

Getting Started

The beginning of the school year can be an overwhelming experience. These guidelines can help you get started quickly and easily. This section points you in the right direction for Internet setup and housing information, locating a job or internship, and obtaining a parking permit and student ID card. Information about orientation programs and registering for classes is also included.



Computing

Information Technology Services
Customer Support Center
(213) 740-5555
Email: consult@usc.edu
www.usc.edu/its

Information Technology Services offers many resources to meet your computing needs and help you achieve your academic goals.

As a USC student, you will receive access to the following services, among others:

- email
- Internet
- personal Website space
- high-speed wireless network
- free security software for download
- online course management system (Blackboard)
- computing centers
- computing help

USC COMPUTING ACCOUNT

Before activating your USC computing account, you must be registered for classes or have paid your tuition deposit and certified that you will be attending USC. You must also agree to observe the university's computing policies, which are listed online at www.usc.edu/its/policies.

When you are ready to activate your USC computing account, visit www.usc.edu/firstlogin.

GOOGLE APPS AT USC

As a USC student, you are eligible for a special Gmail account that allows you to use your @usc.edu email address. The Google Apps at USC account provides over seven gigabytes of online storage space, access to Google's online word processing and spreadsheet programs, sharable calendars and more. Once you have completed the first login process, you can visit www.usc.edu/its/google for more information or go directly to getgoogle.usc.edu to set up your Gmail account.

Employment and Internships

Career Planning & Placement Center
(213) 740-9111
(213) 740-9755 (FAX)
Student Union 110
Email: careers@usc.edu
careers.usc.edu

EMPLOYMENT

There are two types of jobs you can hold while attending school: work-study and non work-study.

Work-Study

To be eligible for Federal Work-Study, you must apply for financial aid, demonstrate financial need and be awarded work-study in your Statement of Financial Aid Eligibility.

Federal Work-Study awards range from \$800-3,500 per year. If you have Federal Work-Study eligibility listed on your statement, you can work for an employer in an approved Federal Work-Study job (most are located on campus).

Job Openings

Job openings are posted online with connectSC. Visit careers.usc.edu to sign up. Many departments advertise in the *Daily Trojan*, on posted flyers around campus or through word-of-mouth. The Career Planning & Placement Center (CPPC) can also help with your search.



Wages

Wages vary depending on the employer and the position. If you work on campus (work-study or not), you will be paid every two weeks for the number of hours worked during the previous pay period.

Non Work-Study

If you have not been awarded work-study in your financial aid package, please visit the Career Planning & Placement Center or look on connectSC at careers.usc.edu for help in finding open positions.

INTERNSHIPS

Internships provide students with an opportunity to gain practical work experience for an edge on the job market after graduation.

How can I find an internship?

- Register online at careers.usc.edu.
- Visit the CPPC Internship Programs Office.
- Inquire at your academic department for internship opportunities.
- Check connectSC listings (careers.usc.edu) and the iNet Internship Consortium (accessed through connectSC).
- Use the CPPC library and other locations to search publications.
- Check out USC Career Fairs and other job fairs, professional associations, student organizations and community service/volunteer groups.
- Explore Internet job search sites. Links to many sites can be found on the CPPC Website (careers.usc.edu).
- Generate contacts through friends, family, current/former employers, classmates, faculty members, clubs and other networking avenues.

Ashley London,
Philosophy, Politics and
Law major, Spanish minor
San Diego, CA



Are internships paid?

An internship can be paid or non-paid. If the internship is paid, academic credit is not necessary. When the internship is not for pay, you must receive academic credit. For detailed information, please contact the CPPC.

When should I start looking for an internship?

The second semester of your freshman year is considered an early start. Allow yourself at least one semester of academic study to adjust to the rigors of life at USC.

During the academic year, it is a good idea to begin looking for an internship the semester prior to your desired placement.

How can I earn academic credit for my internship?

To obtain academic credit for an internship, you need to contact the appropriate academic department to make the necessary arrangements.

Financial Aid

John Hubbard Hall (JHH) Lobby
(213) 740-1111 (telephone counseling)
www.usc.edu/contactfao
www.usc.edu/financialaid

USC administers one of the largest financial aid budgets in the country, and more than 60 percent of students receive some type of financial aid. Awards are made to students who demonstrate financial need and meet all eligibility requirements and deadlines.

It is your responsibility to reapply for financial aid each year for the next academic year, adhering to published deadlines and procedures. Application information is available online in early December at www.usc.edu/financialaid.

UNDERGRADUATE FINANCIAL AID

Undergraduate financial aid includes merit scholarships, need-based grants, low-interest loans and work-study.

Merit-Based Programs

Scholarships awarded based on academic excellence, leadership, service and talent are available through academic departments at USC, alumni groups, minority support organizations, outside agencies and foundations. ROTC scholarships are available through the Air Force Reserve Officers' Training Corps, Army Reserve Officers' Training Corps and Naval Reserve Officers' Training Corps.

Need-Based Programs

USC has a long tradition of meeting 100 percent of the USC-determined financial need for undergraduate financial aid applicants who satisfy eligibility



requirements and meet all deadlines. In determining financial aid eligibility, the USC Financial Aid Office strives to distribute funds as equitably and generously as possible. The family is expected to be the primary source of funding for college; financial aid is intended to supplement the family contribution.

Financial aid applicants must be U.S. citizens or eligible non-citizens, and must meet all other eligibility criteria. Applicants must meet the standards for Satisfactory Academic Progress (SAP) published in the *USC Catalogue* (www.usc.edu/catalogue). If you receive financial aid, the combination of any merit-based awards and all financial aid may not exceed your USC-determined financial need. The total amount of financial aid you receive, both need-based and merit-based, cannot exceed your total cost of attendance.

GRADUATE AND PROFESSIONAL STUDENT FINANCIAL AID

As a graduate student, the primary source of support is likely to be your academic department or professional school. Together with the Graduate School, USC departments and schools award a long list of grants, graduate fellowships and assistantships. Awards from agency sponsors and scholarships from sources outside the university are also significant sources of support.

Doctoral students at USC receive extensive financial support that enables them to devote full attention to their Ph.D. studies.

Graduate and professional students who meet eligibility requirements may also apply for low-interest federal student loans and work-study through the Financial Aid Office.

FINANCING OPTIONS FOR UNDERGRADUATE AND GRADUATE STUDENTS

In addition to financial aid and scholarships, USC has several financing options available. The USC Payment Plan is a short-term option that allows the family to divide the cost of each semester into five monthly payments. The USC Tuition Prepayment Program lets the family prepay tuition for future semesters at the current rate.

In addition, several federal and private long-term loan programs enable the family to spread the cost of education over several years. Students should exhaust all federal assistance available, including the Federal Direct Stafford Loan, Federal Direct Graduate PLUS Loan and the Federal Direct Parent PLUS Loan before considering a private student loan program. The credit and repayment terms of federal loan programs may be more favorable than those for private loan programs.

FOR MORE INFORMATION

Complete details are available at www.usc.edu/financialaid. The best way to contact the Financial Aid Office is by telephone at (213) 740-1111. Additionally, financial aid representatives are available by email via www.usc.edu/contactfao.

Question: Where can I obtain information about scholarships?

Answer: Check with the Financial Aid office or your school for information on USC-specific scholarships. There are also many scholarship searches online.

Free Online Scholarship Search Engines

College Board
Scholarship Search
www.collegeboard.com

FastWeb
www.fastweb.com

Peterson's Scholarship Search
www.petersons.com

Scholarships.com
www.scholarships.com

Question: Where can I go to buy supplies for my residence hall room or apartment?

Answer: The “Exploring Los Angeles – Shopping” section contains information about the nearest shopping locations. See page 119 for more details.

Health Insurance

USC Student Health Insurance Plan
Executive Director: Dr. Lawrence
Neinstein
(213) 740-0551
649 W. 34th Street, Parking Structure D
Email: b.well@usc.edu
www.usc.edu/uphc

The university requires that all students have health insurance. This will help to cover the cost of health care that cannot be obtained at the University Park Health Center, especially in emergency situations where hospitalization may be required. All students carrying six units or more are automatically enrolled in, and charged for, the USC student health insurance plan. All international and Health Sciences campus students are required to have health insurance and are automatically enrolled in this plan, even if they carry less than six units.

The health insurance plan works in conjunction with the university’s student health centers. For this reason, all students enrolled in the insurance plan are required to pay the student health fee and access their primary care at the student health center on their campus.

Although the student health fee covers most services rendered at the health center, there is a nominal fee for some services that include: laboratory tests, prescriptions, immunizations, copies of X-rays and copies of medical records.

It is important to remember that the health fee will not cover the cost of hospitalization or specialty care that cannot be obtained at the health center. For this coverage, you are required to carry supplemental health insurance.

WAIVER REQUIREMENTS

Enrollment in the USC student health insurance plan will only be waived and the premium charge removed from the fee bill if documented proof of health coverage from another plan is presented with the waiver request using the online waiver application. The deadlines to request a waiver are: fall 2011: September 9, 2011; spring 2012: January 27, 2012.

In order to receive a waiver of the USC student health insurance plan, the insurance presented must meet the following requirements:

- Must provide at least \$500,000 in lifetime aggregate coverage (no per incident maximums).
- Policy must have no major exclusions: pharmacy coverage, mental health coverage and maternity coverage (for female students) are required.



- Must have effective dates covering the entire semester for which the waiver is requested: fall 2011 (August 15, 2011 through January 9, 2012); spring/summer 2012 (January 10, 2012 through August 19, 2012).
- Must have a policy deductible of \$2,500 or less.
- Must pay for at least 70 percent of covered expenses to providers in the Los Angeles area. Emergency coverage only in Los Angeles is not accepted for a waiver.
- Maximum out-of-pocket expense on the policy (deductible plus out-of-pocket maximum) must not exceed \$7,500.
- Must provide identification card or policy with student’s name and/or policy information allowing USC to confirm eligibility.

For more information please email the Student Health Insurance Office at b.well@usc.edu or call (213) 740-0551. You may also visit the Student Insurance Office at 649 W. 34th Street, located in Parking Structure D.

STUDENT HEALTH INSURANCE FOR STUDENTS STUDYING OVERSEAS

Students enrolled in overseas study programs are required to have one of the insurance plans through USC. Students already enrolled in the USC plan are covered overseas. Students who waive the USC student health insurance plan are automatically enrolled in the USC overseas studies health insurance plan for the duration of their programs.

STUDENT DENTAL PLAN

Dental coverage for students is available for purchase and billed to the student’s account. Dental coverage is not automatic and must be purchased. Dependent coverage will also be available at a separate premium rate. Coverage is for the entire year and must be purchased by September 9, 2011. Spring enrollment will only be allowed for new incoming students in the spring semester. Plan details are available at www.usc.edu/uphc.

Housing

Housing Office
(213) 740-2546 or
(800) USC-4632 (4ME2)
(213) 740-8488 (FAX)
Parking Structure X, first floor
Email: housing@usc.edu
housing.usc.edu

The university offers a wide variety of housing options, both on- and off-campus. More than 50 university-owned apartments and residence halls offer residential colleges and a wide assortment of special interest programs as well as housing for graduate and married students. In addition, USC Housing manages seven apartment buildings owned by R.W. Selby that also house USC students.

Housing is available during the academic year. Housing applications are processed on a first-come, first-served basis. Freshmen applying by the May deadline are guaranteed housing. Each January, the online USC Housing Renewal (UHR) process gives current residents the opportunity to receive priority over non-residents for housing in the next academic year. Returning freshmen are guaranteed housing in their sophomore year. Limited spaces



research, library and computer resources, health services, safety and involvement activities. Academic departments and schools may also offer their own orientation programs for incoming graduate students. Contact your academic department for more information.

MID-YEAR ORIENTATION

If you are a new student entering the university in the spring, you may attend a mid-year orientation session in December or January. This program includes academic advisement, student life discussions and presentations on student services. The two-day session is geared for incoming freshmen and the one-day session is geared toward transfer students.

ORIENTATION ADVISORS

Each year orientation advisors are selected and trained to facilitate the transition of new students and their families to USC. The application process for on-campus orientation advisors begins in September, with the position starting in the spring semester.

Parking

USC Transportation
(213) 740-3575
620 McCarthy Way, PSX
www.usc.edu/parking

Parking permits from USC Transportation offer you a parking space in a designated lot or parking structure, regardless of the time of day you arrive on campus. You have the option of choosing a facility on campus, parking at the USC Parking Center or at the newer parking structures, PS1 or PS2. Even if you aren't on campus every day, you can park in a reduced fee daily parking lot. It all depends on your schedule. The university offers permits tailored to meet your particular needs.

A GLIMPSE OF TROJAN HISTORY

Marriage Counselor

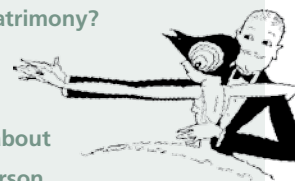
"Adrift on the sea of matrimony?"

About to take the plunge? Or just looking?

If you are wed or about

to be, Dr. James A. Peterson

will offer aid and/or sympathy depending on your problem." – *SCampus* 1956-57



are available in the summer; a separate application is required.

There are 10 Customer Service Centers located conveniently throughout USC Housing to serve your needs. Customer service representatives at each location can provide you with assistance and information.

Orientation Programs

Orientation Programs
(213) 740-7767
Student Union 106
Email: orient@usc.edu
www.usc.edu/orientation

Orientation Programs promotes the smooth transition and positive adjustment of students into the USC community. The office coordinates programs and produces publications to help familiarize incoming students and their families with the academic opportunities, university policies, student involvement resources and campus services that are available to them. In addition to freshman and transfer orientation during the summer, various programs are available including:

MOVE-IN DAY

Move-In Day, held the Wednesday before the first day of classes, is the time when most students move into their residence halls or apartments. The university provides services and assistance in answering questions to make the move-in process a smooth and comfortable one.

WELCOME WEEK

Beginning on Move-In Day, a series of welcoming activities provides you with a chance to explore the academic, social and cultural communities that you will be a part of while at USC. Programs such as the New Student Convocation, Micro-

seminars, welcome barbecue, spirit rally, and social and cultural events offer opportunities for you to get involved in campus life. The Involvement Fair concludes the welcoming activities. A publication outlining the series is mailed to new students in early August.

SPRING WELCOME

Spring Welcome for new students admitted for the spring semester occurs the Thursday and Friday prior to the start of classes. Activities include an off-site retreat, leadership activities, icebreakers and workshops to help students better understand the university. The Involvement Fair concludes the welcoming activities during the first week of classes. The Spring Welcome schedule for new students is available online in early December.

INTERNATIONAL STUDENT ORIENTATION

All new international students are required to attend International Student Orientation, held the week prior to the start of classes. International Student Orientation includes workshops on transitioning to USC and the United States, as well as information on academic and student services. Students will also complete required paperwork to register for classes, including passport and degree verification.

GRADUATE ORIENTATION

A one-day graduate student orientation is offered in August for newly admitted graduate students. The graduate student orientation includes an overview of the graduate student experience and an introduction to the Graduate School, along with workshops and information on academic and student services,

California ID

To get a California ID, you need to apply at a DMV office. See “Exploring Los Angeles – State Services” on page 126 for more information.

If you live in university housing, USC Transportation also has options for you. Resident permits are available from USC Transportation. You will be asked to present your USC student ID, a signed housing contract and proof of vehicle registration at the time you obtain your permit.

Regardless of whether you drive a car, truck, motorcycle or scooter, USC Transportation has a space for you. Just keep in mind that all vehicles need to have valid permits and abide by the university’s parking rules and regulations that are distributed when you are issued your permit. These regulations include speed limits, designated no parking zones, special areas set aside for motorcycle and scooter parking and general information. You should also read the Scooter/Motorcycle Policy in the University Governance section of this guidebook (page 174). Violators are issued parking citations by officers who patrol campus throughout the day. If you receive a citation that you feel is unwarranted, you may file an appeal through the USC Transportation office or online at www.usc.edu/parking. To avoid receiving a parking citation or having your vehicle impounded, take a few minutes to read the materials provided to you at the time you receive your permit.

UNIVERSITY PARKING CENTER

USC Bus service to the University Parking Center, located on Grand Avenue, operates Monday through Friday between 6:30 a.m. and 10:45 p.m. USC Bus picks up and drops off passengers at the parking center near the lower level lobby approximately every 15 minutes. Stops are made at six other locations.

RIDESHARING

Parking on campus can be difficult. We encourage you to find rides with other USC students on our Zimride rideshare community (zimride.usc.edu). Whether you have a car and want to split costs or you are looking for a ride, post it to Zimride and find others heading the same way. Once on campus, we have plenty of Zipcars for you to use by the hour (www.zipcar.com/usc).

Registering for Classes

If you did not register for classes during regular registration or during orientation, you must register during open registration. Open registration is held before the first day of classes. Instructions on registration procedures, dates, department locations and bill payment can be found in the *Schedule of Classes* (www.usc.edu/soc).

**Student Affairs**

The Student Affairs Website (www.usc.edu/student-affairs) is your online resource for the many services and programs offered by the Division of Student Affairs.

We are devoted to creating an integrated experience that helps students reach their educational, personal and professional aspirations. We help to create a campus community in which students are prepared to contribute to a changing world.

Student Affairs encompasses academic support, campus activities, career services, cultural and advocacy centers, health services, international services, publications, residential education, and numerous other departments and programs.

Visit our Student Affairs Website for more information about our departments, programs, ways to get involved on campus, and how to submit a question or concern.

Student ID Card

The USCard, your official student ID, is a must for all USC students and should be carried at all times while on campus. The card, which identifies you as a currently enrolled student, entitles you to various privileges and other convenient uses including: the University Library System, the Lyon Center and other recreational facilities. It also provides you with check cashing privileges at the Cashier’s Office and access to your USC housing complex, elected meal plan and many computer centers located on campus.

Your student ID card may also be used to activate an optional discretionary or prepaid account that allows you

to purchase a variety of on-campus products and services. USCard accounts work just like a debit or checking account, where you make initial deposits and instead of using cash, checks or credit cards, you simply “swipe” your card. Purchases are deducted from your USCard account, and the balance declines accordingly. You can manage an array of options with your USCard online at www.usc.edu/uscard, including checking your balance and transaction history and adding funds to your card.

If your student ID card has been lost or stolen, please visit www.usc.edu/uscard and immediately deactivate your card. You may also call USCard Customer Services at (213) 740-8709. Your card will be deactivated immediately, or at the start of the next business day if reported after hours. You can request a replacement card at one of USCard’s Customer Service locations or at www.usc.edu/uscard.

If you upload an image and request your USCard online during pre-orientation homework, your card will be ready for pick-up during orientation. (Refer to the schedule for exact time and location.) Your card may also be obtained in person from the USCard Customer Service offices located in Parking Structure X at the University Park campus or in the Seaver Lobby at the Health Sciences campus. However, we recommend you upload a digital image in advance. Check out the details on the Web at www.usc.edu/uscard. You are required to get a student ID during your first semester at USC. Cards issued after a student’s initial semester of enrollment are subject to a replacement fee.

The student ID card is valid for USC identification purposes only and may not be used for age verification. You may be liable for any unauthorized use of your card prior to notifying the USCard Office in writing of possible loss or theft. As a USCard holder, you agree to comply with all regulations and uses of the card. USCard funds are non-transferable. If you attempt to use someone else's ID card, you may be referred to the Office of Community Standards and Judicial Affairs.

Tours, Campus

Admission Center
(213) 740-6605
Ronald Tutor Campus Center 202
www.usc.edu/visitusc

Student tour guides conduct tours each year for approximately 60,000 individuals and organizations, including prospective students, alumni and friends of the university. Walking tours are offered Monday through Friday throughout the day. Please check online at www.usc.edu/visitusc for availability.

Tuition and Fees

Cashier's Office
(213) 740-7471
King Hall 200

Your bill for tuition, fees, housing and other charges must be paid (or you must make a satisfactory arrangement with Student Financial Services) before the deadline published in the *Schedule of Classes* (www.usc.edu/soc) each term and in the Calendar section, page 8, or late fees and/or finance charges will be assessed.

Instructions and information about payment of your bills are published in the *Schedule of Classes* and the *USC Catalogue*. During registration there are designated areas for various forms of payment.

In accordance with the university's email notification policy (see University Governance, page 153), USC sends monthly billing notices via email to all students and their guest users.

You can view your account or make payments by logging in to OASIS or myUSC and selecting the USCe.pay link. General student account information is available online at www.usc.edu/sfs.

University Philosophy

PRINCIPLES OF COMMUNITY

The University of Southern California's Division of Student Affairs bears a central responsibility for providing students services and resources that will assist in all aspects of their development. We further seek to foster a scholarly community in which an individual's participation in academic dialogue will be considered on its merits — and not denigrated or disregarded based on personal characteristics or group identity. Consistent with this charge, the division has adopted the following statement of guiding principles.

USC is a multicultural community of scholars from diverse racial, ethnic and class backgrounds, national origins, religious and political beliefs, physical abilities and sexual orientations. This diversity enriches all of our activities and everyday interactions, and we strive to learn from each other in an atmosphere of positive engagement and mutual respect. As a scholarly community, we aspire to create an environment in which racism, sexism, ageism, xenophobia and homophobia do not go unchallenged.

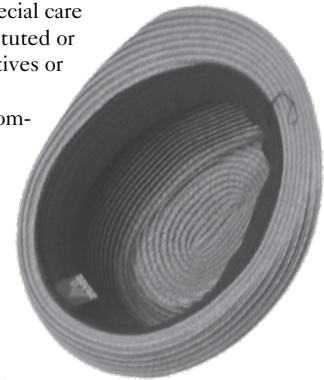
All who work, live, study and teach in the USC community are here by choice. As part of that choice, we share a commitment to these principles as an integral part of USC's mission.

CODE OF ETHICS OF THE UNIVERSITY OF SOUTHERN CALIFORNIA

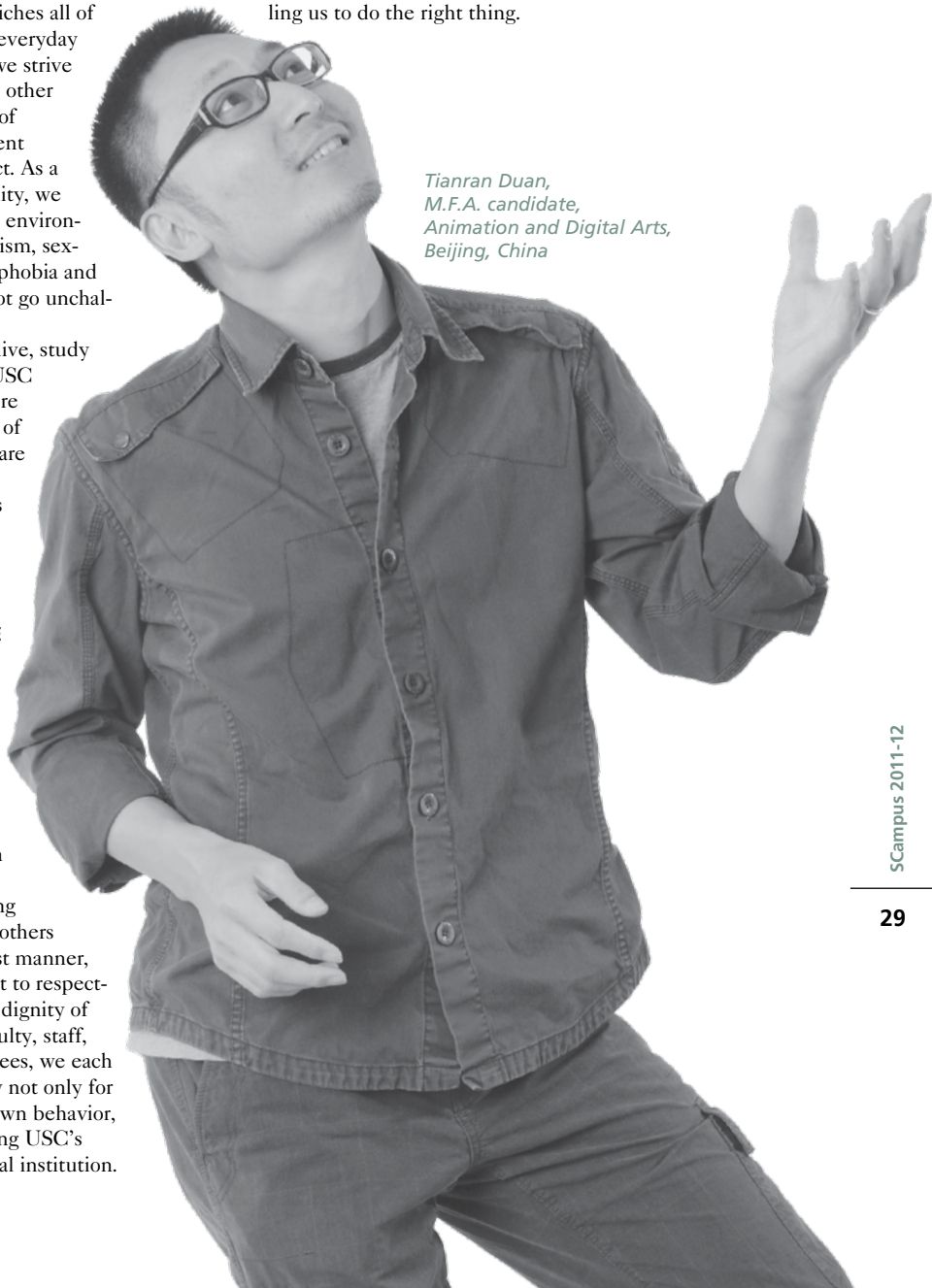
At the University of Southern California, ethical behavior is predicated on two main pillars: a commitment to discharging our obligations to others in a fair and honest manner, and a commitment to respecting the rights and dignity of all persons. As faculty, staff, students and trustees, we each bear responsibility not only for the ethics of our own behavior, but also for building USC's stature as an ethical institution.

We recognize that the fundamental relationships upon which our university is based are those between individual students and individual professors; thus, such relationships are especially sacred and deserve special care that they not be prostituted or exploited for base motives or personal gain.

When we make promises as an institution, or as individuals who are authorized to speak on behalf of USC, we keep those promises, including especially the promises expressed and implied in our Role and Mission Statement. We try to do what is right even if no one is watching us or compelling us to do the right thing.



Tianran Duan,
M.F.A. candidate,
Animation and Digital Arts,
Beijing, China



We promptly and openly identify and disclose conflicts of interest on the part of faculty, staff, students, trustees and the institution as a whole, and we take appropriate steps to either eliminate such conflicts or insure that they do not compromise the integrity of the individuals involved or that of the university.

We nurture an environment of mutual respect and tolerance. As members of the USC community, we treat everyone with respect and dignity, even when the values, beliefs, behavior or background of a person or group is repugnant to us. This last is one of the bedrocks of ethical behavior at USC and the basis of civil discourse within our academic community. Because we are responsible not only for ourselves but also for others, we speak out against hatred and bigotry whenever and wherever we find them.



We do not harass, mistreat, belittle, harm or take unfair advantage of anyone. We do not tolerate plagiarism, lying, deliberate misrepresentation, theft, scientific fraud, cheating, invidious discrimination or ill use of our fellow human beings – whether such persons be volunteer subjects of scientific research, peers, patients, superiors, subordinates, students, professors, trustees, parents, alumni, donors or members of the public.

We do not misappropriate the university's resources, or resources belonging to others that are entrusted to our care, nor do we permit any such misappropriation to go unchallenged.

We are careful to distinguish between legal behavior on the one hand and ethical behavior on the other, knowing that, while the two overlap in many areas, they are at bottom quite distinct from each other. While we follow legal requirements, we must never lose sight of ethical considerations.

Because of the special bonds that bind us together as members of the Trojan Family, we have a familial duty as well as a fiduciary duty to one another. Our faculty and staff are attentive to the well-being of students and others who are entrusted to our care or who are especially vulnerable, including patients, volunteer subjects of research, and the children in our day care and community outreach programs.

By respecting the rights and dignity of others, and by striving for fairness and honesty in our dealings with others, we create an ethical university of which we can all be proud, and which will serve as a bright beacon for all peoples in our day and in the centuries to come.

Adopted by the Board of Trustees of the University of Southern California, March 28, 2004.

A GLIMPSE OF TROJAN HISTORY

Where Do I Park?

“Ah, brother, that is a problem. Last year’s Greater University Committee, armed with walkie-talkies, stop-watches, and traffic counters, surveyed the traffic and parking situation on campus. 8,502 students completed questionnaires and their replies were transferred to IBM cards for tabulation, from which a lengthy list of recommendations was passed by the Senate and transmitted to the administration.”

– SCampus 1950-51

