Congratulations on your admission to the USC Computer Science Department!

The following information outlines academic policies and procedures governing enrollment in the Master of Science in Computer Science at the USC Viterbi School of Engineering.

How do I confirm my intent to enroll at USC?
You can certify at the following link: https://you.usc.edu/login/

Why should I certify?
Certifying your intent to enroll is what informs us you’re joining the program. For international students, it will also generate your I-20. Once you certify, you will be able to activate your USC email account. You will need your USC Identification Number and a valid USC email account in order to submit your top five course preferences for your first term. We will email more information in regards to this procedure. If you plan to attend USC then make sure to certify your intent, otherwise you will not receive important emails from the Computer Science Department and you will miss out on the new student course selection process.

What’s a D-Clearance?
If your class number ends in "R" (ex: 000-00000R), you can register through USC Web Registration. For all courses that end in “R” you may register directly without departmental approval.

However, for courses that the class number ends in “D” (ex: 000-00000D), you will need D-Clearance. D-Clearance stands for Departmental Clearance and it is required for courses in the Schedule Classes that have a “D”. D-clearance gives you permission to register, however it does not reserve a seat for you in the class.

D-Clearance for On-campus Courses for Newly Admitted Spring 2016 CS Students
Students who have certified for Spring 2016 will be emailed the link to the course preference system. This email will go out to certified students on November 20th. You will be able to choose Three CS (3) courses that you are interested in taking during your first semester. We will do our best to give D-Clearance (department approval) for TWO (2) of these courses. Make sure that your choices are ranked in order of preference. In the meantime, please look at the online schedule of classes to see what courses are being offered: http://classes.usc.edu/

D-Clearance for DEN courses for Newly Admitted Spring 2016 CS Students
The Office of Graduate and Professional Programs (GAPP) manages enrollment in DEN courses. DEN students can obtain D-Clearances (department approval) for CS courses through their DEN Profile and the D-clearance Request Form located in DEN Tools. (You can access your DEN Profile at https://www.uscden.net). You can check the status of submitted d-clearance requests via the D-Clearance Status link also located in DEN Tools. DEN sections of CS courses are designated as “DEN@Viterbi” in the “Room” column in the Schedule of Classes. You usually will contact your CS Advisor if you have questions regarding your program requirements. Otherwise, if you have questions about DEN courses, please send an email to a GAPP advisor at masters@gapp.usc.edu.
Operating Systems Prerequisite Waiver / Computer Networks Placement Exam

The chart below identifies exam(s) you need to pass in order to take specific classes:

<table>
<thead>
<tr>
<th>Class</th>
<th>Necessary Placement Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSCI-551</td>
<td>EE-450</td>
</tr>
<tr>
<td>CSCI-558L</td>
<td>EE-450</td>
</tr>
</tbody>
</table>

Operating Systems Prerequisite Waiver Information (CSCI-402)  
http://www.cs.usc.edu/students/ms-students/prerequisites.htm  
Introduction to Computer Networks Placement Information (EE-450)  
http://ee.usc.edu/students/placement-exams.htm

How to Enroll in Courses
Most students register for their courses through an online tool called Web Registration.

All continuing students can register once their registration appointment time begins. You can learn when your registration period begins by checking the information given under "Permit to Register" in your OASIS account. If you have trouble accessing OASIS directly (e.g. you forgot your PIN), you can use your MyUSC account to access OASIS instead. The log-in and password for your USC Email and MyUSC accounts are the same.

You can also register in person at the Registrar's Office (TRO 101), located on-campus by the intersection of Figueroa Street and Exposition Boulevard. We strongly recommend that you check your course list the day after you add or drop courses to ensure that all changes have been properly made.

How many CS courses can I be enrolled in?
According to the department policy, you can only be enrolled in a maximum of 2 four (4) unit CS courses. CS 598, 591, AND 590 do not count towards this limit.

Tuition Insurance
Optional tuition insurance is available for purchase which provides full coverage for tuition and mandatory fees (excluding health insurance) for students who suffer serious illnesses or accidents which makes it necessary for them to leave the university before the semester is completed. Students must accept or decline the insurance at the time they register.

The Tuition Refund Plan is offered through a private insurance carrier. Further information and applications brochures are available from the Cashier's Office and Registration and Records.

http://www.usc.edu/dept/ARR/services/registration/tuitionrefund.html

Full-time Enrollment Status
A student is considered to be enrolled full time in a semester when the student has registered for eight (8) or more units as a master's student. Units taken for audit do not apply to enrollment status calculation.
**Auditing Courses**
Students who wish to audit a course are assessed the current tuition rate for the course. Prior to auditing a course, students should first seek approval from the instructor to audit the course. If there is insufficient room in the course, students taking the course for credit have priority over students wishing to audit a course.

A course taken for audit (V) is not available for credit and will not appear on the USC transcript or grade report and will not count for full time enrollment. Enrolling or changing to audit is a process that is not available through the web registration and must be completed at the Registration Office during the first three weeks of the semester. This process is not reversible after the third week of the semester.

**TOEFL / ISE Examination for International Students**
If your TOEFL score is not 90 with 20/20/20/20 on each section, then you will need to sit for the ISE exam. However, upon verification that your TOEFL scores are 90 with 20/20/20/20 on each section, then you will be exempted from the ISE exam by ALI (American Language Institute). If you meet the requirements for an exemption please see an ALI Advisor in JEF 206.

**I-20 Questions for International Students**
The following links will provide you with more information in regards to your I-20.

Financial Support: [http://www.usc.edu/admission/graduate/international/financialsupport.html](http://www.usc.edu/admission/graduate/international/financialsupport.html)

Frequently Asked Questions: [http://www.usc.edu/admission/graduate/international/faq.html](http://www.usc.edu/admission/graduate/international/faq.html)

**Online Resources**

**CS Department Master’s Program Webpage:** [http://www.cs.usc.edu/students/ms-students/](http://www.cs.usc.edu/students/ms-students/)

Additional helpful links:

USC Academic Catalogue: [http://catalogue.usc.edu/](http://catalogue.usc.edu/)

USC Academic Services Support: [http://sait.usc.edu/academicsupport/](http://sait.usc.edu/academicsupport/)

USC Student Affairs & Campus Life: [http://studentaffairs.usc.edu/](http://studentaffairs.usc.edu/)