DEN@Viterbi General Orientation
Spring 2023

Schedule/Agenda

ICEBREAKERS

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

Yes, slides will be posted online at:

https://viterbigrad.usc.edu/ms-denviterbi-new-student-information/

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.

VASE GRADUATE STUDENT AFFAIRS

Andy Chen
Sr. Director,
Graduate Student
Affairs
andysche@usc.edu

Andrea Mora
Associate Director,
Academic Services

morandr@usc.edu

William Wences
Assistant Director,
Academic Services

wences@usc.edu

Meet with a VASE advisor:
https://viterbigrad.usc.edu/

Virtual Drop-In Advising*

Drop-in Advising available:
Monday-Thurs 10:00am-12:00pm

Schedule 1-1 Appointment

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!

For DEN
D-Clearance
Inquiries:
Please contact
Daniel Cuevas
den@vase.usc.edu

For Technical
support, Desire2Learn
training, Homework:
Please contact
dentsc@usc.edu
213-740-9356

For Exam support:
Please contact
Shirley Schutt
denexam@usc.edu
(213)-740-9356

For General
advisement, Policies
& Procedures: Please
contact DEN Email
den@vase.usc.edu

DEN@Viterbi Welcome Packet

What is it?
The DEN@Viterbi Welcome Packet provides important information and resources to help get you started for Spring semester.

Where to find it?
It will be available in the DEN New Student Website.

What does it cover?
It will cover the following:
- DEN@Viterbi Admitted Students Next Steps Checklist
- DEN@Viterbi Contact Info
- DEN@Viterbi Welcome Event and Orientation
- Employer Reimbursement Deferment
- Student Health Insurance Waiver
- USC Library Services for DEN Students
- Viterbi Career Connections MS Career Plan

University Policies

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.

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.

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 are 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-policies/

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, contact your professors, Viterbi Admission and Student Engagement (VASE) Office, or a Department Advisor.

SCampus : http://scampus.usc.edu/

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.
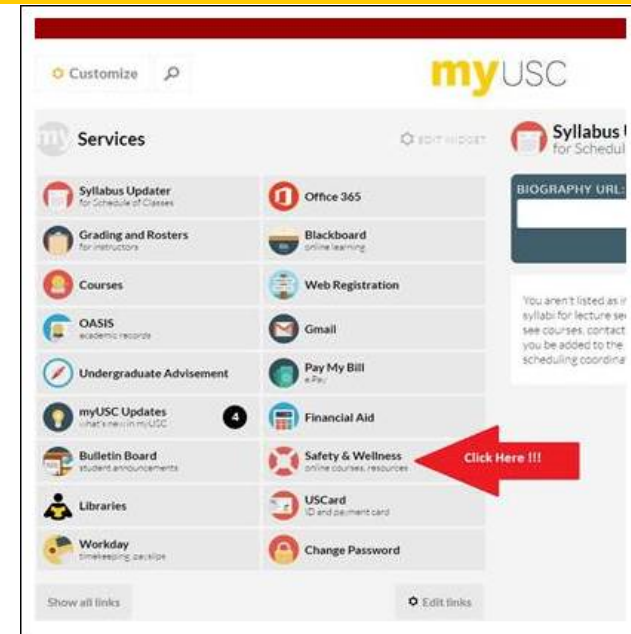
https://sites.usc.edu/studentwellbeing/mandatory-online-training-for-graduate-students/

Log-in to myUSC and click on "Safety and Wellness" to access these modules:

Diversity, Equity & Inclusion

Sexual Assault Prevention

Staying Safe

You must complete the required training or a hold will be placed on your Spring 2023 semester registration

Tuition & Fees

Norman Topping Student Aid Fund: $8
In 1970, USC students elected to assess themselves a mandatory fee each semester to support the Norman Topping Student Aid Fund, which provides scholarships for low-income students.

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.

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 the end of semester.The program applies only to tuition and mandatory fees. Other fees, such as parking, will not be deferred.

Corporate Billing: 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

DEN State Authorizations

Prior to enrolling in classes, DEN@Viterbi (online) students in the United States need to confirm that their academic program is authorized by their state for online delivery.

USC must be authorized to deliver online programs to students residing in certain states that requires state authorization. Prior to enrolling in classes, DEN@Viterbi (online) students in the United States need to confirm that their academic program is authorized by their state for online delivery. Your program may not be authorized in all states and therefore if you move, you may not be able to continue in the program.

Should you plan to move, please contact den@vase.usc.edu well in advance to determine your options for continuing this program. A list of states where your program is currently authorized is available at [State Authorizations](https://viterbigradadmission.usc.edu/denviterbi/stateauthorizations/) page:
https://viterbigradadmission.usc.edu/denviterbi/stateauthorizations/

For any questions about a specific state or academic program, please email: [stateauthorizations@den.usc.edu.](mailto:stateauthorizations@den.usc.edu)

Academic Advisement

Limited Status Students

For general advisement, please contact VASE.

Email inquiries to den@vase.usc.edu

Admitted Students

Admitted Students are advised by department academic advisors.

Find your Graduate Advisor in the Contact List:
https://viterbigrad.usc.edu/academic-advisement/

Academic Advisement Continued

Graduate students <u>may not</u> 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

MyUSC

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

Attention! USC NetID is required to access myUSC.

Online Academic Student Information System (OASIS)

From the main USC web page, click on "OASIS" or "myUSC" under the "popular links" section. If f 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.

Keep popular links open? **YES** | Libraries | myUSC | Gmail | Office 365 | Blackboard | Academic Calendar | Registration | OASIS | Schedule of Classes | Daily Trojan | Maps | Directories

students | alumni | parents | faculty | employees | sports | ⇕ popular links | search usc

On-line Academic Student Information System — USC University of Southern California

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.
For questions regarding the above service click here

Book list
Lists all required and optional books that have been ordered through TrojanBookstores for the courses in which you are registered.
For questions regarding the above service click here

Enrollment history
Enrollment history including class level, enrollment status, units earned, program of study, etc.
For questions regarding the above service click here

Completed course summary
History of completed course(s) including units and grades.
For questions regarding the above service click here

Restrictions
Summary of active "holds," description, and removal location/ phone number and any mandatory advisement obligations, if any...
For questions regarding the above service click here

STARS report
Detailed listing of a student's degree requirements that have been met and those that remain to be fulfilled (if any).
For questions regarding the above service click here

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
For questions regarding the above service click here

Grade Report
Course, unit, grade and term grade point average for the two m
For questions regarding the above service click here

Permit to register
Eligible students' registration appointment times.
For questions regarding the above service click here

USC Email

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.

Students will access USC email via: my.usc.edu > Gmail Link

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.

January 6	Last day to register and pay without late fee
January 9	Fall semester classes begin
January 16	Labor Day (University Holiday)
January 27	Last day to drop a class <u>without</u> a mark of "W," except for Monday-only classes, and receive a 100% refund
January 27	**Last day to register and add classes**
January 27	Last day to change enrollment option to Pass/No Pass or Audit
January 27	Last day to purchase or waive Tuition Refund Insurance
January 27	Deadline for purchasing or showing proof of health insurance

University Registration Calendar- Spring 2023

February 20	President's day, University holiday
February 24	Last day to drop a class <u>without</u> a mark of "W" (no refund)
Mar. 12-19	Spring Recess
April 7	Last day to drop a class <u>with</u> a mark of "W"
Apr. 28	Fall semester classes end
Apr. 29-May 2	Study days
May. 3-10	Final examinations
May 11	Spring semester ends
May 12	Commencement

Please see the complete calendar at <u>https://classes.usc.edu/term-20223/calendar/</u>

University Registration Calendar-
Spring 2023

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

Prerequisites and Waivers

- Waiver of prerequisites vary by academic department.
    - ECE Dept requires a placement exam to waive pre-requisites.
- DEN is unable to wave pre-requisites that are 400-level or above.
- Please contact your graduate advisor to request a pre-req waiver if eligible
- Please do not take a pre-requisite course after completing the course it is a pre-requisite for!
    - Example: ISE 500 is a pre-requisite for ISE 561. If you take ISE 561, and later take ISE 5000, ISE 500 will not count!

USC Schedule of Classes

Access the Registration Calendar, Tuition and Fees, Final Exams Schedule, Course info and more here: classes.usc.edu
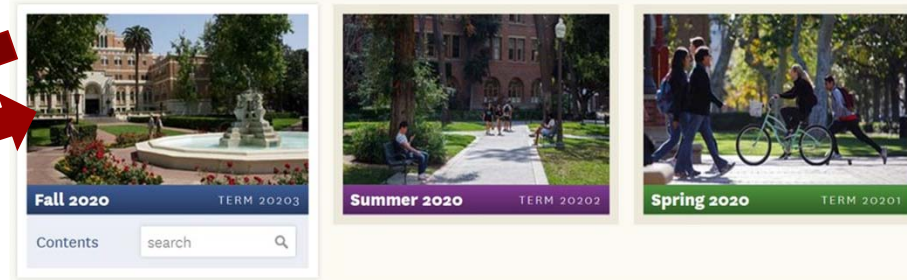
This course requires D=D-Clearance

ISE 561: Economic Analysis of Engineering Projects (3.0 units)

Economic evaluations of engineering systems for both government and private industry; quantitative techniques for evaluating non-monetary consequences; formal treatment of risk and uncertainty. Prerequisite: ISE 500. **Recommended preparation:** An undergraduate course in engineering economy.

Prerequisite: ISE 500

Section	Session	Type	Time	Days	Registered	Instructor	Location	Syllabus	Info
31561D	048	Lecture	11:00-12:20pm	Tue, Thu	9 of 30	Shalini Gupta	RTH 109		
31761D	034	Lecture	11:00-12:20pm	Tue, Thu	7 of 10	Shalini Gupta	DEN@Viterbi		

How To Request D-clearance From DEN

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

How To Request D-clearance From DEN

DEN processing dates are listed on the main page of the DEN D-clearance form. Please review this table before submitting your requests.
Dates are based on the Academic Departments D-clearance policies and procedures.

Continuing, Admitted Students	Registration Begins	DEN D-clearance Processing Begins
AME, ASTE, BME, CE, EE, ENE, ISE, SAE	Monday, October 24, 2022	Monday, October 24, 2022
CHE, MASC, PTE	Monday, October 24, 2022	Monday, October 24, 2022
CSCI, DSCI	Monday, October 24, 2022	Monday, November 28, 2022
NON ISE majors	Monday, October 24, 2022	Monday, November 14, 2022
NON CSCI, DSCI majors	Monday, October 24, 2022	Tuesday, January 3, 2023
Limited Status	**Registration Begins**	**DEN D-clearance Processing Begins**
AME, ASTE, BME, CE, EE, ENE, ISE, SAE	Thursday, November 17, 2022	Thursday, November 17, 2022
CHE, MASC, PTE	Thursday, November 17, 2022	Thursday, November 17, 2022
CSCI, DSCI	Thursday, November 17, 2022	TBA
NON ISE majors	Thursday, November 17, 2022	Thursday, November 30, 2022
NON CSCI, DSCI majors	Thursday, November 17, 2022	TBA
Newly Admitted Students	**Registration Begins**	**DEN D-clearance Processing Begins**
AME, ASTE, BME, CE, EE, ENE, ISE, SAE	Thursday, November 17, 2022	Thursday, November 17, 2022
CHE, MASC,PTE	Thursday, November 17, 2022	Thursday, November 17, 2022
CSCI, DSCI	Thursday, November 17, 2022	TBA
NON ISE majors	Thursday, November 17, 2022	Wednesday, November 30, 2022
NON CSCI, DSCI majors	Thursday, November 17, 2022	TBA

How To Request D-clearance From DEN

If you are local and plan to take some courses on campus, d-clearance for on-campus courses are obtained through the Academic Department offering the course. DEN does not manage or process on-campus d-clearances.

COURSES	D-CLEARANCE REQUEST PROCEDURES
AME	Please contact your department advisor at amegrad@usc.edu
ASTE, SAE	Please contact your department advisor at lsaballo@usc.edu
BME	Please contact your department advisor at yangwill@usc.edu
CEE, ENE	Submit your request online via MyViterbi
CHE	Please contact your department advisor at mfdstudentaffairs@vsoe.usc.edu
CSCI, INF	Submit your request online via MyViterbi
EE	Submit your request online via MyViterbi
ISE	Submit your request online via MyViterbi
PTE	Please contact your department advisor at mfdstudentaffairs@vsoe.usc.edu
MASC	Please contact your department advisor at mfdstudentaffairs@vsoe.usc.edu

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.
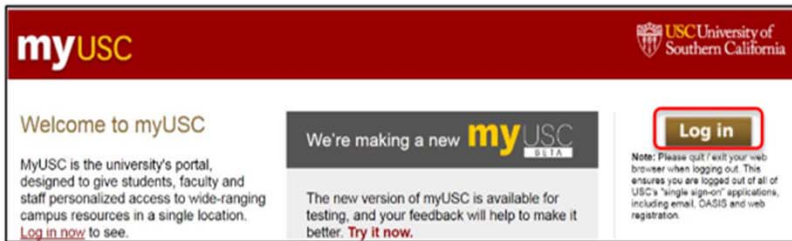
2. Select "**Web Registration**" located under Student Links.
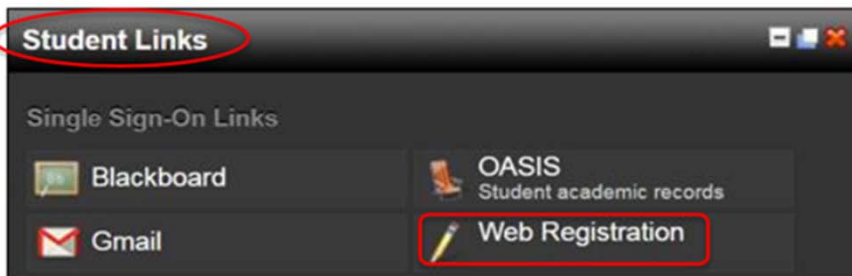
View full details on web registration process via:
https://arr.usc.edu/registration-counseling/registration/web-registration/

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

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

Things To Do After You Register...

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)**

DEN@Viterbi Department Orientations

DEPARTMENT	DATE	TIME (PST)
Astronautical Engineering (ASTE)	Monday, December 5	10:00 AM
Systems Architecting & Engineering (SAE)	Monday, December 5	11:00 AM
Aerospace & Mechanical Engineering (AME)	Wednesday, December 7	10:00 AM
Electrical & Computer Engineering (ECE) and Green Technologies	Wednesday, December 7	11:00 AM
Civil & Environmental Engineering (CEE)	Thursday, December 8	10:00 AM
Computer Science (CSCI) & Data Science (DSCI)	Friday, December 9	10:00 AM
Industrial and Systems Engineering (ISE)	Tuesday, December 6	11:00 AM
Biomedical Engineering (BME)	Monday, December 5	11:00 AM
Mork Family Department of Chemical Engineering & Materials Science (MFD) and Petroleum Engineering (PTE)	Tuesday, December 6	10:00 AM

Zoom link for each department was distributed via USC email!

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/

New Student Training

DEN@Viterbi Technical Support

Presenter, Kevin Chan

DEN@Viterbi Technical Support Center
OHE 142, dentsc@usc.edu, 213-740-9356

Supervisors
Daniel Cueva & Cherie Vinopa

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

Exams
Shirley Schutt
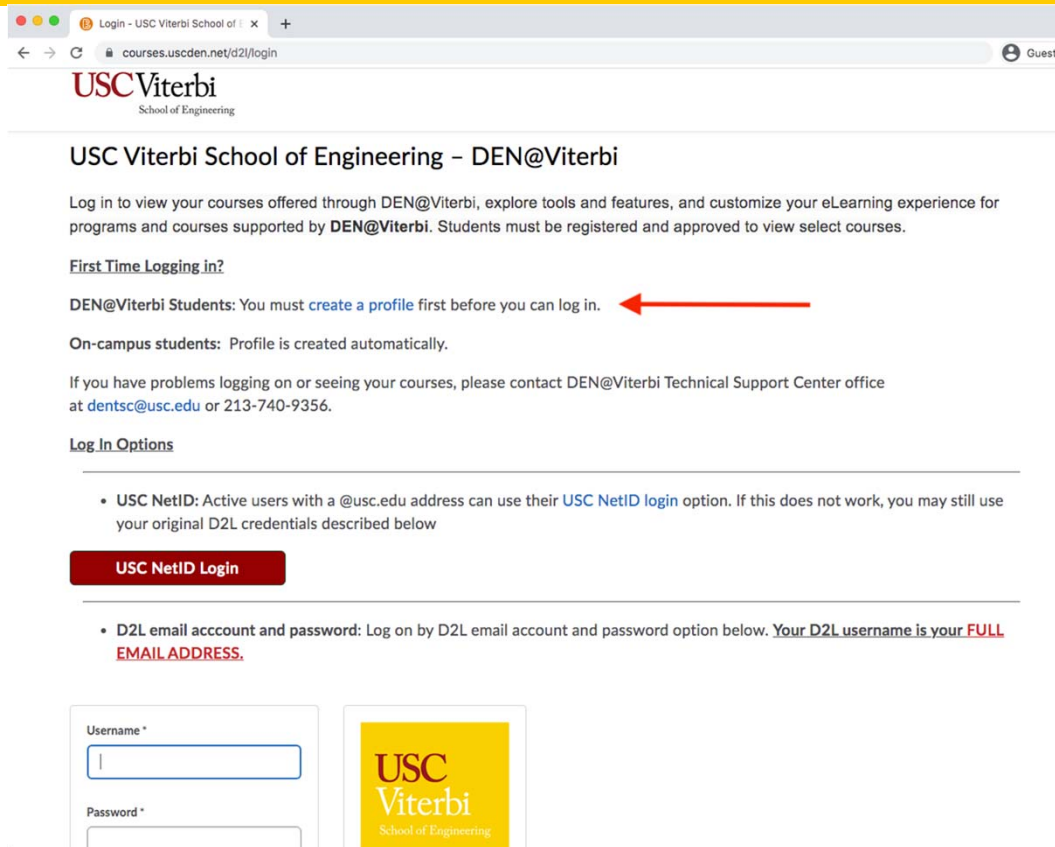
twitter.com/denhelpdesk

youtube.com/denhelpdesk

DEN@Viterbi Desire2Learn: LOGIN
courses.uscden.net

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/

DEN@Viterbi DESIRE2LEARN: Off Campus Resources
Live Lecture Video, Homework Repository, Webex/Zoom Information

Viewing LIVE & ARCHIVED LECTURES
DEN Course Lectures

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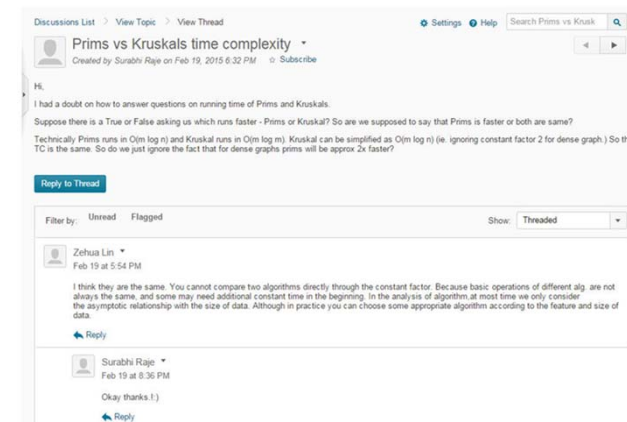**https://viterbigrad.usc.edu/technical-support/training-options/**

DEN@Viterbi's E-LEARNING SYSTEM
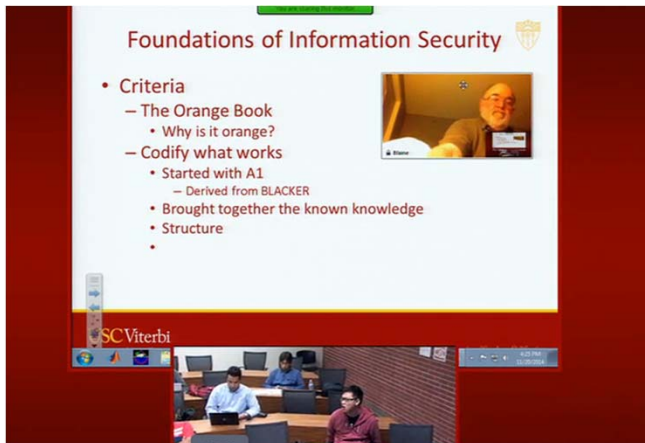
Virtual Meetings & Presentations

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/

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

Submitting Your Homework

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

Course Home   Student FAQ   Instructor FAQ   Content   My Tools ⌄   My Class ⌄   Edit Course   DEN@Viterbi Too

Dropbox Folders

Discussions
Assignments ⬅
Grades
Quizzes
Announcements

New Folder   More Actions ⌄

Bulk Edit

Folder

No Category

Team Submission Folder ⌄

Class Profiles & Class Agreement Submittal Folder

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.

Taking Exams as DEN Student

Due to the current pandemic, please wait for further instructions from your professor or check your course syllabus.

Should you have any exam-related questions, please email DEN Exam *denexam@usc.edu*

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	Daniel Cueva Cherie Vinopal
DEN d-clearance inquiries	den@vase.usc.edu	Andy Chen Andrea Mora William Wences
Exams	denexam@usc.edu 213-740-9356	Shirley Schutt
VASE Advisor • General advisement • Policies & Procedures	den@vase.usc.edu	Andy Chen Andrea Mora William Wences

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

Objectives

1. Understand what it means to be part of *USC Viterbi: A Community of Honor*

1. Understand cyber-classroom norms (typical behaviors) & expectations

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.

VCH Breakout!

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

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?

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/

USC Viterbi School of Engineering Graduate Programs

@USCViterbi

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

https://viterbigrad.usc.edu/

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/

USC Viterbi
Admission and Student Engagement

Thank You!

Have a Great Semester!

Fight On!