DEN@Viterbi
GENERAL ORIENTATION
Spring 2020
1. Will I be able to get copies of the slides after the presentation? YES!

Slides will be posted online at
https://viterbigrad.usc.edu/academic-services/new-student-information/

2. Questions?
This orientation will answer the majority of your questions. If you have additional questions, please contact the VASE Office.
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 & VASE

The Viterbi Admission and Student Engagement (VASE) office works closely with DEN@Viterbi in the area of administrative, academic, technical services to support DEN@Viterbi students!

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VASE Master’s Student Affairs

Nora Sandoval
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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

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 semester end
May 15  Commencement
May 20  Summer 2020 classes begin

Please see the complete calendar at http://classes.usc.edu/term-20201calendar/
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 VASE 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
  • Viterbi Admission and Student Engagement (VASE) Office
  • Department Advisor

• SCampus: [http://scampus.usc.edu/](http://scampus.usc.edu/)
Limited Status students should contact VASE at masters@vase.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 Waivers

- Waiver of prerequisites vary by academic department.

- The ECE 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!
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/
New Student Training

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/
Things To Do Before You Register...

1. Create a DEN@Viterbi Profile: 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
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 (mmddyy) or it is the same passcode you used to access web registration.
USC Schedule of Classes

classes.usc.edu

- 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

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<th>Session</th>
<th>Type</th>
<th>Time</th>
<th>Days</th>
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<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>
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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
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
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@vase.usc.edu for assistance
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).
   These course links 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 or a hold will be placed on your Fall 2020 semester registration. Please look for the modules in December 2019 and expect to complete it before March 2020.
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 VASE Corporate Billing section for instructions https://viterbigrad.usc.edu/tuition-and-funding/employer-supported/
- Students are responsible for any fees not paid by company
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
## DEN@Viterbi Department Orientations

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<th>DEPT</th>
<th>DATE</th>
<th>TIME</th>
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<td>10:00 AM</td>
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**REGISTER ONLINE:** [https://viterbigrad.usc.edu/academic-services/new-student-information/](https://viterbigrad.usc.edu/academic-services/new-student-information/)
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/denhelptdesk
youtube.com/denhelptdesk
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.
Welcome and Getting Started

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

[Image of a website with links to Terms of Service, Request D-Clearance, and 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!

- **Live Lecture Video**
  - External Learning Tool

- **SAE 541 Hines - Webex Information**
  - Web Page
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

New Student Training will introduce virtual meeting rooms and social group spaces. Sign up at: https://viterbigrad.usc.edu/technical-support/training-options/

Call In During Live Lecture

Live Chat & Threaded Discussion
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

Lagrangian multiplier technique

\[ L = b_1 + b_1 x_1 + b_2 x_2 + b_3 x_1 x_2 - \mu (x_1^2 + x_2^2 - r^2) \]

\[ \frac{\partial L}{\partial x_1} = ... = 0 \quad \text{math happens} \]

\[ \frac{\partial L}{\partial x_2} = ... = 0 \]

\[ x_1 = \frac{b_1 + b_2 x_2}{2 \mu} \quad x_2 = \frac{b_2 - \frac{b_1 b_2}{3 \mu}}{2 \mu} \]

To max \( f \), need \( \mu \) greater than the largest eigenvalue.

Ex: potential energy \( F = U \) potential energy and Force vector \( \nabla U = - \text{grad } U \)
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 (Shirley) 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/)
## 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/)

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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 VASE website.

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