



Spring 2020
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

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

Contact Info:

Direct Contact Number: (213)740-4886

Email; mordaz@usc.edu

Epstein ISE Student Services Office

Contact Number: (213)740-4893

Office hours:

Monday-Friday 9:30 am-4:00 pm

Office location GER (Gerontology Building) room 245

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





University Calendar – Spring 2020

Jan. 10	Last day to register and pay without late fee
Jan. 13	Spring semester classes begin
Jan. 13-17	Late registration and change of program
Jan. 20	Martin Luther King Day, University holiday
Jan. 31	Last day to drop a class <u>without</u> a mark of "W," except for Monday-only classes, and receive a 100% refund
Jan. 31	Last day to register and add classes
Jan. 31	Last day to change enrollment option to Pass/No Pass or Audit
Jan. 31	Last day to purchase or waive tuition refund insurance
Jan. 31	Deadline for purchasing or showing proof of health insurance

University Calendar – Spring 2020 – Cont.



Feb. 4	Last day to drop a <u>Monday-only class</u> without a mark of “W” and receive a 100% refund or change to Pass/No Pass or Audit
Feb. 18	President’s Day, University Holiday
Feb. 28	Last day to drop a class <u>without</u> a mark of “W” (no refund)
March 15-22	Spring Recess
April 3	Last day to drop a class <u>with</u> a mark of “W”
May 1	Spring semester classes end
May 2-5	Study days
May 6-13	Final examinations
May 14	Spring semester end
May 15	Commencement
May 20	Summer 2020 classes begin

Please see the complete calendar at <http://classes.usc.edu/term-20201calendar/>



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

Probability and Statistics – ISE 500, Statistics for Engineering Managers – offered Fa,Sp

Prerequisite waiver: Submit a ISE Petition Form to the Epstein ISE Student Services Office at 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

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)

Master of Science in Industrial and Systems Engineering (MSISE)



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) (Sp offering on Den)

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)

Adviser-Approved 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)

- ISE 530 (3) (**not offered on DEN**)
- ISE 536 (3) (**Sp offering on DEN**)
- ISE 562 (3) (Fa & Sp)

Business and Management Area (3 units)

- ISE 563 (3) (Fa & Sp)
- CE/ISE 502 (4) (Fa offering on DEN)

Electives 12 units - Chosen to form a coherent program with the consent of the adviser.

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) (Sp offering on DEN)

ISE 583 (3) (Fa, Sp & Sum)

Select at least two of the following 10 courses: (6 units)

ISE 513 (3) (Sp)

ISE 514 (3) (Fa, Sp & Sum)

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) (*Fa, Sp*)

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)

Adviser-Approved Electives (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)

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) Currently not offered
- ISE 561 (**prereq. ISE 500**) (3) (Fa, Sp & Sum)
- ISE 580 (3) (Sp offering on DEN)
- ISE 585 (3) (**Not offered on DEN**)
- SAE 541 (3) (Fa, Sp & Sum)

Adviser-Approved 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.



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.
<https://viterbigrad.usc.edu/academic-services/forms/>
- Refer to the USC Schedule of Classes for planning purposes:
<http://classes.usc.edu/>
- Web Registration Login:
<https://webreg.usc.edu/Login>

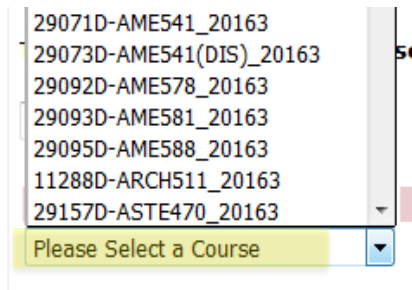
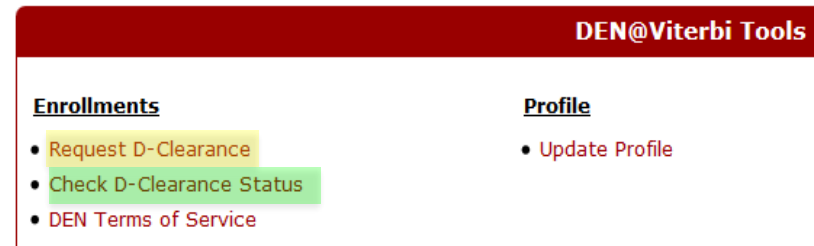


HOW TO REQUEST D-CLEARANCE FROM DEN

All DEN courses require D-clearance.



Student FAQ **DEN@Viterbi Tools**



To begin D-Clearance, Please select a term to apply for D Clearance

Summer 2019 ▼ Select Term

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 1-2 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@vase.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 dentsc@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 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/>



CONTACT INFO

VITERBI ADMISSION & STUDENT ENGAGEMENT (VASE)

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/>

DEN@Viterbi Support	Contact Information	Staff
DEN@Viterbi Support	Contact Information	Staff
Technical support, Desire2Learn training, Homework	dentsc@usc.edu 213-740-9356	Rebecca Lee Bianca Richter
DEN d-clearance inquiries	den@vase.usc.edu	
Exams	denexam@usc.edu 213-740-9356	Shirley Schutt
VASE Advisor <ul style="list-style-type: none">General advisementPolicies & Procedures	ptrinida@usc.edu 213-740-0116	Patty Rinehart



QUESTIONS?

Please submit your questions to me via email
mordaz@usc.edu or contact me directly at
(213)740-4886



THANK YOU!

***HAVE A GREAT SPRING SEMESTER!
FIGHT ON!***

**A recording of this online orientation
and this presentation will be available for viewing and download
on the VASE website.**

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