Advise USC step-by-step instruction guide

This document is created to be shared with students who would be using Advise USC and can serve as a step-by-step guide that helps them find their advisor, schedule appointments, create a course plan, and view announcements.

1. **Find your advisor**
   To find your advisor, first, we go to the home page.

   Once we scroll down, Under the “My Appointments” section, we can see the “My Success Team” section with the advisors or advising team listed on the right side of the page.
Students can click the advisor’s name to access more information such as the advisor’s title and contact information.

The second way to find your advisor is to go to the “Advisor connect” tab at the top, and you will find Success Team here as well.
2. **Schedule Appointments**  
The first way to schedule an appointment with the advisor is to go to the home page, and we can click on “Schedule an Appointment”.

Then, you will see all the advisors that are assigned to you. We can choose or search for advisors to make an appointment.
After this, we can select the topic and subtopic that we want to discuss with the advisor.

**Topics**

- Career Advice
- General Academic Advice
- Grad Student Advice
- Personal Advice
- Registration Issue
- Undergraduate Advice

**Subtopics**

- Degree/Course Planning
- Academic Performance
- Learning Resources
- Policies and Petitions
- Other

- Grad Student Advice
- Personal Advice
- Registration Issue
- Undergraduate Advice
From here, we can select the time we want to meet based on the advisor’s schedule.

You can also filter advisor’s availabilities based on Location or Appointment Type.
Next, pick the time slot you want and add the comments as well as select the location for the meeting.

Then we will have the appointment scheduled. You can also check your scheduled appointment on the main page or in the “Advisor Connect” tab.
If you want to reschedule or cancel the meeting, go to the main page. It is also the place where you can add comments or join the virtual meeting.

The second way to schedule an appointment is to go to the “Advisor Connect” tab, click on the “Schedule an Appointment” button, and follow the steps above.
3. Create a course plan
To access your course plan, simply find the “Course Plans” tab at the top of the main page.

At the left middle corner, we will see a drop-down where we can select different versions of course plans. If you have talked to your advisor, they will have a course plan starting with “Primary” created for you.
To create a new plan, go to “New Plan” and enter the name and starting semester for the course plan. Please make sure the naming makes sense to your advisor.

Now, we will have a new draft ready.

We can also add new terms to the existing course plan by choosing “Add Term” and selecting the right term.
To add the courses, first, we go to the search box on the left side. Please remember to add the “-” sign after the department code to find all affiliated courses. You can also enter the course name to find it directly.

To add a course to your plan, simply drag and add the course to the respective term. Note that we can also bookmark favorite courses and access the recent views. Below each term, we can check how many credits we have selected for each term. Note that all changes are auto saved.
4. View Announcements

To view an announcement, we can go to the home page of Advise USC, and go to the announcements under the “Recent Announcements” section.

Then, we can read more information on the announcement page. Video tutorials are also available on the Advise USC announcement page.

Advise USC is new to you and your academic advisor. We appreciate your understanding as we all learn to navigate the platform. We know we’re launching Advise USC at a very busy time of year with spring registration in progress, and holidays and exams on the horizon. Please treat the next few weeks as a soft launch. You may see changes to the advisors in your success team as we make adjustments in the system. Your advisors will begin to ramp up their usage of Advise USC and hold additional appointment availability at the start of the spring semester.

In the coming months, Advise USC will expand to more students, advisors, academic programs, and support offices. As we continue to develop this advising tool, check back for additional functionality. We look forward to your feedback and suggestions.