

**Academic Advising Syllabus
Office of College Advising
University of Southern California**

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| Advisor: | Carlos C. Cervantes, M.A. |
| Office: | 3501 Trousdale Parkway, THH 278 Los Angeles, CA 90087 |
| Phone: | (213) 740-2534 |
| E-mail: | ccervant@usc.edu |
| Advising Hours: | Varies semester to semester. Consult with advisor. |
| Text/Materials: | University Catalogue (available online: www.usc.edu/catalogue) SCampus OASIS (https://camel2.usc.edu/OASIS/Login.aspx) StARS Report (Student Academic Record Report) Listserv Sign-up The College Advisement Form USC.edu Email Account |

Academic Advising Description/Definition

Academic advising is an educational process that facilitates students' understanding of the meaning and purpose of higher education. It fosters intellectual and personal development toward academic success and lifelong learning (NACADA, 2004).

At USC, academic advising provides students with the opportunity to build interpersonal relationships with their advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the resources and services that are available to them on the UPC campus.

Academic advising is a collaborative educational process whereby students and their advisors are partners in meeting and ensuring academic, personal, and career goals. This partnership requires proactive participation and involvement by both parties. This partnership is a process that is built over the student's entire educational career at USC. Both parties have clear responsibilities for ensuring that this partnership is successful.

Advisor Responsibilities –What You Can Expect

You can expect me as your advisor to:

- Protect and secure the integrity of the USC degree by enforcing all university and departmental policies and requirements
- Treat you with respect and as an adult
- Understand and effectively communicate the curriculum, requirements, and academic policies and procedures. If I do not know the answer to a question, that I will find the answer or the resource that will answer your question and reply in a timely manner
- Encourage and guide you to define and develop clear and realistic educational plans
- Provide you with information about campus resources and services
- Encourage and guide you in gaining the skills to access the resources and services that are available to you via OASIS, USC.edu web site, or university offices
- Assist you in understanding the purpose and goals of higher education and its effects on your life and personal goals
- Monitor and accurately document your progress toward meeting your educational goals
- Be accessible for meetings during office hours, by appointment, telephone, or email
- Assist you in gaining decision-making skills and in assuming responsibility for your educational plans and decisions
- Maintain confidentiality (will not discuss issues with parents or non-university persons without your written permission; will respond to academic questions only via usc.edu email accounts)
- Assist you in working with, and developing relationships with faculty and instructors

Advisee Responsibilities – What You are Expected to Do

As an advisee, you have clear responsibilities in this partnership in order to be successful:

- Schedule regular appointments or make regular contacts with advisor during each semester
- Come prepared to each appointment or walk-in with questions or materials for discussion
- Be an active learner by participating fully in the advising experience
- Ask questions if you do not understand an issue or have a specific concern
- Refrain from asking for academic advise from friends, classmates, or parents
- Keep a personal record of your progress toward YOUR academic goals
- Organize documents in a way that enables you to access them when needed
- Be proactive in checking often the electronic resources via OASIS to keep track of your academic progress
- Become knowledgeable about college programs, degree requirements, policies, and procedures
- Complete all assignments or recommendations from your advisor
- Gather all relevant information before making decisions that affect your educational goals
- Clarify personal values and goals and provide advisor with accurate and truthful information regarding your interests and abilities
- **ACCEPT RESPONSIBILITY FOR YOUR DECISIONS AND YOUR ACTIONS (or INACTIONS)** that affect your educational progress and goals

Expected Student Learning Outcomes for the Academic Advising Experience

Through the advising experience at USC,

- You will demonstrate the ability to make effective decisions concerning your degree and career goals
- You will develop an educational plan for successfully achieving your goals and select courses each semester to progress toward fulfilling your goals
- You will demonstrate an understanding of the value of the USC degree through the value of the general education requirements and major/minor requirements
- You will utilize the resources and services on campus to assist you in achieving your academic, personal, and career goals
- You will make use of referrals to campus resources as needed
- You will be able to accurately read and effectively utilize a degree audit through the use of the StARS report in your educational planning (available in OASIS).
- You will graduate in a timely manner based on your educational plans

Demonstrating Your Achievement of Learning Outcomes

In order to accurately measure and document that you have achieved the learning outcomes of your advising, you and the advisor will develop and on-going file of your advising work. This file will consist of a variety of documents including your basic contact information, your semester progress reports (The College Advisement Record), copies of emails, and a variety of documents that you and the advisor will develop together to demonstrate your academic goals.



Don't Miss Important Announcement about your Degree Program(s)
Sign up to the email list-serv! (It's voluntary)
Instructions

I have two academic email listservs, "USC College Language Advising," (for Spanish students) and "USC French and Italian Advising" that will have important academic related topics such as degree-progress items, graduation, advising, registration, class cancellations and additions, etc. This email will be used less often than the third email list that is called "Jobs and Opportunities" email and its content will be substantially different.

All three email lists will allow you to "opt in" or "opt out" automatically. This feature will make joining the email list truly voluntary assuring that the information that I send out goes only to those persons who want to receive them. If you miss an import announcement (which will be sent by e-mail) then you might consider adding yourself to this list. If you do not add yourself to the list then I will assume that you are not interested in receiving these emails. The only emails that non-subscribers will receive from me will be those that are sent specifically to them.

For all students: emails that have your last name on the "Subject" line will suggest that they are very important and should be read promptly.

Thanks!
Best regards,
Carlos Cervantes
Humanities Advisor
(213) 740-2534
ccervant@usc.edu

To add yourself to any of the lists, you must send an email for each individual list to the same server: listproc@usc.edu. The message-body should be in plain text (not in HTML and without signatures, smiley faces or attachments, please). You should receive a subscription confirmation email within minutes. The server will not process incorrect requests. Please follow the instructions on the confirmation email if you want to unsubscribe at any time.

SPANISH MAJORS/MINORS.

Type on the body of the email the following command line:

SUBSCRIBE usclangadvising-L

FRENCH AND ITALIAN MAJORS/MINORS.

Type on the body of the email the following command line:

SUBSCRIBE uscbandiadvicing-L

JOBS AND OPPORTUNITIES (All interested persons regardless of degree objectives).

Type on the body of the email the following command line:

SUBSCRIBE uscjando-L

ADVISING LISTSERV* (NEW LOOK!)
Compiled from various sources
Sent on most Fridays or Mondays
(or on Special Dates as determined by events) §

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Comments are welcome: ccervant@usc.edu.
Subscription and security information can be found at the end of this email.
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This issue includes events for:

1. Advising News
2. USC Campus Events
3. USC Scholarships, Fellowships, & Grants
4. Security and Subscription Information

*Contact the sources directly for more information.

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1. ADVISING NEWS
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2. USC CAMPUS EVENTS
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3. USC SCHOLARSHIPS, FELLOWSHIPS, & GRANTS
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4. SECURITY AND SUBSCRIPTION INFORMATION
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JOBS AND OPPORTUNITIES*

Compiled from various sources
Sent on most Fridays or Mondays §

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Submissions to this list are welcome: ccervant@usc.edu. Share Freely.
Subscription and security information can be found at the end of this email.
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This issue includes events for:

1. University of Southern California (USC)
2. UC, Cal State, & other Schools
3. Jobs, Internships, Volunteer, & Related Opportunities
4. Scholarships, Fellowships, & Grants
5. Conferences & Call for Papers
6. Other

*Contact the sources directly for more information.

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1. USC CAMPUS
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2. UC, CAL STATE, & OTHER SCHOOLS
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3. JOBS, INTERNSHIPS, VOLUNTEER, & RELATED OPPORTUNITIES
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4. SCHOLARSHIPS, FELLOWSHIPS, & GRANTS
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5. CONFERENCES & CALL FOR PAPERS
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6. OTHER
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7. SECURITY AND SUBSCRIPTION INFORMATION
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§ The Jobs and Opportunities email list has not be approved, reviewed, or endorsed by USC.

§ To unsubscribe: Send mail to listproc@usc.edu in plain text with the message body of "SIGNOFF uscjando-L(without the quotations, of course). The subject does not matter. You will receive automated confirmations for successful signups and for "signoffs."

§ USC students and staff: USC deactivates "@usc.edu" email accounts shortly after leaving the campus. Please update your email upon leaving campus to ensure future delivery of this list.

§ These lists are sometimes long, please clean your email inboxes frequently to ensure delivery of announcements. Non-functioning emails will be deleted.

§ NEVER OPEN attachments that "appear" to come from the list. Jobs and Opportunities mailings are sent without attachments.

STUDENT INFORMATION FOR MINOR

Name: _____

USC ID#: _____

Date of declaration of minor: _____

Expected date of graduation: _____

Minor Applying For? (circle one): SPAN

FREN

ITAL

Major: _____

Double Minor: _____

Double Major: _____

AP Level Lang: _____ AP Level Lit: _____

Thematic Option: No ___ / Yes ___

SAT II: _____ IB: _____

USC Foreign Language Exam: _____

Previous Experience in the language in high school and/or college (include name of school(s), year(s), grades(s):

Check (√) all areas of the CORE that you have COMPLETED:
Use IP (In-Progress) when appropriate. If in T/O, skip this part:

GENERAL EDUCATION REQUIREMENTS

Cat I: Cat II: Cat III:

Cat IV: Cat V: Cat VI:

LANGUAGE REQUIREMENT

I: II: III:

DIVERSITY REQUIREMENT

Diversity Requirement:

WRITING REQUIREMENT

Writing 140:
Writing 340:

*****FOR ADVISOR*****

Catalogue year: _____

Comments:

USC Units: _____ College Units: _____

USC GPA: _____

Please, print clearly.

Permanent Address: _____

City: _____ State: _____ Zip: _____

Permanent Phone: _____ *USC E-mail: _____

***Emails about student academic issues will be sent to the @usc.edu email only.**

LOCAL ADDRESS INFORMATION

Semester/Year: _____ Phone: _____

Address: _____ City: _____ Zip: _____