

# THE UNIVERSITY OF SOUTH CAROLINA



## GUIDELINES FOR ADVISING

### For majors:

**Bachelor of Arts in Liberal Studies (starting Fall, 2007)**

**Bachelor of Arts in Organizational Leadership (starting Fall, 2009)**

11/5/10

## **Table of Contents**

INTRODUCTION TO PALMETTO PROGRAMS	p. 3
DEGREES OFFERRED	p. 3
Bachelor of Arts in Liberal Studies	
Purpose	
Objectives	
Bachelor of Arts in Organizational Leadership	p. 4
Purpose	
Objectives	
ACADEMIC ADVISING	p. 4
Philosophy and Goals	
Organization and Administration	p. 5
Home Campus	
Assistant Vice Provost for Extended University	
Support Services	
Expectations for Advisees and Advisors	
Advisors	
Advisees	
ADMISSION AND GRADUATION STANDARDS	p. 6
Admission Procedures	
Graduation Application Procedures	
DEGREE REQUIREMENTS	p. 6
Curriculum Overview	
General Education Requirements	p. 7
Writing	
Foreign Language	
Numerical and Analytical Reasoning	
Laboratory Sciences	
Liberal Arts	p. 8
Specific Degree Requirements	
Bachelor of Arts in Liberal Studies	
The Major	
The Cognate	p. 9
Electives	
Bachelor of Arts in Organizational Leadership	p.10
The Professional Foundation	
The Integrative Major	
Electives	p.11
Appendix I	
Comparison of BLS and BOL Degrees	p.12
Appendix II	
Quick Reference Guide for Advisors	p.14

## **INTRODUCTION TO PALMETTO PROGRAMS**

The Palmetto Program degrees provide curricula responsive to the educational and economic needs of the state and a student population distributed in areas of South Carolina served by the University's system of regional campuses. Most students enrolled on the regional campuses are place-bound and cannot take advantage of educational opportunities found elsewhere in the state. Furthermore, the areas these campuses serve are disadvantaged economically. These degrees allow students on the University's four regional, associate degree-granting campuses (Lancaster, Salkehatchie, Sumter, and Union) access to a baccalaureate degree without leaving their communities.

The program is under the authority and direction of USC Columbia, but enlists the expertise of specific faculty members at all four regional campuses. A combination of live and distance instruction relies significantly on courses taught through interactive video, allowing one instructor to teach simultaneously students at multiple sites.

## **DEGREES OFFERED**

### **Bachelor of Arts in Liberal Studies**

**Purpose:** This degree provides access to upper-level study in a range of liberal arts disciplines, fostering the ability to think critically, communicate effectively, solve problems, and interpret human experience. The goals of this program are to enhance students' intellectual and creative capacities and broaden their historical, ethical, social, and international perspectives. The program has been designed to allow the student some flexibility in designing the upper-level curricula based on previous studies and employment objectives.

The Bachelor of Arts in Liberal Studies is designed for students who want to pursue liberal studies without a major in a single discipline.

#### **Objectives**

- To provide students with broad-based knowledge in the liberal arts that results in their becoming more articulate, analytical, historically informed, and well-rounded
- To prepare students to contribute to their work environments and the larger society and to grow personally and professionally throughout their careers
- To foster in students analytical and decision-making skills; communication skills; a global perspective; a sense of social responsibility and ethics; and characteristics of leadership
- To meet academic needs of students who wish to pursue a baccalaureate degree in Liberal Studies and provide a solid foundation for those preparing to pursue further education
- To attract diverse, career-oriented students by making available curricula that correspond to employment opportunities and community needs

## **Bachelor of Arts in Organizational Leadership**

**Purpose:** The Bachelor of Arts in Organizational Leadership is a workplace-oriented degree whose graduates will have gained knowledge and skills preparing them for leadership roles in a variety of community settings including nonprofit organizations, businesses, local government, and public agencies.

### **Objectives**

- To provide students knowledge and skills preparing them for leadership roles in a variety of community settings
- To prepare students to contribute to their work environments and the larger society and to grow personally and professionally throughout their careers
- To foster in students analytical and decision-making skills; communication skills; a global perspective; a sense of social responsibility and ethics; and characteristics of leadership
- To meet academic needs of students who wish to pursue a baccalaureate degree in Leadership and provide a solid foundation for those preparing to pursue further education
- To attract diverse, career-oriented students by making available curricula that correspond to employment opportunities and community needs

## **ACADEMIC ADVISING**

### **Philosophy and Goals**

With both degrees an individual Program of Study (POS), with both educational and career goals in mind, will be crafted through careful planning between the academic advisor and the student. The advisor will help the student determine a path of study based upon close scrutiny of transcripts, stated career choices, and areas of interest. At all times the advisor will offer realistic assessment of academic goals and career possibilities. The POS must be reviewed each semester.

The primary purposes of academic advising are

- to help students to develop suitable educational plans that are compatible with their career and life goals.
- to help students to clarify their career goals, to select appropriate courses, and to evaluate their progress toward established goals.
- to help students to develop the skills needed to be responsible and self-directed members of the University community.
- to help students to interpret institutional requirements.
- to make students aware of the educational resources available to them
- in the case of transfer students, to ease the transition to the student's new academic environment.
- to advocate for the student, as well as act as a liaison between the student and the larger University community.

## **Organization and Administration**

The Assistant Vice Provost for Extended University is responsible for the management of the two Palmetto Program degrees. Primary advisement and oversight of the student's academic progress is the responsibility of the home campus.

**Home Campus:** Primary responsibility for advising resides with the student's home regional campus. Palmetto Program students have a primary advisor who assists in developing the Program of Study (academic plan), recommends acceptance of transfer credit, initiates the application process, monitors the student's progress toward fulfillment of degree requirements, and reviews the graduation application. The Campus Associate Dean for Academic Affairs is responsible for supervising, reviewing, and approving all of the above.

**Assistant Vice Provost for Extended University:** This office is responsible for coordinating advising activities, evaluating transfer credit, admitting students to the program, and final graduation approval.

**Support Services:** It is recognized that students may sometimes need special assistance, and advisors may recommend that students avail themselves of the services offered by one or more academic assistance programs. The Palmetto Program degrees are designed for the students on the regional campuses; each home campus should have support services for their own students.

## **Expectations for Advisees and Advisors**

**Advisors:** The advisor serves as a resource for the advisee and should endeavor to assist the advisee to build a program of study consistent with the advisee's interests and educational goals, within the framework of applicable academic regulations. Additionally, advisors should urge advisees to familiarize themselves with the regulations and requirements of their degree program. The primary advisor is responsible for assisting the advisee with the Palmetto Program application and doing an initial evaluation of any transfer credits. The advisor should monitor the advisee's progress toward achievement of the desired degree and should move the advisee toward timely completion of the degree requirements. The primary advisor is also responsible for initially evaluating the application for graduation.

Finally, advisors should be sensitive to any special needs or concerns that an advisee may have and should familiarize themselves with the support services on campus to which such advisees might be referred.

**Advisees:** The ultimate responsibility for making decisions about career goals and educational plans rests with the advisee. It is the responsibility of each advisee to understand and complete all requirements for the degree. The advisee, in consultation with the advisor, will construct a program of study. The advisee should plan his/her schedule of course-work to make timely completion of the degree requirements.

## **ADMISSION AND GRADUATION STANDARDS**

Students may apply to the Palmetto Programs after completion of at least 45 semester hours of accredited, college-level work. A minimum grade point average of 2.0 is required for admission and graduation. Students must be currently enrolled at a regional campus at the time of application to the Palmetto Programs. Students who have already graduated from a regional campus or who are transferring from another school may none- the- less enroll in courses that can be used toward degree requirements in consultation with their advisor. During this first semester, they should apply to the program.

A student who has been admitted to this Program must make satisfactory academic progress. In addition, students are subject to all University regulations governing probation, suspension, and readmission described in the University *Bulletin*.

All students must earn at least 30 USC hours after admission to this program. A minimum of 120 semester hours of accredited, college-level work must be presented to earn this degree. All major and cognate/minor courses must be passed with the grade of C or better.

### **Admission Procedures**

Students who meet the semester hours and GPA requirements work with an advisor to develop a Program of Study (academic plan). Appropriate forms can be downloaded through the "Program of Study" links available at <http://pp.sc.edu/>.

This completed document is signed by the student and the advisor. It is then reviewed by the Campus Associate Dean for Academic Affairs, who may return it to the advisor and student if further development is needed. When it is approved, the Academic Dean signs it and forwards it, with a Change of School form and a certification letter from the campus financial aid officer, to the office of the Assistant Vice Provost for Extended University. This office notifies the student and the advisor of the student's acceptance and also communicates about specific requirements the student needs to meet to complete the degree.

### **Graduation Application Procedures**

Following deadlines established by the office of the Vice Provost and the Office of the Registrar, the student completes a graduation application. The advisor verifies the student's fulfillment of graduation requirements and forwards the application to the Campus Associate Dean for Academic Affairs, who does the same. The application is then submitted to the office of the Vice Provost where it is ultimately approved or disapproved. A student whose application is disapproved must reapply for graduation in a subsequent term.

## **DEGREE REQUIREMENTS**

**Curricula Overview (120 hours)** see also *Program of Study* forms. No course may count in more than one category. Students must earn at least 30 hrs. in the degree program. The student's final 30 hours of credit must be taken at a USC campus. All courses (including correspondence, distance, internet, etc.) that originate on a USC campus meet this rule.

**General Education Requirements (41-51 hours).** These requirements are the same for both the BLS and the BOL degrees.

### **Writing (6)**

ENGL 101 Composition (3 hrs)

ENGL 102 Composition and Literature (3 hrs)

#### Notes:

- 1 ENGL 101 and 102 must each be passed with a grade of C or better.
- 2 ENGL 101 is prerequisite to ENGL 102; students must complete them both (or equivalent) before taking any other English course.
- 3 Students who exempt ENGL 101 and/or 102 without receiving credit toward graduation must enroll in 3 or 6 credits of English above the 100 level (University *Bulletin*).

### **Foreign Language (0-9)**

Demonstration of proficiency in one foreign language equivalent to the minimal passing grade on the exit examination in the 122 course. Students can demonstrate this proficiency by successfully completing Phase II of the Proficiency Test or by successfully completing the 122 course, including the exit exam administered as part of that course.

### **Numerical and Analytical Reasoning (6-7)**

(to be met in one of the following ways)

- 1) MATH 122 or 141 with either CSCE 101 or STAT 110 or PHIL 110 or
- 2) MATH 122 or 141 with **a higher level** math course such as MATH 170 or 172
- 3) CSCE 101 and CSCE 102; STAT 110 and STAT 201; Or PHIL 110 and PHIL 111

#### Notes:

- 1 MATH 100, 101, and 102 may not be applied in any way toward degrees in Palmetto Programs.
- 2 MATH 221 and 222, Basic Concepts of Elementary Mathematics I and II, do not satisfy this requirement; they can be used only as electives.

### **Laboratory Sciences (8)**

Two laboratory courses selected from the following fields: astronomy, biology, chemistry, environmental studies, geology, marine science, physics. The two courses need not be taken in the same field.

#### Notes:

- 1 Credit cannot be applied for both BIOL 110 and BIOL 120, 120L. (Not even as an elective)
- 2 Pre-med students or those considering Biology as a cognate or minor should consider BIOL 101 and 102.
- 3 Pre-med students or those considering Chemistry as a cognate or minor should consider CHEM 111 and 112.
- 4 Credit may not be applied for both PHYS 151 and 153 or for both PHYS 151 and 155.
- 5 Students considering Physics as a cognate or minor should consider PHYS 201, 201L, 202, 202L or 211, 211L, 212, 212L.

### **Liberal Arts (21)**

Fine Arts (3) - studio courses are acceptable as well as history and appreciation courses.

History (3) - any history course is acceptable; 100-level courses are recommended

PHIL 102 (3)

Social/Behavioral Sciences (3) - from anthropology, criminal justice, economics, geography, political science, psychology, sociology

SPCH 140 (3)

Additional Courses (6) - must include two disciplines from the liberal arts

These requirements are designed to prevent students from adopting too narrow an academic focus early in their academic careers to allow students to take basic coursework in preparation for their major, and to satisfy core university requirements. The general education requirements provide for the development of skills in analysis, synthesis, and evaluation essential to the understanding of intellectual ideas, the appreciation of the arts, the study of historical and cultural values, and competence in written and oral communication.

Note: Courses applied toward general education requirements cannot also be applied toward the major, minor, or cognate requirements.

### **Specific Degree Requirements**

#### **Bachelor of Arts in Liberal Studies (48 hours)**

**A. Major (36)** All courses must be at the 300-level or above with at least 15 hours at the 400-level or above. All grades must be C or better.

1. The following three (3) courses are required of all students in the pursuing the Liberal Studies degree:

PALM 493 South Carolina Studies (normally taken during junior year)

PALM 494 Internship (normally taken during junior or senior year; contracts must be approved prior to registration) Prerequisite: PALM 493

UNIV P401P Senior Capstone Experience (taken during senior year)

2. The student's major will be chosen from one (1) of the following three (3) options; each major area must have at least 12 hours.

#### *Arts and Humanities Option*

A minimum of 27 hours from two (2) of the following disciplines: art, English, history, languages, philosophy, religious studies, theatre (27 hours)

#### *Science and Mathematics Option*

A minimum of 27 hours from two (2) of the following disciplines: astronomy, biology, chemistry, environmental studies, geology, marine science, mathematics, physics, statistics (27 hours)

### *Social and Behavioral Sciences Option*

A minimum of 27 hours from two (2) of the following disciplines: anthropology, criminal justice, economics, geography, political science, psychology, sociology (27 hours)

#### Notes:

- 1 A student earning the BLS degree must earn at least 24 hours of the 36 hours of upper-level course work for major credit (including the 3 required courses – 9 hours) at USC. Thus, a maximum of 12 hours of upper-level credit accepted in transfer can be applied to the major.
- 2 No more than a total of 6 hours of independent study courses can be applied to the major.
- 3 A student may elect a second major. The student must have received approval from the appropriate academic unit; a second major eliminates the cognate requirement.

#### **B. Cognate (12)**

A minimum of 12 hours of coursework at the 300 level or above from **one** of the following disciplines: anthropology, art, business, criminal justice, dance, economics, education, English, geography, history, languages, mathematics, philosophy, political science, psychology, physical and/or biological sciences, religious studies, social work, sociology, theatre. The cognate cannot be a discipline included in the student's major option; cognate courses are designed to support the major. A maximum of 3 hours of transfer work may be applied to the cognate.

#### Notes:

- 1 Upon the recommendation of the advisor, and normally consistent with the guidelines on cognate-level courses established by the College of Arts and Sciences, there may be exceptions to the "300-level" rule.
- 2 All cognate courses must be passed with a grade of C or better.
- 3 No more than 6 hours of independent study can be applied to the cognate.

#### **C. Electives (21-31 hours)**

No courses of a remedial or developmental nature are acceptable as electives. As long as it is not developmental, any credit earned at USC (including RCAM courses that are not developmental) may be applied, but skill-acquiring and vocational courses taken at other institutions may not apply toward the degree. The pass-fail option is allowed for USC courses used for elective credit.

#### **Examples of INAPPLICABLE COURSES:**

- EDRD 100 Reading for Successful Learning
- ENGL 100 Basic Writing
- MATH 100 Introduction to Elementary Mathematics
- Secretarial skill courses such as typing, keyboarding, shorthand, dictation, transcription, word processing, and records control taken at other institutions
- Credits earned at other institutions with grades lower than C
- Credits earned at other institutions on a pass/fail basis
- Credits from two-year institutions that are not part of the college parallel program

- Course repetitions: Students may not apply the same course more than once to the minimum hours needed for graduation. In cases where a student repeats a course for which credit has already been earned (e.g., D in a required major course), credit for that course is applied only once to the number of hours applicable toward graduation
- Biology 110 or Biology 120: if one of these was used toward laboratory sciences credit the other cannot be used as an elective

Notes:

- 1 No more than a total of 3 credit hours of physical education activity courses (such as swimming, golf, weight training, tennis, etc.) may be applied. There are no restrictions on those physical education courses involving substantial content in pedagogy.
- 2 Credit for military experience may be considered on a case-by-case basis.
- 3 RCAM courses, if not developmental, are acceptable for elective credit.

**Bachelor of Arts in Organizational Leadership (60-63 hours)**

**A. Professional Foundation (27-30 see Note 1 below)**

ECON 221	Introduction to Microeconomics
ECON 222	Introduction to Macroeconomics
ENGL 463	Business Writing
MGMT 371	Principles of Management
PALM 493	South Carolina Studies
PALM 494	Internship
PSYC 350	Industrial Psychology
RCAM 205	Introduction to Leadership
SOCY 220	Elementary Statistics for Sociologists
TSTM 264	Computer Applications in Business

Notes:

1. ECON 224 may substitute for the combined ECON 221 and ECON 222 requirement. If ECON 224 is taken, there are 27 hours in the Professional Foundation requirement; if ECON 221 and 222 are used there are 30 hours in the Foundation requirement.
2. PSYC 227 may substitute for SOCY 220.
3. STAT 201 may substitute for SOCY 220 unless it was used to fulfill a general education requirement.

**B. Integrative Major (33)**

Select 33 credits from the following lists, with at least 9 credits from each of the three categories, and at least 12 credits at the 400 level.

*I Employer and Employees*

MGMT 374	Management of Human Resources
MGMT 376	Organizational Behavior
PHIL 211	Contemporary Moral Issues
PHIL 311	Ethics
PSYC 360	Applied Psychology
PSYC 430	Survey of Social Psychology
SOCY 304	Race, Class, Gender, and Sexuality
SOCY 340	Social Problems
UNIV P401	Senior Capstone Experience

*II Law, Policy, and Organizations*

ACCT 324	Survey of Commercial Law
HIST 405	Rise of Industrial America
JOUR 328	Principles of Public Relations
MGMT 406	International Human Resource Management
POLI 201	American National Government
POLI 370	Introduction to Public Administration
POLI 365	State Government
SOCY 308	Community Organization

*III Workplace Dynamics*

ECON 406	Labor Economics
ECON 415	Economics of American Industry
MGMT 401	Negotiation and Conflict in the Workplace
PHIL 318	Business Ethics
POLI 368	Interest Groups and Social Movements
SOCY 312	Bureaucracy and Modern Society
SOCY 354	Collective Behavior
SPCH 331	Organizational Communication

**C. Electives (6-19 hours)**

No courses of a remedial or developmental nature are acceptable as electives. As long as it is not developmental, any credit earned at USC (including RCAM courses that are not developmental) may be applied, but skill-acquiring and vocational courses taken at other institutions may not apply toward the degree. The pass-fail option is allowed for USC courses used for elective credit.

Examples of **INAPPLICABLE COURSES**:

- EDRD 100 Reading for Successful Learning
- ENGL 100 Basic Writing
- MATH 100 Introduction to Elementary Mathematics
- Secretarial skill courses such as typing, keyboarding, shorthand, dictation, transcription, word processing, and records control taken at other institutions
- Credits earned at other institutions with grades lower than C
- Credits earned at other institutions on a pass/fail basis
- Credits from two-year institutions that are not part of the college parallel program
- Course repetitions: Students may not apply the same course more than once to the

minimum hours needed for graduation. In cases where a student repeats a course for which credit has already been earned (e.g., D in a required major course), credit for that course is applied only once to the number of hours applicable toward graduation.

- Biology 110 or Biology 120: if one of these was used toward laboratory sciences credit the other cannot be used as an elective

Notes:

1. No more than a total of 3 credit hours of physical education activity courses (such as swimming, golf, weight training, tennis, etc.) may be applied. There are no restrictions on those physical education courses involving substantial content in pedagogy.
2. Credit for military experience may be considered on a case-by-case basis.
3. RCAM courses, if not developmental, are acceptable for elective credit.

## APPENDIX I

### Comparison of the BLS and BOL degrees

<b><u>Bachelors of Liberal Studies</u></b>	<b><u>Bachelors of Organizational Leadership</u></b>
<b><u>I. GENERAL EDUCATION (41-51 hours)</u></b>	<b><u>I. GENERAL EDUCATION (41-51 hours)</u></b>
Engl 101 (grade C or better)	same
Engl 102 (grade C or better)	same
<b>Foreign Language (0-9)</b> (Proficiency in one foreign language equivalent to minimal passing grade on exit exam in 122 course.)	same
<b>Numerical and Analytical Reasoning (6-7)</b> To be met in <u>one</u> of the following ways: 1) MATH 122 or 141 with CSCE 101, STAT 110, or PHIL 110 2) MATH 122 or 141 with higher level math course such as MATH 170 or 172 3) CSCE 101 and 102; STAT 110 and 201; or PHIL 110 and 111	same
<b>Laboratory Sciences (8)</b> Two laboratory courses selected from the following fields: astronomy, biology, chemistry, environmental studies, geology, marine science, physics.	same
Fine Arts (3)	same
History (3)	same
PHIL 102	same
Social/Behavioral Sciences (3)	same
SPCH 140	same
Liberal Arts Electives (6) Must represent two separate disciplines	same
<b><u>II. MAJOR (36 hours)</u></b> all grades C or better	<b><u>II. PROFESSIONAL FOUNDATIONS (27-30 hours)</u></b> all grades C or better; no course can also be used to fulfill general educational requirement.
PALM 493	same
PALM 494	same
UNIV P401P	<i>(part of Integrative Major Options)</i>
Select <b>ONE</b> option:: Upper level courses; at least 15 hours at the 400-level or above. All grades must be C or better. A minimum of 12 hours is required in each of the two disciplines. At least 15 hours must be USC courses.. <b>1) Social/Behavioral Sciences</b> (Courses chosen from TWO disciplines: ANTH, CRJU, ECON, GEOG, POLI, PSYC, SOCY) <b>2) Arts/Humanities</b> (Courses chosen from TWO disciplines: ART, ENGL, HIST, PHIL, RELG, THEA, or languages) <b>3) Science/Mathematics</b> (Courses chosen from TWO disciplines: ASTR, BIOL, CHEM, ENVR, GEOL, MSCI, MATH, PHYS, STAT)	ECON 221 ECON 222 <i>(ECON 224 may substitute for 221 &amp; 222)</i> ENGL 463 MGMT 371 PSYC 350 RCAM 205 SOCY 220 (or PSYC 227 or STAT 201) TSTM 264

<p><b>III. COGNATE (12 hours)</b> Discipline NOT included in the student's major but philosophically/ ontologically joined to it. Coursework must be at the 300 or above level in one of the following disciplines: ANTH, Art, Business, CRJU, DANC, ECON, Education, ENGL, GEOG, HIST, Languages, MATH, PHIL, POLI, PSYC, Physical or Biological Sciences, RELG, SOWK, SOCY, THEA. No more than six hours of transfer work may be applied to the cognate.</p>	<p><b>III. INTEGRATIVE MAJOR (33 hours).</b> All grades C or better; At least 9 credits from each of the three categories, and at least 12 credits at the 400 level.</p> <p><i>I Employer and Employees (at least 9 hours)</i></p> <p>MGMT 374 MGMT 376 PHIL 211 PHIL 311 PSYC 360 PSYC 430 SOCY 304 SOCY 340 UNIV P401</p> <p><i>II Law, Policy, and Organizations (at least 9 hrs)</i></p> <p>ACCT 324 HIST 405 JOUR 328 MGMT 406 POLI 201 POLI 370 POLI 365 SOCY 308</p> <p><i>III Workplace Dynamics (at least 9 hours)</i></p> <p>ECON 406 ECON 415 MGMT 401 PHIL 318 POLI 368 SOCY 312 SOCY 354 SPCH 331</p>
<p><b>IV. ELECTIVES (21 – 31 hours)</b></p>	<p><b>IV. ELECTIVES (6 – 19 hours)</b></p>

## **APPENDIX II**

### **Quick Reference Guide for Advisors**

1. An Advising Guide is available at the Palmetto Programs website: <http://pp.sc.edu/academics/index.html>. Advisors need to refer to this document to develop the student's Program of Study.
2. At the time of application to one of the Palmetto Programs, applicants must be currently enrolled in a regional campus. Therefore, applicants who are transferring from another school or who have already graduated from a regional campus must enroll or re-enroll, respectively, at a regional campus and take at least one course during which they may apply to one of the Palmetto Programs. In consultation with their advisor, such students may nonetheless begin fulfilling degree requirements during the term, or semester, of application. In rare cases, some may have already fulfilled a sufficient number of degree requirements except for the mandatory final thirty hours as a Palmetto student. So doing further work at a regional campus *prior* to being enrolled in a Palmetto program would not contribute to their degree. In these cases, the Dean of Palmetto Programs should be contacted.
3. The application packet consists of the Program of Study Form, a Change of Campus Form, and a Financial Aid Counseling Certification Form.
4. Completed applications should be submitted to the Dean of Palmetto Programs in Columbia at least two weeks before classes begin for the desired term, or semester, of admission. The person bearing responsibility for submitting applications varies among regional campuses.
5. Only applications for the immediate upcoming term should be submitted. For example, Fall applications should be submitted during the second Summer term; Spring applications should be submitted during the Fall semester.
6. Program of Study Forms for both BLS and BOL degrees are available on the Palmetto Programs website: <http://pp.sc.edu/academics/index.html>. This form should be filled out by the applicant in consultation with advisor and signed by applicant, advisor, and Campus Associate Dean for Academic Affairs. The Program of Study indicates the courses on the applicant's transcript that apply to the desired degree, and the nature and number of the courses the applicant has yet to take.
7. Advisors should note that some courses on the applicant's transcript might not count toward a Palmetto degree in any way. For example, a student cannot get credit for both Biology 110 and Biology 120, even if one is submitted as an elective. Advisors should consult Advising Guide for additional courses that do not apply.
8. When entering a course on Program of Study Form, include course abbreviation, course number, and course title; for example, "RELG U203 Comparative Religion."

9. The student and advisor should keep a copy of the Program of Study—although the Dean of Palmetto Programs sends each student a copy of his or her Program of Study upon acceptance. These should be reviewed and updated each advisement period to ensure that adequate progress is being made.
10. Change of Campus Forms are available from the Admissions Officer at each regional campus. This form serves as documentation that the applicant has been released from the regional campus by the Admissions Officer. This form must be signed by applicant and Campus Associate Dean for Academic Affairs.
11. Financial Aid Counseling Certification Forms are available from the Financial Aid Officer at each regional campus. This form serves as documentation that the applicant has been informed regarding their potential and/or continued eligibility for Federal and/or State funds. In addition, students are counseled on their remaining eligibility for Stafford sub and/or unsub loans. This form is completed in consultation with the Financial Aid Officer. The form must be signed by applicant and Financial Aid Officer.
12. Internship contracts for PALM P494 must be completed and signed by on-site supervisor, approved and signed by advisor, and approved and signed by Palmetto instructor *before* student can register for this course.
13. PALM 493 (SC Studies) is a prerequisite for PALM 494 (Internship).