

# Advise USC Navigation Tips

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

## Alerts

- Notifications for recent advising activity and outstanding action items will display on the bell icon on the top right corner of the page when you log-in to the portal.
- Check alerts regularly for key updates and to respond to advisors' outreach within [Advise USC](#) > Advisor Connect.

## My Tasks

- From the Home page, review tasks assigned by your advisor(s) and mark each task as "**Complete**" once you have finished the task.
- Tasks are time-sensitive and may be related to the major exploration process, preparing for course registration, special event registration, feedback requests, and more.

## Recent Announcements

- From the Home page, review announcements regarding 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

- You can schedule appointments and see your upcoming appointments from the Home page and Advisor Connect page.
- When scheduling an appointment, include **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

- The Success Team page lists all advisors who are available to support you in your time at USC. This could include advisors or teams who work with your major, minor or other supporting offices.
- Access your list to schedule an advisement appointment, if necessary, via [Advise USC](#) > Home page or [Advise USC](#) > Advisor Connect.

## Advisor Connect - Submitting a Question/Update to Your Advisor

- 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.
- To create a new support case, log in to [Advise USC](#) > Advisor Connect > Create a New Case. If you have an open support case, please access the case through [Advise USC](#) > Advisor Connect.
- Use "Chatter", which is located on the right side of the page within the "Post" > "Share an update" field to share questions and/or updates.
- Always **mention** your advisor at the start of all messages by typing @ and the designated advisor's name (e.g. **@AdvisorName**)
  - If writing an original chatter message to your advisor, type within the Post > Share an update field to submit a question or update.
  - If replying to an advisor's message, select the comment icon or type in to the "Write a comment box" under the advisor's message to submit your question/update.

## Advisor Connect - Creating a Referral

- You can create your own referral to academic programs such as majors and minors from [Advise USC](#) > Advisor Connect > Create a New Case.
- 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.

## Advising Notes

Advising notes are created after appointments and summarize what was discussed so check [Advise USC](#) > Advising Notes after appointments for meeting notes or other advising correspondence.

## Success Plans

- Success plans are designed to provide support and accountability in completing academic, personal and co-curricular tasks. These tasks appear as bundle on the [Advise USC](#) > Success Plans tab and also appear on your [Advise USC](#) > Home Page > My Tasks section.
- Review tasks assigned by your advisor(s) and mark each task as "Complete" once you have finished the task.

## 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 creation is at the discretion of the major department.

## ACADEMIC EXPLORATION ADVISING

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 Student Union, Suite 300

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

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