Fall 2019
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

Epstein ISE Student Services Office
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-4:00 pm
Office location GER (Gerontology Building) room 247
If you’re visiting USC, I invite you to stop by my office. I would be delighted to meet with you.
UNIVERSITY CALENDAR – Fall 2019

Aug. 23  Last day to register and pay without late fee
Aug. 26  Fall semester classes begin
Aug. 26-30 Late registration and change of schedule
Sept. 2   Labor day, university holiday
Sept. 13 Last day to register and add classes
Sept. 13 Last day to drop a class without a mark of "W," except for Monday-only classes, and receive a refund
Sept. 13 Deadline for purchasing or showing proof of health insurance for fall
Sept. 13 Last day to purchase or waive tuition refund insurance
Sept. 17 Last day to drop a Monday-only class without a mark of "W," and receive a refund
UNIVERSITY CALENDAR – Fall 2019

Oct. 11  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.

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

Registration Calendar:  
https://classes.usc.edu/term-20193/calendar/
Academic Department Condition of Admission

Registration Restrictions Codes:

ADM20 – This restriction will allow you to register for your 1st semester.

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

Restriction – Faculty Evaluation - Complete 9 units earning at least a 3.0 GPA.
PREREQUISITES

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

*Note: Prerequisite(s) must be taken during your first semester.*

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


Prerequisite waiver: Submit a petition to the Epstein ISE Student Services Office at iseddept@usc.edu

Petition Form: [https://ise.usc.edu/wp-content/uploads/2017/03/70197.pdf](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

Requirements for Graduation: A total of 30 units with 3.0 GPA

- Master of Science in Industrial and Systems Engineering (MSISE)
- Master of Science in Engineering Management (MSEMT)
- Master of Science in Operations Research Engineering (MSORE)

- Requirements for Graduation: A total of 27 units with 3.0 GPA,

- Master of Science in Product Development Engineering – Systems Track (MSPDE)
Program Requirements: 18 units must be completed in the Epstein ISE Department. Of the 30 units, 21 must be at the 500 level or above.
- required course work 21 units and 9 units electives
- no more than 3 classes (9 units) at 400 level

Required Course (12 units)
ISE 513 (3) (Sp)
ISE 514 (3) (Fa, Sp & Sum)
ISE 515 (3) (Fa, Sp & Sum)
ISE 583 (3) (Fa, Sp & Sum)

Group A - 3 units (choose one)
ISE 530 (3) (not offered on DEN)
ISE 536 (3) (offered on DEN in Spring)

Group B - 3 units (choose one)
ISE 525 (3) (Sp)
ISE 527 (3) (Fa & Sp)

Group C - 3 units (choose one)
ISE 538 (3) (Fa)
ISE 580 (3) (Sp)

Electives – 9 units

Complete list of required courses for completing the MSISE program are
http://catalogue.usc.edu/preview_program.php?catoid=11&poid=10925&returnto=3594
Master of Science in Engineering Management (MSEMT)

Program Requirements: 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 12 units electives
- no more than 3 classes (9 units) at 400 level

Required Course (12 units)
ISE 500 (3) (Fa & Sp)
ISE 515 (3) (Fa, Sp & Sum)
ISE 544 (3) (Fa, Sp & Sum)
ISE 561 (Prereq. ISE 500) (3) (Fa, Sp & Sum)

Required Engineering Elective - 3 units (choose one)
ISE 530 (3) (not offered on DEN)
ISE 536 (3) (offered on DEN in Sp)
ISE 562 (3) (Fa & Sp)

Business and Management Area - 3 units
CE/ISE 502 (4) (Fa)

Electives 12 units

Complete list of required courses for completing the MSEMT program are here: http://catalogue.usc.edu/preview_program.php?catoid=11&poid=10924&returnto=3594
Master of Science in Operation Research Engineering (MSORE)

Requirements for Graduation: 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

Required Course (12 units)
ISE 532 (substitution CSCI 570) (4) (Fa, Sp & Sum)
ISE 536 (3) (Sp)
ISE 538 (3) (Fa)
ISE 580 (3) (Fa)
ISE 583 (3) (Fa, Sp & Sum)

Select at least two of the following 10 courses: 6 units
CE 645 (3) (irreg.)
ISE 513 (3) (Sp)
ISE 514 (3) (Fa, Sp & Sum)
ISE 520 (3) (irreg)

Complete list of required courses for completing the MSORE program are here: https://catalogue.usc.edu/preview_program.php?catoid=11&poid=10926&returnto=3594
Cont’d

Master of Science in Operation Research Engineering (MSORE)

ISE 525 (3) (Sp)
ISE 539 (3) (not offered on DEN)
ISE 562 (3) (offered on DEN in Spring)
ISE 563 (3) (Fa & Sp & Sum)
ISE 576 (3) (Sp)
SAE 541 (3) (Fa, Sp & Sum)

400- or 500- level computer science course, approved by faculty adviser (3 or 4 units)
Two electives, approved by faculty adviser (6 units)

Complete list of required courses for completing the MSORE program are here:
http://catalogue.usc.edu/preview_program.php?catoid=11&poid=10926&returnto=3594
Master of Science in Product Development Engineering - Systems Track (MSPDE)

Requirements for Graduation: 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)

Required Course (6 units)
AME 503 (3) (Fa & Sp)
ISE 545 (3) (Fa & Sp)

Product Development Systems Required Courses - 6 units
ISE 515 (3) (Fa, Sp & Sum)
ISE 544 (3) (Fa, Sp & Sum)
Master of Science in Product Development Engineering - Systems Track (MSPDE)

Product Development Systems Technical Electives - 6 units

ISE 460 (3) (Fa, Sp & Sum)
ISE 511L (3) (*Not offered on DEN*)
ISE 517 (3) (*No longer offered*)
ISE 525 (3) (Sp)
ISE 527 (3) (Fa & Sp)
ISE 555 (3) ( )
ISE 561 (prereq. ISE 500) (3) (Fa, Sp & Sum)
ISE 580 (3) (Sp.)
ISE 585 (3) (*Not offered on DEN*)
SAE 541 (3) (Fa, Sp & Sum)

General Electives (9 units)

Complete list of required courses for completing the MSPDE program are here:
http://catalogue.usc.edu/preview_program.php?catoid=11&poid=10941&returnto=3598
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 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 you USC email regularly! Forward to GMAIL account.
- USC requires graduate students to maintain continuous enrollment every Fall and Spring semester.
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. [https://viterbigrad.usc.edu/academic-services/forms/](https://viterbigrad.usc.edu/academic-services/forms/)

- Refer to the USC Schedule of Classes for planning purposes: [http://classes.usc.edu/](http://classes.usc.edu/)

- Web Registration Login: [https://webreg.usc.edu/Login](https://webreg.usc.edu/Login)
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](mailto:den@gapp.usc.edu)
1. Bookmark [https://courses.uscden.net](https://courses.uscden.net)
2. Your D2L username is your full USC Email Address
3. If you do not remember your D2L password, 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/](https://viterbigrad.usc.edu/technical-support/training-options/)
## 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/)

<table>
<thead>
<tr>
<th>DEN@Viterbi Support</th>
<th>Contact Information</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical support, Desire2Learn training,</td>
<td><a href="mailto:dentsc@usc.edu">dentsc@usc.edu</a></td>
<td>Rebecca Lee</td>
</tr>
<tr>
<td>Homework</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>
<td></td>
</tr>
<tr>
<td>Exams</td>
<td><a href="mailto:denexam@usc.edu">denexam@usc.edu</a></td>
<td>Shirley Schutt</td>
</tr>
<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>213-740-0116</td>
<td></td>
</tr>
<tr>
<td>• Policies &amp; Procedures</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
THANK YOU!

HAVE A GREAT FALL 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