

# 2023 Orientation Advising and Registration Advisor Cheat Sheet

## NSO Logistics for Advisors

- 1 Day Orientation
  - Academic College Visits: 11:00 am – 12:00 pm
  - Advising and Registration: 2:00 pm – 5:00 pm
- 2 Day Orientation
  - Day 1 Academic College Visits: 1:00 – 2:00 pm
  - Day 2 Advising and Registration: 1:00 – 5:00 pm
- Visual Zen Access Request ([link](#))
- OL College Ambassador Visits: May 16, 3:30 – 5:00 pm

## Pre-Orientation Modules That Students View

- Overview of Academics at USC
- Introduction to the Carolina Core
- Changing Your Major Before Orientation
- Overview of Advising and Registration (Freshman) - PDF
- Completing the Pre-Orientation Advising Worksheet

## The Pre-Orientation Advising Worksheet

- Includes:
  - Demographic Info (Preferred Name, Contact Info)
  - Major and Commitment to Major
  - Placement Test Information
  - Pre-Enrollment Credit (AP, IB, Dual Enrollment)
- After reviewing, lock and save the worksheet.

## Documentation

### *DegreeWorks*

- Advised courses for Fall 2023 should be recorded in DegreeWorks in either the Notes or Planner.
- Please indicate who advised the student, if not the same as the staff inputting the information
- You are encouraged to freeze a DegreeWorks Audit at the time of summer advisement. This will provide a record of the credit on the student's record at the time of advisement.
- Update DegreeWorks if a student is re-advised

### *Navigate*

- Use "Add a Note to This Student" to record what you normally would in Navigate

## Major Change

- On Day 1 (until 2:00 pm), students can contact Undergraduate Admissions to request the change of major or make the change in their admissions portal if the desired major is available
  - DMSB and College of Nursing are not accepting changes
- Students cannot change their major on Day 2 of Orientation.
  - Students will attend advising in the college of their declared major as of the morning of Day 2.

- Assist the student in scheduling an “Incoming Student Major Change Appointment” with Exploratory Advising.

### **Special Populations**

#### *South Carolina Honors College*

- Students will be pre-advised and registered in May.
- NSO
  - Day 1 – Students attend academic college visits.
  - Day 2 – Students attend SCHC presentation from 1:00 – 2:30; visit colleges between 3:00 – 5:00 pm.
- View the April 19 memo for more detailed information.

#### *Opportunity Scholars*

- **[New!]** Academic Advisors will advise OSP students this summer
- **T-sections:** OSP students will be pre-registered into T Sections of classes (if needed)
- **Requirements:** U101 and FINA101 are part of the OSP requirement. Details provided in memo and module/training
- **Training** will be available. Any/all Academic Advisors who advise OSP students should complete the online training module - coming soon
- **Day 2 at 4:00pm:** OSP students should arrive in the Russell House at 4:00pm on Day 2, after advised in the colleges

#### *Transfer Students*

- **Jump Start** – Summer start transfer students in specific majors. Students will attend the May 26 Orientation and their Jump Start participation will be noted in Navigate.
- **Early Transfer Advising** - Fall admit transfer students who have elected to be advised and register prior to attending Orientation. They will still attend a transfer Orientation day. Amanda Shores and Bill Brown will be these students point of contact if they have questions during their Orientation session.
- **[New!]** UNIV102: One credit course focus on transfer students

### **Registration Assistance Tickets**

- Log into the Advising Database
- Click “Create New Ticket”
- Enter the student’s Banner ID
- Submit a ticket(s) on the student’s behalf
- \*Each registration issue selected will generate a separate ticket for responding offices

### **Course Seat Needs**

- **Access the Course Needs Form** via the tabs in the [Course Needs channel in the UAC ALL](#) Team
- **Fill Out the Required Fields**
- **Submit the Form**
- **Check the Status of Your Submissions** via the read-only spreadsheet via the tab at the top of the Course Needs channel