ENHANCING YOUR ACADEMIC EXPERIENCE

UNDECIDED/UNDECLARED STUDENTS

OFFICE OF UNDERGRADUATE PROGRAMS

USC University of Southern California
Navigating Your First Semester

- ACS Network and Resources
- Earning Your Bachelor’s Degree at USC
- Registering for Your First Semester
ACS Network and Resources
ACS Team

Sarah Holdren
Anique James
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Jeanne Herman
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Advising Expectations

**Advisor**
- Advising appointments
- Refer when appropriate
- Follow-up when needed
- Answer questions in timely manner
- Share resources

**Student**
- Read advising emails
- Do not hesitate to reach out for assistance
- Scheduling appointments
- Think about questions or potential courses before appointments
- Follow up with referrals

- Semester course planning
- Review academic progress (e.g., STARS report)
- Major discovery

Undergraduate Programs
Office of the Provost
Undecided/U undeclared Major

**Undecided**
Purposefully seeks to decide their major focus and fit

**Undeclared**
Has identified a major to pursue but has not yet officially declared or is not yet admitted to major

180 + Majors
190+ Minors

So many combinations and possibilities!
USC Resources

Learning Support & Resources
https://undergrad.usc.edu/services/

- Campus Support and Intervention (CSI)
- Career Center
- Counseling & Mental Health Services
- Disability Services & Programs (DSP)
- Kortschak Center for Learning and Creativity (KCLC)
- Relationship and Sexual Violence Prevention and Services (RSVP)
- Research Opportunities
- Tutoring Services
- USC Student Health
USC Resources

Student Affairs
https://studentaffairs.usc.edu /

- askUSC
- Cultural Communities
- Office of International Services (OIS)
- Residential Education
- Student Activities
- Student Judicial Affairs and Community Standards (SJACS)
- Veteran Resource Center
Earning a Bachelor’s Degree
Your Degree Requirements
Complete a minimum of 128 units overall

USC Core Curriculum

- General Education (GE) courses
  - Before or After Fall 2015
- Two writing courses (WRIT 150 and WRIT 340).
  - May have transferred WRIT 150 equivalency
- Foreign Language (0-3 courses)
  - Applies to most majors at USC. There are exceptions for some major programs within the professional schools.
  - Requirement must be completed within your first 48 units completed at USC
General Education Core Requirements
(Before Fall 2015)

GE Categories (I-VI)

- I: Western Cultures and Traditions
- II: Global Cultures and Traditions
- III: Scientific Inquiry
- IV: Science and Its Significance
- V: Arts and Letters
- VI: Social Issues

Diversity Requirement

- Diversity (m)

**GE Categories IV & VI**
- Must be completed at USC
- Not transferrable

**Diversity**
- Diversity may overlap with GE Category I, II, V and VI
- Marked with “m”
General Education & Core Requirements
(Fall 2015 and later)

Core Literacies (A-F)

- The Arts
- Humanistic Inquiry
- Social Analysis
- Life Sciences
- Physical Sciences
- Quantitative Reasoning

Global Perspectives (G & H)

- Citizenship in a Diverse World (w)
- Traditions and Historical Foundations (p)

- GE-G and GE-H may overlap with GE-A, B, or C
- Some GE courses may overlap with major requirements
- At least two GE A-F courses must be taken within Dornsife. Remaining GE courses can be from other USC schools
AP and IB Exams

- AP scores of 4 or 5 and IB HL exams with scores of 5 or higher will be accepted.
- Some scores can count towards General Education and Foreign Language requirements.
  - AP or IB exam results will not satisfy writing requirements
- Can also receive subject credit towards select courses (depending on major)

https://arr.usc.edu/services/articulation/examcredit.html
Placement Exams

Foreign Language
- [https://dornsife.usc.edu/languages/language-testing/](https://dornsife.usc.edu/languages/language-testing/)
- Foreign language course enrollment is based on placement exam. Transfer courses in language do not determine placement at USC (unless Level III equivalency transferred)
- Foreign language results are valid for one year
- The test may be taken every six months
  - Incoming transfer should complete the requirement within 48 USC units completed at USC

Math and Chemistry
- The math and/or chemistry exams are critical for Marshall and Viterbi pre-requisite requirements
- Make sure to complete your math and chemistry placement exams on Blackboard’s Pre-Orientation Checklist
Summer Planning: Residency Policy and Transfer Courses

**Allowed**
- **ONLY** Summer semester courses
- Allowed with Pre-Approval:
  - Foreign Language
  - Diversity (Pre-2015 GE)
  - Global Perspectives GE G and H
  - Elective coursework
- Maximum of 64 total units can be transferred
  - After 64 total units, only 8 more transfer units are allowed

**Not Allowed**
- NO Fall, Winter, & Spring Semester courses
- Not Allowed:
  - GE Core Literacies (GE A-F)
  - Pre-2015 GE track: Students may not earn credit toward GE categories I-VI
  - Writing
  - Major and Minor coursework (up to department’s discretion)
- No more than 64 total transfer units
Grading Policies

**GPA Requirement**
- Minimum GPA of 2.0 overall and upper division major course work applied to the major

**Subject Requirement**
- Minimum grade for subject credit is D-
  - Excludes certain majors and minors
Grading Policies: Pass/No Pass

» May earn a maximum of 24 units
» Must earn the equivalent of C- or higher to earn a P (pass)
» Use Web Registration to change grade option to P/NP

What may be taken P/NP?
» One Core Literacy GE (A-F)
  » Transferred P/NP courses count
» Global Perspectives GE (G and H)
  » Can take both Global Perspectives as P/NP, but only if they do not count for GE Core Literacy requirements.
» All levels of Foreign Language (depending on major/minor)
» General Electives

What may not be taken P/NP?
» Major course work
» Minor course work
» Writing requirement
Academic Integrity

- **SCampus**: Comprehensive guide to academic integrity issues [https://policy.usc.edu/student/scampus/](https://policy.usc.edu/student/scampus/)

- **SJACS (USC Student Judicial Affairs and Community Standards)** [https://sjacs.usc.edu/](https://sjacs.usc.edu/) handles academic integrity violations

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Instructor submits violation(s)  | Reviews the violation(s)  | Hearing  | Issues sanctions
Registering for your First Semester

Undergraduate Programs
Office of the Provost
Be Prepared

- Placement exam scores, AP/IB scores, and/or transfer courses
  - Submit official scores and transcripts if needed
- Advisement Sheet
- Schedule of Classes
  - [http://classes.usc.edu/](http://classes.usc.edu/)
- GE Course Descriptions
  - [http://dornsife.usc.edu/2015ge/course-descriptions/](http://dornsife.usc.edu/2015ge/course-descriptions/)
- Web Registration
  - Instructions: [http://arr.usc.edu/services/registration/webregistration.html](http://arr.usc.edu/services/registration/webregistration.html)
- Tuition Refund Insurance
MyUSC
my.usc.edu
MyUSC: OASIS

Services:
- Courses
- Blackboard
- Undergraduate Registration
- myUSC Updates
- Career Pathfinder
- Student Jobs
- Workday
- ConnectSC
- EngageSC
- Change Password
- Office 365
- Web Registration
- Pay My Bill
- Financial Aid
- Bulletin Board
- USCard
- ARES
- Libraries
- Daily Trojan
- Student Directory

On-line Academic Student Information System:
- Course Information
- Financial Information
- Course Transfer
- Report Ordering Services
- Other Services

Registered course list:
- Registered course(s), time, date and location for the three most recent semesters.

Book list:
- Lists all required and optional books that have been ordered through TrojanBookstores for the courses in which you are registered.

Enrollment history:
- Enrollment history including class level, enrollment status, units earned, program of study, etc.

Completed course summary:
- History of completed course(s) including units and grades.

Restrictions:
- Summary of active "holds," description, and removal location, phone number and any mandatory achievement obligations, if any.

STARS report:
- Detailed listing of a student's degree requirements that have been met and those that remain to be fulfilled (if any).

STARS Interactive Audit Report:
- Provides a graphical representation of a student's STARS report. Also provides the ability to plan future course registration to determine its impact on degree progress.
# Sample STARS Report

<table>
<thead>
<tr>
<th>NO</th>
<th>GENERAL EDUCATION REQUIREMENTS – COMPLETE EIGHT COURSES FROM SIX CATEGORIES AS FOLLOWS:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NOTE: 1. FIRST YEAR FRESHMAN AT USC MUST TAKE ONE GE SEMINAR (GSEN) AS ONE OF THE EIGHT COURSES.</td>
</tr>
<tr>
<td></td>
<td>2. TRANSFER STUDENTS AND FRESHMAN ADMITTED FOR THE SPRING MUST COMPLETE AT LEAST TWO OF THEIR EIGHT CORE LITERACY COURSES AT USC, WITH A MINIMUM OF TWO COURSES OFFERED IN Dornsife College Departments.</td>
</tr>
<tr>
<td></td>
<td>3. NO MORE THAN ONE COURSE TAKEN P/VP (AT USC OR IN TRANSFER) MAY APPLY TO THE CORE LITERACIES.</td>
</tr>
</tbody>
</table>

- **IP** GENERAL EDUCATION GLOBAL PERSPECTIVES REQUIREMENT MET. |

| IP+ 1) CATEGORY A – CITIZENSHIP IN A DIVERSE WORLD: |
| 1 COURSE TAKEN |
| 20192 AMST250 | GW 4.0 A | The African Diaspora |
| IP+ 2) CATEGORY B – TRADITIONS AND HISTORICAL FOUNDATIONS: |
| 0 COURSES TAKEN |
| IP- 3) CATEGORY C – SOCIAL ANALYSIS: |
| 1 COURSE TAKEN |
| 20191 AMST250 | GW 4.0 A | The African Diaspora |
| IP+ 4) CATEGORY D – LIFE SCIENCES: |
| 1 COURSE TAKEN |
| 20193 EASC150 | GP 4.0 RG >IF East Asian Societies |

- Blue = Completed or In Progress |

- Red = Not yet completed |

**IP- 5) CATEGORY E – PHYSICAL SCIENCES** |

- **IP- 6) CATEGORY F – QUANTITATIVE REASONING:** |

**IP+ 7) FIRST YEAR GE SEMINAR REQUIREMENT HAS BEEN MET.** |

| IP+ 8) CATEGORY G – THE ARTS |
| 1 COURSE TAKEN |
| 20193 GESM111 | G 4.0 A | Seminar in the Arts |

**MAJOR REQUIREMENTS FOR COMMUNICATION:** |

| IP+ 9) CATEGORY H – HUMANISTIC INQUIRY: |
| 1 COURSE TAKEN |
| 20193 REL 135 | G 4.0 A | Chinese Religions and Culture |

- **NEEDS:** |

- **IN-P 10) COMPLETE SIX COURSES FROM THE FOLLOWING PAIRS:** |

| IP- 1) COMPLETE SIX COURSES FROM THE FOLLOWING PAIRS: |
| 3 COURSES TAKEN |
| 20193 ASC200 | 4.0 A | Navigating Media and News in the Modern World |
| 20193 COMM209 | 4.0 A | Communication and Media Eco |
| 20192 COMM204 | 4.0 A | Public Speaking |
| 20193 COMM200 | 4.0 RG >IF Communication and Social Science |

- **NEEDS:** |

- **IN-P 11) COMPLETE SIX COURSES FROM THE FOLLOWING PAIRS:** |

| IP+ 12) AN ADDITIONAL 16 UPPER DIVISIONAL COMM UNITS REQUIRED |
| (MAX FOUR UNITS OF COMM380 CAN APPLY): |
| 16.00 UNITS |

| IP- 13) COMPLETE FOUR ADDITIONAL UNITS OF ANY COURSE WORK OFFERED IN COMM OR ASCU: |
| 4.00 UNITS |

| IP+ 14) COMPLETE ONE 400-LEVEL NON-CROSS LISTED COMM COURSE |

| (EXCLUDING COMM490, COMM494, AND COMM499): |
| 4.00 UNITS |

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[USC University of Southern California]

Undergraduate Programs
Office of the Provost
Transfer Credit Report

Course Transfer

Request for Pre-approval to transfer Summer 2016 course work to USC
Provides verification of course transferability for continuing USC students only.
FAQ: How to use the pre-approval form
If you have been admitted for a future fall or spring term, do not use this feature but go here
For questions regarding the above service click here

Transfer Credit Report

Credit granted for transfer courses and exams (AP, IB, etc).
For undergraduates only.
For questions regarding the above service click here

Articulation Petition

This process allows you to request a change in the way your coursework has been evaluated on your Transfer Credit Report (TCR).
For questions regarding the above service click here
Undergraduate level courses are numbered 100-499.

Always click on session codes. Important dates and deadlines can vary.

Ten minutes between classes is enough time to get from one location to the next.

D: Will need departmental clearance to enroll in the course. Department contact information is found on the schedule of classes.

R: You can enroll without departmental permission as long as prerequisite(s) has been met.

Syllabus available for download. May not be available for every course.

Depending on the course, make sure you choose a discussion, lab, and/or quiz right below the chosen lecture.
Registration Deadlines

**3rd week of classes (Friday)**
- Last day to add/drop classes
  - Last day to change grade option to P/NP or Audit and receive a refund

**7th week of classes (Friday)**
- Last day to drop a course *without* a mark of “W” on transcript
- Last day to change P/NP to letter grade
- Tuition charges still apply

**12th week of classes (Friday)**
- Last day to drop a course with a mark of “W” on transcript

*Important: Deadlines reflect the regular 15 week session code 001. Deadlines are accelerated for courses shorter than 15 weeks.*
Planning Ahead: Finals Schedule

https://classes.usc.edu/term-20203/

Final Examinations Schedule

Final Examination Dates

December 9-16, 2020

Last Day of Classes – Friday, December 4
Study Days: Saturday, December 5 – Tuesday, December 8
No final examinations may be scheduled on Study Days.

Final Examination Policy for all Fall and Spring Courses Scheduled in Standard Sessions
There are two “standard session” options for fall and spring classes. Courses in standard sessions include a scheduled final examination. Standard session 061 does not include a scheduled final examination.

For all standard session courses, the last scheduled day of class is required instructional time. For courses scheduled in a standard session, a final examination or other final summative experience is required during the published final examination week. For courses scheduled in standard session 061, there is no final examination week.

Final examinations or other final summative experiences may not be scheduled during the Study Days period.

No deviations from the published examination period are permitted for courses scheduled in a standard session during the fall and spring semesters, unless faculty have authorization in advance from the Committee on Academic Policies and Procedures (CAPP). CAPP will not consider any faculty request for rescheduling a final examination without unanimous written consent of all students in the class. Contact the Registrar’s Office (213-740-4623 or registrar@usc.edu) for the request form and procedures.
What’s Next?

- Expect an email from your academic advisor
- Email will have attached advisement sheet with proposed courses
- Complete necessary placement exams
- Register for courses once your permit to register opens