DEN@Viterbi Welcome Day

November 30th

Spring 2021

Please make sure your microphone or phone (*6) is muted upon entering the room. If you have a question during the panel, use the chat box or click the Raise Hand button next to your name in the participant list and then un-mute your mic or phone (*6) when called. To ask a question related to orientation content, use the Q&A box.

USC Viterbi

Admission and Student Engagement

SCHEDULE

- Icebreakers
- DEN@Viterbi VASE Orientation
- Viterbi Code of Honor
- VCH Exercise
- Contact Information

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Breakout Icebreaker – 3 In Common Rules:

- Five minutes (pick your presenter)
- Presenter should introduce the group
- Commonalities can't include being:
  - A Trojan
  - A new distance engineering student
  - A US Citizen
  - The same gender

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Orientation Time

Patty Rinehart
Advisor, Master's Student Services

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DEN@Viterbi
GENERAL ORIENTATION
Spring 2021

1. Will I be able to get copies of the slides after the presentation? YES!

Slides will be posted online at https://viterbigrad.usc.edu/academic-services/new-student-information/

2. Questions?

This orientation will answer the majority of your questions. If you have additional questions, please contact the VASE Office or use the Q&A panel on your screen. Please do not submit your questions via the Chat panel. The Chat panel will be used for announcements.

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AGENDA

- Welcome to DEN@Viterbi & USC
- University Calendar
- University Policies
- Advisement: D-clearance, Prerequisites
- Registration Process & Systems
- Tuition
- DEN@Viterbi Department Orientations
- DEN@Viterbi Desire2Learn (D2L)
- DEN@Viterbi Homework & Exam Policies
- Contact Information

Welcome to DEN@Viterbi & VASE

The Viterbi Admission and Student Engagement (VASE) office works closely with DEN@Viterbi in the area of administrative, academic, technical services to support DEN@Viterbi students!

DEN@Viterbi Support	Contact Information	Staff
Technical support, Desire2Learn training, Homework	dentsc@usc.edu 213-740-9356	Bianca Richter
DEN d-clearance inquiries	den@vase.usc.edu	
Exams	denexam@usc.edu 213-740-9356	Shirley Schutt
VASE Advisor • **General advisement** • **Policies & Procedures**	ptrinida@usc.edu 213-740-0116	Patty Rinehart

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VASE Master's Student Affairs

Nora Sandoval
Director, Student Affairs

norasand@usc.edu
213-821-0413

Juli Legat
Assistant Director, Graduate Events & Programs

legat@usc.edu
213-740-7738

Patty Rinehart
Advisor, Master's Student Affairs & DEN@Viterbi

ptrinida@usc.edu
213-740-0116

Yadi Wang
Advisor, Master's Student Affairs

yadiwang@usc.edu
213-740-4488

Andrea Mora
Advisor, Master's Student Affairs

morandr@usc.edu
213-821-9815

Master's: Virtual Walk-in Advising

Monday-Friday: 10am – 12pm
and 6pm – 8pm (PST)
https://viterbigrad.usc.edu/

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University Calendar – Spring 2021

Jan. 8	Last day to register and pay without late fee
Jan. 15	Spring semester classes begin
Jan. 11-15	Late registration and change of program
Jan. 18	Martin Luther King Day, University holiday
Feb. 5	Last day to drop a class without a mark of "W," except for Monday-only classes, and receive a 100% refund
Feb. 5	Last day to register and add classes
Feb. 5	Last day to purchase or waive tuition refund insurance
Feb. 5	Deadline for purchasing or showing proof of health insurance

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University Calendar – Spring 2021

Feb. 9	Last day to drop a Monday-only class without a mark of "W" and receive a 100% refund
Feb. 15	President's Day, University Holiday
March 5	Last day to drop a class without a mark of "W" (no refund)
April 9	Last day to drop a class with a mark of "W"
April 30	Spring semester classes end
May 1-4	Study days
May 5-12	Final examinations
May 13	Spring semester ends
May 14	Commencement
May 19	Summer 2021 classes begin

Please see the complete calendar at https://classes.usc.edu/term-20211/calendar/

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Spring 2021 – Wellness Days

To minimize the risk of spreading coronavirus through travel, the University announced that there will be no Spring Break. In lieu of spring break, there are five scheduled Wellness Days throughout the Spring where there will be **no classes and no classwork** expected of students.

- Friday, March 12
- Tuesday, March 23
- Wednesday, April 7
- Thursday, April 22
- Friday, April 30

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University Policies

Academic http://catalogue.usc.edu

- The document of authority is the University Catalogue. It's searchable!
- Review your degree requirements, registration policies, etc.
- If there appears to be a difference between department materials and the Catalogue, ***please ask*** your departmental advisor or VASE what the correct policy is.

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.

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Academic Integrity

- Academic Integrity is extremely important at USC
  - It is the foundation of your degree
- Penalties for violations at the Master's level are extremely severe grade sanctions (e.g., "F" in course) or dismissal
- If you have any questions about academic integrity issues:
  - Professor
  - Viterbi Admission and Student Engagement (VASE) Office
  - Department Advisor
- SCampus : http://scampus.usc.edu/

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Academic Advisement

- **Limited Status students** should contact VASE at masters@vase.usc.edu for general advisement.

- **Admitted students** are advised by department academic advisors
  - The Graduate Advisor Contact List can be found at:

  https://viterbigrad.usc.edu/academic-services/academic-advisement/

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Academic Advisement

- Graduate students may not take courses pass/no pass for degree credit.

- Graduate students must earn at least a “C” in a course for it to count toward their degree requirements.
  - All grades are included
  - Cumulative GPA
  - Applied (Degree) GPA

- The first semester is critical; doing well is very important.
  - One course **strongly** recommended

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Prerequisites and Waivers

- Waiver of prerequisites vary by academic department.
- The ECE Department requires a placement exam to waive prerequisites.
- DEN is unable to waive pre-requisites that are 400-level or above. Please contact your advisor to request a pre-req waiver if eligible.
- Please **don't** take a prerequisite course after completing the course it is a prerequisite for!
  - EX: ISE 500 is a prereq for ISE 561.
  - If you take ISE 561 and later take ISE 500, ISE 500 will NOT count!

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Viterbi Academic Probation Policy

- All USC graduate students are expected to maintain satisfactory progress toward their degree.
- 3.0 GPA required for graduation in both major and overall GPA
- Grades reviewed every semester.
  - If GPA falls below 3.0, student is placed on academic probation.
- View the complete policy at: https://viterbigrad.usc.edu/academic-services/academic-policies/

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New Student Training

After registering for a course, Technical Support and Training is available for New DEN@Viterbi students.

Schedule an appointment for technical orientation including Desire2Learn training. We will teach you the basics, from navigating your course page to submitting homework. We want to make sure your DEN@Viterbi experience is stress-free, particularly when it comes to the technical side of online learning.

To schedule an appointment:
https://viterbigrad.usc.edu/technical-support/training-options/

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Things To Do Before You Register…

1

- ✓ **Create a DEN@Viterbi Profile**: viterbi.usc.edu/denprofile
  If you were previously a limited status student, please let us know and we will update your status

2

- ✓ **Verify your registration appointment time** via the Permit to Register link in OASIS
- ✓ **View and clear any restrictions before you attempt to register** via the Restrictions link in OASIS

3

- ✓ **Obtain "D" class permission (aka D-clearance) and request pre-requisite waivers**
  5-digit section numbers followed by "D" require departmental clearance/authorization before a student is permitted to register for the course. **ALL DEN COURSES REQUIRE D-CLEARANCE**.

4

- ✓ **View the Web Registration Tutorials** at https://arr.usc.edu/services/registration/webregistration.html

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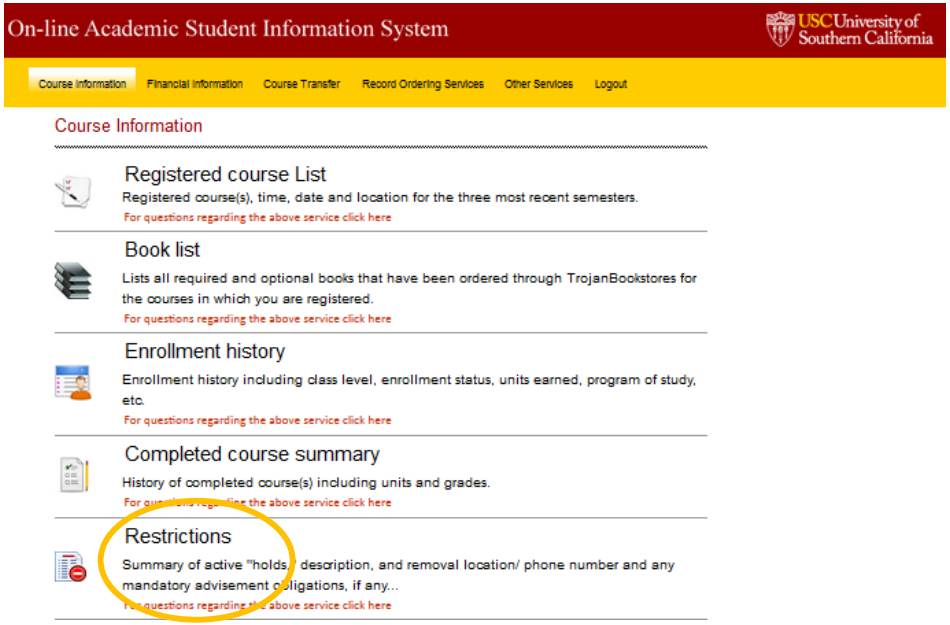
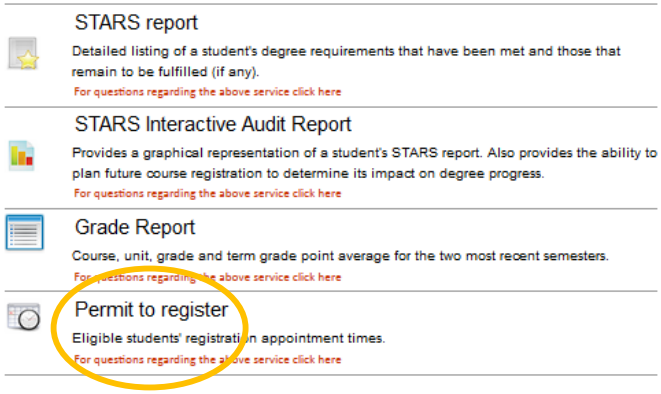
Online Academic Student Information System (OASIS)

www.usc.edu/oasis

From the main USC web page, click on “OASIS” or “myUSC” under the “popular links” section





* If you’re accessing OASIS for the first time (not through myUSC), your default Passcode is your 6-digit birthday (mmddyy) or it is the same passcode you used to access web registration.

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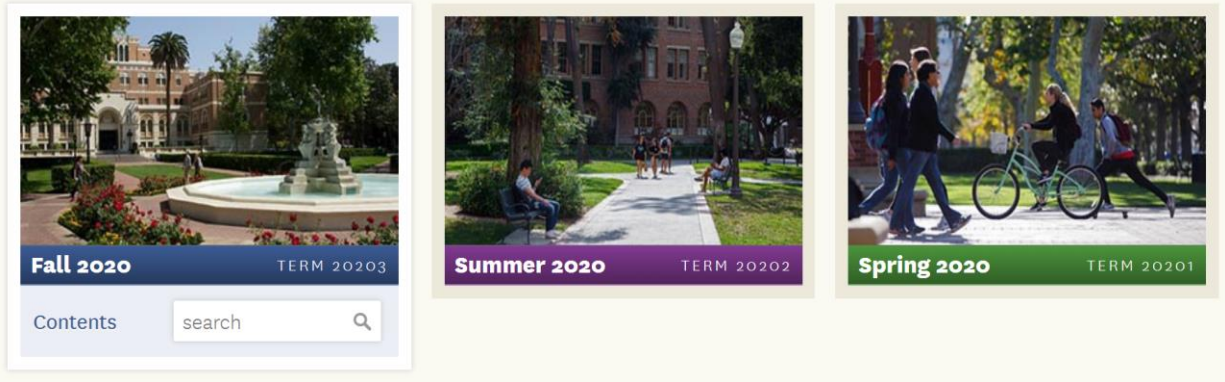
USC Schedule of Classes

classes.usc.edu

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



AME 509: Applied Elasticity (4.0 units)

Cartesian tensors; kinematics of deformation, balance laws, and constitutive equations; variational principles; finite elasticity; plates and cylindrical shells; viscoelasticity; analytical and numerical solutions for elasticity.

Prerequisite: AME 403

Section	Session	Type	Time	Days	Registered	Instructor	Location	Syllabus	Info
28793D	060	Lecture	1:30-3:20pm	Mon, Wed	0 of 20	Paul Plucinsky	ONLINE		
28869R	048	Lecture	1:30-3:20pm	Mon, Wed	0 of 20	Paul Plucinsky	OHE 100D & ONLINE		
28870D	034	Lecture	1:30-3:20pm	Mon, Wed	0 of 20	Paul Plucinsky	DEN@Viterbi		

D = D-clearance is required

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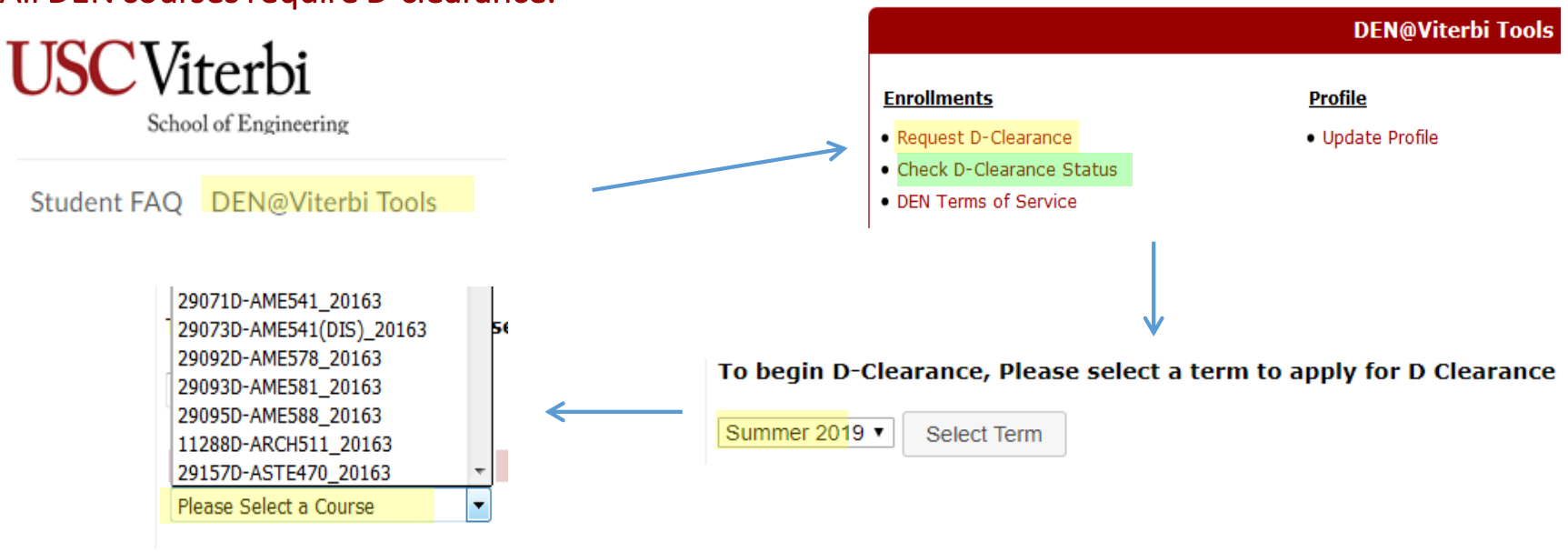
How To Request D-clearance From DEN

All DEN courses require D-clearance.



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@vase.usc.edu

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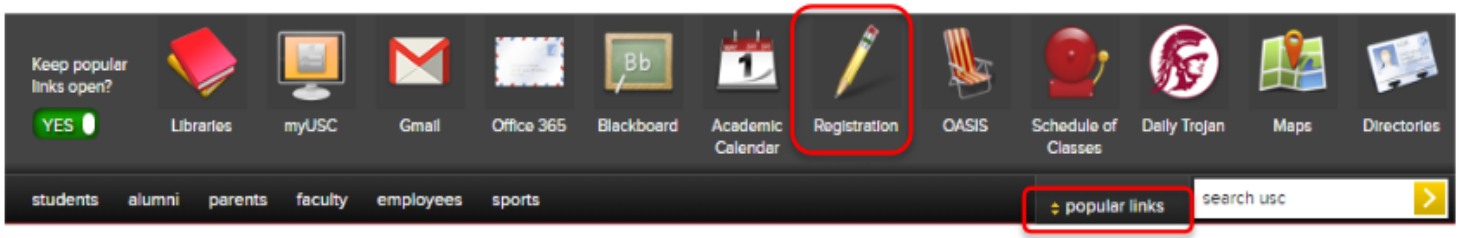
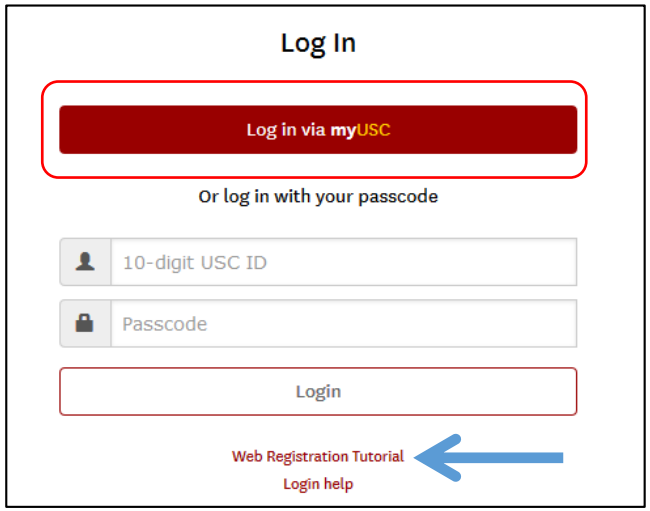
Access Web Registration

1. From the main USC web page click "**Registration**" under the "popular links" section:



2. Click the "**Log in via myUSC**" button.



Remember to view the Web Registration Tutorial before you register for the first time

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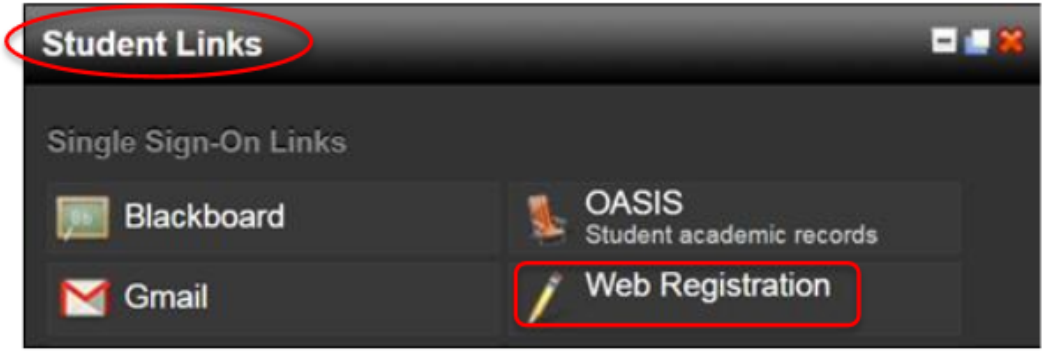
Access Web Registration

Log in Via myUSC:

1. From the **myUSC** page, click "**Log In**," and access the system using your USC NetID (the alpha portion of your email) and password.

2. Select "**Web Registration**" located under Student Links.



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Reasons Why Web Registration Transactions Fail

- Class is closed
- D-clearance was not obtained or expired
- Prerequisite was not completed or waived
- Restriction or hold was not removed

- Contact den@vase.usc.edu for assistance

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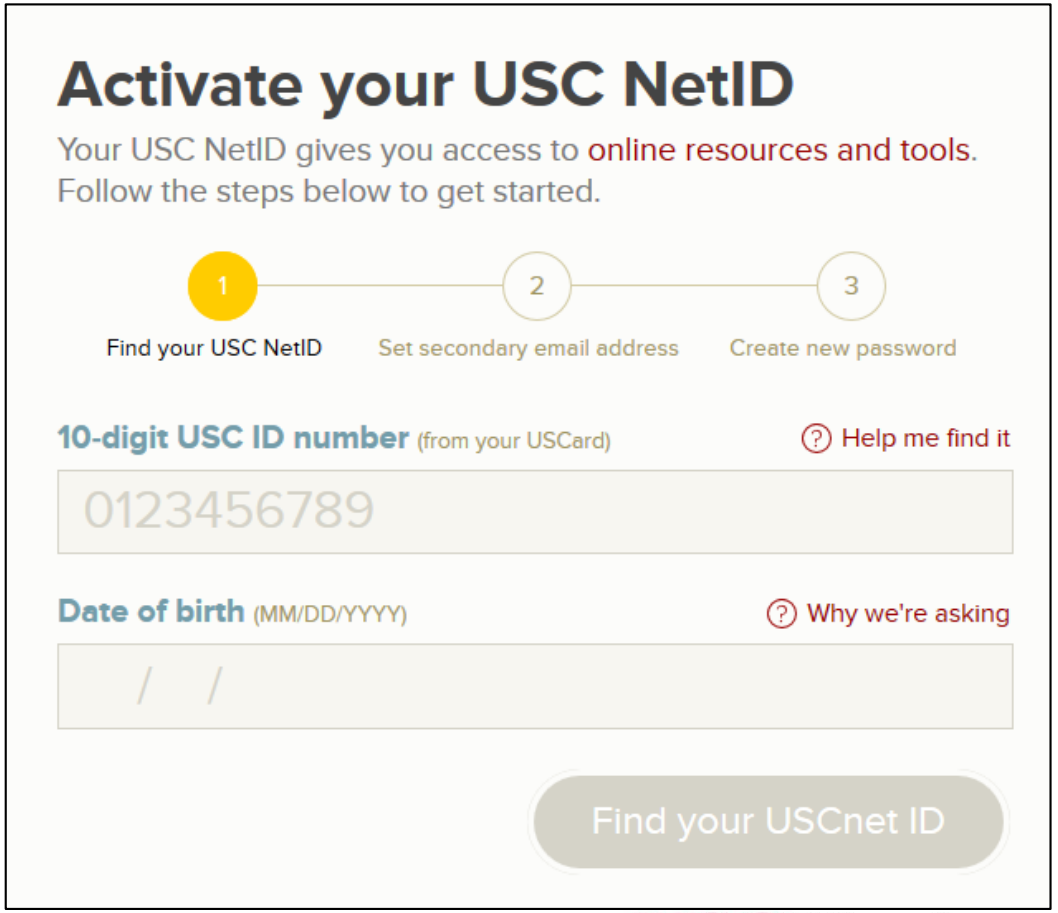
USC NetID Account

https://netid.usc.edu/account_services/activate_account

- All USC students receive a USC NetID **account** that enables them to access a wide variety of online tools and computing resources at USC.
- Activating your USC NetID account will activate your USC email address and enable you to access myUSC.
- Your USC NetID will be the first part of your USC e-mail address, before "@usc.edu."



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USC E-mail

USC e-mail is the official method of communication between USC departments and students. Failure to check your USC email for important notification is not an accepted excuse for missing deadlines, etc.

Please check your USC email regularly.

LIMITED STATUS STUDENTS:
Limited student USC NetID and 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. Registration in courses is required before an USC NetID/email account will be created.

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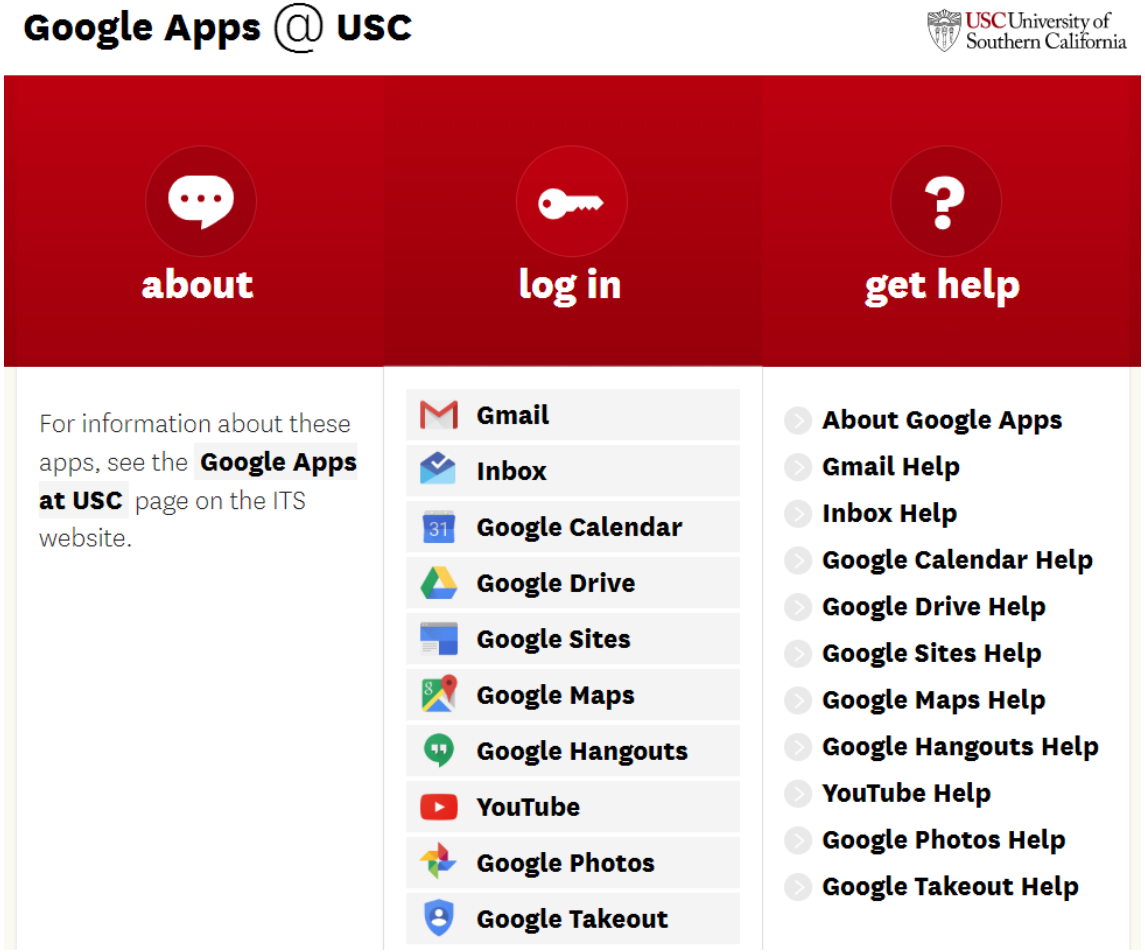
Accessing Your USC E-mail

Students will access their USC email by logging into my.usc.edu and clicking the Gmail link under myServices or Google Apps. You can also access email via google.usc.edu

Review the link below for more information:

- Google Apps at USC for Students

http://itservices.usc.edu/google/



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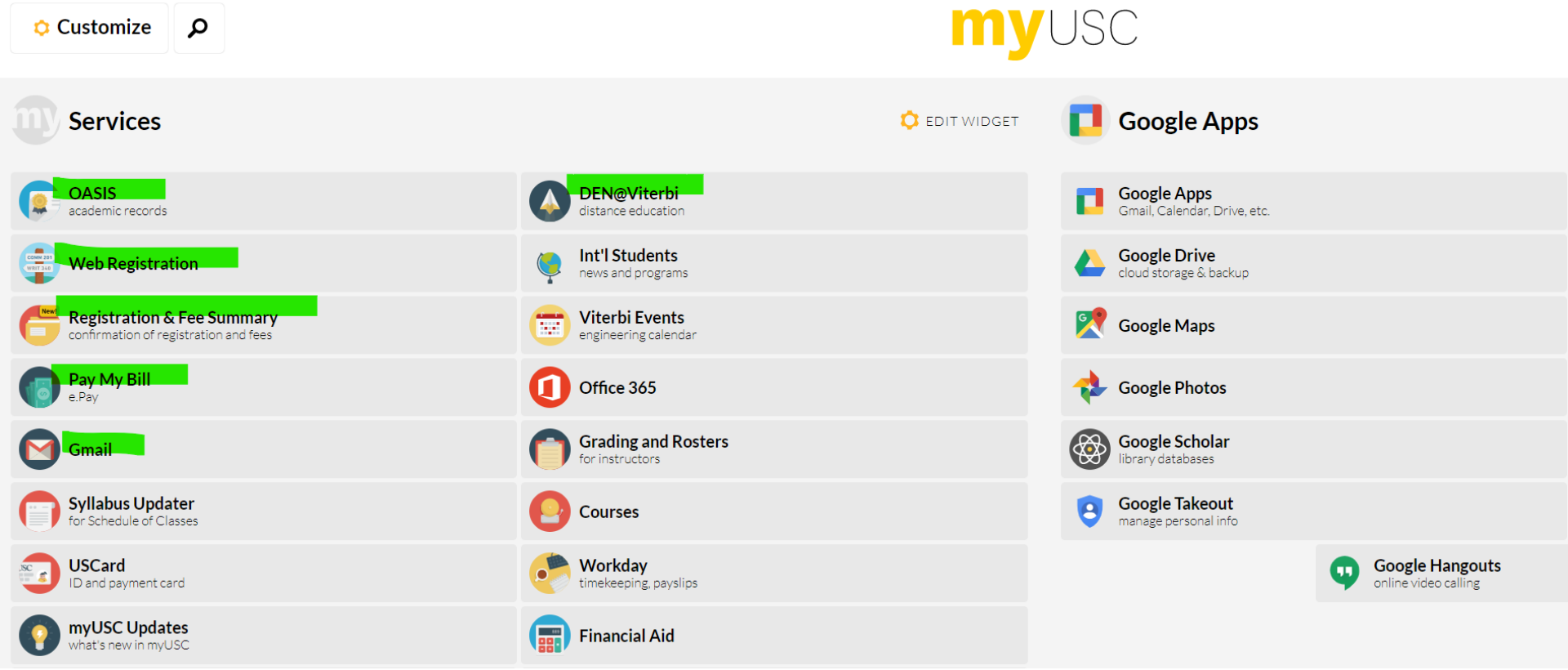
MyUSC [my.usc.edu](my.usc.edu)

You can access OASIS, Web Registration, e-mail, etc. will a single sign-on.



USC NetID is required to access myUSC.

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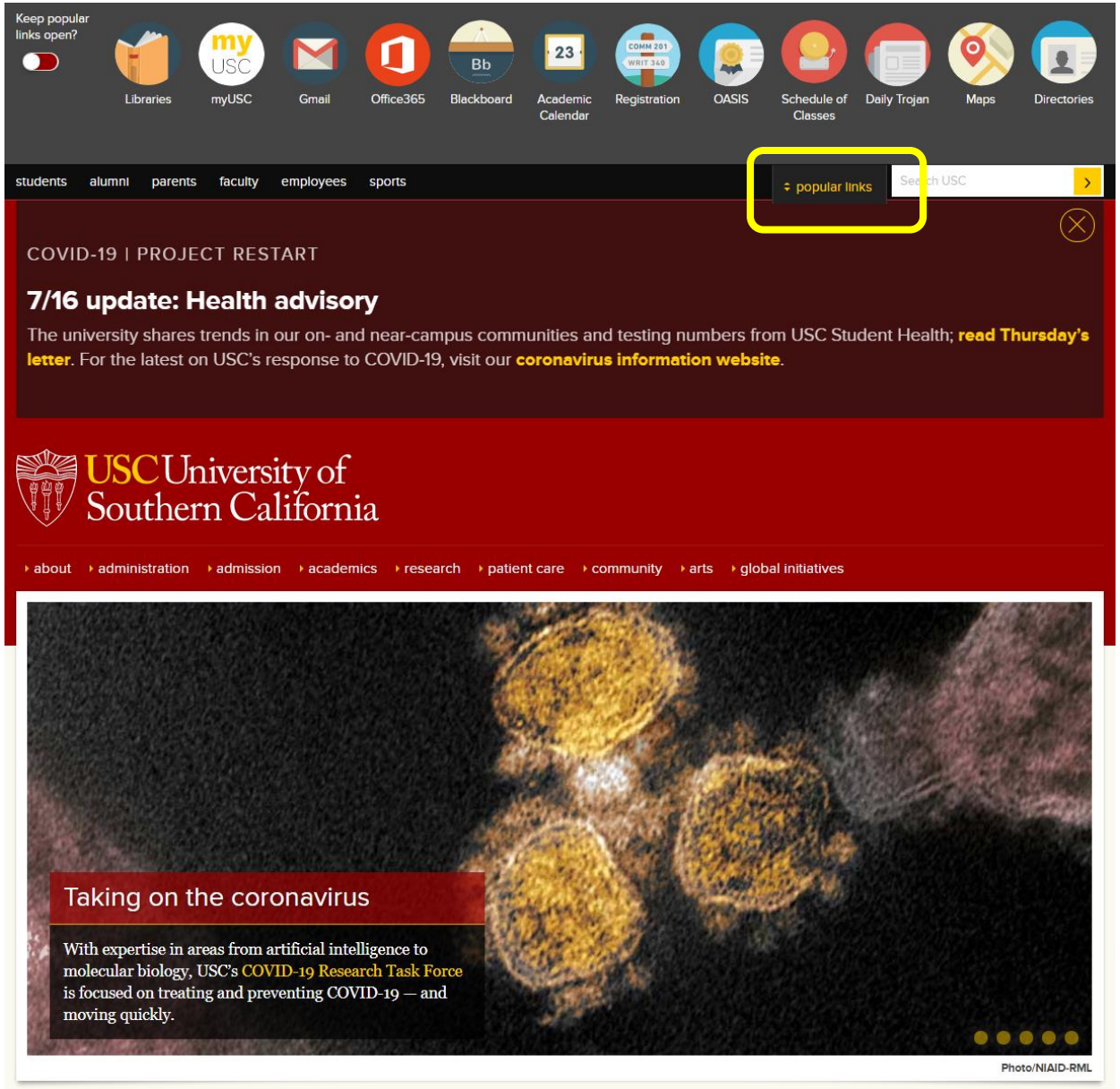
USC Website

You can also access MyUSC, OASIS, Web Registration, e-mail, etc. from main USC website.



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USC & Viterbi Coronavirus Resources

https://we-are.usc.edu/

https://viterbischool.usc.edu/covid-19-response/

https://coronavirus.usc.edu/

Things To Do After You Register…

1

✓ **Verify your registration**

OASIS: Registered Course List

2

✓ **Check your account balance and settle your tuition by the deadline**

USCe.pay (via OASIS or myUSC) or Employer Reimbursement Deferment Program

3

✓ **Check your book list for required textbooks**

OASIS: Book List or Schedule of Classes

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Things To Do After You Register…cont.

4

- ✓ **Get your USC ID card (optional)**
  A USC ID card identifies you as a currently enrolled student, and entitles you to various privileges and potential uses on and off campus.

5

- ✓ **Activate your USC NetID (if you haven't already done so)**
  Limited Status 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.

6

- ✓ **Opt out of Tuition Refund Insurance (optional)**
- ✓ **Waive USC Health Insurance (optional)**

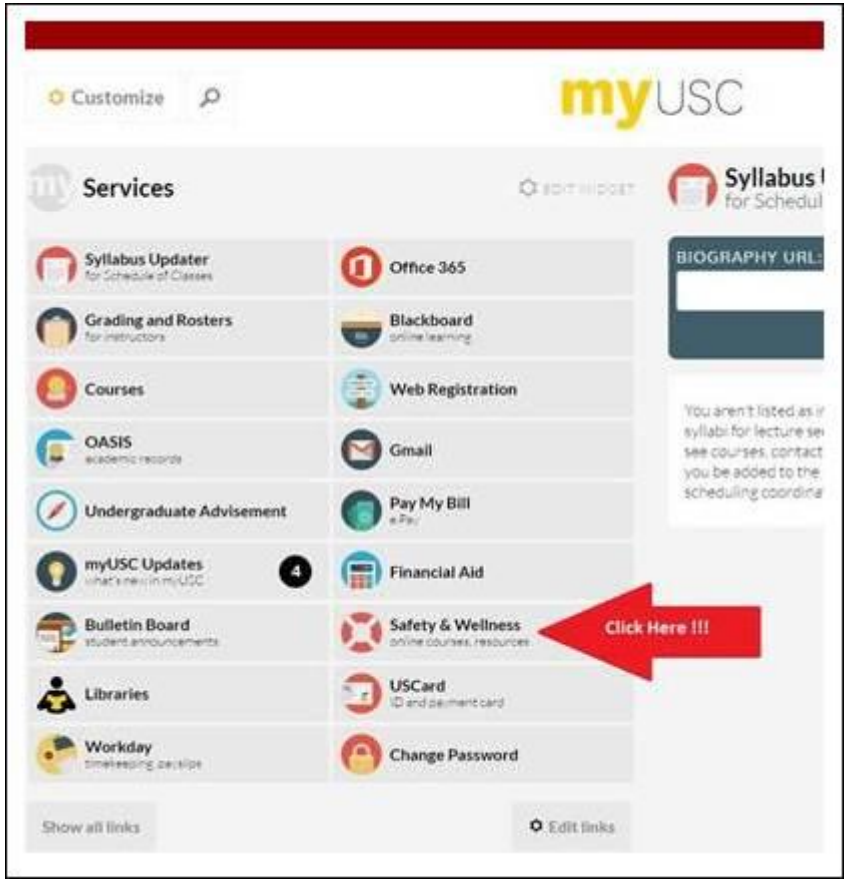
USC Mandatory Online Training

All graduate students must complete two online learning modules designed to provide knowledge and skills on the critical topics of sexual assault prevention and campus safety in order to register in future terms at USC.

https://studentaffairs.usc.edu/mandatory-online-training-for-grad-students/

Log-in to myUSC and click on “Safety and Wellness” to access these modules

1. **Staying Safe**
2. **Sexual Assault Prevention**
3. **Diversity, Equity and Inclusion**



You must complete all modules or a hold will be placed on your Fall 2021 semester registration. Please look out for these modules in December and expect to complete before March 2021.

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Tuition and Fees

- **Engineering Access Fee: $35**
  The ENGR Computing Access Fee is charged each semester for various computing resources including access to email accounts, computing tools, and other technology systems.

- **Exam Proctoring Fee: $ varies**
  Because USC exams must be proctored, DEN@Viterbi arranges for off-campus students to take their exams at certified testing centers. These centers may charge a fee ranging from $25 to $50 for their service. The centers require payment at the time service is rendered; therefore the student pays this fee. *Due to the pandemic, there will be no in person exam proctoring for DEN@Viterbi students. The DEN Exams Coordinator and Instructional Support Center will work with faculty to accommodate DEN@Viterbi students.*

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Tuition Payment Options

USCe.pay

- Pay online through USCe.pay in OASIS or MyUSC.

Employer Reimbursement Deferment Program

- The Employer Reimbursement Deferment Program assists students with "up front" payment of tuition and mandatory fees.
- For students working at companies who reimburse student at end of semester.
- The program applies only to tuition and mandatory fees. Other fees, such as parking, will not be deferred.

Boeing and UTC Employees

- These companies are set up to be directly billed for employee's tuition
- Please visit the VASE Corporate Billing section for instructions https://viterbigrad.usc.edu/tuition-and-funding/employer-supported/
- Students are responsible for any fees not paid by company

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Employer Reimbursement Program

Students supported by a company can defer payment of up to 90% of tuition until after the semester is over.

Program Eligibility

- Your employer reimburses you for tuition at the end of each term.
- Your student account is current.

Program Participation Requirements

- Required every semester prior to the settlement deadline each term
- Complete and submit deferment application
- Pay 10% of tuition, 100% of all fees and a $100 application fee
- Sign and submit promissory note packet to uscsfs@usc.edu

Online Submission of Employer Reimbursement:
https://sfs.usc.edu/payment/employer-reimbursement/

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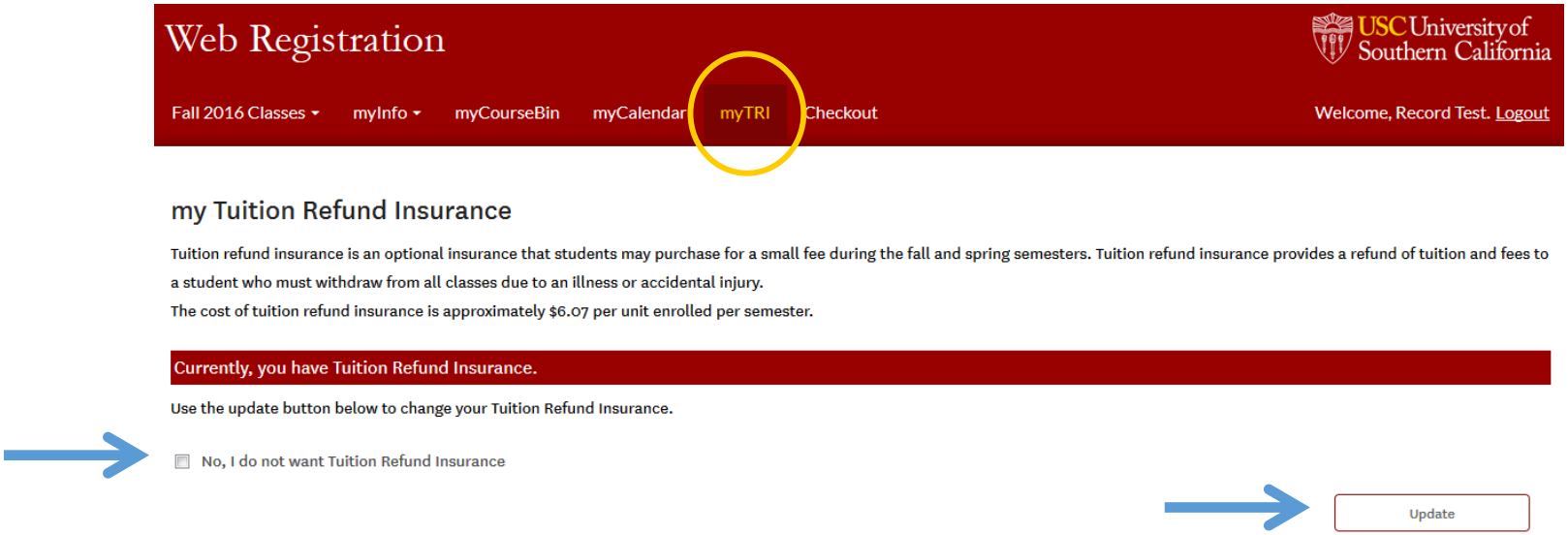
Tuition Refund Insurance

http://arr.usc.edu/services/registration/tuitionrefund.html

Tuition Refund Insurance is an optional insurance that students may purchase for a small fee during fall, spring and summer terms. It provides a refund of tuition and fees to a student who must withdraw from all classes due to an illness or accidental injury.

- **By default, at the time you register, Web Registration will enroll you in Tuition Refund Insurance.**
- Students may opt to purchase or decline Tuition Refund Insurance up until the end of week three of the fall and spring semesters



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Health Insurance and Waiver

- USC requires that ALL students have supplemental health insurance. https://studenthealth.usc.edu/for-online-students/

- You are automatically enrolled in the USC Health Insurance Plan.

- If you already have a health insurance plan, you may be eligible to waive enrollment in the USC Health Insurance Plan by providing proof of comparable coverage. Enrollment may be waived only if documented proof of comparable coverage from another plan is presented to the Student Health Insurance Office and it meets the University's requirements.

- Health Insurance Waiver
  - Waiver Criteria & Online Waiver Request
    - https://studenthealth.usc.edu/our-services/insurance-plan/how-to-request-a-waiver-for-usc-student-health-insurance/

- Student Insurance Office at (213) 740-0551

Deadline to submit waiver form is February 5

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DEN@Viterbi Department Orientations

DEPARTMENT	DATE	TIME
Aerospace & Mechanical Engineering (AME)	Wednesday, December 9, 2020	1:00 PM (PST)
Astronautical Engineering (ASTE)	Wednesday, December 2, 2020	10:00 AM (PST)
Biomedical Engineering (BME)	Thursday, December 10, 2020	1:00 PM (PST)
Civil & Environmental Engineering (CEE)	Friday, December 11, 2020	10:00 AM (PST)
Computer Science (CSCI) & Data Science (DSCI)	Friday, December 11, 2020	1:00 PM (PST)
Electrical & Computer Engineering (ECE) and Green Technologies	Tuesday, December 1, 2020	10:00 AM (PST)
Industrial and Systems Engineering (ISE)	Thursday, December 10, 2020	10:00 AM (PST)
Mork Family Department of Chemical Engineering & Materials Science (MFD) and Petroleum Engineering (PTE)	Monday, December 7, 2020	1:00 PM (PST)
Systems Architecting & Engineering (SAE)	Wednesday, December 2, 2020	11:00 AM (PST)

REGISTER ONLINE: https://viterbigrad.usc.edu/academic-services/new-student-information/

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DEN@Viterbi
Technical Support

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DEN@Viterbi Technical Support Center

OHE 142, dentsc@usc.edu, 213-740-9356

- Services:
  - ✓ Desire2Learn Training
  - ✓ Technical Support
  - ✓ Webcast Quality Control
  - ✓ Lecture Posting
  - ✓ Course Notes Support
  - ✓ Homework Support
  - ✓ Exams Coordination

- Supervisors:
  - Bianca Richter

- Exams:
  - Shirley Schutt

twitter.com/denhelpdesk
youtube.com/denhelpdesk

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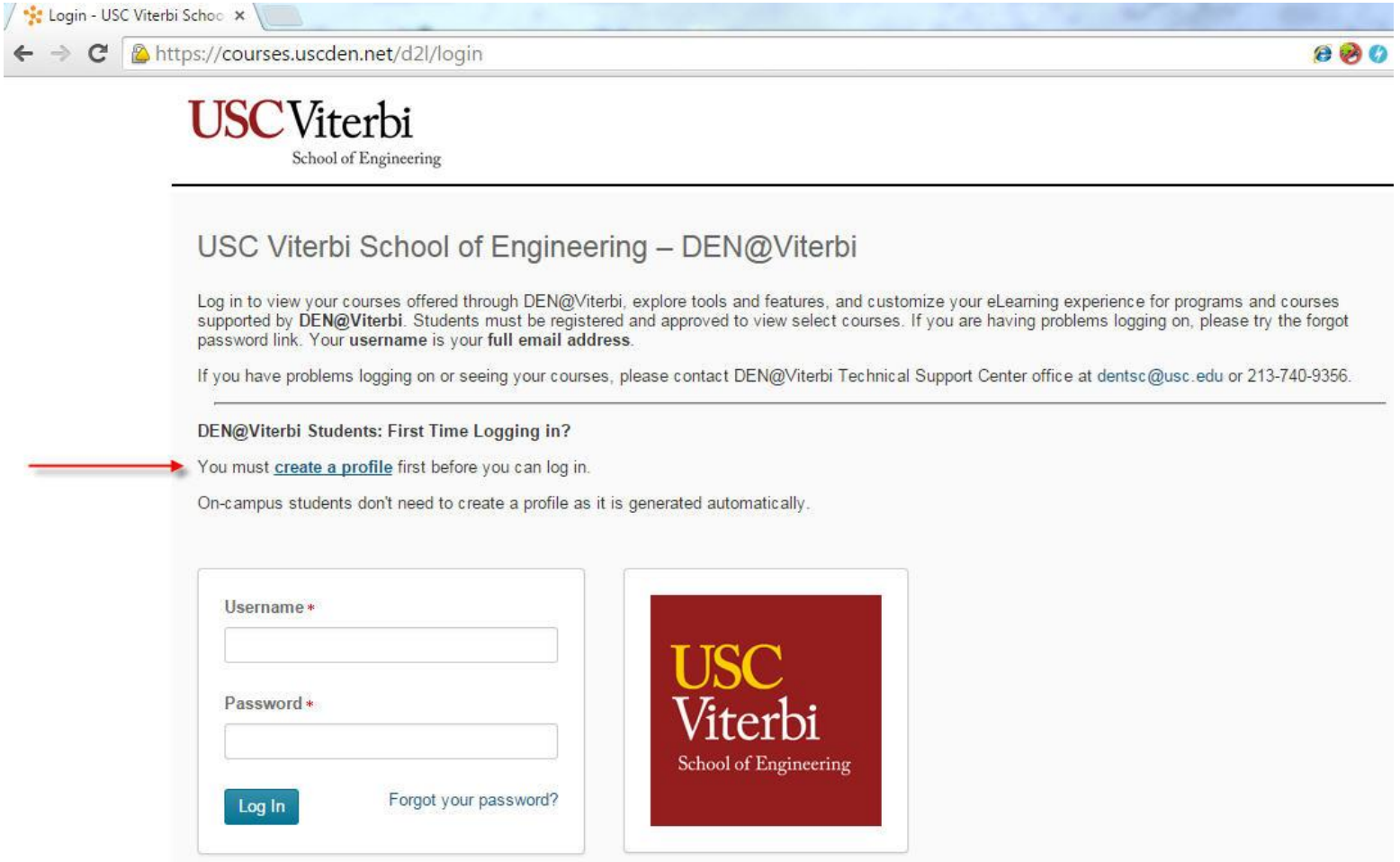
DEN@Viterbi Desire2Learn: LOGIN

courses.uscden.net



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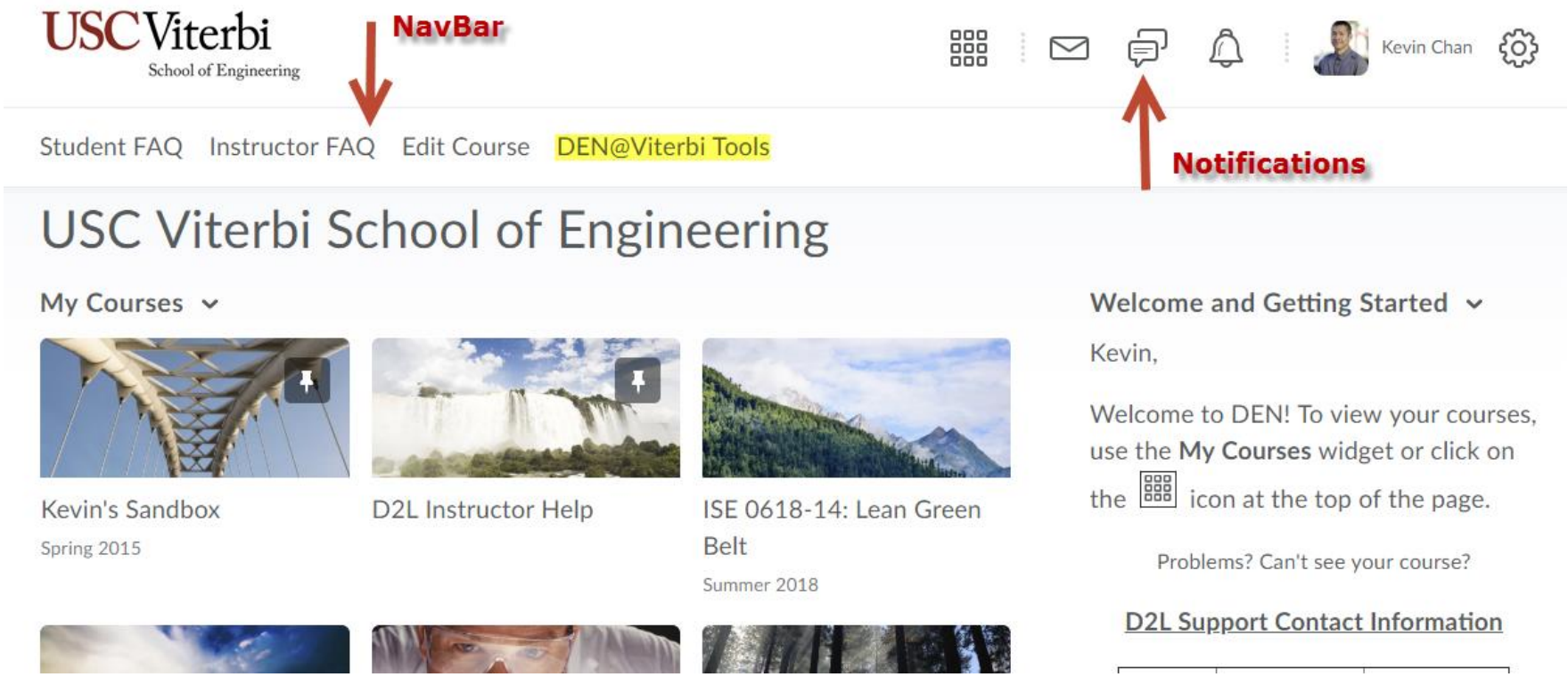
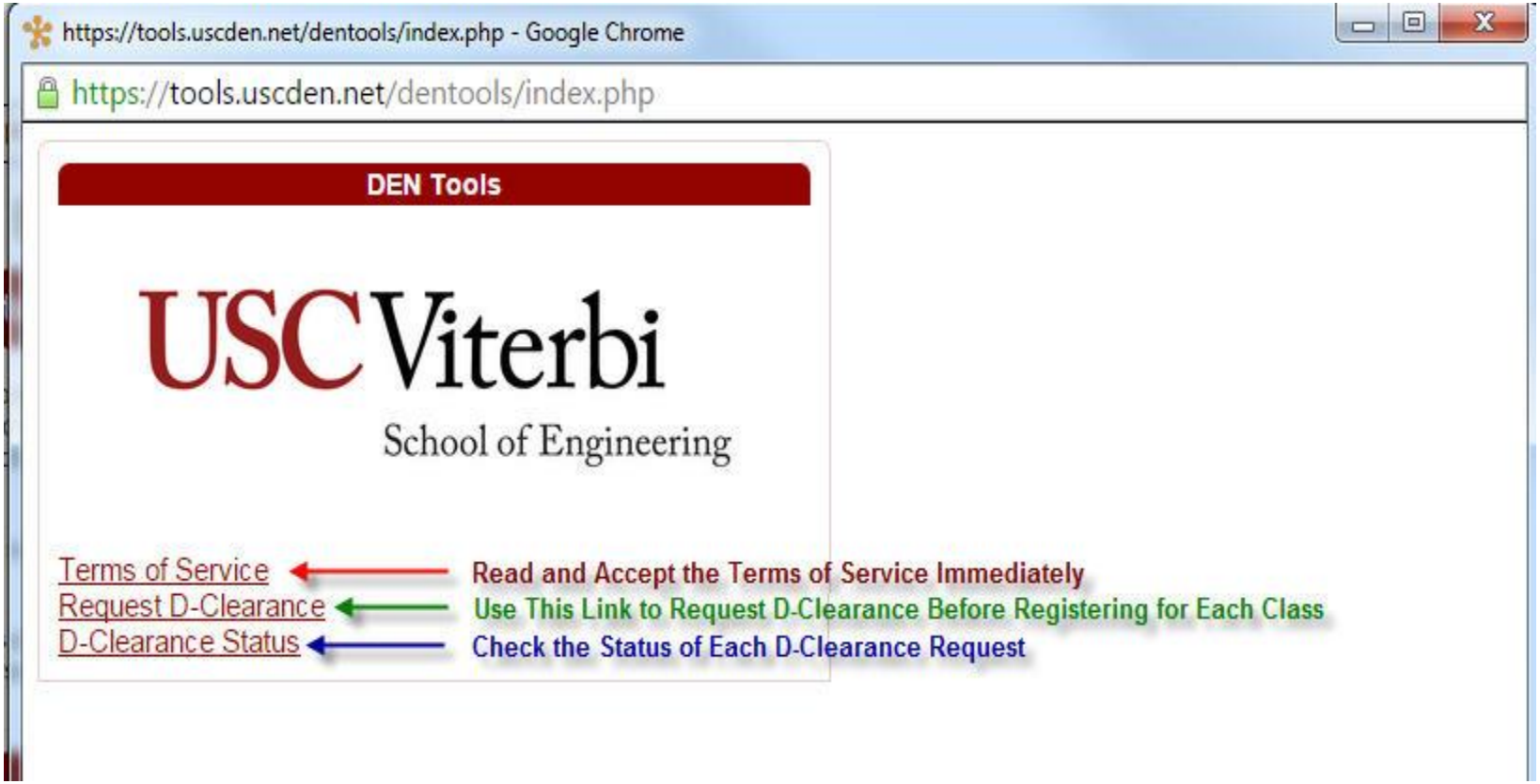
DEN@Viterbi DESIRE2LEARN: HOME PAGE

NavBar, Notifications, Content Areas



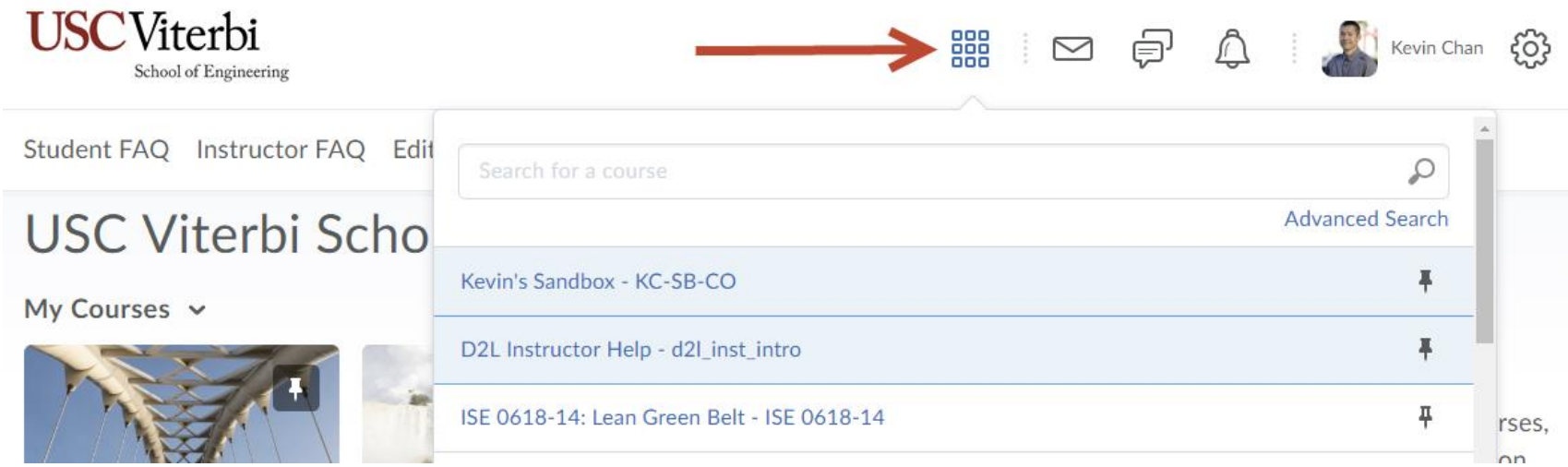
DEN@Viterbi DESIRE2LEARN: DEN TOOLS

Terms of Service, D-Clearance Requests, D-Clearance Status



DEN@Viterbi DESIRE2LEARN: COURSES

DEN Course Links



*** If you do not see your courses 2-3 days before the start of the semester, check your registration through OASIS or Accept the DEN Terms of Service in DEN Tools.**

New Student Training will go over how to navigate your course pages. Sign up at: https://viterbigrad.usc.edu/technical-support/training-options/

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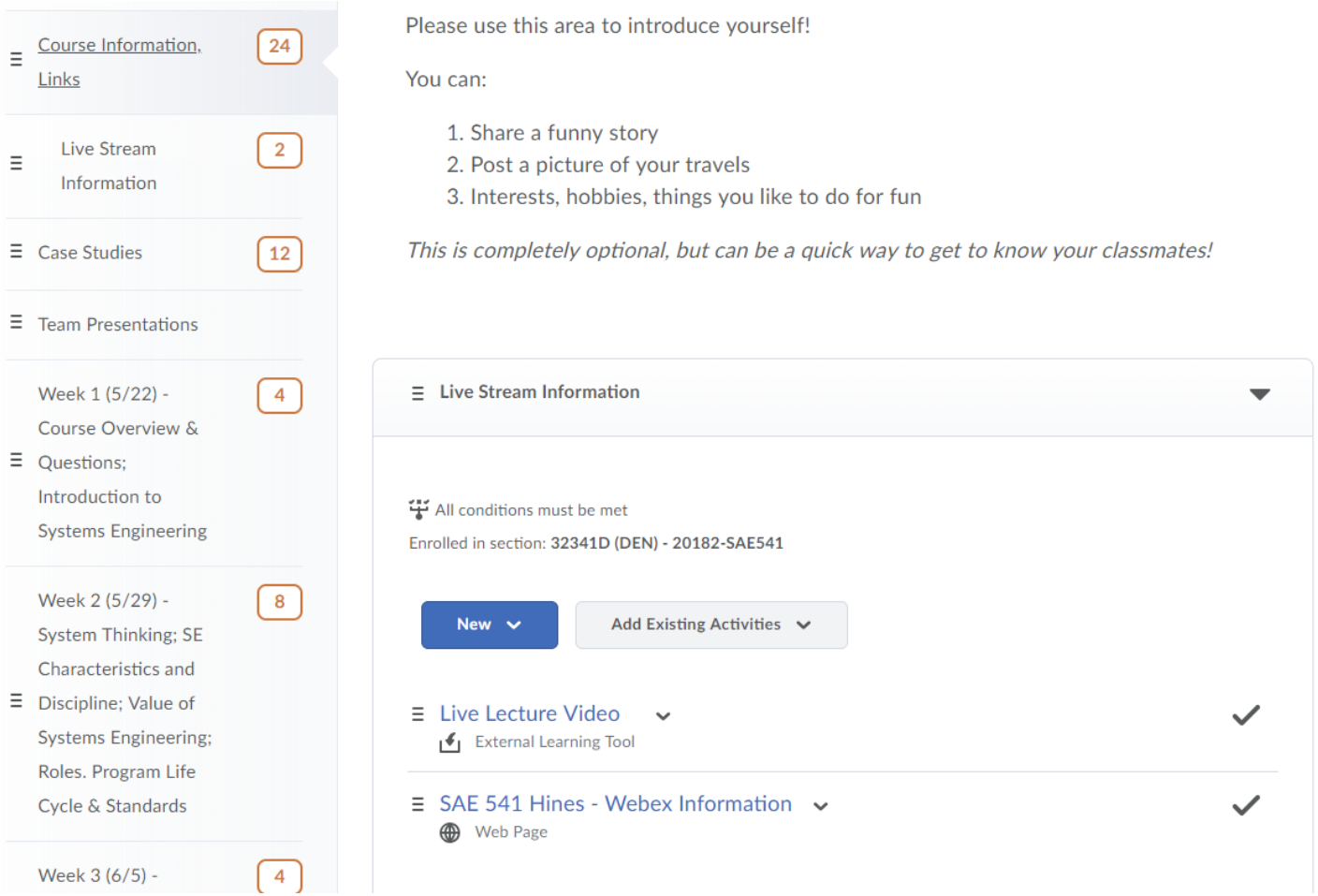
DEN@Viterbi DESIRE2LEARN: Off Campus Resources

Live Lecture Video, Homework Repository, Webex Information (If applicable)



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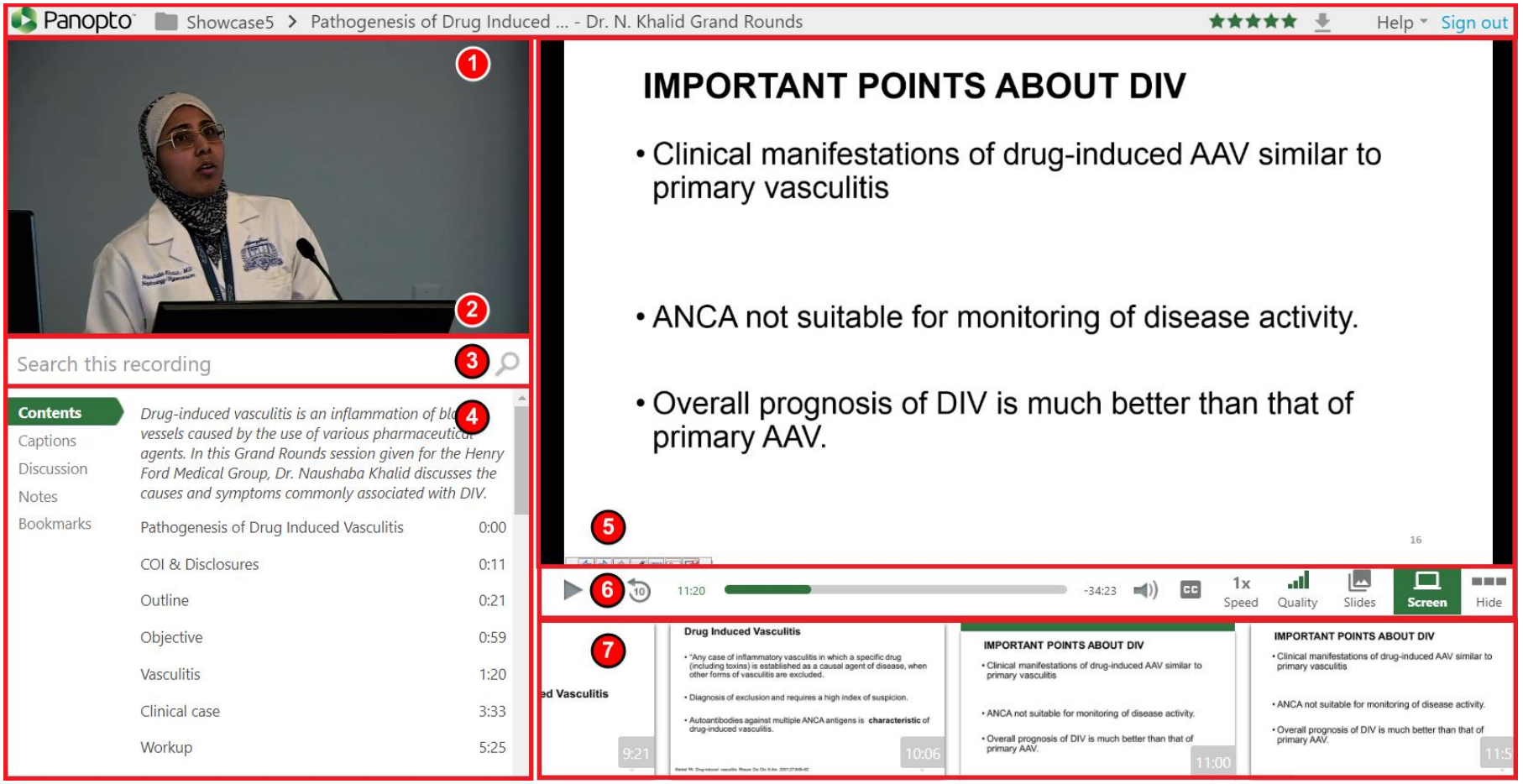
Viewing LIVE & ARCHIVED LECTURES

DEN Course Lectures



New Student Training will go over how to access live and archived videos. Sign up at: https://viterbigrad.usc.edu/technical-support/training-options/

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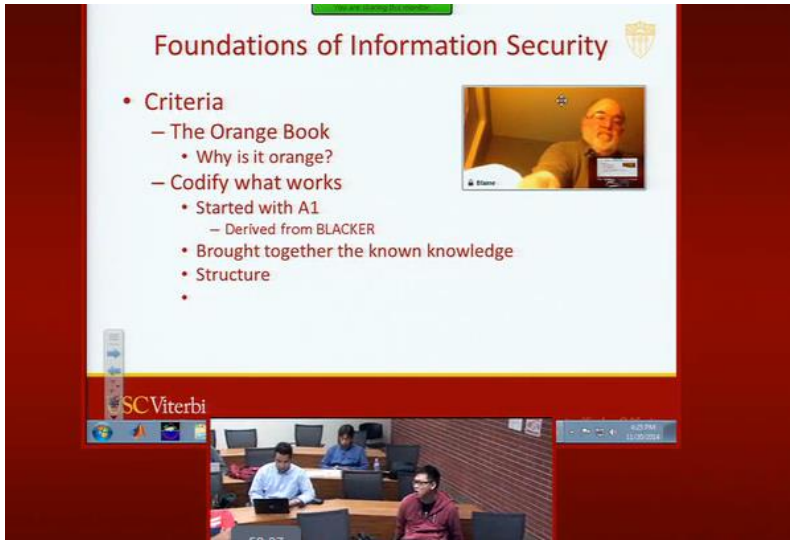
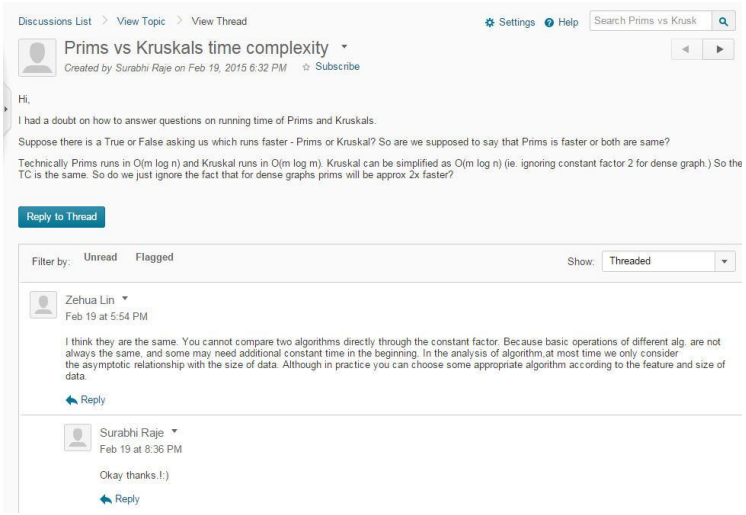
DEN@Viterbi's E-LEARNING SYSTEM



Virtual Meetings & Presentations

Communicate during Live Lecture



Live Chat &Threaded Discussion

New Student Training will introduce virtual meeting rooms and social group spaces. Sign up at: https://viterbigrad.usc.edu/technical-support/training-options/

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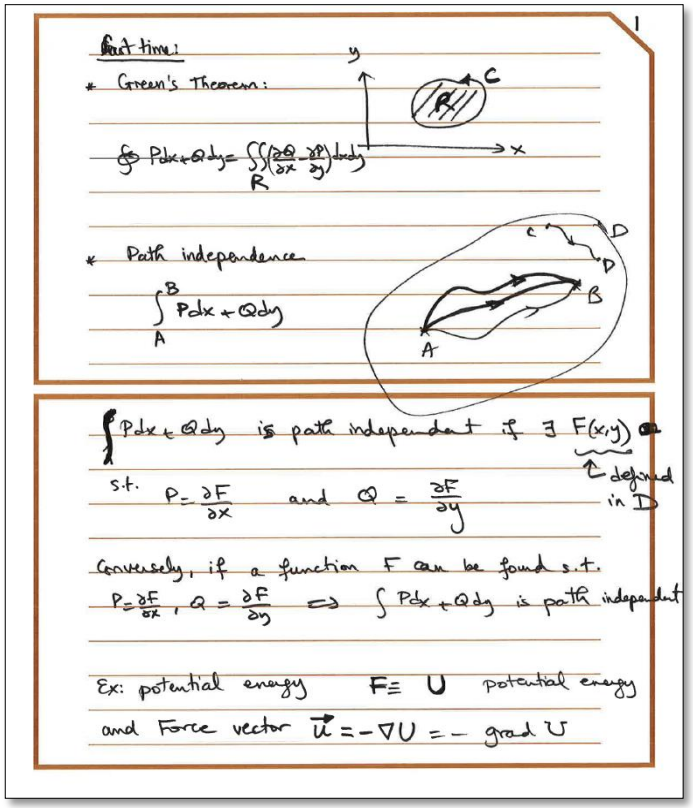
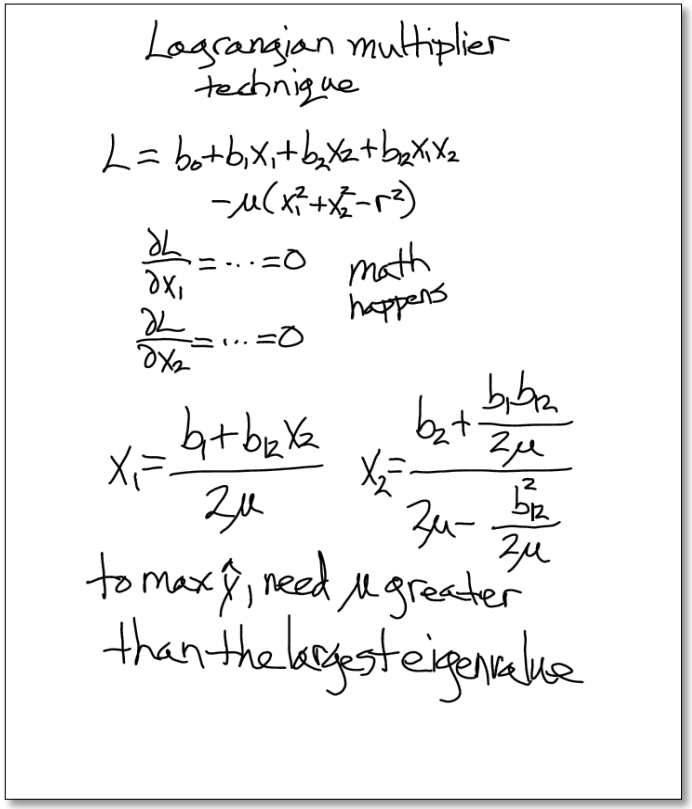
Where do I find my Course Notes?

If faculty submit any documents to our office to be posted they will be located in its Weekly module (unless otherwise specified). This includes, but not limited to:

Scanned Lecture Notes



Electronic Whiteboard Notes



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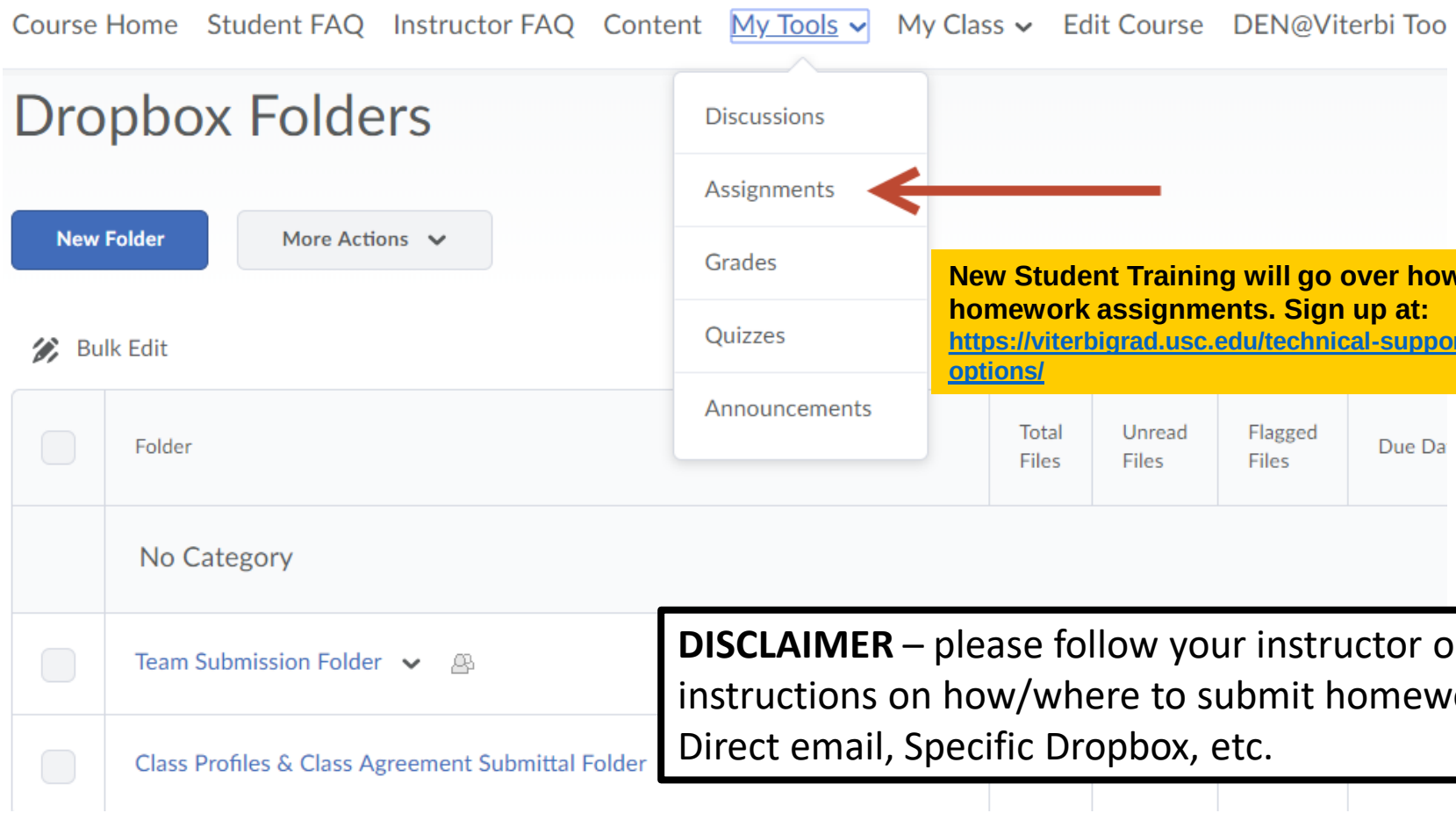
Submitting Your Homework

You will submit your homework through a D2L Dropbox unless otherwise specified.



New Student Training will go over how to submit homework assignments. Sign up at: https://viterbigrad.usc.edu/technical-support/training-options/

DISCLAIMER – please follow your instructor or TA instructions on how/where to submit homework. Direct email, Specific Dropbox, etc.

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Taking Exams as DEN Student

Due to the pandemic, there will be no in person exam proctoring for DEN@Viterbi students. The DEN Exams Coordinator and Instructional Support Center will work with faculty to accommodate DEN@Viterbi students. For students enrolled in DEN@Viterbi sections, we will continue to coordinate all exam related services and issues with faculty and DEN@Viterbi students.

Travel policy

- **Business travel** – student must inform the Exam Coordinator at least 2 weeks in advance so necessary proctoring arrangements can be made and all requirement paperwork is submitted on time.
- **Personal vacation** – students are not permitted to miss or relocate an exam because of vacation. DEN will not schedule make-up or alternate location exams due to personal vacation.

The student is responsible for taking the exam at the time scheduled. No exceptions are permitted. Unforeseen, documented, emergency circumstances, which cause a student to miss a scheduled exam, will be reviewed on a case by case basis.

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Website: https://viterbigrad.usc.edu/technical-support/homework-exams/

Contact Info

VITERBI ADMISSION & STUDENT ENGAGEMENT (VASE)
Location: Olin Hall of Engineering (OHE), Rm. 106
Hours: Mon. - Fri. 8:30 am - 5 pm (Pacific Time)
Phone: (213) 740-4488 | **Fax**: (213) 821-0851
https://viterbigrad.usc.edu/

DEN@Viterbi Support	Contact Information	Staff
Technical support, Desire2Learn training, Homework	dentsc@usc.edu 213-740-9356	Bianca Richter
DEN d-clearance inquiries	den@vase.usc.edu	
Exams	denexam@usc.edu 213-740-9356	Shirley Schutt
VASE Advisor • General advisement • Policies & Procedures	ptrinida@usc.edu 213-740-0116	Patty Rinehart

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Thank You!

Have a Great Semester!

Fight On!

A recording of this online orientation and this presentation will be available for viewing and download on the VASE website.

https://viterbigrad.usc.edu/academic-services/new-student-information/

The Viterbi School is a "Community of Honor" - the actions of one of us represent us all. Rather than having an academic culture drowning in rules and warnings, we aspire to a higher standard of conduct, one driven by a lifelong commitment to excellence in all our endeavors

– Dean Yortsos

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Objectives

- Understand what it means to be part of *USC Viterbi: A Community of Honor*
- Understand cyber-classroom norms (typical behaviors) & expectations

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Viterbi Community of Honor

We are the USC Viterbi School of Engineering, a community of **academic and professional integrity**. As students, faculty, and staff our fundamental purpose is the **pursuit of knowledge and truth**. We recognize that **ethics and honesty are essential** to this mission and **pledge to uphold the highest standards of these principles**.

As responsible men and women of engineering, our lifelong commitment is to **respect others and be fair in all endeavors**. **Our actions will reflect and promote a community of honor**.

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VCH Breakout!

Read the following two scenarios and discuss with your group on how best to approach them.

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Community of Honor In Action

Academic:
You need a 3.0 to graduate and you got a B- in a class putting you at a 2.9. Is it ok to ask the professor to bring up your grade?

Professional:
You have to present a project status report in an hour, but a few objectives haven't been met. You can complete the tasks by tomorrow. Do you tell your supervisor the project is up to speed or do you state what is actually complete?

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VASE Contact Info

Email: masters@vase.usc.edu

Phone: (213) 740-4488

Office: OHE 106 (8:30am – 5:00pm PDT)

Website: https://viterbigrad.usc.edu/

Search: "USC Viterbi School of Engineering Graduate Programs "

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https://viterbigrad.usc.edu/gapp-blog/

https://viterbigrad.usc.edu/

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