

SCW ADVISING GUIDE

Faculty and staff of the **Department of Sociology, Criminal Justice, and Women's and Gender Studies** are committed to your success at USC Upstate. A key ingredient to success is a positive and effective advising experience. To learn more about advising and what to expect, please review the FAQs below and contact us if you need assistance:

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Other Important Contacts

Admissions Office		(864) 503-5246
Enrollment Services		(864) 503-5280
Registrar, Records, and Veterans Affairs Office		(864) 503-5220
Financial Aid Office		(864) 503-5340
Health Services		(864) 503-5191
Student Success Center	Susannah Waldrop	(864) 503-5414
Tutoring	Laura Merritt	(864) 503-5070
Testing Center		(864) 503-7422
Information Technology and Services	Help Desk	(864) 503-5257
Disability Services	Wendy Woodsby	(864) 503-5199
Housing and Residential Life		(864) 503-5522
University Police Department/Public Safety		(864) 503-7777
Dean, College of Arts, Humanities, and Social Sciences	Dr. Tanya Boone	(864) 503-7447
Administrative Assistant to the Dean, CAHSS	Laura Yaffe	(864) 503-5795
Dean of Students	Nick Kehrwald	(864) 503-5107
Counseling Services	Business Hours	(864) 503-5195, #1
	After Hours Crisis Line	(864) 503-5195, #2

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Important Links

[Self Service Carolina](#)

[Bookstore](#)

[Forms](#)

[Starfish](#)

[Counseling Services](#)

[IT Help Desk](#)

[Blackboard](#)

[Health Services](#)

Helpful Resources and Videos

[USofC Advising Syllabus](#)

[Video: Calculating Semester GPA](#)

[Video: Running the DegreeWorks Audit](#)

[Video: Using the DegreeWorks What-If Tool](#)

[Using Microsoft Teams for Virtual Advising Appointments](#)

[Video: Viewing Registration Status and Holds](#)

[Video: Student Tab Overview](#)

[Video: Student Profile Overview](#)

[Video: How to Search for Classes](#)

[Video: How to Register for Classes using Self Service Carolina](#)

[Video: How to Register for Classes using Schedule Planner Shopping Cart](#)

[Video: How to Drop a Course](#)

[Video: Before You Drop a Course](#)

[Video: How to View Your Unofficial Transcript](#)

[State Scholarship Requirement Basics 2023](#)

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What is advising?

Advising is a set of tools and resources that help students successfully pursue a degree at USC Upstate. Every student is assigned at least one dedicated advisor to help students:

- Identify authentic interests and passions
- Make key decisions about courses, majors, and other academic program questions
- Address challenges
- Find resources across campus
- Link academic work with career goals

Advising is also a relationship. Regular contact with your advisor is part of building a support system while you are at Upstate.

Do I have to be advised?

Advising is required. All students must be advised to have the Advisement Hold lifted prior to registration each semester.

Who is my advisor?

You will be assigned a faculty advisor within the department.

- If you are a new, first-year student, you might be assigned to an academic advisor in the Student Success Center your first semester.
- If you are a Palmetto College student, you will be assigned to the Palmetto College Coordinator for advising.

Check your **Student Profile** (in Self Service under Student) or **DegreeWorks Audit and Planner** (in Self Service under Student > Advisement Planning) to find out who your advisor is. If an advisor is not listed in your Student Profile, please contact the department's [Administrative Assistant](#) so one can be assigned to you.

Connect with your advisor as soon as possible to start building that relationship.

How can I find my advisor?

Login to [Starfish](#) (in Student Resources under Information for Current Students) using the same credentials as your Upstate email. First-time users must create a profile. Under **My Success Network**, look for **Primary Advisor** to find your advisor's contact information, office location, office hours, and appointment schedule.

When do I need to be advised?

In October and March each year, the university schedules a two-week advising period immediately before registration for the following semester(s) begins. The specific dates for the advising period can be found in the relevant Academic Calendar on [SpartanHub](#) (Student Services > Registration and Records under Enrollment Management). Look for emails from the university and the department. Your assigned advisor will contact you with specific sign-up instructions.

It is important to schedule an appointment with your advisor during the advising period. Students who delay advising risk not being able to register at the pre-assigned registration time and not getting into the classes they need or want. Even if you are not yet sure if you will attend the following semester, it is best to get advised and reserve your seat in classes in case you do attend. Payment is not due until a few days before the semester begins. If you decide not to attend, you can drop your classes before the semester begins.

How do I make an appointment with my advisor?

Unless instructed differently from your assigned advisor, use [Starfish](#) to schedule your appointment. Login to Starfish using the same credentials as your Upstate email. If you are unable to login, you may need to reset your email password ([SpartanHub](#) > Student Services > Information Technology). First-time users must set up a profile. Go to **My Success Network** and click on your **Primary Advisor's** name to see their office hours and to schedule an appointment.

What if I can't get in touch with my advisor?

If you have any questions or concerns about your advisor, please contact the department's administrative assistant, [Mckayla Malaythong](#) (864-503-5701) or the department chair, [Dr. Lizabeth Zack](#) (864-503-5739).

How should I prepare for my appointment with my advisor?

☐ Review your current courses

- Write down your current courses, midterm grades, and the final grades you anticipate.
- Consider whether you need to withdraw from any courses. Talk with the course instructor, your advisor, and the [Financial Aid Office](#) before you withdraw. If you decide to withdraw, do so before the deadline to avoid academic penalties. Last Day to Withdraw dates are found in the Academic Calendar ([SpartanHub](#) > Student Services > Registration and Records under Enrollment Management).

☐ Review your CRJU or SOCY program requirements

- Become familiar with program requirements as listed in the [Academic Catalog](#). The requirements consist of General Education, Major, and Minor/Cognate courses required to complete the degree.
- Review your unofficial transcript in [Self Service](#) (Student > Student Profile > Academic Transcript).

☐ Consult your DegreeWorks Audit

- Review your DegreeWorks Audit in Self Service (Student > Advisement Planning > DegreeWorks Audit and Planner).
- Watch this [video on how to use DegreeWorks](#).
- Let your advisor know if you see any errors in your DegreeWorks.

☐ Prepare a list of potential courses for next semester

- Go to the Course Schedule in Self Service (Student > Registration > Browse Classes) to find out which courses are being offered.
- Select courses that fit your schedule.
- Select the section you want if more than one section is being offered.

Note: do this in advance so you have more time during your appointment to discuss academic progress, current challenges, career readiness, future plans, etc. with your advisor.

☐ Prepare a list of topics and questions to discuss with your advisor, such as...

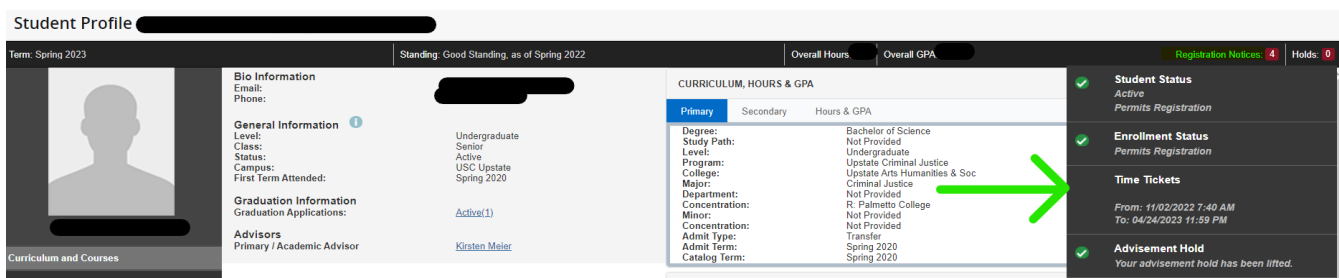
- Progress in your current classes
- Goals for upcoming semesters
- Strategies for selecting courses
- Taking courses in summer, or not
- Changing your major/adding a major or concentration
- Minors or Cognates
- Transient coursework at another institution
- Study abroad and internship opportunities
- Strengths, skills, and knowledge related to career goals
- Areas of employability that could be strengthened
- Future career/educational goals

How do I know when I can register for classes?

Each student has a pre-set registration time. The registration time ticket is the earliest possible time you may register for classes based upon your earned credit hours. You can find your time ticket information in Self Service (Student > Registration > Registration Notices and Holds > Term > Registration Status) or in your Student Profile under Registration Notices:

Student Profile [Redacted]

Term: Spring 2023 | Standing: Good Standing, as of Spring 2022 | Overall Hours: [Redacted] | Overall GPA: [Redacted] | Registration Notices: 4 | Holds: 0



The screenshot shows a student profile page. On the left is a bio information section with fields for email, phone, general information (level, class, status, campus, first term attended), graduation information, and advisors. The main section is titled 'CURRICULUM, HOURS & GPA' and contains a table with columns for Primary, Secondary, and Hours & GPA. A green arrow points from the 'Holds' tab in the top right navigation bar to the 'Holds' section on the right side of the page.

How do I get holds removed from my account?

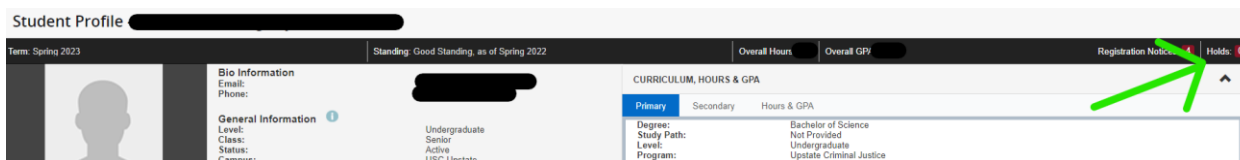
The Advisement Hold will be removed by your advisor once you've been advised. You might have other holds that prevent you from registering for classes. Here are some examples:

- Immunization Hold (contact [Health Services](#) at 864-503-5191)
- Transcript Hold (contact [Admissions](#) at 864-503-5246)
- Delinquent Account (contact the [Cashier's Office](#) at 864-503-5326)
- Parking Tickets, Library Fines, Campus Housing, etc.

Click/tap on **Holds** in your Student Profile (Self Service > Student > Student Profile) to see if you have a hold and how to get the hold removed.

Student Profile [Redacted]

Term: Spring 2023 | Standing: Good Standing, as of Spring 2022 | Overall Hours: [Redacted] | Overall GPA: [Redacted] | Registration Notices: 4 | Holds: 0



This screenshot is similar to the one above, but a green arrow points to the 'Holds' tab in the top right navigation bar, indicating where to click to view holds.

How do I register for classes?

The following videos demonstrate how to register for classes depending on if you are planning ahead or ready to register. Regardless of which process you choose, you will follow these initial steps:

1. Login to my.sc.edu (Self Service Carolina)
2. Click/tap on Student
3. Click/tap on Registration
4. Click/tap on **Registration Plan Ahead Shopping Cart** or **Register for Classes**
5. Select the term

Plan ahead: the Registration Plan Ahead Shopping Cart allows you to put courses in a shopping cart for a future term so that your schedule is already built when you are ready to register for classes. First you will put the classes in the cart, then you will retrieve those courses from your cart when it is time to register

- This video demonstrates how to use the [Plan Ahead Shopping Cart](#)
- This video demonstrates how to [Register Using the Plan Ahead Shopping Cart](#).

Find Classes: If you are ready to register but have not identified courses or sections yet, you can use the [Find Classes](#) search tool in Self Service Carolina. Enter the campus, subject and course number, then search for sections with available seats to build your schedule.

Enter CRNs: If you are ready to register and have already identified courses and sections for your schedule, you can enter the CRN (Course Reference Number) for each course to register. Here is a video demonstrating how to register by [Entering the CRN](#) in Self Service Carolina.

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What if the class I need is full or closed?

If the class you need is full or closed, find another section of the class with an available seat, especially if the class is only offered during that semester. Course enrollments change, so check the schedule often for openings. If you need the course, contact the instructor for an override (i.e., permission to enroll in their class). If the instructor approves, you will be added to the class. It is a good idea to have a few back-up courses and an alternate schedule in case you cannot get your preferred courses. If you desire an override for a non-SCW course, contact the listed professor or respective department chair.

How do I know the instructional method of my class?

The Method of Instruction is indicated in the course section information.

W = 100% Web Asynchronous (Example: 01W)

The course is completely online and there are no assigned class times. You will see TBA listed under class day/time

VM = 100% Web Mix Async & Sync (1VM)

The course has a meeting day/time, but students attend class either in person or virtually. If the section has a room number, you will attend class in person. If the section has **8WEB UPSTATE** listed in place of a room number, you will attend class virtually.

V = 100% Web Synchronous (01V)

The course has a meeting day/time, and students attend class virtually.

01 = Traditional Face-to-Face Instruction (01)

The course has a meeting day/time, and students attend class in person.

What does 'Part of Term' mean?

Part of Term defines when a course starts and ends and how many weeks of instruction.

Full Term

Classes take place for the entire 15-week semester.

First Half-Term

Classes take place for the first 7 weeks of the semester (ex: August to October; January to March).

Second Half-Term

Classes take place for the last 7 weeks of the semester (ex: October to December; March to May).

Winter Term (WT)

Classes take place for 3 weeks over Winter break (from end of December to mid-January). These classes count as a Spring course and have Financial Aid repercussions.

Summer A, B, C, D, E, and F

Classes take place during summer sessions as follows:

A = 3 weeks in May

B = 4 weeks in June

C = 4 weeks in July

D = Sessions A and B combined

E = Sessions B and C combined

F = Sessions A, B, and C combined

What is the difference between “dropping” and “withdrawing from” a class?

Dropping a class before the **Last Day to Add/Drop** (within the first few days for half term or first week for full term after the class has begun) means:

- Students are not held financially responsible for the class and may possibly receive a refund
- The class will not appear on the student’s permanent record
- The student’s GPA is not affected

Withdrawing from a class must occur before the **Last Day to Withdraw** when about 2/3 of the term has been completed (see next section on how to find Last Day to Withdraw dates) means:

- Students are held financially responsible for the class
- Students will receive a **W** in their transcript
- The student’s GPA is not affected

Note: Students who do not drop or withdraw before the respective dates yet abandon the class before the end of the term will receive a WF in their transcript which counts as an F and negatively affects their GPA.

When is the last day to withdraw from a class, and how do I withdraw from a class?

The deadline to withdraw without academic penalty for Full Term, Half Term, Winter Term, and Summer Sessions can be found in Academic Calendar on [SpartanHub](#) (Student Services > Registration and Records under Enrollment Management).

To withdraw from a class:

1. Login to my.sc.edu (Self Service Carolina)
2. Click/tap on **Student**
3. Click/tap on **Registration**
4. Click/tap on **Register for Classes**
5. Select the current term
6. Find the course in your Summary at the bottom right
7. Using the drop menu in the Action column, select **Drop/Delete/Withdraw**
8. Click/tap on **Submit** to confirm

Where do I find which books I need?

Books can be purchased at USC Upstate’s Bookstore in the Health Education Complex (HEC) on the main campus or through the [Bookstore](#) website.

1. Click/tap on the **Textbooks** tab, then select **Buy/Compare**
2. Enter the term, then the department, course, and section for each class you are taking
3. Click/tap on **Begin Comparison** and review the results
4. Decide if you want to buy new, used, or rent online; or search other providers using the ISBN, title, and edition information from results

What if I want to take a class at another campus?

The Transient/Concurrent Permission Form ([SpartanHub](#) > Student Services > Registration and Records under Enrollment Management > Student Forms) must be completed and signed by you and your advisor and submitted to the [Registrar](#). Always meet first with your advisor to discuss this option.

- **Transient** means you wish to take a course at a **non**-USC campus
- **Concurrent** means you wish to take a course at another USC campus

Where do I find forms?

Go to [SpartanHub](#) > Student Services > Registration and Records under Enrollment Management and click on **Student Forms** to find forms such as Change of Major, Change of Minor, Change of Name, Grade Forgiveness Application, Course Overload, Permission for Transient/Concurrent, Change of Catalog Year and more.

How do I access Blackboard?

Blackboard is Upstate's Learning Management System. You can access Blackboard via [SpartanHub](#) under the Quick Links section at the top right of your screen. Once you've logged on, you will find your list of courses. Each course contains information about the instructor, the syllabus, the schedule, course materials, assignments, quizzes and tests, projects, etc. You can submit assignments, take tests, and see your grades and course average in Blackboard.

The screenshot shows the USC Upstate website homepage. At the top is the USC Upstate logo and a search bar. Below the logo is a navigation bar with links: Home, Educational Resources, Student Services, Student Involvement, Academic Colleges, Campus Directory, and Employee Intranet. The main content area features several news articles and a Quick Links sidebar. The articles include: 'USC UPSTATE COMMITS TO NEW MENTAL HEALTH INITIATIVE' (Feb 26, 2024), 'CALLING ALL SPARTANS FOR HOMECOMING 2024' (Feb 09, 2024), 'USC UPSTATE, UAS LANDSHUT TO EXPAND EXCHANGE...' (A delegation of USC Upstate faculty and staff led by Chancellor Bennie Harris), 'MONDAY MORNING COFFEE FEBRUARY 2023', and 'PANELISTS DELVE INTO THE BARBIE REVOLUTION' (The Center for Women's and Gender Studies continued its 25th anniversary). The Quick Links sidebar contains icons for MyTools, My.SC (SSC), Blackboard, Email, HCM, Starfish, Bookstore, USC Upstate Library, Yuja Video Streaming, Dining Services, Grievances and Complaints, and Spartan GreenSky.

What if I need academic assistance (tutoring)?

The Student Success Center assists students with reaching their academic goals. Go to [SpartanHub](#) > Educational Resources > Student Success Center to find resources such as Tutoring, Academic Support, Testing Center, and TRIO Student Support Services among others. Contact [Jana Gordon](#) or call (864) 503-5070 to request a tutor and schedule an appointment.

How do I find out about internships?

Talk with your advisor about internships. Students can do an internship on their own or through the scheduled course (CRJU U490 or SOCY U495). The internship requires 135 hours of fieldwork. Criminal Justice students (incl. Palmetto College students) can take CRJU U490 to meet the Career Planning requirement.

What if I miss an entire semester?

If you miss a fall or spring semester, you must reapply to USC Upstate. Login to my.sc.edu (Self Service Carolina) and click/tap on **Admissions** under the Admissions tab where you will find the Readmit application. There is a \$10 application fee.

How do I apply for graduation?

You must submit an application to graduate so that your record can be reviewed to ensure you've met all requirements.

1. Login to my.sc.edu (Self Service Carolina)
2. Click/tap on **Student**
3. Click/tap on **Graduation**
4. Click/tap on **Graduation Application**, complete the requested information, and submit

The application is time-stamped, and you must apply in the semester you wish to graduate. To find out when the application is available and when the deadlines are, please contact your advisor.

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