DEN@Viterbi ORIENTATION
Aerospace and Mechanical Engineering

Susan Sath
Assistant Director, AME Student Affairs

Lauren Terazawa
Assistant Director, AME Student Affairs
Agenda

• Welcome to DEN@Viterbi & USC
• Advisor/Student Expectations
• Degree Requirements
• Department Policies, Procedures & Important Deadlines
• Desire2Learn Login & Training
• Advisement: DEN D-clearance
• DEN Contact Information
• Q & A
Welcome to DEN@Viterbi and USC!

AME Advising

Susan Sath
Assistant Director, AME Student Affairs
M.S. advising

Lauren Terazawa
Assistant Director, AME Student Affairs
M.S. advising

Email amegrad@usc.edu
Your USC Experience

“How do I succeed in the program?”

- Connect with peers
- Communicate with faculty
- AME Student Affairs
- Attend Events
- Ask!
- Communicate with advisors
- Know Deadlines

“How do I succeed in the program?”

USC Viterbi
School of Engineering
University of Southern California
AME Student Affairs – What you can expect from us

We are here to guide and educate about university policies & degree requirements so you can make informed decisions.

• **Common questions in an advisement appointment**
  • Degree requirements & course selection
  • How to get involved in research
  • Student organizations
  • Academic adjustment and support (successes & challenges)

• **Communication expectations**
  • We reply within 24 business hours (48 during peak times)
  • You can sign up for an advisement appointment via myViterbi
Communication expectations

• Please include your USC ID in all emails
• Email us from your official USC email address
• When our emails require a response, please reply within 24-48 business hours
Aerospace & Mechanical Engineering – MS Programs

- MS in Aerospace Engineering
- MS in Mechanical Engineering
- MS in Aerospace & Mechanical Engineering (Computational Fluid & Solid Mechanics)
- MS in Aerospace & Mechanical Engineering (Dynamics and Control)
- MS in Mechanical Engineering (Energy Conversion)
- MS in Product Development Engineering
- MS in Aerospace Engineering/Engineering Management (Dual degree)
- MS in Mechanical Engineering/Engineering Management (Dual degree)

Degree Available online via DEN@Viterbi. Visit viterbigradadmission.usc.edu to confirm online course offerings.
Dual Degree Program Offerings

Dual Degree Programs

- MS in Aerospace Engineering/Engineering Management
- MS in Mechanical Engineering/Engineering Management

- A minimum of 48 units is required
- A minimum of 18 units must be graduate-level course work in Aerospace & Mechanical Engineering, approved by a graduate advisor
- Remaining 30 units must be approved by the ISE advisor

Degree Available online via DEN@Viterbi. Visit viterbigradadmission.usc.edu to confirm online course offerings.
AME Department Policies Procedures & Tips

• Degree Requirements (ame.usc.edu)

• Change of Majors
  • Within AME, students are eligible to change their major after completing their first semester with a 3.0 or higher
  • Outside of AME, admission is determined by the department who owns the program

• AME 525
  • Only required class for general MS in AE & MS in ME
  • Offered every semester
    • Summer offering is a fast-paced six-week session
AME Department Policies, Procedures & Tips

- Refer to the Schedule of Classes for planning purposes
  - [http://classes.usc.edu](http://classes.usc.edu)
  - View archived schedules to identify which courses are typically offered in each semester

- Prerequisite Waivers
  - Email [amegrad@usc.edu](mailto:amegrad@usc.edu) for AME courses
    *if you completed the equivalent during undergrad, include a transcript and course description for the course completed*

- Transfer Credit - up to 6 units
  - Courses need to first be evaluated by the articulation office (submit your transcripts) [degree-progress/graduatetransfercredit.html](http://classes.usc.edu/degree-progress/graduatetransfercredit.html)
  - Once the course is available for graduate credit on your Transfer Credit Report, you can submit the course description or syllabus to our department for review

- Linear Algebra Tutorial
  - [https://viterbigrad.usc.edu/workshops-tutorials/](https://viterbigrad.usc.edu/workshops-tutorials/)
## Registration Calendar

### Fall 2021

Registration dates apply only to courses that run from Aug. 23 – Dec. 3. For registration dates for specific courses, please find the course in the Schedule of Classes and click the calendar icon next to the course.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>March 29-April 16</td>
<td>Registration for continuing students</td>
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<tr>
<td>April 19-Aug. 20</td>
<td>Registration for returning students and visiting students</td>
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<tr>
<td><strong>Aug. 20</strong></td>
<td>Last day to register and settle without late fee for Session 001</td>
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<tr>
<td>Aug. 23</td>
<td>Fall semester classes begin in Session 001</td>
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<tr>
<td>Aug. 23-27</td>
<td>Late registration and change of schedule for Session 001</td>
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<tr>
<td>Sept. 6</td>
<td>Labor Day, university holiday</td>
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<tr>
<td>Sept. 10</td>
<td>Deadline for purchasing or showing proof of health insurance</td>
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<tr>
<td><strong>Sept. 10</strong></td>
<td>Last day to register and add classes for Session 001</td>
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<tr>
<td>Sept. 10</td>
<td>Last day to drop a class without a mark of “W,” except for Monday-only classes, and receive a refund for Session 001</td>
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<tr>
<td>Sept. 10</td>
<td>Last day to change enrollment option to Pass/No Pass or Audit for Session 001</td>
</tr>
<tr>
<td>Sept. 10</td>
<td>Last day to purchase or waive tuition refund insurance for fall</td>
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 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/
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](mailto:den@vase.usc.edu)
# 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/

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

HAVE A GREAT 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/ms-denviterbi-new-student-information/