DEN@Viterbi
Department of Biomedical Engineering
Orientation
AGENDA

• Welcome to DEN@Viterbi & USC
• Program Overview
• Registration Process
• Q & A
Welcome to DEN@Viterbi and USC

William Yang, MSBioE, MSPM
Assistant Director, Student Services
Graduate Affairs Advisor

Biomedical Engineering Department
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Los Angeles, CA 90089-1111
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Phone: 213.740.0344
PROGRAM OVERVIEW

- Master of Science in
  - Biomedical Data Analytics (BMDA) - 28 units
  - Biomedical Engineering (BME) – 28 units
  - Medical Imaging and Imagining Informatics (MIII) – 28 units
  - Medical Devices and Diagnostic Engineering (MDDE) – 26 units
- Continuous enrollment (university requirement): Fall & Spring
- Full-time enrollment: 8 units (not required)
- 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
Schedule of Classes
(www.classes.usc.edu)

- Registration Calendar
- Session Codes
- Final Examinations Schedule
- General Education
  - GE Requirements for Students Beginning College Before Fall 2015
  - Diversity Courses
  - GE Requirements for Students Beginning College in Fall 2015 or Later

D-Clearance Required

Search by Dept.
BME DEPARTMENT REGISTRATION RULES

- All BME courses require D-Clearance.
- All BME graduate students have a MANDATORY ADVISEMENT HOLD from the BME Department.

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

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

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](mailto:den@vase.usc.edu)
myUSC (https://my.usc.edu)
## Course Information

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
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<tbody>
<tr>
<td>Registered course List</td>
<td>Registered course(s), time, date and location for the three most recent semesters.</td>
</tr>
<tr>
<td>Book list</td>
<td>Lists all required and optional books that have been ordered through TrojanBookstores for the courses in which you are registered.</td>
</tr>
<tr>
<td>Enrollment history</td>
<td>Enrollment history including class level, enrollment status, units earned, program of study, etc.</td>
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<tr>
<td>Summary of Completed Courses</td>
<td>History of completed course(s) including units and grades.</td>
</tr>
<tr>
<td>Restrictions</td>
<td>Summary of active &quot;holds,&quot; description, and removal location/ phone number and any mandatory advisement obligations, if any.</td>
</tr>
<tr>
<td>STARS report</td>
<td>Detailed listing of a student's degree requirements that have been met and those that remain to be fulfilled (if any).</td>
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<tr>
<td>STARS Interactive Audit Report</td>
<td>Provides a graphical representation of a student's STARS report. Also provides the ability to plan future course registration to determine its impact on degree progress.</td>
</tr>
<tr>
<td>Grade Report</td>
<td>Grades for the current semester will post as professors submit them. You can check your grades on the Completed Course Summary page or on the Grade Report page.</td>
</tr>
<tr>
<td>Permit to register</td>
<td>Eligible students' registration appointment times.</td>
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Viterbi Admission & Student Engagement (VASE) – https://viterbigrad.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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<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>Daniel Cueva</td>
</tr>
<tr>
<td></td>
<td>213-740-9356</td>
<td>Bianca Richter</td>
</tr>
<tr>
<td></td>
<td><a href="https://viterbigrad.usc.edu/technical-support/">https://viterbigrad.usc.edu/technical-support/</a></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>
<th>Exams</th>
<th><a href="mailto:denexam@usc.edu">denexam@usc.edu</a></th>
<th>Shirley Schutt</th>
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<tr>
<th>VASE Advisor</th>
<th><a href="mailto:ptrinida@usc.edu">ptrinida@usc.edu</a></th>
<th>Patty Rinehart</th>
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<tr>
<td>• General advisement</td>
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<td>• Policies &amp; Procedures</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/ms-denviterbi-new-student-information/