Spring 2022
DEN@Viterbi
ISE ORIENTATION
Academic Information

Morgan Ponder, Ed.D.
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
Morgan Ponder, Ed.D. - Epstein ISE Master’s Programs Advisor

**Education**
B.A., Communication, USC  
M.A. Communication Management, USC  
Ed.D. Educational Leadership, UC San Diego

**Experience**
USC Department of Economics, 2005-2018  
USC Viterbi Epstein Dept. of Industrial & Systems Engineering, 2021-Present

**Contact Info**
Direct Contact Number: 213-740-4886  
Email: ponder@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 2022 Registration Calendar

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
Feb. 1  Last day to add/drop a Monday-only class without a mark of “W” and receive a refund or change to Audit for Session 001
Feb. 21  Presidents’ Day, university holiday
Feb. 25  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 for session 001 (or the 20 percent mark of the session in which the course is offered) to avoid tuition charges.
Feb. 25  Last day to change a Pass/No Pass to a letter grade for Session 001.
March 13-20 Spring recess
April 8  Last day to drop a class with a mark of “W” for Session 001
April 29  Spring semester classes end
April 30-May 3 Study days
May 4-11  Final examinations
May 12  Spring semester ends
May 13  Commencement
February 25: Last day to drop a class with a mark of “W”

April 29: Spring semester classes end

April 30 – May 3: Study days

Final Examination Days: May 4th – May 11th

May 12: Spring semester ends

Spring Registration Calendar - [https://classes.usc.edu/term-20221/calendar/](https://classes.usc.edu/term-20221/calendar/)
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.
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 Morgan Ponder at ponder@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’s of Science in Health Systems Management Engineering (MSHSME)
Master of Science in Engineering Management (MSEMT)

Requirements for Graduation: A total of 30-32 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 21/24 must be at the 500 required course work 27 units and 3 units elective

Spring 2022 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:  
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 2022 Course Offerings

DEN@Viterbi
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=14&poid=17182&return=5198
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 2022 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=14&poid=17184&returnto=5198
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 ISE 590)

Spring 2022 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=14&poid=17199
Master’s of Science in Health Systems Management Engineering (MSHSME)

Requirements for Graduation: A total of 31 units with 3.0 GPA. Of the 31 units, 21 must be at the 500 level or above.

- required course work 22 units and 9 units of electives

Complete list of required courses for completing the MSHSME program are here: https://catalogue.usc.edu/preview_program.php?catoid=14&poid=17700&return=5198
ISE Dept. Policies, Procedures, Tips

• Changing Majors - After the completion of 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 the summer term.

• Please note that Summer courses are offered in a fast-paced 6-week format. We 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 semesters.
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/](https://viterbigrad.usc.edu/academic-services/forms/)

- Refer to the USC Schedule of Classes for planning purposes: [http://classes.usc.edu/](http://classes.usc.edu/)
Helpful Links

- ISE Schedule of Classes; [https://classes.usc.edu/term-20221/classes/ise/](https://classes.usc.edu/term-20221/classes/ise/)

- Web Registration Login Instructions: [https://arr.usc.edu/services/registration/webregistration.html](https://arr.usc.edu/services/registration/webregistration.html)

- Epstein ISE Department Website: [https://ise.usc.edu/](https://ise.usc.edu/)

- Epstein ISE Department Graduate Forms: [https://ise.usc.edu/academics/graduate-program/masters-degree-programs/#graduateforms](https://ise.usc.edu/academics/graduate-program/masters-degree-programs/#graduateforms)
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)
## DEN 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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<tr>
<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>
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<td></td>
<td>213-740-9356</td>
<td>Bianca Richter</td>
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<th><a href="mailto:den@vase.usc.edu">den@vase.usc.edu</a></th>
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<tr>
<td>Exams</td>
<td><a href="mailto:denexam@usc.edu">denexam@usc.edu</a></td>
<td>Shirley Schutt</td>
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<td>213-740-9356</td>
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<th>VASE Advisor</th>
<th><a href="mailto:ptrinida@usc.edu">ptrinida@usc.edu</a></th>
<th>Patty Rinehart</th>
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<td>• General advisement</td>
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QUESTIONS?

Please submit your questions to me via email ponder@usc.edu or contact me directly at 213-740-4886
THANK YOU!

HAVE A GREAT FALL 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/