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
• 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
“How do I succeed in the program?”

- Connect with peers
- Communicate with faculty
- AME Student Affairs
- Attend Events
- Ask!
- Know Deadlines
- Communicate with advisors
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 1-3 business days (depending on peak times)
  • You can sign up for an advisement appointment via Calendly link (email amegrad@usc.edu for links)
AME Student Affairs – What we expect from you

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 1-3 business days
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 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
AME Department Policies Procedures & Tips

• Degree Requirements ([ame.usc.edu](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
  • View archived schedules to identify which courses are typically offered in each semester

• Prerequisite Waivers
  • Email 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
  • 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/
UNIVERSITY CALENDAR – Spring 2022 (Grad. Level)

Visit classes.usc.edu/term-20221/calendar/

Spring 2022
Registration Calendar

Spring 2022
(Registration dates apply only to courses that run from Jan. 10–April 29. For registration dates for specific courses, please find the course in the Classes Offered section and click the calendar icon next to the course.)

Spring Semester 2022
Oct. 25-Jan. 7  Registration for continuing students
Nov. 18-Jan. 7  Registration for returning, continuing and new students
Jan. 3-7  Registration for spring semester continues
Jan. 7  Last day to register and settle without late fee
Jan. 10  Spring semester classes begin for Session 001
Jan. 10-14  Late registration and change of program for Session 001
Jan. 17  Martin Luther King Day, university holiday
Jan. 28  Last day to register and add classes for Session 001
Jan. 28  Last day to drop a class without a mark of “W,” except for Monday-only classes, and receive a refund for Session 001
Jan. 28  Last day to change enrollment option to Pass/No Pass or Audit for Session 001
Jan. 28  Deadline for purchasing or showing proof of health insurance
Jan. 28  Last day to purchase or waive tuition refund insurance
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
How To Request D-clearance For On Campus Courses

• Local DEN students who want to take a course on campus must request the d-clearance from the AME Department via myViterbi: https://myviterbi.usc.edu/

• DEN only manages d-clearance for DEN sections.
### 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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<th>DEN@Viterbi Support</th>
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<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>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></td>
<td><a href="mailto:denexam@usc.edu">denexam@usc.edu</a></td>
<td>Shirley Schutt</td>
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<td></td>
<td>213-740-9356</td>
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<tr>
<td>• General advisement</td>
<td><a href="mailto:ptrinida@usc.edu">ptrinida@usc.edu</a></td>
<td>Patty Rinehart</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/