DEN@Viterbi
GENERAL ORIENTATION
SPRING 2018
1. Will I be able to get copies of the slides after the presentation? **YES!**

Slides will be posted online at [https://viterbigrad.usc.edu/academic-services/new-student-information/](https://viterbigrad.usc.edu/academic-services/new-student-information/)

2. **Questions?**

   This orientation will answer the majority of your questions. If you have additional questions, please contact the GAPP Office.
AGENDA

• Welcome to DEN@Viterbi & USC
• Library Services for DEN Students
• University Calendar
• University Policies
• Advisement: D-clearance, Prerequisites
• Registration Process & Systems
• Tuition: Payment & Tuition Deferment Program
  • Tuition Refund Insurance
  • Health Insurance Waiver
• Upcoming Events
  • Department and Program Specific Orientations for DEN@Viterbi
• DEN@Viterbi Desire2Learn
• DEN@Viterbi Homework & Exam Policies
• Contact Information
Welcome to DEN@Viterbi & USC

There are more than 40 staff working at the office of Graduate and Professional Programs in the area of administrative, academic, technical services to support DEN@Viterbi students!

<table>
<thead>
<tr>
<th>DEN@Viterbi Support</th>
<th>Contact Information</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical support,</td>
<td><a href="mailto:dentsc@usc.edu">dentsc@usc.edu</a></td>
<td>Rebecca Lee</td>
</tr>
<tr>
<td>Desire2Learn training,</td>
<td>213-740-9356</td>
<td>Bianca Richter</td>
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<td>Patty Rinehart</td>
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<td>213-740-0116</td>
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<tr>
<td>Executive Director</td>
<td><a href="mailto:binhtran@usc.edu">binhtran@usc.edu</a></td>
<td>Binh Tran</td>
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<tr>
<td></td>
<td>213-821-1322</td>
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</tbody>
</table>
MASTER’S STUDENT SERVICES

Nora Sandoval
Senior Programs Advisor
norasand@usc.edu
213-821-0413

Patty Rinehart
Academic Programs Advisor
ptrinida@usc.edu
213-740-0116

Yadi Wang
International Programs Advisor
yadiwang@usc.edu
213-740-4488
Library Services for DEN Students
### UNIVERSITY CALENDAR – SPRING 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td>Jan. 5</td>
<td>Last day to register and pay without late fee</td>
</tr>
<tr>
<td>Jan. 8</td>
<td>Spring semester classes begin</td>
</tr>
<tr>
<td>Jan. 8-12</td>
<td>Late registration and change of program</td>
</tr>
<tr>
<td>Jan. 15</td>
<td>Martin Luther King, University Holiday</td>
</tr>
<tr>
<td>Jan. 26</td>
<td>Last day to register and add classes</td>
</tr>
<tr>
<td>Jan. 26</td>
<td>Last day to drop a class without a mark of &quot;W,&quot; except for Monday-only classes, and receive a 100% refund</td>
</tr>
<tr>
<td>Jan. 26</td>
<td>Deadline for purchasing or showing proof of health insurance</td>
</tr>
<tr>
<td>Jan. 26</td>
<td>Last day to purchase or waive tuition refund insurance</td>
</tr>
<tr>
<td>Jan. 30</td>
<td>Last day to drop a <strong>Monday-only class</strong> without a mark of “W” and receive a 100% refund</td>
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</tbody>
</table>
UNIVERSITY CALENDAR – SPRING 2018 cont.

Jan. 30  Last day to change enrollment option to Pass/No Pass or Audit
Feb. 19  President’s Day, University Holiday
Feb. 23  Last day to drop a class without a mark of “W” (no refund)
Feb. 23  Last day to change to Pass/No Pass course to letter grade
March 11-18 Spring recess
April 6   Last day to drop a class with a mark of “W”
April 27  Spring semester classes end
April 28-May 1 Study days
May 2-9   Final examinations
May 11    Commencement

May 16    Summer 2018 classes begin

Please see the complete calendar at http://classes.usc.edu/term-20181/calendar/
UNIVERSITY POLICIES

**Academic** [http://catalogue.usc.edu](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 GAPP what the correct policy is.

**Conduct** [http://scampus.usc.edu](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 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:
  • Professor
  • Graduate & Professional Programs (GAPP) Office
  • Department Advisor

• SCampus: http://scampus.usc.edu/
ACADEMIC ADVISEMENT

- **Limited students** should contact GAPP at masters@gapp.usc.edu for advisement

- **Admitted students** are advised by department academic advisors
  - The Graduate Advisor Contact List can be found at: https://viterbigrad.usc.edu/academic-services/academic-advisement/
ACADEMIC ADVISEMENT

• Graduate students **may not** 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
PREREQUISITES AND PREREQUISITE WAIVERS

• Waiver of prerequisites vary by academic department.

• The EE Department requires a placement exam to waive prerequisites.

• Any pre-requisites for DEN courses will be reviewed when you submit a request for D-clearance.

• Please don’t take a prerequisite course after completing the course it is a prerequisite for!
  • EX: ISE 500 is a prereq for ISE 561.
  • If you take ISE 561 and later take ISE 500, ISE 500 will NOT count!
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 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-services/academic-policies/
NEW STUDENT TRAINING

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/
THINGS TO DO BEFORE YOU REGISTER...

1. ✓ Create a DEN@Viterbi Profile: [https://engineer.uscden.net/den/chooseProfile.php](https://engineer.uscden.net/den/chooseProfile.php)
   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
   [http://arr.usc.edu/services/registration/webregistration.html](http://arr.usc.edu/services/registration/webregistration.html)
From the main USC web page, click on “OASIS” or “myUSC” under the “popular links” section.

* If 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.
D = D-clearance is required
HOW TO REQUEST D-CLEARANCE FROM DEN

All DEN courses require D-clearance.

1. Login to DEN Desire2Learn: [http://courses.uscden.net](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
ACCESS WEB REGISTRATION

1. From the main USC web page click “Registration” under the “popular links” section:

![Image of USC web page]

2. Click the “Log in via myUSC” button.

![Image of login page]

Remember to view the Web Registration Tutorial before you register for the first time.
ACCESS 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.
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 GAPP at masters@gapp.usc.edu for assistance
All USC students receive a USC NetID account that enables them to access a wide variety of online tools and computing resources at USC.

Activating your USC NetID account will activate your USC email address and enable you to access myUSC.

Your USC NetID will be the first part of your USC e-mail address, before "@usc.edu."
USC E-MAIL

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.

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 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 email account will be created.
Students will access their USC email by logging into my.usc.edu and clicking the Gmail link under Google Apps at USC.

Review the links below for more information:

- Gmail for all USC Students  
  http://itservices.usc.edu/gmail-for-all-usc-students/

- Google Apps at USC for Students  
  http://itservices.usc.edu/google/
Welcome to myUSC

myUSC is the university’s portal, designed to give students, faculty and staff personalized access to wide-ranging campus resources in a single location. Log in now to see.

If you experience any problems logging in, please contact ITS Customer Support Center by phone at (213) 740-5555 or via email at consult@usc.edu

News Headlines

- Donation Helps Fund Testicular Cancer Research at USC
- Educational Leaders Provide Career Advice at USC Rossier Conference
- Soni Grabs Gold Again, Sets World Record
- USC Olympians Receive a Welcome Reception in London
- Community Organizations Raise Dreams for Undocumented Youth

Daily Trojan Headlines

- Schwarzenegger USC to launch Institute for state and global policy
- Penn State’s Silas Redd to transfer to USC
- Classifieds | July 25
- Kimr declines to comment on reports linking USC to Penn State running back

Weather

- Conditions for Los Angeles, CA at 11:47 am PDT

Current Conditions:
- Fair, 76 F

Forecast:
- Fri - Partly Cloudy: High 75 Low 63
- Sat - Partly Cloudy: High 76 Low 62

provided by The Weather Channel
MyUSC
You can access OASIS, Web Registration, e-mail, etc. with a single login.

USC NetID is required to access myUSC.
You can also access MyUSC, OASIS, Web Registration, e-mail, etc. from main USC website.
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 Tuition Deferment Program

3. **Check your book list for required textbooks**
   OASIS: Book List or Schedule of Classes
THINGS TO DO AFTER YOU REGISTER…cont.

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. Accept the DEN Terms of Service in Desire2Learn (D2L).
   This course links to appear when DEN uploads registration information from the University. Course links will not appear until 2-3 days before the start of the semester.

6. 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.
TUITION AND FEES

• Engineering Access Fee  $35
  The ENGR Computing Access Fee is charged each semester for various computing resources including access to email accounts, computing tools, and other technology systems.

• 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.

DEN@Viterbi Tuition Deferment Program
• The Tuition Deferment Program was established to assist students with "up front" payment of tuition and mandatory fees.
• For students working at companies who reimburse student at end of 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 GAPP Corporate Billing section for instructions https://viterbigrad.usc.edu/tuition-and-funding/employer-supported/
• Students are responsible for any fees not paid by company
TUITION DEFERMENT PROGRAM
https://viterbigrad.usc.edu/tuition-and-funding/employer-supported/

DEN Students who have corporate reimbursement can take advantage of the Tuition Deferment Program
• You must be an Admitted or Limited USC Viterbi Master's student
• You must be an employee of a company that provides tuition reimbursement benefits at the rate of 75% or more
• Your company must approve your participation in the tuition deferment program

Tuition Deferment Process (Every Semester) – ONLINE Application
• Submit Promissory Note
• Obtain an authorization letter from your company
• Provide non-refundable $30 payment

• Tuition Deferment applications will not be accepted after Jan. 26

• You must pay any other fees that are not covered by Tuition Deferment, such as tuition refund insurance, parking or health services will not be deferred.
TUITION REFUND INSURANCE

http://arr.usc.edu/services/registration/tuitionrefund.html

Tuition Refund Insurance 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.

• By default, at the time you register, Web Registration will enroll you in Tuition Refund Insurance.
• Students may opt to purchase or decline Tuition Refund Insurance up until the end of week three of the fall and spring semesters.
HEALTH INSURANCE

• USC requires that ALL students have supplemental health insurance. [https://engemannshc.usc.edu/insurance-for-usc-online-degree-program-students/](https://engemannshc.usc.edu/insurance-for-usc-online-degree-program-students/)

• You are automatically enrolled in the USC Health Insurance Plan if you are taking 6 or more units.

• 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.

• Health Insurance Waiver
  • Waiver Criteria & Online Waiver Request
    • [http://engemannshc.usc.edu/insurance/waivers/](http://engemannshc.usc.edu/insurance/waivers/)

• Student Insurance Office at (213) 740-0551

• **Deadline to submit waiver form is Jan. 26**
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>DATE</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerospace &amp; Mechanical Engineering</td>
<td>Dec. 15</td>
<td>10:00am (PST)</td>
</tr>
<tr>
<td>Astronautical Engineering</td>
<td>TBD</td>
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<tr>
<td>Biomedical Engineering</td>
<td>Dec. 7</td>
<td>1:00pm (PST)</td>
</tr>
<tr>
<td>Chemical Engineering, Materials Science, &amp; Petroleum Engineering</td>
<td>Nov. 30</td>
<td>10:00am (PST)</td>
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<tr>
<td>Civil &amp; Environmental Engineering</td>
<td>Dec. 7</td>
<td>10:00am (PST)</td>
</tr>
<tr>
<td>Computer Science &amp; Cyber Security</td>
<td>Dec. 6</td>
<td>10:00am (PST)</td>
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<tr>
<td>Electrical Engineering &amp; Green Tech</td>
<td>Dec. 12</td>
<td>10:00am (PST)</td>
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<tr>
<td>Industrial &amp; Systems Engineering</td>
<td>Dec. 13</td>
<td>10:00am (PST)</td>
</tr>
<tr>
<td>Systems Architecting &amp; Engineering</td>
<td>TBD</td>
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REGISTER ONLINE: [https://viterbigrad.usc.edu/academic-services/new-student-information/](https://viterbigrad.usc.edu/academic-services/new-student-information/)
DEN@Viterbi
Technical Support
DEN@Viterbi Technical Support Center – OHE 142, dentsc@usc.edu, 213-740-9356

• Services:
  ✓ Desire2Learn Training
  ✓ Technical Support
  ✓ Webcast Quality Control
  ✓ Lecture Posting
  ✓ Course Notes Support
  ✓ Homework Support
  ✓ Exams Coordination

• Supervisors:
  • Rebecca Lee and Bianca Richter

• Exams:
  • Shirley Schutt

twitter.com/denhelppdesk
youtube.com/denhelppdesk
DEN@Viterbi Desire2Learn: LOGIN

courses.uscden.net
DEN@Viterbi DESIRE2LEARN: DEN TOOLS
Terms of Service, D-Clearance Requests, D-Clearance Status
* 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 Information (If applicable)
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

New Student Training will introduce virtual meeting rooms and social group spaces. Sign up at: https://viterbigrad.usc.edu/technical-support/training-options/

Call In During Live Lecture

Live Chat & Threaded Discussion
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

### Lagrange Multiplier Technique

\[
L = b_0 + b_1x_1 + b_2x_2 + b_3x_1x_2 - \mu (x_1^2 + x_2^2 - r^2)
\]

\[
\frac{\partial L}{\partial x_1} = \cdots = 0 \quad \text{math happens}
\]

\[
\frac{\partial L}{\partial x_2} = \cdots = 0
\]

\[
x_1 = \frac{b_1 + b_2 x_2}{2\mu} \\
x_2 = \frac{b_2 + b_3 x_1}{2\mu} = \frac{b_3}{2\mu}
\]

To max \( \phi \), need \( \mu \) greater than the largest eigenvalue.
Submitting Your Homework
You will submit your homework through a D2L Dropbox unless otherwise specified.

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

Off campus students located in the Los Angeles, Orange, or Ventura counties will be required to take all exams at USC’s main campus on the date and time stated in the course syllabus.

Off campus students outside of these areas will arrange with the Exam Coordinator (Kais) to take exams at a local testing center or arrange for a corporate proctor. Please respond to DEN Exams ASAP with your zip code to begin the coordination process.

Travel policy

• Business travel – student must inform the Exam Coordinator at least 2 weeks in advance so necessary proctoring arrangements can be made and all requirement paperwork is submitted on time.

• Personal vacation – students are not permitted to miss or relocate an exam because of vacation. DEN will not schedule make-up or alternate location exams due to personal vacation.

The student is responsible for taking the exam at the time scheduled. No exceptions are permitted. Unforeseen, documented, emergency circumstances, which cause a student to miss a scheduled exam, will be reviewed on a case by case basis.

Website: https://viterbigrad.usc.edu/technical-support/homework-exams/
# CONTACT INFO

**OFFICE OF GRADUATE AND PROFESSIONAL PROGRAMS**

**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/](https://viterbigrad.usc.edu/)

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<tr>
<td>Tuition Deferment or Vouchers</td>
<td><a href="mailto:susannas@usc.edu">susannas@usc.edu</a></td>
<td>Susanna Sahakian</td>
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<tr>
<td></td>
<td>213-740-8198</td>
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THANK YOU!

HAVE A GREAT SEMESTER AND FIGHT ON!
A recording of this online orientation and this presentation will be available for viewing and download on the GAPP website.

https://viterbigrad.usc.edu/academic-services/new-student-information/