Visit the Viterbi Admission and Student Engagement (VASE) website for detailed new student information: [https://viterbigrad.usc.edu/registration/](https://viterbigrad.usc.edu/registration/)

Information includes:
- Things to Do Before You Register for Courses
- Types of Restrictions, Holds, and Course D-Clearances
- Course Registration and MyUSC
- Things To Do AFTER You Register For Courses

Submit your DEN@Viterbi Profile ([https://viterbi.usc.edu/denprofile](https://viterbi.usc.edu/denprofile)) for Access to the DEN@Viterbi Course Management System: [http://courses.uscden.net](http://courses.uscden.net)
  - 3-5 business days after submission, you will receive an email with information on how to:
    - Create Password for DEN@Viterbi Course Management System (where you will access course webcasts and documents)
    - Request D-Clearances, Register for Courses
    - Access Courses for the Fall 2020 semester

Review Homework and Exam Policies for DEN@Viterbi students – provided by DEN@Viterbi Instructional Support Services: [https://viterbigrad.usc.edu/hw-exams/](https://viterbigrad.usc.edu/hw-exams/)
  - **DEN@Viterbi Exams Policy**: Students residing in the Los Angeles, Orange, and Ventura counties are required to come to USC’s main campus to take their exams. Students residing outside of the aforementioned counties take their exams at local testing centers.
  - **DEN@Viterbi Homework Policy**: Homework assignments are due at the same date and time as assignments are due on campus. DEN@Viterbi students can submit homework assignments via email or fax.

Attend or review the DEN@Viterbi Online Orientation: [https://viterbigrad.usc.edu/denorientation/](https://viterbigrad.usc.edu/denorientation/)

If applicable, waive Student Health Insurance: [https://studenthealth.usc.edu/waiver-requirements/](https://studenthealth.usc.edu/waiver-requirements/)

Enroll or opt out of Tuition Refund Insurance: [https://arr.usc.edu/services/registration/tuitionrefund.html](https://arr.usc.edu/services/registration/tuitionrefund.html)

Complete your Mandatory Online Training for all USC Graduate Students: [https://studentaffairs.usc.edu/mandatory-online-training-for-grad-students/](https://studentaffairs.usc.edu/mandatory-online-training-for-grad-students/)

**Fall 2020 Semester Classes Begin: Monday, August 24th!**
<table>
<thead>
<tr>
<th><strong>General Information</strong></th>
<th>Viterbi Admission &amp; Student Engagement – 213.740.4488 / <a href="mailto:masters@vase.usc.edu">masters@vase.usc.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical Support Center</strong></td>
<td>213.740.9356 / <a href="mailto:dentsc@usc.edu">dentsc@usc.edu</a></td>
</tr>
<tr>
<td></td>
<td>DEN@Viterbi Exam Coordinator – 213.821.3136 / <a href="mailto:denexam@usc.edu">denexam@usc.edu</a></td>
</tr>
<tr>
<td><strong>D-Clearance Requests</strong></td>
<td><a href="mailto:den@vase.usc.edu">den@vase.usc.edu</a></td>
</tr>
<tr>
<td><strong>VASE Advisors</strong></td>
<td>Patty Rinehart – 213.740.0116 / <a href="mailto:prinida@usc.edu">prinida@usc.edu</a></td>
</tr>
<tr>
<td></td>
<td>Nora Sandoval – 213.821.0413 / <a href="mailto:norasand@usc.edu">norasand@usc.edu</a></td>
</tr>
<tr>
<td><strong>Department Advisors</strong></td>
<td>Academic Advisement</td>
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<tr>
<td></td>
<td>Note: Subject to change. For the most up to date list of Department Advisors, visit: <a href="https://viterbigrad.usc.edu/academic-services/academic-advisement/">https://viterbigrad.usc.edu/academic-services/academic-advisement/</a></td>
</tr>
<tr>
<td><strong>Aerospace &amp; Mechanical</strong></td>
<td>Brian Zimmerman – 213.821.3105 / <a href="mailto:brianzim@usc.edu">brianzim@usc.edu</a></td>
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<td><strong>Astronautical</strong></td>
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</tr>
<tr>
<td><strong>Biomedical</strong></td>
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<tr>
<td><strong>Chemical &amp; Materials</strong></td>
<td>Cory Reano – 213.740.6011 / <a href="mailto:reano@vsoe.usc.edu">reano@vsoe.usc.edu</a></td>
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<tr>
<td><strong>Civil &amp; Environmental</strong></td>
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<td><strong>Computer Science, Cyber Security Engineering &amp; Data Science</strong></td>
<td>Computer Science – 213.740.4496 / <a href="mailto:cscimasters@vsoe.usc.edu">cscimasters@vsoe.usc.edu</a></td>
</tr>
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<td></td>
<td>Applied Data Science and Cyber Security Engineering</td>
</tr>
<tr>
<td></td>
<td>• Steve Pham – 213.821.5717 / <a href="mailto:stevepha@usc.edu">stevepha@usc.edu</a> (Last name starts with A-K &amp; all of Cyber Security Engineering students)</td>
</tr>
<tr>
<td></td>
<td>• Art Perez – 213.740.4779 / <a href="mailto:arturope@usc.edu">arturope@usc.edu</a> (Last name starts with L-Z for Applied Data Science programs)</td>
</tr>
<tr>
<td><strong>Electrical &amp; Computer Engineering, Financial Engineering &amp; Green Technologies</strong></td>
<td>Ryan Pineda – 213.740.1182 / <a href="mailto:rcpineda@usc.edu">rcpineda@usc.edu</a> (Last name, A-G)</td>
</tr>
<tr>
<td></td>
<td>Gabby Garcia – 213.740.1787 / <a href="mailto:garc635@usc.edu">garc635@usc.edu</a> (Last name, H-L)</td>
</tr>
<tr>
<td></td>
<td>Jaime Zelada – 213.740.4696 / <a href="mailto:zelada@usc.edu">zelada@usc.edu</a> (Last name, M-V)</td>
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<tr>
<td></td>
<td>Samantha Graves – 213.740.4447 / <a href="mailto:smgraves@usc.edu">smgraves@usc.edu</a> (Last name, W-Z)</td>
</tr>
<tr>
<td><strong>Industrial &amp; Systems</strong></td>
<td>Mary Ordaz – 213.740.4886 / <a href="mailto:mordaz@usc.edu">mordaz@usc.edu</a></td>
</tr>
<tr>
<td><strong>Petroleum</strong></td>
<td>Ebonie Hawthorne – 213.740.0322 / <a href="mailto:hawthorn@usc.edu">hawthorn@usc.edu</a></td>
</tr>
<tr>
<td><strong>Systems Architecting &amp; Engineering</strong></td>
<td>Luis Saballos – 213.821.4234 / <a href="mailto:lsaballo@usc.edu">lsaballo@usc.edu</a></td>
</tr>
</tbody>
</table>
USC Employer Reimbursement Deferment Program

Eligibility Requirements
If you are registered for classes for the upcoming term, you may be eligible to defer payment of up to 90% of your tuition if:

- Your employer reimburses you for tuition at the end of each term.
- Your student account is current.

Note: Loans or any other assistance received will reduce the amount you are eligible to defer.

How to Apply – Online
- Complete and submit the deferment application: [https://sfs.usc.edu/employer-reimbursement-form/](https://sfs.usc.edu/employer-reimbursement-form/)
- Student Financial Services will email you a promissory note packet with instructions.
- Sign and submit the promissory note packet to uscsfs@usc.edu or in person at Jefferson Parking Structure 100.
- The student must pay 10% of tuition, 100% of all fees, and a $100 application fee, prior to the settlement deadline each term ([https://sfs.usc.edu/deadlines/](https://sfs.usc.edu/deadlines/)). A new deferment application and company letter are required each term.

Settlement Deadline
To avoid late fees, you must register and have your tuition and fees paid or deferred, or enroll in a payment plan, by 5 p.m. Pacific time on the following date:

- Fall 2020 term – August 21, 2020

Payment of Balance
Payment is due upon expiration of deferment. If not paid, your account will become past due. Deferments expire January 25 for Fall; April 25 for Spring, and September 25 for Summer. The student is responsible for paying the deferred tuition.

USC Employer Reimbursement Deferment
[https://sfs.usc.edu/payment/employer-reimbursement/](https://sfs.usc.edu/payment/employer-reimbursement/)

Questions? Contact uscsfs@usc.edu or 213-740-4077
USC Student Health Insurance Waiver Information

It is a USC requirement that all online degree program students have a comprehensive health insurance plan. You will be automatically enrolled in the USC Student Health Insurance Plan if you are taking 6 units or more per semester.

Can I waive the USC Student Health Insurance Plan fee if I already have health insurance?

In order to waive the USC Student Health Insurance Plan, you must be enrolled in a comprehensive health insurance plan that meets the following requirements:

- Online distance learners must have comprehensive coverage with no major exclusions and have in network providers in the zip code where they live and take classes.
- Provide continuous year-round coverage while you are a student at the University of Southern California.
- Your insurance plan must meet Affordable Care Act (ACA) criteria. Only plans in compliance with ACA criteria will be accepted. (No major exclusions such as maternity or mental health coverage allowed).
- Cover preventive care services at 100%.
- Must have no pre-existing condition exclusion; if the plan has a pre-existing condition waiting period, that period has expired.
- Must have no per-injury or per-illness maximum benefit limits.
- Must cover medical services for injury from participation in all types of recreational activities or amateur sports.
- Have an annual combined deductible and out-of-pocket expense of $7,900 or less.

How do I request a waiver?

**Step 1: Register for classes.**
You must be actively registered for classes for the upcoming/beginning semester before starting the online enrollment/request for waiver process. If you are not registered for classes, you will not be able to request a waiver using the online system.

**Step 2: Wait 5 to 7 business days after registering for classes.**

**Step 3: Read over Waiver Criteria above to make sure this is the right option for you.**

**Step 4: Complete your online request for a waiver**

- All requests for a waiver must be completed online by the registered student. Make sure you have all of the required information before beginning – data cannot be saved from session to session.
- Have a copy of your health insurance ID card and details about your current health insurance plan available for your reference, prior to beginning the waiver request.
- Go to the Aetna Student Health online waiver request system.
- Complete the waiver request before the deadline (up until the third week of classes).

How often do I need to request a waiver?

Waivers must be submitted annually in the fall semester by the end of the third week of classes.

The Engemann Student Health Center may contact you at any time to request adequate proof of coverage. If your other health insurance coverage ends involuntarily—even in the middle of the semester—you may be eligible to purchase coverage through the USC Student Health Insurance Plan. Contact the Health Insurance Office within 30 days of losing your coverage to find out if you are eligible to enroll.

For any questions or assistance, please contact:
USC Engemann Student Health Center at 213-740-(WELL)9355.

For more information on USC Student Health Waivers
https://studenthealth.usc.edu/waiver-requirements/
USC Tuition Refund Insurance Information

What is Tuition Refund Insurance?
Tuition Refund Insurance is an optional insurance that students may purchase for a small fee during the fall, spring, and summer terms. The insurance covers 100% of the tuition and mandatory fees (excluding the student health insurance fee) for the semester if a student withdraws from all classes due to injury or sickness. For withdrawals from all classes due to a psychological or emotional condition (as defined in the DSM-IV manual), the coverage is 80%. The plan covers payments made directly by the student, loans, grants or scholarships. USC grants and scholarships are credited back to the university.

How do I enroll or Opt out of Tuition Refund Insurance while Registering for Classes?
By default, at the time you register, Web Registration will enroll you in Tuition Refund Insurance. This will result in a charge equal to approximately .35 of 1 percent of your tuition and mandatory fees, which will be added to your student account.

The student may decline Tuition Refund Insurance up until the 20% deadline of the session (week three for general semester sessions) by clicking on the Tuition Refund Insurance tab in Web Registration, which can be accessed by logging in here: www.usc.edu/webregistration.

How do I enroll or Opt out of Tuition Refund Insurance after Registering for Classes?
Students may opt to purchase or decline Tuition Refund Insurance up until the 20% deadline of session 001, or the end of week three of the fall and spring semester. The deadline to purchase or decline Tuition Refund Insurance in the summer will be the 80% deadline of Session 050. For the exact date, please visit the Schedule of Classes at classes.usc.edu and click on the term, then click on Registration Calendar. Students who wish to change their Tuition Refund Insurance setting may do so on Web Registration which can be accessed by clicking the Tuition Refund Insurance tab and following the system prompts here: www.usc.edu/webregistration.

How long is the Coverage Period?
Tuition Refund Insurance provides coverage for one semester. (For instance, insurance purchased for the fall semester covers courses taken only in the fall.) The insurance becomes effective at the start of the semester and extends until the end of the final exams period.

How do I File a Claim?
If you decide to enroll in Tuition Refund Insurance and need to file a claim, please go to https://arr.usc.edu/services/registration/tuitionrefund.html for step-by-step details on how to submit a claim.

For more information on Tuition Refund Insurance
https://arr.usc.edu/services/registration/tuitionrefund.html

Questions? Contact the Registrar One Stop Center at ask.usc.edu or 213.740.8500
GRADUATE CAREER PLAN

Viterbi graduate students are eligible to access resources, programs and services provided by Viterbi Career Connections (VCC) in addition to the USC Career Center. The following information will help you get started in planning and developing your career plan, so you can obtain the necessary skills employers seek in today’s global workforce.

HOW TO GET STARTED:

- **Login to Viterbi Career Gateway** at viterbicareers.usc.edu/students/gateway to access this online job portal to find internships, workshop and Info Sessions’ (Trojan Talks) schedule.

- **Utilize the Experience Viterbi App** by downloading it to your iOS device at https://itunes.apple.com/us/app/experience-usc-viterbi/id1375598984?mt=8 to complete the Beginner Resume & Cover Letter path to help you draft a resume and cover letter, learn about events on campus and how to connect on campus with various student and academic organization to enhance your networking skills. If you don’t have an iOS device please visit https://experienceviterbi.usc.edu/webapp/#!/.

- **Access resources and services from the USC Career Center** by visiting their website at careers.usc.edu. All Viterbi students have access to both the main USC Career Center and SECC resources and programs. Both offices provide separate counseling sessions, info sessions, workshops, career fairs and career related events. It is important for you to utilize both resources to maximize your career opportunities.

- **Check the graduate student blog** at vaseblog.usc.edu, VASE News & Events page https://viterbigrad.usc.edu/news-and-events/ and VCC News & Events page at viterbicareers.usc.edu/category/news-and-events/ to stay connected about upcoming events and opportunities.

- **Attend career-related workshops** to help you prepare for internships, networking, interviewing and many more career topics. You are eligible to attend workshops provided by SECC and the USC Career Center. To check for workshop listings visit viterbicareers.usc.edu/workshops and careers.usc.edu/events/

- **Attend Company Info Sessions (Trojan Talks)** to learn more about specific employers and how to obtain job opportunities from their organization. Login to both Viterbi Gateway and ConnectSC to view listings.

INTERNATIONAL STUDENTS:

- **Review information at Office of International Studies (OIS)** to learn about Curricular Practical Training (CPT) and optional Practical Training (OPT) by visiting their website at ois.usc.edu/employment

- **Visit the Viterbi Admission & Student Engagement (VASE) office** to obtain information on earning academic credit for your internships by visiting viterbigrad.usc.edu/career-development/internships/

- **Attend OIS Workshops and Programs** to connect with other international students and improve your English language skills ois.usc.edu/events/

- **Utilize the American Language Institute** – Offers classes and conversation groups to improve English language skills and to connect with other international student. dornsife.usc.edu/ali/

- **Research companies** hiring international students by accessing https://www.uscis.gov/h-1b-data-hub, & GoinGlobal

- **Complete the Career Success Course (CPT requirement) in the Experience Viterbi App** to help you prepare for internships and be ready to obtain CPT.

- **USC Writing Center** – Offers individual and small-group workshops to assist all students with improving their writing skills. dornsife.usc.edu/writingcenter/
Science & Engineering Librarian
Cari Lyle | Liaison to Engineering and Computer Science
carilyle@usc.edu or 213-740-1785

Ask a Librarian
- Email or call Cari Lyle or sellibs@lib.usc.edu (General Science and Engineering Librarian)
- For evening or weekend questions, email a USC Librarian: https://libraries.usc.edu/email (this is monitored 24/7)
- Chat with a USC Librarian from 11am to 5pm PT, Mon-Fri (normal hours):
  https://libraries.usc.edu/ask-a-librarian  Note: During the closure of USC campus/libraries, longer hours are offered for LibChat (9am to 7pm Mon-Thurs; Fri 10am to 5pm).

Research Guides
- Research Guides provide and highlight subject-specific knowledge and allow librarians to share important resources such as databases, online journals, and eBook collections:
  - Engineering: https://libguides.usc.edu/engineering
  - Computer Science: https://libguides.usc.edu/computerscience
  - Science & Engineering Citation Style Guide: https://libguides.usc.edu/secitation

Tutorials
- USC Libraries has several videos that can be helpful while conducting research such as Citing Sources and Understanding Plagiarism: https://libraries.usc.edu/tutorials

Interlibrary Loan & Document Delivery
- Students can request materials such as books, chapters, and articles that USC Libraries does not have access to for free. For more information, go to: https://libguides.usc.edu/idd
  Note: During the closure of USC campus/libraries, access to print items is limited.

Course Reserves
- Students can access online course reserves if their professor has placed materials online for them. For more information, go to: http://libguides.usc.edu/reserves

https://libraries.usc.edu/