AGENDA

- Welcome to DEN@Viterbi & USC
- University Calendar
- University Policies
- Advisement: D-clearance, Prerequisites
- Registration Process & Systems
- Tuition
- DEN@Viterbi Department Orientations
- DEN@Viterbi Desire2Learn (D2L)
- 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, Desire2Learn training, Homework</td>
<td><a href="mailto:dentsc@usc.edu">dentsc@usc.edu</a></td>
<td>Rebecca Lee</td>
</tr>
<tr>
<td></td>
<td>213-740-9356</td>
<td>Bianca Richter</td>
</tr>
<tr>
<td>DEN d-clearance inquiries</td>
<td><a href="mailto:den@gapp.usc.edu">den@gapp.usc.edu</a></td>
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</tr>
<tr>
<td>Exams</td>
<td><a href="mailto:denexam@usc.edu">denexam@usc.edu</a></td>
<td>Shirley Schutt</td>
</tr>
<tr>
<td></td>
<td>213-740-9356</td>
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<tr>
<td>GAPP Advisor</td>
<td><a href="mailto:ptrinida@usc.edu">ptrinida@usc.edu</a></td>
<td>Patty Rinehart</td>
</tr>
<tr>
<td>• General advisement</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>213-740-0116</td>
<td></td>
</tr>
<tr>
<td>• Policies &amp; Procedures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Master’s Student Services

Nora Sandoval
Director, Student Affairs
norasand@usc.edu
213-821-0413

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Academic Programs Advisor
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choanna@usc.edu
213-740-4488

Yadi Wang
International Programs Advisor
yadiwang@usc.edu
213-740-4488
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>Aug. 23</td>
<td>Last day to register and pay without late fee</td>
</tr>
<tr>
<td>Aug. 26</td>
<td>Fall semester classes begin</td>
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<tr>
<td>Aug. 26-30</td>
<td>Late registration and change of program</td>
</tr>
<tr>
<td>Sept. 2</td>
<td>Labor Day, University holiday</td>
</tr>
<tr>
<td>Sept. 13</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>Sept. 13</td>
<td>Last day to register and add classes</td>
</tr>
<tr>
<td>Sept. 13</td>
<td>Last day to change enrollment option to Pass/No Pass or Audit</td>
</tr>
<tr>
<td>Sept. 13</td>
<td>Last day to purchase or waive tuition refund insurance</td>
</tr>
<tr>
<td>Sept. 13</td>
<td>Deadline for purchasing or showing proof of health insurance</td>
</tr>
</tbody>
</table>
University Calendar – Fall 2019 Cont.

Sept. 17  Last day to drop a Monday-only class without a mark of “W” and receive a 100% refund or change to Pass/No Pass or Audit

Oct. 11  Last day to drop a class without a mark of “W” (no refund)

Oct. 17-18  Fall Recess

Nov. 15  Last day to drop a class with a mark of “W”

Nov. 27-Dec. 1  Thanksgiving Recess

Dec. 6  Fall semester classes end

Dec. 7-10  Study days

Dec. 11-18  Final examinations

Dec. 19-Jan 12  Winter Recess

Jan. 13  Spring 2020 classes begin

Please see the complete calendar at http://classes.usc.edu/term-20193/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/](http://scampus.usc.edu/)
Academic Advisement

- **Limited Status 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/
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/](https://viterbigrad.usc.edu/technical-support/training-options/)
Things To Do Before You Register...

1. **Create a DEN@Viterbi Profile:** [viterbi.usc.edu/denprofile](https://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](https://arr.usc.edu/services/registration/webregistration.html)
Online Academic Student Information System (OASIS)
www.usc.edu/oasis

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 (mmdyy) or it is the same passcode you used to access web registration.
• Registration Calendar
• Tuition and Fees
• Final Exams Schedule
• Course info and more!

ASTE 589: Solar System Navigation (3.0 units)

Free-return trajectories for exploration of the moon, optimization and control of interplanetary trajectories, and mission design using the Interplanetary Superhighway.

Prerequisite: ASTE 580

<table>
<thead>
<tr>
<th>Section</th>
<th>Session</th>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Registered</th>
<th>Instructor</th>
<th>Location</th>
<th>Syllabus</th>
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<tr>
<td>29186R</td>
<td>048</td>
<td>Lecture</td>
<td>6:40-9:20pm</td>
<td>Wednesday</td>
<td>2 of 20</td>
<td>Gerald Hintz, Troy Goodson, Rodney Anderson</td>
<td>OHE 100B</td>
<td>PDF</td>
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<td>29187D</td>
<td>034</td>
<td>Lecture</td>
<td>6:40-9:20pm</td>
<td>Wednesday</td>
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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 1-2 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@gapp.usc.edu**
Access Web Registration

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

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

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 den@gapp.usc.edu for assistance
USC NetID Account

https://netid.usc.edu/account_services/activate_account

- 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 USC NetID/email account will be created.
Accessing Your USC E-mail

Students will access their USC email by logging into my.usc.edu and clicking the Gmail link under myServices or Google Apps. You can also access email via google.usc.edu

Review the link below for more information:
• Google Apps at USC for Students
  http://itservices.usc.edu/google/
MyUSC  my.usc.edu
You can access OASIS, Web Registration, e-mail, etc. with a single sign-on.

USC NetID is required to access myUSC.
USC Website

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 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...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.
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.

Log-in to myUSC and click on “Safety and Wellness” to access these modules.

You must complete both modules by October 7, 2019 or a hold will be placed on your Spring 2020 semester registration.
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.

**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 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/](https://viterbigrad.usc.edu/tuition-and-funding/employer-supported/)
- Students are responsible for any fees not paid by company
Employer Reimbursement Deferment

Students supported by a company can defer payment of up to 90% of tuition until after the semester is over.

Program Eligibility
• Your employer reimburses you for tuition at the end of each term.
• Your student account is current.

Program Participation Requirements
• Required every semester prior to the settlement deadline each term
• Complete and submit deferment application
• Pay 10% of tuition, 100% of all fees and a $100 application fee
• Sign and submit promissory note packet to uscsfs@usc.edu

Online Submission of Employer Reimbursement:
https://sfs.usc.edu/payment/employer-reimbursement/
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 and Waiver

- USC requires that ALL students have supplemental health insurance. [https://studenthealth.usc.edu/for-online-students/](https://studenthealth.usc.edu/for-online-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
    - [https://studenthealth.usc.edu/our-services/insurance-plan/how-to-request-a-waiver-for-usc-student-health-insurance/](https://studenthealth.usc.edu/our-services/insurance-plan/how-to-request-a-waiver-for-usc-student-health-insurance/)

- Student Insurance Office at (213) 740-0551

**Deadline to submit waiver form is September 13**
# DEN@Viterbi Department Orientations

<table>
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<tr>
<th>DEPT</th>
<th>DATE</th>
<th>TIME</th>
<th>ORIENTATION LINK</th>
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<tbody>
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<td>AME</td>
<td>Monday, August 12, 2019</td>
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<td>CS/INF</td>
<td>Thursday, June 13, 2019</td>
<td>10:00 AM</td>
<td>Presentation &amp; Recording Links Available Online</td>
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<tr>
<td>ISE</td>
<td>Friday, August 9, 2019</td>
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</table>

**REGISTER ONLINE:** [https://viterbigrad.usc.edu/academic-services/new-student-information/](https://viterbigrad.usc.edu/academic-services/new-student-information/)
Save the Date

USC Homecoming Event
October 19, 2019

VS.

Event details coming soon.

BEAT THE WILDCATS!!!
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/denhelpdesk
  youtube.com/denhelpdesk
DEN@Viterbi Desire2Learn: LOGIN

courses.uscden.net

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. Your **username** is your full email address.

If you have problems logging on or seeing your courses, please contact DEN@Viterbi Technical Support Center office at dentsc@usc.edu or 213-740-9366.

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.
DEN@Viterbi DESIRE2LEARN: HOME PAGE
NavBar, Notifications, Content Areas

USC Viterbi School of Engineering

My Courses

Welcome and Getting Started
Kevin,

Welcome to DEN! To view your courses, use the My Courses widget or click on the icon at the top of the page.

Problems? Can’t see your course?
D2L Support Contact Information
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/
Please use this area to introduce yourself!

You can:

1. Share a funny story
2. Post a picture of your travels
3. Interests, hobbies, things you like to do for fun

This is completely optional, but can be a quick way to get to know your classmates!
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
  - Call In 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**

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

\[
\frac{\partial L}{\partial x_1} = -2\mu x_1 = 0 \\
\frac{\partial L}{\partial x_2} = -2\mu x_2 = 0
\]

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

To maximize $f$, we 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/](https://viterbigrad.usc.edu/technical-support/homework-exams/)
## 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/)

### Contact Information

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| Den d-clearance inquiries | den@gapp.usc.edu |                         |

| Exams                     | denexam@usc.edu | Shirley Schutt          |
|                          | 213-740-9356    |                             |

| GAPP Advisor              | ptrinida@usc.edu | Patty Rinehart          |
|                          | 213-740-0116     |                             |

| Employer Reimbursement   | susannas@usc.edu | Susanna Sahakian         |
| Deferment or Vouchers     | 213-740-8198     |                             |
Thank You!

Have a Great Semester!

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/