DEN@Viterbi
ISE ORIENTATION
Academic Information

Mary Ordaz, Epstein ISE Graduate Student Advisor
AGENDA

• Welcome to USC DEN@Viterbi
• Department Contact Information
• Important Dates & Deadlines
• Degree Requirements
• Department Policies & Procedures
• DEN D-Clearance
• Desire2Learn Login & Training
• DEN Contact Information
Welcome to USC DEN@Viterbi

Mary Ordaz, Epstein ISE Graduate Student Advisor

Contact Info:
Phone  (213)740-4886
Email mordaz@usc.edu

-Advise MS students
-Started at USC Spring 1989 and Epstein ISE Dept. in Fall 1993
-Contact via Email
-If visiting USC delighted to meet students in person
Office location GER 245 (Gerontology Building)
-Office hours: Monday-Friday 9:30 am-4:30 pm
### UNIVERSITY CALENDAR – Spring 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 6</td>
<td>Last day to register and pay without late fee</td>
</tr>
<tr>
<td>Jan. 9</td>
<td>Spring semester classes begin</td>
</tr>
<tr>
<td>Jan. 9-13</td>
<td>Late registration and change of program</td>
</tr>
<tr>
<td>Jan. 16</td>
<td>Martin Luther King Day, university holiday</td>
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<tr>
<td>Jan. 27</td>
<td>Last day to drop a class without a mark of &quot;W,&quot; except for Monday-only classes, and receive a 100% refund</td>
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<tr>
<td>Jan. 31</td>
<td>Last day to drop a Monday-only class without a mark of &quot;W,&quot; and receive a 100% refund</td>
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<tr>
<td>Jan. 27</td>
<td>Deadline for purchasing or showing proof of health insurance</td>
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<tr>
<td>Jan. 27</td>
<td>Last day to register and add classes</td>
</tr>
<tr>
<td>Jan. 27</td>
<td>Last day to purchase or waive tuition refund insurance</td>
</tr>
<tr>
<td>Feb. 24</td>
<td>Last day to drop a course without a mark of “W” on the transcript</td>
</tr>
<tr>
<td>Mar. 12-19</td>
<td>Spring recess</td>
</tr>
</tbody>
</table>
**UNIVERSITY CALENDAR – Spring 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Apr. 7</td>
<td>Last day to drop a class with a mark of “W”</td>
</tr>
<tr>
<td>Apr. 28</td>
<td>Spring semester classes end</td>
</tr>
<tr>
<td>Apr. 29-May 2</td>
<td>Study days</td>
</tr>
<tr>
<td>May 3-10</td>
<td>Final Examinations</td>
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Final Exam Schedule Link: [http://classes.usc.edu/term-20171/finals/](http://classes.usc.edu/term-20171/finals/)
Schedule of Classes Link: [http://classes.usc.edu/](http://classes.usc.edu/)
PROGRAM REVIEW

- Master of Science in Industrial and Systems Engineering (MSISE)
- Master of Science in Engineering Management (MSEMT)
- Master of Science in Operations Research Engineering (MSORE)
- Master of Science in Product Development Engineering – Systems Track (MSPDE)
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 completed in the Epstein Department of Industrial and Systems Engineering. Of the 30 units, 21 must be at the 500 level or above.

- required course work 21 units and electives 9 units
- no more than 3 classes (9 units) at 400 level

Spring 2017 classes - ISE core courses offering: ISE 514 and ISE 515

Complete list of required courses for completing the MSISE program are here: http://gapp.usc.edu/graduate-programs/masters/industrial-systems-engineering/engineering-management/master-science-industrial-and-systems-engineering
Master of Science in Engineering Management (MSEMT)

Requirements for Graduation: A total of 30 units with 3.0 GPA which at 18 units must be taken in the Epstein Department of Industrial and Systems Engineering. A total of 21 units must be at the 500 level or above.

- required course work 18 units and electives 12 units
- no more than 3 classes (9 units) at 400 level

Spring 2017 classes - EMT core courses offering:
ISE 500 & ISE 561 (prerequisite ISE 500)

Complete list of required courses for completing the MSEMT program are here:
http://gapp.usc.edu/graduate-programs/masters/industrial-systems-engineering/engineering-management
Master of Science in Operation Research Engineering (MSORE)

Requirements for Graduation: A total of 30 units with 3.0 GPA of which not less than 21 units of industrial and systems engineering courses related to operations research. Of the 30 units 21 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 2017 classes- ORE core courses offering: ISE 536, ISE 580 and ISE 583 (ISE 532 will require a substitution approved by the program director).

Complete list of required courses for completing the MSORE program are here:
http://gapp.usc.edu/graduate-programs/masters/industrial-systems-engineering/operations-research-engineering
Master of Science in Product Development Engineering - Systems Track (MSPDE)

Requirements for Graduation: A total of 27 units with 3.0 GPA of which at least 18 units of the 27 units must be at the 500 level or higher from the AME and ISE departments, and/or closely related departments.

- required course work 18 units and electives 9 units.
- students can choose to take up to 6 units of directed research (e.g., AME 590 or ISE 590)

Spring 2017 classes - PDE core courses offering: AME 503, ISE 544 and ISE 515.
Complete list of required courses for completing the MSPDE program are here: http://gapp.usc.edu/graduate-programs/masters/aerospace-and-mechanical-engineering/product-development
ISE Dept. Policies, Procedures, Tips

• Graduate Transfer Credit – possible to transfer in up to 4 units or one course.

• Changing Majors - after your first semester.

• If this is first semester, strongly recommend only taking 1 class

• Core required courses are offered every semester and selected courses in the summer term.

• Note in summer some courses are offered in a fast-paced 6 week format. Do not recommend that you take two courses.

• Check your USC email regularly! Forward to GMAIL account.

• USC requires graduate students to maintain continuous enrollment every Fall and Spring semester.
ISE Dept. Policies, Procedures, Tips – Cont’d

• If 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.

• Refer to the USC Schedule of Classes for planning purposes http://classes.usc.edu/

• Study Plans forms for each graduate degree: http://ise.usc.edu/academics/graduate/forms.htm
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. Select DEN@Viterbi Tools
3. Select Request D-Clearance and submit required information based on course chosen
4. Approval process takes 1-3 business days. To check status of D-Clearance go to DEN@Viterbi Tools> 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 masters@gapp.usc.edu
1. Bookmark https://courses.uscden.net
2. Your D2L username is your full USC Email Address
3. If you do not remember your D2L password, click “Forgot your password?”

Sign up for an exclusive one-on-one training session inside a virtual classroom to learn all about Desire2Learn:
http://gapp.usc.edu/graduate-programs/den/technical-support/training-options
# DEN@Viterbi Contacts

## Office of Graduate and Professional Programs

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<tr>
<th>DEN@Viterbi Support</th>
<th>Contact Information</th>
<th>Staff</th>
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| **Technical Support:** Desire2Learn Training Homework | dentsc@usc.edu  
213-740-9356 | Bianca Richter  
Rebecca Lee |
| **Exams** | denexam@usc.edu  
213-740-9356 | Shirley Schutt |
| **GAPP Advisor:** Registration, D-Clearance Policies and procedures | ptrinida@usc.edu  
213-740-0116 | Patty Rinehart |
| **Tuition Deferment or Vouchers** | susannas@usc.edu  
213-740-8198 | Susanna Sahakian |
THANK YOU!

HAVE A GREAT SPRING SEMESTER!
FIGHT ON!

A recording of this online orientation and presentation will be available for viewing and download on the GAPP website at http://gapp.usc.edu/students/orientation#den.