



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



- Jan. 15 Spring semester classes begin
- Jan. 15 Last day to register and settle without late fee
- Jan. 18 Martin Luther King Day, university holiday
- Sept. 11 Deadline for purchasing or showing proof of health insurance
- Feb. 5 Last day to register and add classes
- Feb. 5 Last day to drop a class without a mark of "W," except for Monday-only classes, and receive a refund**
- Feb. 5 Deadline for purchasing or showing proof of health insurance
- Feb. 5 Last day to purchase or waive tuition refund insurance
- Feb. 9 Last day to drop a Monday-only class without a mark of "W" and receive a refund.
- Mar. 5 **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.
***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.**



Spring 2021 Registration Calendar– Cont.

Apr. 9 **Last day to drop a class with a mark of “W”**

Apr. 30 **Spring semester classes end**

May 1-4 Study days

May 5-12 Final examinations

May 13 Spring semester ends

May 14 Commencement

Spring Registration Calendar - <https://classes.usc.edu/term-20211/calendar/>



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) 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 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.



ADM 20 – Lacking Prerequisite(s)

Cont'd

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

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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&returno=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

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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

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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.



ISE Dept. Policies, Procedures, Tips

Cont'd

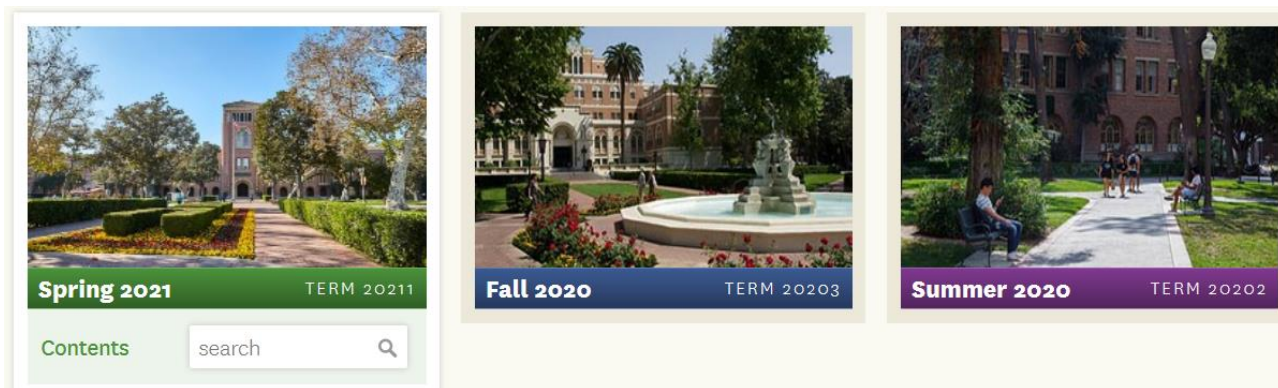
Helpful Links:

- 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/>



Helpful Links

Cont'd



- 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.



Student FAQ **DEN@Viterbi Tools**

DEN@Viterbi Tools

Enrollments

- Request D-Clearance
- Check D-Clearance Status
- DEN Terms of Service

Profile

- Update Profile

29071D-AME541_20163
29073D-AME541(DIS)_20163
29092D-AME578_20163
29093D-AME581_20163
29095D-AME588_20163
11288D-ARCH511_20163
29157D-ASTE470_20163
Please Select a Course

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

Summer 2019 ▼ Select Term

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	Bianca Richter
DEN d-clearance inquiries	den@vase.usc.edu	
Exams	denexam@usc.edu 213-740-9356	Shirley Schutt
VASE Advisor <ul style="list-style-type: none">• General advisement• Policies & Procedures	ptrinida@usc.edu 213-740-0116	Patty Rinehart



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/new-student-information/>