



# Academic Success Center

## Transfer Academic Planning Guide

### The Academic Success Center

Visit the Academic Success Center (ASC) online at <http://web.usca.edu/asc> or visit us in Penland Room 108 for more resources for success! Services include **free** tutoring, academic consultations, academic success workshops, and more.

### Who is my advisor?

Your advisor is a specially trained faculty/staff member who will work with you throughout the year to develop your educational plan. Your advisor is also a great resource for information about academic success resources, university policies, and major requirements. Although USC Aiken students are only required to visit advisors prior to priority registration each semester, it is beneficial to meet more frequently throughout the year.

### The Bulletin

The USC Aiken Records Office updates the *Bulletin* annually. Academic policies, degree requirements, and courses change from year-to-year. **The Bulletin is published exclusively online.** Additional information on the areas addressed in this guide is in the *Bulletin*.

### Credit Hours

All USC Aiken students must complete specific requirements to graduate with a degree. While degree requirements vary based on major and type of degree, all USC Aiken bachelor's degrees require a minimum of 120 credit hours.

Credit hours relate to the number of hours you spend in class each week. For example, you generally earn one credit hour for each hour of lecture and one credit hour for 2-3 hours of lab. You can find out how many credit hours a course is worth by reviewing the course description. A full-time academic load ranges from 12 - 17 credit hours each semester.

Once you have registered for classes at USC Aiken, you can see the credit hours you have received transfer credit for by reviewing your Student Progress Report. This report is available in the Self Service Carolina (SSC) system: <https://my.sc.edu/> under the "Student" tab, and then under "DegreeWorks." The Student Progress Report provides information about how your transfer and USC Aiken courses fulfill major and general education requirements.

### How do I register for classes?

During orientation you will register either with your advisor or in one of the computer labs on campus. Students generally register for classes using the university's online SSC system: <https://my.sc.edu/>. All USC Aiken students must meet with an advisor before registering for classes.

### How do I know if my classes have transferred?

All course work completed at other colleges and universities, for which an official transcript has been received, will be posted to a student's Student Progress Report on DegreeWorks. The report will indicate how the course work applies to a student's current major and general education requirements. **Because transfer courses are evaluated on a course by course basis, it may take up to one month before the evaluation process is complete.** If there are discrepancies in the transfer course work that appears in the Student Progress Report, contact Ms. Maureen Quinn, Degree Audit Coordinator at: (803) 641-3435 or [MaureenQ@usca.edu](mailto:MaureenQ@usca.edu). Information about transferrable SC Technical College courses is available on the Admissions' website: <http://web.usca.edu/admissions>

### What are general education courses?

USC Aiken is considered a liberal arts institution. The general education requirements or "Gen Eds" have been established to ensure that all students receive a broad, liberal education while pursuing a bachelor's degree.

### What is a minor?

A minor is a second area of study (in addition to your major). Courses in the minor are determined by the academic department in which the minor is located. If you wish to pursue a minor, you should consult with your advisor.

### What is a cognate?

A cognate is similar to a minor, but the courses you take to complete a cognate can be in more than one subject area. Cognate courses are at the junior and senior-levels and are approved through the department in which your academic major is located.

### What is Inter-Curricular Enrichment (ICE)?

ICE is part of the general education requirements and is designed to help promote the development of students' cultural and intellectual perspectives. Transfer students and change of campus students will be awarded ICE credits based on the number of credit hours they bring to USC Aiken, and must subsequently attend two ICE events per semester until they reach a total of 16. Attendance at such events is recorded by scanning student ID cards. To check your ICE credits, go to SSC, then to the "Student" tab and access DegreeWorks. Visit the ICE webpage, for more information about the ICE requirement and to access a list of ICE events.

### What is Writing Intensive (WI)?

The WI requirement is a general education requirement designed to enhance student writing skills. A variety of courses in your major, as well as some sections of general education courses, have been designated as writing intensive. After completing AEGL 101 and 102 with a "C" or higher, you should take at least one WI course for every 30 credit hours you complete at USC Aiken. At least one WI course must be in your major.

### What is the Writing Proficiency Portfolio (WPP)?

The WPP is a general education requirement that has been designed to provide you with an opportunity to showcase your "best" writing. Students choose three essays from college classes and submit those, with a reflective essay, in a portfolio kit that is available for purchase in the Pacer Shoppe (USC Aiken Bookstore). The WPP should be completed by the junior year, and can be submitted during one of the three deadlines posted in the Academic Calendar. For more information about the WPP, visit the Writing Room webpage on the Academic Success Center website:

<http://web.usca.edu/asc>

### When is the last day to change my schedule?

All USC Aiken students should consult with their advisor and complete an advisement form before making any changes to their semester schedule. For the most updated information about the Academic Calendar, consult the Registration Guide or the USC Aiken Records' website: <http://web.usca.edu/records>

### How do I communicate with my professors?

As a USC Aiken student, you are expected to communicate regularly with your professors. Faculty and teaching staff maintain office hours, posted on their course syllabi, and are often available via email as well. When emailing a faculty or staff member, please remember to be courteous and appropriate.

### What is Early Warning?

The Early Warning process alerts students to specific behaviors and academic performance that may affect their grade in a course. USC Aiken faculty and teaching staff are encouraged to submit Early Warning Forms to the Academic Success Center. When an Early Warning Form is received, the student and the student's advisor are informed by the ASC staff. Students who receive Early Warning letters are encouraged to meet with their advisor and professor for the course in which the Early Warning was received.

### Academic Integrity

USC Aiken "values honesty, integrity, initiative..." As members of the university community, all students are expected to adhere to the principle of academic integrity. USC Aiken students are expected to follow the *Academic Code of Conduct*, which "prohibits giving or receiving unauthorized aid in all academic endeavors."

#### Examples of behaviors that violate the Code of Conduct:

- Giving or receiving, or attempting to give or receive, unauthorized assistance on any academic work.
- Unauthorized collaboration; working with others on graded assignments without instructor's permission.
- Plagiarism; using the work of another without giving proper credit.
- Unauthorized use of calculators or other mechanical or electronic devices for academic work.

On each major exam or assignment, USC Aiken students are expected to affirm their academic integrity by signing the *Honor Pledge*:

*"On my honor as a University of South Carolina Aiken student, I have completed my work according to the principle of Academic Integrity. I have neither given nor received any unauthorized aid on this assignment/examination."*

What penalties await those who engage in academic dishonesty?

- Faculty members determine the penalty, which may range from a zero on a particular assignment to an "F" in the course.
- Students who accumulate 3 formal charges of academic dishonesty must go before the USC Aiken Judicial Board.
- The Judicial Board will determine the student's penalty, which can include a sanction, suspension, or expulsion.