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 a Password for the DEN@Viterbi Course Management System (where you will access course webcasts and documents)
  - Request D-Clearances, Register for Courses
  - Access Courses for the Spring 2021 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/)

- The DEN Exams Coordinator and Instructional Support Center will work with faculty to accommodate DEN@Viterbi students with exams online during the pandemic. Students will receive direct emails from faculty and our DEN exams team with specific instructions. Please contact our DEN exams coordinator at 213-740-9356 or [denexam@usc.edu](mailto:denexam@usc.edu) if you have additional questions or concerns.

- **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/)

**Spring 2021 Semester Classes Begin:** January 15, 2021!
## General Information

<table>
<thead>
<tr>
<th>Description</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Viterbi Admission &amp; Student Engagement</td>
<td>213.740.4488 / <a href="mailto:masters@vase.usc.edu">masters@vase.usc.edu</a></td>
</tr>
</tbody>
</table>

## Technical Support Center

- **Homework Submission**
  - 213.740.9356 / dentsc@usc.edu | Rebecca Lee, Bianca Richter
- **Exams**
  - DEN@Viterbi Exam Coordinator – 213.821.3136 / denexam@usc.edu
  - Shirley Schutt

## D-Clearance Requests

<table>
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<tr>
<th>Description</th>
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<tr>
<td></td>
<td><a href="mailto:den@vase.usc.edu">den@vase.usc.edu</a></td>
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</tbody>
</table>

## VASE Advisors

- **DEN@Viterbi Policies & Procedures**
  - Patty Rinehart – 213.740.0116 / prinida@usc.edu
- **General DEN@Viterbi Needs**
  - Nora Sandoval – 213.821.0413 / norasand@usc.edu

## Department Advisors

### Academic Advisement | Curriculum-Specific Questions

Note: Subject to change. For the most up to date list of Department Advisors, visit: [https://viterbigrad.usc.edu/academic-services/academic-advisement/](https://viterbigrad.usc.edu/academic-services/academic-advisement/)

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<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>
</tr>
<tr>
<td><strong>Astronautical</strong></td>
<td>Luis Saballos – 213.821.4234 / <a href="mailto:lsaballo@usc.edu">lsaballo@usc.edu</a></td>
</tr>
<tr>
<td><strong>Biomedical</strong></td>
<td>William Yang – 213.740.0344 / <a href="mailto:yangwill@usc.edu">yangwill@usc.edu</a></td>
</tr>
<tr>
<td><strong>Chemical &amp; Materials</strong></td>
<td><a href="mailto:mfdstudentaffairs@vsoe.usc.edu">mfdstudentaffairs@vsoe.usc.edu</a></td>
</tr>
<tr>
<td><strong>Civil &amp; Environmental</strong></td>
<td>Christine Hsieh – 213.740.0573 / <a href="mailto:christine.hsieh@usc.edu">christine.hsieh@usc.edu</a></td>
</tr>
<tr>
<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>
<tr>
<td><strong>Applied Data Science and Cyber Security Engineering</strong></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>
</tr>
<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 – <a href="mailto:mfdstudentaffairs@vsoe.usc.edu">mfdstudentaffairs@vsoe.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>
Spring 2021 DEN@Viterbi Welcome Event & Orientation
Monday, November 30 | 5:30pm - 7:00pm PT

REGISTER NOW!
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; new students admitted for spring admission may submit up until the third week of classes in January.

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/
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
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:

- **Spring 2021 term** – January 8th, 2021

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
Cari Kaurloto (cari.kaurloto@usc.edu)
Science & Engineering Librarian | Liaison to Engineering and Computer Science

Ask a Librarian
- Email Cari or sellibs@lib.usc.edu (General Science and Engineering Librarians)
- 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:
  o Engineering: https://libguides.usc.edu/engineering
  o Computer Science: https://libguides.usc.edu/computerscience
  o 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. Though, we may be able to scan up to four chapters of a print book and email you PDFs and/or mail you print books if you are in the United States: https://libguides.usc.edu/idd/home-delivery

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

Science & Engineering Library Newsletter
- Subscribe to the Science & Engineering Library newsletter to stay informed about new books and databases, workshops and trainings, and other news from the Science & Engineering Library and USC Libraries.
  o Subscribe here: https://tinyurl.com/selnewssub
  o View past newsletters here: https://tinyurl.com/selnewslettersarchive

https://libraries.usc.edu/
**Master's Student Career Plan**

vcareers@usc.edu | 213.740.9677 | viterbicareers.usc.edu

### 1st Year
- Login to Viterbi Career Gateway and complete your profile (100%)
- Complete the Experience Viterbi App Career Pathways
- Update your resume with Vmock, scoring 80% or higher
- Review your cover letter with VCC and the USC Dornsife Writing Center
- Attend VCC advising, workshops & networking events
- Participate in informational interviews and research internship opportunities
- Attend Trojan Talks (company info sessions) that interest you
- Attend Viterbi Career & Internship Expos
- Utilize career resources at VCC and the USC Career Center
- Maintain a GPA of 3.0+
- Apply in the **fall semester** for summer internships
- Participate in mock and on-campus interviews
- Read both VASE and VCC Get Hired newsletters
- Join a student organization and/or professional association
- Work on career-related projects
- Network with employers, faculty, staff, and peers
- Attend professional conferences
- Join Viterbi Link and/or Viterbi Mentor Program to find a mentor
- Develop a list of professional references

### 2nd Year
- Take on a leadership position within a student organization
- Login to Gateway to update your profile and resume
- Meet with a Career Advisor to finalize your post-graduation plans
- Apply for full-time jobs through Gateway and company websites in the fall semester
- Request letters of recommendation from faculty
- Attend a offer evaluation and salary negotiation workshop
- Secure OPT 90 days prior to graduation, if applicable
- Complete the First Destination Survey
- Become a mentor on Viterbi Link

**INTERNATIONAL GRADUATE STUDENTS:**
- Research companies hiring international students through www.uscis.gov/h-1b-data-hub and the Career & Internship Expo employer list published prior to each Expo.
- Visit the Office of International Services (OIS) who will help process Curricular Practical Training (CPT) and Optional Practical Training (OPT) paperwork.
- CPT and OPT are for international students who have completed at least one academic year in the U.S.
- CPT is work authorization that allows international students to participate **before graduation** in paid off-campus internships in their field of study. **Students should apply 90 days prior to graduation.**
- OPT used primarily **after graduation**, provides international students the ability to gain employment experience in their field of study.
- Visit the viterbicareers.usc.edu/internships to obtain information on earning academic credit for your internship.
- Attend OIS workshops and programs to connect with other international students and improve your U.S. cultural proficiency and English language skills.