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 without 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 Monday-only class 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 without a mark of “W” (no refund)
March 15-22  Spring Recess
April 3  Last day to drop a class with a mark of “W”
May 1  Spring semester classes end
May 2-5  Study days
May 6-13  Final examinations
May 14  Spring semesterend
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


Prerequisite waiver: Submit a ISE Petition Form to the Epstein ISE Student Services Office at iseddept@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.
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) (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:
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
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.

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@vase.usc.edu](mailto:den@vase.usc.edu)
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/](https://viterbigrad.usc.edu/)

<table>
<thead>
<tr>
<th>DEN@Viterbi Support</th>
<th>Contact Information</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEN@Viterbi Support</strong></td>
<td>Contact Information</td>
<td>Staff</td>
</tr>
<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><strong>DEN d-clearance inquiries</strong></td>
<td><a href="mailto:den@vase.usc.edu">den@vase.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></td>
<td>213-740-9356</td>
<td></td>
</tr>
<tr>
<td><strong>VASE Advisor</strong></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>
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/