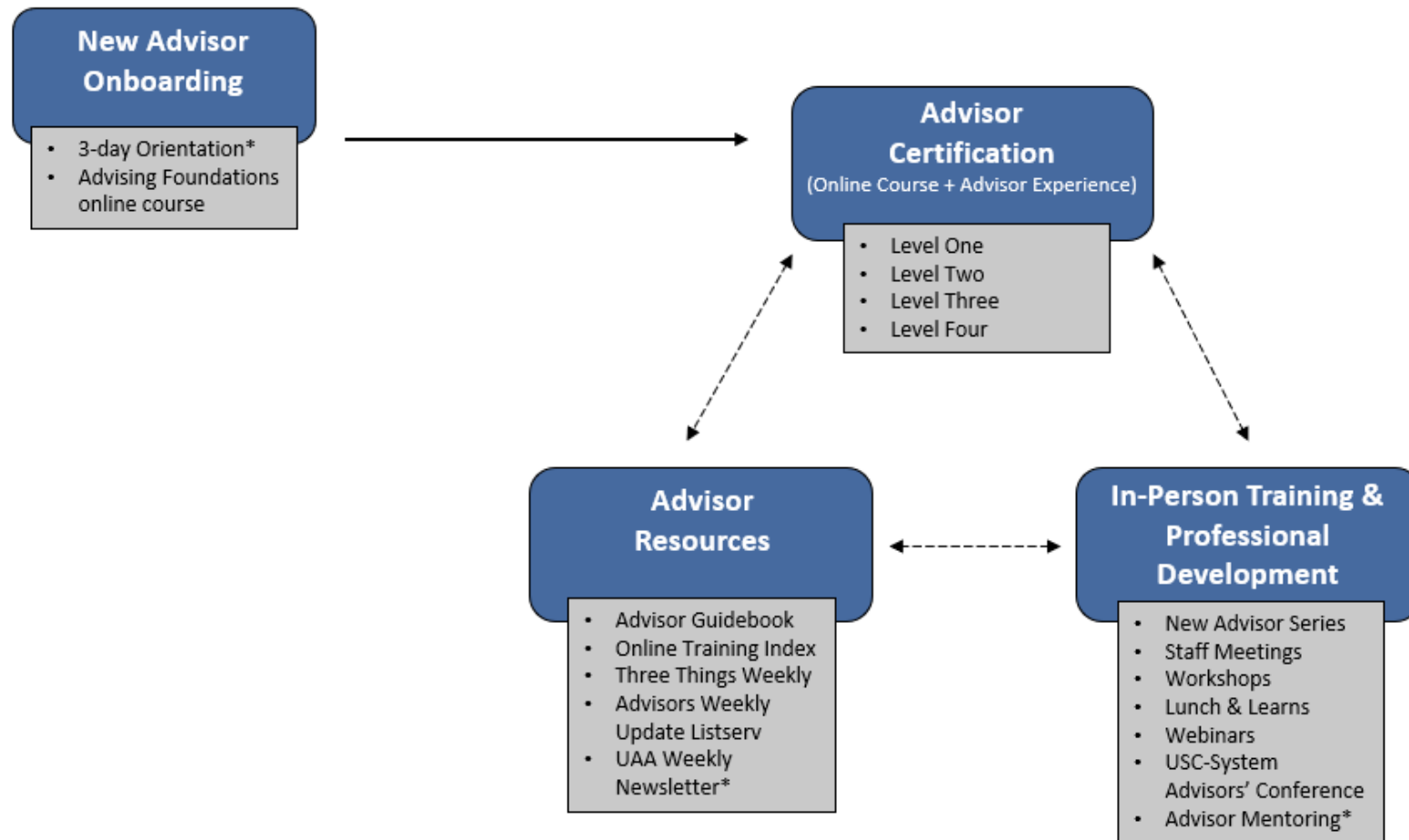


University Advising Center Academic Advisor Training & Development



*for UAC Undergraduate Academic Advisors

New Advisor Onboarding – 3-day onboarding/orientation for newly hired Undergraduate Academic Advisors (UAA). This onboarding provides advisors with an understanding of the background and functional areas of the UAC and the importance of their role within the organization. Advisors begin the online training course, get hands-on practice with advising technologies, learn best practices for case and calendar management, and have face-time with UAC Leadership staff.

[Academic Advisor Training & Certification Program](#) - The Academic Advisor Training and Certification Program provides all academic advisors the knowledge and skills needed to effectively support and guide students to degree completion. It is a multi-level program that covers seven different competency areas, which are aligned with the National Academic Advising Association Academic Advising Core Competencies Model and framework (NACADA, 2017). Advisors must complete online courses, attend in-person training, and meet experiential requirements to obtain certification.

[Online Training Courses](#) – Five online training courses are available through Blackboard for all academic advisors of record at USC. Each course consists modules of informational videos and quizzes. Completion of the Advising Foundations course provides essential information for all new advisors and is required of all advisors for access to advising technologies. Course levels 1-4 are a component of the advisor certification process.

[In-Person Training & Professional Development](#)

Advisor Training - Trainings that focus on the knowledge/skills necessary to perform current advisor job duties. The “what, when, how” of advising related to the topic will be addressed. Topics should align with the training course curriculum and may include policy/procedure information and updates, Carolina Core, advising technology, advising special student populations, support services & referral process, etc. Trainings will have measurable learning outcomes that are assessed.

Professional Development - Opportunities that enhance the advisor’s growth as a professional and prepares them for future roles and goals. Topics may include advising best practices, theoretical concepts, current advising trends, article/book discussions, advisor presentations related to conference attendance, etc.

[New Advisor Series](#) – This series consists of seven in-person trainings that all advisors are highly encouraged to complete within their first year of advising at the university. Trainings include best practices & advising strategies, academic policy review, and integrated & experiential learning advisement.

[USC System Advisors’ Conference](#) - Hosted by the Office of the Provost, this annual one-day system-wide conference focuses on academic advising best practices, student support, and innovative strategies. Conference theme and content is based on national trends in advising & higher education.

Advisor Mentoring – This is a mutually beneficial professional development opportunity for experienced and certified UAAs to serve as mentors to new UAA mentees. All UAAs in their first year of employment are assigned a UAA Mentor. UAA Mentors develop and strengthen their own leadership knowledge and skillset and develop new staff to reach their full potential as advisors.

Advisor Guidebook – this print guidebook provides advisors with information and resources relevant to their academic advising role. Content complements information that is covered in the online training courses. Advisors are able to refer to quickly the guidebook and can add new material as it becomes available.

[Online Training Index](#) – This is a searchable online repository includes all training videos from the online training courses and electronic advising resources. Accessible only to USC faculty/staff.

[Advisor Communication](#) – the Advisors Weekly Update listserv email, UAA Weekly Newsletter, and UAA listserv allows for streamlined communication of information relevant to academic advising including academic policy & course information and academic & campus partner updates.