

# MCEC Graduate Student Advisement

This form is mandatory for advisement and processing advisement holds and related overrides. Students should schedule an advisement appointment with their advisor, discuss course selection and complete this form. Once both the student and advisor have signed, submit form to your department student services coordinator (DSSC). Any questions regarding the advisement process should be directed to your Department Graduate Director or DSSC.

USC ID: \_\_\_\_\_ Semester & Year: \_\_\_\_\_  
*(i.e.: Z12345678)* *(advised for)*

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_ Degree: \_\_\_\_\_  
*(ME, MS, PhD, Certificate)*

Major/Advisor: \_\_\_\_\_ / \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_ (3.0 min.)

- Review your progress toward the completion of your degree and submission of degree audit documents.
  - ME:** Program of Study  
Comprehensive Exam
  - MS:** Program of Study  
Select Thesis Committee (no form)  
Comprehensive Exam, Thesis Defense
  - PhD:** Program of Study, Qualifying Exam,  
PhD Candidacy, Committee form (Comp & Defense)  
Comprehensive Exam, Dissertation Defense,  
Survey of Earned Doctorates.

MCEC [Graduate Program Handbooks](#).  
 Graduate School [degree requirements](#).

2. Graduate Students who will serve as a Teaching Assistant, Instructional Assistant or a Paper Grader must complete the USC certification process to qualify. ALL students serving in this capacity will register for TA Training offered through the [Center for Teaching Excellence](#) and GRAD 701, section 001. International students, by request to your DSSC, must also complete an International Teaching Certification. If enrolling, please add to #3 table below.

3. Prepare a list of potential courses for next semester.  
 Fill out the first three columns, leave the last column for your advisor. Summer and Fall coursework/research is advised during your appointment in the Spring semester (use one form for both summer and fall). Spring coursework/research is advised during your appointment in the fall semester.

Course	Term	Credits	Advisor Note/Options ( <b>This column for Advisor</b> )

Please note that some courses are noted with variable credit hours (1-12). The system will automatically add 1 credit hour when you add these courses. You will have to manually change this in the system under "schedule and options".

- Prepare a list of questions you would like to discuss with your Academic Advisor.
  - a. \_\_\_\_\_ ?
  - b. \_\_\_\_\_ ?

5. Registration Time Ticket (found in Self-Service Student Profile under "registration notices")  
 (Failure to register will result in a delay in the GA hire process).

Student Signature & Date: \_\_\_\_\_

Advisor Signature & Date: \_\_\_\_\_

Graduate Director Signature & Date: \_\_\_\_\_ (if required)

Newly admitted students should review admission confirmation notification received from the graduate school and follow up with all conditional admissions as stated. Example of holds: official transcripts, degrees awarded, official test scores, etc. These holds will prevent you from enrolling a second term.

ADVISEMENT HOLD LIFTED: By: \_\_\_\_\_ Date: \_\_\_\_\_