DEN@Viterbi
Getting Started:
A Limited Status Enrollment Overview
Spring 2019
WebEx Quick Facts

Will I be able to get a copy of the slides after the presentation?

YES!

How can I ask a question during the information session?

1. Using the Q&A Panel, type a question in the box below the Ask drop-down menu.
2. Select a recipient from the Ask drop-down menu.
3. Click Send. We will respond as soon as we are able.
Today’s Program

- USC Viterbi School of Engineering
- DEN@Viterbi
- Limited Status
  - Overview
  - Enrollment Process
- Tuition & Fees
- Q&A
The University of Southern California

- Oldest Private University in the western U.S.
  - Founded in 1880
- 47,500 Students
  - 20,000 Undergraduates  |  27,500 Graduates
- 4,361 Full-time Faculty
- Diverse Student Population
- Located in Los Angeles
Viterbi School at a Glance

Academic Departments
- 8 Academic Departments

Faculty
- 189 tenure-track faculty
- 16 Full-time, TT NAE Members (35 total)
- 60+ NSF CAREER, National & Presidential Young Investigator

Alumni
- More than 76,000+

Student Populations
- 2,591 Undergraduate
- 5,702 Graduate students

Research
- Leader in funded research
- 35+ Research Centers
- More than $204M in research expenditures
Engineering Degree Options

37 Master’s degrees and 5 Graduate Certificates available via online delivery

Academic Departments

- Aerospace & Mechanical Engineering
- Astronautical Engineering
- Biomedical Engineering
- The Mork Family Department of Chemical Engineering & Materials Science
- Sonny Astani Department of Civil & Environmental Engineering
- Computer Science
- Ming Hsieh Department of Electrical Engineering
- Daniel J. Epstein Department of Industrial and Systems Engineering
Academic Disciplines

- Aerospace & Mechanical
- Astronautical
- Biomedical
- Chemical
- Civil & Environmental
- Computer Science
- Construction Management
- Cyber Security Engineering
- Electrical
- Energy & Sustainability
- Engineering Management
- Financial Engineering
- Green Technologies
- Industrial & Systems
- Petroleum
- Systems Architecting
DEN@Viterbi

- More than 40 years of distance education expertise
- Online delivery makes earning a master’s degree practical and flexible for working professionals
- Technical Requirements
  - High-speed internet access
  - Webcam & Microphone
  - Adobe Acrobat Reader

Additional Technical Requirements:
https://viterbigrad.usc.edu/technical-support/technical-requirements
How DEN@Viterbi Works

The Viterbi School of Engineering uses a state-of-the-art, proprietary web-based delivery system that enables students from around the world to access classes live, on-demand or by download.

DEN@Viterbi Students:

- View the same lectures as on-campus students, with fresh content every semester
- Participate in highly interactive discussions with professors and peers
- Submit homework electronically
- Take exams at proctored testing centers near their home or work (or at USC if in the Los Angeles area)
# DEN@Viterbi Overview

<table>
<thead>
<tr>
<th></th>
<th>DEN@Viterbi Student</th>
<th>On-Campus Student</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Admission</strong></td>
<td>USC Graduate Application &amp; required materials</td>
<td>USC Graduate Application &amp; required materials</td>
</tr>
<tr>
<td><strong>Weekly Course Lectures</strong></td>
<td>Online with Interactivity</td>
<td>On USC’s Campus</td>
</tr>
<tr>
<td><strong>Online Course Archives (Lectures &amp; Course Documents)</strong></td>
<td>✓</td>
<td>✓ *</td>
</tr>
<tr>
<td><strong>Assignments</strong></td>
<td>Submit electronically according to course deadlines</td>
<td>Submit during lecture or lab according to course deadlines</td>
</tr>
<tr>
<td><strong>Exams</strong></td>
<td>Proctored location</td>
<td>USC’s campus</td>
</tr>
<tr>
<td><strong>Courses per Semester (Average)</strong></td>
<td>1-2</td>
<td>3-4</td>
</tr>
<tr>
<td><strong>Degree Completion Requirements</strong></td>
<td>27-37 units with a 3.0 GPA or above</td>
<td>27-37 units with a 3.0 GPA or above</td>
</tr>
<tr>
<td><strong>USC Diploma (No Distinction)</strong></td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

*DEN@Viterbi Sections Only

---

*USC Viterbi School of Engineering*
DEN@Viterbi’s E-Learning System

DEN@Viterbi Classroom
DEN@Viterbi Enrollment Options

Admitted
Student has applied and been formally admitted to a graduate degree program

vs.

Limited Status
Allows qualified applicants to take courses prior to submitting a formal application for admission or taking the GRE
Enrollment Category: Limited Status

What is Limited Status?

- Limited Status allows strong candidates to begin coursework before formal admission

Limited Status Eligibility

- Undergraduate degree in engineering, math or a hard science from a regionally accredited institution with a cumulative GPA of at least 3.0 (on a 4.0 scale).
- You must also have the necessary background for the USC course you wish to take.

What if I don’t meet the requirements?

- Individuals who do not meet the requirements for limited status should apply for formal admission.
Enrollment Category: Limited Status

Overview of Limited Status

- A max. of 12 units may be taken as a Limited Status student
- Enrolled at USC, receive USC credit; and course appear on official USC transcript
- If admitted, courses taken as a Limited Status student can be applied toward an appropriate graduate program, upon departmental approval
- **Limited Status students are not formally admitted to a degree program and Limited Status does NOT guarantee admission**

How to Get Started

- Start your DEN@Viterbi Profile: viterbi.usc.edu/DENProfile
- No deadline for requesting Limited Status but DEN@Viterbi Profile should be submitted 1 week before start date of desired term.
- Apply for formal admission
Limited Status Overview

- As a Limited Status Student you are “housed” within Graduate & Professional Programs (GAPP)

- Individuals must be located in the United States in order to pursue Limited Status enrollment

- The GAPP Student Affairs team can answer any questions you have on enrollment, courses, tuition, etc.

- Academic Department Advisors are unable to provide assistance to Limited Status Students
Steps to Become a Limited Status Student
Limited Status: Checklist

- Complete DEN@Viterbi Profile
- Receive Limited Status Approval Email
- Check OASIS for registration appointment time (complete online form if you need a registration appointment)
- Decide on course you would like to take
- Request D-Clearance with DEN@Viterbi
- Register for course on USC’s Web Registration
- Course will appear online 1-2 weeks before the start of the semester
Step 1: Complete DEN@Viterbi Profile & Receive Approval for Limited Status

1. Submit DEN@Viterbi Profile: viterbi.usc.edu/denprofile
2. If qualified, you will receive approval within 3-5 business days*

*In some cases, unofficial transcripts may be required. You will be notified immediately if this is the case, however, please note that this may cause a delay in the approval process.
Step 1: Complete DEN@Viterbi Profile & Receive Approval for Limited Status

Information Required for DEN@Viterbi Profile

- Personal Contact Information
- Company Name and Location
- Degree(s) awarded
  - Degree (BS/MS/PhD)
  - Major
  - College/University
  - GPA
  - Year Awarded
- Desired Enrollment Term
- Intended Program
- Create username
Step 2: Check Registration Appointment Time

1. Go to USC OASIS: www.usc.edu/oasis
2. Refer to Limited Status Approval Email for USC 10-digit ID
3. To check registration appointment time, select “Permit to Register”
   • If this is your first time logging on to OASIS, your default password is your 6 digit birthday (mmddyy). This is also your PIN for Web Registration
4. Update Address Information under “Change of Address” if needed
Step 3: Choose Your Course

1. Go to USC Schedule of Classes: http://classes.usc.edu
2. Limited Status Students should enroll in “required courses” for their program of study
3. When reviewing courses, note Course Name and “DEN@Viterbi” section ID
4. If you have questions on what class to enroll in, please contact den@gapp.usc.edu – provide your 10-digit USC ID
Step 4: Request D-Clearance from DEN@Viterbi

1. Login to Desire2Learn (DEN Course Management System): [http://courses.uscden.net](http://courses.uscden.net)
2. Select DEN@Viterbi Tools
3. Select Request D-Clearance and submit required information based on course chosen
4. Approval process takes 1-3 business days, (longer if you select electives as they require department review). To check status of D-Clearance go to DEN@Viterbi Tools> Check D-Clearance Status
5. You can register once your request has been processed. D-clearances expire 7 days from when it is issued so register as soon as you obtain it to secure a seat in a course.

For questions on D-Clearance status, contact [den@gapp.usc.edu](mailto:den@gapp.usc.edu)

*All DEN@Viterbi courses require D-clearance.*
Step 5: Register for Course

1. Go to USC Web Registration: [https://webreg.usc.edu](https://webreg.usc.edu)
2. Passcode is your 6 digit birthday (mmddyy)
3. Follow the automated system to register for your course
   If you receive a registration appointment error, fill out the form listed in the message and wait for a registration appointment confirmation (usually within 1 business day)
4. If you have any difficulties registering, please contact den@gapp.usc.edu
What to Do AFTER You Register

OASIS ([www.usc.edu/OASIS](http://www.usc.edu/OASIS))

- Verify your registration
  - Check your “Registered Course List”
- Check your billing balance and settle your tuition
  - Students can use USCe.pay ([https://sfs.usc.edu/epay/](https://sfs.usc.edu/epay/)) to review current balances and pay online from OASIS.
- Check for required textbooks or software “Book List Link”
- Obtain your USC ID Card (Optional)
What to Do AFTER You Register

- **Activate your USC Email** ([https://netid.usc.edu/account_services/activate_account](https://netid.usc.edu/account_services/activate_account))
  - Limited student email accounts will be created within 2 weeks of the start of the term for which you are in enrolled or within 3 days after you enroll if you register after the start of the term.
  - Activate and check email at: [http://google.usc.edu/](http://google.usc.edu/)

- **USC Portal** ([http://my.usc.edu](http://my.usc.edu))
  - Gain quick access to OASIS, Web Registration, Email, Grades and more from this single location. Use your email username and password to logon.
  - USC Email is required to access the USC Portal (myUSC)

For more information: [https://viterbigrad.usc.edu/academic-services/course-registration/](https://viterbigrad.usc.edu/academic-services/course-registration/)
General DEN@Viterbi Student Information
## Tuition & Fees (2018-2019)

**Example of tuition and fees for a DEN@Viterbi Student**

<table>
<thead>
<tr>
<th>PER-COURSE FEES</th>
<th>Unit Cost</th>
<th>Tuition for 3-Unit Course</th>
<th>Tuition for 4-Unit Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition for 500/600 level course</td>
<td>$2,005</td>
<td>$6,015</td>
<td>$8,020</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PER-SEMESTER FEES</th>
<th>Cost</th>
<th>Total per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Access Fee</td>
<td>$35</td>
<td>$35</td>
</tr>
<tr>
<td>Norman Topping Student Aid Fund</td>
<td>$8</td>
<td>$8</td>
</tr>
</tbody>
</table>

*Additional fees include textbooks ($150 - 200) and exam proctoring fees ($40 - 100)*
Tuition Deferment Program

Students supported by a company can defer “up front” payment of tuition until after the semester is over.

Program Eligibility
- Company must pay 75-100% of tuition to be eligible for the program

Program Participation Requirements (required every semester)
- Promissory note
- Letter of employment verification
- $30 processing fee

Online Submission of Tuition Deferment:
https://viterbigrad.usc.edu/tuition-and-funding/employer-supported/
# Important Dates

<table>
<thead>
<tr>
<th>Spring Semester 2019</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration</td>
<td>Nov 15 – Jan 4, 2019</td>
</tr>
<tr>
<td>Last Day to Register (w/o late fee)</td>
<td>January 4</td>
</tr>
<tr>
<td>Spring Semester Classes Begin</td>
<td>January 7</td>
</tr>
<tr>
<td>Martin Luther King Day, University Holiday</td>
<td>January 21</td>
</tr>
<tr>
<td>Last Day to Register and Add Classes for Session 001</td>
<td>January 25</td>
</tr>
<tr>
<td>President’s Day, University Holiday</td>
<td>February 18</td>
</tr>
<tr>
<td>Spring Recess</td>
<td>March 10-17</td>
</tr>
<tr>
<td>Spring Semester Classes End</td>
<td>April 26</td>
</tr>
</tbody>
</table>

Detailed Spring 2019 Registration Calendar: [https://classes.usc.edu/term-20191/calendar/](https://classes.usc.edu/term-20191/calendar/)
<table>
<thead>
<tr>
<th>Company</th>
<th>Company</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerojet Rocketdyne</td>
<td>General Dynamics</td>
<td>Nokia</td>
</tr>
<tr>
<td>Aerospace Corporation</td>
<td>Google, Inc.</td>
<td>Northrop Grumman</td>
</tr>
<tr>
<td>Alpine Electronics</td>
<td>Halliburton</td>
<td>Oracle</td>
</tr>
<tr>
<td>Amgen, Inc.</td>
<td>Hamilton Sundstrand</td>
<td>Pratt &amp; Whitney</td>
</tr>
<tr>
<td>BAE Systems</td>
<td>Honeywell</td>
<td>Qualcomm</td>
</tr>
<tr>
<td>Boeing</td>
<td>Intel</td>
<td>Raytheon</td>
</tr>
<tr>
<td>Boston Scientific</td>
<td>Jet Propulsion Laboratory</td>
<td>SAIC</td>
</tr>
<tr>
<td>California Resources Corp.</td>
<td>Korean Air</td>
<td>Schlumberger</td>
</tr>
<tr>
<td>Chevron</td>
<td>Kuwait Oil Company</td>
<td>Sikorsky</td>
</tr>
<tr>
<td>Cisco Systems</td>
<td>Lockheed Martin</td>
<td>Space Systems/Loral</td>
</tr>
<tr>
<td>Delphi</td>
<td>L.A. Dept of Water &amp; Power</td>
<td>Southern California Edison</td>
</tr>
<tr>
<td>Devon Energy</td>
<td>Medtronic</td>
<td>Southern California Gas Co.</td>
</tr>
<tr>
<td>Ericsson</td>
<td>Microsoft</td>
<td>United Technologies Corporation</td>
</tr>
<tr>
<td>ExxonMobil</td>
<td>Motorola</td>
<td>United States Armed Forces</td>
</tr>
<tr>
<td>GE Energy</td>
<td>NASA</td>
<td>Yahoo, Inc.</td>
</tr>
</tbody>
</table>
DEN@Viterbi around the world

Multiple DEN@Viterbi students have pursued their degree from each of the countries represented by a cardinal dot.
Frequently Asked Questions

- I do not have a bachelor’s degree in engineering, math or a hard science but have been working as an engineer and/or have been in the engineering field for many years – is there an exception to the undergraduate requirement of a BS in engineering, math or a hard science?

- **Answer:** One of the basic requirements for admission to the Viterbi Master of Science programs is a bachelor’s degree or its equivalent from an accredited college or university, comparable in standard to that awarded at USC. This prohibits any exception to the Limited Status enrollment requirements.
Frequently Asked Questions

- I have a BS in engineering, math or a hard science but do not have a GPA of 3.0 or higher from my undergraduate institution. I did receive higher than a 3.0 from a previous Master’s degree in engineering. Do I qualify for Limited Status?

**Answer:** The faculty of the Viterbi School of Engineering have determined that an undergraduate GPA of 3.0 is the minimum standard to allow enrollment as Limited Status. DEN cannot allow an exception to this standard.

Students with a GPA of less than 3.0 are encouraged to apply for admission and submit credentials including letters of recommendation, a statement of purpose, transcripts and GRE scores. This information provides a more complete picture for admissions officers and faculty to evaluate and best determine the applicant’s qualification for success in a USC Master of Science program.
Frequently Asked Questions

- **I attended more than one school as an undergraduate student. Should I submit the cumulative GPA from all institutions attended (community colleges, transfer institution, etc.) or just the GPA from the school where I received my BS on my DEN Profile?**

  **Answer:** Please indicate your cumulative GPA from the undergraduate institution that you received your undergraduate BS degree.

- **Can I take courses towards a graduate certificate program as a Limited Student?**

  **Answer:** Yes, but absolutely no more than 12 units as Limited status. You must be admitted before completing the courses required for a Graduate Certificate.
Contact Us

USC Viterbi School of Engineering
Graduate & Professional Programs

DEN@Viterbi.usc.edu

213.740.4488

http://viterbi.usc.edu/DEN