Undergraduate Advisement Handbook

September 2013

**This handbook is published by the
Office of Undergraduate Programs
in collaboration with the
Office of Academic Records & Registrar**

The information presented here, correct at the time of publication, is subject to change.
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I.   ADVISEMENT AT THE UNIVERSITY OF SOUTHERN CALIFORNIA

Academic advisement at USC is crucial in guiding students through a complex system of undergraduate curricula. Faculty and staff are committed to providing the best advisement and assistance to undergraduate students so that they may obtain the most from their experience in higher education. Each student must have his or her own advisor to aid him or her in choosing classes, major and minor, and in the completion of all graduation requirements.

A. ADVISOR RESPONSIBILITIES

When students have formally declared a major and have been accepted into that major by the particular department or school, they will be assigned an advisor in their major. Students with more than one major or minor in many cases will be assigned an advisor from each department. If a student's major is undecided or undeclared, he or she will remain with Dornsife College Advising until a major is declared. See section IX for the services offered by Dornsife College Advising. In some schools, such as Business, an office of student services provides most academic advising.

Faculty and staff advisors have the following responsibilities:
- Be knowledgeable about university policies and procedures as outlined in the *University Catalogue*, Grading and Corrections of Grade Handbook, and Undergraduate Advisement Handbook.
- Prepare students to decide on a major before registering for their 65th unit.
- Help students interpret their Transfer Credit Reports and STARS reports.
- Help students understand and monitor their own academic progress.
- Encourage students to complete requirements according to established university policy in a way that minimizes requests for exceptions to or post hoc appeals from stated policies.
- Help students follow appropriate procedures when an exception request is necessary.
- Explain the relationship between major requirements and department philosophy.
- Help students relate content of major to goals and objectives, both personal and professional.
- Help students determine a manageable academic workload.
- Help students select majors and/or minors that extend their opportunities for postgraduate study and career advancement.
- When applicable, help students determine how to pursue an honors degree or research and internship opportunities offered by the department.
- Similar advisement as appropriate for minors.
- Refer students in need to other university services when appropriate.

B. STUDENT RESPONSIBILITIES

Students have the following responsibilities:
- Be knowledgeable about and follow all appropriate academic policies and procedures as stated in the *University Catalogue* and *SCampus*.
- Be familiar with general education and other university requirements.
- Be familiar with specific requirements for their major and/or minor.
- Seek assistance from an advisor when choosing a major and/or minor.
- Meet all graduation requirements for the degree.

C. ADVISOR TRAINING

The Office of Undergraduate Programs offers regular training sessions to undergraduate advisors as described below. Contact David Glasgow for information (dglasgow@usc.edu, x01741).

In addition, basic training in Student Information System (SIS) processes is offered by the SIS User Coordination Group, x05337. Degree Progress provides training in the STARS exception process, and Articulation and Registration both offer hands-on training upon request. Contact the relevant office for assistance.

1. ADVISING 101a

The Office of Undergraduate Programs, in conjunction with the university's Council on Undergraduate Education, the Council of Academic Advisors, the Vice Provost's Academic Programs Council, and the Provost's Council of Deans, has developed a university-wide training program for new academic advisors at USC. This training program, called Advising 101a, is designed for all new undergraduate academic advisors at USC. It is intended to provide education and training in the basics of academic advising including relational and conceptual skill building and knowledge about USC policies and procedures. The goal is to ensure effective and accurate delivery of service for all USC students.

2. ADVISING 101b

A week or so after Advising 101a, the Registrar's Office offers several training sessions known as Advising 101b. The sessions provide important information regarding Articulation, Academic Review, Academic Records, and Registration. Advising 101b sessions take place over a period of several days. New advisors are required to attend. Experienced advisors who would like a refresher course in any of the Advising 101b topics may also attend.

D. FERPA

FERPA is the Family Educational Rights and Privacy Act of 1974 (sometimes referred to as the Buckley Amendment.) This federal law governs the obligations of an educational institution in providing access to and restricting release of the students' records. Advisors may access information on FERPA and must complete the FERPA tutorial

before access to the Student Information System will be granted. FERPA information as well as the FERPA tutorial can be found at www.usc.edu/ferpa.
Students can restrict the display of certain personal information and can grant their parents or others access to their USC record by way of OASIS. Information on these functions and FERPA in general is also viewable *to students at the FERPA website (www.usc.edu/ferpa)*.

II.   SELECTING A PROGRAM OF STUDY (POST)

A. DECLARING A MAJOR/MINOR

Students who are admitted to the university without a declared major must submit a Change/Addition of Major or Minor form, which can be picked up in and returned to Degree Progress. This form requires a signature from the intended department. Some programs require a formal application for admission.

While students can declare a major at any time, they are required to do so by the beginning of their junior year (after completing 64 semester units). This allows sufficient time for students to fulfill the requirements for most majors during the junior and senior years. Since certain majors may take longer to complete, students are advised to look into the requirements for the specific program of study they are considering.

Students adding a new minor which is not in the catalogue in the year of admission must change to a catalogue year which includes that minor. A minor can be awarded only for the semester in which the baccalaureate degree is conferred.

B. CHANGING A MAJOR/MINOR

Students also use the Change/Addition of Major or Minor form (available in Degree Progress) to change to a different major or minor or to declare an additional major or minor. These forms are usually returned to Degree Progress when they have been filled out by the student and signed by the department. However, some academic departments are able to add a major if the old major is being dropped at the same time. In those cases, the student is not required to submit a change form to Degree Progress. A Change/ Addition of Major or Minor form must be completed and submitted for all changes of minors.

C. TYPES OF DEGREES

The degrees that USC undergraduates can earn are listed in the Catalogue at the end of the "Academic Policies" section: B.A., B.S., B.F.A, B.M., B.Arch., and B.L.Arch. In addition, several combinations are available. For definitions and examples, see "Program Definitions and Examples" online at Advisor Resources (*www.usc.edu/oasis4adv*).

1. **Double Major within the Dornsife College of Letters, Arts and Sciences**

    A double major allows a student to earn either a B.A. or B.S. degree within the Dornsife College of Letters, Arts and Sciences with two separate majors. Students who successfully complete requirements for both majors will receive one diploma with both majors noted on the diploma. Only the standard number of units (usually 128) is required. Both majors must lead to the same degree, either the B.A. or the B.S. On the other hand, if a student wishes to earn a B.S. in BUAD and a B.A. in French, this is not a "double major," but a "second bachelor's degree." See 3 below.

2. **Other Double Majors**

    Double majors may be offered in other schools besides the Dornsife College of Letters, Arts and Sciences. The two majors must be offered by different departments and lead to the same degree, such as a Bachelor of Science or a Bachelor of Music. Double majors consisting of two majors in the same department are not permitted. Both majors must be in the same school.

3. **Second Bachelor's Degree**

    Students who earned their first bachelor's degree at USC must complete a minimum of 32 units applicable to the second degree beyond the number of units required for the first degree. These additional units must be completed in residence. Students who earned their first bachelor's degree at another institution must complete a minimum of 64 units. These additional units must be completed in residence.

4. **Progressive Degree Programs**

    A progressive degree program allows a USC undergraduate to begin work on a graduate degree while completing requirements for the bachelor's degree. The degrees may be in the same or different departments. Students in a progressive degree program must fulfill all requirements for both the bachelor's degree and the master's degree except for the combined total units for the degrees. The degrees may be awarded separately, but the master's degree will not be awarded before the undergraduate degree.

5. **Combined Program**

    A combined program is an organized set of requirements from two academic units in a single undergraduate degree program that combines two undergraduate majors, e.g., B.S. in Biomedical/Mechanical Engineering.

D. MINORS

Approximately 150 minors are offered at USC. All upper division course work for the minor must be taken at USC. No more than 25% of the units required for the minor may be waived or substituted (although there is no limit on substitution of courses with the same prefix). After all waivers and substitutions are done, there must be 16 units unique to the minor, not used toward the major, G.E., etc. Minors are shown on the transcript and on a special certificate. Students may only enroll in a minor if it is in a catalogue year that coincides with their enrollment at USC (the catalogue year may not be before or

after a student's period of enrollment). The major and minor (or minors) will be awarded at the same time.

III. THE USC CORE AND OTHER UNIVERSITY REQUIREMENTS

The "USC Core," required of all students, consists of requirements in general education, writing and diversity. Certain majors also have a foreign language requirement.

A. GENERAL EDUCATION

The G.E. program followed by the vast majority of current undergraduates was introduced in Fall 1997, and is sometimes referred to as "Fall 1997 G.E." or (formerly) "New G.E." This G.E. program must be completed by all students entering college at USC or elsewhere as first-time freshmen in Fall 1997 or later, and by transfer students entering USC in Summer 2000 or later regardless of when they started elsewhere.

The G.E. program a student follows is determined by when he started USC (or college elsewhere, for transfer students entering USC before Summer 2000), not by the catalogue he is following. If, for example, a student who entered USC in Fall 1996 changes to a Fall 2002 catalogue, he will need to follow "new residency" but can continue to follow "transitional G.E." (See Degree Progress for information regarding transitional GE, which has more generous policies- e.g., students following transitional GE may fulfill GE with transfer courses taken after starting USC).

The USC G.E. program requires six courses, one in each of the six categories:
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

The G.E. requirements are the same for all students in all majors, although slight variations involving substitutions for G.E. requirements have been approved for a handful of degree programs. AP scores of 4 or 5 on appropriate tests may be used to fulfill categories I and III, but not the writing requirement. The AP equivalency table is available online at *www.usc.edu/articulation*. IB tests may also fulfill categories I and III. Category II can also be earned for appropriate tests taken Spring 2008 or later — the table is at the same URL.

A maximum of 4 units of G.E. may be taken Pass/No Pass. Categories IV and VI must be taken at USC. Once a student matriculates at USC, no G.E. credit will be awarded for coursework subsequently taken elsewhere.

B. WRITING REQUIREMENT

All undergraduates are required to complete a lower-division and an upper-division writing requirement by taking college-level composition courses. Students following the current G.E. program may complete the lower division writing requirement (WRIT 130 or WRIT 140) at USC or with appropriate transfer coursework (see below). The upper division writing course (WRIT 340) must be taken at USC.

1. WRIT 140

Entering freshmen usually take WRIT 140 in affiliation with a Social Issues (Category VI) course during their first year at USC. A "stand-alone" writing course (WRIT 130) is available for selected students from the Schools of Music, Architecture and Engineering who are unable to take the Category VI and writing courses in the same term. All other majors must take WRIT 140 and Social Issues (GE VI) together.

Transfer students can fulfill the lower-division writing requirement before coming to USC by completing a second semester composition course articulated as equivalent to WRIT 130. The course must be taken after high school graduation to receive equivalency. Standard one-semester "freshman composition" courses at other colleges do not automatically receive equivalency to WRIT 130/140. Students who have WRIT 130 on their Transfer Credit Report must take a Social Issues (GE VI) course by itself.

2. WRIT 340

With the exception of Thematic Option students (who take CORE 111 and CORE 112), all students graduating from USC are required to complete WRIT 340. In most cases, students should be advised to complete WRIT 340 in their junior year. Upper division scheduling constraints may require students in certain majors to complete the requirement in the second semester of the sophomore year, but the WRIT 340 curriculum is designed to serve the writing needs of upper division students.

There are different versions of WRIT 340 designed for majors in Business, Engineering, Arts and Humanities, Health Sciences, Natural Sciences, Social Sciences, Pre-law and Visual & Performing Arts. Students should be advised to enroll in the version of WRIT 340 which best complements their major, but any of the WRIT 340 course sections will satisfy the university requirement. For example, a student who takes WRIT 340, Advanced Writing: Communication for Engineers, and who later transfers into the Marshall School of Business need not retake WRIT 340.

Exceptions:

Freshmen entering USC with verbal SATs below 560 and those completing American Language Institute (ALI) courses may be required to complete Writing 120 or 121, Introduction to College Writing, before enrolling in WRIT 140.

Students required to enroll in WRIT 120 should complete it in the Fall semester of their freshman year and WRIT 140 in their second semester at USC. ALI students should take WRIT 121 in the semester immediately following release from the ALI requirement and should take WRIT 140 the semester after that.

C. DIVERSITY REQUIREMENT

This degree requirement applies to all students who began college at USC or elsewhere as first-time freshmen in Fall 1993 or later. It can be met by passing a USC course carrying the designation of "m" in the catalogue or through appropriate transfer coursework (as determined by the Articulation Office). All students can use transfer coursework to satisfy this requirement even after matriculating at USC. A list of USC courses that meet the diversity requirement and further details can be found in the Schedule of Classes, www.usc.edu/soc and the *University Catalogue, http://catalogue.usc.edu.* A single course may be used to fulfill both a G.E. (other than category V) and a diversity requirement.

D. FOREIGN LANGUAGE REQUIREMENT AND PLACEMENT TESTING

1. How to Satisfy the Foreign Language Requirement

The foreign language skill requirement may be met by (1) earning a passing grade in course level III at USC or its equivalent elsewhere (usually a third- semester or a fifth-quarter course); (2) scoring the equivalent to the completion of course level III on USC's placement examination; NOTE: If a student transfers introductory language courses from another college or university that carry 3 semester units rather than 4 semester units, then the fourth-semester course is required to complete the language requirement; or (3) scoring 4 or 5 on a Modern Language AP exam taken in Spring 2007 or later.

International students who are not from the English-speaking provinces of Canada, the UK, Ireland, Australia, or New Zealand are exempt from the foreign language requirement. Students with advanced skills in languages may request exemption from the requirement if (1) they can supply proof of at least two years of full-time secondary schooling taught in the foreign language beyond the age of 14 or (2) if they can pass a competency exam testing proficiency in speaking, reading and writing. For information contact Dornsife College Advising.

Students with documented learning disabilities or physical impairments inhibiting foreign language acquisition may petition to substitute other coursework. Contact Dornsife College Advising.

2. Foreign Language Placement

Students are generally placed into a level of foreign language (I – IV) through one of two ways: (1) based on the results of USC's placement examination for a foreign language; (2) based on completion of foreign language coursework at another institution that is articulated as a direct equivalent to a particular level of foreign

language at USC. However, students who transfer coursework below the level that meets the graduation requirement must take the foreign language placement exam. If a student has completed some college-level course work in a foreign language, but fails through placement testing to qualify for the next level of instruction, the student may be advised (though not required) to repeat, for no additional credit, the course needed to develop sufficient skill to continue the I-II-III sequence. However, a transfer course equivalent to, say, USC's first semester course, will serve as the prerequisite to USC's second semester course.

The USC Language Center regularly offers placement examinations for French, German, Japanese, Korean, Mandarin Chinese, Latin, Russian, and Spanish. Testing for other languages is also available. Language placement examination results are valid for a period of one year following the test date. The examination may not be repeated for a period of six months. For test dates, please visit the USC Language Center online at *http://language.usc.edu/*

3. Foreign Language Advisement and Time Limit

Beginning Fall 2011, all students who enter as freshmen are expected to fulfill the foreign language requirement by the time they have completed 64 units at USC. Students who do not satisfy the foreign language requirement before the completion of 48 units at USC will have a "mandatory advisement requirement" warning them of the need to complete the foreign language requirement. Students who do not satisfy the requirement before the completion of 64 units at USC will be required to seek approval from the Office of Undergraduate Programs to register.

Similarly, students admitted as transfers for whom foreign language is a requirement should fulfill it before they have completed 48 units at USC. Students who do not satisfy the foreign language requirement before the completion of 32 units at USC will have a "mandatory advisement requirement" warning them of the need to complete the foreign language requirement. Students who do not satisfy the requirement before the completion of 48 units at USC will be required to seek approval from the Office of Undergraduate Programs to register.

Students admitted into programs without a foreign language requirement who subsequently make a change of major into a program with a foreign language requirement must satisfy the requirement before completion of 48 units at USC after switching into the major.

IV.   FRESHMEN SEMINARS

Richard Fliegel
Freshman Seminar Program
CAS 200, x02961

The Freshman Seminar Program was created to ensure that incoming freshmen would have opportunities to work closely with distinguished faculty members who might inspire them to more ambitious conceptions of their college careers. Students learn the excitement of intellectual inquiry by participating in a special weekly seminar with no more than 18 freshmen. Each seminar meets two hours per week for 10 or 11 weeks and earns two units of elective credit. While the workload is less than a regular four-unit course, journals, papers, group projects, or individual presentations are often required in addition to the reading and participation in seminar discussions. Freshman Seminars are offered both in the Fall and Spring terms. Brochures are distributed at the Fall Orientation sessions and in Writing classes for the spring term; class information is also printed in the Schedule of Classes under Freshman Seminars, and online at *www.dornsife.usc.edu/fsem.*

V.   HONORS

A. DEPARTMENTAL HONORS PROGRAMS

The USC Catalogue lists the programs that may grant departmental honors to their graduating seniors. The minimal requirements are that the student (1) satisfactorily completes course work for an honors project and (2) achieves no less than a 3.5 GPA (A=4.0) in the major at the time of graduation. Each program, department or school will designate what it considers to be the appropriate course work and honors project. Departmental honors are noted on academic transcripts but not on the diploma.

B. UNIVERSITY HONORS

To be eligible for undergraduate honors at graduation, a student must earn a minimum overall grade point average of 3.5 for cum laude, 3.7 for magna cum laude, and 3.9 for summa cum laude. These averages must be met on both courses attempted in residence and on combined transferred and residence work attempted. The honors award is then determined either by the GPA for the residence work or the GPA for the combined transferred and residence work, whichever is lower. University honors are noted on academic transcripts and the diploma.

C. RENAISSANCE SCHOLARS

This is an academic honor awarded to selected undergraduate students who graduate with a major and a minor (or two majors) in widely separated fields of study. In order to be designated a USC Renaissance Scholar; a faculty panel must certify that the student's undergraduate fields of study are broad and deep enough to warrant this special honor.

Students can apply for this certification online as early as their sophomore year and as late as the first semester of their senior year. In addition to certification, the student must graduate within five years with no less than a 3.5 overall GPA as well as a 3.5 GPA in all major and minor course requirements. Details are available at *www.usc.edu/renaissance.*

D. DISCOVERY SCHOLARS

This is an academic honor awarded to selected undergraduate students who have made original contributions to their discipline. In order to be designated a USC Discovery Scholar; the student must submit a project based on the criteria set by his or whole school for review. Since the project often represents the culmination of the student's undergraduate program of study, students typically apply for this certification online during the last semester of their senior year. In addition to certification, the student must graduate within five years with no less than a 3.5 overall GPA. Details are available at *www.usc.edu/discovery.*

E. GLOBAL SCHOLARS

This is an academic honor awarded to selected undergraduate students who have participated in one or more international program for a minimum of 10 weeks. In order to be designated a USC Global Scholar; the student must submit a capstone project based on the criteria set by his or whole school for review. The project should relate directly to the student's time abroad. Students may apply for this certification online after returning from the overseas program, but typically during the last semester of their senior year. In addition to certification, the student must graduate within five years with no less than a 3.5 overall GPA. Details are available at *www.usc.edu/globalscholars.*

VI. REGISTRATION

A. WEB REGISTRATION

Before the beginning of each registration period, the Registration Department emails every student with a specific registration appointment (date and time). The student can register via OASIS (click on "Permit to Register") at any time starting from his/her appointment through the end of the registration period.

Web registration is available at www.usc.edu/webregistration. Web registration and the auto scheduler (schedule planning feature) can be accessed 24 hours a day, but the actual registration or "commit" function is only available from 8:30 a.m. to 10:00 p.m., Monday through Friday. Note that students with activity restrictions or active mandatory advisement requirements may not register until the restriction is cleared. Students may also use Web Registration to change the grading option for a class or to withdraw from all courses in a semester.

B. DROP/ADD

It is the student's responsibility to withdraw from classes he or she is not attending, including canceled classes. Students should verify their registered course list and make any necessary adjustments before the end of the third week of classes. Financial aid recipients, athletes, and international students should consult with a counselor before withdrawing from courses in order to assess the potential effect on the student's eligibility.

After registration is processed, a student must withdraw officially from any course in which he or she decides not to continue. Students may withdraw from courses using Web Registration. Students who withdraw from a course during the first three weeks of a semester will not be billed for the course, and the course will not appear on the academic transcript. If a student withdraws during weeks 4 to 12 in the semester, the course will appear on the transcript with a mark of W (withdrawn), and the student will be billed the full tuition for the course. The W does not impact a student's GPA.

Students who wish to cancel or drop ALL enrolled classes may use Web Registration. Alternately, the Registration department can process the cancellation or drop after receiving a written request from the student. Students can submit a written request to drop a class in person at the Registration Building. Students may ask to be withdrawn from all classes by one of three methods: sending an email form the USC email account to register@usc.edu, mailing a letter to the Registration Department, Los Angeles, CA 90089- 0912, or faxing a signed letter to the Registration Department (213-821-3724); either letter must include a photo ID (a copy of the student's USC ID card, driver's license, or passport). Students withdrawing after their first semester should complete a Leave of Absence form. (See section VII.)

C. THIRD WEEK ENROLLMENT CONFIRMATION

Instructors will be given a class roster at the end of the third week of each semester. The instructors are requested (but not required) to identify any students for whom they have no record of attendance, and to add students' names and ID numbers for any students attending but not on the class list. Only class lists for lecture sections or ones that contain unit values can be used for this purpose. Enrollment will be canceled for students thus identified as not attending the course and the students will be sent a letter indicating that their enrollment has been canceled. Students attending a class but not on the class roster will be sent a letter informing them that they are not yet enrolled. Limited time is given to go to Registration and enroll. Since instructors are not required to complete and return these rosters, students should be advised not to rely on this process and to verify that they have been dropped.

VII. UNIVERSITY POLICIES AND PROCEDURES

A. CATALOGUE OF ENROLLMENT

Students are subject to catalogue regulations, policies and procedures beginning at the time of first enrollment at USC. Students may switch to a later catalogue for a term in which he or she is enrolled (using the student exception process, APA.U.DP.EXC, but they must then follow all regulations in the new catalogue. They cannot mix regulations from different catalogues for a single program. An exception is that students may follow the requirements for a minor from a different catalogue year than the major; and students pursuing two majors may follow major requirements from different catalogue years. Students following transitional G.E. who switch to a later catalogue may continue to follow transitional G.E., although this may not be true if they take more than 10 years to graduate.

B. TRANSFER CREDIT

1. How Does A Student Get a TCR?

Students who enter USC with coursework from other institutions will be mailed a Transfer Credit Report (TCR) after Degree Progress has evaluated their official transcripts. For continuing students, the TCR may be viewed online through the OASIS website. When the TCR has been updated, an automatic email will be sent to the students USC email address informing them of this fact.

2. What is the Process?

To ensure complete evaluation of transfer courses, the student is responsible for hand-carrying or mailing **official** transcripts to Degree Progress, JHH-010. The total number of units attempted and accepted, as well as any subject credit granted, will be shown on the TCR. Official transcripts must be received by Degree Progress in their original envelope with all security marks and seals intact. If you receive an official transcript, please do not open it. Forward it to Degree Progress for evaluation.

3. Which Courses Will Transfer?

Only courses with marks of C- or better, Pass, or Credit are eligible for transfer credit to USC. However, grades for all courses, including grades below a C-, will be calculated into the transfer GPA. In general, USC accepts transfer work form domestic institutions accredited by one of the six regional accrediting associations. In rare circumstances, transfer work from institutions that are not regionally accredited but enjoy "national renown" is approved by the relevant USC dean.

Note that USC does not honor academic renewal or academic forgiveness programs that allow students to improve recorded substandard academic performance. All marks for transferable courses, even if subject credit is not granted, are computed in the transfer grade point average.

4. What about courses from International Institutions?

As of Summer 2011, the Articulation Office has taken over the evaluation of courses taken at international institutions by undergraduate transfer students. (Formerly, transfer work from institutions outside the United States was evaluated by the International Admissions Office and Articulation only articulated courses taken at

domestic institutions.)   The course work must have been completed at an institution recognized by that nation's Ministry of Education as a degree granting institution. International course work will be reviewed and will appear on the Transfer Credit Report (TCR), as does domestic work, although it will take longer to process than domestic coursework due to the various metrics employed by international institutions in terms of units, grades, whether courses should be considered lower or upper division, etc.

Once courses appear on the TCR, if students think they should have received different subject credit, they should file an articulation petition online. Equivalences to the lower division courses (e.g., math and physics introductory courses) may be granted without the student contacting the department directly. However, the corresponding USC department may be contacted for clarification.

Please contact Articulation should you have any questions or suggestions while this process is transitioned to their office.

5. Do I need a TCR in order to advise new transfer students?

All advisors should be familiar with the TCR in order to assist transfer students. Due to their familiarity with transfer work, advisors can often assist students even when official transcripts have not yet been submitted and evaluated. Students are instructed to contact their academic department for assistance when interpreting their TCR in relation to major requirements. If you need a reminder of how to interpret the TCR, a document is available on the OASIS for Advisors website.

REMINDERS:

What if course work does not appear on the TCR?

Verify that all applicable terms have been evaluated by checking the list of semesters attended on the last page of the TCR. If the student already submitted transcripts that include the missing term(s), the student should contact Degree Progress and request an updated evaluation. If all terms are included but the course work does not appear (e.g., the course is not even in the list of "Does Not Transfer" or courses which are not yet evaluated), contact Degree Progress or the Articulation Office to determine why the work did not appear.

What if the course is listed as an elective, but does not get the subject credit expected (e.g., G.E.)?

From a California Community College

The Articulation Office maintains comprehensive agreements with most California Community Colleges. As the name implies, all courses offered by a Community College with a comprehensive agreement have been reviewed for G.E. and equivalence credit. All transferable courses and available subject credits are listed on the agreement. If there is a discrepancy between the Transfer Credit Report and the articulation agreement, the student should submit an articulation petition. If a course

from a California Community College with a comprehensive agreement is not indicated for G.E. credit on the articulation agreement, nor is G.E. credit granted on the Transfer Credit Report, it can be assumed that it does not meet the G.E. requirement. Therefore, petitions for course work from California Community Colleges with comprehensive agreements are permitted only in the rare instance where a course may have been newly developed or considerably modified since the articulation agreement was finalized.

From all other schools (four–year, out-of-state, California community college without a comprehensive agreement)
The student should bring a course description and syllabus to Degree Progress and submit an articulation petition. Course review is based on academic content, rather than special circumstances or financial distress. The articulation petition is available online through OASIS. Results of Articulation Petitions are forwarded to the student's record in the Advisement Database.

All articulation petitions regarding courses taken before entering USC should be initiated as soon as possible after matriculation *and no later than the end of the first semester of study.*

C. COLLEGE COURSES TAKEN BEFORE HIGH SCHOOL GRADUATION

1. Available
Credit for college courses taken before high school graduation is limited to a maximum of 16 elective units. (However, this limit does not apply to courses taken during the summer after high school graduation.) Subject credit is limited to G.E. categories I and III for students who entered USC before Fall 2008. For students who entered Fall 2008 or later, G.E. categories I, II, III, and V can be earned.

In addition, no more than 32 total units of elective credit can be granted for college coursework and exams such as Advanced Placement and International Baccalaureate taken before high school graduation. Consequently, if a student earns, for example, 20 units for IB exams and has more than 12 units of coursework, the course units beyond 12 will not be considered transferable. See the Articulation Office website (*www.usc.edu/articulation*) for more information on AP and IB credits

2. Not Available
Course equivalence, credit for Diversity, Writing, or Foreign Language (or G.E. categories II and V for students who entered before Fall 2008) is not available for college courses taken before high school graduation. (However, such credit is available if these courses are taken during the summer after high school graduation.) Students may not receive credit for two exams, or a course and an exam, in the same subject (e.g., US History AP and IB exams).

3. Use of pre-high school graduation courses to fulfill requirements

Departments may use college-level courses taken before high school graduation on a case- by-case basis to waive prerequisites or fulfill degree requirements.

Students who attended a four-year college full-time before graduating from high school may be exempt from this restriction; the Articulation Office must review these cases.

D. TRANSFER COURSE WORK WHICH REPEATS A USC COURSE

Unit credit will not be given for a transferred undergraduate course equivalent to a course that a student had previously taken at USC. Subject credit only may be given if the following conditions are met: (1) The student took the course at USC but received a grade which failed to meet department or university requirements, and (2) the student obtained department approval prior to taking it elsewhere by filing a Transfer Course Work Pre- Approval form.

Transfer courses cannot be used to repeat a USC course under the Freshman repeat rule.

E. RESIDENCE REQUIREMENTS

1. Fall 1997 Catalogue to Present

Most students following a catalogue from 1997 or later may transfer a maximum of 64 units of credit toward a bachelor's degree. There are two exceptions: the B.Arch. degree and the Engineering "3-2" program allow a maximum of 80 units.

Except for the two exceptions noted above, there are several "64s" floating round for all other current students. Remember that:

- The lifetime maximum that can be transferred is 64 units.
- Limits kick in for most students when they reach "residency" (a.k.a., junior class standing, USC + Transfer = 64 units).
- Even if they are well below the 64-unit lifetime transfer limit, once a student following a catalogue from Fall 1997 or later reaches "residency," they may only transfer a maximum of 8 units (up to the 64-unit lifetime cap).
- The TCR reports the number of units eligible for transfer based on our current records. Be sure to note the date the TCR was updated.

Example #1:
Q: A student completes 80 units at USC and has never attempted transfer work. How many units are available for transfer?

A: Even though the student has no transfer units to date, the residency limit was triggered when 64 units were completed. Therefore, a maximum of 8 units may be transferred,

Example #2:
Q: A student enters USC with 32 units of transfer work. After completing 32 more units at USC, how many units are available for transfer?

A: The student has reached Junior Class standing (32 USC+32 Transfer = 64 total) and triggered the residency limits. Therefore, only 8 units are available for transfer.

Example #3:
Q: A student enters USC with 60 units of transfer work. After completing 32 more units at USC, how many are available for transfer?

A: Only 4 more units to reach the cap of 64 units

Because the B.Arch. degree needs 160 units, residency and the 8-unit cap kick in at 84 college level units for students in that program.

2. Pre Fall 1997 Catalogue

Students following pre-1997 catalogue requirements are allowed a lifetime maximum of 80 transfer units, of which a maximum of 70 can come from two-year institutions. Similar to students following a catalogue from 1997 on, residency is triggered at 64 total units.

However, they are allowed to transfer up to 16 transfer units after they reach residency (to the 70/80 lifetime maximum).

3. What about Subject Credit in excess of the residence limit?

Although the units toward the degree may be capped, students may still receive subject credit for course work in excess of the unit limitations. For example, if students have already transferred in all allowable units, they can still use transfer courses to fulfill the language requirement or the College basic requirement (LAS units). See "Course Work Taken Elsewhere" in the "Academic Policies" section of the *University Catalogue* for additional information regarding transferable course work.

F. ARTICULATION AGREEMENTS

Comprehensive articulation agreements are available for most California community colleges. These agreements provide a list of all courses that are transferable to USC. Agreements also indicate subject available such as:
- Subject equivalence to specific USC courses (note that units granted may differ from the USC equivalents, especially for quarter system schools)
- Satisfaction of general education and writing requirements (if taken prior to matriculation at USC)
- Satisfaction of the diversity requirement
- Satisfaction of foreign language level requirements

Since agreements are updated periodically, it is critical to use only current articulation agreements while advising students. View current agreements online at *www.usc.edu/articulation* rather than referring to printed copies from your files or versions that students may have received from their community college.

The Articulation web site also has "articulation histories" for several local four-year institutions (UCLA, UC Riverside, Cal Poly Pomona, CSU Los Angeles, CSU Long Beach, and CSU Northridge) which have a large, but not complete, list of transferable courses including equivalence and G.E. information.

Courses are evaluated based on the agreement in force when the student attempted the class. Even if a course no longer appears on the current agreement, it may still be eligible for transfer if it was transferable under the agreement in force when the course was taken.

Reference for Advisors
Articulation histories for all courses currently in the articulation database and information about how courses transferred in the past are available to advisors; go to OASIS for Advisors *(www.usc.edu/oasis4adv)*. Click on "For advisor resources please click here," then click on "Articulation histories and 'old' articulation agreements (unofficial) for advisors," then enter a school name (e.g., if you enter "CSU," all Cal State schools appear in a drop down menu), and choose a semester and year (e.g., Summer 2005). All courses that have been articulated will be displayed in "articulation history" format for the requested semester.

G. PRE-APPROVAL OF TRANSFER COURSE WORK

Students planning to take course work outside USC should first consult with their academic advisors. If the course is consistent with residence requirements, the student should usually submit an online "Request for Pre-approval to transfer course work to USC" through OASIS. In some cases, the online form (which gives immediate feedback) cannot be used and a paper form must be provided. The form itself gives instructions about when a paper form rather than the online form must be used. For example, if a student wants to use a course that does not have an equivalent on an articulation agreement or articulation history to fulfill a lower division major or minor requirement, the department must sign the paper form. (For upper division major requirements, the Request for Exception to Residence must be used; upper division minor requirements MUST be taken at USC.)

For courses taken at a community college or certain four-year schools, students can determine if a course is transferable and if it fulfills a requirement by checking the articulation agreement or history on the web (see above). However, even if students determine by this method that the course is transferable in general, they should still submit a request for pre-approval to make sure that the course can be applied to their individual situation. For example, it is possible that the course duplicates a course they have already taken or that they are not eligible to transfer any more units.

Special notes regarding overseas or distance education courses

Students interested in overseas studies programs (not through USC) should provide syllabi and information about the program along with the paper version of the pre-approval request. Students pursuing overseas studies through USC-sponsored programs do not need to submit transfer pre-approval requests, as their work is considered in-residence.

No special approval is needed for online courses. However, subject credit is not granted for online or TV courses in lab science or foreign language (though elective units may be earned). The articulation office tries to be aware of language or lab science courses that are available via distance learning, and marks them as "SYL" (meaning units are available, but a syllabus must be provided to earn subject credit); they appreciate advisors' notifying them of courses of this sort which are available online but are granted equivalence on the student's TCR.

H. REQUESTS FOR EXCEPTIONS TO RESIDENCE

Students following a Fall 1997 or later catalogue may only take transfer work in the summer, and they must take all upper-division course work for the major or minor at USC. To pursue an exception to these rules, students must complete the Request for Exception to Residence form, available in their department. Advisors can request this form by contacting the Registrar's Office (mchavezm@usc.edu). A separate form, including all signatures, is required for each requested course. Permission should be given only in rare circumstances (which do not include financial exigency). Permission to take a course in the fall, winter, or spring terms requires approval by the dean and advisor of the major department, as well as approval of each course by the USC department which would have offered that course.

Permission to fulfill an upper-division major requirement with transfer work requires pre-approval by the major department. Courses taken out of residence will receive neither unit nor subject credit. Note that any approval received to take courses out of residence does not imply permission to receive more than 64 units of transfer work, or permission to take more than 8 units of transfer work after 64 units of college work have been earned.

Students who are disqualified and wish to take courses in the fall or spring do not fill out a "Request for Exception to Residence" form. Please advise students in this situation to meet with an Academic Review Counselor for more information.

I. UPPER-DIVISION COURSE WORK REQUIREMENT

USC upper division courses are numbered 300-499. The university requires that all undergraduate students following the Fall 1997 or later catalogue successfully complete at USC all the upper division courses that are applied to their major or minor (unless a special exception is pre-approved as described above in section G). Students following an earlier catalogue must complete at least half of the upper division units for their major

at USC. Of the 128-unit minimum for any undergraduate degree, at least 32 of these units must be upper division course work.

Departments have limits on substitutions for or waivers of upper division requirements for the major. Lower division courses may not be substituted for upper division courses. Substitutions or waivers of upper-division requirements are limited to 25% of the requirements; however, substitutions of courses with the same prefix are not counted in this limit.

J. THE COLLEGE BASIC REQUIREMENT

For students following the Fall 1998 or later catalogue and earning a degree in the Dornsife College of Letters, Arts and Sciences, a minimum of 104 units applicable to the degree must be in College academic departments, whether the units are earned at USC or accepted in transfer. For students graduating with a minor, this minimum is reduced to 96 units. Students who are completing major degree programs in a professional school but whose degree is conferred by the College are exempt from this policy. Any exceptions to this policy will be considered by the College Dean of Undergraduate Programs. Students following a catalogue before Fall 1998 follow a different requirement.

K. SPECIAL PROBLEMS COURSES (390)

390 courses are supervised, individual studies classes designed to allow last-semester seniors to complete one to four units of their remaining degree requirements which could not be completed through a regularly offered course before their graduation date. There must be evidence that the problem was created by circumstances beyond the student's control. Enrollment requires a petition initiated in Academic Review and acted on by the Committee on Academic Policies and Procedures (CAPP). Only one 390 course is allowed for credit toward a baccalaureate degree.

L. DIRECTED RESEARCH COURSES (490)

Directed Research courses at all levels are limited to individual research projects agreed upon between individual students and faculty members and may not be used for other purposes. There are strict limitations, conditions, and procedures for enrollment in, grading of, and credit for 490 courses. See the "Registration and Requirements for Graduation" subsections of the "Academic Policies" section of the *University Catalogue* for a full discussion of these policies.

M. SPECIAL UNIT LIMITATIONS

A maximum number of units may be counted toward a degree:

4   units Physical Education Activity
8   units dance

12	units American Language Institute course work
16	units individual instruction in music at the 201/401 level
40	upper-division units within a program of study awarded by the College
24	units taken Pass/No Pass, with a limit of 4 in General Education and none in major, minor or pre-major requirements (unless approved in writing by the major or minor department)
32	exam units (AB, IB, A-levels, etc.)
16	college courses taken before high school graduation (college courses and exams together cannot exceed 32 units)

N. EXCEPTIONS

Students should be encouraged to follow university policies and procedures as stated. It is important to note that there are some university policies to which no exceptions may be granted. In individual circumstances when an exception appears to be warranted, inquiries may be made at the following locations:

- Academic petitions for CAPP review: academic department
- Articulation petitions: Degree Progress, JHH 010, x07070 or online *(www.usc.edu/articulation)* (Web form is available on OASIS)
- Major Requirements: student's academic department
- Registration issues: Academic Review, JHH 113, x07741
- Residency: Degree Progress, JHH 010, x07070
- Transfer credit: Degree Progress, JHH 010, x07070

O. GRADES

1. Incomplete Grades – "IN"

A grade of IN may be assigned only for work not completed because of illness or other emergency that occurs after the twelfth week of the semester. A grade of IN may be removed only by completing work not finished. It is not possible to remove an IN by reregistering for the course. Once the IN is resolved, only the final mark for the course will appear on official transcripts with no indication of a previous mark of IN. However, unofficial transcripts will display marks of IN regardless of their final disposition.

If the IN is not removed within one calendar year, the course grade is changed to an IX (Expired Incomplete) and will be calculated into the grade point average as 0 points. A student may request in writing to Degree Progress that an IN be expired prior to the allowed time period (e.g., to allow the student to graduate).

2. Withdraw - "W"

Students have until the end of the 12th week of the semester to drop courses. Courses that are dropped by the end of the 3rd week do not appear on the transcript. Courses dropped after the third week will result in a grade of W. An instructor may not withdraw a student from a course. No course may be dropped after the 12th week.

While, in exceptional cases, students may petition to withdraw from a course after the twelfth week, such petitions are rarely approved. Note that students may not withdraw from a course in which they have committed or have been accused of committing an academic integrity violation.

3. Missing Grade - "MG"

MG is an administrative mark assigned when an instructor fails to submit correctly a final course grade for a student.

Instructors should contact the Academic Review Department in JHH 113 for assistance in resolving "MGs." Beginning in Fall 2005, MGs not resolved within one calendar year will be changed to UW and will be calculated into the grade point average as 0 points. If a student has met all degree requirements without the course for which the grade is missing and the student will still meet grade point average requirements if the MG is changed to a UW, the MG can be expired at the student's request before the year is up to allow the student to graduate. For a full discussion of grading policies, please see the Grading and Correction of Grades Handbook at: *www.usc.edu/grades*.

P. PASS/NO PASS GRADING OPTION

During the first three weeks of the semester, students may elect to take a course numbered below 500 on a Pass/No Pass basis. Students may request to take a course P/NP or Audit using Web Registration. A maximum of 24 units of undergraduate course work taken on a P/NP basis may be used toward an undergraduate degree, and a maximum of 4 of these 24 units may be applied to the general education requirements. WRIT 140 and 340 may not be taken P/NP to fulfill the writing requirement. Use of P/NP course work to fulfill major or minor requirements must be approved in writing by the academic department. Individual academic departments may have placed further restrictions on whether a course taken P/NP can be used to fulfill specific requirements. Credit/No Credit differs from P/NP Pass in that the University Curriculum Committee authorizes courses to be offered on a CR/NC basis, while P/NP is a student-selected option.

Q. CLASSIFICATION AND NUMBERING OF COURSES

Courses numbered below 100 are not available for degree credit, courses numbered 100-299 are lower-division, and courses numbered 300-499 are upper-division. (400-level courses can also be used for graduate credit by graduate students.)

Course numbers may be followed by symbols that provide further important information. Common symbols used are:

g - course meets a general education requirement
l - course has a laboratory component

x - course has some kind of credit restriction. The course description from the *University Catalogue* will specify the restriction.
m - course meets the diversity requirement

R. GRADE POINT AVERAGE REQUIREMENTS

There are two types of GPA requirements: university and departmental. University GPA requirements are defined in the *University Catalogue* in the "Academic Policies" section under "Requirements for Graduation." Departmental GPA requirements are defined in the individual sections for each program of study. **The university will not deviate from policies governing the calculation of the overall USC grade point average through inclusion or exclusion of course work.**

- University GPA requirements may not be waived or lowered by departments. A cumulative GPA of 2.0 is required in two areas:
  - » Overall Undergraduate GPA: A cumulative GPA of 2.0 is required of all attempted units for the undergraduate degree, including transfer courses.
  - » Upper Division Major GPA: A cumulative GPA of 2.0 is required of all upper division course work *applied towards requirements in the major*. Excess courses in the major, including previous failing marks of a repeated major course requirement, are excluded from the major GPA calculation.

- Many departments have minimum grade requirements, additional major GPA requirements or a major GPA requirement that is higher than the 2.0 required by the university. If there is such an additional GPA requirement, it may be waived with a conferring unit Dean's signature.

S. COURSE REPETITION

Most courses may not be repeated for credit. Those courses that may be repeated appear in the *University Catalogue* with a maximum unit count after the title (e.g., "2 max 8" indicates that the 2-unit course may be repeated for a maximum of 8 units). Courses that may be repeated are typically in courses where the topics of instruction vary in each course offering or the coursework is based on individualized study (music performance, directed research, etc.).

Undergraduate students who want to repeat a course in which a grade of C+, C or C- was received and have the subsequent grade calculated in the grade point average must petition the Committee on Academic Policies and Procedures (CAPP) for permission to do so prior to re-registering in the course. Post hoc approval will not be granted. However, departments may require a student to repeat a course in which a minimum grade requirement has not been met. In the case in which a student earns a grade of C- in a course for which a grade of C or higher is required for application to major or minor requirements, the subsequent grade will be calculated in the grade point average without the requirement of a petition.

Undergraduates may also repeat courses taken in which grades of D+ or below were received, but in these instances both grades will be calculated in the grade point average. In no case will additional degree credit be allowed for repeated courses or duplicated work. No student may repeat a course in which a grade of B- or better was received.

If a course which is a prerequisite of a course in the same department is taken after the course for which it is a prerequisite (out of sequence), it will not receive unit or grade point credit.

T. FRESHMAN REPEAT RULE

Students who enter as first-time freshmen may repeat a maximum of three courses taken during the first two semesters of enrollment at USC if grades of D+ or below (including UW and IX) were received. Only the subsequent grade, even if lower, will be calculated in the grade point average. The course must be repeated in Fall 1992 or later to have only the subsequent grade applied. Both courses and the grades received will appear on the transcript. The same course may be repeated no more than once for the benefit of substitution of grade. ARLT 100 may only be repeated if a section with the same title is repeated. For example, if a first-time freshman takes ARLT 100 (Shakespeare) and wants to repeat it under the freshman repeat rule, the student must repeat ARLT 100 (Shakespeare). Similarly, first-time freshmen who wish to repeat WRIT 140 must repeat WRIT 140, not WRIT 130. Students who complete a sequential course which requires a prerequisite cannot later repeat the prerequisite for Freshman Forgiveness. Students who have repeated a course under this provision can obtain and drop off the "Freshman Repeat Form" in the Degree Progress Department, JHH-010.

First-time freshmen are students who have never attended college or any other post-secondary institution. It also includes students who attended college for the first time in the summer term prior to entering USC or who earned college credits before graduation from high school. First-time freshman status is determined by Admissions at the time of admission and will appear on ADM.D.DEC with a class level of U1 and no entry after "Frsh/Tran." Students who were admitted for spring and were first-time freshman elsewhere in the previous fall may repeat a maximum of two courses taken during the semester at USC in which grades of D+ or below were received with the same set of provisions stated above.

U. ACADEMIC PROBATION/ACADEMIC DISQUALIFICATION

A student whose overall USC GPA falls below 2.0 will be placed on academic probation. Continued enrollment requires clearance from an academic review counselor in JHH 113. Students on academic probation who do not raise their overall GPA to 2.0 or higher after two semesters of enrollment will be academically disqualified. However, even if the student has not raised his/her GPA to 2.0 but earns a semester GPA of 2.3 or higher during the next or any subsequent semester on probation, he/she will not be disqualified.

V. GRADUATION DATE

The University graduates students at the end of each academic term (fall, spring, summer)

A student will be awarded a graduation date for the term in which degree requirements, including submission of supporting documents, have been met. Although course work may have been completed in a prior term, the degree will be awarded only for the term for which the student academically and administratively fulfills all requirements. This includes exceptions and other actions that are the responsibility of the department. A grace period for administrative requirements has been established for each term. The deadline for the summer term is on or about September 15th; for fall term, January 15th; and for the spring term, June 15th.

W. LEAVE OF ABSENCE

A student who interrupts his or her studies for compelling reasons may request a leave for a stated period. First-semester freshmen and first-semester transfer students who cancel their enrollment during the first semester are not eligible for a Leave of Absence, and therefore they must update their application for admission to the next semester with the Office of Admissions.

All other students who want to leave USC should file a Leave of Absence (LOA). The Leave of Absence Handbook is at *www.usc.edu/loa*. Students must review both the Guidelines for Withdrawal checklist and Section 2 of the Undergraduate Leave of Absence handbook with their academic advisor. In addition, a student's signature is required on the Leave of Absence Form. Students pursuing POST(s) conferred by a professional school (e.g., Engineering, Business) must visit with their department's student affairs office.

If, as a result of the leave, the student exceeds the time limit for completion of a degree or G.E. requirements, he or she may not be allowed automatically to continue to follow the original catalogue of enrollment.

Students who fail to apply for a leave of absence may encounter difficulties with residency requirements and financial aid when returning to USC.

X. GRADUATE COURSES FOR UNDERGRADUATE CREDIT

Exceptional undergraduate students may enroll in a graduate course with the approval of the instructor. Students must also have prior approval from the chair of the major department in order to count the course for undergraduate credit or to audit the course. The student's major department will notify the Degree Progress Department regarding the manner in which the graduate course will be used. In no case will a student be allowed to enroll in and receive credit for a graduate course if the student's cumulative USC GPA is below 2.0.

Y. RESERVING COURSES FOR GRADUATE CREDIT

This process is available only to undergraduate students within 12 units of the completion of the bachelor's degree with a cumulative GPA of at least 3.0. Courses at the 400 and 500 level can be taken in the last semester of the senior year and reserved for graduate credit as long as the semester program does not exceed 16 units. The request form must be obtained from the Graduate School, completed with appropriate signatures, and submitted to Degree Progress for verification of eligibility.

Z. MANDATORY ADVISEMENT

A number of academic units require students to meet with their academic advisor prior to registration for a term. Students pursuing majors that require mandatory advisement will be denied registration until they have met with their academic advisor and the advisor has released their advisement obligation, using the process APA.U.SAD. The mandatory advisement status of programs (e.g., First 24 units UG, or All terms) may be viewed on p.3 of the POST display (SIS.D.POST). Mandatory advisement is POST related for all students in that particular POST. It should not be confused with the activity restriction (SIS.U.ACTRES), which is selectively applied to students by the owner of the activity restriction. (The owner and related information about a particular restriction can be obtained by viewing the display SIS.D.ART.) Changes or corrections to programs regarding mandatory advisement should be directed to Robert Morley (morley@usc.edu, x06963).

AA.   EXCESSIVE WITHDRAWAL ADVISEMENT

An undergraduate student who withdraws (a mark of W) from at least 8 units in one semester or who withdraws from at least 16 units overall must undergo mandatory academic advisement before the student can enroll in a subsequent semester. Registration for subsequent semesters will be cleared by the academic advisor once advisement has been completed. This advisement is intended to provide students with information and guidance on the negative cons that excessive withdrawals have on successful and timely completion of degree programs.

VIII. ONLINE ADVISEMENT TOOLS

A. Online Academic Student Information Services (OASIS)

The Office of the Registrar has developed the Online Academic Student Information Services (OASIS) Web site at www.usc.edu/oasis to help students and advisors obtain personal record information, request services and access other registration information. To access personal information online, students will need to use their student ID and PIN numbers.

OASIS for Advisors
Using this process, advisors can view their advisees' OASIS records, including STARS reports. Also, many handbooks, procedures and other useful documents can be found by selecting "Advisor Resources." Through this service you can also access the Council of Academic Advisors (CAA) website and member list.

In order to obtain access to student records on OASIS for Advisors, go to the SIS process SIS.U.WWWOAR. Enter your employee ID, select an OASIS password, and choose OASIS displays that you would like to view. Each display in OASIS for Advisors has a corresponding process in SIS, and advisors must first have been granted access in SIS before access to a particular OASIS display will be granted. Update SIS.U.WWWOAR before exiting.

To access OASIS for Advisors you can either go directly to www.usc.edu/oasis4adv or go to the Registrar's homepage (www.usc.edu/registrar) and select the OASIS for Advisors service. From the Registrar's homepage, you can also access the "Glossary of Terms and Services" for an alphabetical listing of information related to the Registrar's area. Questions or comments should be directed to Robert Morley, Associate Registrar (x06963, morley@usc.edu).

B. STUDENT ACADEMIC RECORD SYSTEM (STARS)

STARS reports are computerized degree audit reports which chart a student's progress toward degree completion. This report compares a student's academic work at any point in the student's career with requirements of a matriculated program of study. Reports are issued to students and academic departments semi-annually in the fall and spring semesters after the add/drop deadline. STARS report updates are also provided when students have activity in one or more of the following key areas: registration, the recording of grades, add or drop of a major or minor, transfer credit updates, and when an academic exception has been recorded on a student's record.

1. PRINTING STARS REPORTS
Printing of STARS reports from the Student Information System requires access to the APA.U.STARS.LIST process. Access is granted through SIS User Coordination at x05337. This overnight batch process requires advisors to enter campus delivery address information and individual student ID numbers for the requested population. Reports are updated nightly and are generally delivered within twenty-four hours of the request date. STARS reports can also be printed from OASIS for advisors at www.usc.edu/oasis4adv.

2. VIEWING STARS REPORTS
STARS reports can also be viewed from OASIS for advisors at www.usc.edu/oasis4adv or through the APA.D.STARS.VIEW process. STARS reports can be updated using APA.U.STARS.STUAUD. STARS reports are updated immediately after the third week of the fall and spring semesters, as well as anytime key transactions occur in SIS.

C. ADVISEMENT DATABASE

The USC Undergraduate Advisement Database is a central repository for undergraduate advising records. Information from the Student Information System (SIS) is imported daily with data from additional sources (such as USCard photo and midterm grades), to display a comprehensive student advising profile and history. The Advisement Database has a range of functions which enable the advisor to search, filter, and report on various metrics in their student population, send emails, create course plans, advisement sheets, comments and other content on the student's advising record. There are also features that allow students to schedule appointments with their advisor and for the advisor to share the student's most recent course plan through myUSC. The Office of Undergraduate Programs administers the Advisement Database system including access, training, and a development committee in conjunction with the Council of Academic Advisors (CAA). Contact Heather Cartagena for information (hmj@usc.edu, x13902).

IX. ADVISEMENT FOR MAJORS AND MINORS

A. DORNSIFE COLLEGE ADVISING
Debbie Bernstein, Director, dbernste@dornsife.usc.edu
CAS 120, x02534
http://dornsife.usc.edu/dornsife-college-advising/

Dornsife College Advising provides general academic advisement for students pursuing degrees in the Dornsife College of Letters, Arts and Sciences (The College), as well as students who have not yet chosen a major. The office also oversees advising in "clusters" of majors based on the underlying disciplines within the Dornsife College. Office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. The office serves the university in the following areas:

Undecided/Undeclared Advisement
http://dornsife.usc.edu/undecided/
Each semester prior to registration, undecided/undeclared students are required to meet with an academic advisor. Advisors in the College Advising Office can offer advice and referral on a variety of majors and minors as well as assist with appropriate course selections and fulfillment of degree requirements, particularly general education. Students with declared majors in the College should seek advisement from their academic department.

Pre-Law Advisement
http://dornsife.usc.edu/pre-law/
Dornsife College Advising advises undergraduates, graduate students, and alumni in all aspects of the law school admission process. This includes, but is not limited to, providing general advisement, providing assistance with personal statements, presenting workshops on the application process, acting as liaison between the USC Law School, other law schools and the students, assisting pre-law societies with

resources, and housing a resource library with information on most of the ABA-approved law schools in the United States and Canada

Humanities Advisement
KAP 450, x03800, FAX x03757
http://dornsife.usc.edu/humanities-majors/
Dornsife College Advising offers advising for smaller humanities and second language departments, including American Studies and Ethnicity, Classics, French and Italian, German, Philosophy, Religion, and Spanish and Portuguese. These humanities advisors assist departments that rely mainly on faculty to advise their students. They work in conjunction with departmental faculty advisors to ensure that students are progressing towards completion of both major and University requirements, thus allowing faculty to focus primarily on teaching and more general mentoring. Students generally meet with an advisor before registration each semester. The humanities advisors work with students who are either declaring or officially enrolled in one of the majors or minors with which the advisors are affiliated or taking classes within those departments

Natural Sciences Advisement
KAP 357, x03800, FAX x03757
http://dornsife.usc.edu/natural-sciences-majors/
In conjunction with Dornsife College Advising, advising is available at the department level for programs in the natural sciences, including Biological Sciences, Chemistry, Earth Sciences, Environmental Studies, Kinesiology, Mathematics, Neuroscience, and Physics & Astronomy.

Social Sciences Advisement
http://dornsife.usc.edu/social-sciences-majors/
In conjunction with Dornsife College Advising, advising is available at the department level for programs in the social sciences, including Anthropology, Archaeology, Economics, Geography, History, International Relations, Middle East Studies, Political Sciences, Psychology, and Sociology.

B. **PRE-HEALTH PROFESSIONS ADVISEMENT**
   FIG 107, x04844, FAX x05653
   http://dornsife.usc.edu/pre-health/
   prehealth@dornsife.usc.edu

- Dr. Kenneth Geller, Director, kgeller@dornsife.usc.edu
- Gina Camello, Associate Director, camello@usc.edu
- Lena Wilson, Advisor, lenawils@dornsife.usc.edu
- Selina Zadeh-Asadouri, Advisor, zadehasa@dornsife.usc.edu
- Randy Zuniga, Advisor, rezuniga@dornsife.usc.edu
- Nathalie Zuletta, Administrative Assistant, nzuletta@dornsife.usc.edu

The Pre-Health Advisement Office advises all current and former pre-health students at the University. This includes a wide variety of services to guide students through the academic and administrative processes necessary to achieve their goals. Our Pre-Health advisors encourage students to learn through community service, clinical exposure, laboratory research, and campus organizations. We help students to become self-directed learners and to assume a significant role in their pre-professional education. We encourage students to become broadly educated in order not to lose personal growth opportunities.

C. OTHER ACADEMIC ADVISING OFFICES

1. **USC Leventhal School of *Accounting***
   ACC 101, x04838, FAX (213) 747-2815
   http://www.marshall.usc.edu/lsoa
   lsoa_ugrad@marshall.usc.edu
   - Milli Penner, Assistant Dean, mpenner@marshall.usc.edu
   - Arthur Alba, Academic Advisor, aalba@marshall.usc.edu
   - Michelle Juarez, Academic Advisor, mcjuarez@marshall.usc.edu

The USC Leventhal School of Accounting Student Affairs Office advises pre-accounting and accounting students studying towards a Bachelor of Science in Accounting, as well as the dual degree program leading to a Master of Accounting or Master of Business Taxation Degree.

2. **USC School of *Architecture***
   HAR 112, x02090, FAX x13928
   http://arch.usc.edu
   archadvs@usc.edu

   - Jennifer Park, Executive Director, jenpark@usc.edu
   - Jahtm Flores, Academic Advisor (A-Le), jahtmflo@usc.edu
   - Lisa Shimabukuro, Academic Advisor (Li-Z), lshimabu@usc.edu
   - Eric Moore, International Programs Coordinator, ericjmoo@usc.edu
   - Luisa Sanchez, Student Services Assistant, lcsanche@usc.edu

3. **USC Iovine Young Academy for *Arts, Technology***
   and the Business of Innovation
   http://iovine-young.usc.edu

   - Erica Muhl, Inaugural Director, iovine-young@usc.edu

The Iovine Young Academy will be accepting students in major programs beginning Fall 2014. The curriculum will be drawn from several different schools with instruction in four essential areas: engineering and computer science; visual arts and design; audio arts and design; business and venture management.

4. **USC Marshall School of *Business***
   Office of Undergraduate Advising
   BRI 104, x00690, FAX x07235
   http://www.marshall.usc.edu/undergrad/buad/advising
   undergrad.advising@marshall.usc.edu

   - Maureen McHale, Director, mmchale@marshall.usc.edu
   - Janet Vera, Associate Director, jvera@marshall.usc.edu
   - Aba Cassell, Associate Director, acassell@marshall.usc.edu
   - Russell Sommer, Assistant Director, rdsommer@marshall.usc.edu
   - Jennifer Siemer, Assistant Director, jennifer.siemer@marshall.usc.edu
   - Katie Crawford, Academic Advisor, crawfork@marshall.usc.edu
   - Mayra Miranda, Academic Advisor, mayramir@marshall.usc.edu
   - Christina Garcia, Academic Advisor, cmgarcia@marshall.usc.edu
   - Allison Hofstetter, Academic Advisor, ahofstet@marshall.usc.edu
   - Helena Geefay, Academic Advisor, geefay@marshall.usc.edu
   - Juliette Lowery, Academic Advisor, juliette.lowery@marshall.usc.edu
   - Frankie Sandoval, Academic Advisor, frankies@marshall.usc.edu
   - Lauren Schlessinger, Office Manager, schlessi@marshall.usc.edu

   The Marshall School of Business Office of Undergraduate Advising handles all
   the advising responsibilities for current business majors, joint majors in Business
   Administration with an emphasis in Cinematic Arts or International Relations,
   and business minors.

5. **USC School of *Cinematic Arts***
   Office of Student Affairs
   CTC GT 1130, x08358, FAX x04013
   http://www.cinema.usc.edu/students/student-affairs
   studentaffairs@cinema.usc.edu

   Critical Studies / Film & TV Production
   - Kristen Clark, Director of Student Affairs, kclark@cinema.usc.edu
   - Marcus Anderson, Director of Student Services, manderson@cinema.usc.edu
   - Eileen Chiao, Student Affairs Manager, echiao@cinema.usc.edu
   - Vanessa Carillo, Academic Advisor, vcarrillo@marshall.usc.edu

   Animation & Digital Arts
   - Daphne Sigismondi, Assistant Director, dsigismondi@cinema.usc.edu

   Interactive Media & Games
   - Akira Thompson, Academic Advisor, athompson@cinema.usc.edu

   Media Arts and Practice
   - Sonia Seetharaman, Academic Advisor, sseetharaman@cinema.usc.edu

Writing for Screen and Television
- Kristen Davis, Program Coordinator BFA, kwdavis@cinema.usc.edu
- Michael Lane, Program Coordinator MFA & minor, mlane@cinema.usc.edu

6. **USC Annenberg School for *Communication & Journalism***
    ASC 140, x00900, FAX x08036
    http://annenberg.usc.edu
    commadv@usc.edu

    - Cindy Martinez, Director, cynthiam@usc.edu
    - Annie Mateen, Associate Director, mateen@usc.edu
    - JaBari Brown, Assistant Director, jabarirb@usc.edu
    - Sarah Holdren, Academic Advisor, sholdren@usc.edu
    - Adrienne Capirchio, Academic Advisor, azc@usc.edu
    - Veronica Nilchavee, Academic Advisor, nilchave@usc.edu
    - Donna McHugh, Office Manager, dmchugh@usc.edu

7. **USC Glorya Kaufman School of *Dance***
    http://kaufman.usc.edu

    - Laura Boon, Academic Advisor, lauraboo@usc.edu, STO 322, x16710

    The Glorya Kaufman School of Dance will be accepting students in major programs beginning Fall 2015. However, students in the Dance minor are currently being advised by staff in the School of Dance.

8. **USC Viterbi School of *Engineering***
    Advisement & Academic Services
    RTH 110, x04530, FAX x08690
    www.viterbi.usc.edu/studentservices
    viterbi.studentservices@usc.edu

    - Nora Sandoval, Director, norasand@usc.edu
    - Julie Phaneuf, Associate Director, phaneuf@usc.edu
    - Jeff Teng, Assistant Director, jhteng@usc.edu
    - Christine Franks, Academic Advisor, cfranks@usc.edu

    The Academic & Student Services Office within Viterbi Admission & Student Affairs Division advises first year students, students on academic probation and students seeking assistance with petitions and appeals. In addition, current USC students seeking internal admission are advised by the Viterbi Admission & Student Division until they are admitted to the Viterbi School. Sophomores, juniors and seniors are advised through in the respective academic departments.

    A listing of departmental advisors is available at:
    http://viterbi.usc.edu/students/undergrad/advisement/advisors.htm

9. **USC School of Dramatic Arts (formerly Theatre)**
   Academic Services
   DRC 107, x01286, FAX x08888
   http://theatre.usc.edu
   thtrinfo@usc.edu

   - Lori Fisher, Assistant Dean of Student Services, lfisher@usc.edu
   - Leon P. Strayer, Academic Advisor, strayer@usc.edu
   - Daniel Leyva, Academic Advisor, leyvad@usc.edu

10. **USC Roski School of** *Fine Arts*
    Office of Student Affairs
    WAH 116, FAX x08938
    http://roski.usc.edu

    - Penelope Jones, Assistant Dean of Student Services, penelope@usc.edu
    - Christina Aumann, Academic Advisor, aumann@usc.edu, x06260

11. **USC Leonard Davis School of** *Gerontology*
    www.usc.edu/gerontology

    - Maria Henke, Assistant Dean, mhenke@usc.edu, GER 112A, x01363
    - Jim deVera, Academic Advisor, edevera@usc.edu, GER 108, x01729
    - Linda Broder, Student Services, lbroder@usc.edu, GER 102, x06060
    - John Walsh, Associate Professor, jwalsh@usc.edu, GER 242, x04908

12. **USC Keck School of Medicine**
    Health Promotion **and Disease Prevention Studies | Global Health**
    UVI E210, x11600, FAX x11733

    - Elahe Nezami, Director of Undergraduate Studies, nezami@usc.edu
    - Stephen Perry, Academic Advisor, stephenp@usc.edu
    - Kairos Llobrera, Academic Advisor, kairos.llobrera@usc.edu
    - Camille Jack, Academic Advisor, camillej@usc.edu
    - Angela Turk, Administrative Coordinator, almer@usc.edu

13. **USC Thornton School of** *Music*
    Thornton Student Affairs
    LPB 200, x04721, FAX x05950
    www.usc.edu/music
    studentaffairs@thornton.usc.edu

    - Phillip Placenti, Assistant Dean, placenti@thornton.usc.edu
    - Debra Penberthy, Director, dpenbert@thornton.usc.edu
    - Antonio Bartolome, Senior Advisor, anbartol@thornton.usc.edu
    - Matthew Ennis, Academic Advisor, mennis@thornton.usc.edu
    - Sahar Saedi Tehran, Student Affairs Coordinator, saediteh@usc.edu

    The Thornton School Office of Student Affairs provides advisement for music majors and minors and, in conjunction with the Thornton School Office of

Admission and Financial Aid, counseling for current USC students who are prospective music majors or minors. Students may obtain D-class clearances for music classes and request assistance regarding grading problems at Thornton Student Affairs.

14. USC Department of *Occupational Science and Occupational Therapy*
CHP 133, FAX x21540
http://ot.usc.edu/

- Sarah Kelly, Director of Admissions, skelly@usc.edu, x22822,
- Shannon O'Brien, Assistant Director of Admissions / Academic Advisor, slobrien@usc.edu, x22889

15. USC Sol Price School of *Public Policy*
www.usc.edu/sppd

- LaVonna Lewis, Program Director, llewis@ usc.edu, RGL 309, x04280,
- Nam Ung, Program Administrator, namung@usc.edu, RGL 102B, x04723

X. ADVISEMENT FOR SPECIAL POPULATIONS

A. THEMATIC OPTION HONORS PROGRAM
CAS 200, x02961
www.usc.edu/thematicoption

Thematic Option is the university's general education honors program. Each year about 200 freshmen participate in this interdisciplinary core curriculum. The program offers small classes with some of the university's best undergraduate teachers and a hand-picked group of writing instructors. Students are invited to participate in Thematic Option based on their strong high school performance. In 2004-05, the Thematic Option class had an average GPA of 4.21 and an average SAT of 1476. Students who have not been invited but seem genuinely ready for serious intellectual challenge may apply as exceptions; many such students are admitted each year. Students should be referred to the Thematic Option office for general education advisement.

B. STUDENT ATHLETE ACADEMIC SERVICES
John McKay Center (JMC) First Floor, x03801
https://saas.usc.edu

Student Athlete Academic Services (SAAS) was established to provide supplementary academic support services for student athletes. These support services include academic counseling, tutoring, mentoring, registration assistance and general problem solving. Student athletes are better able to fulfill the university's academic expectations and also are helped to achieve their own personal academic goals with these support services. Athletes must follow the rules of NCAA eligibility when registering for classes. Student athletes must always be enrolled in at least 12 units in order to practice or compete. Approval to drop below 12 units can only be granted by

an academic counselor or the Director of Student Athlete Academic Services. If a student athlete drops below 12 units, he or she is no longer eligible to practice or compete, unless the units are all that are needed to graduate.

C. SUPPORT CENTERED PROGRAM
Center for Academic Support
STU 301, x08202, FAX x15958
www.usc.edu/scp
scprgram@usc.edu

In addition to USC's reputation for scholarship, we also maintain our mission of creating a student population rich in diversity.   In recognizing that USC benefits from more than just academic excellence, the Support Centered Program (SCP – formerly Structured Curriculum Program) serves this mission by supporting students who have been admitted with unique talent, diverse perspectives, and/or valuable life experiences that enrich the USC community.

These students are subject to the same policies (including academic disqualification rules) as other students, but they are guided in their course selection by SCP Counselors after consulting with their academic advisors. These students are subject to the same general education and major course requirements as other students but must also take a four-unit Educational Psychology course (EDPT 110). The course teaches the psychology behind learning and motivation as well as study time and management strategies that help students make the transition to college-level courses and build a successful academic career.

Each student participant meets with a program counselor throughout the academic year. Students receive individual referrals to faculty and university resources and participate in SCP intervention programs including, but not limited to, midterm grade intervention and probation intervention. In addition, SCP students may participate in the Academic Support Program's peer mentoring program.

Prior to enrolling, students in the Support Centered Program sign an Enrollment Agreement that details the requirements needed to successfully complete the program. Students normally take two years to meet 52 to 64 units of academic requirements needed to meet the SCP enrollment agreement. However, students may successfully complete the program after two semesters if the student completes 32 letter-graded academic units (including all required Core Courses listed below) with a minimum cumulative GPA of 3.0. Any foundational coursework required by the Center for Testing and Assessment (e.g., 0-level courses in math, sciences or writing) must be taken before or concurrently with the designated SCP courses and will not count toward the required units. As a result, foundational coursework may extend the time necessary to complete a student's SCP agreement.

The Enrollment Agreement is designed in accordance with university guidelines for making satisfactory academic progress toward graduation. SCP students follow the

same general advisement as non-SCP students, with the addition of the EDPT-110 course, which should be taken in the student's first year of study. SCP has structured the curriculum categories consisting of core courses (to be completed within the first two semesters), a choice among structured groups, additional academic units, and elective course work:

Core Courses: 12 or 16 units, as needed:
- EDPT 110 (4 units)
- WRIT 120 or 121, if needed (4 units)
- WRIT 140 or 130 (some Music and Architecture students) and Social Issues course (8 units)

Structured Groups: 16 units chosen from the following:
- Learning Community (8 units)
- Foreign language (8 units)
- General Education requirements (8 units)
- Major/pre-major courses (8 units)

Additional Academic Units:
- 16-20 units, depending on core units needed, in approved courses of appropriate academic content.

Free Electives:
4-16 units beyond the 48 required above for a total of 52-64 units; these free electives may not substitute for any other SCP category.

Students in the Support Centered Program are encouraged to take academic loads as close as possible to a full load of 16 units each semester in order to be on track for graduation in four years.

SCP students must observe the university's regular guidelines for academic progress and financial aid eligibility, as well as the following:

- 36 out of 48 units must be letter-graded in the SCP Core Courses, Structured Groups, and Additional Academic Units.
- 0-level courses do not count toward the required units.
- Transfer credits, Advanced Placement and International Baccalaureate units do not count toward the required units.
- No more than 8 units of major/pre-major courses may be applied to SCP requirements except as free electives.
- All major and pre-major courses counting toward the SCP agreement must be approved by the SCP Director.

SCP students are identified on the SIS.D.ACTRES screen by two restrictions:

- SCP01 – Identifies the student as an SCP participant; does not affect registration

- SCP02 – Registration hold; student needs to meet with an SCP counselor for consultation when this hold is in place.

D. UNDERGRADUATE SUCCESS PROGRAM
Center for Academic Support
STU 301, x00776, FAX x15479
www.usc.edu/cas
usp@usc.edu

The Undergraduate Success Program (USP) is a scholarship program that works one-on-one with the students who have graduated from the Neighborhood Academic Initiative (NAI). Upon their admission to the university, NAI scholars become part of the Undergraduate Success Program. USP offers a network of support for these students throughout their tenure at USC. Support services include regular meetings with program counselors to discuss their academic progress and performance, intervention strategies to assist students with the successful completion of their courses and degree programs, and workshops designed to facilitate students' transition from high school to college. USP provides for these students' continued informational needs with regard to academic programs, time management, and career options.

NAI scholars are identified on the SIS.D.ACTRES screen by the NAI01 restriction.

E. OFFICE OF INTERNATIONAL SERVICES
STU 300, x02666
www.usc.edu/ois
ois@usc.edu

The Office of International Services (OIS) assists international students and scholars in their adjustment to the United States and to USC through its services and programs. International student orientation programs are held each semester. Immigration specialists at OIS assist students with visa and immigration-related issues as well as letters required by foreign governments. Counselors are available to discuss cross-cultural adjustment, financial assistance, and other issues faced by international students. International students on F-1
and J-1 visas are required to register for 12 units (undergraduate) or 8 units (masters) or 6 units (Ph.D.) each semester. They are required to be enrolled at USC every semester until graduation unless a leave of absence is approved by OIS. Permission for employment and other issues affected by visa status should be referred to OIS for consultation.

F. SUPPLEMENTAL INSTRUCTION
Judy Haw, Director, judyhaw@usc.edu
CAS 204, x05295, FAX x04839
www.usc.edu/si

Supplemental Instruction (SI) is a nationally recognized program designed to support undergraduate students in historically difficult academic courses. This program offers regularly scheduled, out-of-class, peer-facilitated study sessions to all students enrolled in a targeted course. These study sessions are led by SI Leaders who are upperclassmen. The SI leaders attend all lectures in the targeted class, take notes, do the readings and homework as assigned to the enrolled students and then facilitate four weekly group study sessions. The leaders have successfully completed the course at USC and have been recommended by faculty members. These students have developed effective learning, study and time management skills that they are able to share with underclassmen in the SI program.

During the sessions, the leaders have the students compare notes, discuss readings, work problems, develop organizational tools and predict test items. Students learn how to integrate course content and reasoning skills. Some courses supplemental instruction are offered: BISC 220, BISC 221, BISC 330, CHEM 105a&b, CHEM 115a, CHEM 203, CHEM 322a&b, Math 126, MATH 218, MATH 226, PHYS 135a&b, PHYS 151, and PHYS 152. Faculty members support this program and encourage their students to participate. SI students tend to earn higher course grades than non-SI students. Participation in the program is free. For more information, call the SI Program Office at (213) 740-5295.

G. OVERSEAS STUDIES
CLH 201, x03636, FAX x02265
www.usc.edu/overseas
overseas@usc.edu

- Peter Hilton, Associate Director, philton@usc.edu
- Trista Beard, Study Abroad Advisor, tbeard@usc.edu
- Whitney Huss Study Abroad Advisor, whuss@usc.edu
- Darielle Horsey, Study Abroad Advisor, horsey@usc.edu

Students may study overseas either on a program offered by USC, or on their own.

1. Overseas studies not through USC.

Students may study overseas on their own, but the courses are treated as transfer courses. If they wish to go abroad during the fall or spring, they must file a Request for Exception to Residence. Advisors should recommend that students go on a USC program, and not encourage students to request a program for idiosyncratic reasons. The course should offer a unique academic opportunity not available through a USC program. If students wish to study abroad during the summer, they should file a paper pre-approval form (available at www.usc.edu/transfercredit), attaching information about the program. They may not use the online pre-approval process. If the transcript of the course will be issued by an international institution, the form will be reviewed by International Admission; if by a US institution, it will be reviewed by the articulation office.

2. Overseas studies programs offered by USC

USC offers a large number of overseas programs of various types. Some are offered in the summer (ISPs or International Summer Programs); most of these are offered by departments, and students take regular USC courses taught by USC faculty. For example, several of the language departments offer language courses abroad. Students apply to the departments, and the courses are handled like regular USC courses.

Other programs are offered for the fall, spring, or year. These are offered either by the Overseas Studies Office (OSO), which offers the vast majority and whose programs are open to any major, or by an overseas studies office or coordinator within a school. The schools which offer their own overseas programs for undergraduates during the academic year are: Annenberg, Architecture, Engineering, and Marshall. Except for Annenberg, these schools limit their programs to their own majors.

The courses students take may be offered by either USC (taught or overseen by USC faculty on site – USC Paris, USC Madrid); an international university, enrolled in directly with other native students; or an organization, such as CIEE, which specializes in organizing overseas studies programs in various sites. If USC courses are offered, as with ISPs, they are handled like on-campus USC courses. If not, a transcript is issued by either the university or the organization, and is articulated by the articulation office by entering them on an "MOI" (Memo of Interpretation). The MOI and the transcript are posted on the image viewer.

Beginning in Summer 2011, Articulation has sought to eliminate the need for the paper MOI which requires manual entry of each course into the student's transcript in SIS. The goal is to dispense with the MOI and have courses loaded into DARS, where they would appear on the TCR (labeled as USC courses, not transfer courses), and then directly into SIS (TRX.D.SUM) without having to be manually entered. MOI's are no longer created. Instead, the original transcript is annotated indicating the articulation (units, CR/NC, prefix, UPD or LWD). Both the original and the annotated transcript are imaged on the image viewer, though there is a delay of several days between loading and imaging.

All non-USC courses are recorded on the USC transcript as CR (if the grade was equivalent to a C- or higher) or NC (if the grade was below C-). The passing grade and unit conversion are determined when the program is approved. For each course, Edwenna Werner determines whether it will be considered lower division (appears on the transcript as 100 to 250) or upper division (appears as 300). (Actually, they appear as 300O, where the final O is for overseas.) Most courses are considered upper division unless they are clearly introductory. A USC prefix is also assigned to the course, based on the best match for which department would have offered the course at USC.

Prior to Summer 2011, overseas courses were given the number "100" (loaded as "100O") if considered lower division and "300O" if considered upper division. This sometimes made it difficult to identify which course should be used to substitute for major requirements in DARS since each upper division course was assigned the same number (e.g., one of two courses both labeled "HIST 300O"). Starting in Summer 2011, courses have been given different numbers, e.g., 350O, 351O, 352O, etc. The numbers are assigned arbitrarily (any course assigned as 35XO indicates upper division), but this makes it easier for advisors to substitute specific overseas courses for major requirements using the STARS exception process.

Once courses have been loaded into the system, they will appear on TRX.D.SUM and the STARS report. Advisors may make substitutions in STARS, if needed. Only 300-level courses may be substituted for upper division major or minor requirements. If courses with a different prefix (e.g., IR) are substituted for a requirement (e.g., a POSC course), this will count against the 25% limit on substitutions and waivers. If advisors think that the wrong prefix or course level was assigned to an overseas course, and this is making it impossible to make the desired substitution, they should contact Edwenna Werner (ewerner@usc.edu). Some departments have provided her in advance with a helpful list of courses that may be taken overseas, with the appropriate articulation.

When students go on any of the USC overseas programs, they can receive financial aid (during the academic year), and the courses appear on the transcript as USC courses and fulfill the residency requirement. Students may not fulfill general education requirements through overseas studies programs attended after starting USC. If seniors study overseas through USC in their final semester, the transcript may not be received until well after the usual cut-off for receiving a graduation date for that semester. However, Degree Progress will award a graduation date for that semester whenever the transcript arrives, as long as all requirements are fulfilled.

In addition to the many programs offered centrally through the Dornsife College Office of Overseas Studies, the following schools and programs also provide international opportunities:

- **Architecture** Study Abroad Opportunities
  http://arch.usc.edu/programs/study-abroad
  Eric Moore, International programs Coordinator, ericjmoo@usc.edu
- **Annenberg** Undergraduate International Programs
  http://annenberg.usc.edu/CurrentStudents/IntlPrograms/UGIntlProgs.aspx
  Sabrina Chong, Director of International Programs, sabrina.chong@usc.edu
  Brittany Hart, Program Advisor, brittany.hart@usc.edu
  Isabelle Huang, Program Advisor, isabelkh@usc.edu
- **Marshall** International Opportunities
  http://students.marshall.usc.edu/undergrad/international-programs/
  Sean O'Connell, Associate Director, seanocon@marshall.usc.edu

- **Cinematic Arts** (through Overseas Studies)
  http://dornsife.usc.edu/cinema-overseas/
- **Viterbi** Overseas & Exchange Programs
  http://viterbi.usc.edu/students/undergrad/overseas/
- **Policy, Planning, and Development** (Washington, D.C. Semester)
  http://priceschool.usc.edu/programs/undergraduate/wash-semester/
- **Theatre** (through Overseas Studies)
  http://dornsife.usc.edu/theatre-overseas/
- **Wrigley Institute for Environmental Studies** (Catalina Semester)
  http://dornsife.usc.edu/wrigley/undergraduate/

APPENDIX

RESOURCE CENTERS

Academic Review & Retention
Marcedes Butler, Lead Counselor, marcedeb@usc.edu
Erica Embry, Academic Review Counselor, eembry@usc.edu
Carlos Mora, Academic Review Counselor, cmora@usc.edu
TRO 101, x07741, FAX x10249
www.usc.edu/academicreview
acadrev@usc.edu

Processes all correction of grade requests and all registration-related petitions, including change of unit value of courses, change from a letter grade to a Pass/No Pass grade, and petitions to retroactively enroll in or withdraw from a course. Processes some missing grade (MG) requests, but only if they involve a correction of a grade due to error. Also provides counseling and registration clearance for all students on academic probation and readmission counseling for academically disqualified students.

American Language Institute
Jim Valentine, Director, jvalenti@usc.edu
JJ Lee, Academic Advisor, janettel@usc.edu
Thuy Pham, Student Services Coordinator, pham@usc.edu
JEF 206, x00079, FAX x08549
http://dornsife.usc.edu/ali

Offers English as a Second Language (ESL) courses at various levels of instruction. Talk with an advisor at ALI if you feel English language difficulties are hindering a student's academic progress.

Articulation Office
Matt Bemis, Associate Registrar | Articulation Officer, wbemis@usc.edu
Shelby King, Assistant Registrar | Associate Articulation Officer, shelbylk@usc.edu
David Van Dyke, Articulation Analyst, dvandyke@usc.edu
Phaidra Crayton, Articulation Analyst, pncrayto@usc.edu
Eric Kidder, Articulation Analyst, ekidder@usc.edu
Frida Canono, Articulation Analyst, canono@usc.edu
Carrie-Lou Gray, Articulation Assistant, cgray@usc.edu
JHH 010, x04628, FAX x08598
www.usc.edu/articulation
uscartic@usc.edu

Maintains articulation agreements with California community colleges, as well as a computer database concerning transferability of courses from many additional colleges and universities in the U.S. Assists Degree Progress in completing Transfer Credit Reports by reviewing courses not previously articulated, including whether courses meet

G.E., diversity, skill level requirements and course equivalencies. Reviews articulation petitions requesting change in how transfer work was evaluated. Evaluates accreditation status of other institutions.

Career Center
Carl Martellino, Executive Director, cmartell@usc.edu
STU 110, x09111, FAX x09104
http://careers.usc.edu/
careers@usc.edu

Provides information and counseling to help students decide on a major, explore career options and choose potential employers. Information on résumé writing, interviewing, career decision- making, and job hunting. Offers a career testing program and major placement services: full- and part-time job listings, an internship matching system, on-campus recruitment and an alumni referral system. USC Resumes referral system makes student resumes available to employers upon request.

Cashier / Student Financial Services
KOH 200, x07471, FAX x00835
www.usc.edu/sfs

Cashier's Office processes all collection of tuition and fee payments, disbursement of Federal Family Education Loans (Stafford/GSL, SLS, PLUS), Scholarship Checks and Cal-Grant B Stipend Checks.

Center for Academic Support
Pat Tobey, Associate Dean, tobey@usc.edu
STU 301, x00776, FAX x06384
www.usc.edu/cas
study@usc.edu

Center for Academic Support is the central resource and referral agency for learning enrichment at USC. Services available at the center include: Tutoring and Learning Assistance; Study Skills and Learning Enrichment Workshops; Outreach and Consultation for the campus community; Academic Related Support Groups; General Academic Support Counseling and the Mid-Term Grade Reporting System. Programs located in the center include: Assistive Technology Services; Commuter Student Academic Support Services; Disability Services and Programs; the New Student Academic Intervention Program; the Psychology Post-Doctoral Fellowship Program; the Support Centered Program; and the Undergraduate Success Program.

Degree Progress
Matt Bemis, Associate Registrar, wbemis@usc.edu, x1328
Valerie Sas, Assistant Registrar, Technology & Support Services vsas@usc.edu, x01308
JHH010, x07070, FAX x06292
www.usc.edu/degreeprogress

degreepr@usc.edu

Degree Audit Services advises students of their completed degree requirements and notifies them of remaining requirements. Calls related to STARS reports or degree requirements should be made to their number, x07070. Calls about transfer credit or general questions regarding degrees should be made to the Student Services number, x03311. For information regarding diplomas, see below.

Diploma Department
JHH 010, x07096, FAX x06292
www.usc.edu/diplomas
diplomas@usc.edu

The Diploma Department, which is part of Degree Progress, orders and distributes university diplomas and certificates. Unless otherwise specified, diplomas are mailed directly from the vendor to a student's permanent address. It is the student's responsibility to make sure well before the degree is posted that the name on the student information system is correct, because this is the name that will appear on the diploma and in the permanent records, and it cannot be changed once the degree is posted.

Diplomas are automatically mailed to the student's permanent mailing address on file with the University (NOT the student's temporary local address), unless the student specifically requests otherwise. To request a different delivery address for the diploma, students should submit a change of information card to Degree Progress, JHH 010, well in advance of their degree posting. Once a degree is posted, a diploma order (including the mailing address) is sent to the vendor. Although diplomas are typically mailed four to six weeks from the date a degree is
posted, once the order is placed the mailing address and handling instructions cannot be changed. Degree Progress also provides information regarding vendors for diploma framing and preservation.

Only one diploma or certificate is issued to a student for each program of study. Copies of diplomas are not available. Graduates inquiring about replacing diplomas that have been damaged, lost or stolen, should be referred to JHH-010 or to www.usc.edu/diplomas for an "Application for Diploma Reissue" form. There is a fee for this service.

Disability Services and Programs
Edward Roth, Director, eroth@usc.edu
Mattie Grace, Associate Director, mgrace@usc.edu
STU 301, x00776, TTD x06948, FAX x08216
www.usc.edu/disability
ability@usc.edu

Disability Services and Programs (DSP) coordinates programming and services for students with disabilities, provides resources for disability awareness in the university community, promotes student independence, facilitates overcoming physical and

attitudinal barriers to awareness and accessibility, and serves as a support to the faculty in maintaining the integrity of course requirements and expectations. Students are responsible for providing documentation to verify a disability. Guidelines for documentation are available in STU 301.   Encourage students to register for support services at DSP as early in the semester as possible.   Assure them that all documentation is confidential and there is no notice given to anyone unless the student requests it. A list of accessible entrances to campus buildings is found under Disability Services in *SCampus*.

Financial Aid
Thomas McWhorter, Executive Director, faodir@usc.edu
Guy Hunter, Assistant Dean, guyhunt@usc.edu
Patrick Moore, Senior Associate Director, moorep@usc.edu
Paul Dieken, Senior Associate Director (SAP / Aid Coordination), pdieken@usc.edu
JHH Lobby, x01111
www.usc.edu/financialaid
fao@usc.edu

Each academic department has a liaison in the Financial Aid Office. The Financial Aid Office determines eligibility for need-based federal and university financial aid, awards financial aid funds to eligible students, and serves as a clearing house for state Cal Grants as well as scholarships and awards from other outside agencies. Additionally, the Financial Aid Office processes applications for federal and private financial programs for families who are not eligible for need-based aid and/or who wish to supplement their need-based aid, monitors the satisfactory academic progress of financial aid recipients, provides information on all available sources of need-based and non-need-based educational funding, and provides counseling for students and their families. Academic advisors with questions regarding a student's financial aid should contact the Financial Aid Office at x01111 or at fao@usc.edu.

Freshman Seminar Office
Richard Fliegel, Associate Dean for Undergraduate Programs, fliegel@dornsife.usc.edu
Marsha Chavarria-Winbush, Associate Director, chavarri@usc.edu
CAS 200, x02961, FAX x04839
www.usc.edu/fsem

Freshman Seminars are two-unit courses offered both in fall and spring terms that show undergraduates how to study in a seminar setting, demonstrate the expectations of academic culture, and help participants meet other freshmen. Students may choose from a selection of topics that reflect their personal interest; seminars are graded Credit/No Credit. Students should contact the Freshman Seminar Office to learn more about the topics available. (see Section IV for more information)

General Education Office
Richard Fliegel, Associate Dean for Undergraduate Programs, fliegel@dornsife.usc.edu
Marsha Chavarria-Winbush, Associate Director, chavarri@usc.edu

CAS 200, x02961, FAX x04839
www.usc.edu/ge

The G.E. Office administers the general education program for all undergraduates at USC. The office schedules courses, consults with faculty and the G.E. committee regarding course offerings, acts on general petitions regarding G.E., and answers questions from other offices regarding G.E. requirements.

Grades Department
Jim Feigert, Assistant Registrar, feigert@usc.edu
Rose Augustus, Grade Technician, augustus@usc.edu
Janice Scott, Grade Technician, janicesc@usc.edu
JHH 106, x05586, FAX x05986
www.usc.edu/grades
gtv@usc.edu

The Grade Department is responsible for the collection, maintenance and distribution of all grades submitted by the academic units. This includes the processing of such things as Removal of Incomplete (IN), Clarification of Missing Grade (MG), and the recording of Corrections of Grade (COG) initiated by the instructor with Academic Review. Grades for the three most recent semesters are available to students on OASIS.

Kortschak Center for Learning and Creativity
Edward Roth, Director, eroth@usc.edu
Kristina Alvarado, Learning Specialist, kmalvara@usc.edu
STU 311, x07884, FAX x07952
http://kortschakcenter.usc.edu/

The Kortschak Center uses a multidisciplinary approach to provide enhanced academic support services that accommodate learning differences among students through learning strategy sessions and state-of-the art assistive technologies. Resources include the academic coach program, workshops, tutoring, a computer lab, and the Quiet Study Room.

Dornsife College Advising
Debbie Bernstein, Director, dbernste@usc.edu
CAS 120, x02534, FAX x03664
http://dornsife.usc.edu/advisement/
advising@dornsife.usc.edu

Helps students explore available options in designing their educational program. An adviser can offer assistance on course selection, class scheduling, choosing a major and/or minor, and the petition process. Academic advisors and services for undecided/undeclared, college majors, pre- health, and pre-law students are available. (See section IX for more information.)

Office of International Services
Tony Tambascia, Assistant Dean / Executive Director, tambasci@usc.edu
STU 300, x02666, FAX x05194
www.usc.edu/ois
ois@usc.edu

A resource center offering assistance with immigration regulations, financial problems, housing, and counseling on cross-cultural adjustment. In addition, many social and cultural activities are offered year-round. The office provides support services for the International Student Assembly, which coordinates the many international student clubs and organizations on campus. (See Section X for more information.)

Office of Overseas Studies
Peter Hilton, Associate Director, philton@usc.edu
Trista Beard, Study Abroad Advisor, tbeard@usc.edu
Whitney Huss Study Abroad Advisor, whuss@usc.edu
Darielle Horsey, Study Abroad Advisor, horsey@usc.edu
CLH 201, x03636, FAX x02265
www.usc.edu/overseas
overseas@usc.edu

Students interested in spending a semester or year overseas can receive advisement based on major course of study, foreign language skills and other prerequisites, regarding programs that suit their needs. The Office of Overseas Studies serves as direct liaison to the overseas institutions during the application process, while the student is overseas, and upon return. The office also provides pre-departure orientation services to the students on topics such as cross- cultural communication, health and safety, local banking and transportation, etc. Currently, approximately 42 programs in 25 countries are offered.

Orientation
OPEN, Director
Christopher Ortega, Assistant Director, cjortega@usc.edu
Melissa Turk, Program Manager, mturk@usc.edu
STU B7, x07767, FAX x03788
www.usc.edu/orientation
orient@usc.edu

Orientation Programs facilitates students' smooth transition and positive adjustment into the USC community. It develops and manages programs and materials to help familiarize incoming students and their families with academic opportunities, university policies, student involvement, and campus resources. Besides freshman and transfer orientation sessions during the summer, various programs are available for students throughout the academic year, including Move-in Day, Welcome Week, New Student Convocation, Graduate Student Workshops, and Mid-Year Orientation.

Registration
Frank Chang, Associate Registrar, fjc@usc.edu
REG 100, x08500, FAX x13724
www.usc.edu/registration
register@usc.edu

Provides in-person registration for all students. Dispenses forms for drop/add, change of enrollment options, and limited status registration. Maintains the Web Registration process and assigns registration appointment times. Responds to registration-related questions from students and advisors.

Student Athlete Academic Services (SAAS)
Magdi El Shahawy, Senior Associate Athletic Director, melshaha@usc.edu
John Mosbach, Director of Athletic Academic Advising, mosbach@usc.edu
Kyle Ross, Assistant Director of Athletic Academic Advising, kyler@usc.edu
John McKay Center (JMC), x03801, FAX x04407
saas.usc.edu

Provides supplementary academic support services for student athletes such as academic counseling, tutoring, mentoring, registration assistance and general problem-solving.

Student Counseling Services
Ilene Rosenstein, Director, irosenst@usc.edu
YWCA 100, x07711, FAX x06815
www.usc.edu/scs

Provides mental health and educational services to students so that they may achieve their academic and personal goals. The staff is ethnically diverse and is available for consultation on both an individual and group basis. Counselors are available for psychological and cross-cultural issues.

Student Financial Services
Betty Cowin, Associate Director, bcowin@usc.edu
PSB 100, x04091, FAX x00835
www.usc.edu/sfs

Provides system support and training for users of Bursar processes. Responsible for financial transaction codes (FTCodes), and tuition and mandatory fee assessment tables.

Thematic Option Honors Program
Pennelope Von Helmolt, Director, vonhelm@usc.edu
Richard Edinger, Associate Director, edinger@usc.edu
CAS 200, x02961, FAX x04839
www.usc.edu/thematicoption
thematicoption@dornsife.usc.edu
(see Section X for more information)

Transcripts
Jim Feigert feigert@usc.edu
REG 100, x09230, FAX x05986
www.usc.edu/transcripts
gtv@usc.edu

Processes all requests for transcripts from departments and students. Official transcripts
are $10.00. Transcripts can be ordered in-person, by mail, or on the web. Students who
attended USC 1981 and later may also make a request for electronic transcripts.
Additional charges for special handling (rush or overnight) services may also apply. The
Academic Record Summary (formerly unofficial transcript) costs $5.00 and may be
requested only in-person or by mail.

Transfer and Veteran Student Programs
Syreeta Greene, Assistant Director, syreetag@usc.edu
TCC 330, x16028, FAX x09548
http://sait.usc.edu/ca/tvsp/
tvsp@usc.edu

This new office strives to facilitate a smooth transition to USC for transfer and veteran
students. Programs and resources are available to support the transfer and veteran
communities in all aspects of their college experience.

Veteran Affairs
Samantha Marquez, Records Services Agent, marquezs@usc.edu
JHH 114, x04619, FAX x03760
www.usc.edu/dept/ARR/veteransaffairs
vets@usc.edu

The Veteran Affairs Office is responsible for certification of enrollment for eligible USC
students who apply for educational assistance administered by the Veterans
Administration. Responsibilities include the processing of all applications and enrollment
certifications to regional offices of the Veterans Administration, assistance with problems
related to the Veterans Administration educational (or covered) programs, and
maintaining a reference file on all VA students for up to 5 years. Advance Payment: the
University of Southern California does not participate in advance payment for VA
students.

The Writing Center
Yance Wyatt, Director, william.wyatt@usc.edu, x00231
THH 321, x03691, FAX x04100
http://dornsife.usc.edu/writingcenter

The Writing Center, part of the Writing Program at USC, provides all university students,
staff, and faculty with assistance with writing tasks. Trained consultants work with

writers in individual conferences and small-group tutorials. Members of the university community are welcome at any stage of the writing process, from the generation of ideas and themes to the drafting of a text to revision of a final draft. In addition, the center has a computer lab with access to the internet and numerous handouts and composition reference materials.

<u>The Writing Program</u>
John Holland, Director, holland@usc.edu
JEF 150, x01980, FAX x04100
http://dornsife.usc.edu/writing-program/
writprog@usc.edu

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