

ADVISEMENT & REGISTRATION GUIDE

This guide includes information and links to advising resources and will be posted on the ASC homepage.
 For additional information on navigating Banner (SSC), contact Karen Smith (#3730);
 For information on Advisement, contact the ASC (#3297); for information on DegreeWorks, contact Records (#3550).

REMINDERS FOR FALL ADVISEMENT :

* Drop Dates to receive a "W": Oct. 31 (Fall 2014) ; March 31 (Spring 2015)

ALL Registration is conducted in Self Service Carolina (SSC).

- Advisement Forms will continue to be used to document advisement appointments.
- Write the student's entire VIP number on the Advisement Form. **We no longer use Social Security Numbers.**
- You must use your VIP ID and VIP Password to access SSC. If you do not have these, you can find them by completing the steps at <http://web.usca.edu/help-desk/faculty-and-staff/>
- To learn to maneuver the SSC system, click SSC Navigation Video link (on ASC website).
- After advising each student, lift their advisement hold on the [Remove Advisement Hold] screen in SSC, and **check the ADV Hold Removed box on the Advisement Form.** (See image on right.)
- Send your completed Advisement Form to your designated SSC Liaison (see SSC Liaison list below).
- **SSC Liaisons will also assist you with lifting Advisement Holds.**
- Remind each student to register for their classes in SSC.

SSC LIAISONS		
Department	Liaison	Contact Information
Biology/Sciences	Brad Reinhart	bradr@usca.edu / ext. 3425
	Carol Cutsinger	carolc@usca.edu / ext. 3299
Business	Mary Clare Millies	marym@usca.edu / ext. 3595
Communications	Bill Harpine	williamh@usca.edu / ext. 3604
Education	Windy Schweder	windys@usca.edu / ext. 3689
Etherredge Center	Kerri Charles	kerric@usca.edu / ext. 3243
First-Year Advisors	ASC	Penland 108 / ext. 3297
Humanities	Carol McKay	carolm@usca.edu / ext. 3498
Math	Paul Ilukor	pauli@usca.edu / ext. 3426
Nursing	Kathy Simmons	kathryns@usca.edu / ext. 3392
	Thayer McGahee	thayerm@usca.edu / ext. 2823
Psychology	ASC	Penland 108 / ext. 3297
Sociology	Philip Mason	philipm@usca.edu / ext. 3213

SSC Liaisons can assist you with:

- Lifting Advisement Holds
- Navigating SSC
- Assisting students in retrieving their VIP ID and setting their VIP Password