ENHANCING YOUR ACADEMIC EXPERIENCE

EXPLORATORY STUDENTS

ACADEMIC EXPLORATION ADVISING (AEA)

USC University of Southern California
AEA Team

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Navigating Your First Semester

- AEA and Campus Resources
- Earning Your Bachelor's Degree at USC
- Registering for Your First Semester
AEA and Resources
Exploratory Advising

Exploratory Students May Be:

- Exploring Many Areas of Interest
- Completing Pre-Major or Pre-Application Requirements

180 + Majors
190+ Minors
So many combinations and possibilities!
Office of the Provost
Undergraduate Programs

Advising Expectations

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

**Student**
- Plan semester courses
- Review academic progress (e.g., STARS report)
- Explore Majors
- Read and respond to advising emails
- Reach out for assistance
- Schedule appointments
- Think about questions or potential courses before appointments
- Follow up with referrals

Academic Exploration Advising
Academic Programs
# USC Resources

[https://undergrad.usc.edu/services/](https://undergrad.usc.edu/services/)

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<th>Support &amp; Wellbeing</th>
<th>Academic &amp; Learning Development</th>
<th>Personal Development</th>
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<td>Kortschak Center for Learning and Creativity (KCLC)</td>
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<td>Relationship and Sexual Violence Prevention and Services (RSVP)</td>
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USC Resources

Select Student Affairs Resources:

- EngageSC
- Residential Education
- Student Activities
- Student Equity and Inclusion Programs
- Office of International Services (OIS)
- Veteran Resource Center
Integrity and Accountability:

- "Living Our Unifying Values: Student Handbook": Comprehensive guide to rights, responsibilities and obligations you have as a student member of this community.
  https://policy.usc.edu/studenthandbook/

- **Office of Academic Integrity**: handles allegations of academic misconduct.
  https://academicintegrity.usc.edu/

- **Office of Community Expectations**: handles allegations of non-academic misconduct.
  https://communityexpectations.usc.edu/
USC Resources

Select Central University Resources:

- Office of Academic Records and Registrar
- Financial Aid
- askUSC
Earning a Bachelor’s Degree
Your Degree Requirements
Complete a minimum of 128 units overall

Core Literacies (GE A-F)
- The Arts
- Humanistic Inquiry
- Social Analysis
- Life Sciences
- Physical Sciences
- Quantitative Reasoning

Global Perspectives (GE G-H)
- Citizenship in a Diverse World (w)
- Traditions and Historical Foundations (p)

USC Core Curriculum
Ten General Education courses (GE-A to GE-H):
- 8 Core literacies (GE-A to GE-F) and 2 Global Perspectives (GE-G and GE-H)
  - Course section number ending in a “w” also satisfy GE G
  - Course section number ending in a “p” also satisfy GE H
- Spring admits need at least two GE Core Literacies within Dornsife
Your Degree Requirements

- GE Seminar and WRIT 150 must be completed during the first year in alternate semesters
- 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 finished in the first 64 units completed at USC
AP, IB, & A-Level Exams

- [https://arr.usc.edu/services/articulation/examcredit.html](https://arr.usc.edu/services/articulation/examcredit.html)
- AP scores of 4 or 5, IB HL exams with scores of 5 or higher, and A-level exams (or H2 exams from Singapore) with a score of B or better 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)
Placement Exams

Foreign Language
- [ ] https://dornsife.usc.edu/languages/language-testing/
- Foreign language placement results are valid for one year
- Foreign language course enrollment is based on placement exam. Transfer courses in language do not determine placement at USC (unless Level III equivalency is transferred).
- The test can be retaken after six months
  ➢ Foreign language requirement must be finished within the first 64 units completed at USC, unless not required by the major

Math and Chemistry
- Make sure to complete your math and chemistry placement exams on Blackboard’s Pre-Orientation Checklist, specially if you are considering a STEM major
  ➢ The math exam is critical for Marshall, while the math and chemistry exams are critical for Viterbi pre-requisite requirements
  ➢ Math exam results do not expire, while chemistry exam results are valid for nine months. Both placement exams can be retaken after six months.
Summer Planning: Residency Policy and Transfer Courses

Allowed

- **ONLY** Summer semester courses
- Allowed with Pre-Approval:
  - Foreign Language
  - 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
- Verify the articulation agreement and submit a summer pre-approval form

Not Allowed

- NO Fall, Winter, & Spring Semester courses
- Not Allowed:
  - GE Core Literacies (GE A-F)
  - WRIT 150 and WRIT 340
  - Major and Minor coursework (up to department’s discretion)
- No more than 64 total transfer units
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)
- 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
- WRIT 150 and WRIT 340
Registering for your First Semester
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)
  - Video Tutorial: [https://www.youtube.com/watch?v=ijNGyqFpBZU&feature=youtube.be](https://www.youtube.com/watch?v=ijNGyqFpBZU&feature=youtube.be)
- Tuition Refund Insurance
  - [https://arr.usc.edu/registration-counseling/registration/usc-tuition-refund-insurance-program/](https://arr.usc.edu/registration-counseling/registration/usc-tuition-refund-insurance-program/)
## MyUSC

**my.usc.edu**

### Undergraduate Advisement

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<td>Student Directory</td>
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MyUSC: OASIS

On-line Academic Student Information System

- Registered course list
- Book list
- Enrollment history
- Completed course summary
- Restrictions
- STARS report
- STARS Interactive Audit Report

Services

- OASIS
- Courses
- Undergraduate Advisement
- myUSC Updates
- Career Pathfinder
- Student Jobs
- Workday
- ConnectSC
- EngageSC
- Change Password
- Office 365
- Web Registration
- Pay My Bill
- Gmail
- Financial Aid
- Bulletin Board
- Safety & Wellness
- ARES
- Libraries
- Daily Trojan
- Student Directory

Academic Exploration Advising
Academic Programs
# Sample STARS Report

**No General Education Core Literacies Requirements - Complete Eight Courses From Six Categories As Follows:**

**Note:**
1. First year freshman at USC must take one GE Seminar (GSEM) as one of the eight courses.
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.
3. No more than one course taken P/NP (at USC or in transfer) may apply to the core literacies.

<table>
<thead>
<tr>
<th>IP</th>
<th>General Education Global Perspectives Requirement Met.</th>
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<tbody>
<tr>
<td>+ 1) Category G - Citizenship in a Diverse World:</td>
<td>1 course taken</td>
</tr>
<tr>
<td>20191 AMST250</td>
<td>GW 4.0 A</td>
</tr>
<tr>
<td>IP+ 2) Category H - Traditions and Historical Foundations:</td>
<td>0 courses taken</td>
</tr>
<tr>
<td>IN-P</td>
<td>1 course taken</td>
</tr>
<tr>
<td>20193 EASC150</td>
<td>GP 4.0 RG</td>
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</table>

**No Major Requirements for Communication:**

| Earned: | 0 Sub-Groups |
| Needs: | 4 Sub-Groups |

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<tr>
<th>IP</th>
<th>Complete Six Courses From the Following Pairs:</th>
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<tbody>
<tr>
<td>3 courses taken</td>
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<tr>
<td>IN-P</td>
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<tr>
<td>20193 ASC7200</td>
<td>4.0 A</td>
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<tr>
<td>20193 COMM209</td>
<td>4.0 A</td>
</tr>
<tr>
<td>20192 COMM201</td>
<td>4.0 A</td>
</tr>
<tr>
<td>20193 COMM200</td>
<td>4.0 RG</td>
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**Needs:**

| 2 Courses |

| SELECT FROM: | COMM206 OR COMM311 COMM301 OR COMM305 |

- 2) An additional 16 upper divisional comm units required (Max four units of COMM380 can apply):

| Needs: | 16.00 Units |

- 3) Complete four additional units of any course work offered in COMM or ASCU:

| Needs: | 4.00 Units |

- 4) Complete one 400-Level non-cross listed Comm Course (excluding COMM490, COMM494, and COMM499):

| Needs: | 4.00 Units |

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Blue = Completed or In Progress

Red = Not yet completed
Transfer Credit Report

On-line Academic Student Information System

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.

D: Departmental clearance is required 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 any prerequisites have been met.

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

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

Syllabus available for download. May not be available for every course.
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 \textit{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

\textbf{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/

Final Examinations Schedule

Final Examination Dates

December 7-14, 2022

Last Day of Classes – Friday, December 2
Study Days: Saturday, December 3 – Tuesday, December 6
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 with information regarding resources to help you prepare for your academic advising appointment and course registration
- Complete necessary placement exams
- Register for courses once your permit to register opens
ACADEMIC EXPLORATION ADVISING (AEA)

OFFICE OF ACADEMIC PROGRAMS

STUDENT UNION (STU) 300
EXPLADV@USC.EDU

https://undergrad.usc.edu/services/exploration/

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