



UNIVERSITY OF  
**South Carolina**

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SUMTER

**Advising Handbook**

**2019–2020**

Compiled by  
**Hayes Hampton**  
Coordinator of Advisement

Based on the advising handbook created by  
Robert Castleberry, Professor of Psychology

With Contributions from

Wanda Baker, Coordinator, Opportunity Scholars Program

Judy Beck, Dean, School of Education, University of South Carolina Aiken

Keith Britton, Director of Admissions Services

Lisa Jeffords, Director of Financial Aid and Veterans Affairs

Chris Knezevich, Regional Admissions Representative

Joe Mews, Executive Director of Enrollment Management Services

Anna Oswald-Hensley, Registrar

Eric Reisenauer, Executive Associate Dean for Academic and Student Affairs

Kris Weissmann, Director of Student Life and eSports

Savannah Williams, Coordinator of Disability Services

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# Frequently Asked Questions

## **How do I find course prerequisites?**

Look up the [course description](#) – all prerequisites and corequisites are listed there. Remember that instructors have the discretion to override prerequisites or corequisites for qualified students.

## **Why aren't students signing up for advising appointments?**

Students are often not the best at prioritizing and scheduling, and most of them juggle full school, work, or athletic schedules. We in Records and Advisement make every effort to get their attention by sending emails and texts, posting advertisements, and running promotions.

The more visible you can make your advising sign-up sheet the better—seriously, try Day-Glo paper.

## **Are students required to sign up for the classes on their advising form?**

No. Barring prerequisites, they can sign up for whatever they want. This makes it vitally important that we as advisors give them copies of and discuss their [programs of study](#) with them. Often students are inclined to listen to peers rather than professors or advisors, with bad consequences for their academic progress.

## **My advisee wants to go to medical school (or law school). What's the best major for them?**

See the section [“Pre-Professional Students.”](#)

## **When should a student change campus to Columbia or transfer to another four-year institution?**

Depending on the student's intended four-year major and amount of transfer credit, it could be as soon as the Spring semester of their first year. During the first advising

appointment it's a good idea to check over the program of study to see how many semesters the student will be able to attend USC Sumter.

Generally, STEM majors can spend less time at USC Sumter than non-STEM majors, as we offer fewer of their required classes.

To retain the LIFE scholarship, students must be accepted into a four-year program by the start of the next major semester after they complete the requirements for an associate's degree (regardless of whether they apply for the associate's).

See USC Columbia's [Requirements for System Transfers](#) for deadlines and minimum GPA/credit hour requirements (or consult the website for whichever four-year school they plan to attend).

**An advisee brought me one of those green forms from the Financial Aid Office. What do I do?**

See the section ["Financial Aid Appeals."](#)

**My advisee has a personal/academic/financial aid problem. How can I help?**

See [Appendix D, "Resources and Support Services for Students."](#)

**What if my advisee hasn't taken the Math Placement Test?**

If the student plans a four-year major that does not require courses with the MATH prefix, taking the test isn't urgent, since they can satisfy their ARP requirement with other courses.

Doing this can be the best move for these students, since MATH 111 and 115 only count as ARP for associate's degrees, while courses in CSCE and STAT satisfy ARP requirements for many majors.

However, if a student plans a major requiring MATH courses, or switches to such a major, tell them to take the test ASAP and then notify you. You can then check their score on SSC and advise them for the appropriate class.

If the student has transfer work that qualifies them to take a needed math class, just fill out an Override Request Form.

**What if a student has transfer credit that doesn't appear in Self-Service Carolina?**

If a new student's transfer credit has not yet been evaluated by USC Columbia, read over the transcript using [USC's Course Equivalency web page](#).

From the "Course Equivalency Table" you can look up a college by state or country, get its course numbers from a pull-down menu, and view equivalency credit directly. The web page will either tell you which USC course is equivalent or that the transfer course is "No Credit." It will also give you the Carolina Core equivalent, if applicable.

Grades below C do not transfer.

When in doubt, if it appears that a student's pending transfer credit may be equivalent to our class(es), advise them to wait and take those class(es) the following semester. It is usually better in the long run for a student to wait to take a class or two than to duplicate coursework.

If there's no transcript in the student's advising folder, [contact the Office of Records and Advisement](#).

# Part 1: The Advising Session

Good advising is central to our ability to recruit, enroll and retain students. Faculty are experts in their fields and by definition have excelled as students, and thus are in an ideal position to assist students in developing academic goals, in navigating University policies and procedures, and in assessing students' strengths and weaknesses.

Each faculty member develops his/her own style for successfully mastering this complex task. However, effective advising occurs in four phases (explained at length below):

1. [Preparing for advisement](#)
2. [Establishing rapport with the student](#)
3. [Advising the student](#)
4. [Processing and maintaining student files](#)

**USC Sumter Admissions/Advisement Worksheet**

Name: \_\_\_\_\_ USC ID: \_\_\_\_\_  
 Major: \_\_\_\_\_ Admissions Classification: \_\_\_\_\_  
 Term: \_\_\_\_\_ Updated Term: \_\_\_\_\_  
 LIFE scholarship recipient or LIFE-eligible  
 Transcripts/Grade Reports Enclosed: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Transfer GPA: \_\_\_\_\_

Transfer Evaluation:  Required  Not Required

Dual Enrollment:  Included on HS transcript  Included on college transcript  Pending receipt of college transcript  
 AP or IB\* test(s):  Official scores received  Official scores submitted to Columbia  Pending receipt of score report  
 High School Rank: \_\_\_\_/\_\_\_\_ Core GPA (4.0 scale): \_\_\_\_\_ SCUGPA (6.0 scale): \_\_\_\_\_

SAT: Reading/Writing \_\_\_\_\_ Math \_\_\_\_\_  
 Date(s) taken \_\_\_\_\_

ACT: Composite \_\_\_\_\_ English \_\_\_\_\_ Math \_\_\_\_\_ Science \_\_\_\_\_ Reading \_\_\_\_\_  
 Date(s) taken \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_ Email: \_\_\_\_\_  
 \_\_\_\_\_

\*The University of South Carolina awards credit for Higher Level (HL) International Baccalaureate courses only.

**USC Sumter Advisement Form**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 VIP number: \_\_\_\_\_  
 Major: \_\_\_\_\_ Advisor: \_\_\_\_\_

Student preferred contact info:  
 Phone \_\_\_\_\_ Email \_\_\_\_\_

*Note: For new freshmen and transfer students, please enter placement test scores.*

Foreign Language Placement  Algebra Placement  PreCalculus Placement

**Approved Courses**

Semester <input type="text" value="Spring"/> Year <input type="text"/>		Max. Hours Approved <input type="text"/>	
Course <input type="text"/> CRN <input type="text"/>	<input type="text"/>	Course <input type="text"/> CRN <input type="text"/>	<input type="text"/>
Course <input type="text"/> CRN <input type="text"/>	<input type="text"/>	Course <input type="text"/> CRN <input type="text"/>	<input type="text"/>
Course <input type="text"/> CRN <input type="text"/>	<input type="text"/>	Course <input type="text"/> CRN <input type="text"/>	<input type="text"/>
Course <input type="text"/> CRN <input type="text"/>	<input type="text"/>	Course <input type="text"/> CRN <input type="text"/>	<input type="text"/>

Semester <input type="text" value="Summer"/> Year <input type="text"/>		Max. Hours Approved <input type="text"/>	
Course <input type="text"/> CRN <input type="text"/>	<input type="text"/>	Course <input type="text"/> CRN <input type="text"/>	<input type="text"/>
Course <input type="text"/> CRN <input type="text"/>	<input type="text"/>	Course <input type="text"/> CRN <input type="text"/>	<input type="text"/>
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Course <input type="text"/> CRN <input type="text"/>	<input type="text"/>	Course <input type="text"/> CRN <input type="text"/>	<input type="text"/>

Comments (extra classes, notes on advising session, instructions ("Please contact Financial Aid," how to change campus, etc.))

By my signature, I recognize my responsibility to read and abide by academic rules and procedures printed in official USC publications. I further recognize that I will not be exempted from the requirements of these rules and procedures because of ignorance, negligence, illness, other personal factors, or contradictory advice from any source.

Student's signature \_\_\_\_\_  
 Date \_\_\_\_\_

**Admissions/Advisement Worksheet:** this overview of a new student's background is part of the admissions process and can be found in the student's advising folder.

**Advisement Form:** Fill out this form when working with a student to create their schedule.

## Preparing for Advisement: Resources

### *Support Material*

Resources for advising are available from several sources. Advisors are strongly encouraged to use electronic versions of forms whenever possible to facilitate the storage of pertinent advisement information in the student's electronic advisement folder (`J:\stuadvise\Advisors\facultyname\studentname`).

### **Paper Forms for Students and Advisors**

Hardcopy paper forms are available from the Office of Advisement/Registration. The display rack in the main office has:

- Form 1: VA Benefits Schedule Adjustment form
- Form 2: Palmetto Degree Application instructions
- Form 3: Change of Campus instructions
- Form 4: Request for Registration Due to Non-Fee Payment Drop
- Form 5: Registration Exception form
- Form 6: Override Request form
- Form 7: Immunization form
- Form 8: Concurrent Enrollment form
- Form 9: Special Enrollment form
- Form 10: Verification of Enrollment form
- Form 11: Shaw AFB Release form
- Form 12: FERPA Release form

### **Electronic Forms for Advisors**

Electronic versions of these forms, as well as other resources, are available in `J:\stuadvise`. Subfolders there include:

- a. **Advisors** – Advisors' folders containing advisee information.
- b. **NSAR** – Recent orientation advisee folders. These are eventually moved to the permanent advisors' folders.
- c. **OSP** – Students who are advised by OSP.
- d. **Stuinfo** – Old student records.
- e. **The Advisors' Toolbox**
  - 1) Advisement Forms – Forms commonly used in advisement.
  - 2) Athletic Advising – Resources for advising student athletes.
  - 3) Best Practices – Resources for general advising.
  - 4) Major Tracking Sheets – Tracking sheets and other information for AA, AS, USC Columbia degrees, Palmetto College, and cooperative degrees (e.g., Aiken Education, Nursing, Business). **Advisors are encouraged to check the**

**appropriate University website for the most up-to-date degree information, as it can change without notice.**

- 5) PALM 495 Service Learning Information – For BOL and BLS advisors.
- 6) PALM 494 Internship Information – For BOL and BLS advisors.
- 7) Palmetto College – Old PC information (still relevant for students admitted several years ago).
- 8) Placement Tests – instructions for interpreting Placement Test scores.
- 9) Records Forms – Electronic versions of most of the forms listed above.

This folder also includes GPA calculator spreadsheets to aid students in setting goals for retaining or regaining scholarships or gaining admittance to certain programs.

### *Self-Service Carolina (SSC)*

1. Go to [my.sc.edu](http://my.sc.edu) and click **Faculty/Staff**.
2. Under **Academics**, click **Sign in to Self Service Carolina to access academic information**.
3. When asked “Please select a role” choose **Faculty and Advisor**.
4. Click the **Faculty and Advisors** tab.
5. The important tabs for advisors are
  - a. **Term or ID** – This is where you choose the term for which you’re advising and look up students by name or ID number. For readmitted students, you may have to choose the last term during which they were here, not the upcoming term.
  - b. **Course Schedule Search** – This is where you look up available classes— more on this below.
  - c. **Advisee Information** – This is where you can find the student’s transcript and current classes in the **Student Profile**, which has email, phone, assigned advisor, etc. You can see placement test scores from the Student Profile by clicking **Testing**.
  - d. **Advisor Transactions** – This is where you lift advising holds.
  - e. Also under **Faculty and Advisors** you’ll find links to:
    - i. the **course equivalency databases**.
    - ii. **withdrawal and refund deadlines** (very useful in advising— students taking classes on multiple campuses, such as Sumter students enrolled in a Palmetto College class, need to know there are different deadlines on different campuses).
    - iii. **DegreeWorks** (use with caution— this app is error-prone and anyone doing a graduation check or financial aid appeal should use a paper tracking sheet).

### How to select the term and look up a student

1. Click **Term, ID Selection**.
2. Choose **Term Selection** or **ID Selection** and enter required information.

### How to view a student's transcript

1. Select the student from **Term, ID Selection**.
2. Click **Academic Transcript** under the student's photo.
3. Click **Display Transcript**.

### Name, Rank, Serial Number, Etc.

The best place to find basic student information is the **Student Profile**, under the Faculty and Advisors\Advisee Information tab in SSC.

Here, on one page, you can view a student's

- Student number
- Email and phone
- GPA and total credit hours
- Class standing
- Home campus
- Current semester courses
- Catalog term (used to determine degree requirements)

Also linked from the Student Profile are placement test scores. Click **Testing** at the top of the menu under the student's photo.

### Current Classes

To view the classes a student is currently registered for, you can

- View the Student Profile.
- View their transcript under Advisee Information in SSC. This will only show the subject and course numbers (e.g., CSCE 101), campus the courses originate from, and the course titles and credit hours.
- View **Detailed Student Schedule** under Advisee Information in SSC. This shows the information listed above, plus the faculty member, CRN number, date range for the course, and when the student registered for the classes.
- View **Student Week at a Glance** under Advisee Information in SSC. This gives a graphic representation of classes, days, and times, including classroom locations. This tool is helpful when working with a student to rearrange their schedule.

### *Intended Major*

All USC Sumter students are either Associate in Arts (AA) or Associate in Science (AS) students until accepted into a four-year program. Most students, however, have an intended four-year major.

For accreditation reasons, Banner only designates USC Sumter students as pursuing the AA or AS. The best way we have of keeping track of four-year majors (and thus assuring the best advising) is to

- Verify the intended four-year major with the student during advising and write it on the advising form
- Fill out a Change of Major form and send it to Records if the student says they're pursuing a different major than the one on the previous advising form or the Admissions/Advisement Worksheet. The Coordinator of Advisement maintains a master list of active students and their intended four-year majors.
- Some students may want to pursue an undergraduate degree not offered in the USC System. Point the way for them to do some research on colleges, if they don't already know where they want to go. Their intended college probably has a transfer equivalency database similar to USC Columbia's; use that to ensure accurate advising

### *Level of Academic Preparedness*

Students with a "**Regional**" admissions classification (indicated on the Admissions/Advisement Worksheet) are generally missing high school academic core courses, or have a low GPA in those courses or low class rank. These students must take **UNIV 101** their first semester at USC Sumter to facilitate their success at the University.

Newly admitted students are supposed to take placement tests in math and foreign language. You can view these scores in the Student Profile on SSC (click "Testing" below the student's photo). Since these tests are designed by the departments originating the courses, they're a pretty good indicator of students' level of preparedness.

Instructions on interpreting placement scores are available in Appendix F and The Advisors' Toolbox in J:\studadvise.

Most incoming students have taken either the ACT or SAT, and those scores give an imperfect (but nationally normed) idea of how well-prepared they are for certain classes. Transfer students' previous college work, if enough is available, is a better indication of academic preparedness. For students coming from tech schools (many of our students, including the majority of those with dual enrollment credit), keep in mind that it's generally easier to make good grades at a tech school than at USC.

The same is true of high school coursework, including college prep, AP, and IB classes: a good GPA in high school (whatever the school's reputation) isn't a sure predictor of similar performance in college.

AP/IB credit will not appear on the student's USC Sumter transcript unless the student has sent official scores to USC. Since we're often a fallback or second-choice school, students often forget to do this. A guide to interpreting AP/IB scores (which should still be in the student's folder and may mean they place out of certain college courses) can be found on USC's ["Cambridge International A Level, AP and IB Credits" page](#).

### *Financial Aid*

For most USC Sumter students, financial aid requirements determine how many credit hours they need to take per semester, and which courses they should take. Therefore, during advising sessions, always ask students which form(s) of financial aid they're receiving.

Consult the **Advisement Financial Aid Quick Reference** handout (on the J: drive in The Advisors' Toolbox, also in the **Financial Aid** section below) for basic rules governing various types of financial aid.

Students in the following circumstances should consult the Financial Aid Office immediately after advisement:

- GPA below 3.0 (if they're receiving the LIFE scholarship)
- GPA below 2.0 (any student)
- Dropping a class
- Changing campus
- Taking courses from more than one campus (e.g., a USC Sumter student who takes a Palmetto College or USC Aiken class)
- Signing up for a combination of eight-week and 16-week classes

### *Projecting a Future GPA*

In **The Advisors' Toolbox** in J:\stuidvise, you will find a **GPA calculator** that's useful for working through various scenarios with students: "What GPA do I need next semester to get my LIFE Scholarship back?," etc.

## **Preparing for Advisement: Step by Step**

- **Find the student's advising folder** on J:\stuidvise\Advisors\your name. If the student doesn't have a folder, contact the Coordinator of Advisement.
- **Check the SSC transcript against the [program of study](#) for student's major.** If student type is Transfer, and transfer courses are not in the student's advising folder or visible on SSC, contact Coordinator of Advisement or Office of Admissions.
- **If transfer work is not visible in SSC**, look at the PDF transcripts in the student's advising folder and check equivalents using the Equivalency Database for the appropriate campus (usually [Columbia](#) but [Aiken](#), [USC Beaufort](#), and [Francis Marion](#) have their own). For courses within the USC system, use the [Home Equivalency Database](#).
- **If the student has earned around 40 hours, do a degree audit** using the AA or AS tracking sheet. (DegreeWorks is error-prone and you shouldn't rely on it.) Once the student has met the requirements for an Associate's degree, regardless of whether they apply to graduate, they may no longer be eligible for financial aid unless they're accepted into a bachelor's program the following semester.
- **Fill out advising form information** (student name, VIP/student number, major, date, etc.)
- After consulting the Program of Study for the student's major, **create list of classes student needs for upcoming semester** using the live schedule in SSC (under Faculty and Advisors\Course Schedule Search—click **Look Up Classes**).
- When creating this list of classes, **be sure to consider prerequisites, corequisites, and the traditional timing of courses on our campus.** Prerequisites and corequisites are indicated in USC's [course descriptions](#). The rule of thumb for timing is: sequential courses tend to run from Fall to Spring.

Therefore, the first course in a sequence (e.g., BIOL 101, BIOL 243, CHEM 101, CHEM 111, ENGL 101, MATH 141, PHYS 201, PHYS 211, SPAN 109) will have more sections available in Fall (and perhaps one or none in Spring).

Conversely, later courses in a sequence may not be offered in Fall, or offered only in an evening section.

## Establishing Rapport with the Student

### *During the Advising Appointment*

Many academics are introverts. We prefer our professional interactions to be efficient and we have a low tolerance for small talk. As accustomed as we are to this standard of communication, it can be off-putting to students and, for working-class or first-generation college students, can unintentionally reinforce a sense that they don't belong.

The good news is, we can easily establish a solid working relationship with advisees without attempting to be their friend. Here are some strategies:

- Ask the student how they are doing in their current classes.
  - If applicable, recommend they meet with professor(s), seek tutoring, consider another major.
- Ask the student if they have any concerns about school in general.
  - Remember the **Resources and Support Services for Students** handout in Best Practices in the Advisors' Toolbox (and Appendix D in this document).
- Listen non-judgmentally and focus on solutions.
  - Even if the student says something ludicrous (e.g., a pre-nursing student who says they hate science), steer the conversation to a practical end ("Have you heard about the Public Health major? It's also in the healthcare field, but it isn't as focused on lab science.")
- Be aware of subtle cues. It can be hard to draw students out, but they often tell us a lot non-verbally. When a student answers the question "How's your semester going?" with a hesitant "It's ... going," that's often a signal that something isn't right. You may be able to help salvage their semester (and financial aid) by finding out more and connecting them with someone on campus who can help.

### *Outside the Advising Appointment*

The first year at a university can be overwhelming for our students, particularly for first-generation college students. A few simple strategies can help your advisees feel more connected to USC Sumter:

- Learn advisees' names. To help with this, find their ID photo in the **Student Profile** on SSC.
- Some advisors keep notecards or other information files on advisees; it's helpful to read over these before an appointment.
- Greet advisees when you see them on campus. Ask them pertinent questions ("How did that history exam turn out?") and if there's something they need reminding of, remind them ("Did you do your change of campus yet?"). If you and they are comfortable with it, you could even talk about non-academic matters.

### *Establishing Rapport: Useful Questions*

#### **NSAR**

1. What is your major? Are there other majors you're considering?
2. Did you take any IB or AP courses in high school? If scores aren't in their folder: Have you had the scores sent to USC?
3. Did you take any dual enrollment courses in high school?
4. How many credit hours do you need to take (for financial aid, athletics, etc.)?
5. Are there restrictions on when you can take classes (job, family, etc.)?
6. Do you have any questions?

#### **Regular Advisement**

1. Is \_\_\_\_\_ still your major? Do you have any questions related to your major?
2. (In some cases) Do you have any other majors you were considering?
3. If the student is undecided: What are you good at? What do you *not* want to do? Encourage them to research majors by going to USC's ["Majors and Degrees" page](#).
4. How are classes going? (If necessary) What seems to be the problem?
5. Do you have a copy of the curriculum for your major? Do you have any questions about it?
6. Have you created your own schedule of classes for next semester for me to review? (In some cases) Why not?
7. Are there any day/time restrictions on when you can take classes?
8. How many credit hours do you need to take (related to financial aid, athletics, etc.)?
9. Do you have any questions?

10. Do you know how to contact me if you have questions later?

## Advising the Student

- Verify student's intended major and make sure they have a copy of the program of study.
  - The first time you advise a student, or if a returning advisee changes their major, it is very helpful to ask, "What led you to choose that major?" Students often benefit from discussing their prospective major because they often don't understand that major. See ["Translating Students' Intended Majors"](#) below.
  - Submit change of major form if needed.
  - For Darla Moore School of Business, STEM, nursing: ask student to choose a Plan B major.
  - If student is undecided, advise using the AA or the AS curriculum. A useful triage question: "Are you good at math?" (or check their math score on the SAT or ACT, or Math Placement score).
- Ask student what financial aid they receive and make any needed changes to schedule (e.g., load of 15 hours for LIFE -- see "Financial Aid Quick Reference" in Advisor's Toolbox \ Best Practices or below).
- Urge student to take 15 hours if possible (not just for LIFE recipients; it helps all students maintain satisfactory academic progress).
  - 15 hours/semester are required if they are on LIFE scholarship.
  - Student athletes need at least 12 hours for eligibility, preferably 15 for progress towards AA/AS and in case they need to drop a class.
  - Most financial aid does not cover summer classes, so students who make up missing LIFE hours during the summer might have to pay out of pocket.
- To aid in planning the student's schedule, ask about job/personal/sports restrictions on their time.
- Use **Schedule Planner** (in SSC under Faculty and Advisors \ Course Schedule Search) to create a draft schedule. Exclude sections using "Options" (e.g., online and eight-week classes for new freshmen; evening classes for athletes or other students not desiring them).

- Change sections/classes as needed.
- List alternate classes in the Comments section of the advising form if the student is uncertain about how to fulfill a requirement.
- Lift student's advising hold.
- Print out final schedule for student.
- Print out advising form (w/ CRN numbers) for student and have them sign a copy for your records.
- Suggest student contact Financial Aid Office with questions about funding or academic progress.

## Processing and Maintaining Student Files

- Save advising form and print a PDF of schedule to student's folder.
- Scan the signed advising form and put it in the student's folder or take the form to the Records Office for scanning.

### *Electronic Advisement Folders*

Shortly after a student is admitted, the Coordinator of Advisement creates an electronic advisement folder for them. This folder normally contains:

- The Admissions/Advisement Worksheet, which gives basic information about the student including test scores (if applicable), previous colleges attended, and intended major.
- Transcripts from high schools or colleges
- Copies of standardized test results: ACT, SAT, AP, etc.
- Advising forms, if any
- Other documents related to advising: course schedules, notes on conversations, concurrent enrollment or override request forms, etc.

When the student is assigned to a permanent advisor, the student's folder is moved to that advisor's folder on the J: drive – **J:\MultiDeptShared\stuadvise\Advisors\faculty**

*name.* Advisors should keep all relevant information in this folder. Advisors are strongly encouraged to use electronic documents to facilitate the storage and transferability of information (should the student change advisors). If the advisor wishes, the Records Office staff can scan paper advising forms.

Files should be updated regularly since university personnel other than the assigned advisor routinely need access to advisement folders. This happens, for example, if students change their majors or change campus, if the student waits too long to get advised and has to see someone in Records or the Academic Dean's Office, if the student needs has a financial aid problem, etc.

# Part 2: Advisement Essentials

## Course Descriptions

Course descriptions define the nature of the course, the number of credit hours it carries, and (importantly for advising) any prerequisites or corequisites. Of course, USC Sumter faculty teaching specific courses can provide information about them.

Courses offered at USC Sumter have various sources: USC Columbia and the Palmetto College Campuses (who all share the same catalog) and USC Aiken.

You can find Columbia course descriptions [here](#). USC Aiken course descriptions and academic regulations (including gen ed requirements) can be found [here](#).

## Carolina Core

Students admitted to USC Columbia or a Palmetto College campus in a degree-seeking status in the Fall 2012 semester or later must satisfy Carolina Core general education requirements.

Keep in mind that **USC's four-year campuses (Aiken, Beaufort, Upstate) have their own gen ed systems which are distinct from the Carolina Core**. These campuses' gen ed requirements can be found in their respective bulletins. When advising students intending a major at one of these campuses, the Carolina Core is a safe bet for covering most of their gen ed, but will probably not suffice for all of it.

- ★ Carolina Core courses are identified in USC's [Programs of Study](#) and a complete, up-to-date list resides [here](#). Always check the Program of Study for the student's specific major, as Carolina Core requirements are often major-specific.

Students should focus on taking Carolina Core courses as early as they can. In certain situations, however, it may be appropriate for a student to delay meeting some CORE requirements (e.g., they have 4 years of French in high school, and we currently only Spanish to meet the GFL requirement).

**Carolina Core Minimum Requirements (many majors require more hours or specific coursework):**

<b>Code</b>	<b>Carolina Core Components</b>	<b>Credit Hours</b>
<b>CMW</b>	Effective, Engaged, and Persuasive Communication: Written Component	<b>6</b>
<b>ARP</b>	Analytical Reasoning and Problem-Solving	<b>6</b>
<b>SCI</b>	Scientific Literacy	<b>7</b>
<b>GFL</b>	Global Citizenship and Multicultural Understanding: Foreign Language	<b>0-6</b> (depending on placement test)
<b>GHS</b>	Global Citizenship and Multicultural Understanding: Historical Thinking	<b>3</b>
<b>GSS</b>	Global Citizenship and Multicultural Understanding: Social Sciences	<b>3</b>
<b>AIU</b>	Aesthetic and Interpretive Understanding	<b>3</b>
	Up to two of the requirements below may be met in overlay courses that combine learning outcomes from two Core components.	
<b>CMS</b>	Effective, Engaged, and Persuasive Communication: Spoken Component	<b>3*</b>
<b>INF</b>	Information Literacy	<b>3*†</b>
<b>VSR</b>	Values, Ethics, and Social Responsibility	<b>3*</b>
	<b>Total Hours</b>	<b>31 – 43 hours</b>  *may be met with an overlay course that meets another Carolina Core requirement.  †ENGL 101 or ENGL 102 meet this requirement for all students, including transfers.

## Prerequisites

Since successful completion of a course often requires a core of knowledge linked to other courses, some courses carry [prerequisites](#). Banner is programmed to enforce certain prerequisites but not others. Students may or may not be able to register for courses for which they do not qualify, but **even if a student is able to register for a course without the prerequisite(s), they may be removed at the instructor's request.**

Instructors also have the right to override prerequisites and corequisites for selected students. This requires a completed **Override Request** form sent to the Records Office.

## Sequences

Some courses must be taken in a specific sequence, but specific courses may not be offered every semester. Advisors and students need to be mindful of the history of course offerings on the Sumter campus as student schedules are being determined. The best way to do this is to contact the academic dean or department chair. Also, you can view historic semester schedules in SSC, using **Term Selection in Look Up Classes**.

## Majors vs. Non-majors Courses

Some courses meeting Carolina Core requirements are primarily aimed at students entering certain fields and majors, while others are more suitable for non-majors. This is especially true in math and science. As always, consult the [Program of Study](#) for the student's intended major.

### **Carolina Core Courses for Majors (not recommended for general ed unless the student is academically strong)**

BIOL 101/L

BIOL 102/L

BIOL 243/L

BIOL 244/L

CHEM 101

CHEM 102

CHEM 111/L

CSCE 145

ENGL 287

PHYS 201/L

PHYS 202/L

PHYS 211/L

PHYS 212/L

PSYC 101 -- According to the psychology faculty, this one is OK for non-majors as long as the student has had at least one semester of college (or preferably two).

**The following science courses are best for non-majors:**

BIOL 110

BIOL 120/L (Students may receive credit for either BIOL 110 or BIOL 120, not for both)

BIOL 208

BIOL 270/L

CHEM 105

CHEM 107

CSCE 101

CSCE 102

ENGL 200-level (other than ENGL 287)

ENVR 200

MSCI 210/1

## **Transcripts**

The student's advisement folder should contain transcripts of their previous academic work. The transcripts generally fall into two categories:

1. **High school transcripts** should be in the advisement folder when a student has recently graduated from high school. They are not required for students over age 25. Read over the types of courses and grades to assess the relative readiness for the student to take college courses (especially in math and science).

**Dual enrollment credit** is not considered “transfer” work since the student was still in high school when it was completed. Therefore, until their dual enrollment work is entered into SSC, the only record of that work will be on the high school transcript.

Most dual enrollment work was either done at USC Sumter, in which case it will show up in SSC, or at a tech school. You can recognize tech school classes on the high school transcript by their three-letter prefixes: ENG 101, HIS 202, PSY 201, etc. As with all transfer work, only grades of C and above will confer credit.

To find USC equivalents for tech school classes, use the [Course Equivalency Database](#) or the list of “Tech School Equivalents for Carolina Core Courses” in J:stuidvise\The Advisors’ Toolbox\Best Practices.

2. **College transcripts:** see “Transfer Credit” below.

Students may have **AP, IB or CLEP credit** for college courses. AP, IB or CLEP results will not appear in SSC unless they have been officially submitted to USC Sumter. Since USC Sumter is frequently a fallback option for students, they often forget to send us these scores.

AP and IB credit can count for a good portion of Carolina Core work, so encourage students to send scores to USC as soon as possible. In the meantime, if a student thinks they have placed out of one or more classes, advise around those classes until the scores can be verified. USC publishes [a guide to AP and IB scores](#) and classes for which they grant credit.

## Transfer Courses

Students who come to USC Sumter with credits from another institution need to have their previous course work evaluated. Typically transfer work appears on the student’s SSC transcript once it has been evaluated by the Registrar’s Office in Columbia. Only grades of C and above confer transfer credit.

In the meantime, most transfer credit can be analyzed with [USC’s Course Equivalency Database](#). This database is not comprehensive, and should a student’s courses not

appear there, it's a good idea to advise around those courses if possible, so the student doesn't end up taking the same classes twice.

In SSC, transfer courses that are equivalent to USC courses display with USC course numbers (e.g., AAH 101 from Clemson = ARTH 105 at USC). If a course transfers as an elective, you will see an equivalent of 00XT where X = a number to indicate the level (1 for 100-level, 2 for 200-level, etc.).

For example, a course listed as ANTH 003T counts as a 300-level Anthropology elective. Sometimes these courses still offer Carolina Core credit – if so, the relevant three-letter code will appear in the far right column of the database.

Many courses from other institutions don't have exact USC equivalencies. For these courses, USC uses the following designators:

<b>Designator on Transcript</b>	<b>Definition</b>
<b>UNEL</b> (University Elective Credit)	Credit that is not department specific. Usually used for courses that do not fit within an existing USC department.
<b>SSCI</b> (Social Sciences)	Credit that does not fit into a specific USC social science course.
<b>REME</b> (Remedial)	Remedial courses; they do not confer credit at USC.
<b>NACC</b> (No Credit)	No-credit courses; neither remedial nor technical, but do not confer USC credit.
<b>HUMA</b> (Humanities)	Credit that does not fit into a specific USC humanities course.
<b>SCIN</b> (Natural Sciences)	Credit that does not fit into a specific USC science course.
<b>TECH</b> (Technical)	Technical courses; they do not confer credit at USC.
<b>TRANSFER</b> (Transfer): equivalency determined by the appropriate department.	Courses that may transfer into USC but have not yet received an equivalency.

When students apply to USC Sumter, they must indicate if they have taken college courses at other institution(s). The Admissions Office checks applicants against the National Student Clearinghouse's comprehensive database, but, in talking with students, advisors may discover unevaluated college-level work. If this happens, ask

them for an unofficial transcript to help with advising, and explain that until USC gets their transcripts, no transfer credit can be awarded.

## Major/Area of Concentration

### *Translating Intended Majors*

College freshmen, by definition, know very little about college and even less about the professional world. Most of their knowledge of these things comes from friends and family (if any have attended college), or from mass media.

Therefore, many students have no idea what they actually want to study or what fields are available to study or work in once they graduate. Often, their stated major comes nowhere near coinciding with their talents and interests.

A helpful question to **always** ask is, “What led you to choose that major?”

- **Many students who say they want to major in Exercise Science actually want to be coaches.** Exercise Science is mainly for students who want to earn a Doctor of Physical Therapy degree or go on to graduate work in sports medicine. If a student wants to be a coach they should pursue the **Physical Education: Teacher Certification** major.
- **Many students who say they want to major in Computer Science or Computer Engineering actually are thinking of less, er, mathematical areas of information management.** Talk with them about their mathematical aptitude (also check their HS transcript and test scores) and let them know USC Columbia has majors like **Computer Information Systems, Information Science, Integrated Information Technology**, and, via Palmetto College, **Information Management and Systems** and **Health Informatics**. These are majors that, among their other attractions, do not require three semesters of calculus or CHEM 111/112 or PHYS 211/212.
- Other *faux amis* of Computer Science: Students who want to pursue **web design** should major in **Visual Communications**; those interested in **video game design** should major in **Media Arts**.
- **Ask students who intend Nursing, STEM, or Darla Moore School of Business degrees to choose a fallback major.** These degrees have high attrition rates and

being able to quickly enter a second-choice bachelor's program can make the difference between a student keeping or losing their financial aid.

### *Change of Major*

When students apply to USC Sumter, they state an intended major and this is included on the Admissions/Advisement Worksheet. This information is taken into consideration when an advisor is assigned to the student, and it will suggest a preferred curriculum for the advisee. However, students change their intended majors quite often.

Fill out a Change of Major form and send it to Records if the student says they're pursuing a different major than the one on the previous advising form or the Admissions/Advisement Worksheet. The Coordinator of Advisement maintains a master spreadsheet of active students and their intended four-year majors.

## **Advising Student Athletes**

USC Sumter student athletes are governed by National Junior College Athletic Association (NJCAA) eligibility rules. See the NJCAA website for a complete set of these rules, but they boil down to

- A minimum of 12 semester hours per term (15 is best, see below)
- A minimum GPA of 2.0

To play their sport at a National College Athletic Association (NCAA) four-year college, a student athlete **must** earn an associate's degree.

Many athletes don't have a definite bachelor's degree in mind because they don't know until relatively late their sophomore year which four-year college they'll end up at. To effectively advise them, you may need to look at the transfer databases and bulletins of a couple of their top-choice colleges.

USC Sumter's sports teams usually practice in the afternoon and travel to games in the evening. Therefore, athletes almost always prefer earlier schedules and should not take night classes, and they should take lab science in the off seasons, if their major permits. Not all sports have off seasons (see seasons chart below)—when in doubt, the student's academic progress always takes precedence over athletics.

## USC Sumter Athletic Seasons

**Fall**

**Spring**

**Summer (no games/matches)**

**Golf**

**Tennis**

**Soccer**

**Baseball**

**Softball**

### Key

**Off season (no games)**      **Season**

Often student athletes will claim that “The coach told me I can’t take a science lab” or the coach told them any number of things. Regardless of whether the coach actually said any of this, academics come first. Our job as advisors is to tell them to take the classes they need for their degrees.

## Pre-Professional Students

For students intending to go to **medical, dental, veterinary, or law** school, USC offers [pre-professional advising resources](#).

### *Health Sciences*

USC has no specific pre-med, pre-dental, or pre-vet major, and few professional schools in the health sciences require specific undergraduate majors. The best majors in terms of preparation for success on the MCAT/DAT and with medical school coursework are **Biological Sciences** and **Biochemistry/Molecular Biology**.

Most medical, dental, and veterinary schools require the following undergraduate prerequisites:

- BIOL 101/L and BIOL 102/L
- CHEM 111/L and CHEM 112/L
- CHEM 333/L (or CHEM 333/CHEM 331L) and CHEM 334/L (or CHEM 334/CHEM 332L)
- PHYS 201/L and PHYS 202/L (PHYS 211/L and 212/L will also work)

Make sure pre-med students understand that a 3.5 undergraduate GPA is the unofficial minimum for admission to most medical schools.

**Specific prerequisites vary by school.** Some med schools do not accept AP credit for intro lab science courses without upper-level coursework in that specific discipline. The earlier a pre-professional student can identify a list of schools to which they will apply, the better.

Prerequisite requirements for specific med schools can be found at the [Association of American Medical Colleges website](#).

The American Dental Association’s list of accredited schools and their prerequisites can be found [on their website](#).

For pre-vet requirements, check the [Association of American Veterinary Colleges' list](#).

### *Law School*

As with health sciences, USC has no “pre-law” major. Traditionally, the best pre-law degrees are **English, History, Philosophy, and Political Science**, as these require students to understand complex texts and write persuasive arguments about them -- which is what they will do in law school.

There is no generally agreed-upon set of undergraduate prerequisite courses for law school. [The American Bar Association's "Preparing for Law School" page](#) discusses the knowledge and skills vital to student success.

## **Advisement Load**

Faculty are expected to advise as part of their regular professional duties. The Office of Records and Advisement is dedicated to providing support for this activity.

Advisors are asked to identify a few areas of expertise in which they are willing to advise. However, due to the nature of USC Sumter's student population, advisors often work with students pursuing diverse degree programs. To make advisors' jobs easier, every effort is made to reduce the number of different advisee majors an advisor is assigned. Based on institutional needs, faculty may be asked to develop an expertise in advising in fields other than those in which they teach or do research.

The Coordinator of Advisement assigns students to advisors and is dedicated to equalizing, to the extent possible, the advisement load of advisors. The number of advisees assigned is primarily a function of the advisor's areas of expertise, the number of other advisors with that area of expertise, the number of degree-seeking students in a given year, and the relative popularity of a given major.

A faculty member's advising load will fluctuate as students change their major (and are possibly reassigned to a new advisor), graduate, transfer to other colleges, or withdraw from school. Fields with high student attrition (notably STEM) consequently experience high advisee turnover. New faculty are given a reduced advisement load as they learn the advisement system.

## **New Student Advisement and Registration (NSAR)**

Degree-seeking students who are new to our campus (whether they are first-time entering freshmen or are transfer students) must attend an NSAR session. This is an all-day event (see sample schedule below) that ends with advisement and registration for the upcoming semester.

Four NSARs are held during the summer (May, June, July, August) with a smaller one in December. Available faculty are asked to advise at one or more summer NSARs and receive a small stipend for all NSARs held before the faculty report date for fall. The number of students an advisor sees during NSAR is a function of the number of participating faculty and the number of new students attending that particular session. Students who are advised during NSAR are not necessarily permanently assigned to their NSAR advisor.

Advisors who volunteer for NSAR advising have access to the electronic folders for their advisees. As with all advisement sessions, these folders should be carefully reviewed and a tentative course schedule should be developed prior to meeting with the student.

# Welcome to USC Sumter

## *New Student Advisement and Registration*

Agenda 5-15-19

<b>TIME</b>	<b>ACTIVITY</b>	<b>LOCATION</b>
8:30—9:00	Check in	Nettles Lobby
9:00—9:10	Welcome from Dean Sonntag	Nettles Auditorium
9:10—10:30	Campus Tour	Campus
10:30—12:00	Account Processing & Language Test	Various Labs
<i>10:30—12:00</i>	<i>Parent Session</i>	<i>Nettles Auditorium</i>
12:00—1:15	Student IDs & Lunch	Student Union
1:20—1:50	Student Life & Survival Skills	Nettles Auditorium
1:50—2:10	Advisement Services	Nettles Auditorium
2:10—	Advisement	Adviser Offices
	Registration	Anderson Lib Main Lab
4:00	End of SOAR (Approximate time)	

200 Miller Road Sumter, South Carolina 29150-2498 803-775-USCS Fax: 803-775-2180

[www.uscsumter.edu](http://www.uscsumter.edu)  
An Equal Opportunity Institution



UNIVERSITY OF  
**SOUTH CAROLINA**  
SUMTER

A Palmetto College Campus

## FERPA

The 1974 **Family Education Rights and Privacy Act (FERPA)** requires educational institutions to:

- Provide students access to their educational records
- Allow students to correct inaccurate or misleading information in these records
- Limit the release of information to third parties

Without a signed FERPA waiver, no one but the student can view or request information about the student's academic record. The student must be the one to initiate and sign a FERPA waiver request, and must do so in the presence of a witness. They can do this in the Records and Advisement office.

Should a person other than the student contact you requesting information about a student's advising session, grades, schedule, major, etc., politely tell them you first have to contact the Records Office to verify that a FERPA release is on file.

The Disability Services Coordinator, Registrar, and Coordinator of Advisement all have access to FERPA release forms.

Best practices include:

- Do not provide anyone other than the student with student information, including schedules.
- Keep student records in file cabinets and shred, rather than throw away, unwanted documents. (There are locked shredding bins in the Records and Admissions offices).
- Hide Self-Service Carolina (SSC) display screens from unauthorized individuals.
- Do not use any part of the student's Social Security number for any reason.
- Decline requests from parents, et al. for grades and attendance records unless a FERPA form is on file.
- In letters of recommendation, do not volunteer confidential information such as GPA or grades in specific courses without a specific written request from students.

Students have the right to access records about themselves which are in the possession of an advisor.

Most USC Sumter employees, in the normal course of their duties, aren't violating FERPA if they share student records with one another. According to FERPA, a faculty member, staff member, or school official has a legitimate educational interest in accessing or reviewing a student's educational records without the student's written consent if, and only if, he or she needs to review an educational record in order to fulfill his or her professional responsibility.

As a general rule, parents/guardians should be discouraged from attending student advisement sessions, though there may be special cases when their presence is appropriate. However, whenever someone accompanies the student into a meeting during which specific information about student records is discussed (as opposed to general questions about college work or University rules), the advisor must insist that the student complete a FERPA Release Form before any discussions begin.

USC's [guide to FERPA](#) will answer most student, parent, and faculty questions.

★ Appendix C is "A Parent's Guide to Academic Advisement at USC Sumter." It has a brief section on FERPA. Advisors may wish to print out (front and back of a single page) this section for select parents/guardians.

## Part 3: Regulations and Procedures

### Matriculation Date

The matriculation date (term of entrance, e.g., "Fall 2016") identifies the curriculum a student must follow for a particular major. Rules about matriculation date vary from campus to campus and are indicated in a campus's Academic Bulletin. A student can choose a bulletin from after their matriculation date, but not from before it.

For the purpose of **USC Columbia** degrees, a student is considered to have matriculated upon beginning classes at USC Sumter. For the purposes of **other four-year campuses**, the matriculation date may be the date of acceptance by that particular campus. See the individual campus bulletin for more details.

## Home Campus

Students are admitted to one campus in the USC System; this is their **Home Campus**. Students can register for courses from their Home Campus once the advisement hold has been lifted. However, taking courses from another system campus also requires a completed **Concurrent Enrollment Form**.

★ **The Home Campus should not be confused with the campus on which a student is physically located.** Sumter students who have been admitted into the Aiken Business, Education, or Nursing programs, the Columbia Palmetto BOL or BLS programs, or Palmetto College degrees originating from USC Beaufort or Upstate are physically located and take classes at USC Sumter, but their Home Campus is the Bachelor degree-granting institution.

## Change of Campus

Students at USC Sumter may wish to pursue a degree from another campus in the USC system. To do so they will need to complete a [Change of Campus \(System Transfer\) Application](#). Make sure your advisees fill out the System Transfer application and not the Transfer application.

Students should know that [there are deadlines](#) and [GPA and other requirements](#) for system transfers.

★ USC Sumter students who are interested in the BLS or BOL degree (Columbia Palmetto) need to complete a Change of Campus (system transfer) form, a BOL/BLS Counseling Form, and must take at least the last 30 hours of their degree after being admitted to USC Columbia as BOL or BLS students.

Regularly admitted Sumter students (not “Regional” admissions-type) with less than 30 earned hours must have a 2.0 USC GPA to do a Change of Campus. Generally, “Regional” Sumter students must complete a minimum of 30 hours at USC Sumter before changing to the Columbia campus.

Information about changing to USC Aiken can be found [here](#).

- ★ USC Sumter students who are interested in the **Aiken Business** degree are encouraged to complete their Sumter-based courses before completing the Change of Campus.
- ★ Students interested in the **Aiken Education degrees** need to pass the Praxis Core tests before completing the Change of Campus. Failure to do so could negatively affect their financial aid.

## Types of Students

To be admitted to USC Sumter, students must submit an application for admission. Approved applicants receive a letter from the Admissions Office; they must attend NSAR and be advised.

Before action can be taken on applications, all required credentials (transcripts, test scores, proof of citizenship, immunization records, etc.) must be received by the Admissions Office.

Information about the admissions process can be found [on the university website](#) and in the [USC Sumter Academic Bulletin](#).

### *Degree-Seeking Students*

Students wishing to earn a degree from USC Sumter are admitted into one of several categories:

#### **Freshman**

Freshmen are generally high school graduates who have not attended a previous college or university. They need to meet all the admissions criteria (a high-school diploma with 19 specific high school credits and a sufficient GPA in academic core classes; at least one set of ACT or SAT scores).

- ★ Freshmen may have earned some college credits in a dual enrollment program while in high school.

#### **Freshman (Regional)**

Freshmen who do not meet the regular admissions criteria may be admitted as Regional students. Generally such students must earn at least 30 credit hours at USC Sumter to transfer to another USC System campus. Regional students

must take UNIV 101, a course that introduces them to the college environment and to time-management and other academic success skills.

**Transfer**

A student who has earned at least 30 credit hours at a non-USC institution is identified as a transfer student. Their transfer coursework should appear in the student's SSC transcript soon after admission. Should it not appear there, it can be analyzed with the [Course Equivalency Database](#).

**Readmit**

A student who hasn't taken classes for a major semester (Fall or Spring) must reapply for admission and is labeled a Readmit. Once readmitted, they will be assigned an advisor based on their intended major and advisor availability. The advisor may be different from their previous advisor. Students who left the University while under probation or who were suspended have special conditions associated with their readmission.

Students who have been out for five years or longer are encouraged to attend NSAR.

**Change of Campus**

Students who start at another USC campus and are in good standing may do a Change of Campus application to attend USC Sumter. Their previous coursework is available to the advisor in SSC. These students are encouraged to attend NSAR.

**International**

Students from other countries must provide an analysis of their high school or transfer work showing US equivalencies.

***Non-Degree Students***

Students wishing to study without earning a degree are admitted into one of several categories. They aren't assigned advisors, and the Admissions Office lifts their advising holds. The application process is different from that required of degree-seeking students (fees differ as well).

**Transient students**

Transient students are students from outside the USC system who wish to take a

course or two but who plan to graduate from their home college. Taking these courses requires permission from the registrar's office at their home college.

### **Military specials**

Active-duty personnel who do not plan to work toward a degree at this time may be admitted to the University as military special students. Of course, military students may instead choose to apply as regular, degree-seeking students.

### **Non-Continuing Field Students**

High school students in the Dual Enrollment Program take our courses under a special arrangement. They are not assigned advisors and must formally apply to USC Sumter if they decide to be admitted as degree-seeking students once they graduate from high school.

### **60+ students**

A citizen of South Carolina age 60 or above may enroll in tuition-free courses on a space-available basis. A form documenting eligibility must be obtained from the Records Office. 60+ students have to wait until the first day of classes to register.

## **Degrees**

### *Associate's Degrees*

USC Sumter awards the Associate in Arts (AA) and the Associate in Science (AS) degrees. Students should be encouraged to earn one or both Associate's degrees, as degree completion is a major way our institutional effectiveness is measured.

- ★ Students are eligible to earn both the AA and AS if they have met the Carolina Core requirements for both degrees and have earned a total of 72 hours.

### *Bachelor's Degrees*

Surveys of NSAR students show that between 80 and 90 percent of USC Sumter students intend to earn a bachelor's degree. Many of these students, mainly for economic reasons, prefer these degrees while living in Sumter.

Through cooperative agreements, USC Sumter hosts a number of Bachelor's (BA/BS) degrees from other system campuses (Aiken, Beaufort, Columbia, Upstate). While four-year system campuses other than Columbia don't use the Carolina Core, the general education components of their degrees can be completed at USC Sumter.

For students intending a BA or BS from Aiken, Beaufort, or Upstate, advisors should check the other institution's bulletin and course equivalency websites to identify the most appropriate USC Sumter courses.

### [Bachelor of Liberal Studies \[BLS\] \(USC Columbia\)](#)

The Bachelor of Liberal Studies is a four-year, cross-disciplinary degree. Students must submit a change of campus form (from Sumter to Columbia) and a **BLS application**. They need a minimum GPA of 2.25 and should normally apply after 60 but before 90 earned credit hours. The last 30 hours must be earned after being accepted into the program.

- ★ Students interested in the BLS degree should consult with a BLS advisor. The Palmetto College Coordinator, the Coordinator of Advisement, or the Executive Associate Dean for Academic and Student Affairs all have experience in BLS advising.

### [Bachelor of Organizational Leadership \[BOL\] \(USC Columbia\)](#)

The Bachelor of Organizational Leadership is a four-year degree emphasizing management, law/policy, and workplace dynamics. Students must submit a change of campus form (from Sumter to Columbia) and a **BOL application**. They need a minimum GPA of 2.25 and should normally apply after 60 but before 90 earned credit hours. The last 30 hours must be earned after being accepted into the program.

### [Bachelor of Business Administration – Management \(USC Aiken\)](#)

The Bachelor of Science in Business Administration is a four-year degree with a concentration in management. The program is fully accredited by the Association to Advance Collegiate Schools of Business (AACSB) and combines general ed courses from USC Sumter with upper-level business courses from USC Aiken (offered on the Sumter campus or available online).

Students are encouraged to complete all Sumter general ed courses before completing the change of campus form. A 2.0 GPA is required and certain prerequisite courses must be completed before acceptance.

### [Bachelor in Early Childhood Education \(preK-3\) \(USC Aiken\)](#)

USC Aiken offers the Bachelor of Arts in Early Childhood Education on the Sumter Campus. This program is fully accredited by NCATE/CAEP and leads to certification by the South Carolina State Department of Education. Face-to-face,

online, and interactive video classes are utilized. Students are encouraged to earn the AA or AS degree from USC Sumter with a 2.75 GPA and must pass the Praxis Core tests before applying to the professional program. Internship/student teaching is done in the Sumter area.

### **[Bachelor in Elementary Education \(grades 2-6\) \(USC Aiken\)](#)**

USC Aiken offers the Bachelor of Arts in Elementary Education on the Sumter Campus. This program is fully accredited by NCATE/CAEP and leads to certification by the State Department of Education. Face-to-face, online, and interactive video classes are utilized in this program. Students are encouraged to earn the AA or AS degree from USC Sumter with a 2.75 GPA and must pass the Praxis Core tests before applying to the professional program. Internship/student teaching is done in the Sumter area.

### **Students can also earn the following four-year degrees while living in Sumter:**

- **[Bachelor in Business Administration, Accounting \(USC Aiken\)](#)**
  - 60 transferable hours and 2.0 GPA required
- **[Bachelor of Science in Nursing \(USC Aiken\)](#)**
  - See [admissions requirements](#).
- **[Bachelor of Science in Criminal Justice \(USC Upstate\)](#)**
  - 45-60 credit hours and 2.0 GPA required
- **[Bachelor of Arts in Elementary Education \(USC Columbia\)](#)**
  - 36 hours of approved coursework and 2.5 GPA required
- **[Bachelor of Arts in Health Informatics \(USC Upstate\)](#)**
  - 43-44 credit hours and 2.5 GPA required
- **[Bachelor of Arts in Hospitality Management \(USC Beaufort\)](#)**
  - 45-60 credit hours and 2.0 GPA required
- **[Bachelor of Science in Human Services \(USC Beaufort\)](#)**
  - 45-60 credit hours and 2.0 GPA required
- **[Bachelor of Arts in Information Management and Systems \(USC Upstate\)](#)**
  - 45 credit hours and 2.5 GPA required

- [Bachelor of Science, RN to BSN \(USC Upstate\)](#)
  - 60 approved credit hours, RN degree, unencumbered license, and 2.0 GPA required
- [Bachelor of Science in Public Health \(USC Beaufort\)](#)
  - 45-60 credit hours and 2.0 GPA required
- [Bachelor of Arts in Special Education \(USC Aiken\)](#)
  - 45-60 credit hours and 2.75 GPA required

### *Progression Requirements*

Students and advisors should be aware of special requirements for certain degrees. Some degree programs require specific coursework and/or a special application for access to upper-level coursework for the degree. For certain degrees, **upper-level work may only be available to students after they have been formally admitted to the program.** Refer to the appropriate academic bulletin or major map for more information.

## **Concurrent vs. Transient Students**

USC Sumter students who take one or more courses at another USC campus are considered **Concurrent Students** at that campus. These students must fill out a Concurrent Enrollment Form (available on the J: drive or in the Records Office), have their advisor sign it, then hand it in to the Records Office.

**Note on USC Aiken Business courses:** Students who have not been fully accepted to USC Aiken are generally **not** permitted to concurrently enroll in Aiken Business courses.

**Note on Palmetto College courses:** USC Sumter students are permitted to enroll in USC Sumter sections of Palmetto courses (they end in “4” — P14, P24, P34, etc.). At the beginning of registration, these courses are held for two weeks for students enrolled in PC degree programs, and then are opened to all students.

Students who have been accepted into a Palmetto College bachelor’s program are students of the four-year campus at which their degree originates, and don’t need to fill out a Concurrent Enrollment Form to take courses from that campus. They **do** need to

fill out a Concurrent Enrollment form to take USC Sumter courses.

### *Transient Student Status*

If one of our students wants to take a course from a non-USC campus, they will be a **Transient Student** at that institution, and they need to complete a **Special Enrollment Form** (form #9 in the Records Office). The advisor should ensure that the course information is correct, sign it, and send it to the Academic Dean for approval. The form is then returned to the Records Office and the student is given a copy to give to the registrar at the other institution.

## **Financial Aid**

Over 75% of USC Sumter students receive financial aid. Our Financial Aid Office staff are experts on the complexities of scholarships and loans, and students should be referred to that office with questions about financial aid. However, advisors should possess basic knowledge about this topic.

[The Financial Aid Office web page](#) lists all available aid and gives instructions on how to apply.

★ Generally, students must enroll in at least 6 hours at their Home Campus to receive most types of aid.

Four-year USC campuses generally do not give aid for Sumter classes. For example, an Aiken student enrolled in 9 Aiken hours and 3 Sumter hours will only receive aid for the Aiken hours. Advisors should encourage students to complete all Sumter classes before changing campuses.

### *FAFSA*

To receive any financial aid, students must complete a FAFSA (Free Application for Federal Student Aid) form. The USC Sumter Financial Aid Office helps students navigate the FAFSA application process and their web page contains links to relevant forms.

### *Financial Aid Appeals*

Students who run into eligibility problems with certain types of financial aid or who are not making [Satisfactory Academic Progress](#) may petition for exceptions to eligibility

rules.

These students, with the help of their advisor, fill out one of two forms:

- **Financial Aid Satisfactory Academic Progress (FASAP) Appeal** – lists courses and planned GPA for getting back up to a 2.0
- **Financial Aid Satisfactory Academic Progress (FASAP) Graduation Plan** – semester by semester listing of courses needed for degree completion

Since USC Sumter is an Associate's degree institution, the student's "degree," for the purposes of these forms, is the AA or AS, regardless of their eventual four-year degree plans.

- ★ Occasionally it can benefit a student's appeal to change from AA to AS or vice versa. For example, if a student has taken all the classes required for the AS, they can get a little more funding for an additional AIU class if they switch to AA.

## Financial Aid Quick Reference

To be eligible for any financial aid, students must complete the Free Application for Federal Student Aid (FAFSA).

### Satisfactory Academic Progress (SAP)

All financial aid is contingent on students making satisfactory academic progress.

Students fail to meet SAP if they take more than 150% of required hours towards a degree without earning that degree (e.g., 90 hours for an A.A.) or their GPA falls below 2.0. SAP is also affected if the percentage of credit hours completed divided by credit hours attempted is less than 67%. An average of a couple of W's per semester could jeopardize SAP.

Students are notified in spring if they are not meeting SAP. However, if you believe a student is **at risk** of not meeting SAP (e.g., GPA below 2.0; they report they are failing a class; LIFE recipient who will end the spring semester with under 30 hours) **please advise them to see a financial aid counselor**. The counselor will help the student set up a plan for retaining or regaining eligibility.

### Students Entering Bachelor's Programs

Students entering the Palmetto College BOL or BLS programs continue to use USC Sumter's Office of Financial Aid. Students entering all other bachelor's programs (e.g., other Palmetto degrees and USC Columbia degrees, the Aiken Business degree, the Upstate Education program) should contact the financial aid office at their new campus as soon as possible.

- LIFE Scholarship, Pell Grant, and most VA benefits cover students through the end of their bachelor's degree.

## Types of Financial Aid

### *Local Financial Aid*

Many local scholarships are available. Students can apply through the Office of Financial Aid.

## *Sumter Scholars*

Students must be LIFE-eligible (enrolled in **at least 15 hours per semester** and maintaining a **3.0 cumulative GPA**). **Only Sumter classes** are covered. If the student takes classes from another campus (e.g., Aiken or Palmetto classes), the student pays out of pocket.

## **South Carolina Financial Aid**

### *LIFE Scholarship*

Not need-based; \$5000/year for tuition, fees, and books for up to four USC Sumter semesters. To continue receiving LIFE after that, students must immediately enter a bachelor's program; they can't skip a semester because they delayed application to a BA or BS.

To remain eligible, students must complete **30 hours per academic year** with a **cumulative GPA of 3.0**. LIFE's academic year runs from Fall to Spring to Summer. LIFE only pays during the Fall and Spring. Students can pay out of pocket over the summer to accumulate 30 hours or increase GPA and salvage the scholarship. Given USC Sumter's tuition rates, this is a good economic decision.

Dual enrollment classes are included in the overall count, so if a student is a **new freshman** and took dual enrollment in the **previous year**, those classes count towards their 30-hour total. However, students must be enrolled full time ( $\geq 12$  semester hours) to receive LIFE.

### *Lottery Tuition Assistance Program (LTAP)*

Not need-based; pays \$95/credit hour (up to \$1140/semester = 12 hours) for tuition only, at two-year schools only. Students must maintain 2.0 and be enrolled in at least six USC Sumter hours. Students can use LTAP for summer classes. Students cannot receive LTAP and LIFE at the same time.

## **Federal Financial Aid**

### *Pell Grant*

Need-based; eligibility calculated from family income. Up to 12 semesters, maximum of \$5920/year towards tuition, fees, books, living expenses, transportation.

### ***Student Loans***

A number of Federal and private student loans are available in various amounts and with various repayment plans.

### ***Veteran's Administration (VA)***

**Classes must be in the student's major curriculum** (prerequisites count, of course). The only exception can be during the student's final semester attended, when a student can take additional classes as electives if needed to reach full time status or fulfill the minimum number of hours required by the degree.

If the student wants to receive full-time VA benefits, please have them contact the Office of Financial Aid to ensure they are signed up for the correct number of classes/correct schedule, as full-time status is calculated differently by the VA than by USC.

Encourage VA students to take summer classes to take full advantage of their funding.

## OSP

The Opportunity Scholars Program is a Federally-funded TRiO Student Support Services Grant that provides academic and cultural support annually for approximately 150 USC Sumter students. USC Sumter is one of over 900 institutions of higher education which host a Student Support Services Grant through the Department of Education.

OSP's purpose is to provide opportunities for academic development, assist students with basic college requirements, and motivate students toward successful completion of post-secondary education. OSP students are assigned an OSP advisor.

### *Eligibility*

Students may be eligible for this program if they come from a low-income family, are first-generation college students, or have a disability evidencing need for academic support. Students must have been accepted at USC Sumter and be a U.S. citizen or eligible to receive Federal Student Aid.

Last year's OSP Annual Performance Report revealed that:

- 91% of OSP students earned Good Academic Standing with an average GPA of 2.952
- 82% persisted from one academic year to the beginning of the next or graduated or transferred to a four-year institution
- 55% graduated with an Associate's degree and transferred to a four-year institution

OSP gladly accepts student referrals from faculty and welcomes the opportunity to present the program's benefits in various campus settings.

Information about OSP is available [here](#).

## Graduation

Students apply for graduation via Self-Service Carolina. They must apply by the posted deadline (this is found by going to ["My USC Sumter" on the USC Sumter website](#) and clicking the date keeper for the semester in question). The Records Office can help with questions regarding degree applications.

It is best for advisors and students doing graduation checks to check off degree requirements using a copy of the AA or AS degree plan from the J: drive and the student's SSC transcript. DegreeWorks often creates errors.

## **Graduation with Leadership Distinction (GLD)**

USC students may graduate with Leadership Distinction for both the Associate's and the Bachelor's degrees. GLD involves significant work outside the classroom. You can find more information on [USC's Graduation with Leadership Distinction page](#) or from the Office of Records and Advisement.

GLD students choose a pathway from the following list:

- Community Service
- Diversity and Social Advocacy
- Global Learning
- Professional and Civic Engagement
- Research

## **Merit Pages**

USC Sumter showcases student achievements with [Merit Pages](#), a social media and hometown news program that allows students to share academic and extracurricular successes with family and friends.

Participating students receive online badges for achievements such as making the dean's list, earning scholarships, making conference presentations, being active in student organizations, and much more.

Merit Pages gives students an online professional profile that they can use for jobs, internships, and references after graduation. Students can also share badges with their family and friends on social media or through email.

## Academic Regulations

### *Grades*

A student's grade point average (GPA) helps determine their ability to continue in school or graduate, to transfer to other institutions (or change campus to USC Columbia or USC Aiken), to be accepted into certain majors or upper-level courses, to qualify for financial aid or scholarship funds, and to maintain eligibility in sports.

Minimum GPAs:

- To continue in good standing in the University: 2.0
- For student athletes to maintain NJCAA eligibility: 2.0
- To retain LIFE scholarship: 3.0

Letter grades associated with grade points:

Grade	Grade Points
A	4
B+	3.5
B	3
C+	2.5
C	2
D+	1.5
D	1
F	0

Courses are typically 1, 3 or 4 credit hours. A student earns **quality points** for each course, and this is determined by multiplying the grade points by the number of credit hours for the course.

Thus, a student earns 6 quality points for a grade of "C" in a 3 hour course ( $2 \times 3 = 6$ ), but would earn 10.5 quality points for a "B+" in that same course ( $3.5 \times 3 = 10.5$ ). The **semester GPA** is determined by adding all the course quality points and dividing this total by the total number of credit hours taken that semester.

**The Advisors' Toolbox on the J: drive** has an Excel spreadsheet which can calculate GPA scores based on various scenarios: grade forgiveness, making certain grades next semester, etc.

### *Credit Hours*

Normally, students are considered **full-time** when registered for a minimum of 12 credit hours in a semester; students with fewer hours are considered to be **part-time**. Students must get special approval to take more than 18 credit hours in a semester (using the **Override Request** form).

- ★ The Fall II and Spring II sessions are important for students to consider when they need to meet a credit-hour requirement to maintain eligibility for grants and scholarships.

### *Probation and Suspension*

Each major semester (Fall and Spring), student records are reviewed to determine GPA and number of hours earned. This review can determine whether or not students qualify for financial aid, participate in school programs (e.g., sports, Ambassadors, etc.), or continue at USC Sumter.

Students whose GPA falls below 2.0 (a “C” average) are put on probation. Students placed on probation can continue to take classes but must improve their GPA to avoid suspension. Students are removed from probation when their GPA improves to 2.0 or higher.

Students on probation or who have returned to school after serving a period of suspension require careful advising and counseling.

The chart below indicates criteria for students to avoid suspension:

Cumulative grade hours attempted	Placed on probation	Continue on probation (avoid suspension)	Removed from probation
12 – 35	Below 2.0 cumulative GPA	1.5 or higher cumulative GPA	2.0 or higher cumulative GPA
36 – 71	Below 2.0 cumulative GPA	1.8 or higher cumulative GPA	2.0 or higher cumulative GPA
72+	Below 2.0 cumulative GPA	Only with semester reprieve (see below) or by petition	2.0 or higher cumulative GPA

- ★ **Semester Reprieve:** Regardless of overall GPA, a student may avoid suspension (and continue on probation) if the semester GPA is 2.50 or greater.

### **Suspension**

Students unable to meet the criteria in the chart above are suspended from USC for one fall

or spring semester and the contiguous summer (approximately eight months). Suspended students' early registrations are automatically cancelled, and any prior approvals for transient study are revoked.

Suspension is a time for students to re-evaluate their priorities and skill sets before attempting to continue their studies at USC. Suspended students may decide to improve their academic skills by taking one or more classes at another institution. **While such work will be considered should the student reapply, it can't be used towards a USC degree.**

Students have the right to appeal their suspension by completing a **Request for Readmission by Removal of Academic Suspension** form, which is reviewed by the Academic Suspension Committee.

Students who have served their suspension and wish to return to the University must reapply. A student readmitted following suspension continues on probation and is reviewed for suspension at the end of each major semester. **A semester GPA of 2.50 or higher must be achieved each semester** until the cumulative USC GPA reaches the level above which suspension would occur (see chart above).

If during this probationary period a student fails to earn a 2.50 or higher GPA for any semester, they are then **indefinitely suspended (Second Suspension)**. At this point, a student can only be reinstated with the approval of the USC Sumter Petitions Committee. A favorable decision by the committee is unlikely within two years of Second Suspension.

### *Grade Forgiveness*

Students who have received an F, FN, WF, D, or D+ can retake the course(s) for grade forgiveness. The following rules apply:

- Grade forgiveness can only be applied **once** per course, for a maximum of **two courses** (not to exceed 8 credit hours).
- Only courses taken after Fall 2007 are eligible.
- The grade to be forgiven must have been earned the **first** time the student attempted the course; only the **second** attempt can be used for grade forgiveness. The second grade must be a regular grade and not I, S, U, W or AUDIT.
- Both the original grade and the second grade appear on the student's transcript. Only the second grade is used for GPA calculation.
- The original course (first attempt) to be forgiven and the second attempt in the

course used for forgiveness must be the **same course**.

★ **Beginning in the Fall 2012 semester**, the original course and the second attempt may be taken at USC Columbia or a Palmetto College campus (Lancaster, Salkehatchie, Sumter, or Union). If a course was taken **before** Fall 2012, the second attempt must be at the same campus in order to qualify. This amendment does not apply to courses taken at Aiken, Beaufort and Upstate.

★ **Beginning in Summer of 2012\_for MATH 111/111i**: Students may, for the purpose of grade forgiveness, use MATH 111i to replace MATH 111. Students cannot use MATH 111 to replace MATH 111i. If MATH 111 was taken before Summer of 2012, the student must take MATH 111 in order to qualify for grade forgiveness for this course.

See the Registrar's ["Grade Forgiveness" page](#) for complete information.

**The Advisors' Toolbox** on the J: drive has a **GPA Calculator** that allows you to calculate the effect of grade forgiveness on a student's overall GPA.

#### **Rules of thumb:**

- Grade forgiveness has more impact for a four-hour course than for a course of three hours or fewer. However, with courses having separate labs, students should do grade forgiveness for the three-hour lecture section as the one-hour lab counts as a separate course and one hour of grade forgiveness is not worth the effort (unless they need a certain grade in the lab for their major).
- It helps a student's GPA far more to do grade forgiveness for an F, FN, or WF than for a D or D+.
- Obviously, the higher the grade in the second course, the better off the student will be. If the student does not believe they have a reasonable chance of making an A or B on the second attempt, it may be in their best interest **not** to attempt grade forgiveness.

#### *Academic Forgiveness*

Readmitted students with less than a 2.0 cumulative GPA may qualify for Academic Forgiveness. Academic Forgiveness allows for recalculation of the GPA to permit a student to graduate or pursue a specific academic program. Students can do Academic Forgiveness if they:

1. have not taken USC classes for at least 48 months (4 years)
2. have been readmitted to a degree program and completed at least 24 hours of approved, graded course work while earning a cumulative (since readmission) GPA of at least 2.00
3. haven't been granted Academic Forgiveness before

A student meeting these conditions must submit a written request to the Academic Dean. After verification of the student's eligibility, the dean informs the registrar that Academic Forgiveness has been granted to the student.

### *Registration Holds*

Holds keep students from registering and should be addressed as soon as possible.

### **Advisement holds**

Students who have been advised are not able to register for classes until the advisor removes the **Advisement Hold** for the correct semester.

SSC may or may not default to the proper term. The active term is indicated in the upper right corner of the Remove Advisement Hold page. If the term is incorrect, go back to the Term Selection page, select the correct term, and then remove the hold.

### **Other holds**

Other holds that prevent registration can't be lifted by advisors. Here is a list of common holds and the University office that lifts them.

Hold Type	Description	When Applied to Student Account	Lift Instructions
<b>Immunization</b>	Student has not handed in immunization records (records of both MMR vaccines)	When student is admitted	Contact Records Office (938-3800)
<b>Delinquent Acct (Bursar)</b>	Student owes a balance to the University	When student has outstanding balance	Contact Business Office (938-3783)

<b>Citizenship</b>	Student has not completed citizenship verification	When student is admitted	Contact Admissions Office (938-3877)
<b>Missing Transcript</b>	University has not received or processed transcripts from previous colleges	When student is admitted	Contact Admissions Office (938-3877)
<b>Conduct</b>	(Usually former USC Columbia students)  Student has not attended conduct hearing or completed conduct sanctions	When students fail to attend conduct hearings or complete conduct sanctions	Contact <a href="#">Student Conduct and Academic Integrity</a> (USC Columbia).  (777-4333)  No USC Sumter office can remove this hold

### *Disability Services*

Some students have disabilities which can interfere with equal access to an education. These students should be referred to the Disability Services Coordinator, housed in the Records Office. (Your advisees probably already learned about Disability Services at orientation, but not all students attend orientation or act immediately on what they hear there.)

The Disability Services Coordinator can help the student document their disability and register for appropriate support services. Types of assistance include but are not limited to:

- extended time on tests
- test proctoring (for registered students only)
- audio recorders or note-takers

The Disability Services Coordinator collects information from students on our campus and then sends it to Columbia, where final arrangements are made. **It is important for students and faculty to understand that support services are only available for properly registered students, and that registration can be a lengthy (4–6 week) process.**

Common disabilities (not an exhaustive list):

- AD(H)D or learning disability
- Autism spectrum
- Chronic illness
- Hearing or vision impairment
- Mobility or physical disability
- Visual impairment
- Temporary injury

For more information, see [USC Sumter's "Disability Services" page](#).

### *Inactive Students*

Students who miss a major semester (Fall or Spring) are considered to be inactive. They must reapply for admission in order to be advised and register for classes. Students who tell their advisor that they may drop out for a semester should be informed of this policy.

# Appendix A: Student Responsibilities in Advisement

While the advisor serves as a primary resource regarding academic programs, university rules and regulations, and educational opportunities, you, the student, need to:

- take **full responsibility** for your decisions.
- gather all relevant decision-making information.
- ask questions! If you don't understand a policy or a procedure, ask questions until you do. Be knowledgeable about policies, procedures and requirements.
- become familiar with course prerequisites and the requirements of your major.
- **initiate contact** with your advisor as needed. Advisors have posted office hours and schedule special meeting times during the early advisement/registration period. Contact your advisor whenever you have an academic question; you can find their contact info by Googling them or by clicking [Our Faculty and Staff](#) on the USC Sumter website.
- come **prepared** (with questions and a potential schedule of classes) to advisement sessions.
- have **open** and **honest** discussions with your advisor.
- observe academic deadlines. These are available on the USC Sumter website under ["Semester Date Keeper."](#) Know when to register and when to drop or add classes. Set up appointments with your advisor well in advance of these deadlines.
- **keep your advisor informed** about changes in your academic progress, major, and career goals.
- check with your advisor **before** dropping classes or adjusting your class schedule.
- notify the university if your contact information changes and **regularly check (and read) university email.**
- work with your advisor or other University personnel immediately if a serious problem (medical, financial, personal) disrupts your ability to attend classes or complete your degree. The sooner we know what's going on, the sooner we can help you.
- **keep a personal record** of your progress towards your degree; organize official university documents (receipts, advisement schedules, tracking sheets, etc.) in a way that enables you to access them when needed.

- **participate fully** in the courses for which you are registered by completing assignments and attending classes regularly and on time.

Your advisor and our USC Sumter Records and Advisement staff can help you understand your options and avoid mistakes, but only if you take the initiative to seek our advice.

## Appendix B: Advisor Responsibilities

Student advisement is a critical responsibility of full-time faculty, and while each advisor develops their own style, to achieve a minimum level of effectiveness, advisors should:

- Help students clarify their educational and career goals
- Help students develop an educational plan based on those goals
- Help students choose classes (considering their interests, strengths, and weaknesses) consistent with that educational plan
- Evaluate student progress towards degrees
- Interpret rules or requirements for degree programs, student life and conduct, and basic financial aid matters
- If necessary, discuss college-level expectations with advisees
- Make students aware that, while their education is their responsibility, advisors are part of a University-wide support system (see the **Resources and Support Services for Students** handout in Best Practices in the Advisors' Toolbox and Appendix D in this document)
- Be regularly available for meeting with students
- Respond to student emails and voicemails within 24-48 hours
- Communicate with advisees as critical information becomes available and deadlines approach
- Respond to or act on requests from Records and Advisement staff in a timely manner
- Maintain complete and current advisement records, including completed advising forms scanned into student advising folders

# Appendix C: A Parent's Guide to Academic Advisement

## What is academic advisement? Who are academic advisors?

Academic advisors are faculty or staff who are familiar with University policy and degree programs. Students are typically assigned an advisor based on the major they have chosen. Advisors can assist students with course selection and academic decision-making appropriate to their personal, professional, and academic needs and goals.

For general questions about advisement, please contact:

**Dr. Hayes Hampton (Coordinator of Advisement)**

[hhampton@uscsumter.edu](mailto:hhampton@uscsumter.edu)

(803) 938-3732

105B Williams-Brice-Edwards Administration Building

**Ms. Anna Oswald-Hensley (Registrar)**

[oswaldan@uscsumter.edu](mailto:oswaldan@uscsumter.edu)

(803) 938-3800

101 Williams-Brice-Edwards Administration Building

## How can I learn how my student is doing?

**For anyone at USC to answer specific questions about your student, a FERPA form must be on file.**

FERPA (Family Educational Rights and Privacy Act of 1974) is a Federal law which provides college students two main rights:

- Access to their education records
- Limited transferability of those records without their consent

Once a student **turns 18 or enrolls at a post-secondary institution**, their academic records are protected by FERPA. So, while we are happy to answer your general questions, we **cannot** release specific information to you without a FERPA form initiated and signed by your student.

Usually, your student is the best source of information about how they are doing in school and progressing in their degree program. The questions below can help you initiate

conversations with your student about their progress.

## **Fall Semester**

### **August/September**

How are your classes?  
Do you have study time on your calendar?  
How many tests/papers will you have?  
Do you have all the textbooks?

### **October**

What are you doing in classes?  
How are you using your free time?  
Have you seen your advisor for next semester?  
How are you doing with school and work?  
Are you getting involved on campus?

### **November**

How are you doing in your classes?  
Do you have a weekly routine?  
Have you registered for next semester?  
Are you happy with midterm grades?

### **December**

How many finals do you have?  
Do you have a quiet place to study?  
Are you finding time to relax?

## **Spring Semester**

### **January/February**

How are your classes?  
How many tests/papers do you have?  
Do you have the required textbooks?  
How are you using your free time?

### **March**

Where and when are you studying?  
Are you participating on campus?  
Have you seen your advisor yet?  
Are you happy with your midterm grades?

### **April**

What are you doing in classes?  
Have you registered for summer/fall classes?  
Are you ready for final exams?

### **May**

When are your finals?  
Do you have a quiet place to study?  
Are you going to work this summer?  
Are you happy with your final grades?

# Appendix D: Resources and Support Services for Students

## **Tutoring Center – Library lobby**

(Help with writing, biology, chemistry, math, Spanish; sign-up sheets in Library)

**Sharon Chapman (Head Librarian/Director):** 938-3810 | [hamptons@uscsumter.edu](mailto:hamptons@uscsumter.edu)

## **Counseling Services – Library 121**

**Leanne Greene (Counselor):** 938-3719 | [greenels@mailbox.sc.edu](mailto:greenels@mailbox.sc.edu)

- Please contact Kris Weissmann (Student Life | 938-3763) or Savannah Williams (Disability Services | 938-3800) for a confidential referral.

## **Office of Financial Aid – Admin. Building 109**

(Scholarships, loans, students preparing to enter bachelor's programs or transfer/change campus)

**Main contact:** 938-3840 | [sufinaid@uscsumter.edu](mailto:sufinaid@uscsumter.edu)

**Lisa Jeffords (Director):** 938-3822 | [jefforli@uscsumter.edu](mailto:jefforli@uscsumter.edu)

## **Business Office – Admin. Building 214**

(Paying fees, holds for unpaid balances, parking permits)

**Main numbers:** 938-3783; 938-3765; 938-3786

**Wendell Prescott (Manager):** 938-3765 | [wdpresco@uscsumter.edu](mailto:wdpresco@uscsumter.edu)

**Laura Curtis (Accounting Technician):** 938-3783 | [curtisll@uscsumter.edu](mailto:curtisll@uscsumter.edu)

## **Office of Records and Advisement – Admin. Building 101**

(Registration, holds, Disability Services, placement tests, advising concerns, students preparing to change campus or transfer, Graduation with Leadership Distinction)

**Main contact:** 938-3800 | [oswaldan@uscsumter.edu](mailto:oswaldan@uscsumter.edu)

**Anna Oswald-Hensley (Registrar):** 938-3761 | [oswaldan@uscsumter.edu](mailto:oswaldan@uscsumter.edu)

**Savannah Williams (Coordinator of Disability Services):** 938-3800 | [willsava@uscsumter.edu](mailto:willsava@uscsumter.edu)

**Hayes Hampton (Coordinator of Advisement):** 938-3732 | [hhampton@uscsumter.edu](mailto:hhampton@uscsumter.edu)

### **Office of Admissions – Admin. Building 116**

(Transfer credit, test scores such as AP and TOEFL, citizenship and residency verification)

**Main contact:** 938-3877 | [suadmiss@uscsumter.edu](mailto:suadmiss@uscsumter.edu)

**Keith Britton (Director of Admissions):** 938-3882 | [kbritton@uscsumter.edu](mailto:kbritton@uscsumter.edu)

### **Student Life – Student Union Building**

(Activities, clubs, student government, eSports, mentoring, disciplinary matters)

**Kris Weissmann (Director):** 938-3763 | [weissmak@uscsumter.edu](mailto:weissmak@uscsumter.edu)

### **Office of Academic Affairs – Admin. Building 108**

(Issues with student discipline or conflicts with instructors, if not resolved with Student Life or the division chair)

**Carol Reynolds (Administrative Assistant):** 938-3730 | [creynold@uscsumter.edu](mailto:creynold@uscsumter.edu)

**Eric Reisenauer (Executive Associate Dean for Academic and Student Affairs):** 938-3749 | [ericr@uscsumter.edu](mailto:ericr@uscsumter.edu)

### **Links**

[USC Sumter Student Handbook](#)

[BIT \(Behavioral Intervention Team\) Referral \(to report self-injurious or suicidal behavior, erratic behavior that disrupts university business\)](#)

[Changing campus to USC Columbia/Requirements for Specific Majors](#) \*

[Changing campus to USC Aiken](#) \*

[USC Aiken Transfer Credit Database](#)

\* Students planning to change campus within the USC system or transfer to another college should consult their advisor, the Office of Financial Aid, and the degree requirements for the target campus.

## Appendix E: The Admissions Process at USC Sumter

1. Applicants first fill out an application form. Both a paper and online version of this form is available.
2. A fee is required (currently \$40 for first-time applicants; \$10 for readmits (students who missed at least one major semester)).
3. Students must provide supporting information:
  - a. proof of citizenship (passport, birth certificate, permanent residency card, in some cases a valid South Carolina driver's license)
  - b. a South Carolina Residency Form
  - c. transcripts
    - i. from their high school(s) if they have earned less than 30 hours of college work
    - ii. from all colleges attended
    - iii. ACT/SAT scores if student graduated from high school in the last five years, or has fewer than 30 hours of college transfer work

USC Sumter uses selective admissions criteria; not everyone who applies is automatically accepted. If students don't automatically qualify as a result of high school or previous college work, their file is sent before the Faculty Admissions Committee for additional consideration. Students may be asked to write a short statement about their previous work.

Once students are accepted, their files are transferred to Records and Advisement. Students are then asked to sign-up for NSAR. Advisement and registration are the ending steps at NSAR.

# Appendix F: Interpreting Placement Test Scores

## Foreign Language Placement Test

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Score	
Recommended Spanish Courses	
<b>S1</b>	Placement into Spanish 109 and 110
<b>S2</b>	Placement into Spanish 121
<b>S3</b>	Placement into Spanish 122
<b>S4</b>	Student needs to take additional testing. Send to Records Office.

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Score	
Recommended French Courses	
<b>S1</b>	Placement into French 109 and 110
<b>S2</b>	Placement into French 121
<b>S3</b>	Placement into French 122
<b>S4</b>	Student needs to take additional testing. Send to Records Office.

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Score	
Recommended German Courses	
<b>S1</b>	Placement into German 109 and 110

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<b>S2</b>	Placement into German 121
<b>S3</b>	Placement into German 122
<b>S4</b>	Student needs to take additional testing. Send to Records Office.

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### Algebra Placement Test

Raw Score (out of 26)	MPT Code	Recommended Collegiate Math Course	Additional Information
0 – 3	MB0	PCAM 106 - Foundations of College Algebra	Students may also elect to take preparatory courses at a technical college.
4 – 7	MB1	MATH 111I - Intensive Basic College Mathematics	Prepared to successfully complete the course with a C or better
8 – 13	MB2	MATH 111 - Basic College Mathematics	Prepared to successfully complete the course with a C or better
14 - 26	MB4	MATH 122 - Calculus for Business Admin & Social Science MATH 170 - Finite Math MATH 221 - Basic Concepts of Elementary Math I	Prepared to successfully complete any of these courses with a C or better.

### PreCalculus Placement Test

Raw Score (out of 33)	MPT Code	Recommended Collegiate Math Course	Additional Information
0 - 6	MA0	PCAM 106 - Foundations of College Algebra	Students may also elect to take preparatory

			courses at a technical college.
<b>7 - 18</b>	MA2	MATH 115 - PreCalculus Mathematics	Prepared to successfully complete the course with a C or better
<b>19 - 33</b>	MA4	MATH 141 - Calculus I  (or, MATH 122, if your degree program accepts it)	Prepared to successfully complete the course with a C or better