Computer Science Department Orientation
AGENDA

Welcome to USC
Degree Requirements
Course Registration
Academic Advisement
Career Services
Ellis Horowitz,
Associate Chair

Cyrus Shahabi,
Department Chair
Master of Science in Computer Science
(everyone earns this degree title)

General Track (28 units)

Specializations (32 units)
- Data Science
- Software Engineering
- Multimedia and Creative Technologies
- Computer Security
- Game Development
- High Performance Computing & Simulations
- Intelligent Robotics
- Computer Networks
- Artificial Intelligence

Changing Specializations? You can do this after you completed your first semester at USC and earn a 3.0 or higher.
Master of Science in Data Science

Master of Science in Applied Data Science (32 units)

Master of Science in Communication Data Science (32 units)

Master of Science in Healthcare Data Science (32 units)

Master of Science in Environmental Data Science (32 units)
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**
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 the department 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
Computer Science Honors Program: MS in CS students who earn a 3.9 or higher can apply to the Computer Science Honors Program and receive a number of benefits including special invitations to meet with faculty & industry affiliates as well as priority registration for classes (among other things). More information to come! (www.cs.usc.edu/academic-programs/masters/cs_ms_honors/)

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.
- **Academic** [http://catalogue.usc.edu](http://catalogue.usc.edu), The document of authority is the University Catalogue. Review your degree requirements, registration policies, etc.
- **Conduct** [http://scampus.usc.edu](http://scampus.usc.edu), SCampus contains policies and procedures pertaining to student conduct. Freedom of speech, grievance procedures, computing, discrimination and other important topics.
How to Avoid Academic Integrity Violations

• 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
### ASTR 589: Solar System Navigation (3.0 units)

Free-return trajectories for exploration of the moon, optimization and control of interplanetary trajectories, and mission design using the Interplanetary Superhighway.

**Prerequisite:** ASTR 580

<table>
<thead>
<tr>
<th>Section</th>
<th>Session</th>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Registered</th>
<th>Instructor</th>
<th>Location</th>
<th>Syllabus</th>
<th>Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>29186R</td>
<td>048</td>
<td>Lecture</td>
<td>6:40-9:20pm</td>
<td>Wednesday</td>
<td>2 of 20</td>
<td>Gerald Hintz, Troy Goodson, Rodney Anderson</td>
<td>OHE 1008</td>
<td>PDF</td>
<td></td>
</tr>
<tr>
<td>29187D</td>
<td>034</td>
<td>Lecture</td>
<td>6:40-9:20pm</td>
<td>Wednesday</td>
<td>3 of 30</td>
<td>Gerald Hintz, Troy Goodson, Rodney Anderson</td>
<td>DEN@Viterbi</td>
<td>PDF</td>
<td></td>
</tr>
</tbody>
</table>
Registration (Add/Drop) Deadlines

Deadlines are always listed on the Schedule of Classes [classes.usc.edu](classes.usc.edu)
Registration (Add/Drop) Deadlines

**Jan 15th:** last day to register for at least 1 course and settle any fees

**Jan 15th:** 1st day of classes

**Feb 5th:** last day to make any changes to your schedule (**but, we recommend you do not add a course after the second week of school**)

This is also the last day to receive a refund for dropped courses

**March 5th:** Last day to drop a class with **no refund** and **no grade of a “W” on transcript**

**April 30th:** Late P/NP grading option and late withdraw from a class with **no refund** and a **grade of “W” on transcript**

**Classes cannot be dropped after this date**

**All Spring 2021 Viterbi courses taken for P/NP will:** (a) count towards all Viterbi graduation requirements, subject to the University’s **maximum of 24 units P/NP applied to an undergraduate degree**; (b) not affect a student’s grade point average; and (c) will be a marked with “P” if the work is at the level of B or higher for graduate students.
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](http://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 an advisor and/or professor if you are having any issues with courses before add/drop and withdraw deadlines.
Completing your MS in 3 Semesters

Effective Spring 2020, students are no longer eligible to enroll in 3 CSCI/DSCI courses (12 units) in the same semester.

• Students seeking to complete their degree in 3 semesters, should meet with an advisor after week 3 to plan their courses accordingly (plan to take a course during the Summer semester).

• Students should only be enrolled in 2 CS/DSCI courses per semester. CSCI-590, and CSCI-591 do not count towards this limit.
Submitting D Clearance Requests

Announcements

- Academic Integrity Introduction
- Advisement Appointment System
- D-Clearance and Pre-Requisite Waiver Request Manager
- Directed Research
- Grader Application
- Instructional Software Distribution
- ITP Specialization Certificate Order Form
- Learning Environment Services Manager
- Placement Exam Registration (EE)
- Progressive Degree Program
- VARC Tutoring Appointment Manager
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@viterbi.usc.edu](mailto:den@viterbi.usc.edu)
DEN CONTACT INFORMATION

**Location:** Olin Hall of Engineering (OHE), Rm. 106
**Hours:** Mon. - Fri. 8:30 am - 5 pm (Pacific Time)
[https://viterbigrad.usc.edu/academic-services/denviterbi-student-services/](https://viterbigrad.usc.edu/academic-services/denviterbi-student-services/)

<table>
<thead>
<tr>
<th>DEN@Viterbi Support</th>
<th>Contact Information</th>
<th>Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Technical support, Desire2Learn training, Homework</strong></td>
<td><a href="mailto:dentsc@usc.edu">dentsc@usc.edu</a></td>
<td>Bianca Richter</td>
</tr>
<tr>
<td><strong>Exams</strong></td>
<td><a href="mailto:denexam@usc.edu">denexam@usc.edu</a></td>
<td>Shirley Schutt (exams)</td>
</tr>
<tr>
<td><strong>VASE Advisor for registration, d-clearance, policies and procedures</strong></td>
<td><a href="mailto:ptrinida@usc.edu">ptrinida@usc.edu</a></td>
<td>Patty Rinehart</td>
</tr>
</tbody>
</table>
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
International students need to contact the **Office of International Services** for passport verification. Otherwise, you will not be able to register for your courses because you will have a restriction hold (STU50) on your account. You can sign up for passport verification and get more information by visiting the following link:

[http://ois.usc.edu/new-students/firstweeks/passport-verification-ppv/](http://ois.usc.edu/new-students/firstweeks/passport-verification-ppv/)

The CS Department does not handle Visa’s or I-20’s. You will need to contact OIS in regards to any I-20 questions, at (213) 740-2666, Fax: (213) 740-5194, or email: [ois@usc.edu](mailto:ois@usc.edu)

OIS COVID updates: [https://ois.usc.edu/covid-19-updates-for-international-students-and-scholars/](https://ois.usc.edu/covid-19-updates-for-international-students-and-scholars/)

International students outside of the US: For updated COVID information regarding PPV, please contact OIS.
Prior Degree Verification

- Check OASIS via myUSC to see if you have the ADM40 or RNR40 hold.
- Will not restrict first semester registration, but must be resolved by the end of the first semester.
- Degrees completed at domestic institutions require the final, official transcripts with degree conferral date be submitted to Degree Progress.
- Degrees completed at international institutions require IERF verification. Learn about this process at [www.ierf.org/usc](http://www.ierf.org/usc)
VASE and Departmental Advisement (you have two advisors)

- A Computer Science Academic Advisor can help make sure you are on track to graduate, can help you plan out courses, can answer questions about the curriculum and can help you troubleshoot general USC issues such as registration.

- The Viterbi Admission and Student Engagement (VASE) advisor can approve your Reduced Course Loads (RCL), CPT/Internships, and OPT paperwork, and program extensions. Questions related to these topics should be sent to a GAPP advisor. They can be reached via email at masters@vase.usc.edu.

- Your CSCI advisors are not authorized to advise on issues affecting your I20 so you will want to reach out to a VASE advisor anytime you have a questions about these issues.
Academic Advisement Team

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 and DSCI Interdisciplinary Programs
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)
• We’re available for one-on-one Zoom appointments scheduled via MyViterbi and we will be offering group advisement during the first week of classes.

What We Expect From You

• Check your email every day
• Include your USC ID and full name in all emails sent to cscimasters@vsoe.usc.edu
• Only email using your usc.edu email address
• When our communication requires a response, please reply within 2 business days
Group Advisement Sessions

Sessions will be held online via Zoom. You will be emailed with additional details.
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**

Appointments are held via Zoom at this time.

Emails can be sent directly to the Computer Science Department at cscimasters@vsoe.usc.edu

- Academic Integrity Introduction
- Advisement Appointment System
- D-Clearance and Pre-Requisite Waiver Request Manager
- Directed Research
- Grader Application
- Instructional Software Distribution
- ITP Specialization Certificate Order Form
- Learning Environment Services Manager
- Placement Exam Registration (EE)
- Progressive Degree Program
- VARC Tutoring Appointment Manager
Internship and Career Resources

Viterbi Career Connections
viterbicareers.usc.edu
vcareers@usc.edu
Career Fair Dates are currently TBA

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

Affiliate Members

Founding Members
Platinum
Google
Lyft Level 5
DiDi
mesmer
Microsoft

Gold
Plug and Play

Silver
Zillow Group

Affiliate
Honey
Thank You!

Have a great spring semester!

Fight On!