

Advising Undergraduates in the Environment & Sustainability Program

Please encourage your advisees to have their senior records check in Flinn Hall BEFORE their final semester begins!

Registration for Fall and Summer 2019 courses begins April 2019. Students must bring their signed advisement sheets to PSC 108 before they will be cleared for registration. Please list both fall and summer advisement on one advisement sheet.

A. Transcript and Student Information:

1) **Self Service Carolina:** To see academic information for your advisees, log into Self Service Carolina (<http://my.sc.edu>), click Faculty Services, then Student Information, then Advisee List: you will see your advisees with easy links to their transcripts and test scores. You can also easily email all of your advisees through this portal. Student information is also available in 2) **DegreeWorks** (log into Self Service Carolina (<http://my.sc.edu>), click Faculty Services, then DegreeWorks). This is a great place to leave student notes; you can list the classes recommended or perhaps where they want to Study Aboard. We are also now using 3) **EAB Pathfinder**. Go to www.sc.edu/advising, click Make an Appointment, sign in and then you will see your list of advisees, or you can search for a specific student (search icon in top right corner) or you can set up your appointment schedule.

B. Credits: The BA in Environmental Studies degree requires 120 credits for graduation, while the BS in Environmental Science requires 128. A grade of C or higher is required for all courses used to fulfill pre-major or major requirements. Majors may enroll in required courses a maximum of two times to earn the required grade of C or higher; for the purposes of this standard of progression, **withdrawal with a W** does not constitute enrollment. Because a W no longer constitutes enrollment, a student who withdraws from a class with a **W** may enroll in that class again either here at USC or, with an approved transient enrollment form, at another institution (especially helpful for MATH 141 and 142).

C. ENVR 201 & 202: ENVR 201 and 202 are required for majors in both environmental degrees. ENVR 201, offered only in the Fall, should be taken before ENVR 202 (spring) except when students have transferred into an environmental major and waiting for ENVR 201 will delay their graduation date. ENVR 201/202 are sophomore-level (or above) courses.

D. Selective Courses: Students must choose additional upper-level courses (9-10 credits in Environmental Studies, 17-18 credits in Environmental Science) from the list located in the Undergraduate Academic Bulletin. These courses may all come from ENVR courses or, if not ENVR courses, must come from more than one discipline (see degree checklists.)

E. Fine Arts Requirement: The BA in Environmental Studies requires four Aesthetic and Interpretive Understanding (AIU) courses (fine arts/humanities/literature), while the BS in Environmental Science requires only two. One of those courses must be on the list of AIU courses approved for the Carolina Core (see degree checklists or www.sc.edu/carolinacore for the complete list). Note that the courses must be three credits (see below). The other required

AIU classes may come from the Carolina Core list or may come from the broader CAS AUI list found on about page 7 here:

http://www.sc.edu/study/colleges_schools/artsandsciences/internal/documents/ugrad/2017_2018_guidelines_for_advisement.pdf

- F. “Performance” Courses:** Many courses in Music, Theater, and Physical Education do not count toward the semester hours needed for graduation. In general, music and theater appreciation or history (3 credits) will count, but learning to play an instrument or to act (1 credit) will not.
- G. Senior records check:** Students who have completed 90 hours or are within two semesters of graduation should complete a major program card (with their advisor!) and take it to the Dean’s office, 110 Flinn Hall for a senior records check. *Students who wait until their final semester for a senior records check may find themselves short a class and therefore unable to graduate.* Note that the total number of credits earned on the transcript will include PEDU courses, those exempted under grade forgiveness, and major courses with grades lower than ‘C’; but those courses will not count toward the total number required for graduation.
- H. CC Overlay and Transfer Credit for ENGL 102:** Under the Carolina Core Overlay requirement, ENGL 102, whether taken here at USC or accepted as transfer credit, maybe used to meet the INF overlay requirement.
- I. Scholarship Holders (BS in Environmental Science only):** Graduates of SC high schools with lottery scholarships (Life, Palmetto) are eligible for the enhancement for science majors that kicks in during the sophomore year. Students enrolled in the BA in Environmental Studies are not eligible for the enhancement.
- J. CHEM 111:** Note that MATH 111 or 115 (or higher) is a required prerequisite for CHEM 111. Students will no longer be allowed to take MATH 111 or 115 and CHEM 111 at the same time. Also note that students must now register for CHEM 111 and CHEM 111L separately (the 4-credit course has been split into 3- and 1-credit courses.) Students must register for the lecture and the lab at the same time, checking one box for each on the right side of the registration screen before submitting, or they will get a ‘missing pre-requisite’ error message.
- K. Repeating a Class:** Once a student enrolls in a course, he or she must complete the course at a USC campus. For instance, if a student receives a D or F Math 141, he or she must retake MATH 141 at USC Columbia or a regional campus (Sumter, Lancaster, Salkahatchie or Union) although he may opt to take MATH 142 elsewhere. Students who are struggling to pass MATH 141 or CHEM 111 may take the second course in the sequence (MATH 142 or CHEM 112) elsewhere (i.e. at home or Midlands Tech). Some students who have struggled to pass MATH 142 at USC Columbia found it easier and less stressful at USC Sumter; students with a car can take that course concurrently with other courses at the Columbia campus by completing a Transient Enrollment Form (available on the Registrar’s website).
Because a W no longer constitutes enrollment, a student who **withdraws** from a class with a W may enroll in that class again either here at USC or, with an approved transient enrollment form, at another institution (especially helpful for MATH 141 and 142).

L. Confidentiality: As advisors, you should be aware that it is a violation of a student's right to privacy for you to reveal any information regarding the student's performance to anyone outside the university without expressed consent of the student. This includes addresses, phone numbers, transcript information or even their performance in your course. **Under Federal Law, parents do not have access to this information without the student's written consent.** Refer requests to the Office of the Registrar and understand your basic requirements under FERPA.

M. Disabilities, Emotional Problems:

1. Students with physical or learning disabilities should contact Student Disability Services at (7-6142)
2. For students with emotional problems (e.g., depression tendencies), refer to the Counseling and Human Development Center, (7-5223). For severely distressed individuals contact the Behavioral Intervention Team (7-4333).
3. Student may now be referred to these services by you through EAB Pathfinder.

N. Research Opportunities: PLEASE encourage students to get involved!! Help them to determine career goals, secure positions in faculty research labs, find out about summer internships and REUs, to actively participate in research opportunities within the program and university in general and to investigate study abroad or take summer field courses.

O. Placement tests: No student can register for a math course without first taking an online placement exam (or showing proof of transfer credit for prerequisite math coursework.) Students who place into MATH 141 may still take MATH 115 first to strengthen background and will receive credit. The Math department also offers an accelerated course, MATH 116, which lasts for half a semester and is specially designed for students who placed into Calculus but feel they first need a refresher to succeed in it.

Environmental Science (BS) majors must take the pre-calculus test for placement into MATH 115, 141 or 142. Environmental Studies (BA) majors may take MATH 111 and/or MATH 122 to satisfy their degree requirements, which rely on the pre-algebra placement exam.

Students wishing to take a foreign language at anything other than the first/beginner level must first take a placement exam in that language. Placement exams are offered on campus at the beginning of each semester. Students will not receive academic credit if they take a course lower than the level at which they placed. Students who are already proficient in a language other than English should contact the Department of Languages, Literatures and Cultures to inquire about exemption from the foreign language requirement.

P. Grade Forgiveness: It is the policy of the University of South Carolina that every currently enrolled fully-admitted, degree-seeking undergraduate earning a "D+", "D", "F" or "WF" in a USC course may take up to two (2) undergraduate courses for a second time for the purpose of grade forgiveness. Both the first and second grades shall appear on the USC permanent record, but only the second grade will be used in computing the USC cumulative grade point average

(GPA). An explanatory notice will appear on the record. Once grade forgiveness is applied to a repeated course, the action may not be revoked.

Eligible students wishing to apply the course grade forgiveness policy to a course enrollment may do so at any time during his/her undergraduate enrollment, but no applications will be honored after the degree is awarded. Grade forgiveness can only be applied once per course for a maximum of two courses (not to exceed 8 credits) on a student's undergraduate academic record, without regard to the number of degrees sought.

After 2012, the original course (first attempt) and the second attempt in the same course may be taken at the USC- Columbia campus or a USC regional campus (Lancaster, Salkehatchie, Sumter or Union). This does not apply to courses taken at USC Aiken, USC Beaufort and USC Upstate. Courses transferred from other institutions are excluded from this policy.

This policy does not preclude students from repeating classes multiple times, in accordance with program requirements, but only the second attempt at the class may forgive the original grade of D+, D, F, or WF. Only a regular letter grade can replace a forgiven grade. Grades of "W", "I", "S", "U", or "AUDIT" may not replace previous grades. Grades carrying an honor code violation sanction of "X" are not eligible for grade forgiveness.