DEN@Viterbi
Department of Biomedical Engineering
Orientation
Welcome to DEN@Viterbi and USC

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Graduate Affairs Advisor

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AGENDA

• Welcome to DEN@Viterbi & USC
• Program Overview
• Enrollment Requirements
• BME Department Registration Rules
• DEN Contact Information
• Q & A
PROGRAM OVERVIEW

• Master of Science in
  • Biomedical Engineering (BME): 28 units
  • Medical Imaging and Imaging Informatics (MIII): 28 units
  • Medical Devices and Diagnostic Engineering (MDDE): 26 units
  • Biomedical Data Analytics (BMDA): 28 units
Enrollment Requirements

- Course Requirements
  - Check BME Department website or USC Catalog
  - Graduate courses: 500 & above
  - Undergraduate courses: 400 & below

- Continuous enrollment (university requirement): Fall & Spring
- Full-time enrollment: 8 units (not required)
  - Most DEN students are part-time
- A maximum of 5 years to complete a program
- No final comprehensive exam to earn master’s degree
- No BME courses offered in the summer
BME DEPARTMENT REGISTRATION RULES

Every Semester
Step 1: Contact your Graduate Student Advisor for MANDATORY ADVISEMENT
Step 2: REQUEST D-CLEARANCE FROM DEN

View class schedule at classes.usc.edu
Look for:
- Section#: 12345D, requires D-Clearance
- Section#: 12345R, D-Clearance not required
- Location: DEN@Viterbi

Note 1: Schedule a meeting with the Graduate Student Advisor if you are unclear about your course plan. Provide your 10-digit USC ID and specify that you are a DEN student.
Note 2: Elective courses that are not on the BME list of approved technical electives for your program require a petition. Degree applicability of technical electives must always be approved by the Department Chair.

See more at https://bme.usc.edu/student-resources/graduate-student-resources/
HOW TO REQUEST D-CLEARANCE FOR MPTX or RSCI COURSES

D-Clearance requests are processed at the department level. You would need to send an email to Toni Rodriguez at tonirodr@usc.edu with the following information for MPTX courses.

PLEASE REVIEW THE SCHEDULE OF CLASSES BEFORE YOU REQUEST D-CLEARANCE SO THAT YOU WILL NOT HAVE TO MISS THE FIRST DAY OF CLASS DUE TO TRAVEL PLANS.

Name:
Student ID#: (no dashes)
Course(s):
Onsite/Distance (if 50 miles from campus or closer, please plan to be onsite):
If distance, your current mailing address to send your binder:
USC email:
Phone number:
Department in which you are enrolled: (ie: RegSci, BME, MDDE):
Degree you are pursuing: (Cert, MS, DRSc, PhD, limited status):

Consult the full MPTX/RSCI schedule at
http://regulatory.usc.edu/CourseSchedules.htm

See more at http://bme.usc.edu/students/graduate-students-current/advising-information.htm
HOW TO REQUEST D-CLEARANCE FROM DEN

All DEN courses require D-clearance.

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
Common Websites

- USC Schedule of Classes
  - [https://classes.usc.edu/](https://classes.usc.edu/)
- Viterbi Admission & Student Engagement (VASE)
  - [https://viterbigrad.usc.edu/](https://viterbigrad.usc.edu/)
- DEN@Viterbi
  - [https://courses.uscden.net/d2l/login](https://courses.uscden.net/d2l/login)
- myUSC
  - [https://my.usc.edu/](https://my.usc.edu/)
- myViterbi
  - [https://my.usc.edu/](https://my.usc.edu/)
- USC Catalog
  - [https://catalogue.usc.edu/](https://catalogue.usc.edu/)
**CONTACT INFO**

**Viterbi Admission & Student Engagement**  
**Location:** Olin Hall of Engineering (OHE), Room 106  
**Hours:** Mon. - Fri. 8:30 am - 5 pm (Pacific Time)  
**Phone:** (213) 740-4488  |  **Fax:** (213) 821-0851  
**[https://viterbigradadmission.usc.edu/denviterbi/](https://viterbigradadmission.usc.edu/denviterbi/)**

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<th>DEN@Viterbi Support</th>
<th>Contact Information</th>
<th>Staff</th>
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<tbody>
<tr>
<td>Technical support,</td>
<td><a href="mailto:dentsc@usc.edu">dentsc@usc.edu</a></td>
<td>Bianca Richter</td>
</tr>
<tr>
<td>Desire2Learn training,</td>
<td>213-740-9356</td>
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<td>DEN D-Clearance inquiries</td>
<td><a href="mailto:den@vase.usc.edu">den@vase.usc.edu</a></td>
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<tr>
<td></td>
<td><a href="mailto:denexam@usc.edu">denexam@usc.edu</a></td>
<td>Shirley Schutt</td>
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<td></td>
<td>213-740-9356</td>
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<tr>
<td>• General advisement</td>
<td><a href="mailto:ptrinida@usc.edu">ptrinida@usc.edu</a></td>
<td>Patty Rinehart</td>
</tr>
<tr>
<td>• Policies &amp; Procedures</td>
<td>213-740-0116</td>
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QUESTIONS?

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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/