



**SPRING 2018**  
**DEN@Viterbi**  
**ISE ORIENTATION**  
Academic Information

*Mary Ordaz, Epstein ISE Graduate Student Advisor*



# AGENDA

- Welcome to USC DEN@Viterbi
- Department Contact Information
- Important Dates & Deadlines
- Registration Restriction Codes
- Prerequisites Courses
- Degree Requirements
- Department Policies & Procedures
- DEN D-Clearance
- Desire2Learn Login & Training
- DEN Contact Information



## Welcome to USC DEN@Viterbi

### Mary Ordaz, Epstein ISE Graduate Student Advisor

Contact Info:

Direct Contact Number: (213)740-4886

Email; [mordaz@usc.edu](mailto:mordaz@usc.edu)

ISE Department Contact Number: (213)740-4893

- Advise MS students
- Started at USC Spring 1989
- Epstein ISE Dept. in Fall 1993

Office hours:

Monday-Friday 9:30 am-4:30 pm

If visiting USC, stop by my office. I would be delighted to meet with you.

Office location GER 247





# UNIVERSITY CALENDAR – Spring 2018

- Jan. 5 **Last day to register and pay without late fee**
- Jan. 8 Spring semester classes begin
- Jan. 15 Martin Luther King Day, university holiday
- Jan. 26 Last Day to register and add classes
- Jan. 26 Last day to drop a class without a mark of "W," except for Monday-only classes, and receive a refund
- Jan. 30 Last day to drop a Monday-only class without a mark of "W," and receive a refund**
- Jan. 26. Deadline for purchasing or showing proof of health insurance
- Jan. 26 Last day to purchase or waive tuition refund insurance

<http://classes.usc.edu/term-20181/calendar/>



## UNIVERSITY CALENDAR – Spring 2018

Feb. 23	Last day to drop a course without a mark of “W” on the transcript *Please drop any course by the end of week three (or the week three equivalent for short sessions) to avoid tuition charges.
Mar. 11-18	Spring Recess
<b>Apr. 6</b>	<b>Last day to drop a class with a mark of “W”</b>
Apr. 27	Spring semester classes end
Apr. 28- May 1	Study days
May 2-9	Final Examinations

Final Examinations Schedule:

<http://classes.usc.edu/term-20181/finals/>

University Calendar:

<http://classes.usc.edu/term-20181/calendar/>



# Academic Department Condition of Admission

## Restrictions Codes:

***Note: Prerequisite(s) must be taken during your first semester. Prerequisite course(s) completed at USC, the course(s) will be an added requirement(s) of the program. (see next slide)***

**ADM20** – This restriction **will allow** you to register for your 1<sup>st</sup> semester.

**ADM21** – 2<sup>nd</sup> semester registration hold. This hold will require you to contact the department for academic advisement prior to registering.



# PREREQUISITES

Required for the following programs:  
MSISE, MSORE, and MSPDE

**Complete in your first semester earning at least a 3.0 GPA.**

**Engineering Economy - ISE 460, Engineering Economy - offered Fa,Sp,Sm**

**Probability and Statistics** – Contact the graduate advisor Mary Ordaz

**Prerequisite waiver: Submit a petition to the Epstein ISE Student Services Office at [isedept@usc.edu](mailto:isedept@usc.edu)**

**Petition Form:**

<https://ise.usc.edu/wp-content/uploads/2017/03/70197.pdf>. Be sure to attach the course syllabus with the petition form. Allow two or three weeks for a faculty to review the petition.



## PROGRAM REVIEW

- Master of Science in Industrial and Systems Engineering (MSISE)
- Master of Science in Engineering Management (MSEMT)
- Master of Science in Operations Research Engineering (MSORE)
- Master of Science in Product Development Engineering – Systems Track (MSPDE)





# Master of Science in Industrial and Systems Engineering (MSISE)

**Requirements for Graduation:** A total of 30 units with 3.0 GPA, of which at least 18 units must be completed in the Epstein Department of Industrial and Systems Engineering. Of the 30 units, 21 must be at the 500 level or above.

- required course work 21 units and electives 9 units
- no more than 3 classes (9 units) at 400 level

*Students are to follow the **Cohort** in their first and third semester.*

First Semester **Spring 2018:** ISE 514 and ISE 583 and Group C (one course)

Second Semester Fall 2018: One course from - Group A, Group B, Elective

Third Semester **Spring 2019:** ISE 513 (**Spring Offering**), ISE 515 and two Electives.

Complete list of required courses for completing the MSISE program are here:

<https://viterbigradadmission.usc.edu/programs/masters/msprograms/industrial-systems-engineering/ms-industrial-systems-engineering/>

# Master of Science in Engineering Management (MSEMT)



**Requirements for Graduation** : A total of 30 units with 3.0 GPA which at **18** units must be taken in the Epstein Department of Industrial and Systems Engineering. A total of 21 units must be at the 500 level or above.

- required course work 18 units and electives 12 units
- no more than 3 classes (9 units) at 400 level

Students are to follow the **Cohort** in their first and second semester.

First Semester **Spring 2018**: ISE 500 and ISE 515 (closed) and elective

Second Semester **Fall 2018**: ISE 544 and ISE 561 (**prerequisite ISE 500**)  
and elective

Complete list of required courses for completing the MSEMT program are here:

<https://viterbigradadmission.usc.edu/programs/masters/msprograms/industrial-systems-engineering/ms-engineering-management/>



## Master of Science in Operation Research Engineering (MSORE)

**Requirements for Graduation:** A total of 30 units with 3.0 GPA of which not less than 21 units related to operations research must be completed in the Epstein Department of Industrial and Systems Engineering. Of the 30 units 21 must be at the 500 level or above.

- Required course work 24 units and 6 units of approved electives
- No more than 3 classes (9 units) at 400 level

**Spring 2018** Classes- ORE core courses offering: ISE 536, & ISE 580 and ISE 583 (ISE 532 will require a substitution approved by the program director).

Complete list of required courses for completing the MSORE program are here:

<https://viterbigradadmission.usc.edu/programs/masters/msprograms/industrial-systems-engineering/ms-operations-research/>

# Master of Science in Product Development Engineering - Systems Track (MSPDE)



**Requirements for Graduation:** A total of 27 units with 3.0 GPA of which at least 18 units of the 27 units must be at the 500 level or higher from the Aerospace and Mechanical Engineering Department and Epstein Department of Industrial and Systems Engineering, and/or closely related departments.

- required course work 18 units and electives 9 units.
- students can choose to take up to 6 units of directed research (e.g., AME 590 or ISE 590)

**Spring 2018 Classes - PDE core courses offering:** AME 503 (closed)  
PDE (Systems Track) core offering: ISE 515 (closed) and ISE 544 or Technical Elective(s)

Complete list of required courses for completing the MSPDE program are here:

<https://viterbigradadmission.usc.edu/programs/masters/msprograms/aerospace-mechanical-engineering/ms-product-development/>



# ISE Dept. Policies, Procedures, Tips

- Changing Majors - after your first semester.
- If this is your first semester, we strongly recommend only taking 1 class
- Core required courses are offered every semester and selected courses in the summer term.
- Note in summer some courses are offered in a fast-paced 6 week format. Do not recommend you take two 6 week courses.
- Check your USC email regularly! Forward to GMAIL account.
- USC requires graduate students to maintain continuous enrollment every Fall and Spring semester.



## ISE Dept. Policies, Procedures, Tips – Cont'd

- If you are planning to take a break of enrollment submit the Request for Leave of Absence form by the end of the third week of the semester for which the leave of absence is requested.
- Refer to the USC Schedule of Classes for planning purposes:  
<http://classes.usc.edu/>
- Web Registration Login:  
<https://webreg.usc.edu/Login>



# HOW TO REQUEST D-CLEARANCE FROM DEN

All DEN courses require D-clearance.



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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



Fall 2017 Select Term

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

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 business day. 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 [masters@gapp.usc.edu](mailto:masters@gapp.usc.edu)



# DESIRE2LEARN LOGIN & TRAINING

<https://courses.uscden.net/d2l/login>

**USC Viterbi**  
School of Engineering

USC Viterbi School of Engineering – DEN@Viterbi

Log in to view your courses offered through DEN@Viterbi, explore tools and features, and customize your eLearning experience for programs and courses supported by DEN@Viterbi. Students must be registered and approved to view select courses. If you are having problems logging on, please try the forgot password link.

If you have problems logging on or seeing your courses, please contact DEN@Viterbi Technical Support Center office at [dentsac@usc.edu](mailto:dentsac@usc.edu) or 213-740-9356.

**DEN@Viterbi Students: First Time Logging In?**

You must [create a profile](#) first before you can log in.

On-campus students don't need to create a profile as it is generated automatically.

**Note:** DEN Blackboard users logging into DEN Desire2Learn for the first time should use the "forgot your password" link below to set your password before trying to log in.

Username\*

Password\*

[Forgot your password?](#)



1. Bookmark <https://courses.uscden.net>
2. Your D2Lusername is your full USC Email Address
3. If you do not remember your D2Lpassword, click "Forgot your password?"

Sign up for an exclusive one-on-one training session inside a virtual classroom to learn all about Desire2Learn:

<https://viterbigrad.usc.edu/technical-support/training-options/>



# DEN@Viterbi Contacts



Office of Graduate and Professional Programs (GAPP) – [www.gapp.usc.edu](http://www.gapp.usc.edu)

DEN@Viterbi Support	Contact Information	Staff
<b><u>Technical support,</u></b> <b><u>Desire2Learn training,</u></b> <b><u>Homework</u></b>	<a href="mailto:dentsc@usc.edu">dentsc@usc.edu</a> 213-740-9356	Rebecca Lee Bianca Richter
<b><u>Exams</u></b>	<a href="mailto:denexam@usc.edu">denexam@usc.edu</a> 213-740-9356	Shirley Schutt
<b>GAPP Advisor for</b> <b>registration, d-clearance,</b> <b>policies and procedures</b>	<a href="mailto:ptrinida@usc.edu">ptrinida@usc.edu</a> 213-740-0116	Patty Rinehart
<b>Tuition Deferment or</b> <b>Vouchers</b>	<a href="mailto:susannas@usc.edu">susannas@usc.edu</a> 213-740-8198	Susanna Sahakian



**THANK YOU!**

*HAVE A GREAT SPRING SEMESTER!  
FIGHT ON!*

*A recording of this online orientation and presentation will be available for viewing and download on the GAPP website at  
<https://viterbigrad.usc.edu/academic-services/new-student-information/>*