DEN@Viterbi ORIENTATION
Aerospace and Mechanical Engineering
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
AME Student Affairs Team

Susan Sath
Assistant Director
B.S. & M.S. Advising

Lauren Terazawa
Assistant Director
B.S. & M.S. Advising

Ellecia Williams
Director
B.S. & PhD Advising

Email amegrad@usc.edu
“How do I succeed in the program?”

- Connect with peers
- Communicate with faculty
- AME Student Affairs
- Attend Events
- Ask!
- Communicate with advisors
- Know Deadlines
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 1-5 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 1-5 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)
Dual Degree Program 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))
  • Click on “Academics” in the navigation bar, then “graduate degrees”; scroll to bottom of website to click on your M.S. program

• 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](http://classes.usc.edu)
  • View archived schedules to identify which courses are typically offered in each semester

• Prerequisite Waivers
  • Email [amegrad@usc.edu](mailto:amegrad@usc.edu) for AME course prerequisite waivers
    *must forward instructor’s approval to waive the prerequisite

• Transfer Credit - up to 6 units
  • Courses need to first be evaluated by the articulation office (submit your transcripts)
    [degree-progress/graduatetransfercredit.html](http://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/](https://viterbigrad.usc.edu/workshops-tutorials/)
### Registration Calendar

#### Fall 2022

Registration dates apply only to courses that run from Aug. 22 – Dec. 2. For registration dates for specific courses, please find the course in the Schedule of Classes and click the calendar icon next to the course.

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>March 28 - April 20</td>
<td>Registration for continuing students</td>
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<tr>
<td>April 21 - Aug. 19</td>
<td>Registration for returning students and visiting students</td>
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<tr>
<td>Aug. 19</td>
<td>Last day to register and settle without late fee for Session 001</td>
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<tr>
<td>Aug. 22</td>
<td>Fall semester classes begin in Session 001</td>
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<tr>
<td>Aug. 22-26</td>
<td>Late registration and change of schedule for Session 001</td>
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<tr>
<td>Sept. 5</td>
<td>Labor Day, university holiday</td>
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<tr>
<td>Sept. 9</td>
<td>Deadline for purchasing or showing proof of health insurance</td>
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<tr>
<td>Sept. 9</td>
<td>Last day to register and add classes for Session 001</td>
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<tr>
<td>Sept. 9</td>
<td>Last day to drop a class without a mark of “W,” except for Monday-only classes, and receive a refund for Session 001</td>
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<tr>
<td>Sept. 9</td>
<td>Last day to change enrollment option to audit for Session 001</td>
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<tr>
<td>Sept. 9</td>
<td>Last day to purchase or waive tuition refund insurance for fall</td>
</tr>
<tr>
<td>Sept. 13</td>
<td>Last day to drop a Monday-only class without a mark of “W,” and receive a refund or to change to Pass/No Pass or Audit for Session 001</td>
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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 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/

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<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>213-740-9356</td>
<td>Bianca Richter</td>
</tr>
<tr>
<td>Homework</td>
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<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>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>
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</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>213-740-0116</td>
<td></td>
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<tr>
<td>• Policies &amp; Procedures</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/