Systems Architecting and Engineering

DEN@Viterbi Orientation

SAE Graduate Student Advisor, Hayley Peltz
AGENDA

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

Hayley Peltz, SAE Student Advisor

Contact Information
Email  hpeltz@usc.edu
Phone   (213) 821-4234

- Advise undergrad, master, and doctoral students
- Email and appointments, in person and phone, are best
- Advisement Appointment link: https://myviterbi.usc.edu/
myViterbi Advisement Appointment System
https://myviterbi.usc.edu/

myViterbi

Announcements

Student Resources

- Academic Integrity Introduction
- Advisement Appointment System
- Application to Graduate
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tr>
<td>Jan. 6</td>
<td>Last day to register and settle without a late fee</td>
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<td>Jan. 9</td>
<td>Spring semester classes begin</td>
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<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 register and add classes</td>
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<td>Last day to drop a course and receive a refund</td>
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<td>Last day to enroll for a course for a grade of Pass/No Pass or Audit</td>
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<td>Last day to purchase or waive tuition refund insurance</td>
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<td>Jan. 31</td>
<td>Last day to drop a Monday-only class and receive a refund, or change the Monday-only class to Pass/No Pass or audit</td>
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<td>Feb. 20</td>
<td>Presidents’ Day, University Holiday</td>
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<td>Feb. 24</td>
<td>Last day to drop a class without a mark of “W” on the transcript</td>
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<td>Last day to change a Pass/No Pass course to letter grade</td>
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UNIVERSITY CALENDAR – Spring 2017 cont’d

Mar. 6                  Registration for Summer 2017 begins
March 12-19            Spring recess
April 7                Last day to drop a class with a mark of “W” on the
                        transcript
April 28               Fall semester classes end
April 29 – May 2       Study days
May 3-10               Final examinations

Final Examinations Schedule link:
http://classes.usc.edu/term-20171/finals/
PROGRAM REVIEW

• Master of Science in Systems Architecting and Engineering (MSSARE)
• Graduate Certificate in Systems Architecting and Engineering (GCRT SARE)
Requirements for Graduation: A total of 30 units with 3.0 GPA. A maximum of 9 units at the 400-level may apply towards the degree. No more than 6 units of Special Topics courses (499 or 599) may be applied. Directed Research, any 590 course, is restricted to 3 units.

- 15 units of Required Courses
  - at least 3 units in the Technical Management Area;
  - at least 3 units in the General Technical Area; and
  - at least 9 units in the Technical Specialization Area

Spring 2017 classes - SARE core courses offering: ISE 460 or SAE 560, SAE 541, and SAE 549

Complete list of required courses for completing the MSSARE program are here: [http://catalogue.usc.edu/preview_program.php?catoid=6&poid=5651](http://catalogue.usc.edu/preview_program.php?catoid=6&poid=5651)
Graduate Certificate in Systems Architecting and Engineering (GCRTSARE)

Requirements for Graduation: A total of 15 units with 3.0 GPA. The courses taken for the certificate may be applied later to the Master of Science in Systems Architecting and Engineering.

- Required course work 15 units
Choose five from the following: SAE 541, SAE 542, SAE 546, SAE 547, SAE 548, SAE 549, SAE 560 or ISE 460, ISE 515 and ISE 544

Complete list of required courses for completing the GCRTSARE program are here:

http://catalogue.usc.edu/preview_program.php?catoid=6&poid=5652
SAE Policies, Procedures, Tips

• Transfer Credit – possible to transfer in up to 7 units or two courses.
• You have 5 years to complete your degree program from the term of your first course.
  • An academic department may grant an extension of up to one year at a time for a maximum of two years.
• Changing Majors - after your first semester.
• If you will be working full time, 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 you USC email regularly!
• USC requires graduate students to maintain continuous enrollment every Fall and Spring semester.
SAE 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/

• SAE Study Plans: http://viterbi.usc.edu/sae/programs/study-plans.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
## CONTACT INFO

**OFFICE OF GRADUATE AND PROFESSIONAL PROGRAMS**  
**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  
[http://gapp.usc.edu](http://gapp.usc.edu)

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<thead>
<tr>
<th>DEN@Viterbi Support</th>
<th>Contact Information</th>
<th>Staff</th>
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<tbody>
<tr>
<td>Technical support,</td>
<td><a href="mailto:dentsc@usc.edu">dentsc@usc.edu</a></td>
<td>Rebecca Lee</td>
</tr>
<tr>
<td>Desire2Learn training,</td>
<td>213-740-9356</td>
<td>Bianca Richter</td>
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<tr>
<td>Homework</td>
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<tr>
<td>Exams</td>
<td><a href="mailto:denexam@usc.edu">denexam@usc.edu</a></td>
<td>Shirley Schutt (exams)</td>
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<tr>
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<td>213-740-9356</td>
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<tr>
<td>GAPP Advisor for registration, d-clearance,</td>
<td><a href="mailto:ptrinida@usc.edu">ptrinida@usc.edu</a></td>
<td>Patty Rinehart</td>
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<tr>
<td>policies and procedures</td>
<td>213-740-0116</td>
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<tr>
<td>Tuition Deferment or Vouchers</td>
<td><a href="mailto:susannas@usc.edu">susannas@usc.edu</a></td>
<td>Susanna Sahakian</td>
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<td>213-740-8198</td>
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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.