

Computer Science Department Orientation



AGENDA

Welcome to USC
Degree Requirements
Course Registration
Academic Advisement
Career Services

HENRY SALVATORI
COMPUTER SCIENCE CENTER



Computer Science Faculty

**Cyrus Shahabi,
Department Chair**



**Ellis Horowitz,
Associate Chair**



MS in Computer Science Programs

**Master of Science in Computer Science
(everyone earns this degree title)**

General Track (28 units)

Specializations (32 units)

Data Science

Software Engineering

Multimedia and Creative Technologies

Computer Security

Game Development

High Performance Computing & Simulations

Intelligent Robotics

Computer Networks

Artificial Intelligence

Changing Specializations? You can do this after you completed your first semester at USC and earn a 3.0 or higher.

Data Science Faculty

Yolanda Gil

**Director, Data Science Program
and Interdisciplinary Programs**



Emilio Ferrara

**Associate Director,
Applied Data Science**



MS in Data Science Programs

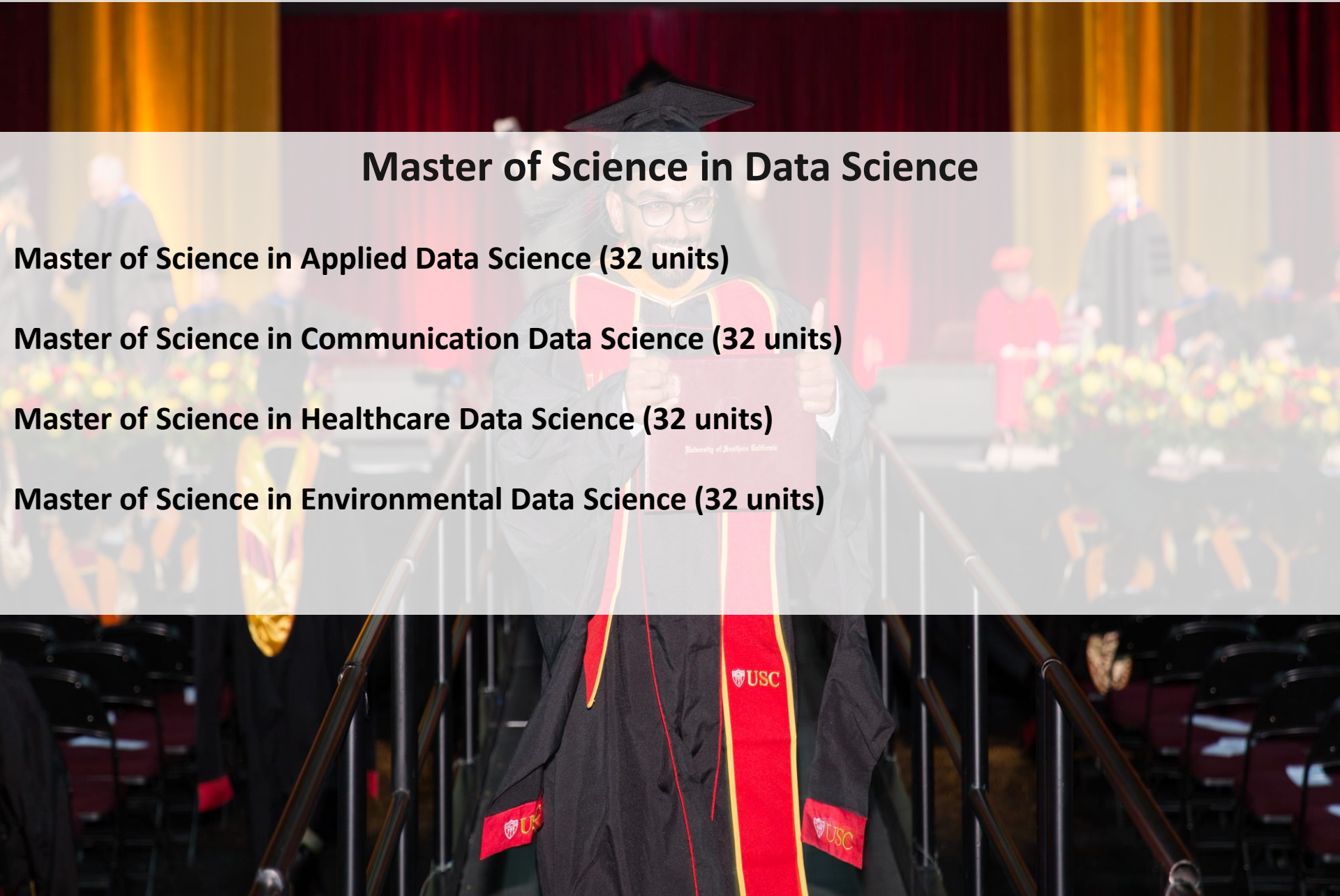
Master of Science in Data Science

Master of Science in Applied Data Science (32 units)

Master of Science in Communication Data Science (32 units)

Master of Science in Healthcare Data Science (32 units)

Master of Science in Environmental Data Science (32 units)




Tracking Your Degree Requirements


 Customize



myUSC

 Services

 EDIT WIDGET

 Syllabus Updater
for Schedule of Classes


 Office 365

 Grading and Rosters
for instructors


 Blackboard
online learning


 Courses

 Web Registration

 OASIS
academic records


 Gmail

 Undergraduate Advisement

 Pay My Bill
e.Pay

 myUSC Updates
what's new in myUSC



 Financial Aid

Your STARS
report can be
found on
my.usc.edu,
OASIS

The study also fou

USC undergra
student rocket

MAY 22

The USC Rocket P

Improved air c
developing ast

Tracking Your Degree Requirements

On-line Academic Student Information System



Course Information Financial Information Course Transfer Record Ordering Services Other Services Logout



Course Information



Registered course List

Registered course(s), time, date and location for the three most recent semesters.



Book list

Lists all required and optional books that have been ordered through TrojanBookstores for the courses in which you are registered.



Enrollment history

Enrollment history including class level, enrollment status, units earned, program of study, etc.



Summary of Completed Courses

History of completed course(s) including units and grades.



Restrictions

Summary of active "holds," description, and removal location/ phone number and any mandatory advisement obligations, if any...



STARS report

Detailed listing of a student's degree requirements that have been met and those that remain to be fulfilled (if any).



STARS Interactive Audit Report

Provides a graphical representation of a student's STARS report. Also provides the ability to plan future course registration to determine its impact on degree progress.



Grade Report

Grades for the current semester will post as professors submit them. You can check your grades on the Completed Course Summary page or on the Grade Report page.



Permit to register

Eligible students' registration appointment times.

****STARS does not automatically update, but you can email your academic advisor once you complete your first semester of classes to request an update**

Continuous Enrollment, Leaves of Absence, and Degree Time Limit Requirements

- USC requires graduate students to maintain continuous enrollment every Fall and Spring semester.
- Summer enrollment is optional.
- If you must miss a Fall or Spring semester, please contact us to request a Leave of Absence before Friday of Week 3 of the semester (the add/drop deadline for courses). Make sure to contact the department ASAP!
- If you do not file for a leave of absence when not attending USC during a fall or spring semester, you will be considered out of residency and will need to apply for re-admission to the program. Always file for a leave of absence if you need time off from the program!
- You have 5 years to complete the degree program from the term of your first course. For international students this depends on your I20

Academic Expectations

Computer Science Honors Program: MS in CS students who earn a 3.9 or higher can apply to the Computer Science Honors Program and receive a number of benefits including special invitations to meet with faculty & industry affiliates as well as priority registration for classes (among other things). More information to come!

(www.cs.usc.edu/academic-programs/masters/cs_ms_honors/)

Good Academic Standing: All graduate students are required to maintain a cumulative grade point average (GPA) of 3.0 (“B” average), as well as a 3.0 (“B” average) in your applied major courses. You may be dismissed from the program if this is not achieved.

Faculty and Teaching Assistants are available to help with questions you have about the course.

Be sure you understand how much peer-to-peer collaboration is acceptable before collaborating with other students in the course. Otherwise you may end up inadvertently getting an academic integrity violation ...

Consequences of Getting an Academic Integrity Violation

- You will receive a “F” in the class and it will affect your GPA and appear on your transcript. F’s cannot be removed – no exceptions
- You can be suspended or expelled from USC
- Can be denied future Curricular Practical Training/ Internship, access to Viterbi Career Connections and affect job opportunities
- **Academic** <http://catalogue.usc.edu>, The document of authority is the University Catalogue. Review your degree requirements, registration policies, etc.
- **Conduct** <http://scampus.usc.edu>, SCampus contains policies and procedures pertaining to student conduct. Freedom of speech, grievance procedures, computing, discrimination and other important topics.

How to Avoid Academic Integrity Violations

- If you are unsure if something would be considered cheating, check with your professor 1st! They are there to guide you and help you and will give you advice.
- If you are doing group work, make sure the professor has approved you to work on an assignment as a group.
- Don't post your homework on github! Don't share homework with your friend.
- Don't try to cheat the system. You will get caught!

Questions about Academic Integrity?

Viterbi Academic Integrity Officer:

Associate Professor Steve Bucher

sbucher@usc.edu

The Course Registration Process

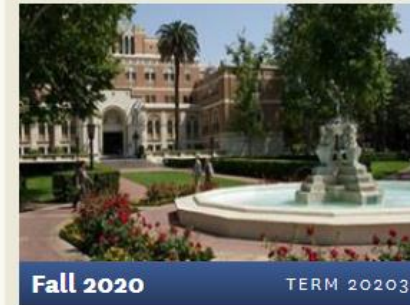
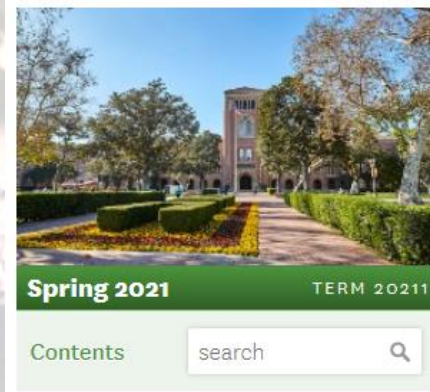
**Common Registration Holds
The Departmental Clearance
(D-Clearance) Process**



USC Schedule of Classes

www.classes.usc.edu












- Registration Calendar
- Tuition and Fees
- Final Exams Schedule
- Course info and more!



– ASTE 589: Solar System Navigation (3.0 units)

Free-return trajectories for exploration of the moon, optimization and control of interplanetary trajectories, and mission design using the Interplanetary Superhighway.

 **Prerequisite:** ASTE 580

Section	Session	Type	Time	Days	Registered	Instructor	Location	Syllabus	Info
29186R	048	Lecture	6:40-9:20pm	Wednesday	2 of 20	 Gerald Hintz, Troy Goodson, Rodney Anderson	 OHE 100B	 PDF	  
29187D	034	Lecture	6:40-9:20pm	Wednesday	3 of 30	 Gerald Hintz, Troy Goodson, Rodney Anderson	DEN@viterbi	 PDF	  

Registration (Add/Drop) Deadlines

Deadlines are always listed on the
Schedule of Classes

classes.usc.edu

USC Schedule of Classes

Spring 2021

Select a program

See another term

- ▶ Registration Calendar
- ▶ Session Codes
- ▶ Final Examinations Schedule

Classes Of

Registration (Add/Drop) Deadlines

Jan 15th: last day to register for at least 1 course and settle any fees

Jan 15th: 1st day of classes

Feb 5th: last day to make any changes to your schedule (***but, we recommend you do not add a course after the second week of school*)

This is also the last day to receive a refund for dropped courses

March 5th: Last day to drop a class with *no refund* and *no grade of a "W" on transcript*

April 30th: Late P/NP grading option and late withdraw from a class with *no refund* and a *grade of "W"* on transcript
***Classes cannot be dropped after this date*

*** All Spring 2021 Viterbi courses taken for P/NP will:* (a) count towards all Viterbi graduation requirements, subject to the University's [maximum of 24 units P/NP applied to an undergraduate degree](#); (b) not affect a student's grade point average; and (c) will be marked with "P" if the work is at the level of B or higher for graduate students.

Registration and Course Planning Tips

- Be flexible with your course choices. We offer a large variety of courses covering many areas of computer science & we know you're here to broaden your knowledge of computer science.
- Plan your classes by referring to the Schedule of Classes classes.usc.edu or Web Registration via myUSC.
- Out of Sequence: If you receive a waiver to take an advanced course, you cannot go back to take the lower-level course. No credit will be awarded.
- Enroll in no more than two courses per semester (8 units). For DEN students working full-time, we recommend no more than one course (4 units).
- Communicate with an advisor and/or professor if you are having any issues with courses before add/drop and withdraw deadlines.

Completing your MS in 3 Semesters

- Effective Spring 2020, students are no longer eligible to enroll in 3 CSCI/DSCI courses (12 units) in the same semester.
- Students seeking to complete their degree in 3 semesters, should meet with an advisor after week 3 to plan their courses accordingly (plan to take a course during the Summer semester).
- Students should only be enrolled in 2 CS/DSCI courses per semester. CSCI-590, and CSCI-591 do not count towards this limit.

Submitting D Clearance Requests

myViterbi

Switch

Announcements

- Academic Integrity Introduction
- Advisement Appointment System
- D-Clearance and Pre-Requisite Waiver Request Manager
- Directed Research
- Grader Application
- Instructional Software Distribution
- ITP Specialization Certificate Order Form
- Learning Environment Services Manager
- Placement Exam Registration (EE)
- Progressive Degree Program
- VARC Tutoring Appointment Manager

HOW TO REQUEST D-CLEARANCE FROM DEN

(All DEN courses require D-clearance)



Student FAQ **DEN@Viterbi Tools**

A dropdown menu showing a list of course IDs: 29071D-AME541_20163, 29073D-AME541(DIS)_20163, 29092D-AME578_20163, 29093D-AME581_20163, 29095D-AME588_20163, 11288D-ARCH511_20163, 29157D-ASTE470_20163. Below the list is a highlighted button that says "Please Select a Course".

The navigation bar has a red header with the text "DEN@Viterbi Tools". Below the header, there are two main sections: "Enrollments" and "Profile". Under "Enrollments", there are three links: "Request D-Clearance" (highlighted in yellow), "Check D-Clearance Status" (highlighted in green), and "DEN Terms of Service". Under "Profile", there is one link: "Update Profile".

To begin D-Clearance, Please select a term to apply for D Clearance

A dropdown menu showing "Summer 2019" and a button labeled "Select Term".

1. Login to DEN Desire2Learn: <http://courses.uscden.net>
2. Go to DEN@Viterbi Tools on the navigation bar
3. Select "Request D-clearance" link, select the term, and select a course
4. Approval process takes 1-2 business days. To view the status of a request, click on "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@viterbi.usc.edu

DEN CONTACT INFORMATION

Location: Olin Hall of Engineering (OHE), Rm. 106

Hours: Mon. - Fri. 8:30 am - 5 pm (Pacific Time)

<https://viterbigrad.usc.edu/academic-services/denviterbi-student-services/>

DEN@Viterbi Support	Contact Information	Staff
<u>Technical support,</u> <u>Desire2Learn training,</u> <u>Homework</u>	dentsc@usc.edu	Bianca Richter
<u>Exams</u>	denexam@usc.edu	Shirley Schutt (exams)
VASE Advisor for registration, d-clearance, policies and procedures	ptrinida@usc.edu	Patty Rinehart

Student Financial Services

Unpaid balances can result in a financial hold that restrict registration as well as late fees on your account.

Questions regarding tuition such as how to pay tuition, deadlines, unsettled balances, etc. should be sent to Student Financial Services. Your advisor does not have access to your financial record.

Location: Jefferson Boulevard Parking Structure

Phone: 213-740-7471

Email: cashier@usc.edu

Passport Verification (PPV)

International students need to contact the **Office of International Services** for passport verification. Otherwise, you will not be able to register for your courses because you will have a restriction hold (STU50) on your account. You can sign up for passport verification and get more information by visiting the following link:

<http://ois.usc.edu/new-students/firstweeks/passport-verification-ppv/>

The CS Department does not handle Visa's or I-20's. You will need to contact OIS in regards to any I-20 questions, at (213) 740-2666, Fax: (213) 740-5194, or email:

ois@usc.edu

OIS COVID updates: <https://ois.usc.edu/covid-19-updates-for-international-students-and-scholars/>

International students outside of the US: For updated COVID information regarding PPV, please contact OIS.

Prior Degree Verification

- Check OASIS via myUSC to see if you have the ADM40 or RNR40 hold.
- Will not restrict first semester registration, but must be resolved by the end of the first semester.
- Degrees completed at domestic institutions require the final, official transcripts with degree conferral date be submitted to Degree Progress.
- Degrees completed at international institutions require IERF verification. Learn about this process at www.ierf.org/usc

VASE and Departmental Advisement (you have two advisors)

- A *Computer Science Academic Advisor* can help make sure you are **on track to graduate**, can help you **plan out courses**, can answer questions about the **curriculum** and can help you troubleshoot general USC issues such as **registration**
- The *Viterbi Admission and Student Engagement (VASE)* advisor can approve your Reduced Course Loads (**RCL**), **CPT/Internships**, and **OPT** paperwork, and program extensions. Questions related to these topics should be sent to a GAPP advisor. They can be reached via email at masters@vase.usc.edu
- Your CSCI advisors are not authorized to advise on issues affecting your I20 so you will want to reach out to a VASE advisor anytime you have a questions about these issues.

Academic Advisement Team

Flor Martínez

Mara Ragan

Idania Takimoto

Norma Perry

Steve Pham, **Applied Data Science A-K and
Cyber Security Engineering**

Art Perez, **Applied Data Science L-Z and
DSCI Interdisciplinary Programs**

Alexandra Slakter

Kim Serrano

Ryan Rozan, Associate Director

Lizsl De Leon, Director of Student Affairs



Academic Advisement Expectations

What You Can Expect From Us

- We reply to emails within 2 business days during business hours (Monday-Friday 9:00am-4:30pm)
- We're available for one-on-one Zoom appointments scheduled via MyViterbi and we will be offering group advisement during the first week of classes.

What We Expect From You

- Check your email every day
- Include your USC ID and full name in all emails sent to **cscimasters@vsoe.usc.edu**
- Only email using your usc.edu email address
- When our communication requires a response, please reply within 2 business days

Group Advisement Sessions



**Sessions will be held
online via Zoom.
You will be emailed with
additional details.**

How to Make an Advisement Appointment

During week 4 of the semester, advisors are available for course planning and other questions. You can make an appointment via myViterbi.

myViterbi

Switch to Fall

Announcements

- Academic Integrity Introduction
- Advisement Appointment System
- D-Clearance and Pre-Requisite Waiver Request Manager
- Directed Research
- Grader Application
- Instructional Software Distribution
- ITP Specialization Certificate Order Form
- Learning Environment Services Manager
- Placement Exam Registration (EE)
- Progressive Degree Program
- VARC Tutoring Appointment Manager

Appointments are held via Zoom at this time.

Emails can be sent directly to the Computer Science Department at cscimasters@vsoe.usc.edu

Internship and Career Resources

Viterbi Career Connections

viterbicareers.usc.edu

vcareers@usc.edu

Career Fair Dates are currently TBA

Industry Affiliates Program

Stay tuned for information about special events with our affiliates!

(<https://www.cs.usc.edu/about/affiliate/>)

Affiliate Members

Founding Members

Platinum



Gold



Silver



Affiliate



A photograph of a university campus. In the foreground, there is a paved sidewalk curving to the right, with a black metal bench on a concrete pad. A tall, thin tree stands next to a black lamppost with a white globe. The background features a large, multi-story brick building with a white balcony. The sky is bright and clear.

Thank You!

***Have a great spring semester!
Fight On!***