DEN@Viterbi Welcome Day
November 30th
Spring 2022

Please make sure your microphone or phone (*6) is muted upon entering the room. If you have a question during the panel, use the chat box or click the Raise Hand button next to your name in the participant list and then un-mute your mic or phone (*6) when called. To ask a question related to orientation content, use the Q&A box.
SCHEDULE

• Icebreakers
• DEN@Viterbi VASE Orientation
• Viterbi Code of Honor
• VCH Exercise
• Contact Information
Breakout Icebreaker – 3 In Common Rules:

- Five minutes (pick your presenter)
- Presenter should introduce the group
- Commonalities can’t include being:
  - A Trojan
  - A new distance engineering student
  - A US Citizen
  - The same gender
Orientation Time

Patty Rinehart
Advisor, Master’s Student Services
1. Will I be able to get copies of the slides after the presentation? **YES!**

Slides will be posted online at [https://viterbigrad.usc.edu/ms-denviterbi-new-student-information/](https://viterbigrad.usc.edu/ms-denviterbi-new-student-information/)

2. Questions?

   This orientation will answer the majority of your questions. If you have additional questions, please contact the VASE Office or use the Q&A panel on your screen. **Please do not submit your questions via the Chat panel.** The Chat panel will be used for announcements.
AGENDA

• Welcome to DEN@Viterbi & USC
• University Calendar
• University Policies
• DEN State Authorizations
• Advisement: D-clearance, Prerequisites
• Registration Process & Systems
• Tuition
• DEN@Viterbi Department Orientations
• DEN@Viterbi Desire2Learn (D2L)
• DEN@Viterbi Homework & Exam Policies
• Contact Information
Welcome to DEN@Viterbi & VASE

The Viterbi Admission and Student Engagement (VASE) office works closely with DEN@Viterbi in the area of administrative, academic, technical services to support DEN@Viterbi students!

<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>
<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></td>
<td>213-740-9356</td>
<td></td>
</tr>
<tr>
<td>VASE Advisor</td>
<td><a href="mailto:ptrinida@usc.edu">ptrinida@usc.edu</a></td>
<td>Patty Rinehart</td>
</tr>
<tr>
<td>• General advisement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Policies &amp; Procedures</td>
<td>213-740-0116</td>
<td></td>
</tr>
</tbody>
</table>
VASE Master’s Student Affairs

Nora Sandoval
Director, Student Affairs
norasand@usc.edu
213-821-0413

Juli Legat
Assistant Director, Graduate Events & Programs
legat@usc.edu
213-740-7738

Patty Rinehart
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213-740-4488

Andrea Mora
Advisor, Master’s Student Affairs
morandr@usc.edu
213-821-9815

Master’s: Virtual Walk-in Advising
Monday-Friday: 10am – 12pm
6pm – 8pm
https://viterbigrad.usc.edu/
University Calendar – Spring 2022

Jan. 7  Last day to register and pay without late fee
Jan. 10  Spring semester classes begin
Jan. 10-14  Late registration and change of program
Jan. 17  Martin Luther King Day, University holiday

Jan. 28  Last day to drop a class **without** a mark of "W," except for Monday-only classes, and receive a 100% refund
Jan. 28  Last day to register and add classes
Jan. 28  Last day to change enrollment option to Pass/No Pass or Audit
Jan. 28  Last day to purchase or waive tuition refund insurance
Jan. 28  Deadline for purchasing or showing proof of health insurance
## University Calendar – Spring 2022

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb. 1</td>
<td>Last day to drop a <strong>Monday-only class</strong> without a mark of “W” and receive a 100% refund or change to Pass/No Pass or Audit</td>
</tr>
<tr>
<td>Feb. 21</td>
<td>President’s Day, University Holiday</td>
</tr>
<tr>
<td>Feb. 25</td>
<td>Last day to drop a class <strong>without</strong> a mark of “W” (no refund)</td>
</tr>
<tr>
<td>March 13-20</td>
<td>Spring recess</td>
</tr>
<tr>
<td>April 8</td>
<td>Last day to drop a class <strong>with</strong> a mark of “W”</td>
</tr>
<tr>
<td>April 29</td>
<td>Spring semester classes end</td>
</tr>
<tr>
<td>April 30 - May 3</td>
<td>Study days</td>
</tr>
<tr>
<td>May 4-11</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 12</td>
<td>Spring semester ends</td>
</tr>
<tr>
<td>May 13</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 17</td>
<td>Summer 2022 classes begin</td>
</tr>
</tbody>
</table>

Please see the complete calendar at [https://classes.usc.edu/term-20221/calendar/](https://classes.usc.edu/term-20221/calendar/)
University Policies

**Academic** [http://catalogue.usc.edu](http://catalogue.usc.edu)
- The document of authority is the University Catalogue. It’s searchable!
- Review your degree requirements, registration policies, etc.
- If there appears to be a difference between department materials and the Catalogue, *please ask* your departmental advisor or VASE what the correct policy is.

**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.
Academic Integrity

• Academic Integrity is extremely important at USC
  • It is the foundation of your degree

• Penalties for violations at the Master’s level are extremely severe grade sanctions (e.g., “F” in course) or dismissal

• If you have any questions about academic integrity issues:
  • Professor
  • Viterbi Admission and Student Engagement (VASE) Office
  • Department Advisor

• SCampus: http://scampus.usc.edu/
• **Limited Status students** should contact VASE at den@vase.usc.edu for general advisement.

• **Admitted students** are advised by department academic advisors
  • The Graduate Advisor Contact List can be found at: https://viterbigrad.usc.edu/academic-advisement/
Academic Advisement

• Graduate students **may not** take courses pass/no pass for degree credit.

• Graduate students must earn at least a “C” in a course for it to count toward their degree requirements.
  • All grades are included
  • Cumulative GPA
  • Applied (Degree) GPA

• The first semester is critical; doing well is very important.
  • One course **strongly** recommended
Prerequisites and Waivers

• Waiver of prerequisites vary by academic department.

• The ECE Department requires a placement exam to waive prerequisites.

• DEN is unable to waive pre-requisites that are 400-level or above. Please contact your graduate advisor to request a pre-req waiver if eligible.

• Please don’t take a prerequisite course after completing the course it is a prerequisite for!
  • EX: ISE 500 is a prreq for ISE 561.
  • If you take ISE 561 and later take ISE 500, ISE 500 will NOT count!
Viterbi Academic Probation Policy

• All USC graduate students are expected to maintain satisfactory progress toward their degree.

• 3.0 GPA required for graduation in both major and overall GPA

• Grades reviewed every semester.
  • If GPA falls below 3.0, student is placed on academic probation.

• View the complete policy at: https://viterbigrad.usc.edu/academic-policies/
Prior to enrolling in classes, DEN@Viterbi (online) students in the United States need to confirm that their academic program is authorized by their state for online delivery.

USC must be authorized to deliver online programs to students residing in certain states that requires state authorization. Prior to enrolling in classes, DEN@Viterbi (online) students in the United States need to confirm that their academic program is authorized by their state for online delivery. Your program may not be authorized in all states and therefore if you move, you may not be able to continue in the program.

Should you plan to move, please contact den@vase.usc.edu well in advance to determine your options for continuing this program. A list of states where your program is currently authorized is available at the **State Authorizations** page: https://viterbigradadmission.usc.edu/denviterbi/stateauthorizations/

**Questions:** If you have any questions about a specific state or academic program, please email stateauthorizations@den.usc.edu.
Things To Do Before You Register...

1. Create a DEN@Viterbi Profile: viterbi.usc.edu/denprofile
   If you were previously a limited status student, please let us know and we will update your status

2. Verify your registration appointment time via the Permit to Register link in OASIS
   View and clear any restrictions before you attempt to register via the Restrictions link in OASIS

3. Obtain “D” class permission (aka D-clearance) and request pre-requisite waivers
   5-digit section numbers followed by “D” require departmental clearance/authorization before a student is permitted to register for the course. ALL DEN COURSES REQUIRE D-CLEARANCE.

4. View the Web Registration Tutorials at https://arr.usc.edu/services/registration/webregistration.html
Online Academic Student Information System (OASIS)
www.usc.edu/oasis

From the main USC web page, click on “OASIS” or “myUSC” under the “popular links” section.

* If you’re accessing OASIS for the first time (not through myUSC), your default Passcode is your 6-digit birthday (mmddyy) or it is the same passcode you used to access web registration.
ISE 561: Economic Analysis of Engineering Projects (3.0 units)

Economic evaluations of engineering systems for both government and private industry; quantitative techniques for evaluating non-monetary consequences; formal treatment of risk and uncertainty. Prerequisite: ISE 500. Recommended preparation: An undergraduate course in engineering economy.

Prerequisite: ISE 500

<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>
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<tbody>
<tr>
<td>31561D</td>
<td>048</td>
<td>Lecture</td>
<td>11:00-12:20pm</td>
<td>Tue, Thu</td>
<td>9 of 30</td>
<td>Shalini Gupta</td>
<td>RTH 109</td>
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<tr>
<td>31761D</td>
<td>034</td>
<td>Lecture</td>
<td>11:00-12:20pm</td>
<td>Tue, Thu</td>
<td>7 of 10</td>
<td>Shalini Gupta</td>
<td>DEN@Viterbi</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

D = D-clearance is required
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)
How To Request D-clearance From DEN

<table>
<thead>
<tr>
<th>Continuing, Admitted Students</th>
<th>Registration Begins</th>
<th>DEN D-clearance Processing Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>AME, ASTE, BME, CE, EE, ENE, ISE, SAE, CHE, MASC</td>
<td>Monday, October 25, 2021</td>
<td>Monday, October 25, 2021</td>
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<tr>
<td>CSCI, DSCI</td>
<td>Monday, October 25, 2021</td>
<td>Monday, November 22, 2021</td>
</tr>
<tr>
<td>PTE</td>
<td>Monday, October 25, 2021</td>
<td>Monday, October 25, 2021</td>
</tr>
<tr>
<td>NON-ISE majors</td>
<td>Monday, October 25, 2021</td>
<td>Wednesday, December 1, 2021</td>
</tr>
<tr>
<td>NON-CSCI, DSCI majors</td>
<td>Monday, October 25, 2021</td>
<td>Monday, January 3, 2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Limited Status</th>
<th>Registration Begins</th>
<th>DEN D-clearance Processing Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>AME, ASTE, BME, CE, EE, ENE, ISE, SAE, CHE, MASC</td>
<td>Thursday, November 18, 2021</td>
<td>Thursday, November 18, 2021</td>
</tr>
<tr>
<td>CSCI, DSCI</td>
<td>Thursday, November 18, 2021</td>
<td>Monday, November 29, 2021</td>
</tr>
<tr>
<td>PTE</td>
<td>Thursday, November 18, 2021</td>
<td>Thursday, November 19, 2021</td>
</tr>
<tr>
<td>NON-ISE majors</td>
<td>Thursday, November 18, 2021</td>
<td>Wednesday, December 1, 2021</td>
</tr>
<tr>
<td>NON-CSCI, DSCI majors</td>
<td>Thursday, November 18, 2021</td>
<td>Monday, January 3, 2022</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Newly Admitted Students</th>
<th>Registration Begins</th>
<th>DEN D-clearance Processing Begins</th>
</tr>
</thead>
<tbody>
<tr>
<td>AME, ASTE, BME, CE, EE, ENE, ISE, SAE, CHE, MASC</td>
<td>Thursday, November 18, 2021</td>
<td>Thursday, November 19, 2021</td>
</tr>
<tr>
<td>CSCI, DSCI</td>
<td>Thursday, November 18, 2021</td>
<td>Monday, December 6, 2021</td>
</tr>
<tr>
<td>PTE</td>
<td>Thursday, November 18, 2021</td>
<td>Thursday, November 18, 2021</td>
</tr>
<tr>
<td>NON-ISE majors</td>
<td>Thursday, November 18, 2021</td>
<td>Wednesday, December 1, 2021</td>
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<td>NON-CSCI, DSCI majors</td>
<td>Thursday, November 18, 2021</td>
<td>Monday, January 3, 2022</td>
</tr>
</tbody>
</table>

DEN processing dates are listed on the main page of the DEN d-clearance form. Please review this table before submitting your requests.

Dates are based on the Academic Department’s d-clearance policies and procedures.
How To Request On Campus D-clearance

If you are local and plan to take some courses on campus, d-clearance for on-campus courses are obtained through the Academic Department offering the course. DEN does not manage or process on-campus d-clearances.

<table>
<thead>
<tr>
<th>COURSES</th>
<th>D-CLEARANCE REQUEST PROCEDURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AME</td>
<td>Please contact your department advisor at <a href="mailto:amegrad@usc.edu">amegrad@usc.edu</a></td>
</tr>
<tr>
<td>ASTE, SAE</td>
<td>Please contact your department advisor at <a href="mailto:lsaballo@usc.edu">lsaballo@usc.edu</a></td>
</tr>
<tr>
<td>BME</td>
<td>Please contact your department advisor at <a href="mailto:yangwill@usc.edu">yangwill@usc.edu</a></td>
</tr>
<tr>
<td>CEE, ENE</td>
<td>Submit your request online via MyViterbi</td>
</tr>
<tr>
<td>CHE</td>
<td>Please contact your department advisor at <a href="mailto:mfdstudentaffairs@vsoe.usc.edu">mfdstudentaffairs@vsoe.usc.edu</a></td>
</tr>
<tr>
<td>CSCI, INF</td>
<td>Submit your request online via MyViterbi</td>
</tr>
<tr>
<td>EE</td>
<td>Submit your request online via MyViterbi</td>
</tr>
<tr>
<td>ISE</td>
<td>Submit your request online via MyViterbi</td>
</tr>
<tr>
<td>PTE</td>
<td>Please contact your department advisor at <a href="mailto:mfdstudentaffairs@vsoe.usc.edu">mfdstudentaffairs@vsoe.usc.edu</a></td>
</tr>
<tr>
<td>MASC</td>
<td>Please contact your department advisor at <a href="mailto:mfdstudentaffairs@vsoe.usc.edu">mfdstudentaffairs@vsoe.usc.edu</a></td>
</tr>
</tbody>
</table>
Before entering campus or USC facilities, all students are required to take the wellness assessment, which consists of a handful of questions whether you have experienced any symptoms, have tested positive, or have had close contact with a person known to have virus.

- Trojan Check - https://trojancheck.usc.edu

Welcome to Trojan Check

Proof of vaccination or negative COVID test required for campus access.

- Upload your COVID-19 vaccine card documentation to MySHR https://studenthealth.usc.edu/myshr/
- Either a physical CDC-issued vaccine card, or a digital copy (available from the State of California) will be accepted. This proof must be accompanied by a photo ID.
- Students who are unvaccinated because they received an approved medical or religious exemption will be required to test every 72 hours in order to access campus.
Access to the USC Campus

As part of the USC COVID-19 Safety Requirements, all USC students must complete:

• “Health, Hygiene and Safety for Students” — This module is available at trojanlearn.usc.edu. The module takes approximately 10 minutes to complete and provide an overview of COVID-19 safety.

All students are expected to comply with COVID-19 safety requirements; non-compliance is a violation of USC’s community standards that may result in student conduct disciplinary measures.

Please plan ahead if you are coming to campus.


Questions:
COVID-19 hotline: 213-740-6291
Email: covid19@usc.edu
COVID-19 Resource Center: coronavirus.usc.edu

USC Student Health: studenthealth@usc.edu or 213-740-WELL (9355)
Access Web Registration

1. From the main USC web page click “Registration” under the “popular links” section:

2. Click the “Log in via myUSC” button.

Remember to view the Web Registration Tutorial before you register for the first time.
Access Web Registration

Log in Via myUSC:

1. From the **myUSC** page, click “Log In,” and access the system using your USC NetID (the alpha portion of your email) and password.

2. Select “**Web Registration**” located under Student Links.
Reasons Why Web Registration Transactions Fail

- Class is closed
- D-clearance was not obtained or expired
- Prerequisite was not completed or waived
- Restriction or hold was not removed

- Contact den@vase.usc.edu for assistance
All USC students receive a USC NetID account that enables them to access a wide variety of online tools and computing resources at USC.

Activating your USC NetID account will activate your USC email address and enable you to access myUSC.

Your USC NetID will be the first part of your USC e-mail address, before "@usc.edu."

https://netid.usc.edu/account_services/activate_account

Activate your USC NetID

Your USC NetID gives you access to online resources and tools. Follow the steps below to get started.

1. Find your USC NetID
2. Set secondary email address
3. Create new password

10-digit USC ID number (from your USCard)

0123456789

Date of birth (MM/DD/YYYY)

/ /
USC E-mail

USC e-mail is the official method of communication between USC departments and students. Failure to check your USC email for important notification is not an accepted excuse for missing deadlines, etc.

Please check your USC email regularly.

LIMITED STATUS STUDENTS:
Limited student USC NetID and email accounts will be created within 2 weeks of the start of the term for which you are in enrolled or within 3 days after you enroll if you register after the start of the term. Registration in courses is required before an USC NetID/email account will be created.
Accessing Your USC E-mail

Students will access their USC email by logging into [my.usc.edu](http://my.usc.edu) and clicking the Gmail link under myServices or Google Apps. You can also access email via [google.usc.edu](http://google.usc.edu).

Review the link below for more information:

- Google Apps at USC for Students [http://itservices.usc.edu/google/](http://itservices.usc.edu/google/)

For information about these apps, see the Google Apps at USC page on the ITS website.
You can access OASIS, Web Registration, e-mail, etc. with a single sign-on.

USC NetID is required to access myUSC.
You can also access MyUSC, OASIS, Web Registration, e-mail, etc. from main USC website.
Things To Do After You Register...

1. ✓ Verify your registration
   OASIS: Registered Course List

2. ✓ Check your account balance and settle your tuition by the deadline
   USCe.pay (via OASIS or myUSC) or Employer Reimbursement Deferment Program

3. ✓ Check your book list for required textbooks
   OASIS: Book List or Schedule of Classes
Things To Do After You Register...cont.

4. ✓ Get your USC ID card (optional)
   A USC ID card identifies you as a currently enrolled student, and entitles you to various privileges and potential uses on and off campus.

5. ✓ Activate your USC NetID (if you haven’t already done so)
   Limited Status student email accounts will be created within 2 weeks of the start of the term for which you are in enrolled or within 3 days after you enroll if you register after the start of the term.

6. ✓ Opt out of Tuition Refund Insurance (optional)
   ✓ Waive USC Health Insurance (optional)
New Student Training

After registering for a course, Technical Support and Training is available for New DEN@Viterbi students.

Schedule an appointment for technical orientation including Desire2Learn training. We will teach you the basics, from navigating your course page to submitting homework. We want to make sure your DEN@Viterbi experience is stress-free, particularly when it comes to the technical side of online learning.

To schedule an appointment: https://viterbigrad.usc.edu/technical-support/training-options/
USC Mandatory Online Training

All graduate students must complete two online learning modules designed to provide knowledge and skills on the critical topics of sexual assault prevention and campus safety in order to register in future terms at USC.

https://sites.usc.edu/studentwellbeing/mandatory-online-training-for-graduate-students/

Log-in to myUSC and click on “Safety and Wellness” to access these modules

- **Diversity, Equity & Inclusion**
  - Launch Date: TBA
  - Due Date: TBA
- **Sexual Assault Prevention**
  - Launch Date: TBA
  - Due Date: TBA
- **Staying Safe**
  - Launch Date: TBA
  - Due Date: TBA

You must complete the required training or a hold will be placed on your Fall 2022 semester registration
Tuition and Fees

- **Engineering Access Fee: $35**
  The ENGR Computing Access Fee is charged each semester for various computing resources including access to email accounts, computing tools, and other technology systems.

- **Norman Topping Student Aid Fund: $8**
  In 1970, USC students elected to assess themselves a mandatory fee each semester to support the Norman Topping Student Aid Fund, which provides scholarships for low-income students.

- **Exam Proctoring Fee: $ varies**
  Because USC exams must be proctored, DEN@Viterbi arranges for off-campus students to take their exams at certified testing centers. These centers may charge a fee ranging from $25 to $50 for their service. The centers require payment at the time service is rendered; therefore the student pays this fee.
Tuition Payment Options

USCe.pay
• Pay online through USCe.pay in OASIS or MyUSC.

Employer Reimbursement Deferment Program
• The Employer Reimbursement Deferment Program assists students with "up front" payment of tuition and mandatory fees.
• For students working at companies who reimburse student at end of semester.
• The program applies only to tuition and mandatory fees. Other fees, such as parking, will not be deferred.

Boeing and UTC Employees
• These companies are set up to be directly billed for employee’s tuition
• Please visit the VASE Corporate Billing section for instructions https://viterbigrad.usc.edu/tuition-and-funding/employer-supported/
• Students are responsible for any fees not paid by company
Employer Reimbursement Program

Students supported by a company can defer payment of up to 90% of tuition until after the semester is over.

Program Eligibility
- Your employer reimburses you for tuition at the end of each term.
- Your student account is current.

Program Participation Requirements
- Required every semester prior to the settlement deadline each term
- Complete and submit deferment application
- Pay 10% of tuition, 100% of all fees and a $100 application fee
- Sign and submit promissory note packet to uscsfs@usc.edu

Online Submission of Employer Reimbursement:
https://sfs.usc.edu/payment/employer-reimbursement/
Tuition Refund Insurance

http://arr.usc.edu/services/registration/tuitionrefund.html

Tuition Refund Insurance is an optional insurance that students may purchase for a small fee during fall, spring and summer terms. It provides a refund of tuition and fees to a student who must withdraw from all classes due to an illness or accidental injury.

- **By default, at the time you register, Web Registration will enroll you in Tuition Refund Insurance.**
- Students may opt to purchase or decline Tuition Refund Insurance up until the end of week three of the fall and spring semesters.
Health Insurance and Waiver

- USC requires that ALL students have supplemental health insurance. [https://studenthealth.usc.edu/for-online-students/](https://studenthealth.usc.edu/for-online-students/)

- You are automatically enrolled in the USC Health Insurance Plan if you are taking 6 or more units

- If you already have a health insurance plan, you may be eligible to waive enrollment in the USC Health Insurance Plan by providing proof of comparable coverage. Enrollment may be waived only if documented proof of comparable coverage from another plan is presented to the Student Health Insurance Office and it meets the University’s requirements.

- Health Insurance Waiver – **Registration in courses required**
  - Waiver Criteria & Online Waiver Request
    - [https://studenthealth.usc.edu/our-services/insurance-plan/how-to-request-a-waiver-for-usc-student-health-insurance/](https://studenthealth.usc.edu/our-services/insurance-plan/how-to-request-a-waiver-for-usc-student-health-insurance/)

- Student Insurance Office at (213) 740-0551

**Deadline to submit waiver form is January 28**
# DEN@Viterbi Department Orientations

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>DATE</th>
<th>TIME (PST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Astronautical Engineering (ASTE)</td>
<td>Wednesday, December 01, 2021</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>Systems Architecting &amp; Engineering (SAE)</td>
<td>Wednesday, December 01, 2021</td>
<td>11:00 AM</td>
</tr>
<tr>
<td>Civil &amp; Environmental Engineering (CEE)</td>
<td>Wednesday, December 01, 2021</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Aerospace &amp; Mechanical Engineering (AME)</td>
<td>Thursday, December 02, 2021</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>Mork Family Department of Chemical Engineering &amp; Materials Science (MFD) and Petroleum Engineering (PTE)</td>
<td>Thursday, December 02, 2021</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Computer Science (CSCI) &amp; Data Science (DSCI)</td>
<td>Thursday, December 02, 2021</td>
<td>2:00 PM</td>
</tr>
<tr>
<td>Electrical &amp; Computer Engineering (ECE) and Green Technologies</td>
<td>Wednesday, December 08, 2021</td>
<td>10:00 AM</td>
</tr>
<tr>
<td>Biomedical Engineering (BME)</td>
<td>Friday, December 10, 2021</td>
<td>1:00 PM</td>
</tr>
<tr>
<td>Industrial and Systems Engineering (ISE)</td>
<td>Friday, December 10, 2021</td>
<td>10:00 AM</td>
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</tbody>
</table>

REGISTER ONLINE: [https://viterbigrad.usc.edu/ms-denviterbi-new-student-information/](https://viterbigrad.usc.edu/ms-denviterbi-new-student-information/)
DEN@Viterbi
Technical Support
DEN@Viterbi Technical Support Center
OHE 142, dentsc@usc.edu, 213-740-9356

• Services:
  ✓ Desire2Learn Training
  ✓ Technical Support
  ✓ Webcast Quality Control
  ✓ Lecture Posting
  ✓ Course Notes Support
  ✓ Homework Support
  ✓ Exams Coordination

• Supervisors:
  • Bianca Richter
  • Daniel Cueva

• Exams:
  • Shirley Schutt

twitter.com/denhelpdesk
youtube.com/denhelpdesk
DEN@Viterbi Desire2Learn: LOGIN

courses.uscden.net

USC Viterbi School of Engineering – DEN@Viterbi

Log in to view your courses offered through DEN@Viterbi, explore tools and features, and customize your eLearning experience for programs and courses supported by DEN@Viterbi. Students must be registered and approved to view select courses.

First Time Logging in?

DEN@Viterbi Students: You must create a profile first before you can log in.

On-campus students: Profile is created automatically.

If you have problems logging on or seeing your courses, please contact DEN@Viterbi Technical Support Center office at dentsc@usc.edu or 213-740-9356.

Log In Options

- USC NetID: Active users with a @usc.edu address can use their USC NetID login option. If this does not work, you may still use your original D2L credentials described below

[USC NetID Login]

- D2L email account and password: Log on by D2L email account and password option below. Your D2L username is your FULL EMAIL ADDRESS.

Username *

Password *
Welcome and Getting Started

Welcome to DEN! To view your courses, use the My Courses widget or click on the ** icon at the top of the page.

Problems? Can’t see your course?

D2L Support Contact Information
DEN@Viterbi DESIRE2LEARN: DEN TOOLS
Terms of Service, D-Clearance Requests, D-Clearance Status
* If you do not see your courses 2-3 days before the start of the semester, check your registration through OASIS or Accept the DEN Terms of Service in DEN Tools.

New Student Training will go over how to navigate your course pages. Sign up at: [https://viterbigrad.usc.edu/technical-support/training-options/](https://viterbigrad.usc.edu/technical-support/training-options/)
DEN@Viterbi DESIRE2LEARN: Off Campus Resources

Live Lecture Video, Homework Repository, Webex/Zoom Information

Please use this area to introduce yourself!

You can:

1. Share a funny story
2. Post a picture of your travels
3. Interests, hobbies, things you like to do for fun

*This is completely optional, but can be a quick way to get to know your classmates!*

---

### Course Information
- Links
- Live Stream Information
- Case Studies
- Team Presentations
  - Week 1 (5/22) - Course Overview & Questions; Introduction to Systems Engineering
  - Week 2 (5/29) - System Thinking; SE Characteristics and Discipline; Value of Systems Engineering; Roles, Program Life Cycle & Standards
  - Week 3 (6/5) -

### Live Stream Information

All conditions must be met
Enrolled in section: 32341D (DEN) - 20182-5AE541

- New
- Add Existing Activities

### Live Lecture Video

- External Learning Tool

### SAE 541 Hines - Webex Information

- Web Page

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USC Viterbi
School of Engineering
Admission and Student Engagement
New Student Training will go over how to access live and archived videos. Sign up at: https://viterbigrad.usc.edu/technical-support/training-options/
DEN@Viterbi’s E-LEARNING SYSTEM

Communicate during Live Lecture

Virtual Meetings & Presentations

New Student Training will introduce virtual meeting rooms and social group spaces. Sign up at: https://viterbigrad.usc.edu/technical-support/training-options/

Live Chat & Threaded Discussion
Where do I find my Course Notes?

If faculty submit any documents to our office to be posted they will be located in its Weekly module (unless otherwise specified). This includes, but not limited to:

**Scanned Lecture Notes**

- Green's Theorem:
- Path independence:
- Potential energy: \( F = U \) potential energy and force vector \( \mathbf{F} = -\nabla U = -\text{grad} U \)

**Electronic Whiteboard Notes**

Lagrange multiplier technique

\[
L = b_0 + b_1 x_1 + b_2 x_2 + bx_1 x_2 - \mu (x_1^2 + x_2^2 - r^2)
\]

\[
\frac{\partial L}{\partial x_1} = \ldots = 0 \quad \text{math happens}
\]

\[
\frac{\partial L}{\partial x_2} = \ldots = 0
\]

\[
x_1 = \frac{b_1 + b_2 x_2}{2 \mu}
\]

\[
x_2 = \frac{b_2 + \frac{b_1 b_2}{2 \mu}}{2 \mu - \frac{b_1^2}{2 \mu}}
\]

To maxify, need \( \mu > \) greater than the largest eigenvalue.
Submitting Your Homework
You will submit your homework through a D2L Dropbox unless otherwise specified.

New Student Training will go over how to submit homework assignments. Sign up at: https://viterbigrad.usc.edu/technical-support/training-options/

DISCLAIMER – please follow your instructor or TA instructions on how/where to submit homework. Direct email, Specific Dropbox, etc.
Taking Exams as DEN Student

Due to the current pandemic, please wait for further instructions from your professor or check your course syllabus.

Should you have any exam-related questions, please email DEN Exam denexam@usc.edu

Website: https://viterbigrad.usc.edu/technical-support/homework-exams/
## 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/)

<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></td>
<td>Bianca Richter</td>
</tr>
<tr>
<td>Homework</td>
<td>213-740-9356</td>
<td></td>
</tr>
<tr>
<td>DEN d-clearance</td>
<td><a href="mailto:den@vase.usc.edu">den@vase.usc.edu</a></td>
<td></td>
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<tr>
<td>inquiries</td>
<td></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></td>
<td>213-740-9356</td>
<td></td>
</tr>
<tr>
<td>VASE Advisor</td>
<td><a href="mailto:ptripinda@usc.edu">ptripinda@usc.edu</a></td>
<td>Patty Rinehart</td>
</tr>
<tr>
<td>• General advisement</td>
<td>213-740-0116</td>
<td></td>
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<tr>
<td>• Policies &amp;</td>
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<tr>
<td>Procedures</td>
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The Viterbi School is a "Community of Honor" - the actions of one of us represent us all. Rather than having an academic culture drowning in rules and warnings, we aspire to a higher standard of conduct, one driven by a lifelong commitment to excellence in all our endeavors.

– Dean Yortsos
Objectives

• Understand what it means to be part of *USC Viterbi: A Community of Honor*

• Understand cyber-classroom norms (typical behaviors) & expectations
Viterbi Community of Honor

We are the USC Viterbi School of Engineering, a community of academic and professional integrity. As students, faculty, and staff our fundamental purpose is the pursuit of knowledge and truth. We recognize that ethics and honesty are essential to this mission and pledge to uphold the highest standards of these principles.

As responsible men and women of engineering, our lifelong commitment is to respect others and be fair in all endeavors. Our actions will reflect and promote a community of honor.
VCH Breakout!

Read the following two scenarios and discuss with your group on how best to approach them.
Community of Honor In Action

Academic:
You need a 3.0 to graduate and you got a B- in a class putting you at a 2.9. Is it ok to ask the professor to bring up your grade?

Professional:
You have to present a project status report in an hour, but a few objectives haven’t been met. You can complete the tasks by tomorrow. Do you tell your supervisor the project is up to speed or do you state what is actually complete?
VASE Contact Info

Email: masters@vase.usc.edu
Phone: (213) 740-4488
Office: OHE 106 (8:30am – 5:00pm PDT)
Website: https://viterbigrad.usc.edu/

Search: “USC Viterbi School of Engineering Graduate Programs ”

@USCViterbi
https://viterbigrad.usc.edu/gapp-blog/
https://viterbigrad.usc.edu/
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/