Spring 2021
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
### Spring 2021 Registration Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Jan. 15</td>
<td>Spring semester classes begin</td>
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<tr>
<td>Jan. 15</td>
<td>Last day to register and settle without late fee</td>
</tr>
<tr>
<td>Jan. 18</td>
<td>Martin Luther King Day, university holiday</td>
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<tr>
<td>Sept. 11</td>
<td>Deadline for purchasing or showing proof of health insurance</td>
</tr>
<tr>
<td>Feb. 5</td>
<td>Last day to register and add classes</td>
</tr>
<tr>
<td>Feb. 5</td>
<td>Last day to drop a class without a mark of &quot;W,&quot; except for Monday-only classes, and receive a refund</td>
</tr>
<tr>
<td>Feb. 5</td>
<td>Deadline for purchasing or showing proof of health insurance</td>
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<tr>
<td>Feb. 5</td>
<td>Last day to purchase or waive tuition refund insurance</td>
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<tr>
<td>Feb. 9</td>
<td>Last day to drop a Monday-only class without a mark of “W” and receive a refund.</td>
</tr>
<tr>
<td>Mar. 5</td>
<td>Last day to drop a course without a mark of “W” on the transcript Mark of “W” will still appear on student record and STARS report and tuition charges still apply. <em>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.</em></td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Apr. 9</td>
<td>Last day to drop a class with a mark of “W”</td>
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<tr>
<td>Apr. 30</td>
<td>Spring semester classes end</td>
</tr>
<tr>
<td>May 1-4</td>
<td>Study days</td>
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<tr>
<td>May 5-12</td>
<td>Final examinations</td>
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<tr>
<td>May 13</td>
<td>Spring semester ends</td>
</tr>
<tr>
<td>May 14</td>
<td>Commencement</td>
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Spring Registration Calendar - [https://classes.usc.edu/term-20211/calendar/](https://classes.usc.edu/term-20211/calendar/)
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)** 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.
Students Admitted with Condition - 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.
Prerequisite Waiver: If you have completed the prerequisite course in your undergraduate program, you may submit an ISE Petition Form. The ISE faculty will review ISE Petitions requesting prerequisite waivers. You will receive an email with the faculty decision.

ISE Petition form:
https://ise.usc.edu/academics/graduate-program/masters-degree-programs/#graduateforms

ISE Petition:
• Be sure to enter course title for the undergraduate course you have completed.
• Attach the course syllabus with the ISE Petition.
• Email the ISE Petition Form to Mary Ordaz at mordaz@usc.edu.
• Allow at least 5 days for processing.
PROGRAM REVIEW

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

Spring 2021 Course Offerings

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

Complete list of required courses for completing the MSEMT program are here:
https://catalogue.usc.edu/preview_program.php?catoid=12&poid=13030&returnto=4152
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 ISE Department. Of the 30 units, 21 must be at the 500 level or above.

- required course work 21 units and 9 units of electives
- no more than 3 courses (9 units) at 400 level

Spring 2021 Course Offerings

DEN@Viterbi
core courses available: ISE 513, ISE 514, ISE 515 and ISE 583

Complete list of required courses for completing the MSISE program are here: https://catalogue.usc.edu/preview_program.php?catoid=12&poid=13031&return=4152
Master of Science in Operation Research Engineering (MSORE)

Requirements for Graduation: A total of 30 units with 3.0 GPA which 21 units related to operations research must be completed in the Epstein ISE Department and 21 units 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

Spring 2021 Course Offerings

DEN@Viterbi
Core courses available: ISE 536, ISE 580 and ISE 583
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: Total 27 units with 3.0 GPA. At least 18 units must be 500 level or higher from the AME and ISE department.

- required course work 18 units and 9 units of electives
- students can choose to take up to 6 units of directed research (e.g., AME 590 or ISE590)

Spring 2021 Course Offerings

DEN@Viterbi
core courses available: ISE 501, ISE 515 and ISE 544

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.
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/](https://viterbigrad.usc.edu/academic-services/forms/)

• Refer to the USC Schedule of Classes for planning purposes: [http://classes.usc.edu/](http://classes.usc.edu/)
Helpful Links

- ISE Schedule of Classes:
  https://classes.usc.edu/term-20211/classes/ise

- Web Registration Login Instructions:
  https://arr.usc.edu/services/registration/webregistration.html

- 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.

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
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/](https://viterbigrad.usc.edu/)

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<thead>
<tr>
<th>DEN@Viterbi Support</th>
<th>Contact Information</th>
<th>Staff</th>
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<tbody>
<tr>
<td>Technical support, Desire2Learn training, Homework</td>
<td><a href="mailto:dentsc@usc.edu">dentsc@usc.edu</a></td>
<td>Bianca Richter</td>
</tr>
<tr>
<td></td>
<td>213-740-9356</td>
<td></td>
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<tr>
<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>Exams</td>
<td><a href="mailto:denexam@usc.edu">denexam@usc.edu</a></td>
<td>Shirley Schutt</td>
</tr>
<tr>
<td></td>
<td>213-740-9356</td>
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</tr>
<tr>
<td>VASE Advisor</td>
<td><a href="mailto:ptrinida@usc.edu">ptrinida@usc.edu</a></td>
<td>Patty Rinehart</td>
</tr>
<tr>
<td>• General advisement</td>
<td>213-740-0116</td>
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<tr>
<td>• Policies &amp; Procedures</td>
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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 SPRING 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/newUDENT-information/