

# Advise USC Navigation Tips

The tips below provide guidance on navigating the [Advise USC](#) student portal sections to maximize features and tools.

## My Tasks

Review and complete success plan tasks once assigned by your advisor, such as a major exploration guide tasks and course registration guide tasks, to progress in working toward your goals.

## Recent Announcements

Review announcements often to stay up to date on mandatory advisement dates and other academic, professional, and co-curricular expectations and opportunities. Assigned by your advisor(s), announcements have a start and end date so that you can return to view announcements in one place rather than having to search through emails.

## My Appointments

- When scheduling an appointment, include detailed comments regarding major/minor interests, goals, and questions.
- If you are unable to attend an appointment, please cancel or reschedule the appointment within the student portal with 24 hour+ advanced notice.

## Success Team

Assigned major/minor advisor(s) and referred advisor(s) are listed. From this Success Team page you may access the advisor's profile to schedule an advisement appointment.

## Alerts

Notifications for recent advising activity and outstanding action items will display when you log-in to the portal. Check alerts regularly for key updates and to respond to advisors' outreach.

## Advisor Connect

- Create a new support case to ask your advisor a question and follow-up in a streamlined thread of communication, also known as "chatter." [Advise USC](#) support cases and chatter will replace most emails, so we recommend that you familiarize yourself with the tools within Advisor Connect so that you can maintain an open communication line with your advisors.
- You can also create your own referral to academic programs! During advising appointments, we recommend that you share your interests with your advisors so they can support you in staying on track in fulfilling degree requirements.
- You can schedule appointments and see your advising Success Team on the Advisor Connect page, in addition to the Home page and Success Team page.

## Advising Notes

Advising notes will replace our "advising appointment summary" emails and display in the system so be sure to check [Advise USC](#) > Advising Notes after appointments for meeting notes.


## Success Plans

Success plans are designed to provide support and accountability in completing academic, personal and co-curricular tasks. These tasks also appear on your home page > My Tasks section.


## Course Plans


- Create your own course plan to share with your advisor(s). Once you and your advisor(s) confirm the course plan, the advisor can lock it and mark it as primary, which indicates that the plan has been finalized.
- Exploratory students will still need to consult with the major advisor for their program of interests to request a multi-semester course plan through graduation; course plan requests are evaluated by the major department.

### ACADEMIC EXPLORATION ADVISING

 [Exploration.advising@usc.edu](mailto:Exploration.advising@usc.edu)

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

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