion (assessing Advisor knowledge and competence) - Utilization of Advising Technologies (DegreeWorks & Navigate; Advising Notes)			

- Level Four Portfolio Completion - Student Survey responses - Satisfactory EPMS
No additional Experiential Learning required
- Level 4 Advisor Certification – Plaque - Recognition Ceremony at USC Advisor’s Conference Choice of 1: - NACADA Membership (1 year) - Advising/Higher Ed Book - NACADA National Conference Registration (limited) - NACADA Region 3 Conference Registration (limited) - NACADA online course (limited) - Appreciative Advising course (limited) - Appreciative Advising Institute (limited) - Appreciative Advising Academic (limited) - First Year Experience Conference Registration (limited) - Other approved advising related conference registration