Computer Science Department Orientation
AGENDA

Welcome to USC
Degree Requirements
Course Registration
Academic Advisement
Career Services
Computer Science Faculty

Cyrus Shahabi, Department Chair

Ellis Horowitz, Associate Chair
Master of Science in Computer Science
(everyone earns this degree title)

General Track (28 units)

Specializations (32 units)
- Data Science
- Software Engineering
- Multimedia and Creative Technologies
- Computer Security
- Game Development
- High Performance Computing & Simulations
- Intelligent Robotics
- Computer Networks
- Artificial Intelligence

Changing Specializations? You can do this after you completed your first semester at USC and earn a 3.0 or higher.
Data Science Faculty

Yolanda Gil
Director, Data Science Program and Interdisciplinary Programs

Emilio Ferrara
Associate Director, Applied Data Science
Master of Science in Data Science Programs

Master of Science in Applied Data Science (32 units)

Master of Science in Communication Data Science (32 units)

Master of Science in Healthcare Data Science (32 units)

Master of Science in Environmental Data Science (32 units)
Tracking Your Degree Requirements

Your STARS report can be found on my.usc.edu, OASIS.
**STARS does not automatically update, but you can email your academic advisor once you complete your first semester of classes to request an update.**
Continuous Enrollment, Leaves of Absence, and Degree Time Limit Requirements

• USC requires graduate students to maintain continuous enrollment every Fall and Spring semester.

• Summer enrollment is optional.

• If you must miss a Fall or Spring semester, please contact us to request a Leave of Absence before Friday of Week 3 of the semester (the add/drop deadline for courses). Make sure to contact the department ASAP!

• If you do not file for a leave of absence when not attending USC during a fall or spring semester, you will be considered out of residency and will need to apply for re-admission to the program. Always file for a leave of absence if you need time off from the program!

• You have 5 years to complete the degree program from the term of your first course. For international students this depends on your I20
Academic Expectations

**Computer Science Honors Program:** MS in CS students who earn a 3.9 or higher can apply to the Computer Science Honors Program and receive a number of benefits including special invitations to meet with faculty & industry affiliates as well as priority registration for classes (among other things). More information to come! ([www.cs.usc.edu/academic-programs/masters/cs_ms_honors/](http://www.cs.usc.edu/academic-programs/masters/cs_ms_honors/))

**Good Academic Standing:** All graduate students are required to maintain a cumulative grade point average (GPA) of 3.0 ("B" average), as well as a 3.0 ("B" average) in your applied major courses. You may be dismissed from the program if this is not achieved.

Faculty and Teaching Assistants are available to help with questions you have about the course.

Be sure you understand how much peer-to-peer collaboration is acceptable before collaborating with other students in the course. Otherwise you may end up inadvertently getting an academic integrity violation ...
Consequences of Getting an Academic Integrity Violation

- You will receive a “F” in the class and it will affect your GPA and appear on your transcript. F’s cannot be removed – no exceptions.
- You can be suspended or expelled from USC.
- Can be denied future Curricular Practical Training/ Internship, access to Viterbi Career Connections and affect job opportunities.
- **Academic** [http://catalogue.usc.edu](http://catalogue.usc.edu), The document of authority is the University Catalogue. Review your degree requirements, registration policies, etc.
- **Conduct** [http://scampus.usc.edu](http://scampus.usc.edu), SCampus contains policies and procedures pertaining to student conduct. Freedom of speech, grievance procedures, computing, discrimination and other important topics.
How to Avoid Academic Integrity Violations

• If you are unsure if something would be considered cheating, check with your professor 1st! They are there to guide you and help you and will give you advice.

• If you are doing group work, make sure the professor has approved you to work on an assignment as a group.

• Don’t post your homework on github! Don’t share homework with your friend.

• Don’t try to cheat the system. You will get caught!

Questions about Academic Integrity?
Viterbi Academic Integrity Officer:
Associate Professor Steve Bucher
sbucher@usc.edu
The Course Registration Process

Common Registration Holds

The Departmental Clearance (D-Clearance) Process
ASTE 589: Solar System Navigation (3.0 units)

Free-return trajectories for exploration of the moon, optimization and control of interplanetary trajectories, and mission design using the Interplanetary Superhighway.

Prerequisite: ASTE 580

<table>
<thead>
<tr>
<th>Section</th>
<th>Session</th>
<th>Type</th>
<th>Time</th>
<th>Days</th>
<th>Registered</th>
<th>Instructor</th>
<th>Location</th>
<th>Syllabus</th>
<th>Info</th>
</tr>
</thead>
<tbody>
<tr>
<td>29186R</td>
<td>048</td>
<td>Lecture</td>
<td>6:40-9:20pm</td>
<td>Wednesday</td>
<td>2 of 20</td>
<td>Gerald Hintz, Troy Goodson, Rodney Anderson</td>
<td>OHE 1008</td>
<td>PDF</td>
<td></td>
</tr>
<tr>
<td>29187D</td>
<td>034</td>
<td>Lecture</td>
<td>6:40-9:20pm</td>
<td>Wednesday</td>
<td>3 of 30</td>
<td>Gerald Hintz, Troy Goodson, Rodney Anderson</td>
<td>DEN@Viterbi</td>
<td>PDF</td>
<td></td>
</tr>
</tbody>
</table>
Registration (Add/Drop) Deadlines

Deadlines are always listed on the Schedule of Classes

classes.usc.edu
Registration and Course Planning Tips

• Be flexible with your course choices. We offer a large variety of courses covering many areas of computer science & we know you’re here to broaden your knowledge of computer science.

• Plan your classes by referring to the Schedule of Classes classes.usc.edu or Web Registration via myUSC.

• Out of Sequence: If you receive a waiver to take an advanced course, you cannot go back to take the lower-level course. No credit will be awarded.

• Enroll in no more than two courses per semester (8 units). For DEN students working full-time, we recommend no more than one course (4 units).

• Communicate with an advisor and/or professor if you are having any issues with courses before add/drop and withdraw deadlines.
Completing your MS in 3 Semesters

Effective Spring 2020, students are no longer eligible to enroll in 3 CSCI/DSCI courses (12 units) in the same semester.

- Students seeking to complete their degree in 3 semesters, should meet with an advisor after week 3 to plan their courses accordingly (plan to take a course during the Summer semester).

- Students should only be enrolled in 2 CS/DSCI courses per semester. CSCI-590, and CSCI-591 do not count towards this limit.
Submitting D Clearance Requests for On Campus Courses

• Academic Integrity Introduction
• Advisement Appointment System
• D-Clearance and Pre-Requisite Waiver Request Manager
• Directed Research
• Grader Application
• Instructional Software Distribution
• ITP Specialization Certificate Order Form
• Learning Environment Services Manager
• Placement Exam Registration (EE)
• Progressive Degree Program
• VARC Tutoring Appointment Manager
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
### DEN CONTACT INFORMATION

**Location:** Olin Hall of Engineering (OHE), Rm. 106  
**Hours:** Mon. - Fri. 8:30 am - 5 pm (Pacific Time)  
[https://viterbigrad.usc.edu/academic-services/denviterbi-student-services/](https://viterbigrad.usc.edu/academic-services/denviterbi-student-services/)

<table>
<thead>
<tr>
<th>DEN@Viterbi Support</th>
<th>Contact Information</th>
<th>Staff</th>
</tr>
</thead>
<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>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DEN d-clearance inquiries</th>
<th><a href="mailto:den@vase.usc.edu">den@vase.usc.edu</a></th>
<th></th>
</tr>
</thead>
<tbody>
<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>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VASE Advisor</th>
<th><a href="mailto:ptrinida@usc.edu">ptrinida@usc.edu</a></th>
<th>Patty Rinehart</th>
</tr>
</thead>
<tbody>
<tr>
<td>• General advisement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Policies &amp; Procedures</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>213-740-0116</td>
<td></td>
</tr>
</tbody>
</table>
Prior Degree Verification

- Check OASIS via myUSC to see if you have the ADM40 or RNR40 hold.
- Will not restrict first semester registration, but must be resolved by the end of the first semester.
- Degrees completed at domestic institutions require the final, official transcripts with degree conferral date be submitted to Degree Progress.
- Degrees completed at international institutions require IERF verification. Learn about this process at [www.ierf.org/usc](http://www.ierf.org/usc)
CSCI/DSCI – Student Services Team

Academic Advisement Team

Advisors can be reached at
cscimasters@vsoe.usc.edu &
dscimasters@vsoe.usc.edu

Flor Martinez
Mara Ragan
Idania Takimoto
Norma Perry
Steve Pham
Art Perez
Alexandra Slakter
Kim Serrano
Liliana Ochoa-Springer
Sabrina Rodriguez
Ryan Rozan, Associate Director
Lizsl De Leon, Director of Student Affairs
“What services can the CSCI/DSCI advising team help me with?”
What You Can Expect From Us
• We reply to emails within 2 business days during business hours (Monday-Friday 9:00am-4:30pm)
• We’re available for one-on-one Zoom appointments scheduled via MyViterbi and we will be offering group advisement during the first week of classes.

What We Expect From You
• Check your email every day
• Include your USC ID and full name in all emails sent to cscimasters@vsoe.usc.edu or dscimasters@vsoe.usc.edu
• Only email using your usc.edu email address
• When our communication requires a response, please reply within 2 business days
When can I register for Spring 2022 courses and what are the steps to register? (On-campus and DEN@Viterbi students)

✓ **Refer to Advisement and Registration Info email**
✓ DEN students need to request d-clearance for DEN@Viterbi sections
  ✓ DEN d-clearance processing will begin on December 6.
✓ Deadline to register and settle account without late fee is 1/7/2022
During week 4 of the semester, advisors are available for course planning and other questions. You can make an appointment via myViterbi.

How to Make an Advisement Appointment

Appointments are held via Zoom at this time.

Emails can be sent directly to our departments at
cscimasters@vsoe.usc.edu
or
dscimasters@vsoe.usc.edu
New Student Resources

New Student Information Pages:
DEN - https://viterbigrad.usc.edu/ms-denviterbi-new-student-information/
CS Dept – cs.usc.edu

New Master’s DEN@Viterbi Students

[Diagram showing Next Steps: USC EMAIL, DEN@VITERBI PROFILE, ACADEMIC ADVISEMENT, ORIENTATIONS, REGISTRATION, SETTLE TUITION]

Graduate Student Hot Topics

[Image of virtual visit to USC]

Download Next Steps Checklist
Internship and Career Resources

Viterbi Career Connections
viterbicareers.usc.edu
vcareers@usc.edu
Career Fair Dates are currently TBA

Industry Affiliates Program
Stay tuned for information about special events with our affiliates!
(https://www.cs.usc.edu/about/affiliate/)

Affiliate Members

- Founding Members
  - Platinum: Google, Lyft, Level 5, DiDi, mesmer, Microsoft
  - Gold: Plug and Play
  - Silver: Zillow Group

- Affiliate: honey
CSCI/DSCI Advising

- Emails:
  - CSCI students: cscimasters@vsoe.usc.edu
  - DSCI students: dscimasters@vsoe.usc.edu
  *Please include USC ID number in emails
- Websites:
  - CSCI: https://www.cs.usc.edu/
  - DSCI: https://datascience.usc.edu/
- One On One advisement appointments are available online after the 3rd week of the semester through myViterbi

VASE Advising

Email: welcome@vase.usc.edu
Website: https://viterbigrad.usc.edu/
Virtual Walk-in Hours (Monday-Friday, PST):
- 10:00 AM - 12:00 PM
- 6:00 PM – 8:00 PM
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/