

## **Important Information for Newly Admitted Students – Spring 2018**

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.

### **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 2018 CS Students**

Students who have filled out the statement of intent for Spring 2018 will be emailed the link to the course preference system. This email will go out to certified students on **November 15**. 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/>. Please check the Schedule of Classes to make sure the classes you want do not conflict!

### **D-Clearance for DEN courses for Newly Admitted Spring 2018 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.uscdcn.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](mailto:masters@gapp.usc.edu).

### **Core Requirements and Course Substitutions**

Please note that students cannot substitute CSCI 561, 571, or 585 by taking advanced courses. **Two out of these three courses must be taken.** If you want to take an advanced course, you must take the pre requisite course first. There are no exceptions for these three courses. Please note that CSCI 570 can be substituted with CSCI 670, this is the only acceptable substitution.

### **Out of Sequence Policy**

Once you complete the higher level course, you cannot go back and take the lower level course. This would be considered out of sequence and the lower level course will not count in your degree.

## Operating Systems Prerequisite Waiver / Computer Networks Placement Exam

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

Class	Necessary Placement Exam
CSCI-551	EE-450 Exam (or Entrance Exam 1 <sup>st</sup> day of Class)
CSCI-558L	EE-450 Exam

Operating Systems Prerequisite Waiver Information (**CSCI-402**)

<https://www.cs.usc.edu/students/ms-students/prerequisite-information/>

Introduction to Computer Networks Placement Information (**EE-450**)

<https://minghsiehee.usc.edu/placement-exams/>

### How to Enroll in Courses

Most students register for their courses through an online tool called Web Registration. Once you receive your d-clearance to enroll in a course, you will be able to use Web Registration to add it.

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 (JHH Lobby). 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. You should also receive an email confirmation for any changes to your schedule.

### 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**. CSCI 590, CSCI 591, and ENGR 595 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://arr.usc.edu/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 Office of International Services ([ois@usc.edu](mailto:ois@usc.edu)) is your point of contact for all issues and information related to your I-20 and international student status.

International New Student Information: <https://ois.usc.edu/new-students/>

### **Online Resources**

CS Department Master's Program Webpage: <http://www.cs.usc.edu/students/ms-students/>

Additional helpful links:

USC Academic Catalogue: <http://catalogue.usc.edu/>

USC Academic Services Support: <http://sait.usc.edu/academicsupport/>

USC Student Affairs & Campus Life: <http://studentaffairs.usc.edu/>

USC Temporary Housing: <http://housing.usc.edu/index.php/international-student-temporary-housing/>