DEN@Viterbi
New Students Next Steps

☐ Visit the Viterbi Admission and Student Engagement (VASE) website for detailed new student information and direct links: https://viterbigrad.usc.edu/ms-denviterbi-new-student-information/

☐ Activate your USC Email: https://netid.usc.edu/account_services/activate_account

☐ Submit your DEN@Viterbi Profile (https://viterbi.usc.edu/denprofile) for access to the DEN@Viterbi Course Management System: http://courses.uscden.net

  o 3-5 business days after submission, you will receive an email with information on how to:
    ▪ Create a password for the DEN@Viterbi Course Management System (where you will access course webcasts and documents)
    ▪ Request D-Clearances and register for courses
    ▪ Access courses for the Fall 2022 semester

☐ Review the DEN@Viterbi Online Orientation recording and department-specific orientations: https://viterbigrad.usc.edu/ms-denviterbi-new-student-information/

☐ Follow the steps for Course Registration: https://arr.usc.edu/registration-counseling/registration/web-registration/

☐ Review Homework and Exam Policies for DEN@Viterbi students – provided by DEN@Viterbi Instructional Support Services: https://viterbigrad.usc.edu/hw-exams/

  o The DEN Exams Coordinator and Instructional Support Center will work with faculty to accommodate DEN@Viterbi students with exams online during the pandemic. Students will receive direct emails from faculty and our DEN exams team with specific instructions. Please contact our DEN exams coordinator at 213-740-9356 or denexam@usc.edu if you have additional questions or concerns.

  o **DEN@Viterbi Homework Policy:** Homework assignments are due at the same date and time as assignments due on campus. DEN@Viterbi students can submit homework assignments via email or fax.

☐ If applicable, waive Student Health Insurance: https://studenthealth.usc.edu/waiver-requirements/

☐ Enroll or opt out of Tuition Refund Insurance: https://arr.usc.edu/registration-counseling/registration/usc-tuition-refund-insurance-program/

☐ Complete your Mandatory Online Training for all USC Graduate Students: https://sites.usc.edu/studentwellbeing/mandatory-online-training-for-graduate-students/
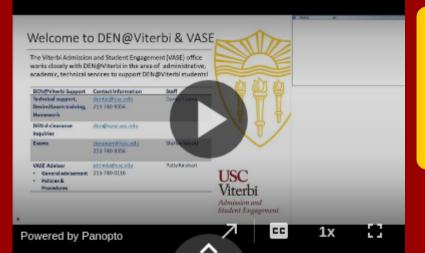
Fall 2022 Semester Classes Begin: August 22, 2022!

DEN@Viterbi
CONTACT INFORMATION

General Information	Viterbi Admission & Student Engagement – 213.740.4488 / den@vase.usc.edu
Technical Support Center • Homework Submission • Exams	213.740.9356 / dentsc@usc.edu | Bianca Richter & Daniel Cueva DEN@Viterbi Exam Coordinator – 213.821.3136 / denexam@usc.edu Shirley Schutt
D-Clearance Requests	den@vase.usc.edu
VASE Advisor • DEN@Viterbi Policies & Procedures • General DEN@Viterbi Needs	Patty Rinehart – 213.740.0116 / ptrinida@usc.edu

Department Advisors - Academic Advisement | Curriculum-Specific Questions Note: Subject to change. For the most up-to-date list of Department Advisors, visit: https://viterbigrad.usc.edu/academic-advisement/	
Aerospace & Mechanical	Susan Sath / Lauren Terazawa – amegrad@usc.edu
Astronautical	Luis Saballos – 213.821.4234 / lsaballo@usc.edu
Biomedical	William Yang – 213.740.0344 / yangwill@usc.edu
Chemical & Materials	Anthony Tritto – 213.740.2071; Karen Woo – 213.740.2227 / mfdinfo@usc.edu
Civil & Environmental	Christine Hsieh – 213.740.0573 / christine.hsieh@usc.edu
Computer Science, Cyber Security Engineering & Data Science	Computer Science – 213.740.4494 / cscimasters@vsoe.usc.edu Data Science – 213.740.4494 / dscimasters@vsoe.usc.edu Applied Data Science and Cyber Security Engineering • Steve Pham – 213.821.5717 / stevepha@usc.edu
Electrical & Computer Engineering, Financial Engineering & Green Technologies	Ryan Pineda – 213.740.1182 / rcpineda@usc.edu (Last name, A-G) Gabby Garcia – 213.740.1787 / garc635@usc.edu (Last name, H-L) Jaime Zelada – 213.740.4696 / zelada@usc.edu (Last name, M-V) Samantha Graves – 213.740.4447 / smgraves@usc.edu (Last name, W-Z)
Industrial & Systems; Engineering Management	Morgan Ponder – 213.740.4886 / ponder@usc.edu or isedept@usc.edu
Petroleum	Anthony Tritto – 213.740.2071; Karen Woo – 213.740.2227 / mfdinfo@usc.edu
Systems Architecting & Engineering	Luis Saballos – 213.821.4234 / lsaballo@usc.edu

USCViterbi
School of Engineering

Fall 2022 DEN@Viterbi
Welcome Event & Orientation

Recording:
bit.ly/3bdGJcZ

USC Employer Reimbursement Deferment Program

Eligibility Requirements

If you are registered for classes for the upcoming term, you may be eligible to defer payment of up to 90% of your tuition if:

- Your employer reimburses you for tuition at the end of each term.

- Your student account is current.

Note: Loans or any other assistance received will reduce the amount you are eligible to defer.

How to Apply – Online

- Complete and submit the deferment application:

  https://sfs.usc.edu/employer-reimbursement-form/

- Student Financial Services will email you a promissory note packet with instructions.

- Sign and submit the promissory note packet to uscsfs@usc.edu or in-person at Jefferson Parking Structure 100.

- The student must pay 10% of tuition, 100% of all fees, and a $100 application fee, prior to the settlement deadline each term (https://sfs.usc.edu/deadlines/). *A new deferment application and company letter are required each term*.

Settlement Deadline

To **avoid late fees**, you must register and have your tuition and fees paid or deferred, or enroll in a payment plan, by 5 p.m. Pacific time on the following date:

- **Fall 2022 term –** August 19, 2022

Payment of Balance

Payment is due upon expiration of deferment. If not paid, your account will become past due. Deferments expire January 25 for Fall; April 25 for Spring, and September 25 for Summer. The student is responsible for paying the deferred tuition.

USC Employer Reimbursement Deferment

https://sfs.usc.edu/payment/employer-reimbursement/

Questions? Contact uscsfs@usc.edu or 213-740-4077

USC Student Health Insurance Waiver Information

It is a USC requirement that all online degree program students have a comprehensive health insurance plan. You will be automatically enrolled in the USC Student Health Insurance Plan if you are taking 6 or more units per semester.

Can I waive the USC Student Health Insurance Plan fee if I already have health insurance?

In order to waive the USC Student Health Insurance Plan, you must be enrolled in a comprehensive health insurance plan that meets the following requirements:

- ✓ Your plan must be a U.S.-based health insurance plan that is filed and approved in the U.S.
- ✓ Online distance learners must have comprehensive coverage with no major exclusions and have in-network providers in the zip code where they live and take classes.
- ✓ Provide continuous year-round coverage while you are a student at the University of Southern California.
- ✓ Your insurance plan must meet Affordable Care Act (ACA) criteria. Only plans in compliance with ACA criteria will be accepted. (No major exclusions such as maternity or mental health coverage allowed).
- ✓ Cover preventive care services at 100%.
- ✓ Must have no pre-existing condition exclusion; if the plan has a pre-existing condition waiting period, that period has expired.
- ✓ Must have no per-injury or per-illness maximum benefit limits.
- ✓ Must cover medical services for injury from participation in all types of recreational activities or amateur sports.
- ✓ Have an annual combined deductible and out-of-pocket expense of $8,550 or less.

How do I request a waiver?

Step 1: Register for classes.

You must be actively registered for classes for the upcoming/beginning semester before starting the online enrollment/request for waiver process. If you are not registered for classes, you will not be able to request a waiver using the online system.

Step 2: You may need to wait up to 72 hours after registering for classes in order to have data synchronized between the registration system and the insurance waiver system.

Step 3: Read over [Waiver Requirements](#) to make sure this is the right option for you.

Step 4: Complete your online request for a waiver

- All requests for a waiver must be completed online **by the registered student**. Make sure you have all of the required information before beginning – data ***cannot*** be saved from session to session.

- Have a copy of your **health insurance ID card** and details about your current health insurance plan available for your reference, prior to beginning the waiver request.

- Go to the [Aetna Student Health](#) online waiver request system.

- Complete the waiver request before the deadline (up until the third week of classes).

How often do I need to request a waiver?

Waivers must be submitted annually in the fall semester by the end of the third week of classes. New students admitted for spring admission may submit up until the third week of classes in January. Check the [fees and deadlines page](#) for current details.

The Engemann Student Health Center may contact you at any time to request adequate proof of coverage. If your other health insurance coverage ends involuntarily—even in the middle of the semester—you may be eligible to purchase coverage through the USC Student Health Insurance Plan. Contact the Health Insurance Office within 30 days of losing your coverage to find out if you are eligible to enroll.

For the any questions or assistance, please contact:
USC Engemann Student Health Center at 213-740-9355 (WELL) or studenthealth@usc.edu
For the most up-to-date information, please see:
https://studenthealth.usc.edu/waiver-requirements/

USC Libraries

Science & Engineering Librarian

Cari Kaurloto | Liaison to Engineering and Computer Science

cari.kaurloto@usc.edu or 213-740-1785

Ask a Librarian

- Email or call Cari Kaurloto or cari.kaurloto@usc.edu (General Science and Engineering Librarian)
- For evening or weekend questions, email a USC Librarian: https://libraries.usc.edu/email (this is monitored 24/7)
- Chat with a USC Librarian from 11am to 5pm PT, Mon-Fri (normal hours): https://libraries.usc.edu/ask-a-librarian

Research Guides

- Research Guides provide and highlight subject-specific knowledge and allow librarians to share important resources such as databases, online journals, and eBook collections:
  - Engineering: https://libguides.usc.edu/engineering
  - Computer Science: https://libguides.usc.edu/computerscience
  - Science & Engineering Citation Style Guide: https://libguides.usc.edu/secitation

Tutorials

- USC Libraries has several videos that can be helpful while conducting research such as Citing Sources and Understanding Plagiarism: https://libraries.usc.edu/tutorials

Interlibrary Loan & Document Delivery

- Students can request materials such as books, chapters, and articles that USC Libraries do not have access to for free. For more information, go to: https://libguides.usc.edu/idd

Course Reserves

- Students can access online course reserves if their professor has placed materials online for them. For more information, go to: http://libguides.usc.edu/reserves

https://libraries.usc.edu/

Master's Student Career Plan

vcareers@usc.edu | 213.740.9677 | viterbicareers.usc.edu

1st Year

- ☑ Login to Viterbi Career Gateway and complete your your profile (100%)
- ☑ Complete the Experience Viterbi App Career Pathways
- ☑ Update your resume with Vmock, scoring 80% or higher
- ☑ Review your cover letter with VCC and the USC Dornsife Writing Center
- ☑ Attend VCC advising, workshops & networking events
- ☑ Participate in informational interviews and research internship opportunities
- ☑ Attend Trojan Talks (company info sessions) that interest you
- ☑ Attend Viterbi Career & Internship Expos
- ☑ Utilize career resources at VCC and the USC Career Center

- ☑ Maintain a GPA of 3.0+
- ☑ Apply in the **fall semester** for summer internships
- ☑ Participate in mock and on-campus interviews
- ☑ Read both VASE and VCC Get Hired newsletters
- ☑ Join a student organization and/or professional association
- ☑ Work on career-related projects
- ☑ Network with employers, faculty, staff, and peers
- ☑ Attend professional conferences
- ☑ Join Viterbi Link and/or Viterbi Mentor Program to find a mentor
- ☑ Develop a list of professional references

2nd Year

- ☑ Take on a leadership position within a student organization
- ☑ Login to Gateway to update your profile and resume
- ☑ Meet with a Career Advisor to finalize your post-graduation plans
- ☑ Apply for full-time jobs through Gateway and company websites in the fall semester
- ☑ Request letters of recommendation from faculty
- ☑ Attend a offer evaluation and salary negotiation workshop
- ☑ Secure OPT 90 days prior to graduation, if applicable
- ☑ Complete the First Destination Survey
- ☑ Become a mentor on Viterbi Link

INTERNATIONAL GRADUATE STUDENTS:

- ☑ Research companies hiring international students through www.uscis.gov/h-1b-data-hub and the Career & Internship Expo employer list published prior to each Expo.
- ☑ Visit the Office of International Services (OIS) who will help process Curricular Practical Training (CPT) and Optional Practical Training (OPT) paperwork.
  - ☑ CPT and OPT are for international students who have completed at least one academic year in the U.S.
  - ☑ CPT is work authorization that allows international students to participate **before graduation** in paid off-campus internships in their field of study.
  - ☑ OPT used primarily **after graduation**, provides international students the ability to gain employment experience in their field of study. **Students should apply 90 days prior to graduation**.
- ☑ Visit the viterbicareers.usc.edu/internships to obtain information on earning academic credit for your internship.
- ☑ Attend OIS workshops and programs to connect with other international students and improve your U.S. cultural proficiency and English language skills.

USC Tuition Refund Insurance Information

What is Tuition Refund Insurance?

Tuition Refund Insurance is an optional insurance that students may purchase for a small fee during the fall, spring and summer terms. This insurance covers 85 percent of the tuition and mandatory fees (excluding the student Health Insurance Fee) for the semester if a student withdraws from all classes due to injury, sickness or mental health. USC grants and scholarships are credited back to the university.

How do I enroll or opt out of Tuition Refund Insurance while registering for classes?

By default, at the time you register, Web Registration will enroll you in Tuition Refund Insurance. This will result in a charge equal to approximately .35 of 1 percent of your tuition and mandatory fees, which will be added to your student account.

The student may decline Tuition Refund Insurance up until the 20% deadline of the session (week three for general semester sessions) by clicking on the Tuition Refund Insurance tab in Web Registration, which can be accessed by logging in here: **www.usc.edu/webregistration**.

How do I enroll or opt out of Tuition Refund Insurance after registering for classes?

Students may opt to purchase or decline Tuition Refund Insurance up until the 20% deadline of session 001, or by the end of week three of the fall and spring semester. For the exact date, please visit the Schedule of Classes at **classes.usc.edu** and click on the term, then click on Registration Calendar. Students who wish to change their Tuition Refund Insurance setting may do so on Web Registration which can be accessed by clicking the Tuition Refund Insurance tab and following the system prompts here: **www.usc.edu/webregistration**.

How long is the coverage period?

Tuition Refund Insurance provides coverage for one semester. For instance, insurance purchased for the fall semester covers courses taken only in the fall. The insurance becomes effective at the start of the semester and extends until the end of the final exams period.

How do I file a claim?

If you decide to enroll in Tuition Refund Insurance and need to file a claim, please go to https://arr.usc.edu/registration-counseling/registration/usc-tuition-refund-insurance-program/ for step-by-step details on how to submit a claim.

For more information on Tuition Refund Insurance
https://arr.usc.edu/registration-counseling/registration/usc-tuition-refund-insurance-program/

Questions? Contact the Registrar One Stop Center at **ask.usc.edu** or 213.740.8500