AGENDA
Welcome to USC
Degree Requirements
Course Registration
Academic Advisement
Career Services
Computer Science Faculty

Cyrus Shahabi,
Department Chair
Data Science Faculty

Yolanda Gil
Director, Data Science Program and Interdisciplinary Programs

Emilio Ferrara
Associate Director, Applied Data Science
Master of Science in Cyber Security Engineering (28 units)
• Must complete DSCI 519 during the first semester

Degree Requirements
https://datascience.usc.edu/academics/master-of-science-in-cyber-security-engineering/
Master of Science in Applied Data Science (32 units)
• Students with limited or no CS background should start with DSCI 549
• Students with advanced background in CS may start with DSCI 551 (please be sure you are properly waived from intro courses before enrolling in 551)

Degree Requirements
https://datascience.usc.edu/academics/master-of-science-in-applied-data-science/
Tracking Your Degree Requirements

Your STARS report can be found on my.usc.edu, OASIS.
**STARS does not automatically update, but you can email your academic advisor once you complete your first semester of classes to request an update.**

- Registered course List
  - Registered course(s), time, date and location for the three most recent semesters.
- Book list
  - Lists all required and optional books that have been ordered through TrojanBookstores for the courses in which you are registered.
- Enrollment history
  - Enrollment history including class level, enrollment status, units earned, program of study, etc.
- Summary of Completed Courses
  - History of completed course(s) including units and grades.
- Restrictions
  - Summary of active "holds," description, and removal location/phone number and any mandatory advisement obligations, if any.
- STARS report
  - Detailed listing of a student's degree requirements that have been met and those that remain to be fulfilled (if any).
- STARS Interactive Audit Report
  - Provides a graphical representation of a student's STARS report. Also provides the ability to plan future course registration to determine its impact on degree progress.
- Grade Report
  - Grades for the current semester will post as professors submit them. You can check your grades on the Completed Course Summary page or on the Grade Report page.
- Permit to register
  - Eligible students' registration appointment times.
Continuous Enrollment, Leaves of Absence, and Degree Time Limit Requirements

• USC requires graduate students to maintain continuous enrollment every Fall and Spring semester.

• Summer enrollment is optional.

• If you must miss a Fall or Spring semester, please contact us to request a Leave of Absence before Friday of Week 3 of the semester (the add/drop deadline for courses). Make sure to contact your advisor ASAP!

• If you do not file for a leave of absence when not attending USC during a fall or spring semester, you will be considered out of residency and will need to apply for re-admission to the program. Always file for a leave of absence if you need time off from the program!

• You have 5 years to complete the degree program from the term of your first course. For international students this depends on your I20
Good Academic Standing: All graduate students are required to maintain a cumulative grade point average (GPA) of 3.0 (“B” average), as well as a 3.0 (“B” average) in your applied major courses. You may be dismissed from the program if this is not achieved.

Faculty and Teaching Assistants are available to help with questions you have about the course.

Be sure you understand how much peer-to-peer collaboration is acceptable before collaborating with other students in the course. Otherwise you may end up inadvertently getting an academic integrity violation ...
Consequences of Getting an Academic Integrity Violation

• You will receive a “F” in the class and it will affect your GPA and appear on your transcript. F’s cannot be removed – no exceptions

• You can be suspended or expelled from USC

• Can be denied future Curricular Practical Training/ Internship, access to Viterbi Career Connections and affect job opportunities
• If you are unsure if something would be considered cheating, check with your professor 1st! They are there to guide you and help you and will give you advice.

• If you are doing group work, make sure the professor has approved you to work on an assignment as a group.

• Don’t post your homework on github! Don’t share homework with your friend.

• Don’t try to cheat the system. You will get caught!

Questions about Academic Integrity?
Viterbi Academic Integrity Officer:
Associate Professor Steve Bucher
sbucher@usc.edu
The Course Registration Process

Common Registration Holds

The Departmental Clearance (D-Clearance) Process
Unpaid balances can result in a financial hold that restrict registration as well as late fees on your account.

Questions regarding tuition such as how to pay tuition, deadlines, unsettled balances, etc. should be sent to Student Financial Services. You advisor does not have access to your financial record.

**Location:** Jefferson Boulevard Parking Structure

**Phone:** 213-740-7471

**Email:** cashier@usc.edu
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
# DEN CONTACT INFORMATION

## VITERBI ADMISSION & STUDENT ENGAGEMENT OFFICE

**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,</td>
<td><a href="mailto:dentsc@usc.edu">dentsc@usc.edu</a></td>
<td>Rebecca Lee</td>
</tr>
<tr>
<td>Desire2Learn training,</td>
<td></td>
<td>Bianca Richter</td>
</tr>
<tr>
<td>Homework</td>
<td>213-740-9356</td>
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<tr>
<td>Exams</td>
<td><a href="mailto:denexam@usc.edu">denexam@usc.edu</a></td>
<td>Shirley Schutt (exams)</td>
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<td>213-740-9356</td>
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<tr>
<td>VASE Advisor for registration,</td>
<td><a href="mailto:ptrinida@usc.edu">ptrinida@usc.edu</a></td>
<td>Patty Rinehart</td>
</tr>
<tr>
<td>policies and procedures</td>
<td>213-740-0116</td>
<td></td>
</tr>
<tr>
<td>DEN D-clearance</td>
<td><a href="mailto:den@vase.usc.edu">den@vase.usc.edu</a></td>
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Registration and Course Planning Tips

• Be flexible with your course choices. We offer a large variety of courses covering many areas of computer science & we know you’re here to broaden your knowledge of computer science.

• Plan your classes by referring to the Schedule of Classes classes.usc.edu or Web Registration via myUSC.

• Out of Sequence: If you receive a waiver to take an advanced course, you cannot go back to take the lower-level course. No credit will be awarded.

• Enroll in no more than two courses per semester (8 units). For DEN students working full-time, we recommend no more than one course (4 units).

• Communicate with your advisor and/or professor if you are having any issues with courses before add/drop and withdraw deadlines.
Registration (Add/Drop) Deadlines

**August 21:** last day to register for at least 1 course and settle any fees

**August 24:** 1st day of classes

**September 4:** last day to make any changes to your schedule (**but, we recommend you do not add a course after the second week of school**)

Last day to receive a refund for dropped courses

**October 2:** Last day to drop a class with **no refund** and **no grade of a “W” on transcript**

**November 6:** Last day to withdraw from a class with **no refund** and a **grade of “W”** on transcript **Classes cannot be dropped after this date**
Registration (Add/Drop) Deadlines

Deadlines are always listed on the Schedule of Classes [classes.usc.edu](http://classes.usc.edu)
VASE and Departmental Advisement (you have two advisors)

• Your *Computer Science Academic Advisor* can help make sure you are **on track to graduate**, can help you **plan out courses**, and can answer questions about the **curriculum**.

• The *Viterbi Admissions and Student Engagement (VASE)* advisor can assist with DEN course registration and can help you navigate the university and troubleshoot general USC issues. They are located in OHE 106 and can be reached via email at **masters@vase.usc.edu**.
Academic Advisement Team

Advisors can be reached at cscimasters@vsoe.usc.edu.

Flor Martínez
Mara Ragan
Idania Takimoto
Norma Perry
Steve Pham, Applied Data Science A-K and Cyber Security Engineering
Art Perez, Applied Data Science L-Z
Alexandra Slakter
Kim Serrano
Ryan Rozan, Associate Director
Lizsl De Leon, Director of Student Affairs
What You Can Expect From Us

• We reply to emails within 2 business days during business hours (Monday-Friday 9:00am-4:30pm)
• During peak times (first couple weeks of the semester), advisors are available in-person through group advisement sessions
• After the third week of school, we’re available for one-on-one appointments scheduled via MyViterbi (if you’re a DEN student, you can choose to do an in-person appointment or phone appointment)

What We Expect From You

• Check your email every day
• Include your USC ID and full name in all emails sent to your advisor
• Only email using your usc.edu email address
• When our communication requires a response, please reply within 2 business days
During week 4 of the semester, advisors are available for course planning and other questions. You can make an appointment via myViterbi.

How to Make an Advisement Appointment

Please include your phone number in the comments when making an appointment.

Emails can be sent directly to your academic advisor or to the Computer Science Department at csdept@usc.edu.
Internship and Career Resources

Viterbi Career Connections
Ronald Tutor Hall 218
Tel: 213-740-9677
viterbicareers.usc.edu
vcareers@usc.edu
Career Fair: October 2

Industry Affiliates Program
Stay tuned for information about special events with our affiliates!
(https://www.cs.usc.edu/about/affiliate/)

Affiliate Members

Founding Members
Google
Lyft
Level 5
DiDi
mesmer
Microsoft

Gold
PLUG AND PLAY

Silver
Zillow GROUP

Affiliate
honey
Questions?
A recording of this online orientation and this presentation will be available for viewing and download on the VASE website.

https://viterbigrad.usc.edu/aes/new-student-information/
Thank You!

Have a great fall semester!

Fight On!