

## graduate student

## checklist

## BEFORE ARRIVING TO USC

**1. COMPLETE ANY OUTSTANDING ADMISSION REQUIREMENTS; SEND IN TRANSCRIPTS AND TEST SCORES (SPECIFIC TO ACADEMIC PROGRAM).**

Please check with your academic department to ensure they have all your proper documents.

**2. APPLY FOR USC HOUSING AND ORDER YOUR PARKING PERMIT**

USC Housing: <http://housing.usc.edu/>

USC Transportation: <http://transnet.usc.edu/>

**3. ORDER YOUR USCARD AND UPLOAD YOUR PHOTO**

The USCard serves as your student identification card during your time at USC. Your student ID entitles you to use 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 and computer centers located around campus. To submit your image: [CLICK HERE](#)

**4. ACCESS THE MYUSC PORTAL AND COMPLETE THE WEB REGISTRATION TUTORIAL**

MyUSC is the university's portal, designed to give students, faculty and staff personalized access to wide-ranging campus resources in a single location. With MyUSC, you can customize what you can see and do in the portal based on your personal preferences and interests. The portal can also present announcements, online services and other information to specific groups of people only (such as all students, or medical students or the sailing club). In order to begin this step: [CLICK HERE](#) You will be asked to login and enter your USC username and password. Once you have logged on to the MyUSC portal, you can use the navigation tools to customize your pages.

**Complete Web Registration Tutorial**

After customizing your pages, click on "Web Registration" in the Logged-In Services box. You will be directed to the USC web registration system. Prior to coming to orientation, you should view the Web Registration Tutorial (HTML Web or Flash Web). After clicking on the tutorial link, complete the first three boxes, Guidelines, How it Works, and Questions. Once you have customized your pages and completed the Web Registration tutorial, make sure and bookmark MyUSC and logout.

**5. GATHER PROOF OF MEASLES AND MUMPS IMMUNIZATION**

USC requires all students to receive two doses of MMR vaccine, or show proof of Measles and Mumps immunity, prior to their first semester of enrollment at USC. [CLICK HERE](#) for more information.

**6. LEARN HOW TO SETTLE YOUR TUITION BILL.**

[CLICK HERE](#) to view the "Paying for USC" video presentation. Please note, the sample estimated budget will not reflect your first bill.

**7. SET UP YOUR USC CREDIT UNION ACCOUNT (OPTIONAL)**

USC Credit Union is the only full-service financial institution dedicated to serving the Trojan Family. [CLICK HERE](#) for more information about the USC Credit Union.

**8. SIGN UP FOR TEACHING ASSISTANT TRAINING**

Students selected to serve as teaching assistants must participate in TA training. [CLICK HERE](#) to find more information about TA training.

**9. COMPLETE THE LYON RECREATIONAL SPORT CENTER LIABILITY WAIVER**

The Lyon Recreational Sport Center is your connection to sports and fitness programs, intramurals, clubs, and services for the student community. You must complete this waiver before you can access any of these services. The waiver only needs to be submitted once and will remain in effect until you leave USC. If your date of birth information is not accurate in the student records system maintained by the Registrar's office, your waiver may not be processed online. To complete the Lyon Recreational Sport Center Liability waiver, [CLICK HERE](#)



## 10. READ THE USC CATALOGUE AND SCAMPUS TO LEARN ABOUT ACADEMIC REQUIREMENTS AND UNIVERSITY POLICIES AND RESOURCES

The USC Catalogue is the document of authority for all students. The program requirements listed in the USC Catalogue supersede any information that may be contained in any school or department bulletin. The university reserves the right to change its policies, rules, regulations, requirements for graduation, course offerings and any other contents of this catalogue at any time. [CLICK HERE](#) to access the online catalogue.

The SCampus, the USC student handbook, serves as a resource for you to learn more about the University of Southern California as well as the city of Los Angeles. [CLICK HERE](#) to access the online SCampus.

## 11. SIGN UP FOR A PASSPORT VERIFICATION SESSION (INTERNATIONAL STUDENTS ONLY)

If you arrive to USC before International Student Orientation, you should report to the Office of International Services to complete Passport Verification (PPV). PPV is a procedure that all international students must complete so OIS can confirm you are here on a valid student status and are eligible to study at USC. PPV sessions will be held starting in July for students who arrive in the U.S. early. PPV sessions will also be held during orientation. You may pick up your USCard only after you have completed PPV. To attend one of these PPV sessions, you must sign up at OIS. For more information please [CLICK HERE](#)

## 12. SIGN UP FOR THE INTERNATIONAL STUDENT ENGLISH EXAM (INTERNATIONAL STUDENTS ONLY)

Academic success at USC is strongly dependent upon the ability to communicate in English. Listening, speaking, reading and writing proficiency must be well developed in order to assimilate large amounts of difficult material under limited time conditions with full comprehension. Such proficiency is much greater than that required for ordinary everyday living. Therefore, every effort should be made to acquire English proficiency prior to entering the university. Students should review their letters of admission and their I-20s to determine if they are required to take the ISE. For more information on the test, [CLICK HERE](#) To sign up for the ISE Exam [CLICK HERE](#)

## 13. READ ABOUT THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Students have three primary rights under FERPA. They have the rights to: inspect and review their education records; have some control over the disclosure of information from their education record, and seek to amend their education records, under certain circumstances. [CLICK HERE](#) to learn more about FERPA.

## 14. ACADEMIC INTEGRITY TUTORIAL

Academic integrity and honesty are fundamental values at USC. [CLICK HERE](#) to access the academic integrity tutorial and to learn how to avoid plagiarizing at USC and in the United States.





# graduate student

# checklist

## AFTER ARRIVING TO USC

### 1. TAKE ANY NECESSARY PLACEMENT TESTS

REFER TO ACADEMIC PROGRAM'S ADMISSION REQUIREMENTS

### 2. TAKE THE INTERNATIONAL STUDENT ENGLISH (ISE) EXAM (INTERNATIONAL STUDENTS ONLY)

### 3. ATTEND PASSPORT VERIFICATION

(INTERNATIONAL STUDENTS ONLY)

YOU MUST BRING THE ORIGINALS AND PHOTOCOPIES OF THE FOLLOWING DOCUMENTS TO PPV:

- Passport
- SEVIS I-20 (for F-1 students)
- SEVIS DS-2019 (for J-1 students)
- 1-94 Card (front and back sides of the card)
- All previous immigration documents if you are a transfer student from another U.S. educational institution
- Immigration documents of any dependents with you in the U.S.
- [CLICK HERE](#) to download New Student Information form. Fill it out and bring it to PPV.

### 4. PICK UP USCARD

A USC ID card is a must and should be carried at all times while on campus by all USC students, faculty and staff. The card, which identifies you as a currently enrolled student, also entitles you to various other privileges and services on and off campus. You may pick up your USCard at the USCard office in Parking Structure X (adjacent to McCarthy Quad). International students may pick up their USCard after completing Passport Verification.

### 5. MEET WITH YOUR ACADEMIC ADVISOR AND REGISTER FOR CLASS

(THIS MAY BE INCLUDED IN YOUR DEPARTMENTAL ORIENTATION)

### 6. SETTLE TUITION BILL (DUE AUGUST 20, 2010 OR JANUARY 7, 2011)

You may pay your bill through USCe.pay, cash to the Cashier's Office located in the USC Credit Union, check, credit card, or wire transfer. [CLICK HERE](#) for more information. International students needing a wire transfer can find more information on the Student Financial Services website: [CLICK HERE](#)

### 7. ATTEND TEACHING ASSISTANT TRAINING (IF APPLICABLE)

### 8. GET SCREENED FOR TUBERCULOSIS THROUGH THE HEALTH CENTER AND TURN IN PROOF OF MEASLES AND MUMPS IMMUNIZATION

USC requires all students to receive two doses of MMR vaccine, or show proof of Measles and Mumps immunity, prior to their first semester of enrollment at USC. All international students are required to be screened for tuberculosis in the United States or Canada within 6 months prior to their first semester of enrollment at USC. Students unable to provide the required documentation will be asked to receive the vaccination (or lab titer), TB skin Test and/or Chest Xray and provide us with that documentation. [CLICK HERE](#) for more information.

### 9. PURCHASE COURSE MATERIALS FROM USC BOOKSTORE

The USC Bookstores are one-stop shops for all your Trojan needs. In addition to purchasing USC clothing and school supplies, you can purchase your new laptop and printer. [CLICK HERE](#) to login into the website to purchase your course materials.

## 10. ATTEND GRADUATE STUDENT ORIENTATION OR INTERNATIONAL STUDENT ORIENTATION

Graduate Student Orientation is on Monday, August 16, 2010. Please [CLICK HERE](#) to register for this session. International Student Orientation is August 19-20, 2010. Please [CLICK HERE](#) to register for this session. International Student Orientation for students beginning in spring 2011 is on January 5-6, 2011. [CLICK HERE](#) to register for this session.

**Note:** Students in the Marshall School of Business, Gould School of Law, and School of Dentistry are not eligible to attend these programs.

## 11. ATTEND DEPARTMENTAL ORIENTATION

Many schools and departments at USC host individual graduate student orientation sessions along with the USC Graduate Student Orientation. For more information regarding your departmental orientation, please contact your department directly. For a list of department orientations, [CLICK HERE](#)

## 12. SIGN UP FOR TROJANSALERT

TrojansAlert is an alert system that allows University officials to contact you during an emergency by sending text messages to your email and cell phone. TrojansAlert is your connection to real-time updates, instructions on where to go, what to do, or what not to do, who to contact and other important information. [CLICK HERE](#) to register for TrojansAlert.

