



Fall 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-Thursday 9:30 am-4:30 pm

Office location GER (Gerontology Building) room 245



Viterbi Graduate Fall 2020 Calendar



- Aug. 21** Last day to register and settle without late fee
- Aug. 24 Fall semester classes begin
- Sept. 7 Labor Day, University holiday
- Sept. 11 Deadline for purchasing or showing proof of health insurance
- Sept. 11 Last Day, to register and add classes
- Sept. 11** Last day to drop a class without a mark of "W," except for Monday-only classes, and receive a 100% refund
- Sept. 11 Last day to change enrollment option to Pass/No Pass or Audit
- Sept. 11 Last day to purchase or waive tuition refund insurance
- Oct. 9 Last day to drop a course without a mark of "W" on the transcript only. Mark of "W" will still appear on student record and STARS report and tuition charges still apply.
*Please drop any course by the end of week three (or the 20 percent mark of the session in which the course is offered) to avoid tuition charges.

Viterbi Graduate Fall 2020 Calendar– Cont.



Oct. 9	Last day to change a Pass/No Pass course to letter grade
Nov. 13	Last day to drop a class with a mark of “W”
Nov. 24	Fall semester classes end
Nov. 25- Nov. 29	Thanksgiving Recess
NOV. 30- Dec. 1	Study days
Dec. 2-9	Final examinations
Dec. 10- Jan. 10, 2021	Winter Recess

Viterbi Graduate Fall 2020 Calendar - <https://viterbigrad.usc.edu/>



Academic Department Condition of Admission

Students Admitted with Condition of Admission - Restriction Codes

Condition of Admission can be found on page 2 of the Official Notification of Admission Letter. This is only for students admitted conditionally.

Department Hold - Student lacking prerequisite(s):

ADM20 (1st Semester) – Condition of Admission - This restriction will **allow** you to register for your 1st semester.

ADM21 – (2nd semester Registration Hold) – This restriction will need a temporary or permanent (*permanent removeable only when the condition of admission is met*) removable by the graduate advisor.

ADM 20 – Lacking Prerequisite(s)



Students Admitted - Lacking Prerequisites

Prerequisite course(s) can be found on page 2 of the Official Notification of Admission Letter.

Note: Prerequisite(s) must be taken during your first semester. Prerequisite course(s) completed at USC, may be applied as an elective towards your graduate program. The following are course(s) to meet the prerequisite(s).

Engineering Economy

ISE 460 Engineering Economy (Fa,Sp,Sm)

Probability & Statistics

ISE 500 – Statistics for Engineering Managers (Fa, Sp)

Faculty Positive Evaluation

Faculty evaluation on coursework taken during your 1st semester at USC. Graduate students are expected to meet 3.0 GPA requirement.



ADM 20 – Lacking Prerequisite(s)

Cont'd

Prerequisite waiver: Submit a ISE Petition Form to the Epstein ISE Student Services Office at isedept@usc.edu.

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

- Master of Science in Industrial and Systems Engineering (MSISE)
- Master of Science in Engineering Management (MSEMT)
- Master of Science in Operations Research Engineering (MSORE)
- Master of Science in Product Development Engineering – Systems Track (MSPDE)



Master of Science in Industrial and Systems Engineering (MSISE)

Requirements for Graduation: A total of 30 units with 3.0 GPA, of which at least 18 units must be in the major earned 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 21 units and electives 9 units
- no more than 3 classes (9 units) at 400 level

Fall 2020 Course Offerings

DEN@Viterbi - core courses available: ISE 514, ISE 515 and ISE 583
Groups A: ISE 527, Group B & C courses are not offered.

Complete list of required courses for completing the MSISE program are here:
https://catalogue.usc.edu/preview_program.php?catoid=12&poid=13031&returno=4152

Master of Science in Engineering Management (MSEMT)



Requirements for Graduation : A total of 30 units with 3.0 GPA of which at least 18 units must be in the major earned in the Epstein Department of Industrial and Systems Engineering. Of the 30 units 21 must be at the 500

- required course work 27 units and 3 units elective
- no more than 3 classes (9 units) at 400 level

Fall 2020 Course Offerings

DEN@Viterbi - Core courses available: ISE 500, ISE 515, ISE 544 and ISE 561 (*Prerequisite ISE 500*)

Selected One Track – Complete 9-10 units

Complete list of required courses for completing the MSEMT program are here:

https://catalogue.usc.edu/preview_program.php?catoid=12&poid=13030&eturno=4152

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

Fall 2020 Course Offerings

DEN@Viterbi - core courses available: ISE 583

Selective list: ISE 514, ISE 563, and SAE 541

Core course **ISE 532** is no longer offered - course substitution – **CSCI 570**

Complete list of required courses for completing the MSORE program are here:

https://catalogue.usc.edu/preview_program.php?catoid=12&poid=13032&returnto=4152

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 ISE590)

Fall 2020 Course Offerings

DEN@Viterbi - core courses available: ISE 501, ISE 545, ISE 515 and ISE 544
Technical Electives – ISE 514, ISE 561 (*Prerequisite ISE 500*), ISE 583, SAE 541 and SAE 549.

Complete list of required courses for completing the MSPDE program are here:
https://catalogue.usc.edu/preview_program.php?catoid=12&poid=13047&returnto=4156



ISE Dept. Policies, Procedures, Tips

- Changing Majors - After the completion 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 your USC email regularly!
- USC requires graduate students to maintain continuous enrollment every Fall and Spring semester.



ISE Dept. Policies, Procedures, Tips – Cont'd

Helpful Links:

- 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/>
- ISE Schedule of Classes;
<https://classes.usc.edu/term-20203/classes/ise>
- Web Registration Login Instructions:
<https://arr.usc.edu/services/registration/webregistration.html>



Helpful Links

- Epstein ISE Department Website:
<https://ise.usc.edu/>
- Epstein ISE Department Graduate Forms:
<https://ise.usc.edu/academics/graduate-program/masters-degree-programs/#graduateforms>

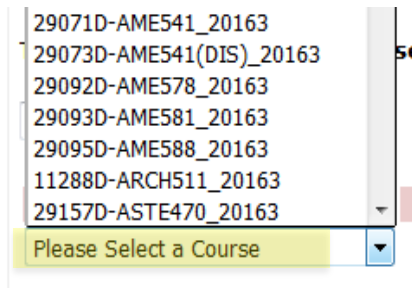
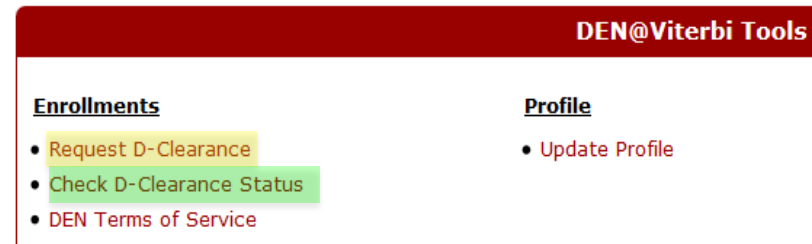


HOW TO REQUEST D-CLEARANCE FROM DEN

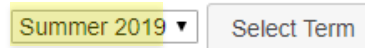
All DEN courses require D-clearance.



Student FAQ **DEN@Viterbi Tools**



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



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
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	ptrinida@usc.edu	Patty Rinehart
<ul style="list-style-type: none">• General advisement• Policies & Procedures	213-740-0116	



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 FALL 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/>