Sonny Astani Department of Civil & Environmental Engineering

DEN@Viterbi Orientation Fall 2019

Christine Hsieh
Associate Director of CEE Student Services
christine.hsieh@usc.edu
AGENDA

DEPARTMENT OVERVIEW

DEGREE REQUIREMENTS

COURSE REGISTRATION

GET CONNECTED
CEE Department @ a Glance

>24 Tenure/Tenure-Track Faculty

>40 Affiliated Faculty

200 MS Students

70 PHDs
CEE Department @ a Glance

Dr. Lucio Soibelman
Professor & Chair

Dr. Burçin Becerik-Gerber
Professor
Director, CEE Graduate Programs
DEGREE REQUIREMENTS
What Do Civil & Environmental Engineers Do?

Our standard of living depends on our civil infrastructure, a sophisticated system of buildings, bridges, dams, airports, transportation networks, water and power distribution systems, and environmental protection systems.

Civil and environmental engineers are responsible for designing, maintaining and enhancing our civil infrastructure. They help to sustain the living standards and quality of life of the population. Civil engineers are also master builders who design and create the structures that sustain us.
Master of Science, Civil Engineering (MSCE)  
28 Units

General

Construction Engineering & Management

Structural Engineering

Transportation Engineering

Transportation Systems

Water & Waste Management

Master of Science, Environmental Engr (MSENE)  
28 Units

Master of Construction Management (MCM)  
32 Units

Master of Transportation Systems Management  
35 Units
Graduation Requirements

2/3 Rule
@ the 500-level or above

MINIMUM
3.0 GPA
Program Overview

Recommnded Course Load: 1 Classes/Semester

Typical Program Length: 3-4 Years

Fulltime Enrollment: 8 Units/Semester
Graduation Requirements

Continuous Enrollment

Enroll every fall and spring semester
  • Summer Optional

Leave of Absence (LOA)
  • Request LOA before Friday of Week 3 of a semester by emailing your academic advisor (Christine Hsieh)
  • **ALWAYS** request an LOA if you need time off

If you don’t enroll/have LOA → apply for re-admission to the program

How Long Do you have to Complete Your Degree?

5 years to complete your degree

International Students → see your I-20 for your time limit
Tracking Your Degree Requirements

myUSC

Services

Syllabus Updater for Schedule of Classes
Grading and Rosters for instructors
Courses
OASIS academic records
Undergraduate Advisement

Office 365
Blackboard online learning
Web Registration
Gmail
Pay My Bill

Your STARS report can be found on my.usc.edu, OASIS
Tracking Your Degree Requirements

On-line Academic Student Information System

Course Information

- Registered course List
  Registered course(s), time, date and location for the three most recent semesters.

- Book list
  Lists all required and optional books that have been ordered through TrojanBookstores for the courses in which you are registered.

- Enrollment history
  Enrollment history including class level, enrollment status, units earned, program of study, etc.

- Summary of Completed Courses
  History of completed course(s) including units and grades.

- Restrictions
  Summary of active "holds," description, and removal location/phone number and any mandatory advisement obligations, if any...

- STARS report
  Detailed listing of a student's degree requirements that have been met and those that remain to be fulfilled (if any).

- 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 progress.

- Grade Report
  Grades for the current semester will post as professors submit them. You can check your grades on the Completed Course Summary page or on the Grade Report page.

- Permit to register
  Eligible students’ registration appointment times.

**STARS does not automatically update, but you can email your academic advisor once you complete your first semester of classes to request an update.**
Academic Expectations

Good Academic Standing

• Maintain a cumulative 3.0 GPA ("B" Average) overall and in your applied major courses

Need Help?
Faculty & Teaching Assistants

Verify how much peer to peer collaboration is acceptable
Academic Integrity Violation

Consequences

You will earn an “F” in the class
- It will impact your GPA
- Fs appear on your transcript & cannot be removed

You can be suspended or expelled from USC

You Can Be Denied:
- Curricular Practical Training/Internship,
- Access to Viterbi Career Connected

Can Negatively Impact Job Opportunities
Avoid Academic Integrity Violations

Check With Your Professor

• If you’re unsure if something is considered cheating – ask your professor

When Collaborating

• Make sure the professor approves you to work on an assignment as a group

Don’t share/post your homework

Don’t try to cheat the system – you’ll get caught!

Questions about Academic Integrity?

Viterbi Academic Integrity Officer:
Associate Professor Steve Bucher
sbucher@usc.edu
The Course Registration Process

Common Registration Holds

The Departmental Clearance (D-Clearance) Process
**Financial Holds**

Unpaid balances can result in:
- financial hold that restricts registration
- late fees on your account.

*Any Questions Related to Tuition Should be Directed to Student Financial Services*

**Location:** Jefferson Boulevard Parking Structure  
**Phone:** 213-740-7471  
**Email:** cashier@usc.edu

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**Other Holds**

**ADM 20**
- Conditional Admission - check your admission letter
- Does not restrict enrollment
- Email Christine Hsieh (christine.hsieh@usc.edu) to lift hold once you have satisfied the conditions

**ADM 40**
- Verify your prior degree
- Does not restrict enrollment
- Verify your degree by visiting [https://arr.usc.edu/services/degree-progress/verification.html](https://arr.usc.edu/services/degree-progress/verification.html)

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**Advisors do not have access to financial information**
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
DEN CONTACT INFORMATION

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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<thead>
<tr>
<th>DEN@Viterbi Support</th>
<th>Contact Information</th>
<th>Staff</th>
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<tbody>
<tr>
<td>Technical support,</td>
<td><a href="mailto:dentsc@usc.edu">dentsc@usc.edu</a></td>
<td>Rebecca Lee</td>
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<tr>
<td>Desire2Learn training,</td>
<td>213-740-9356</td>
<td>Bianca Richter</td>
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<td>Homework</td>
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<tr>
<td>DEN d-clearance inquires</td>
<td><a href="mailto:den@gapp.usc.edu">den@gapp.usc.edu</a></td>
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<tr>
<th>Exams</th>
<th><a href="mailto:denexam@usc.edu">denexam@usc.edu</a></th>
<th>Shirley Schutt (exams)</th>
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<td>213-740-9356</td>
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<tr>
<th>GAPP Advisor</th>
<th><a href="mailto:ptrinida@usc.edu">ptrinida@usc.edu</a></th>
<th>Patty Rinehart</th>
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<tr>
<td>• General advisement</td>
<td>213-740-0116</td>
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<td>• Policies &amp; Procedures</td>
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**Registration (Add/Drop) Deadlines**

**AUGUST 23:** last day to register for at least 1 course and settle any fees

**AUGUST 26:** 1st day of classes

**SEPTEMBER 13:** last day to make any changes to your schedule (**but, we recommend you do not add a course after the second week of school**)

Last day to receive a refund for dropped courses

**OCTOBER 11:** Last day to drop a class with no refund and no grade of a “W” on transcript

**November 15:** Last day to withdraw from a class with no refund and a grade of “W” on transcript **Classes cannot be dropped after this date**
Registration (Add/Drop) Deadlines

Deadlines are always listed on the Schedule of Classes

classes.usc.edu

USC Schedule of Classes

Fall 2019

› Registration Calendar
› Session Codes
› Final Examinations Schedule
Faculty Advisors:
• In Depth Curriculum Questions
• Approve course substitutions
  • Get it in writing

Graduate and Professional Programs Office (GAPP) advisor can assist with
• DEN course registration
• navigating the university and troubleshooting general USC issues.

Civil & Environmental Academic Advisor can help:
• Keep you on track to graduate,
• plan out courses,
• answer general questions about the curriculum

GAPP: masters@gapp.usc.edu
OHE 106
Faculty Advisors

MSCE General
MSCE Water & Waste Mgmt
Dr. J.J. Lee
jjlee@usc.edu

MSCE Construction Engr & Mgmt
Master in Construction Mgmt
Professor Henry Koffman
koffman@usc.edu

Transportation Programs
Dr. James Moore
moore@usc.edu

MSCE Structural
Dr. Gregg Brandow
brandow@usc.edu

Environmental Engineering
Dr. Amy Childress
amyec@usc.edu
Christine Hsieh
Associate Director, CEE Student Services

christine.hsieh@usc.edu
Kaprielian Hall (KAP), Rm 214
Academic Advisement Expectations

What You Can Expect From Us
• During peak times (first three weeks of the semester), advisors are available in-person via walk in hours
• After the third week of school, we’re available for one-on-one appointments scheduled via MyViterbi (if you’re a DEN student, you can choose to do an in-person appointment or phone appointment)

What We Expect From You
• Check your email every day
• Include your USC ID and full name in all emails sent to your advisor
• Only email using your usc.edu email address
• When our communication requires a response, please reply within 2 business days
How to Make an Advisement Appointment

During week 4 of the semester, advisors are available for course planning and other questions. You can make an appointment via myViterbi.

Please include your phone number in the comments when making an appointment.

Emails can be sent directly to your academic advisor or to the Civil & Environmental Engineering Department at ceeddept@usc.edu.
GET CONNECTED

Student Organizations
https://cee.usc.edu/current-students/student-organizations/

Jobs and Internships
Viterbi Career Connections
https://viterbicareers.usc.edu/students/