



DEN@Viterbi ORIENTATION

Aerospace and Mechanical Engineering



Agenda

- Welcome to DEN@Viterbi & USC
- Advisor/Student Expectations
- Degree Requirements
- Department Policies, Procedures & Important Deadlines
- Advisement: DEN D-clearance
- DEN Contact Information
- Q & A



AME Student Affairs Team



Susan Sath
Assistant Director
B.S. & M.S. Advising



Lauren Terazawa
Assistant Director
B.S. & M.S. Advising

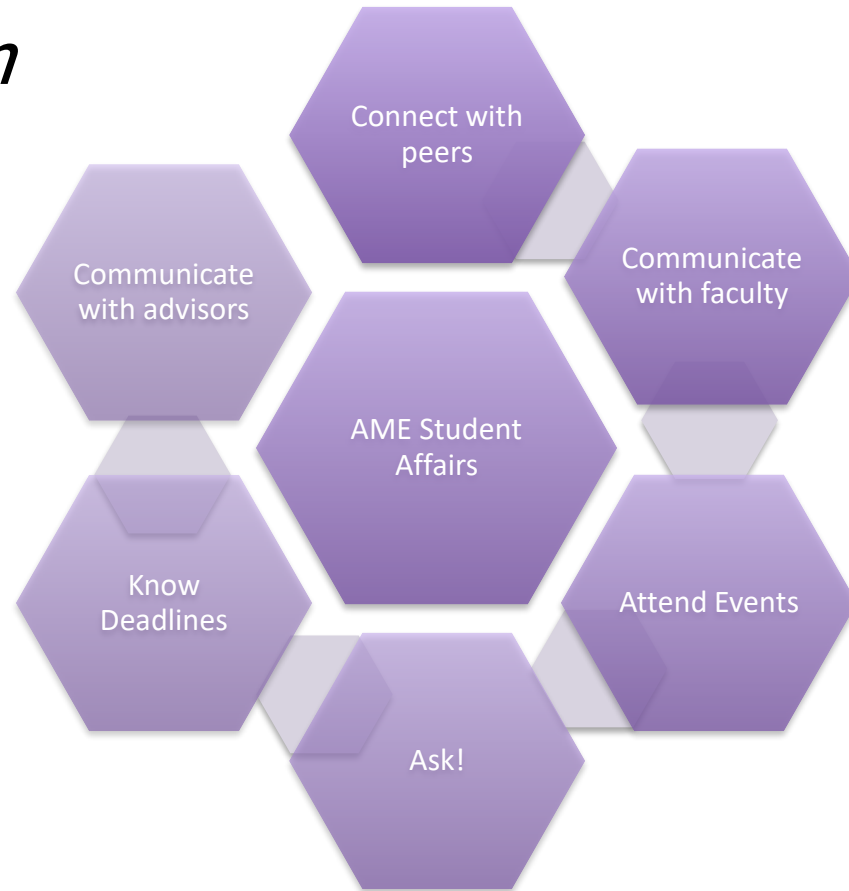


Ellecia Williams
Director
B.S. & PhD Advising

Email amegrad@usc.edu

Your USC Experience

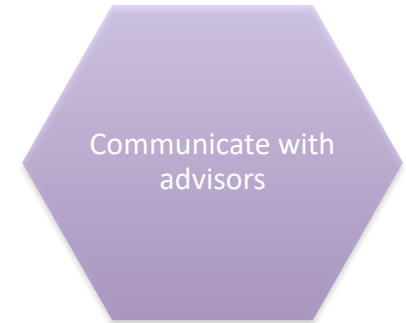
“How do I succeed in the program?”



AME Student Affairs – What you can expect from us

We are here to guide and educate about university policies & degree requirements so you can make informed decisions.

- **Common questions in an advisement appointment**
 - Degree requirements & course selection
 - How to get involved in research
 - Student organizations
 - Academic adjustment and support (successes & challenges)
- **Communication expectations**
 - We reply within 1-5 business days (depending on peak times)
 - You can sign up for an advisement appointment via Calendly link (email amegrad@usc.edu for links)



AME Student Affairs – What we expect from you

Communication expectations

- Please include your USC ID in all emails
- Email us from your official USC email address
- When our emails require a response, please reply within 1-5 business days



Communicate with
advisors

Aerospace & Mechanical Engineering – MS Programs



- MS in Aerospace Engineering
- MS in Mechanical Engineering
- MS in Aerospace & Mechanical Engineering
(Computational Fluid & Solid Mechanics)
- MS in Aerospace & Mechanical Engineering (Dynamics and Control)
- MS in Mechanical Engineering (Energy Conversion)
- MS in Product Development Engineering
- MS in Aerospace Engineering/Engineering Management (Dual degree)
- MS in Mechanical Engineering/Engineering Management (Dual degree)

Dual Degree Program Offerings



Dual Degree Programs

- MS in Aerospace Engineering/Engineering Management
- MS in Mechanical Engineering/Engineering Management
- A minimum of 48 units is required
- A minimum of 18 units must be graduate-level course work in Aerospace & Mechanical Engineering, approved by a graduate advisor
- Remaining 30 units must be approved by the ISE advisor



AME Department Policies Procedures & Tips

- Degree Requirements (ame.usc.edu)
 - Click on “Academics” in the navigation bar, then “graduate degrees”; scroll to bottom of website to click on your M.S. program
- Change of Majors
 - Within AME, students are eligible to change their major after completing their first semester with a 3.0 or higher
 - Outside of AME, admission is determined by the department who owns the program
- AME 525
 - Only required class for general MS in AE & MS in ME
 - Offered every semester
 - Summer offering is a fast-paced six-week session

AME Department Policies Procedures & Tips



- Refer to the Schedule of Classes for planning purposes
 - <http://classes.usc.edu>
 - View archived schedules to identify which courses are typically offered in each semester
- Prerequisite Waivers
 - Email amegrad@usc.edu for AME course prerequisite waivers
 - *must forward instructor's approval to waive the prerequisite
- Transfer Credit - up to 6 units
 - Courses need to first be evaluated by the articulation office (submit your transcripts)
degree-progress/graduate-transfer-credit.html
 - Once the course is available for graduate credit on your Transfer Credit Report, you can submit the course description or syllabus to our department for review
- Linear Algebra Tutorial
 - <https://viterbigrad.usc.edu/workshops-tutorials/>



UNIVERSITY CALENDAR – Fall 2022 (Grad. Level)

Visit classes.usc.edu/term-20223/calendar/

Registration Calendar

Fall 2022

Registration dates apply only to courses that run from Aug. 22 – Dec. 2. For registration dates for specific courses, please find the course in the Schedule of Classes and click the calendar icon next to the course.

March 28-April 20	Registration for continuing students
April 21-Aug. 19	Registration for returning students and visiting students
Aug. 19	Last day to register and settle without late fee for Session 001
Aug. 22	Fall semester classes begin in Session 001
Aug. 22-26	Late registration and change of schedule for Session 001
Sept. 5	Labor Day, university holiday
Sept. 9	Deadline for purchasing or showing proof of health insurance
Sept. 9	Last day to register and add classes for Session 001
Sept. 9	Last day to drop a class without a mark of “W,” except for Monday-only classes, and receive a refund for Session 001
Sept. 9	Last day to change enrollment option to audit for Session 001
Sept. 9	Last day to purchase or waive tuition refund insurance for fall
Sept. 13	Last day to drop a Monday-only class without a mark of “W” and receive a refund or to change to Pass/No Pass or Audit for Session 001

How To Request D-clearance From DEN



All DEN courses require D-clearance.



Student FAQ DEN@Viterbi Tools

29071D-AME541_20163
29073D-AME541(DIS)_20163
29092D-AME578_20163
29093D-AME581_20163
29095D-AME588_20163
11288D-ARCH511_20163
29157D-ASTE470_20163
Please Select a Course

DEN@Viterbi Tools

Enrollments

- Request D-Clearance
- Check D-Clearance Status
- DEN Terms of Service

Profile

- Update Profile

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

Summer 2019 Select Term

1. Login to DEN Desire2Learn: <http://courses.uscdcn.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

How To Request D-clearance For On Campus Courses



- Local DEN students who want to take a course on campus must request the d-clearance from the AME Department via myViterbi:
<https://myviterbi.usc.edu/>
- DEN only manages d-clearance for DEN sections.

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	Daniel Cueva Bianca Richter
DEN d-clearance inquiries	den@vase.usc.edu	
Exams	denexam@usc.edu 213-740-9356	Shirley Schutt
VASE Advisor	ptrinida@usc.edu 213-740-0116	Patty Rinehart
<ul style="list-style-type: none">• General advisement• Policies & Procedures		



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/ms-denviterbi-new-student-information/>