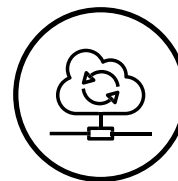


DEN@Viterbi Limited Status Guidebook

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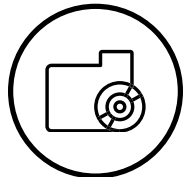


WELCOME TO LIMITED STATUS



ACADEMIC RESOURCES

ACADEMIC ADVISEMENT
USC CATALOG
SCHEDULE OF CLASSES
COURSE ENROLLMENT



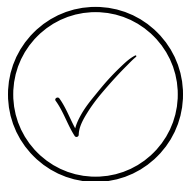
ACADEMIC POLICIES

POLICIES OVERVIEW
DEN@VITERBI TERMS OF SERVICE



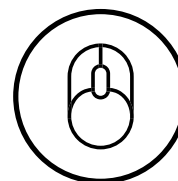
COURSE REGISTRATION

PREREQUISITES
D-CLEARANCE FOR DEN
WEB REGISTRATION



GETTING STARTED

USC NET ID AND EMAIL
USC ID CARD
HEALTH INSURANCE WAIVER
TUITION REFUND INSURANCE



DEN@VITERBI RESOURCES

USC BRIGHTSPACE
RESOURCES
UPDATING YOUR RECORDS

Welcome to Limited Status

Welcome to the USC DEN@Viterbi Limited Status program! Our program offers coursework for official USC credit to students not formally admitted to a degree program. However, please note that limited status does not guarantee future admission. We are thrilled to have you embark on this journey to explore different courses.

As a limited-status student, you have access to Viterbi and the university's student support services. To get started, please take a moment to review the guidebook we have provided, which contains vital information about academic policies, course registration, and access to your courses. We are committed to supporting you throughout your limited status experience.



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Academic Policies

Unit Enrollment

Limited Status students are bound to the same policies as admitted students. Limited Status students should enroll in courses within the requested academic department prior to enrolling in elective courses and can only take 12 units of earned credit. A Limited Status taking graduate courses can take up to 12 units and apply them for credit towards an advanced degree or graduate certificate.

DEN@Viterbi Terms of Service

Students must agree to the terms and conditions to enroll in courses as limited-status students. These terms provide information about the drop and refund policy, state authorization, eligibility, academic integrity, and conditions. Prior to requesting d-clearance, you must agree to the terms and conditions.

State and Territory Authorization

Before starting their classes, DEN@Viterbi students residing in the United States or US territories need to ensure that their academic program is authorized for online delivery in their current or local state or territory. To get detailed information on this topic, please refer to the "State and Territory Authorization" section in the DEN@Viterbi Terms of Service. If you have any questions about a particular state, territory, or academic program, please feel free to contact us at denstateauth@usc.edu.



DEN@Viterbi Terms of Service

Conditions

After enrolling, the student will receive an invoice from the university. Tuition reimbursement policies vary for each company and it is the responsibility of the student to be aware of his/her company policy when enrolling.

The financial obligation to USC remains with the student. The student is also responsible for being aware of the University's policies regarding drop/add and withdrawal deadlines.

Pursuant to my signature below, I hereby authorize USC to provide my employer with information regarding my enrollment status, course registration, and statement of account. This information will be provided for billing purposes only.

Pursuant to my signature below, I understand that I am governed by USC policies including the guidelines on academic integrity as explained in the USC Student Handbook.

I agree that any potential liability of USC, its employees, or its contractors with regard to my participation in DEN@Viterbi shall be limited to reimbursement of my tuition expenses.

I agree that I am financially obligated to USC for tuition and all fees related to this enrollment.

I understand that I am required to take mid-term and final examinations at the time and location specified by DEN@Viterbi. Exceptions to this policy are not permitted except under extreme circumstances. Any request for such an exception requires the approval of both the Director of DEN@Viterbi Student Affairs and the course instructor.



DEN@Viterbi Terms of Service

Eligibility

Acceptance of this registration does not ensure enrollment qualification or admission at the commencement of the semester. A student must obtain or maintain academic eligibility in accordance with the requirements of the University and the School or Department in which the student is enrolled. Academic disqualification may result in revocation of this registration, even though attendance at classes has already begun.

In the event of such revocation of registration, 100 percent of any tuition paid for that semester will be refunded. The refund process will be initiated by the Academic Review Department of the Office of the Registrar. It is to be expected that refunds will be made within six to eight weeks of the date of revocation.

Academic Integrity

I agree to be aware of and to observe the academic integrity standards for students at USC as printed in SCAMPUS. I further agree that as a member of the University community I share responsibility for maintaining an environment of integrity and for taking action to sanction appropriately individuals involved in any violation.



DEN@Viterbi Terms of Service

Financial Obligation

Request of this registration constitutes a legal financial obligation to which I will be held liable in the event I do not follow proper procedures through the Registration Office to change or cancel the registration. I have read and understand the current Drop / Refund policy of the University as printed in the current Schedule of Classes. Permission to cancel enrollment does not constitute, nor shall it be construed as, a waiver by USC of my financial obligation. I am still responsible for all outstanding debts and contracts with the University. Furthermore, a student must not have any delinquent financial obligations to USC at the time classes begin or this registration may be revoked. The University reserves the right to assess interest or finance charges on any indebtedness. In the event of such a revocation or registration, 100% of any tuition paid for that semester will first be applied to any outstanding indebtedness. Any remaining credit will be refunded. It is expected that any refunds will be made within six to eight weeks from the date of revocation.

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 or territory for online delivery.
- USC must be authorized to deliver online programs to students residing in certain states that require state authorization. Prior to enrolling in classes, DEN@Viterbi (online) students in the United States and US Territories need to confirm that their academic program is authorized by their state or territory 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.
- A list of states where your program is currently authorized is available at the State Authorizations page
- Students requesting DEN Petitions must indicate where they will be located during the semester. This location is where your online educational activities will take place.
- If you have any questions about a specific state, territory or academic program, please email denstateauth@usc.edu.

Required state disclosures, licensure statement, and state authorization complaint resolution information are available [here](#). Paper copies of these policies and disclosures are available by request.



DEN@Viterbi Terms of Service

DEN@Viterbi Exams

Preface:

- Not all DEN@Viterbi courses require proctoring. For details and additional resources, please visit the **Exams section of DEN@Viterbi Technical Support**. Exam modalities depend on the class & instructor, and that information is unavailable until after classes begin.

Petition Form Requirements:

- Students must specify their geographical location on this form; this is where exams, if required, will be proctored. No location changes are permitted post-submission.

Students residing in the Los Angeles area:

- Those in the greater Los Angeles area that have examinations requiring in-person proctoring can either designate a proctor or take the exam at USC's main campus on the date and time stated on the course syllabus. DEN@Viterbi will review, approve, and coordinate with all proctors for your classes and exams.

Travel & Exam Locations:

- Students who plan on traveling during the semester cannot change exam locations. However, full-time employees required to travel for business may receive exceptions with two weeks' notice. This requirement doesn't apply to students in CPT.

Exam Schedule:

- All students must adhere to the scheduled exam dates and times, in-person or online.

Compliance:

- Strict adherence to all these rules is mandatory.



Getting Started

USC NETID and E-mail Account

Your USC NetID is the first part of your USC e-mail address, before "@usc.edu."

USC e-mail is the official and preferred method of communication between USC departments and students. Failure to check your USC email for important notifications is not an accepted excuse for missing deadlines, etc. If you have another email that you check regularly, you can set up your USC e-mail to forward to that account and create filters for unwanted e-mails.

Limited 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. Registration in courses is required before an email account will be created.

USC ID CARD (Optional)

A USC ID card identifies you as a currently enrolled student and can also entitle your access to other privileges and potential uses on and off campus. You can request your USC ID card online by following visiting the USCard website. When uploading your photo, you are able to select from the following options:

- Status: Special/Non-Credit Program
- School/ Department or Special/Non-Credit Program: USC Viterbi School of Engineering
- Where would you like to pick up your USCard?: Mail (U.S. Address only)



Tuition and Payment

Limited Status students are officially enrolled at the University, pay full tuition, and are not eligible for Financial Aid. The options below detail various ways for students to pay their tuition and fees.

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" tuition payments and mandatory fees.
- For students working at companies who reimburse students at the end of the 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

Students are responsible for any fees not paid by the company.

Tuition Refund Insurance

Tuition Refund Insurance (TRI) 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.

During the fall and spring semesters, the Web Registration system automatically enrolls students in Tuition Refund Insurance.

You may decline Tuition Refund Insurance up until the end of week three of the semester by clicking on the Tuition Refund Insurance button in Web Registration and selecting the Opt Out button and update. If you decide before the 3rd week of classes that you want Tuition Refund Insurance, you can follow the same process to purchase tuition refund insurance.

Please review the Tuition Refund Insurance (TRI) Program website for more information.





Health Insurance Waiver

USC requires that ALL students have comprehensive health insurance. Please review the information for online degree program students provided by the USC Student Health Office.

You are automatically enrolled in the USC Health Insurance Plan. Please check your student account.

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. You must be actively registered for classes for the upcoming/beginning semester before starting the online enrollment/request for waiver process.

[Waiver Criteria](#)



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Academic Resources

Advisement

The Viterbi Graduate Academic Services team supports limited status students with general advisement. We offer virtual drop-in advising and personalized 1-1 appointments. Please visit our [advisement website](#) for more details.

Schedule of Classes

The [Schedule of Classes](#) provides information on what courses are offered for a given term. Important dates and deadlines are included in the registration calendar section. When looking at the courses offered in the Schedule of Classes, courses offered through DEN@Viterbi can be identified by looking at the Location column and it will state "DEN@Viterbi".

Course Enrollment

USC uses [Web Reg](#) as its course enrollment system to manage course registration. Limited status students should log in to Web Reg to add or drop a course to their schedule. We recommend that you review the registration instructions before enrolling to become familiar with the system. Please ensure that you go through the instructions carefully to avoid any confusion during the enrollment process.

Catalogue

The [USC Catalogue](#) outlines all the policies and procedures related to a student's academic journey at the university. It covers everything from the admission process to graduation and includes important topics like degree requirements and academic integrity policies.



Course Registration

If you are a limited-status student, it is recommended that you prioritize taking the required courses before electives. The degree requirements can be found on the specific program pages, so you can view the list of Master's Programs and choose the degree program that suits you best. You can find a list of degree requirements in the Program Overview tab under Detailed Program Curriculum. For students who are part of a company cohort, it is advisable to ensure that they take courses listed on their program page.

Pre-requisites for DEN@Viterbi

We can check to see if a course prerequisite waiver is available for DEN courses with prerequisite requirements.

Please note that some courses require the completion of the prerequisite (s) to enroll in the course.

Departmental Clearance (D-Clearance)

All DEN@Viterbi courses require departmental clearance (d-clearance) before you can register via the Web Registration system. The D-clearance Request form is available in MyViterbi. All limited status d-clearance requests are processed closer to the beginning of the semester.



D-Clearance for Den@Viterbi

1. Log into MyViterbi and go to “D-clearance Request Manager”

2. Under “Menu” select “Request D-clearance” then click on “DEN@Viterbi”

- select the term, and select a course

3. Limited status requests will be reviewed closer to the beginning of the semester. To view the status of a request, click on “View my Requests” in MyViterbi

4. 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.



Web Registration

Once you have obtained DEN d-clearance, you can proceed with registration. You must enroll in courses within 7 business days. If you are unable to access the web registration system due to an "Invalid ID or PIN/Passcode" or encounter any registration issues, please send a screenshot to vaseden@usc.edu.

1.

Log into Web Registration to initiate the registration process.

2.

Enter your 10-digit USC Student ID and your 6-digit Passcode, which is your 6-digit birthday in MMDDYY format.

3.

Click Enter, and you will be prompted to create a unique passcode. Then, you can proceed with registration.



DEN@Viterbi Resources

USC Brightspace Training

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

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

Registration in your courses is required.

[Schedule an appointment.](#)

USC Brightspace Technical Support

USC BrightSpace is the course management system to view live and recorded lectures.

To view your courses once you have registered successfully:

1. Log in to [USC Brightspace](#)
2. Your DEN@Viterbi courses should appear under the 'My Courses' section.
 - Please note, it may take up to 24 hours after course registration for your classes to appear on Brightspace.
 - Instructors must “unlock” or make courses available to their students. Some instructors may not publish their courses until closer to the start of the semester.

If you need help viewing and accessing your courses, please contact DEN@Viterbi Technical Support at dentsc@usc.edu or (213) 740-9356.



UPDATING YOUR RECORDS:

You now have a University record, which you can access in OASIS. If you move, it is extremely important that you update your location information. Students can update their address information on their USC account by following the steps here:

<https://ask.usc.edu/s/article/000002071>

- All important University documents are mailed to your address in your University record.

Please email vaseden@usc.edu to inform our office of your recent location/address updates.

DEN@Viterbi: It is important for students to provide location updates. DEN Exam proctoring is identified by a student's address and company site. A student's location/address information also determines state authorization (see DEN State Authorizations website: <https://viterbigradadmission.usc.edu/denviterbi/stateauthorizations/>).

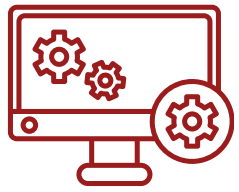
DEN@Viterbi Resources



Student Services



**DEN@Viterbi
Limited Status
Students**



**Technical Support
Homework and Exams**



USC Brightspace



MyViterbi



**DEN@Viterbi
Admissions**



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